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 11, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

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

Members absent: Brian Nutt and Karol Prucett

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

The meeting was called to order by Larry Woodfin. Mr. Woodfin also led the invocation and the Pledge of Allegiance.

II. COLLEGE SPOTLIGHTS
   A. Board Spotlight - 20 Year Certificate of Appreciation - James Walker
      Presenter: Larry Woodfin

   James Walker was honored for 20 years of service on the KC Board of Trustees. Larry Woodfin presented Mr. Walker with a Certificate of Appreciation. Dr. Brenda Kays, Kilgore College President, presented Mr. Walker with a Kilgore College Engraved Hologram Cube on behalf of the Board of Trustees, Faculty, Staff and Students. Dr. Bill Holda, former KC President, spoke about Mr. Walker’s love and support for Kilgore College through the years.

   B. Student Spotlight - Madison Darwish
      Presenter: Jimmy Rieves, Director of Student Success/Athletic Director

   Madison Darwish is a sophomore majoring in Education. She currently has a 3.62 GPA with an overall GPA of 3.45. Madison is the secretary of the SGA, a member of the Kilgore College Athletic Trainers and a Residential Assistant for Nolen Hall. She was the 2017 Homecoming Queen.

   She was instrumental in planning all of the homecoming activities and has formed a new spirit club for this spring semester. She also has over 30 hours of volunteer work this semester.
Due to illness Trustee James Walker left the meeting.

C. Employee Spotlight - Sammy Wagner, KCPD Sergeant
   Presenter: Heath Cariker, KCPD Police Chief

Sgt. Sammy Wagner has shown an outstanding commitment to serving Kilgore College. He created and oversees the campus crime and drug prevention program, trains and mentors other officers—both at KCPD and other departments, and serves as the Chairman of Gregg County MADD. He has brought the MADD walk to the Kilgore Campus two years in a row. Preparing for this event has taken a great amount of time, preparation, and coordination on the part of Sgt. Wagner.

Sgt. Wagner is an excellent representative of KCPD and the college. He has worked hard building relationships with other police agencies and community service groups. The student body respects him, and he has built strong relationships with them through his mentoring efforts. He is very skilled at interacting with the campus community and the public.

D. Student Success Spotlight - Key Performance Indicators (KPI)
   Presenter: Dr. Staci Martin

The purpose of the KPI report is to illustrate to the campus community and the general public how Kilgore College measures its success in addressing the four key parts of its mission statement: access, success, completion, and partnerships. Some items have targets and are highlighted in green if improvement was made from the prior year or if the target was met. Items and targets are determined by KC administrators and the Research and Institutional Effectiveness Committee, comprised of a representative group of faculty, staff, and administrators from across the institution.

Key Performance Indicators 2016-2017

<table>
<thead>
<tr>
<th>Access</th>
<th>Count</th>
<th>PCT of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrollment 2016-FA</td>
<td>5,915</td>
<td></td>
</tr>
<tr>
<td>Distance Ed Enrollment 2016-FA - Students taking at least 1 Distance Ed Course</td>
<td>1,354</td>
<td>23.1%</td>
</tr>
<tr>
<td>Dual Credit Enrollment 2016-FA</td>
<td>1,629</td>
<td>27.9%</td>
</tr>
<tr>
<td>CE Enrollment 2016 - 2017 Unduplicated Student Count</td>
<td>3,390</td>
<td></td>
</tr>
<tr>
<td>Economically Disadvantaged 2016-FA</td>
<td>2,705</td>
<td>45.7%</td>
</tr>
</tbody>
</table>

Completion:

<table>
<thead>
<tr>
<th>Count</th>
<th>PCT</th>
<th>Diff Prior Year</th>
<th>Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,065</td>
<td>-268</td>
<td>-13%</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>188</td>
<td>23%</td>
<td>-2%</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>30</td>
<td>-8</td>
<td>40%</td>
<td></td>
</tr>
</tbody>
</table>

Retained:

<table>
<thead>
<tr>
<th>Count</th>
<th>PCT</th>
<th>Diff Prior Year</th>
<th>Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.3%</td>
<td>6.9%</td>
<td>1.3%</td>
<td>95%</td>
<td></td>
</tr>
</tbody>
</table>

Rates: [https://nces.ed.gov/collegenavigator/#c=kilgore+college&st=TX&id=226019](https://nces.ed.gov/collegenavigator/#c=kilgore+college&st=TX&id=226019)

License Rate: [Select Kilgore College from list of institutions](http://www.bighighereddata.org/reports/performance/ct/dist/levelname=cfm)
### Partnerships

<table>
<thead>
<tr>
<th>Partnership</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td># Dual credit courses offered 2016-FA</td>
<td>125</td>
</tr>
<tr>
<td># Dual credit courses offered Spring 2016-2017</td>
<td>127</td>
</tr>
<tr>
<td>Adult Education &amp; Literacy Enrollment</td>
<td>1,050</td>
</tr>
<tr>
<td>Workforce Education Placement Rates - (Select Kilgore College from list of institutions.)</td>
<td>77%</td>
</tr>
</tbody>
</table>

### Success

<table>
<thead>
<tr>
<th>Success</th>
<th>Percent</th>
<th>% Diff Prior Year</th>
<th>% Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students earning 0 credit hours - 2016-FA</td>
<td>9%</td>
<td>-1%</td>
<td>0%</td>
<td>9% or Less</td>
</tr>
<tr>
<td>Persistence (Fail to Spring FTIC-Full-Time) - 2016</td>
<td>84%</td>
<td>3%</td>
<td>4%</td>
<td>80%</td>
</tr>
<tr>
<td>Persistence (Fail to Fall FTIC-Full-Time) - 2016 to 2017 (Excludes CSME &amp; LVN)</td>
<td>53%</td>
<td>-3%</td>
<td>-7%</td>
<td>60%</td>
</tr>
<tr>
<td>Completion of ENGL 1301 with co-requisite EIRW 0200 - 2016-FA</td>
<td>66%</td>
<td></td>
<td>66% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of MATH 1332 with co-requisite MATH 0132 - 2016-FA</td>
<td>62%</td>
<td>4%</td>
<td>62% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of MATH 1342 with co-requisite MATH 0142 - 2016-FA</td>
<td>64%</td>
<td>4%</td>
<td>64% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of developmental courses ENGL 2016-FA</td>
<td>63%</td>
<td></td>
<td>63% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2016-FA</td>
<td>65%</td>
<td></td>
<td>65% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of developmental courses AEL 2016-FA</td>
<td>61%</td>
<td></td>
<td>61% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of developmental courses 2016-FA</td>
<td>64%</td>
<td></td>
<td>64% or Less</td>
<td></td>
</tr>
<tr>
<td>Completion of 1st college-level course Spring 2016-2017 **</td>
<td>61%</td>
<td>-3%</td>
<td>61% or Less</td>
<td></td>
</tr>
<tr>
<td>% FTIC students completing 15 hours in 1st year of enrollment 2015 - 2016</td>
<td>53%</td>
<td>5%</td>
<td>53% or More</td>
<td></td>
</tr>
<tr>
<td>% FTIC students 2015-FA completing 15 hours in 1st year of enrollment then completing 30 hours in 2nd year of enrollment 2016 - 2017</td>
<td>66%</td>
<td></td>
<td>66% or More</td>
<td></td>
</tr>
</tbody>
</table>

### III. CITIZEN COMMENTS

There were no Citizen Comments.

### IV. EXECUTIVE SESSION

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

**PERSONNEL:** (Government Code 551.074) Consideration of personnel matters including the appointment, employment, evaluation, reassignment, resignation, retirement, duties, discipline or dismissal of a public officer or employee.

**LEGAL:** (Government Code 551.071) Consultation with the Board's attorney to receive legal advice.

**REAL ESTATE:** (Government Code 551.072)

The Board did not convene into Executive Session.
V. CONSENT AGENDA

A. To consider approving the minutes of the September 18, 2017 regular board meeting and the October 9, 2017 special board meeting (Consent Item 1).

B. To consider the following personnel items (Consent Item 2):
   1. **Consider and authorization to accept employee resignation as follows:**
      a. Support Specialist - Purchasing & Accounts Payable
      b. Program Analyst
      c. Police Academy Instructor
      d. Police Officer
      e. Police Officer
   2. **Consider and authorization to accept employee retirement as follows:**
      a. Nursing Assistant Instructor
      b. Music Instructor
      c. Accountant
      d. Professional Support Assistant
      e. Math Instructor
   3. **Consider and authorization to accept change of employment as follows:**
      a. Government Instructor to Title III Project Director
      b. Biology Instructor to Title III Activity Director/Distance Learning Specialist
   4. **Recommendation of employment as follows:**
      a. Support Specialist, Science & Health Sciences
      b. Project Advisor, Upward Bound
      c. Instructor, Vocational Nursing
      d. Support Specialist, Purchasing
      e. Workforce Development Specialist
      f. Instructor, Police Academy
      g. Instructor, Certified Nursing Assistant

Scott Andrews made the motion to accept the Consent Agenda as presented. Joe Carrington seconded the motion. The motion passed unanimously.

