Minutes of Regular Meeting

The Board of Trustees
Kilgore Junior College District

A Regular Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, December 12, 2016, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following board members present:

Scott Andrews
Joe Carrington
Lon Ford
Bob Heath
Karol Pruett, Secretary
Cecelia Sanders
James Walker, Vice President
Larry Woodfin, President

Absent: Brian Nutt

I. CALL TO ORDER
   A. Invocation and Pledge of Allegiance

   The meeting was called to order at 6:30pm by Larry Woodfin. He led the invocation and the Pledge of Allegiance.

II. CITIZEN COMMENTS

   There were no citizen comments.

III. STUDENT LEARNING & SUCCESS DATA
   A. Fall 2016 Snapshot
      Presenter: Dr. Staci Martin

   Snapshot on next page.
## Fall 2016 Snapshot

<table>
<thead>
<tr>
<th>Category</th>
<th>Fall 2016</th>
<th>Fall 2015</th>
<th>Difference</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADCOUNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>3,543</td>
<td>3,284</td>
<td>259</td>
<td>7.9%</td>
</tr>
<tr>
<td>Male</td>
<td>1,843</td>
<td>1,492</td>
<td>351</td>
<td>23.4%</td>
</tr>
<tr>
<td>Total</td>
<td>5,386</td>
<td>4,776</td>
<td>610</td>
<td>12.8%</td>
</tr>
<tr>
<td>Ethnic Origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>1,102</td>
<td>1,632</td>
<td>-530</td>
<td>-32.6%</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>4,662</td>
<td>3,142</td>
<td>1,520</td>
<td>48.2%</td>
</tr>
<tr>
<td>Undisclosed or Unknown</td>
<td>127</td>
<td>191</td>
<td>-64</td>
<td>-33.5%</td>
</tr>
<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>198</td>
<td>168</td>
<td>30</td>
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<tr>
<td>White Only</td>
<td>3,066</td>
<td>3,242</td>
<td>-176</td>
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<tr>
<td>Black Only</td>
<td>1,076</td>
<td>1,088</td>
<td>-12</td>
<td>-1.1%</td>
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<tr>
<td>Hispanic Only</td>
<td>1,104</td>
<td>1,022</td>
<td>82</td>
<td>7.9%</td>
</tr>
<tr>
<td>Asian Only</td>
<td>68</td>
<td>61</td>
<td>7</td>
<td>11.5%</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>28</td>
<td>30</td>
<td>-2</td>
<td>-6.7%</td>
</tr>
<tr>
<td>International</td>
<td>56</td>
<td>57</td>
<td>-1</td>
<td>-1.8%</td>
</tr>
<tr>
<td>Hawai’i/Pac. Islander Only</td>
<td>9</td>
<td>10</td>
<td>-1</td>
<td>-10.0%</td>
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<tr>
<td>Undisclosed or Unknown</td>
<td>89</td>
<td>85</td>
<td>4</td>
<td>4.7%</td>
</tr>
<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional (22 &amp; under)</td>
<td>3,997</td>
<td>4,019</td>
<td>-22</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Non-Traditional (23 &amp; older)</td>
<td>1,889</td>
<td>1,716</td>
<td>73</td>
<td>4.2%</td>
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<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Average Age</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time</td>
<td>3,261</td>
<td>3,255</td>
<td>6</td>
<td>0.2%</td>
</tr>
<tr>
<td>Full-Time</td>
<td>2,625</td>
<td>2,460</td>
<td>165</td>
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<tr>
<td>Total</td>
<td>5,886</td>
<td>5,715</td>
<td>171</td>
<td>2.9%</td>
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<tr>
<td>Majors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce Majors</td>
<td>1,744</td>
<td>1,617</td>
<td>127</td>
<td>7.9%</td>
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<tr>
<td>Transfers Majors</td>
<td>4,142</td>
<td>4,118</td>
<td>24</td>
<td>0.6%</td>
</tr>
<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Student Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-Time-In-College</td>
<td>1,119</td>
<td>1,119</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>First-Time Transfer</td>
<td>347</td>
<td>352</td>
<td>-5</td>
<td>-1.4%</td>
</tr>
<tr>
<td>Total First-Time Students</td>
<td>1,467</td>
<td>1,399</td>
<td>68</td>
<td>4.8%</td>
</tr>
<tr>
<td>Dual Credit/HS Students</td>
<td>1,554</td>
<td>1,117</td>
<td>437</td>
<td>37.8%</td>
</tr>
<tr>
<td>Retaining Students</td>
<td>2,275</td>
<td>2,268</td>
<td>7</td>
<td>0.3%</td>
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<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Tuition Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-District</td>
<td>1,581</td>
<td>1,559</td>
<td>22</td>
<td>1.4%</td>
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<tr>
<td>Out-of-District</td>
<td>4,145</td>
<td>4,038</td>
<td>107</td>
<td>2.6%</td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>149</td>
<td>140</td>
<td>9</td>
<td>6.4%</td>
</tr>
<tr>
<td>Unknown</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>11.1%</td>
</tr>
<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Area Counties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregg</td>
<td>3,162</td>
<td>2,922</td>
<td>240</td>
<td>8.2%</td>
</tr>
<tr>
<td>Rusk</td>
<td>388</td>
<td>388</td>
<td>0</td>
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<tr>
<td>Upshur</td>
<td>494</td>
<td>518</td>
<td>-24</td>
<td>-4.6%</td>
</tr>
<tr>
<td>Harrison</td>
<td>488</td>
<td>504</td>
<td>-16</td>
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<tr>
<td>Smith</td>
<td>203</td>
<td>202</td>
<td>1</td>
<td>0.5%</td>
</tr>
<tr>
<td>Total</td>
<td>5,886</td>
<td>5,735</td>
<td>151</td>
<td>2.6%</td>
</tr>
<tr>
<td>Economically Disadvantaged</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received Pell Grant</td>
<td>2,264</td>
<td>2,215</td>
<td>49</td>
<td>2.1%</td>
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<tr>
<td>Enrollment by Location</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kilgore Campus</td>
<td>3,180</td>
<td>3,183</td>
<td>-3</td>
<td>-0.1%</td>
</tr>
<tr>
<td>Longview Campus</td>
<td>1,365</td>
<td>1,355</td>
<td>10</td>
<td>0.7%</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>1,365</td>
<td>1,355</td>
<td>10</td>
<td>0.7%</td>
</tr>
<tr>
<td>High Schools</td>
<td>1,004</td>
<td>1,004</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Total</td>
<td>5,556</td>
<td>5,553</td>
<td>3</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

*Snapshot cont. on next page*
IV. EXECUTIVE SESSION
The Board did not go into executive session.

V. CONSENT AGENDA
A. To consider approving the minutes of the September 12, 2016 regular board meeting and the minutes of the October 13, 2016 Property & Facilities Committee of the Board.
B. To consider approval of personnel items submitted as follows:
   1. Recommendation for approval of faculty contracts as follows:
      a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 - December 31, 2017.
      b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 - December 31, 2017.
      c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 - December 31, 2017.
   2. Recommendation to accept employee resignation as follows:
      a. Speech Instructor, effective December 31, 2016 after twenty-six years and four months of service.
      b. History Instructor, effective December 31, 2016 after twenty-three years and four months of service.
      c. Support Specialist, effective November 10, 2016 after two years and three months of service.
      d. English Instructor, effective December 7, 2016 after eight years and three months of service.
   3. Recommendation for employee retirement as follows:
      a. History Instructor, effective December 31, 2016 after thirty-four years and four months of service.
      b. Counselor, KC-Longview, effective December 31, 2016 after twenty-five years and five months of service.
      c. Maintenance Technician II, effective January 31, 2017 after twenty-three years and seven months of service.
      d. Director of Adult Education & Literacy, effective March 31, 2017 after thirty-three years and eight months of service.
   4. Recommendation of employment as follows:
      d. Interim History Instructor, Liberal & Fine Arts, effective January 1, 2017.
      f. Police Officer, KCPD, effective December 5, 2016.

Personnel Agenda on next page

December 12, 2016 Minutes  Page 4150
1. Recommendation for approval of faculty contracts as follows:

   A. Mr. Justin J. Eckert, Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 – December 31, 2017

   B. Mr. Willie Gooden, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 – December 31, 2017

   C. Mr. Nick Dobler, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 – December 31, 2017

2. Recommendation to accept employee resignations as follows:

   A. Ms. Anna Caldwell, Speech Instructor, effective December 31, 2016 after twenty-six years and four months of service

   B. Ms. Terri York, History Instructor, effective December 31, 2016 after twenty-three years and four months of service

   C. Ms. December Hill, Support Specialist, effective November 10, 2016 after two years and three months of service

   D. Mr. Blake Harris, English Instructor, effective December 7, 2016 after eight years and three months of service

3. Recommendation to accept employee retirement as follows:

   A. Ms. Carla Szafian, History Instructor, effective December 31, 2016 after thirty-four years and four months of service

   B. Mr. Dennis Gronewald, Counselor, KC - Longview, effective December 31, 2016 after twenty-five years and five months of service

   C. Mr. Ken Medlin, Maintenance Technician II, effective January 31, 2017 after twenty-three years and seven months of service

   D. Ms. Bobbie McGee-Benson, Director of Adult Education & Literacy, effective March 31, 2017 after thirty-three years and eight months of service
4. **Recommendation of employment as follows:**

<table>
<thead>
<tr>
<th>A. Name:</th>
<th>Ms. Lashiqua Douglas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position:</strong></td>
<td>Cashier/Student Accounts Accountant</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Business Office</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>Master of Business</td>
</tr>
<tr>
<td></td>
<td>Texas A&amp;M University at Texarkana</td>
</tr>
<tr>
<td></td>
<td>Texarkana, Texas</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Bachelor of Business</td>
</tr>
<tr>
<td></td>
<td>Stephen F. Austin State University</td>
</tr>
<tr>
<td></td>
<td>Nacogdoches, Texas</td>
</tr>
</tbody>
</table>

| Experience:       | Operations Clerk   |
|                   | Cypress Bank       |
|                   | Pittsburg, Texas; 2015-2016 |
|                   | Substitute Teacher |
|                   | Dangerfield ISD    |
|                   | Dangerfield, Texas; 2014-2015 |
|                   | Sales Associate    |
|                   | Bath & Body Works  |
|                   | Nacogdoches, Texas; 2012-2014 |

| Effective Date:   | October 3, 2016 |
| Salary:           | $1,426.33 per pay period which is equivalent to a 12 month salary of $34,232 |

**Note:** Ms. Douglas replaces Ms. Jonnie Stice who was promoted

<table>
<thead>
<tr>
<th>B. Name:</th>
<th>Mr. Charles Hanks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position:</strong></td>
<td>Professional Support Assistant, Financial Aid</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Student Development</td>
</tr>
</tbody>
</table>
### Personnel Agenda cont.

**Education:**
- Master of Science  
  New York Institute of Technology  
  Manhattan, New York
- Master of Liberal Arts  
  Southern Methodist University  
  Dallas, Texas
- Bachelor of Science  
  Lamar University  
  Beaumont, Texas

**Experience:**
- Academic Advisor/Adjunct Instructor  
  Dallas County Community College  
  Lancaster, Texas; 2015-2016
- Registrar/Director of Student Records  
  Jarvis Christian College  
  Hawkins, Texas; 2013-2014
- Financial Aid Advisor  
  Parker University  
  Dallas, Texas; 2013-2014

**Effective Date:**
- November 8, 2016

**Salary:**
- $1,025.08 per pay period which is equivalent to a 12 month salary of $24,602

**Note:**
- Mr. Hanks replaces Ms. Mary Smyser who is retiring

**C. Name:**
- Ms. Katie Chase

**Position:**
- Interim Government Instructor

**Location:**
- Liberal & Fine Arts

**Education:**
- Master of Arts  
  University of Georgia  
  Athens, Georgia

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*December 12, 2016 Minutes*
### Personnel Agenda cont.

| Experience: | Bachelor of Arts  
Carson Newman University  
Jefferson City, Tennessee |
|-------------|-------------------------------------------------------------------|
|             | Client Manager  
Sovereign Risk Solutions  
Marietta, Georgia; 2013-2016 |
|             | Part Time In Home Tutor  
Study Point/Prep Now Tutors  
Atlanta, Georgia; 2013-2016 |
|             | Lead Counselor  
Fresh Air Home  
Tybee Island, Georgia; 2008-2009 |
| Effective Date: | January 1, 2017 |
| Salary: | $2,055 per pay period which is equivalent to a 5 month contract of $20,550 |
| Note: | Ms. Chase replaces Ms. Carla Szafran who is retiring |

### D. Name:  
Mr. Robert Butts

### Position:  
Interim History Instructor

### Location:  
Liberal & Fine Arts

### Education:  
- Doctorate - History  
  Texas Christian University  
  Fort Worth, Texas  
- Master of Science-History  
  Texas A&M Commerce  
  Commerce, Texas  
- Bachelor of Arts  
  University of Oklahoma  
  Norman, Oklahoma

### Experience:  
Adjunct History Instructor  
University of Texas at Tyler  
Tyler, Texas; 2014-2016
### Adjunct History Instructor
Tyler Junior College
Tyler, Texas; 2011-2016

**Effective Date:**
January 1, 2017

**Salary:**
$2,325 per pay period which is equivalent to a 5 month contract of $23,250

**Note:**
Mr. Butts replaces Mr. Charles Taylor who is retiring

### Ms. Dane Deen

**E. Name:**
Ms. Dane Deen

**Position:**
Corrosion Instructor

**Location:**
Business, Technology & Public Services

**Education:**
Associate of Applied Science
Kilgore College
Kilgore, Texas

Associate of Applied Science
Texas State Technical College
Harlingen, Texas

**Experience:**
Adjunct Corrosion Instructor
Kilgore College
Kilgore, Texas; 2016

Coating Inspector
Bell Hole Integrity Services
Springtown, Texas; 2014-2016

Corrosion Technician
JW’s Pipeline Integrity
Farmers Branch, Texas; 2008-2014

**Effective Date:**
January 1, 2017

**Salary:**
$1,716.67 per pay period which is equivalent to a 5 month contract of $27,467

**Note:**
Ms. Deen replaces Ms. Kenya Ray who is resigning
Scott Andrews made the motion to accept the Consent Agenda as presented. James Walker seconded the motion. The motion passed unanimously.

**VI. LEGAL FEES**

A. ACTION ITEM: To consider payment of legal fees for services rendered.

Joe Carrington made the motion accept Action Item A as presented. Karol Pruett seconded the motion. The motion passed unanimously.

**VII. BOARD COMMITTEE REPORTS & ACTION ITEMS**

A. Investment/Finance/Audit Committee - Joe Carrington, Chair
   1. ACTION ITEM: To consider approval of external audit reports for Fiscal Year 2016 - Exhibit #1
      Presenter: Henry & Peters

Jana Broussard of Henry & Peters presented the external audit reports for Fiscal Year 2016. Joe Carrington made the motion to approve the external audit reports for Fiscal Year 2016 as presented. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit #1 on next page
## Exhibit #1

**EXHIBIT 1**

**KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS**

**STATEMENTS OF NET POSITION AUGUST 31, 2016 AND 2015**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$8,112,005</td>
<td>$11,786,121</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>8,748,814</td>
<td>8,705,814</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>2,072,030</td>
<td>2,609,329</td>
</tr>
<tr>
<td>Inventories</td>
<td>1,024,647</td>
<td>1,075,418</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>215,458</td>
<td>105,210</td>
</tr>
<tr>
<td>Other assets</td>
<td>84,760</td>
<td>84,760</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>20,257,714</strong></td>
<td><strong>24,366,652</strong></td>
</tr>
<tr>
<td>Noncurrent assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted cash and cash equivalents</td>
<td>2,657,236</td>
<td>3,054,689</td>
</tr>
<tr>
<td>Other long-term investments</td>
<td>425,000</td>
<td>425,000</td>
</tr>
<tr>
<td>Endowment investments</td>
<td>8,483,823</td>
<td>8,334,496</td>
</tr>
<tr>
<td>Capital assets, net (see note 6)</td>
<td>48,722,039</td>
<td>45,249,673</td>
</tr>
<tr>
<td><strong>Total noncurrent assets</strong></td>
<td><strong>60,288,098</strong></td>
<td><strong>57,063,858</strong></td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td><strong>80,545,812</strong></td>
<td><strong>81,430,510</strong></td>
</tr>
</tbody>
</table>