Personnel Agenda on next page
Personnel Agenda

Kilgore Junior College District
Consent Item 2
December 11, 2017 Board Meeting

1. Consider and authorization to accept employee resignation as follows:
   a. Ms. Lametra Barnes, Support Specialist – Purchasing & Accounts Payable, effective October 10, 2017 after two months of service
   b. Mr. Eric Leija, Program Analyst, effective November 24, 2017 after one year and five months of service
   c. Mr. Michael Augustine, Police Academy Instructor, effective December 31, 2017 after five years and three months of service
   d. Mr. Christian Barajas, Police Officer, effective December 6, 2017 after six months of service
   e. Mr. Ryan Jones, Police Officer, effective December 3, 2017 after one year of service

2. Consider and authorization to accept employee retirement as follows:
   a. Ms. Montez Easley, Nursing Assistant Instructor, effective December 31, 2017 after nineteen years and eight months of service
   b. Mr. Kevin Kelly, Music Instructor, effective December 31, 2017 after twenty-five years and five months of service
   c. Ms. Chong Raif, Accountant, effective December 31, 2017 after twenty-three years and six months of service
   d. Ms. Eva McClellan, Professional Support Assistant, effective February 28, 2018 after ten years and three months of service
   e. Mr. Nate Whitten, Math Instructor, effective August 31, 2018 after twenty-eight years of service

3. Consider and authorization to accept change of employment as follows:
   a. Mr. Roland Blasini, Government Instructor to Title III Project Director. Salary: $70,575 (75% grant funded and 25% KC funded) Effective January 1, 2018
   b. Mr. William Stowe, Biology Instructor to Title III Activity Director/Distance Learning Specialist. Salary: $75,000 (100% Grant funded) Effective January 1, 2018
4. Recommendation of employment as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Salary/Rate of Pay</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tami Phelps</td>
<td>Support Specialist</td>
<td>Science &amp; Health Sciences</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>10/17/2017</td>
</tr>
<tr>
<td>Halen Dorsey</td>
<td>Project Advisor</td>
<td>Upward Bound</td>
<td>$1,418.20/pay period 12 mo. equivalent = $34,037</td>
<td>10/17/2017</td>
</tr>
<tr>
<td>Tami Yates</td>
<td>Instructor, Vocational Nursing</td>
<td>Science &amp; Health Sciences</td>
<td>$2,387.50/pay period 12 mo. equivalent = $57,300</td>
<td>10/18/2017</td>
</tr>
<tr>
<td>Jana Campbell</td>
<td>Support Specialist</td>
<td>Purchasing</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>11/01/2017</td>
</tr>
<tr>
<td>Robert Horn</td>
<td>Workforce Development Specialist</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$1,666.67/pay period 12 mo. equivalent = $40,000</td>
<td>11/08/2017</td>
</tr>
<tr>
<td>Travis Prew</td>
<td>Instructor, Police Academy</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$2,370.41/per period 12 mo. equivalent = $56,890</td>
<td>11/16/2017</td>
</tr>
<tr>
<td>Jackie McDonald</td>
<td>Instructor, Certified Nursing Assistant</td>
<td>Science &amp; Health Sciences</td>
<td>$2,102.08/pay period 10.5 mo. equivalent = $50,450</td>
<td>01/08/2018</td>
</tr>
</tbody>
</table>

VI. LEGAL FEES

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

Joe Carrington made the motion to consider payment of legal fees. Lon Ford 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 2017.
   Presenter: Joe Carrington

Jana Broussard of Henry & Peters PC presented the external audit reports for Fiscal Year 2017. Joe Carrington made the motion to consider approval of external audit reports for Fiscal Year 2017. Because the motion came from a committee a second was not required. The motion passed unanimously.

Audit on next page
### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$7,809,541</td>
<td>$8,112,005</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>8,792,662</td>
<td>8,748,814</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>3,121,810</td>
<td>3,055,993</td>
</tr>
<tr>
<td>Inventories</td>
<td>1,041,574</td>
<td>1,024,647</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>525,555</td>
<td>215,458</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>21,378,902</td>
<td>21,241,677</td>
</tr>
<tr>
<td><strong>Noncurrent assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted cash and cash equivalents</td>
<td>2,628,239</td>
<td>2,657,236</td>
</tr>
<tr>
<td>Other long-term investments</td>
<td>425,000</td>
<td>425,000</td>
</tr>
<tr>
<td>Endowment investments</td>
<td>9,453,576</td>
<td>8,483,823</td>
</tr>
<tr>
<td>Capital assets, net (see note 6)</td>
<td>48,251,378</td>
<td>48,722,039</td>
</tr>
<tr>
<td><strong>Total noncurrent assets</strong></td>
<td>60,758,213</td>
<td>60,388,098</td>
</tr>
<tr>
<td><strong>Total assets:</strong></td>
<td>82,134,115</td>
<td>81,259,775</td>
</tr>
</tbody>
</table>

### DEFERRED OUTFLOW OF RESOURCES

Deferred outflow of resources related to pensions:
1,797,899
2,214,478

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>269,607</td>
<td>824,506</td>
</tr>
<tr>
<td>Accrued liabilities</td>
<td>811,001</td>
<td>1,107,879</td>
</tr>
<tr>
<td>Accrued compensated absences - current portion</td>
<td>227,169</td>
<td>216,015</td>
</tr>
<tr>
<td>Funds held for others</td>
<td>1,156,451</td>
<td>1,056,371</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>2,823,317</td>
<td>2,340,238</td>
</tr>
<tr>
<td>Discounts</td>
<td>122,731</td>
<td>122,732</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>5,875,296</td>
<td>6,147,741</td>
</tr>
<tr>
<td><strong>Noncurrent liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued compensated absences</td>
<td>371,630</td>
<td>438,164</td>
</tr>
<tr>
<td>Long-term liabilities</td>
<td>6,010,027</td>
<td>6,664,817</td>
</tr>
<tr>
<td><strong>Total noncurrent liabilities</strong></td>
<td>6,381,657</td>
<td>7,102,981</td>
</tr>
<tr>
<td><strong>Total liabilities:</strong></td>
<td>12,256,933</td>
<td>13,250,722</td>
</tr>
</tbody>
</table>

### DEFERRED INFLOW OF RESOURCES

Deferred inflow of resources related to pensions:
1,816,537
1,996,466

### NET POSITION

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net investment in capital assets</td>
<td>47,301,334</td>
<td>47,371,989</td>
</tr>
<tr>
<td><strong>Restricted for:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expendable</td>
<td>4,565,388</td>
<td>4,602,710</td>
</tr>
<tr>
<td>Nonspendable</td>
<td>7,391,434</td>
<td>6,617,266</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>10,600,238</td>
<td>9,905,100</td>
</tr>
<tr>
<td><strong>Total net position (Schedule D)</strong></td>
<td>69,838,544</td>
<td>68,497,065</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEARS ENDED AUGUST 31, 2017 AND 2016

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees (net of discounts of $7,846,914 and $6,799,431, respectively)</td>
<td>8,007,870</td>
<td>7,839,465</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>2,234,474</td>
<td>1,948,530</td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>746,778</td>
<td>826,528</td>
</tr>
<tr>
<td>Non-governmental grants and contracts</td>
<td>137,043</td>
<td>153,894</td>
</tr>
<tr>
<td>Sales and services of educational activities</td>
<td>20,257</td>
<td>487,906</td>
</tr>
<tr>
<td>Auxiliary enterprises (net of discounts of $2,171,087 and $2,210,909, respectively)</td>
<td>4,363,353</td>
<td>4,443,384</td>
</tr>
<tr>
<td>General operating revenues</td>
<td>854,147</td>
<td>258,582</td>
</tr>
<tr>
<td>Total operating revenues (Schedule A)</td>
<td>16,168,522</td>
<td>15,885,395</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>16,702,842</td>
<td>16,690,139</td>
</tr>
<tr>
<td>Public service</td>
<td>519,977</td>
<td>927,066</td>
</tr>
<tr>
<td>Academic support</td>
<td>3,008,766</td>
<td>3,182,148</td>
</tr>
<tr>
<td>Student services</td>
<td>2,715,002</td>
<td>2,576,965</td>
</tr>
<tr>
<td>Instructional support</td>
<td>7,228,681</td>
<td>5,874,814</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>4,428,088</td>
<td>4,082,558</td>
</tr>
<tr>
<td>Scholarships and fellowships</td>
<td>4,363,302</td>
<td>4,025,801</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>6,577,745</td>
<td>5,216,589</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,632,173</td>
<td>1,630,713</td>
</tr>
<tr>
<td>Total operating expenses (Schedule B)</td>
<td>47,187,786</td>
<td>44,266,793</td>
</tr>
<tr>
<td>Operating loss</td>
<td>(16,823,264)</td>
<td>(18,378,598)</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>13,179,513</td>
<td>12,124,339</td>
</tr>
<tr>
<td>Ad valorem taxes (net)</td>
<td>6,560,191</td>
<td>6,674,038</td>
</tr>
<tr>
<td>Federal revenue, non-operating</td>
<td>11,054,470</td>
<td>10,038,060</td>
</tr>
<tr>
<td>Gifts</td>
<td>937,516</td>
<td>1,421,900</td>
</tr>
<tr>
<td>Investment income</td>
<td>111,728</td>
<td>76,020</td>
</tr>
<tr>
<td>Endowment income</td>
<td>327,629</td>
<td>464,260</td>
</tr>
<tr>
<td>Interest on capitalized debt</td>
<td>(23,555)</td>
<td>(38,187)</td>
</tr>
<tr>
<td>Loss on disposal of fixed assets</td>
<td>-</td>
<td>(266,513)</td>
</tr>
<tr>
<td>Other non-operating revenues</td>
<td>-</td>
<td>239</td>
</tr>
<tr>
<td>Other non-operating expenses</td>
<td>(458,169)</td>
<td>(2,801,640)</td>
</tr>
<tr>
<td>Net non-operating revenues (Schedule C)</td>
<td>32,182,743</td>
<td>27,692,147</td>
</tr>
<tr>
<td>Increase (decrease) in net position</td>
<td>1,361,479</td>
<td>(886,251)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET POSITION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net position - beginning of year</td>
<td>68,497,065</td>
<td>69,183,316</td>
</tr>
<tr>
<td>Net position - end of year</td>
<td>69,858,541</td>
<td>68,497,065</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