### Deferred Outflow of Resources

Deferred outflow of resources related to pensions | 2,214,478 | 871,222 |

### Liabilities

**Current liabilities**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>824,506</td>
<td>513,759</td>
</tr>
<tr>
<td>Accrued liabilities</td>
<td>1,107,879</td>
<td>772,971</td>
</tr>
<tr>
<td>Accrued compensable absences - current portion</td>
<td>216,015</td>
<td>264,090</td>
</tr>
<tr>
<td>Funds held for others</td>
<td>1,086,371</td>
<td>1,130,085</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>2,340,238</td>
<td>2,205,259</td>
</tr>
<tr>
<td>Deposits</td>
<td>122,752</td>
<td>123,132</td>
</tr>
<tr>
<td>Long-term liabilities - current portion</td>
<td>450,000</td>
<td>390,048</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td><strong>6,147,741</strong></td>
<td><strong>5,399,344</strong></td>
</tr>
</tbody>
</table>

**Noncurrent liabilities**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued compensable absences</td>
<td>438,164</td>
<td>529,997</td>
</tr>
<tr>
<td>Long-term liabilities</td>
<td>6,664,817</td>
<td>5,695,972</td>
</tr>
<tr>
<td><strong>Total noncurrent liabilities</strong></td>
<td><strong>7,102,981</strong></td>
<td><strong>6,225,969</strong></td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>13,250,722</strong></td>
<td><strong>11,625,313</strong></td>
</tr>
</tbody>
</table>

### Deferred Inflow of Resources

Deferred inflow of resources related to pensions | 1,996,466 | 1,493,103 |

### Net Position

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net investment in capital assets</td>
<td>47,371,989</td>
<td>44,044,625</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expendable</td>
<td>4,602,710</td>
<td>4,460,439</td>
</tr>
<tr>
<td>Nonexpendable</td>
<td>6,617,266</td>
<td>6,617,266</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>8,921,137</td>
<td>14,600,986</td>
</tr>
<tr>
<td><strong>Total net position (Schedule D)</strong></td>
<td><strong>$67,513,102</strong></td>
<td><strong>$69,183,316</strong></td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

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_16-

December 12, 2016 Minutes
### Exhibit #1 cont.

#### EXHIBIT 2

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees  (net of discounts of $6,799,431 and $7,214,758, respectively)</td>
<td>$ 6,875,502</td>
<td>$ 7,021,991</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>1,948,530</td>
<td>1,931,504</td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>815,528</td>
<td>1,368,737</td>
</tr>
<tr>
<td>Non-governmental grants and contracts</td>
<td>153,994</td>
<td>168,302</td>
</tr>
<tr>
<td>Sales and services of educational activities</td>
<td>437,906</td>
<td>118,671</td>
</tr>
<tr>
<td>Auxiliary enterprises (net of discounts of $2,210,909 and $2,586,394, respectively)</td>
<td>4,443,384</td>
<td>4,345,025</td>
</tr>
<tr>
<td>General operating revenues</td>
<td>229,588</td>
<td>129,362</td>
</tr>
<tr>
<td>Total operating revenues (Schedule A)</td>
<td>14,904,437</td>
<td>15,133,592</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>instruction</td>
<td>16,690,139</td>
<td>16,886,021</td>
</tr>
<tr>
<td>Public service</td>
<td>927,066</td>
<td>933,780</td>
</tr>
<tr>
<td>Academic support</td>
<td>3,182,148</td>
<td>3,271,193</td>
</tr>
<tr>
<td>Student services</td>
<td>2,656,965</td>
<td>2,716,717</td>
</tr>
<tr>
<td>Institutional support</td>
<td>5,874,814</td>
<td>7,220,444</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>4,082,558</td>
<td>3,568,997</td>
</tr>
<tr>
<td>Scholarships and fellowships</td>
<td>4,002,801</td>
<td>3,965,731</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>5,219,589</td>
<td>6,511,317</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,630,713</td>
<td>1,600,207</td>
</tr>
<tr>
<td>Total operating expenses (Schedule B)</td>
<td>44,266,793</td>
<td>46,874,407</td>
</tr>
<tr>
<td>Operating loss</td>
<td>(29,362,361)</td>
<td>(31,540,815)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES (EXPENSES)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>12,124,339</td>
<td>13,096,101</td>
</tr>
<tr>
<td>Ad valorem taxes (net)</td>
<td>6,674,038</td>
<td>6,483,216</td>
</tr>
<tr>
<td>Federal revenue, non-operating</td>
<td>10,038,080</td>
<td>10,673,954</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,421,900</td>
<td>1,180,646</td>
</tr>
<tr>
<td>Investment income</td>
<td>76,020</td>
<td>63,526</td>
</tr>
<tr>
<td>Endowment income/(loss)</td>
<td>464,260</td>
<td>(151,656)</td>
</tr>
<tr>
<td>Interest on capital related debt</td>
<td>(38,587)</td>
<td>(53,046)</td>
</tr>
<tr>
<td>Loss on disposal of fixed assets</td>
<td>(266,513)</td>
<td>(1,750)</td>
</tr>
<tr>
<td>Other non-operating revenues</td>
<td>250</td>
<td>3,000</td>
</tr>
<tr>
<td>Other non-operating expenses</td>
<td>(2,801,640)</td>
<td>(594,345)</td>
</tr>
<tr>
<td>Net non-operating revenues (Schedule C)</td>
<td>27,692,147</td>
<td>30,789,646</td>
</tr>
<tr>
<td>Decrease in net position</td>
<td>(1,670,214)</td>
<td>(751,169)</td>
</tr>
</tbody>
</table>

### NET POSITION

<table>
<thead>
<tr>
<th>NET POSITION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net position - beginning of year</td>
<td>69,183,316</td>
<td>75,464,645</td>
</tr>
<tr>
<td>Cumulative effect of change in accounting principle (Note 2)</td>
<td>(5,530,160)</td>
<td>(5,530,160)</td>
</tr>
<tr>
<td>Net position - beginning of year, as restated</td>
<td>69,183,316</td>
<td>69,934,485</td>
</tr>
<tr>
<td>Net position - end of year</td>
<td>$ 67,513,102</td>
<td>$ 69,183,316</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

- 17 -

December 12, 2016 Minutes

Page 4158
EXHIBIT 3 (Pg 1 of 2)

KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED AUGUST 31, 2016 AND 2015

CASH FLOWS FROM OPERATING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from students and other customers</td>
<td>$12,315,344</td>
<td>$11,108,574</td>
</tr>
<tr>
<td>Receipts of grants and contracts</td>
<td>2,918,049</td>
<td>3,468,542</td>
</tr>
<tr>
<td>Other receipts</td>
<td>229,587</td>
<td>179,361</td>
</tr>
<tr>
<td>Payments to or on behalf of employees</td>
<td>(23,562,709)</td>
<td>(24,602,547)</td>
</tr>
<tr>
<td>Payments to suppliers for goods and services</td>
<td>(12,081,123)</td>
<td>(13,124,911)</td>
</tr>
<tr>
<td>Payments to students under federal grants</td>
<td>(4,002,801)</td>
<td>(4,839,480)</td>
</tr>
<tr>
<td>Other cash payments</td>
<td>(43,712)</td>
<td></td>
</tr>
<tr>
<td>Net cash used by operating activities</td>
<td>(24,227,366)</td>
<td>(27,810,461)</td>
</tr>
</tbody>
</table>

CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts of appropriations</td>
<td>10,030,649</td>
<td>10,583,078</td>
</tr>
<tr>
<td>Ad valorem tax revenues</td>
<td>6,674,038</td>
<td>6,483,216</td>
</tr>
<tr>
<td>Receipts for Title IV transactions</td>
<td>9,951,471</td>
<td>10,662,895</td>
</tr>
<tr>
<td>Gifts and grants (other than capital)</td>
<td>1,421,900</td>
<td>1,180,647</td>
</tr>
<tr>
<td>(Disbursements) receipts for student organizations and other agency</td>
<td>(103,060)</td>
<td>207,548</td>
</tr>
<tr>
<td>Misc other non-operating expenses</td>
<td>(824,534)</td>
<td>(665,373)</td>
</tr>
<tr>
<td>Non-capital disbursements for campus enhancements</td>
<td>(1,676,166)</td>
<td></td>
</tr>
<tr>
<td>Net cash provided by non-capital financing activities</td>
<td>25,474,298</td>
<td>28,452,011</td>
</tr>
</tbody>
</table>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases of capital assets</td>
<td>(4,697,266)</td>
<td>(1,654,059)</td>
</tr>
<tr>
<td>Payments on capital debt and leases - principal</td>
<td>(399,048)</td>
<td>(393,774)</td>
</tr>
<tr>
<td>Payments on capital debt and leases - interest</td>
<td>(38,587)</td>
<td>(53,046)</td>
</tr>
<tr>
<td>Net cash used by capital and related financing activities</td>
<td>(5,125,901)</td>
<td>(2,100,879)</td>
</tr>
</tbody>
</table>

CASH FLOWS FROM INVESTING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment losses earnings</td>
<td>(272)</td>
<td>(81,705)</td>
</tr>
<tr>
<td>Investment and endowment (purchases) sales</td>
<td>(192,328)</td>
<td>136,966</td>
</tr>
<tr>
<td>Net cash (used) provided by investing activities</td>
<td>(192,600)</td>
<td>55,261</td>
</tr>
</tbody>
</table>

Decrease in cash and cash equivalents                                      | (4,071,569)| (1,404,068)|

Cash and cash equivalents beginning of year                               | $14,840,810| 16,244,878 |

Cash and cash equivalents end of year                                      | $10,769,241| $14,840,810|

See accompanying notes to financial statements.
EXHIBIT 3 (Pg 2 of 2)

KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED AUGUST 31, 2016 AND 2015 CONTINUED

Reconciliation of operating loss to net cash used

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>by operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating loss</td>
<td>$(29,362,361)</td>
<td>$(31,540,815)</td>
</tr>
<tr>
<td>Adjustments to reconcile operating loss to net cash used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>1,630,713</td>
<td>1,600,207</td>
</tr>
<tr>
<td>On-behalf state benefits</td>
<td>2,093,689</td>
<td>2,513,023</td>
</tr>
<tr>
<td>Changes in assets and liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables, net</td>
<td>423,575</td>
<td>(835,501)</td>
</tr>
<tr>
<td>Inventories</td>
<td>50,771</td>
<td>(35,906)</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>(110,649)</td>
<td>953,804</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>1,891,718</td>
<td>(791,450)</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>134,979</td>
<td>(392,031)</td>
</tr>
<tr>
<td>Compensable absences</td>
<td>(139,908)</td>
<td>96,327</td>
</tr>
<tr>
<td>Changes in deferred inflows and outflows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred outflow</td>
<td>(1,343,256)</td>
<td>(871,222)</td>
</tr>
<tr>
<td>Deferred inflow</td>
<td>503,362</td>
<td>1,493,103</td>
</tr>
</tbody>
</table>

Net cash used by operating activities

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(24,227,366)</td>
<td>$(27,810,461)</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

2. INFORMATION ITEM: Zero Based Budgeting
Presenter: Duane McNaney

Zero Based Budgeting will be used for KC’s budget preparation for fiscal year 2018. Conventional Budgets are prepared mainly on past performance and actual costs. Zero Based Budgeting is a budgeting process in which all expenses must be justified for the upcoming cycle. ZBB allows top-level strategic goals to be implemented into the budgeting process by tying them to specific functional areas of the college.
3. INFORMATION ITEM: Student ROI (Return on Investment) Report by Program
   Presenter: Dr. Staci Martin

   Research was conducted using starting salaries listed in the Career Coach software on the KC website for each AAS degree program, plus the Cosmetology and Vocational Nursing programs that only offer certificates. These salaries were divided by the estimated total cost of an AAS degree for in-district and out-of-district students. The result was an average return on investment during the first year of employment on every $1 spent in tuition/fees at KC for in-district students and out-of-district students. This information can be used in marketing programs, as well as in analyzing program outcomes to help determine program viability.

B. Policy & Personnel Committee - Karol Pruett, Chair
   1. First reading of an amendment to the Board of Trustees’ By-Laws:
      Section 3. Governing Board:
      CHANGE:
      1. Board elections will be conducted in accordance with the parameters set forth in Chapter 41 of the Election Code, specifically (a)(1), stipulating given election dates in May of odd-numbered years (Election Code 41.001).
      Presenter: Karol Pruett

      Karol Pruett read the above amendment to the Board of Trustees’ By-Laws. It will be voted on at the next board meeting.

   2. ACTION ITEM: To consider approval of revisions to the Kilgore College Board of Trustees Procedures Manual - Exhibit #2
      Presenter: Karol Pruett

      The KC Board of Trustees Procedures Manual has been revised to meet The Open Government of Texas regulations and SACSCOC recommendations. Karol Pruett made the motion to approve revisions to the Kilgore College Board of Trustees Procedures Manual. Because the motion came from a committee a second was not required. The motion passed unanimously.

     Exhibit #2 on next page
Kilgore College

Emphasis Excellence ★ 1935

Board of Trustees
Procedure Manual

Exhibit #2 cont. on next page

December 12, 2016 Minutes
### TABLE OF CONTENTS

1. **TRUSTEES**
   - 1.1 Oath of Office.................................4
   - 1.2 Trustee Roles and Responsibilities
     - 1.2.1 Act as a Unit........................5
     - 1.2.2 Commitments..........................5
   - 1.3 Trustee Job Description
     - 1.3.1 Institutional Mission................5
     - 1.3.2 Fiscal Stability of the Institution..5
     - 1.3.3 Institutional Policy..................5
   - 1.4 Trustee Orientation Training
     - 1.4.1 Texas Open Government Laws.........6
     - 1.4.2 Public Funds Investment Act Training 6
     - 1.4.3 Best Practices......................6
   - 1.5 Trustee Conflicts of Interest...........7
   - 1.6 Removal of Trustees from Office.......8

2. **THE BOARD**
   - 2.1 Board Eligibility........................9
   - 2.2 Board Vacancies...........................9
   - 2.3 Board Officers
     - 2.3.1 Board President......................10
     - 2.3.2 Board Vice-President...............10
     - 2.3.3 Board Secretary...................10
   - 2.4 Election of Officers....................11
   - 2.5 Plan for Succession....................11
   - 2.6 Board Committees
     - 2.6.1 Executive Committee................11
     - 2.6.2 Investment, Finance & Audit Committee 11
     - 2.6.3 Policy & Personnel Committee....11
     - 2.6.4 Property & Facilities Committee..11
     - 2.6.5 Student Success Committee.......11

3. **MEETINGS**.....................................12
   - 3.1 Regular Meeting Structure..............12
   - 3.2 Notice of Regular Meetings............13
   - 3.3 Special Meetings......................13
   - 3.4 Notice of Special Meetings............13
   - 3.5 Emergency Meetings...................13

---

Exhibit #2 cont. on next page
Exhibit #2 cont.

3.6 Notice of Emergency Meetings
3.7 Quorum.................................................................14
3.8 Participation Other Than in Person
3.9 Agenda
3.10 Placing an Item on the Agenda
3.11 Open Meetings.................................................15
3.12 Citizens Comments
3.13 Board Dinner

4. OTHER..............................................................................16

4.1 Board Website
4.2 College ID/Parking Permits
4.3 Mileage
4.4 Travel
4.5 Invitations to College Events.................................17
4.6 College Commencement Participation
4.7 Media Recommendations for Trustees
4.8 Changes to the Kilgore College Board of Trustees Procedure Manual
1. TRUSTEES:

1.1 Oath of Office

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS, I, ____________, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Kilgore College Trustee of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

1.2 Trustee Roles and Responsibilities

Trustees are responsible for ensuring that the college is an integral part of the communities that it serves. They are tasked with recognizing the ever-changing educational needs of the residents from those communities. They are accountable to the residents of those communities for the performance and welfare of the institution that they govern. The Board of Trustees exists to represent the general public and advocate for quality educational programming for students. Trustees discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process.

Effective Trustees and Boards:

- Focus on student success
- Know community needs and trends
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

Collectively, Trustees form a Board of Trustees. As stewards of the institution, the Board of Trustees advance the mission of the college through policy. Individual Trustees have specific responsibilities to contribute to the effective function of the Board of Trustees as a whole. Trustees are visionary and thoughtful leaders. They understand the college culture and programs, and support the college’s pursuit of its mission. Trustees act with integrity and respect, and use their influence appropriately. They avoid situations where there are actual or perceived conflicts of interest. Wise Trustees work together as a team to guide their college to excellence and success.

1.1.1 Act as a Unit

The Board is a corporate body. It governs as a unit with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct college employees or operations. The power of governance is expressed through one voice. As individuals, Trustees make no commitments of behalf of the Board to constituents, nor do they criticize or work against Board decisions.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team toward common goals. Boards have structures and rules for operating that ensure they conduct their business effectively and efficiently, that
Exhibit #2 cont.

Board agendas are clear and informative and Board meetings are run in an appropriate manner.

1.1.2 Commitments
All members of the Board should regularly attend Board meetings and make a serious commitment to actively participate in the deliberations of the Board. All Board members have a responsibility to stay informed about matters that come before the Board; they must prepare themselves for meetings and review and comment on minutes and reports.

Board members should be willing to volunteer for and accept assignments made to them by the Board President and they should strive to complete those assignments completely and on time. Board members should be willing to serve on a committee and to stay informed about the committee matters. Members should strive to know all members of the Board and build a working relationship that leads to a collegial working environment. Members should participate actively in the evaluations of the President, and the Board, and in Board retreats. The Board may also be asked to participate in fundraising and in college events.

1.3 Trustee Job Description

The Governing Board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer. The Board will exercise its control of the college through the President. The President will perform such duties and functions as may be assigned to him/her by the Board of Trustees and will have full authority and responsibility for the administration, management, operation, and development of the college under policies, rules, and regulations adopted by the Board of Trustees and within budgets approved by the Board of Trustees. The President will serve at the pleasure of the Board of Trustees according to the terms of his/her contract of employment with the Board of Trustees.

Trustees, as the governing body of the institution, have the legal authority and responsibility over the key areas of: Institutional Mission, Fiscal Stability of the Institution, and Institutional Policy.

1.3.1 Institutional Mission
The Board is responsible for the annual review and approval of the Kilgore College Mission Statement. Staff present the document to the Board, with any suggested revisions, and the Board reviews the Mission and approves any changes deemed warranted. This responsibility involves a concentration on the “big picture” and a focus on the future educational needs of the constituents served by the institution.

This responsibility challenges the Board to think strategically and reflects the important role that the Board plays in the development, implementation, and evaluation of the institution’s Strategic Plan. The institution’s mission statement guides the strategic direction of the college in accordance with the unique needs of the communities and constituents served by the institution. Progress on the outcomes associated with the Strategic Plan are formally reviewed on an annual basis and are a component of the President’s Evaluation.
1.3.2 Fiscal Stability of the Institution
The Board is responsible for the review and approval of the Kilgore College Budget. Initially, staff present a draft budget document to the Investment, Finance, and Audit Committee for feedback. Suggested revisions are incorporated and the draft budget is then delivered to the entire Board during a budget workshop. Revisions from the workshop are incorporated and the document is then brought before the Board at its regularly called meeting in August of each fiscal year for official approval. The Board further exercises its responsibility for the fiscal stability of the institution as, after the budget is approved and in support of the budget, it sets the annual tax rate for its taxing district at its September meeting.

1.3.3 Institutional Policy
The Board of Trustees collectively formulates and establishes policy and designates policy administration to the President and college staff. In addition, the President and college staff may propose new or revised policy to the Board of Trustees for consideration.

1.4 Trustee Orientation Training
Each member of a governing Board will attend training as required by state law. All training certificates must be maintained by both the Trustee and in the KC President’s Office, and should be available for public inspection upon request.

Additionally, in order to further acquaint new Trustees with the Institution, the President’s Office provides a comprehensive orientation and campus tour.

During the first year of service as a Trustee, regardless of being elected or appointed, all Board members must attend a training program that focuses on the official role and duties of the members of governing boards and provides training in the areas of budgeting, policy development, and governance. Attendance at the day-long session, offered annually in the fall as part of the THECB annual Higher Education Leadership Conference, satisfies this legal requirement. Videos from the conference are also available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person. Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement. (Texas Education Code, Section 61.084)

1.4.1 Texas Open Government Laws
The Texas Open Meetings Act (Government Code 551.005) and the Public Information Act (Government Code 552.012) impose mandatory open government educational requirements on elected and appointed officials. Trustees have 90 days to complete Open Government training required by state law.

The Office of the Attorney General offers free online training courses to ensure that all government officials have a good command of both open records and open meetings laws. Upon completion of the online training, members will receive a
1.4.2 Public Funds Investment Act Training

Elected and appointed Trustees must attend at least one training session relating to his/her responsibilities within six months of taking office.

Training under this section must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. Training may be satisfied by viewing the Public Funds Investment Act DVD (provided by the college President’s Office). Trustees must sign the “Protecting Public Funds: Your Responsibilities under the Public Funds Investment Act” acknowledgement form and submit it to the Assistant to the President. (Government Code 2256.007)

1.4.3 Best Practices

New Trustees are required to attend sessions for best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. These sessions provided by the Texas Higher Education Coordinating Board satisfy the training requirement for newly appointed and elected Trustees. (Education Code 61.084)

1.5 Trustee Conflicts of Interest

Elected and appointed Trustees will complete a “Local Government Officer Conflicts Disclosure Statement” kept on file in the college President’s office. This form will be used to disclose areas of possible conflict of interest where the Trustee must abstain from participation. This form will be updated annually in June, is available for public inspection upon request, and will also be posted on the Board website. (Local Government Code 171)

Kilgore College Trustees will not accept or solicit any gift, favor, service or benefit that the Trustee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the Trustee will not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions. Strict adherence to these tenets protects and preserves Kilgore College’s independence from outside pressure.

Trustees of Kilgore College will not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of $50.00 or less. (Texas Penal Code 36.10.a.6)
b. Excessive entertainment will include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

The Trustee will not solicit an employee for favors, services or other benefits as those will constitute a conflict of interest between the Trustee and the employee.

a. A Trustee must be very careful in any business dealings (outside of college business) with either the college President, college administration, or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.

A Trustee who believes he or she has or may have a conflict of interest will file the updated conflicts disclosure statement with the Assistant to the President not later than 5 p.m. on the seventh business day after the date on which the Trustee becomes aware of the facts that require the filing of the statement. (Local Government Code 176.003 (a)) That Trustee will also notify the Executive Committee of the Board and will recuse himself/herself from any discussion, deliberation, and vote related to this conflict.

In addition to complying with these statutes and guidelines, Trustees will attempt to avoid even the appearance of impropriety during their service on the Board.

1.6 Removal of Trustees from Office

Board members may be removed from office for:

• **Attendance:** It is a ground for removal of a member of the Board of Trustees of a junior college district that the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

• **Incompetence:** which means:
  - Gross ignorance of official duties.
  - Gross carelessness in the official discharge of those duties.
  - Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

• **Official misconduct:** Intentional or unlawful behavior relating to official duties as a Trustee entrusted with the administration of justice or execution of the law.

• **Conviction** by a legal court-of-law for public intoxication or DWI/DUI.

• **Conviction of a Trustee** by a jury for any felony or for misdemeanor official misconduct.

Actions for the removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicted a Trustee of a felony or official misconduct will order immediate removal. (Local Government Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e))
2. THE BOARD

2.1 Board Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of Kilgore College Trustee, a person must:

- Be a qualified (registered) voter in the voting unit to be represented.
- Reside in the voting unit to be represented.
- Take the official oath of office.
- Serve without compensation.

(Education Code 130.082 (d))

A Trustee vacates the office if he or she ceases to reside in the Trustee district he or she represents. (Education Code 130.082 (h))

2.2 Board Vacancies

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. A person appointed to fill a vacancy in a Trustee district must be a resident of that Trustee district.