Audit cont. on next page
<table>
<thead>
<tr>
<th>EXHIBIT 3 (Pg 1 of 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS</td>
</tr>
<tr>
<td>STATEMENTS OF CASH FLOWS</td>
</tr>
<tr>
<td>FOR THE YEARS ENDED AUGUST 31, 2017 AND 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH FLOWS FROM OPERATING ACTIVITIES</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from students and other customers</td>
<td>$13,881,922</td>
<td>$12,315,344</td>
</tr>
<tr>
<td>Receipts of grants and contracts</td>
<td>3,120,895</td>
<td>2,918,049</td>
</tr>
<tr>
<td>Other receipts</td>
<td></td>
<td>220,587</td>
</tr>
<tr>
<td>Payments to or on behalf of employees</td>
<td>(23,646,677)</td>
<td>(23,542,709)</td>
</tr>
<tr>
<td>Payments to suppliers for goods and services</td>
<td>(15,953,495)</td>
<td>(12,041,123)</td>
</tr>
<tr>
<td>Payments to students under federal grants</td>
<td>(4,115,079)</td>
<td>(4,002,801)</td>
</tr>
<tr>
<td>Other cash payments</td>
<td>(349,000)</td>
<td>(43,713)</td>
</tr>
<tr>
<td>Net cash used by operating activities</td>
<td>(27,061,445)</td>
<td>(24,273,360)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts of appropriations</td>
<td>10,046,393</td>
<td>10,030,649</td>
</tr>
<tr>
<td>Ad valorem tax revenues</td>
<td>6,550,191</td>
<td>6,674,032</td>
</tr>
<tr>
<td>Receipts for Title IV transactions</td>
<td>10,892,711</td>
<td>9,951,471</td>
</tr>
<tr>
<td>Gifts and grants (other than capital)</td>
<td>927,124</td>
<td>1,421,900</td>
</tr>
<tr>
<td>Disbursements for student organizations and other agency transactions</td>
<td>(69,956)</td>
<td>(103,060)</td>
</tr>
<tr>
<td>Misc other non-operating expenses</td>
<td></td>
<td>(824,554)</td>
</tr>
<tr>
<td>Non-capital disbursements for campus enhancements</td>
<td></td>
<td>(1,676,166)</td>
</tr>
<tr>
<td>Net cash provided by non-capital financing activities</td>
<td>28,358,468</td>
<td>25,472,768</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases of capital assets</td>
<td>(1,192,533)</td>
<td>(4,697,565)</td>
</tr>
<tr>
<td>Payments on capital debt and leases - principal</td>
<td>(400,000)</td>
<td>(390,048)</td>
</tr>
<tr>
<td>Payments on capital debt and leases - interest</td>
<td>(23,555)</td>
<td>(28,587)</td>
</tr>
<tr>
<td>Net cash used by capital and related financing activities</td>
<td>(1,556,088)</td>
<td>(5,127,110)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH FLOWS FROM INVESTING ACTIVITIES</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment earnings (losses)</td>
<td>945,227</td>
<td>(272)</td>
</tr>
<tr>
<td>Investment and endowment purchases</td>
<td>(1,013,601)</td>
<td>(157,228)</td>
</tr>
<tr>
<td>Net cash used by investing activities</td>
<td>(70,374)</td>
<td>(107,600)</td>
</tr>
<tr>
<td>Decrease in cash and cash equivalents</td>
<td>(221,441)</td>
<td>(4,071,569)</td>
</tr>
<tr>
<td>Cash and cash equivalents beginning of year</td>
<td>10,769,241</td>
<td>14,840,830</td>
</tr>
<tr>
<td>Cash and cash equivalents end of year</td>
<td>$10,447,800</td>
<td>$10,769,241</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.

Audit – Exhibit 3 cont. on next page
## Reconciliation of operating loss to net cash used by operating activities:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating loss</td>
<td>(30,821,264)</td>
<td>(28,378,394)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments to reconcile operating loss to net cash used by operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>1,632,173</td>
<td>1,650,713</td>
</tr>
<tr>
<td>On-behalf state benefits</td>
<td>2,536,613</td>
<td>2,093,680</td>
</tr>
<tr>
<td>Miscellaneous non-operating expense</td>
<td>(419,085)</td>
<td>-</td>
</tr>
<tr>
<td>Changes in assets and liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables, net</td>
<td>153,191</td>
<td>(560,385)</td>
</tr>
<tr>
<td>Inventories</td>
<td>(14,927)</td>
<td>50,771</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>(310,697)</td>
<td>(110,640)</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>(840,273)</td>
<td>1,891,713</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>483,099</td>
<td>134,979</td>
</tr>
<tr>
<td>Compensable absences</td>
<td>(55,280)</td>
<td>(139,908)</td>
</tr>
<tr>
<td>Changes in deferred inflows and outflows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred inflow</td>
<td>416,579</td>
<td>(1,343,250)</td>
</tr>
<tr>
<td>Deferred outflow</td>
<td>178,259</td>
<td>593,353</td>
</tr>
<tr>
<td><strong>Net cash used by operating activities</strong></td>
<td><strong>(27,051,442)</strong></td>
<td><strong>(24,227,360)</strong></td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
2. ACTION ITEM: To consider approval of the Smith County 2017 Tax Roll

Joe Carrington made the motion to consider approval of the Smith County 2017 Tax Roll. Because the motion came from a committee a second was not required. The motion passed unanimously.

October 16, 2017

KILGORE COLLEGE

In accordance with Sec. 26.09 (e) of the Tax Code, the 2017 Tax Roll is hereby submitted for approval by your governing board. The tax roll reflects the following values and levy:

2017 Certified Value as of 07-18-2017

111,777,604

Adjusted Certified Value as of 10-9-2017

113,843,860

Total Levy

199,215,98

Please return a signed copy of the 2017 Tax Roll to the Smith County Tax Office. The Tax Code requires a copy be available for the public.

Signature of Board President

Date

December 11, 2017 Minutes
3. INFORMATION ITEM: Quarter 4, Texas Presbyterian Foundation (TPF) Investment Report
   Presenter: Joe Carrington

   Joe Carrington was available to answer any questions regarding the Quarter 4, Texas Presbyterian Foundation (TPF) Investment Report.

B. Policy & Personnel Committee - Karol Pruett, Chair
   1. ACTION ITEM: To consider Resolutions casting votes for nominees of Appraisal Districts
      Presenter: Karol Pruett (Because Karol Pruett was unable to attend the board meeting, Bob Heath, a member of the Policy & Personnel Committee did the presentation of these items.)
      a. Gregg County Appraisal District
      b. Rusk County Appraisal District
      c. Upshur County Appraisal District

   The board combined the above Resolutions into one motion. Bob Heath made the motion to cast 116 votes for A.P. Merritt for the Gregg Appraisal District, 122 votes for Pat McCrory for the Rusk Appraisal District, and 36 votes for Darrell McKnight for the Upshur Appraisal District. Because the motion came from a committee a second was not required. The motion passed unanimously.

   Resolutions on next page
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
VOTING FOR CANDIDATES
FOR THE GREGG APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

WHEREAS, the Texas Property Tax Code provides for the election of directors to the Gregg Appraisal District Board of Directors; and

WHEREAS, it is necessary to elect candidates as directors of the Gregg County Appraisal District for a two-year term commencing on January 1, 2018; and

WHEREAS, Kilgore College is allotted 116 votes to cast for the election of candidates as directors of the Gregg Appraisal District;

NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE BOARD OF TRUSTEES:

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Gregg Appraisal District of Gregg County for a two-year term to begin January 1, 2018.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Votes Cast For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrato, Jim</td>
<td></td>
</tr>
<tr>
<td>Honey, Keith</td>
<td></td>
</tr>
<tr>
<td>Merritt, A. P.</td>
<td></td>
</tr>
<tr>
<td>Northcutt, Cassandra</td>
<td></td>
</tr>
<tr>
<td>Pruitt, Mark</td>
<td></td>
</tr>
<tr>
<td>Woods, Julie</td>
<td></td>
</tr>
</tbody>
</table>

PASSED, ADOPTED AND APPROVED this 11th day of December, 2017.

ATTEST:

President, Kilgore College Board of Trustees

Kilgore College Board of Trustees

Gregg County Appraisal District cont. on next page
Below, please find a listing of all timely submitted candidates for 2018 and 2019 service on the Gregg County Appraisal District Board of Directors.

The governing body of each Taxing Unit shall determine its vote by Resolution. There are five (5) members to be elected. The governing body may cast all its votes for one candidate or distribute them among candidates. A total of 834 votes assures election of a nominee. *The presiding officer shall return a copy of the Resolution to the Chief Appraiser before December 15th.*

Indicate your vote for the candidate(s) of your choice by placing the number of votes in the blank beside the candidate(s) name.

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>Kilgore College</th>
<th>NUMBER OF VOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cerrato, Jim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honey, Keith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merritt, A. P.</td>
<td></td>
<td>116</td>
</tr>
<tr>
<td>Pruitt, Mark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woods, Julie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL VOTES 116

**ATTTEST:**

[Signature]

12-11-17

Date
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
VOTING FOR CANDIDATES
FOR THE RUSK APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

WHEREAS, the Texas Property Tax Code provides for the election of directors to the Rusk Appraisal District Board of Directors; and

WHEREAS, it is necessary to elect candidates as directors of the Rusk County Appraisal District for a two-year term commencing on January 1, 2018; and

WHEREAS, Kilgore College is allotted 122 votes to cast for the election of candidates as directors of the Rusk Appraisal District;

NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE
BOARD OF TRUSTEES:

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Rusk Appraisal District of Rusk County for a two-year term to begin January 1, 2018.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harkless, Clifford</td>
<td></td>
</tr>
<tr>
<td>Johnston, Jon</td>
<td></td>
</tr>
<tr>
<td>Jones, Jimmy L.</td>
<td></td>
</tr>
<tr>
<td>McCrory, Pat</td>
<td>122</td>
</tr>
<tr>
<td>Whitehead, Lanita</td>
<td></td>
</tr>
</tbody>
</table>

PASSED, ADOPTED AND APPROVED this 11th day of December, 2017.