(Education Code 130.082 (d))

If a Board seat becomes vacant during its prescribed term, the Board will usually appoint someone to the position. An appointment to the Board may be made with the intent to ensure that the Board is representative of the constituency served by the Board.

The procedure is:

- The Board President will appoint an ad-hoc Nominating Committee.
- The Nominating Committee will advertise for the open position. Any qualified applicant from the correct voting unit can be nominated and apply for the position.
- The Nominating Committee will review the list of applicants. They can request resumes, references, etc. They will interview applicants and may go through any steps they deem appropriate. When they have one preferred nominee they will present that person to the Board for discussion and a vote.
- An appointed Trustee will only serve until the next regular election. The Trustee must run for the remainder of the term for that seat in a Special Election held at the same time as the next regularly scheduled election.

NOTE: Before voting on a budgetary or personnel matter, each Trustee who holds an appointed position must complete the intensive short orientation course that includes best practices and transparency in trusteeship and governance. The THECB offers a free online Intensive Short Orientation Course. Satisfactory completion of an assessment test (70%) subsequent to completing the course satisfies this legal requirement. (Texas Education Code, Section 61.0841)
2.3 Board Officers

The Board will be authorized to elect a President, Vice-President and Secretary at the first regular meeting of the Board following the regular election of members, or at any time thereafter in order to fill a vacancy. (*Education Code 130.082 (d)*)

2.3.1 Board President
The Board President will preside at all meetings of the Board of Trustees and the Executive Committee, and will appoint the members of each committee except the Executive Committee, and will serve as an ex-officio member on each committee of the Board of Trustees.

2.3.2 Board Vice-President
The Board Vice-President will preside at all meetings of the Board of Trustees and the Executive Committee in the absence of the Board President, and will perform all functions of the Board President during his/her absence.

2.3.3 Board Secretary
The Board Secretary will oversee the keeping and attest to the accuracy of the minutes of meetings of the Board of Trustees. The Assistant to the President will serve as the recording secretary to the Board.

2.4 Election of Officers

In April of each biennium (election year), the Kilgore College Board President will appoint a three person ad-hoc Nominating Committee to bring a slate of officers for consideration to the Board of Trustees. The Board President will designate one member of the committee to serve as the committee chair. The chair of the Nominating Committee will be responsible for scheduling meeting times/dates and securing consent from potential nominees. The Nominating Committee will present the slate of nominees to the Board of Trustees during the meeting immediately following the election date.

Once the Kilgore College Board of Trustees has received the report from the Nominating Committee at its meeting, the election of officers will then be conducted. Procedurally, the Kilgore College Board President will announce each nominee individually, by office, and ask if there are any nominations from the floor. If there are nominations from the floor, the name of that nominee(s) will be added to the slate of officers presented by the ad-hoc Nominating Committee for said Kilgore College Board Officer. After all nominations from the floor have been heard, the nominations will be closed and the Kilgore College Board President will conduct the election process for that position. The Kilgore College Board President will read who the nominee(s) for the office are and request a show of hands for each nominee. The nominee with the most votes from the Board of Trustees present at the meeting and constituting a quorum will be deemed as the elected officer. In the case where two or more nominees are slated for a particular office and the vote produces a tie, the two candidates with the most votes will be immediately placed into a run-off vote for the purpose of electing one individual to the office.

After an officer has been elected, the Kilgore College Board President will continue the election of the other officers in the manner prescribed and until all officers have been elected. Each
newly elected officer will serve a two-year term and automatically become a member of the Kilgore College Board of Trustees Executive Committee. Any member of the Kilgore College Board of Trustees is eligible to serve multiple terms as an elected Board officer. Upon an officer’s resignation or removal from the Kilgore College Board of Trustees, the Kilgore College Board President will appoint a member to fulfill the remainder of the officer’s term.

2.5 Plan for Succession

The President of the Board of Trustees will be succeeded by the Vice-President of the Board in case the President is no longer able to perform his/her duties due to resignation, sudden incapacity or death.

2.6 Board Committees

Board Committees will meet regularly. Committees meetings will be scheduled during the months of October, November, January, March, and May. Service on a committee will mean additional meetings and Trustees may be asked to serve on more than one committee.

Committees include:

- Executive Committee (President, Vice President and Secretary of the Board)
- Investment, Finance & Audit Committee
- Policy & Personnel Committee
- Property & Facilities Committee
- Student Success Committee
- Other committees may be formed as needed

Board Committees always contain less than a quorum of members so they are not subject to the Open Meetings Act and committee meetings do not need to be posted. However, if the Board of Trustees grants a Committee the authority to supervise public business, or more than a quorum of members will be participating in the meeting, then that Committee meeting must be posted. (For instance, if the Committee is authorized to finalize a contract for the Board).

2.6.1 Executive Committee

Membership of this committee is composed of the officers of the Board of Trustees. The Executive Committee meets regularly with the college President and other staff as needed to review Board agenda items and to facilitate planning, coordination, and communication with the entire Board.

2.6.2 Investment, Finance & Audit Committee

The Committee will advise the college’s Board of Trustees with regard to:

- any amendments or revisions of the college’s investment policy
- an investment strategy for the transition of investments
- account balances and strategic budgetary advice
- structure and findings of internal and external audits
Exhibit #2 cont.

- proposed policy
- amendments or revisions to current college policy
- amendments or revisions to Board Bylaws and Procedure Manual
- personnel issues, including the evaluation of the college President

2.6.4 Property & Facilities Committee
The Committee will advise the college’s Board of Trustees with regard to:
- available and current real estate, property and facility needs
- future direction for property and facilities
- strategic facilities planning

2.6.5 Student Success Committee
The Committee will advise the college’s Board of Trustees with regard to:
- student success initiatives
- data related to student success
- Achieving the Dream and Guided Pathways Initiatives
- Institutional annual and strategic planning

3. MEETINGS

3.1 Regular Meeting Structure
Regular Board meetings are usually held on the second Monday of the month. According to State Statute, regular meetings of the Board of Trustees will be held no fewer than four times per year. The Kilgore College Board usually meets 7 times per year: September, December, February, April, June, July (Budget Workshop), and August. The Assistant to the President will forward, via email, a Trustee availability request for meetings. Trustees are asked to indicate whether they are able to attend the specified meetings. Emergency meetings are allowed as prescribed by state laws.

3.2 Notice of Regular Meetings
The place of all regular meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. (Texas Government Code 551.041).

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.kilgore.edu; through local media outlets including the Flare; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. (Texas Government Code 551.055, 551.056 and Education Code, Chapter 130).

Exhibit #2 cont. on next page
3.3 Special Meetings

Special Board meetings are held if needed. The Assistant to the President will forward, via email, a Trustee availability request for special meetings. Trustees are asked to indicate whether they are able to attend the specified meetings.

3.4 Notice of Special Meetings

The place of all special meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. (Texas Government Code 551.041).

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu; through local media outlets including the Flare; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. (Texas Government Code 551.055, 551.036 and Education Code, Chapter 130).

3.5 Emergency Meetings

Emergency Meetings are allowed as prescribed by state law. Public notice of an emergency meeting must be in accordance with Texas Government Code Section 551.045. An emergency or urgent public necessity exists only if immediate action is required by the Board of Trustees because of an imminent threat to public health and safety, or a reasonably unforeseeable situation.

The Board of Trustees will clearly identify the emergency or urgent public necessity in the notice or supplemental notice. The Board of Trustees may hold a meeting by telephone conference if an emergency or urgent public necessity exists and convening at one location is difficult or impossible. The Board of Trustees determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

3.6 Notice of Emergency Meetings

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with Section 551.045 is sufficient if it is posted for at least two hours before the meeting is convened. Notice of emergency meetings or supplemental notice of an emergency item added to the agenda of a meeting of the Board of Trustees to address a situation described above must be given to members of the news media as provided by Section 551.047 not later than one hour before the meeting.
3.7 Quorum

The Kilgore College Board of Trustees is a nine-member Board, serving staggered six year terms. A majority of the Board, five members of a nine-member Board, regardless of the number of vacancies, constitutes a quorum for a meeting of the Board. *(Government Code 551.001(6), 311.013(b))*

No business will be transacted without an affirmative vote of at least five members of the Board of Trustees. The President of the Board of Trustees will determine the method of voting. No proxy votes will be counted. Trustees should be aware of a “walking quorum.” Trustees commit an offense if a member, or group of members, knowingly conspires to circumvent the Texas Open Meetings Act by meeting in numbers less than a quorum for the purpose of secret deliberations in violation of the Act. *(Government Code, Section 551.143)*

3.8 Participation other than in Person

The Board of Trustees will permit any, but not all, Trustees to participate in any meeting by a telephone conference call. A meeting held by a telephone conference call may be held only if a quorum of the board is physically present at the location where meetings of the board are usually held. Each part of the telephone conference call meeting that is required to be open to the public will be audible to the public at the location where the quorum is present and will be recorded. The recording will be made available to the public. The location of the meeting will provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference will be clearly stated before the party speaks. A board member who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of *Education Code, Section 130.0845. (Texas Government Code 551.122)*

3.9 Agenda

The official agenda is prepared by the Board President. Suggested agenda items may be submitted to the Board President with a copy to the Assistant to the President. The draft agenda will be reviewed by the college President and the Executive Committee of the Board. The college attorney will be consulted if needed. The official agenda and supporting documentation will be distributed electronically to Board members via BoardBook prior to the meeting to give Trustees ample time to consider their decisions whenever possible.

3.10 Placing an Item on the Agenda

The Executive Committee of the Board and the college President generally meet a week before a scheduled meeting to finalize the agenda. Meeting times will vary, so members are advised to consult with the President's Office for exact date and time.

The college President or the Board President may place items on the agenda for presentation to the Board.

Any Trustee may request to the Board President any item they wish to have considered for placement on the agenda. The Board President must be notified of the item no later than noon.
of the day preceding the scheduled Executive Committee Meeting. Notification must be made in writing through written correspondence or email. The Board President may work with the Trustee proposing the item and the college attorney if needed to clarify the item and to ensure the item complies with applicable laws.

The Board President will ensure that any topics the Board or individual Trustees have requested be addressed are either on that agenda or are scheduled for deliberation at a subsequent meeting to occur no later than the next regularly scheduled Board meeting.

In accordance with Texas Open Meetings laws, no Board member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by the Texas Government Code.

3.11 Open Meetings

In accordance with the Texas Public Information Act, all meetings will be open to the public, unless consistent with the requirements of Texas Government Code, Section 551. Texas Government Code, Section 551 allows the Board to exclude the public from a meeting only when a closed session is required to accomplish one of the following purposes:

1. Personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. This does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. (Sec. 551.074)

2. Deliberation regarding purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. (Sec. 551.072)

3. Consult with an attorney on pending or contemplated litigation; or a settlement offer. (Sec. 551.071) NOTE: The Board of Trustees may use a conference call to consult with its attorney provided the attorney is not an employee of the college.

4. Deliberation of a negotiated contract for a prospective gift or donation to the college if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. (Sec. 551.073)

5. Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. (Sec. 551.076)

3.12 Citizen Comments

During the “Citizens Comments” section of the Board agenda, any member of the public may address the Board of Trustees on a matter of public concern. The person wishing to address the Board must make a written request before the meeting on a form provided at the meeting. The President of the Board may limit the time permitted for public comment. Citizens or organizations may not cede or yield any of their allotted time to another person or organization. Any handouts from speakers or other citizens must include the name of the person or
Exhibit #2 cont.

organization providing the handout and must be handed out during the speaking time. The Board does not comment or deliberate on the "Citizens Comments" except as authorized by Government Code 551.042. (Government Code 551.042)

During tax hearings or other public hearings, the total time allowed for hearing citizens may be longer than 20 minutes. During the tax and public hearings where the topic is specifically listed on the agenda, the Board and Administration may discuss the comments among themselves, but will not interact with or discuss issues with the citizens or organizations in attendance without the approval of the President of the Board.

3.13 Board Dinner

The Board dinner is a time honored tradition at Kilgore College and is a time for the Board to meet in fellowship with each other and members of the college administration. It is a time to build better working relationships that lead to a collegial working environment. Dinner is usually provided before each regular meeting at 6:00p.m. The dinner meeting is usually a social function, but it is posted on the agenda. Occasionally, there will be an educational presentation at the dinner and the subject matter will be included in the posting. Trustees will receive an email from the Assistant to the President to ascertain attendance. Please respond quickly so that plans may be made accordingly.

4. OTHER

4.1 Board Website

The Board website may be found at: http://www.kilgore.edu/hr_board_trustees.asp. Trustee Information, Trustee Organization and By-Laws, Regular Meeting Dates, Meeting Agenda, Meeting Minutes and Standing Committees may be found on the website.

4.2 College ID/Parking Permits

All Trustees will be given a college ID badge and a college parking permit. These are maintained through the Kilgore College Police Department.

4.3 Mileage

Trustees will be reimbursed for attending meetings/events by personal automobile at the state approved rate. Trustees are encouraged to submit a "Reimbursement Worksheet" form on a regular basis (period: not to exceed 60 days). The Assistant to the President has the forms and will process completed forms.

4.4 Travel

Trustees may attend local, state, regional, and national conferences. Travel arrangements are coordinated by the Assistant to the President. The Assistant to the President will forward information to Trustees regarding upcoming conferences and will confirm hotel and conference registration. Trustees are required to submit a "Reimbursement Worksheet." Out-of-pocket expenses may be included on this form. Board members will be reimbursed for reasonable
actual expense for meals at conferences. For reimbursement of such expenses, the Board member will submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed. The Assistant to the President has the forms and processes receipts and completed forms.

4.5 Invitations to College Events

Trustees are encouraged to attend college special events. The Assistant to the President will inform the Trustees via email of any special college events.

4.6 College Commencement Participation

All Trustees are invited and encouraged to attend the Kilgore College commencement ceremonies. Kilgore College has a ceremony at the end of the fall, spring, and summer semesters. The Assistant to the President will provide information to the Trustees on dates and receptions.

4.7 Media Recommendations for Trustees

Upon being contacted by the media, Trustees are encouraged to advise and consult with the Board President and/or with the college President for assistance with an informed and accurate response.

- Determine if the issue is an “operational” matter or a “policy” matter. Trustee comments on policy matters are entirely appropriate. On operational questions, it frequently is best to refer those to the college President’s office to check the status of the matter, including finding out whether or not Kilgore College is aware of the issue.

- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The college President’s office or Kilgore College’s Public Information office can help you work through this process.

- Keep your comments to the point, and look to reinforce key Kilgore College messages about the high quality of education offered at Kilgore College, Kilgore College’s commitment to the community not only to offer a high quality of education but also to be a good steward of public trust and tax dollars, and to the openness and accountability of the college, its Trustees and administrators.

- If you feel you are being drawn into a “gotcha” or “ambush” situation, ask the reporter, again, what the story is about and consider referring the matter back to college personnel.

4.8 Changes to the Kilgore College Board of Trustees Procedure Manual

All changes to this manual must be presented to and approved by the Board during a regularly scheduled meeting.

1ST UPDATE APPROVED 3/14/16 (Section 2.7 Citizens Comments)
2nd UPDATE APPROVED 5/9/16 (Section 1.7 Board Committees)
Entire Document Revised/Approved 12/12/16
3. ACTION ITEM: To consider appointing Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2017 election period
   Presenter: Karol Pruett

   Karol Pruett made the motion that Nancy Law be appointed as the authority performing the duties of Election Official of the Board of Trustees during the 2017 election period. Because the motion came from a committee a second was not required. The motion passed unanimously.

4. ACTION ITEM: To consider calling the Kilgore Junior College District Trustee general election set for May 6, 2017 - Exhibit #3
   Presenter: Karol Pruett

   Karol Pruett made the motion to call the Kilgore Junior College District Trustee general election set for May 6, 2017. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit #3

MEMORANDUM

DATE: December 12, 2016
TO: Dr. Brenda Kays
FROM: Nancy Law
SUBJECT: 2017 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 6, 2015 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. A special election on the same date as the general election should be called should it be needed.

Kilgore College will have three positions on the Board of Trustees to be filled on that date. The three positions are for six-year terms.