[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Kilgore College Board of Trustees
BALLOT

FOR
RUSK COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS 2018 - 2019

NOMINEES

1. Harkless, Clifford
2. Johnston, Jon
3. Jones, Jimmy L.
4. McCrory, Pat
5. Whitehead, Lanita

NUMBER OF VOTES

__________________________

__________________________

__________________________

__________________________

122

__________________________

The above vote for the Rusk County Board of Directors passed by resolution on this the 11th day of DECEMBER, 2017.

Kilgore College

__________________________

Larry Woods

Presiding Officer

Upshur County Appraisal District on next page
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
VOTING FOR CANDIDATES
FOR THE UPSHUR APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

WHEREAS, the Texas Property Tax Code provides for the election of directors to the Upshur Appraisal District Board of Directors; and

WHEREAS, it is necessary to elect candidates as directors of the Upshur County Appraisal District for a two-year term commencing on January 1, 2018; and

WHEREAS, Kilgore College is allotted 36 votes to cast for the election of candidates as directors of the Upshur Appraisal District;

NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE BOARD OF TRUSTEES:

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Upshur Appraisal District of Upshur County for a two-year term to begin January 1, 2018.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Number of Votes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coppedge, Conrad</td>
<td></td>
</tr>
<tr>
<td>Dodd, Brandon</td>
<td></td>
</tr>
<tr>
<td>Laminack, Sherron</td>
<td></td>
</tr>
<tr>
<td>Maddox, Jared</td>
<td></td>
</tr>
<tr>
<td>McKnight, Darrell</td>
<td>36</td>
</tr>
<tr>
<td>Mitchell, Huyen</td>
<td></td>
</tr>
<tr>
<td>Stoll, Richard</td>
<td></td>
</tr>
</tbody>
</table>

PASSED, ADOPTED AND APPROVED this 11th day of December, 2017.

*[Signature]*
President, Kilgore College Board of Trustees

ATTEST:

*[Signature]*
Kilgore College Board of Trustees

Upshur County Appraisal District cont. on next page
Upshur Appraisal District cont.

<table>
<thead>
<tr>
<th>NOMINEE</th>
<th>Upshur</th>
<th>Big Sandy</th>
<th>Gilmer</th>
<th>One City</th>
<th>Union Hill</th>
<th>Harmony</th>
<th>New Norfolk</th>
<th>Pittsburg</th>
<th>Glade</th>
<th>Water</th>
<th>Kilgore</th>
<th>College</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sirac Cogdell</td>
<td>1950</td>
<td>304</td>
<td>2154</td>
<td>215</td>
<td>108</td>
<td>260</td>
<td>204</td>
<td>39</td>
<td>288</td>
<td>248</td>
<td>35</td>
<td>287</td>
<td>7</td>
</tr>
<tr>
<td>Sharon Eddle</td>
<td>g</td>
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<tr>
<td>Joel Manzotti</td>
<td>g</td>
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<td>g</td>
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</tr>
<tr>
<td>Patricia Nagy</td>
<td>g</td>
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<tr>
<td>Harry Watkins</td>
<td>g</td>
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<td>g</td>
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<td>g</td>
<td>g</td>
</tr>
<tr>
<td>Pat Hud Sledd</td>
<td>g</td>
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<td>g</td>
<td>g</td>
<td>g</td>
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<td>g</td>
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<td>g</td>
</tr>
</tbody>
</table>

1. Place the number of votes you wish to cast for a candidate in the block beside that name under your name heading.

2. Attach this ballot to the adopt resolution and return to this office by December 14, 2017.

2. ACTION ITEM: To consider annual review and approval of the Kilgore College Mission Statement
Presenter: Dr. Staci Martin

Dr. Staci Martin reviewed the current Kilgore College Mission Statement with the Board of Trustees. Bob Heath made the motion to approve the current Kilgore College Mission Statement as presented. Cecelia Sanders seconded the motion. The motion passed unanimously.

Mission Statement on next page
Mission Statement

12/12/2016

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.

3. ACTION ITEM: To consider approval of policies.
   Presenter: Karol Pruett (Because Karol Pruett was unable to attend the board meeting, Bob Heath, a member of the Policy & Personnel Committee did the presentation of these items.)
   a. Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Policy
   b. Anti-Harassment & Complaint Policy
   c. Faculty Load, Roles, and Responsibilities Policy
   d. Free Speech and Public Assembly Policy
   e. Nondiscrimination and Student Grievance Policy
   f. Non-Renewal of Term Contract Policy
   g. Student Admissions Policy
   h. Termination of Employment: Dismissal Policy

   Bob Heath made the motion to approve the policies referenced above. Because the motion came from a committee a second was not required. The motion passed unanimously.

Policies on next page
Policies – Academic Credit for Noncredit Coursework, Examination, and Experiential Learning

Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Policy

Approved By and Date: 

Board of Trustees 12/11/2017
Executive Leadership Team 11/16/2017

Kilgore College (KC) recognizes and values knowledge and skills gained in many ways. Credit may be awarded for noncredit coursework, by examination, or through experiential learning. For all degrees and certificates awarded by KC, students must earn a minimum of 25% of the credits in the award through KC course instruction.

Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Procedures

Approved By and Date: Executive Leadership Team 11/16/2017

Credit for Coursework Taken on a Noncredit Basis

KC awards credit for coursework taken on a noncredit basis only when there is documentation that the noncredit coursework is equivalent to a comparable credit experience. Students consult with the appropriate department chair to begin the process of having credit awarded.

Academic credit may be awarded for noncredit coursework taken through the East Texas Police Academy and the Kilgore College Fire Academy when the noncredit coursework contains the same student learning outcomes as the credit coursework, as designated in the Workforce Education Course Manual.

KC awards academic credit to Cosmetology students who transfer into the KC Cosmetology Program. Transfer students who have clock hours from for-profit (proprietary) schools have their credit hours calculated as follows: For every 125 clock hours, students will be granted credit for one college course. All student clock hours are verified by Texas Department of Licensing and Regulation before academic credit is awarded.

Credit by Exam

KC awards credit by exam [e.g., College Board Advanced Placement, College Board College Level Examination Program, and International Baccalaureate (IB)] for designated courses based on commonly recognized standards.

Except where noted below, credit by examination and advanced placement are available both to incoming students and students currently enrolled.

KC will award credit only after students enroll at the College and earn 15 credit hours through classroom instruction. This restriction does not apply to the IB program.

Policies cont. on next page - Academic Credit for Noncredit Coursework, Examination, and
Experiential Learning Policy

1. Scores earned on national examinations should be sent to KC. Students must contact the Office of Admissions and Registrar to have credit posted on transcripts.
2. The symbol "CR" (credit), rather than a grade, will be posted to a transcript.
3. KC will not award credit by examination for courses in which a student is currently enrolled, for courses which a student has previously failed, or for courses which are prerequisites to courses for which the student has already earned credit.
4. A student may earn a maximum of 24 credit hours through credit by examination.
5. Credit by examination or advanced placement is not applicable toward determination of scholastic standing or academic honors. Likewise, credit hours earned through credit by examination or advanced placement will not satisfy requirements for minimum hours in residence that the student must earn at KC for a certificate of completion or a degree.
6. Colleges and universities to which KC students plan to transfer determine their own policies for the transfer of credits awarded through examinations. KC urges students to verify transferability and applicability of such course credits with the colleges or universities to which they intend to transfer.
7. Fees for posting credits to KC transcripts are listed in the KC Catalog.

College Board Advanced Placement (AP) Examinations: High school students who take AP examinations should have the College Board forward their scores to Kilgore College. AP examinations and minimum scores for which students may earn KC course credit are included in the KC Catalog.

College Level Examination Program (CLEP): The College Level Examination Program (CLEP) is designed primarily to evaluate non-traditional, college-level education such as independent study or correspondence work. Although KC does not accept scores for CLEP general examinations, the College grants credit for specified CLEP subject examinations. Students may receive information about CLEP through the KC Testing Office. CLEP examinations and minimum scores for which students may earn KC course credit are included in the KC Catalog.

Advanced Placement Without Credit: A student who wishes to enroll in an advanced course (e.g., foreign language, mathematics) for which there is no credit by examination or departmental examination for the prerequisite courses may do so with the consent of the appropriate dean. The student must demonstrate or present documentation that he or she possesses the academic background and/or experiences to justify the advanced placement. The student will not receive credit for the prerequisite courses and no fees apply.

International Baccalaureate (IB) Diploma Credit: Kilgore College will grant a minimum of 24 semester credit hours (SCH) to any new student who earns the International Baccalaureate Diploma and has scores of at least 4 on all subjects. KC may grant fewer than 24 SCH if the student earned the IB Diploma and scored less than 4 on any IB examination. The maximum number of semester credit hours that will be awarded is 30. Applicants with the IB diploma must provide a completed IB transcript to the Office of Admissions and Registrar prior to enrolling in order to receive credit.

Credit for Experience

Policies cont. on next page - Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Policy
Policies cont. – Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Policy

KC awards credit for experiential learning when students demonstrate that they have achieved the student learning outcomes of a designated workforce education course by way of a departmental exam or appropriate industry recognized credential. Credit may be awarded toward completion of an Associate of Applied Science degree or a Certificate of Completion for learning achieved through experiences outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experiential learning.