Current board positions whose terms expire in May 2017 are:

   Voting Unit #1, Place 4, South Zone (currently held by Scott Andrews)
   Voting Unit #2, Place 5, North Zone (currently held by Larry Woodfin)
   Voting Unit #3, Place 6, Central Zone (currently held by Lon Ford)
5. ACTION ITEM: To consider approving the Joint Election Agreement with the City of Gladewater -

Exhibit #4
Presenter: Karol Pruett

Karol Pruett made the motion to approve the Joint Election Agreement with the City of Gladewater. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit #4

JOINT ELECTION AGREEMENT

Between
Kilgore Junior College District (KC) and the
City of Gladewater (City)

BY THE TERMS OF THIS AGREEMENT, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 6, 2017.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

This Agreement shall be valid until one of the Entities gives a 30-day notice to the other Entity that it no longer wishes to participate in the Agreement.

APPROVED by vote of the Kilgore College Board of Trustees on the
12th day of December, 2016.

KILGORE JUNIOR COLLEGE DISTRICT

Presiding Officer, Board of Trustees

APPROVED by vote of the City of Gladewater on the ______ day of

20__

CITY OF GLADEWATER

Mayor

December 12, 2016 Minutes
C. Property & Facilities Committee - Brian Nutt, Chair

1. INFORMATION ITEM: Facilities Update
   Presenter: Jeff Williams
   a. Quads

      The project to install PTAC units in the Quads began on November 14th to be completed by March. After installation began it was determined that the installation process would be complete by the second week of January.

   b. Fine Arts

      The basement in the Fine Arts building has flooded. Mold removal process is in place to begin immediately with a contractor scheduled to replace the sheetrock on December 26th to be completed by the beginning of the spring 2017 semester.

   c. Technical Vocational

      On hold until the Print Shop is relocated to the Kilgore Commons building.

   d. Kilgore Commons

      All three areas of Kilgore Commons have been renovated. Print Shop will be moved to the building very soon. The softball field is completed, sprinkler systems are in, and grass seed is down. A fire lane is being put in on the north side of the building. Once the fire lane is completed the building can be occupied.

D. Student Success Committee - Cecelia Sanders, Chair

1. ACTION ITEM: To consider approval of the Kilgore College Mission Statement - Exhibit #5
   Presenter: Dr. Brenda Kays

      The KC Mission Statement will be brought to the Board of Trustees for review on an annual basis. This statement aligns well with our strategic plan and is in line with things that are core to the mission of Kilgore College. Cecelia Sanders made the motion to approve the Kilgore College Mission Statement. Because the recommendation came from a committee a second was not required. The motion passed unanimously.

Exhibit #5 on next page
Mission Statement

Kilgore College provides a learner-centered environment that focuses on student access, success and completion via collaborative partnerships.

- Kilgore College promotes access through its open-door admission, distance learning opportunities, dual credit courses, developmental education, continuing education, and comprehensive financial aid programs.
- Kilgore College promotes success through high quality innovative instruction and holistic student support services and activities.
- Kilgore College promotes completion by providing a foundation for students to flourish either through university transfer or entry into the workforce as highly skilled and technologically advanced employees.
- Kilgore College leads and promotes partnerships through outreach to area schools and universities, small business/entrepreneurial expansion, adult education and literacy, responsiveness to economic development needs, and promotion of social and cultural advancement.

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.

2. ACTION ITEM: To consider approval of a Credit Certified Nursing Assistant Program - Exhibit #6
Presenter: Dr. Mike Turpin

- This is a 15 credit hour program.
- This will allow us to teach this program in the high schools and get state reimbursement for funding when it is dual-credit.
- This also creates a program that is eligible for federal financial aid. Students can transfer to the ADN Program or the LVN Program once they have graduated from high school.
- Graduates of the program will have the ability to take the state exam and work in a long term health care facility.
- Graduates are not required to be state certified if they work in a hospital.
- There is a 2 year plan and a 3 year plan.

Cecelia Sanders made the motion to approve the Credit Certified Nursing Assistant Program. Because the recommendation came from a committee a second was not required. The motion passed unanimously.

Exhibit #6 on next page
Exhibit #6

Kilgore College Certified Nursing Assistant
15 credit hr certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Credit Hours</th>
<th>Didactic</th>
<th>Clinical</th>
<th>Lab</th>
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<tr>
<td>MDCA 1313</td>
<td>Medical Terminology</td>
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<td>MDCA 1205</td>
<td>Medical Law &amp; Ethics</td>
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<td>NURA 1307</td>
<td>Body Systems</td>
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<tr>
<td>RNSG 1201</td>
<td>Pharmacology</td>
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<tr>
<td>NURA 1401</td>
<td>Nurse Aide for Healthcare</td>
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<td>64</td>
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<tr>
<td>NURA 1160</td>
<td>Clinical-Nursing Assistant/Aide</td>
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<td>Totals</td>
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Course Sequence

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<th>Spring</th>
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<td>MDCA 1313</td>
<td>MDCA 1205</td>
</tr>
<tr>
<td>11th grade</td>
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<td>RNSG 1201</td>
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<tr>
<td>12th grade</td>
<td>NURA 1401</td>
<td>NURA 1160</td>
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<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
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<td>MDCA 1313 &amp; NURA 1307</td>
<td>MDCA 1205 &amp; RNSG 1201</td>
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<tr>
<td>12th grade</td>
<td>NURA 1401</td>
<td>NURA 1160</td>
</tr>
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3. INFORMATION ITEM: Dual-Credit Update Presenter: Terry Booker

Terry Booker was unable to attend the meeting. Dr. Kays gave the following report:

Fall to Fall comparison:
- Snapshot of Fall 2016 vs Fall 2015 shows a 39.1% increase in our dual-credit high school students.
- There is an increase in total students enrolled.
- There is an increase in total semester credit hours.
- KC is focusing on the number of Workforce students and Workforce semester credit hours to give our area high schools extra help with meeting the goals of HBS. The CNA Credit Certificate above is one of KCs efforts to do that.
- Longview ISD continues to have the largest dual-credit enrollment.
• Dual-credit serves mainly a population of juniors and seniors.
• Longview ISD does have an Early College High School Program that shows increases in all grade levels.

VIII. UPDATES FROM KC FOUNDATION BOARD
Presenter: Cecelia Sanders, KC Trustee Liaison to the Foundation Board
A. New Foundation Board Members

New Foundation Board Members:
• Annette Morgan, recently retired from Kilgore College as Financial Aid Director
• Amanda Nobles, Executive Director of Kilgore Economic Development Corporation
• Jay Dean, State Representative and former Mayor of Longview
• Colleen Clower, retired teacher and Drill Team Director of Kilgore ISD, and a former Rangerette

B. Drill Deeper Campaign

The Foundation is kicking off an initiative to encourage people who have given in the past just to drill a little deeper and give a little more. There are several levels of giving.

C. Habenicht Grant

2016-2017 Recipients:
• Kilgore College Band - $3,500
• TRIO Fast Track Program - $3,750
• East Texas Police Academy - $4,000
• Photography - $1,579
• Kilgore College Police Department - $1,500
• Physical Therapist Assistant Program - $1,076
• Student Success - $1,039.70
• A total of $16,441.70
This does not come from an endowment but out of Partners in Excellence.

D. New Alumni Members

24 new members for a total of 4,200 members.

IX. ADMINISTRATIVE DISCUSSION ITEMS
A. Budget Reports
Presenter: Duane McNaney

Duane McNaney was available to answer any questions.

B. Public Funds Investment Act Quarterly Investment Report
Presenter: Duane McNaney

Duane McNaney was available to answer any questions.
C. Texas Presbyterian Fund Quarterly Investment Report
   Presenter: Duane McNaney

   Duane McNaney was available to answer any questions.

X. ADMINISTRATIVE COMMENTS
   A. Board Training Report
      Presenter: Nancy Law

      Nancy Law certified that all KC Board Trustees completed their required training for 2016.

   B. February 27, 2017 Board Meeting Date
      Presenter: Dr. Brenda Kays

      The February board meeting has been moved to February 27, 2017 as this is the first Monday we have the ability to cancel the May 2017 Election if candidates are uncontested.

XI. ADJOURNMENT

   Larry Woodfin adjourned the meeting at 8:01pm.

Respectfully submitted,

[Signature]
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

[Signature]
President of the Board

[Signature]
Secretary of the Board