1. Virtually all credit granted for experience must be validated through a departmental examination. To inquire if an appropriate departmental examination is available, students seeking credit for experience should contact the appropriate division dean. Appropriate documentation of skills and/or knowledge must accompany the petition to take the departmental examination. In exceptional cases, as determined by the division dean, where credit is awarded without validation through a departmental examination, the request for credit must be supported by official and verifiable documentation. Credit may be awarded for military training based on American Council on Education (ACE) recommendations, as recorded on military transcripts. ACE-recommended credit must be equivalent to existing KC courses.

2. A minimum of 15 semester hours in residence must be completed before credit is posted and a degree is awarded. For certificates, credit may be posted when at least three semester hours have been earned in residence; however, in all cases, a minimum of 25% of the credits in the award must be earned through KC course instruction.

3. A maximum of 24 semester credit hours may be awarded toward the Associate of Applied Science degree while a maximum of 15 credit hours may be applied toward a Certificate of Completion.

4. The symbol "CR" (credit), rather than a grade, will be posted to a transcript. A grade equivalent of "C" or higher must be earned on an examination in order for "CR" to be awarded. Unsuccessful attempts are not recorded on transcripts.

5. Fees for taking departmental exams and for posting credits to KC transcripts are listed in the KC Catalog.

KC awards credit for appropriate documented experience in the following instances:

1. Military training and experience, including basic training
2. Selected work experience in business and industry
3. Professional certificates, licenses, and credentials
4. Learning achieved through proprietary schools, apprenticeships, or other intra-company training
5. Learning achieved through noncredit workshops, seminars, and conferences

Policies cont. on next page
Policies cont. – Anti-Harassment & Complaint Policy

Anti-Harassment & Complaint Policy

Approved By and Date: Board of Trustees 12/11/2017
Executive Leadership Team 11/16/2017

No member of the Kilgore College community may harass another. The College implements a specific way to review and resolve complaints of harassment by any member of the staff or faculty against another staff or faculty member. Appropriate corrective action will be taken by the College when it determines that harassment has occurred.

Anti-Harassment & Complaint Procedures

Approved By and Date: Executive Leadership Team 11/16/2017

Each supervisor has the responsibility to maintain a workplace free of harassment. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative treatment.

Definition

Harassment is written, electronic, verbal or physical conduct that denigrates or shows hostility or aversion toward an employee or group of employees because of sex, race, color, religion, age, national origin, disability, veteran’s status, genetic information, or any other characteristic protected by institutional policy or local, state, or federal law and:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct is so severe, persistent, or pervasive that it has the effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or demeaning employment environment, and such conduct would do so for a reasonable person in the individual’s position.

Harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to any of the above listed protected classifications and/or (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of membership in any of the above listed protected classifications and that is placed on walls, bulletin boards, or elsewhere on College premises, or is circulated in the workplace. Harassment is prohibited regardless of whether or not the alleged harasser shares the same gender, sex, age, race, creed, national origin, religion, disability, or veteran status as the complaining party. Harassment is prohibited whether in the form of supervisor-employee, employee-employee, employee-student.

Prohibited Conduct
Policies cont. – Anti-Harassment & Complaint Policy

Employees will not engage in conduct constituting harassment. College officials or their agents will investigate all allegations of harassment and officials will take prompt and appropriate disciplinary action against employees found to engage in conduct constituting harassment.

Sexual harassment is a form of sex discrimination. Generally, sexual harassment includes any sexual advances that are unwelcome or sexually motivated conduct. Sexual harassment means conduct amounting to more than an occasional, isolated, or trivial act or remark. The following examples of sexual harassment are illustrations of prohibited conduct, but are not an all-inclusive list of such conduct:

- Physical assault, sexual advances, or touching intimate body parts.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or letters of recommendation.
- Direct propositions of a sexual nature.
- A pattern of conduct intended to discomfort or humiliate a person that includes one or more of the following:
  a. Comments of a sexual nature.
  b. Sexually explicit statements, questions, jokes, pictures, or anecdotes, even when carried out under the guise of humor regarding a particular classification.
  c. Unnecessary touching, patting, hugging, or brushing against a person’s body.
  d. Remarks of a sexual nature about a person’s clothing or body.
  e. Remarks about sexual activity or speculations about previous sexual experience.

Generally, other types of harassment (race, religion, nation origin, etc.) include any attention based on such classification that is unwelcome. Harassment is conduct amounting to more than an occasional, isolated, or trivial act or remark. The following examples of harassment are illustrations of prohibited conduct, but are not an all-inclusive list of such conduct:

- Physical assault based on the classification.
- A pattern of conduct intended to discomfort or humiliate a person that includes statements, questions, jokes, pictures, or anecdotes (even when carried out under the guise of humor), or remarks in general about a person’s clothing, body or culture regarding such classification.

Complaint Guidelines

A complaint will be filed within twenty (20) business days of the date of the alleged conduct. If the complainant fails to report the alleged conduct within 20 business days, it could impair the College’s ability to investigate and/or address the alleged conduct. The complainant is strongly encouraged to submit the complaint in writing. The complainant will be provided a copy of the College’s anti-harassment policy and will be informed about the formal process of filing a complaint. Supervisory employees who suspect violations of this policy are required to submit a report. All other employees are encouraged to report known or suspected violations. All complaints and reports must be submitted to the director of human resources.

Tony Johnson
Kilgore College
1100 Broadway Blvd.

Policies cont. on next page – Anti-Harassment & Complaint Policy
Policies cont. – Anti-Harassment & Complaint Policy

Kilgore, Texas 75662
903-983-8102
tjohnson@kilgore.edu

All complaints of sexual harassment against a student must be submitted through the College’s Nondiscrimination and Student Grievance Policy. The investigation and/or other requirements of the grievance process under the Nondiscrimination and Student Grievance Policy will be followed in all instances involving sexual harassment against a student.

Investigation Guidelines.

All reports and complaints of harassment will be reviewed and are subject to investigation by the director of human resources or designee. Upon receipt of any such report or complaint, the director of human resources will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If there is a determination that the allegations, if proven, would constitute prohibited conduct, as defined herein, then the director of human resources or designee will immediately undertake an investigation. If there is a determination that the allegations, even if proven, would not constitute prohibited conduct as defined herein, then the College may still take action if warranted, but the complaint will be dismissed. The complainant will be notified of same in writing.

The investigation will be conducted by the director of human resources or designee. When appropriate, a third party (such as an attorney) may be the designee. When investigating the complaint, he/she will act as an impartial party rather than a representative of either the complaining or accused parties, and will not offer opinions on the matter when interviewing and investigating. Efforts will be made to maintain confidentiality of both parties during any investigation to the extent provided by law and to the extent it does not hinder the investigation, but, confidentiality cannot be guaranteed in any circumstance. This duty of confidentiality also extends to the complainant, alleged harasser, and others involved in the investigation. The College will attempt to complete this investigation within 30 days, though this is a goal rather than a deadline.

The following is a general guideline for investigations, but the course of an investigation may vary from case to case. An investigation normally will begin with an initial interview or meeting with the complainant. During the initial meeting with the complainant, information should be gathered such as the date, time, place, nature of the alleged harassment, frequency of the alleged conduct, the complainant’s response or reaction to the alleged conduct, and the names of any witnesses. The investigator shall interview other witnesses and gather other relevant evidence.

After meeting with the complainant and others with knowledge of the circumstances surrounding the allegations or relevant to the allegations, the director of human resources or designee will then meet with the alleged harasser. The alleged harasser will be provided a copy of this policy. If the director of human resources or designee determines that the nature of the charge appears to warrant immediate action, appropriate steps may be taken (with the approval of the College President) to protect the alleged harasser, or the complainant, or both, pending further investigation.
Policies cont. – Anti-Harassment & Complaint Policy

If the alleged harasser does not deny the complainant’s material allegations, the director of human resources or designee may attempt to resolve the complaint informally by acting as a facilitator or mediator between the alleged harasser and the complainant. Any proposed solutions or agreements are subject to the College President’s approval. If the alleged harasser denies the complainant’s material allegations, or if the director of human resources or designee determines that the matter deserves further inquiry, further investigation may be conducted.

After the investigation, a written report with findings and/or recommendations for action will be presented to the College President, to the complaining party, and to the alleged harasser. A written report will be prepared even if the investigator concludes that there is no evidence of a violation of the anti-harassment policy or if there is a mutually agreed upon informal resolution. This written report will be automatically reviewed by the College President. Both the complaining party and the alleged harasser will be given the opportunity to provide a written statement and other evidence for the College President’s review and the deadline for providing same will be given to both parties in writing. The College President will review the evidence and facts and make a final determination in the case. The College may take action based on the results of the investigation and review of the College President even if the conduct did not rise to the level of Prohibited Conduct. If the results of the investigation and review by the College President indicate that prohibited conduct occurred, then the College will take appropriate action. Actions may include, but are not limited to, written warning, reassignment, suspension from work, or termination of employment. If termination is recommended for the alleged harasser and the alleged harasser is a contractual employee, then the alleged harasser may follow the appeal guidelines as discussed in the Termination of Employment policy for Term Employees. In all other instances, the automatic review by the College President is the final level of appeal.

Retaliation Forbidden

Retaliation against an individual who complains of harassment, an employee who reports harassment, or an employee who serves as a witness regarding same will not be tolerated and is a violation of College policy. Examples of retaliation include such negative employment actions as: termination, demotion, denial of promotion, unjustified negative evaluations, or refusal to hire. Retaliation may result in disciplinary action up to and including termination of an employee. Any person who feels that he or she is being retaliated against, either during or after an investigation pursuant to this policy, will report the incidents of retaliation to the investigator or human resources director. Such reports should be made as soon as possible after the alleged act. Failure to promptly report may impair the College’s ability to investigate and/or address the alleged conduct.

Other Provisions

A copy of this anti-harassment policy is to be available upon request by any faculty or staff member.

Sexual harassment may result in not only civil liability but also criminal liability on the part of the harassing individual. Likewise, false charges may result in civil liability against the complaining party.

An employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College investigator under this policy is subject to appropriate discipline, up to and including termination.
Policies cont. – Faculty Load, Roles, and Responsibilities Policy

Faculty Load, Roles, and Responsibilities Policy

Approved By and Date: Board of Trustees 12/11/2017
Executive Leadership Team 11/16/2017

Faculty are those positions involved in direct instruction whose assignments require either an advanced degree or specialized training and experience. In order to accomplish its mission, the College will maintain a full-time faculty base which will provide instruction for a minimum of 50% of all sections of credit classes offered. Faculty roles and assignments are designed to help the College accomplish its mission, which focuses on student access, success, and completion.

Faculty Load, Roles, and Responsibilities Procedures

Approved By and Date: Executive Leadership Team 11/16/2017

Full-time Faculty

Full-time faculty are benefit-eligible positions that are contractual and will have a 9, 10, 10.5, 11, or 12-month duration.

Full-time faculty contractual workload is a minimum of 30 hours each week on campus, which typically includes a teaching assignment of 15 semester credit hours for each fall and spring semester, and campus time that may include, but is not limited to, service on committees, meetings, special projects, student consultation and advising, grading, class preparation, registration, commencement, and similar activities. The performance of these activities may vary for nontraditional instruction such as distance learning, which may not require on campus instruction.

When developing their work schedules, instructors will use the following guidelines:

1. Schedule a minimum of 30 hours/week. Overload classes are in addition to this total.

2. Identify in-class hours. If instructors’ regular load hours are more than 15 clock hours, they should work with their dean regarding how to adjust office and/or on-campus hours.

3. Identify 10 hours of office time.
   a. Generally, these are during regular campus working hours (7:45a.m.-5:00 p.m., and until 7:00 p.m. at KC – Longview). Deans may approve exceptions, such as evening office hours for those teaching evening classes.
   b. Three virtual office hours may be approved by the dean for those teaching online courses.

Policies cont. on next page – Faculty Load, Roles, and Responsibilities Policy
Policies cont. – Faculty Load, Roles, and Responsibilities Policy

c. Office hours will be scheduled in both mornings and afternoons.

d. At least one hour twice a week will be scheduled after 1:00 p.m.

4. Identify five hours of other on-campus hours.

a. Instructors will be available to their supervisor by phone during these hours.

b. Generally, these are during regular campus working hours (7:45 a.m.-5:00 p.m., and until 7:00 p.m. at KC – Longview).

c. Thirty minutes/day (or the equivalent of 2.5 hours/week) may be in the Parks Fitness Center (or at the First Baptist Church Recreational Outreach Center for KC – Longview).

d. Hours may include time in the library, cafeteria, sports grill, KC – Longview snack bar, etc.

Instructors are encouraged to consider using office or other on-campus hours to assist students in Kilgore or Longview tutoring labs or to conduct group study sessions at various locations on campus.

A normal teaching assignment may also include evening and/or weekend classes.

The vice president of instruction, in consultation with the division deans, will establish equivalent teaching assignments for lab hours, self-paced instruction, and other nontraditional modes of instruction as needed.

Exceptions to instructor work hours must be cleared by the appropriate dean.

Adjunct Faculty

Adjunct or part-time faculty are typically non-benefit eligible positions which are classified as at-will hired on a semester-by-semester basis. A part-time instructor's workload is a maximum of the equivalent of 9 on-campus instructional hours per week. A part-time instructor's workload will include preparing for and teaching assigned classes, providing consultation to students, conducting examinations, and submitting grades to the college. Adjunct faculty may be eligible to participate in the group benefits program as an employee if the faculty member:

1. receives compensation for services rendered to a public institution of higher education as an adjunct faculty member;

2. has been employed as a faculty member by the same public institution of higher education and has taught at least one course in each regular fall and spring semester at the public institution of higher education in each of the preceding three academic years; and

3. is scheduled to teach at least 12 semester credit hours in the academic year of coverage.

The vice president of instruction, division deans, and other instructional leaders are responsible for monitoring compliance with this policy and accompanying procedures.

Policies cont. on next page
Free Speech and Public Assembly Policy

Approved By and Date: 
Board of Trustees 12/11/2017
Executive Leadership Team 11/16/2017

Kilgore College (KC) fully supports lawful freedom of expression by all members of the academic community, including students. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at KC. It is intended to protect one’s rights without interfering with the primary educational purpose of the College. The right to reasonably and without regard to content restrict the time, place, and manner of expression is specifically reserved for the College.

Free Speech and Public Assembly Procedures

Approved By and Date: Executive Leadership Team 11/16/2017

Kilgore College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. Any acts that are disruptive to normal operations of the College, including but not limited to instruction or college business, or actions that interfere with the rights of others will not be tolerated. The use of Kilgore College’s space for public assemblies or demonstrations is available to current academic community members only (faculty, staff and students). Individuals who are not current faculty, staff, or students may not use the College’s property for demonstrations, but may apply for a demonstration permit through the city of Kilgore or Longview. Such demonstrations will be limited to city sidewalks immediately adjacent to city streets.

Separate and apart from public assemblies or demonstrations, the College does make specific areas of the campus available to any individual or group through its facility rental procedures.

Application for Assemblies/Demonstrations

Generally, the College allows for the spontaneous speech, expression, or assembly of small groups (less than 25 individuals) without pre-approval, subject to the “General Assembly/Demonstrations/Expressive Activities Restrictions” and “Prohibitions of Disrupting College Activities” addressed herein.

Based upon federal law, the College can put reasonable, viewpoint neutral, time, place, and manner of expression restrictions on assemblies to ensure the ongoing safety of the campus community while protecting from any disruption of institutional activities. Therefore, should a large group (25 or more individuals) pre-plan an assembly or demonstration to take place on College property, pre-approval from the College is required. An Application for Assembly must be completed in the coordinator of student activities office at least 48 hours in advance and all rules and regulations pertaining to the application and this policy must be followed. The College will have the authority to decide if overtime police protection is required and, if so, the applicant will be charged such a fee. No fee will be charged based on the content of the speaker/assembly.
Policies cont. – Free Speech and Public Assembly Policy

Application approval will generally be determined on a first come, first served basis if competing applications for the same time or location are received by the College. A student is ineligible to apply if he/she is under disciplinary sanction, suspended, expelled, or owes fines or fees to the College under this policy. An employee is ineligible to apply if he/she has been terminated, or is on leave.

The Application for Assembly is designed to ensure that space utilization conflicts and violations of assembly/demonstration restrictions do not occur and that proper crowd control/safety measures are in place. The Application for Assembly is subject to viewpoint neutral review and may be denied for the following reasons:

- Applicant failed to sign the application, supply all necessary information, or included a misrepresentation
- Requested space is not available
- The date falls during final examinations
- Planned assembly would be disruptive or otherwise violate the rules set forth herein
- Applicant is ineligible
- Proposed use is not suitable for location
- Proposed activity is commercial in nature
- Off campus individual or group is actually a sponsor or co-sponsor
- Any other viewpoint neutral reason that applies to all groups/speakers and furthers the College's significant interest(s)

All denial decisions will be reviewed and approved by the vice president of student development prior to being communicated to the applicant.

General Assembly/Demonstration/Expressive Activities Restrictions

Expressive activities or conduct are subject to the following restrictions:

1. Kilgore College space for public assemblies or demonstrations is available to current academic community members only (faculty, staff, and students). This right is extended to recognized campus groups, organizations, and clubs whose membership is made up of members of the academic community.

2. Public assemblies or demonstrations may occur between the hours of 8:00 a.m. and 9:00 p.m. only.

3. To protect the rights and freedoms of all campus community members, speakers will refrain from the use of obscenities, fighting words, words used to incite violence or lawless action, and defamatory speech. Any signs, literature or written materials may not be obscene, incite others, or be defamatory.

4. The use of amplified sound must be pre-approved to ensure there is no disruption to college functions.
Policies cont. – Free Speech and Public Assembly Policy

5. Any literature, signs, pamphlets, etc. displayed or distributed at public assemblies must also comply with the restrictions listed herein. No litter is permitted.

6. Assemblies and/or demonstrations that are materially disruptive to Kilgore College's educational environment or the College's activities, that are non-peaceful, and/or that involve substantial disorder or invasion of the rights of others on the property of Kilgore College are prohibited.

7. The activity or conduct may not promote commercial products or services.

8. The activity must not interfere with the free flow of vehicular or pedestrian traffic on sidewalks, on streets, at entrances/exits to buildings, or otherwise.

9. The activity must not involve conduct that does, or is likely to, result in damage or destruction of property.

10. No one may threaten or endanger the physical safety of any person on the College campus.

11. The use of fire or fireworks is prohibited.

Appeal Procedure for Assembly Applications

Based upon federal law, the College can put reasonable, viewpoint neutral, time, place, and manner of expression restrictions on assemblies. While the college will work with assembly/demonstration organizers to meet their requests, the College may deny an application for assembly for the reasons set forth herein. Should the event organizers and College staff not be able to agree on mutually agreeable logistics or the Application for Assembly is denied, the following appeal process is available.

1. Applicants aggrieved by the refusal of an application are entitled to appeal to the director of human resources by giving written notice to the vice president of student development on or before the fifth class/business day after the decision is received by the applicant.

2. The notice is informal, but will contain the applicant's name and College email address, a concise description of the decision complained of, reasons for disagreeing with the decision, and the date the decision was received.

3. When appeal is received, according to the prescribed deadlines, the vice president of student development will prepare and send to the director of human resources a written statement of reason(s) for refusal and a copy of the application along with copies of any printed material submitted with the application. The director of human resources may meet with the applicant to obtain more information, if desired. The director of human resources will render a decision to uphold, modify, or overturn the coordinator of student activities decision as soon as practicable but no later than five class/business days after receiving the appeal.

Policies cont. on next page – Free Speech and Public Assembly Policy

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4. The decision of the director of human resources is final.

Prohibition of Disrupting College Activities

It is unlawful for any person, on College property or on public property within five hundred feet of College property, alone or in concert with others, to willfully disrupt the conduct of classes or other College activities. In doing so, the person will be guilty of a misdemeanor and upon conviction may be punished by a fine or by confinement for not less than 10 days or more than six months or both, fine and confinement.

Conduct that disrupts the educational activities of a College includes emission by any means of noise of an intensity which prevents or hinders classroom instruction and enticement or attempted enticement of students away from classes or other college activities which students are required to attend. (Texas House Bill # 186, 62 Legislature, Regular Session, 1971).

The State law prohibiting disruptive activities defines “disruptive activity” as meaning:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the college.

2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, education, research, or other authorized activity.

3. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.

4. Disrupting by force or violence or the threat of force of violence any lawful assembly in progress; or

5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school. The law further states that a “lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.”

College Response to Assemblies that Violate this Policy

In the event of any expressive activity that violates this policy or any non-peaceful or disruptive activities on the property of Kilgore College, the College may take action to stop or minimize same. When responding to such activity, the College administration and/or law enforcement will not consider the viewpoint of the individuals or group involved. The College will generally follow these procedures in such instances:
Policies cont. – Free Speech and Public Assembly Policy

1. The President of the College, or his/her designee, will determine whether or not negotiation will take place with those involved in the demonstration or disruption.

2. The College officials will temporarily revoke any and all privileges related to assemblies and take steps to end disruptive or non-peaceful protests.

3. The President, or his/her designee, will also determine the actions to be taken (if any) including, but not limited to, discipline, interim suspension, or arrest. The President of the College, or his/her designee, may place students on interim suspension for violating this policy and will adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

4. Cases of disruption or non-peaceful action normally will be treated as a violation of the Code of Student Conduct and will be adjudicated by the normal conduct process at the College. The President of the College, or his/her designee, may put disruptive or non-peaceful students on notice that they are in violation of this policy and file charges against them. Nothing in this paragraph limits the President’s or his/her designee’s authority to place a student on interim suspension for violating this policy as set forth above.

5. All individuals who are engaged in disruptive or non-peaceful action may be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest.

6. Kilgore College may bill students or file civil suits to recover damages and costs resulting from non-peaceful or disruptive protests or other violations of this policy.

7. Any violation of this policy that involves literature, signs, pamphlets or other written materials will generally involve a warning and, if not followed, the College official may confiscate the material and take any other necessary steps as outlined herein or otherwise.

Policies cont. on next page
Policies cont. – Nondiscrimination and Student Grievance Policy

Nondiscrimination and Student Grievance Policy

Approved By and Date: 

Board of Trustees 12/1/2017
Executive Leadership Team 11/16/2017

Kilgore College prohibits discrimination, including harassment, against any student on the basis of sex, race, color, religion, age, national origin, disability, veteran’s status, genetic information, or any other characteristic protected by institutional policy or local, state, or federal law. The institution is committed to promptly responding to and resolving concerns involving allegations of illegal discrimination, including illegal harassment, in violation of local, state and/or federal civil rights laws and/or regulations.

Nondiscrimination and Student Grievance Procedures

Approved By and Date: 

Executive Leadership Team 11/16/2017

To ensure that the process for considering student grievances is well publicized, reasonable, and fairly administered, the Kilgore College Title IX coordinator will coordinate the student grievance process for the entire institution.

Definitions

1. Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived sex, race, color, religion, age, national origin, disability, veteran’s status, genetic information, or any other characteristic protected by institutional policy or local, state, or federal law that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the College’s educational program or activities.

2. Discriminatory Harassment: Detrimental action based on an individual’s actual or perceived sex, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the College’s educational program or activities.

3. Retaliatory Harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Sexual Harassment of a Student by Another Student: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the College’s educational program or activities.

Policies cont. on next page – Nondiscrimination and Student Grievance Policy

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Policies cont. – Nondiscrimination and Student Grievance Policy

4. Sexual Harassment of a Student by a Faculty/Staff Member: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:
   a. Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual’s educational or activity development or performance; or
   b. Such conduct is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the College’s educational program or activities.

5. While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

6. Sexual Violence: A form of sexual harassment that includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs, alcohol, or other intoxicating substances or due to an intellectual or other disability. Examples of sexual violence include non-consensual sexual contact, non-consensual sexual intercourse, rape, sexual battery, and other sexually motivated conduct, communications, or contact.

Grievances Concerning Discrimination and/or Harassment

The college does not permit discrimination or harassment in its programs and activities on the basis of sex, race, color, religion, age, national origin, disability, veteran’s status, or genetic information or any other characteristic protected by institutional policy or local, state, or federal law. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedures outlined herein to report those concerns.

How to File a Grievance

Students or any other persons who wish to report a concern or file a grievance relating to Discrimination or Harassment (including Sexual Violence) may do so by reporting the concern to the College Student Title IX coordinator or his/her designee. When appropriate, a third party (such as an attorney) may be the designee. When investigating the complaint, he/she will act as an impartial party rather than a representative of either the complaining or accused parties and will not offer opinions on the matter when interviewing and investigating. The Student Title IX coordinator designated by the College is:

Bindy Tice
Kilgore College
1100 Broadway Blvd.
Kilgore, TX 75662
(903) 988-7590
btice@kilgore.edu

Policies cont. on next page – Nondiscrimination and Student Grievance Policy
Individuals with grievances of discrimination also always have the right to file a formal grievance with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Responsible Employees

These designated individuals are defined as the College president, Student Title IX coordinator, any vice president, the executive dean of KC—Longview, any instructional division dean, any member of the Kilgore College Police Department, the director of student success/athletic director, the director of enrollment management and marketing, the director of admissions and registrar, the coordinator of residential and student life, and the director of financial aid. These employees of Kilgore College are considered mandatory reporters.

Overview of the Grievance Process

The grievance process involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a prompt, thorough, and impartial investigation, or facilitate an informal resolution. This investigation is designed to provide a fair and reliable determination about whether the College's nondiscrimination policy has been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects.

Informal Dispute Resolution Efforts

Informal resolution is optional and may be used if the College determines that it is appropriate under the circumstances, and both parties are agreeable. A College representative will facilitate the process.

Filing a Grievance

The Student Title IX Coordinator is designated to formally coordinate and oversee the student grievance process, address inquiries, and coordinate the College's compliance efforts regarding student grievances. Notice of a formal grievance may be made in person or orally to a “responsible employee”, but the College encourages submission of grievances in writing or by email. If the report is made orally, the Student Title IX coordinator will reduce the report to written form.

Reports of prohibited conduct will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College's ability to investigate and address the prohibited conduct. Requests for confidentiality will be honored to the extent possible, but cannot be guaranteed in any instance.
Policies cont. – Nondiscrimination and Student Grievance Policy

Requested Contents of a Written Grievance

The grievant should clearly and concisely describe the incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance.

Options for Addressing Grievances

It is the responsibility of the Student Title IX coordinator to determine the most appropriate means for addressing the report or grievance. Options include one or a combination of the following: 1) investigating the report or grievance as described below; 2) resolving the situation through an informal resolution process; 3) determining that the facts of the grievance or report, even if true, would not constitute a violation of the conduct code or applicable policy; or 4) determining that the allegations are unfounded.

Interim Action

If appropriate, and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College may, at the College’s discretion, promptly take interim action calculated to address prohibited conduct prior to the completion of the investigation. Examples of possible interim actions include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, changes in work or housing locations, changes in classes or extra-curricular activities, leaves of absence, increased security and monitoring of certain areas of campus, and other similar accommodations.

Investigation Process and Protocols

The Student Title IX coordinator will make a good faith effort to conduct a fair and impartial review and/or resolve the grievance in a prompt and timely manner. All persons investigating such grievances will be impartial and free of any conflict of interest or bias in the outcome.

If an investigation is conducted, the Student Title IX coordinator may appoint an investigator(s) and will send the respondent a notice of investigation as soon after the commencement of the investigation as is practical. The notice of investigation will include a description of the alleged misconduct, which includes sufficient detail for the respondent to prepare a response, and the requirement that the respondent must set up a meeting with the Student Title IX investigator within the time frame designated in the notice. The respondent will be given adequate time to prepare a response prior to this initial meeting. At the meeting, the respondent will have the opportunity to respond to the allegations, present relevant information, identify and/or present relevant witnesses (other than the grievant) or witness statements, and have an advisor or counsel present.

The notice will be sent to the student or employee’s college e-mail address; it may also be hand-delivered or sent to the mailing or permanent address appearing in the college’s information system, or police report. Notice to the student or employee will be considered furnished on the date of hand-delivery; on the date e-mailed or three days after the date the notice is placed in the U.S. mail.

If the respondent does not schedule or attend a meeting by the date specified in the notice, or if the respondent or grievant schedules a meeting but does not attend or attends but does not participate, the Student Title IX investigator may complete the investigation based on the information obtained.
The College president will be notified when an investigation occurs. Other College employees may be notified on an as-needed basis only.

At the conclusion of an investigation, the investigator will prepare a written report that will include a statement of factual findings and a determination as to whether or not there was a violation of the Code of Student Conduct or College policy. The standard of proof will be a preponderance of the evidence (more likely than not).

If a law enforcement or regulatory agency notifies the College that a criminal or regulatory investigation has been initiated, the Student Title IX coordinator will confer with the investigating agency to determine if the College’s investigation would impede the ongoing criminal or regulatory investigation. The College will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. If the College is compelled to suspend its investigation, it will promptly resume the investigation as soon as the law enforcement or regulatory agency has completed gathering its evidence.

Student Title IX Coordinator’s Review of the Investigatory Report

The Student Title IX coordinator will receive and review the investigator’s report. Within the scope of this review, the Student Title IX coordinator may consult with the parties, request that further investigation be done by the same or another investigator, or request that the investigation be conducted again by another investigator. The Student Title IX coordinator may conduct his/her own investigation or interviews.

Final Determination

The Student Title IX coordinator may adopt the investigator’s report as his/her own final determination or may prepare a separate final determination report based on the findings of the investigation.

Notification of Final Determination

The Student Title IX coordinator will advise the grievant and respondent of the final determination of the findings of any investigation conducted under this policy. A copy of the final written report as approved by the Student Title IX coordinator will be concurrently provided to: (1) the grievant; and (2) the respondent. This written report provided to grievant and respondent will comply with the Family Educational Rights and Privacy Act (FERPA), and a copy of same will be provided to the College president.

Assignment of Sanctions

In cases where the investigation results in a determination that the Code of Student Conduct or College policy has been violated, the Student Title IX coordinator or his/her designee will determine an appropriate sanction(s), in accordance with the Code of Student Conduct or College policy. The grievant or the respondent may submit a written impact statement or other evidence that would be relevant to the imposition of a sanction within three (3) business days of the date of notification of final determination. If no impact statement or other evidence is submitted, the Student Title IX coordinator or designee will determine the sanction without the parties’ input and provide written notice of same to both parties.
Policies cont. – Nondiscrimination and Student Grievance Policy

**Time Frame and Grounds for Filing an Appeal of the Findings**

Should the respondent or the grievant not accept the findings of the investigation, the decision of the Student Title IX coordinator may be appealed in the circumstances described below. All other findings are final.

The ONLY grounds for appeal are as follows:

a. A procedural (or substantive error) occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.); or
b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

Thus, the party requesting appeal must provide new evidence or show error as the original finding is presumed to have been decided reasonably and appropriately. Respondents or grievants must petition for an appeal, in writing, within three (3) business days of receiving the written decision of the findings. The College will share the appeal with the other party (e.g., if the respondent appeals, the appeal is shared with the grievant, who may also wish to file a response). All appeals and responses are then forwarded to a standing appeals committee for review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing and is timely, then the standing committee will review the documentation and consider the appeal. The appeal is appellate in nature and only written evidence/documentation will be considered. No oral arguments or live witnesses will be presented.

**Time Frame and Grounds for Filing an Appeal of Sanctions**

Sanctions imposed by the Student Title IX coordinator or designee post investigation can be appealed by either party according to the grounds detailed below.

Either the grievant or the respondent may petition, in writing, within three (3) business days of receiving notice of the sanctions for a review of the decision. The College will share the appeal with the other party (e.g., if the respondent appeals, the appeal is shared with the grievant, who may also wish to file a response and vice versa). All appeals and responses are then forwarded to a standing committee for review to determine if the appeal is timely. The original finding will stand if the appeal is not timely, and the decision is final. If the appeal is timely, then the standing committee will review the appeal of sanctions. The appeal is appellate in nature and only written evidence/documentation will be considered. No oral arguments or live witnesses will be presented.

If the appeal of sanctions is filed by a respondent who is a contractual employee and the sanction is termination, then the respondent’s appeal will be handled through the hearing procedure provided in the College’s Policy regarding termination of employment for contractual employees (as opposed to the standing committee referred to above). However, the hearing committee’s decision is final and non-appealable.

All sanctions imposed by the Student Title IX coordinator will be in effect pending any appeal. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student and/or employee to his/her prior status, recognizing that some opportunities lost may be irretrievable in the short term.
Records Retention

In all cases, the Student Title IX coordinator will retain the investigator’s report and final sanction decision for a minimum of seven years after the respondent graduates or permanently withdraws from the college. All records, reports, and investigations obtained pursuant to this process will not be disclosed publicly except to the extent required by law.

Grievant Support and Protection

The investigator will discuss with the grievant the support services available to him or her (e.g.) counseling services, community resources, etc.). The investigator or Student Title IX coordinator will also discuss with the grievant whether he/she resides in the same housing or has classes or activities with the respondent and may take interim steps to protect the grievant prior to the outcome of the investigation if deemed necessary by the College.

Special Grievance Process Provisions

1. Attempted violations. In most circumstances, the College will treat attempts to commit any of the violations listed in the Code of Student Conduct as if those attempts had been completed.

2. College as Grievant. As necessary, the college reserves the right to initiate a grievance, to serve as grievant, and to initiate conduct proceedings without a formal grievance by the victim of misconduct.

3. False Reports. The college will not tolerate intentional false reporting of incidents. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

4. Limited Immunity for Victims and Witnesses. The College encourages victims and witnesses to report violations of the Student Code of Conduct, College policy, and crimes. Sometimes, victims or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. While policy violations cannot be overlooked, the College will generally provide educational options, rather than punishment, to crime victims and witnesses.

5. Bystander Engagement. The welfare of students in the College community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the campus police). While policy violations cannot be overlooked, the College will generally provide educational options, rather than punishment, to those who offer their assistance to others in need.
Policies cont. – Non-Renewal of Term Contract Policy

Non-Renewal of Term Contract Policy

Approved By and Date:  
Board of Trustees 12/11/2017  
Executive Leadership Team 11/16/2017

Employees’ contracts may be non-renewed at the end of their contract terms for any reason or no reason. The College shall not be obligated to automatically renew any employee’s contract. Non-renewal shall not be based on an employee’s exercise of rights guaranteed by the Constitution, issues related to academic freedom, or be based unlawfully on an employee’s sex, race, color, religion, age, national origin, disability, veteran’s status, genetic information, or any other characteristic protected by institutional policy or local, state, or federal law.

Non-renewal of Term Contract Procedures

Approved By and Date:  
Executive Leadership Team 11/16/2017

Notification of Non-renewal

The College will make best efforts to notify a full-time faculty member of its intent to non-renew his or her contract by July 31 of each year. However, the College’s failure to notify the employee by this date does not renew the employee’s contract, create a property right in continued employment at the College, or create a new employment contract, either express or implied. Notifications of any full-time non-faculty employee’s non-renewal may be sent at any time prior to the date the current contract expires.

Grievance of non-renewal

The Board designates the director of human resources as the person to whom a full-time faculty member may present a grievance under Education Code 51.960 on an issue related to his or her nonrenewal. Such grievance must be filed in writing within 5 business days of the notice of nonrenewal.

Appeals of Non-renewal

Appeals for non-renewal are generally not allowed. There are two exceptions to this rule:

(a) if the employee alleges that the non-renewal constitutes a violation of a constitutional or statutory right, or

(b) if the employee has continuously been employed as a full-time employee by the College for at least ten (10) full academic years.

If an appeal is allowed related to non-renewal, then a written appeal must be given to the President within 5 business days of the date of notice of non-renewal. The same hearing procedures set forth under the College’s policies related to appeal for a Termination of Employment – Dismissal Policy apply. However, the employee bears the burden of proof to prove any violation of his or her rights.
Policies cont. – Student Admissions Policy

Student Admissions Policy

Approved By and Date: Board of Trustees 12/11/2017
Executive Leadership Team 11/16/2017

Kilgore College (KC) is an "open door" admission institution ensuring that all persons who can profit from post-secondary education will have an opportunity to enroll. Admission to the college does not imply admission to all programs as some programs have additional application and entrance requirements.

Kilgore College Student Admissions Procedures

Approved By and Date: Executive Leadership Team 11/16/2017

Prior to registering for and attending academic classes, individuals must be admitted to Kilgore College. In order to be admitted, an application for admission and all information (documents, transcripts, etc.) necessary for the college to render an admission decision must be on file in the Office of Admissions and Registrar. Information relating to, and details on the materials required for, admission are available in the College Catalog, published annually on the KC web page.

General Admission Categories

KC offers the following general admission categories:

• Freshman/High School Equivalency: High school/home school graduates or Certificate of High School Equivalency (formerly called the GED) recipients with no previous college coursework (dual credit courses do not count as previous college coursework for admission purposes)
• Transfer: Students who have attended another institution of higher education after high school graduation
• Transient: Visiting students who are attending another institution of higher education and plan to attend KC for a single term or the summer with the intention of returning to their home institution
• Readmission: Former KC students seeking readmission

Freshmen:

Students who have a diploma from an accredited public or private high school; who have completed a nontraditional secondary education course of study in a non-accredited private school setting, including a home school; or who have successfully completed a Certificate of High School Equivalency (formerly called the GED) and who have attempted no college (other than dual credit coursework) must complete the following steps:
1. Submit an application for admission as early as possible prior to registering for classes.
2. Submit an official high school transcript with graduation date or proof of obtaining a Certificate of High School Equivalency. Home School transcripts must be signed by the home school teacher or administrator and notarized by a notary public. Students who have not yet graduated from high school should submit a current high school transcript and then follow up with the final transcript documenting graduation date when available.
3. Students who took college courses for dual credit at a school other than Kilgore College must submit an official college transcript in addition to the high school/home school transcript.

Kilgore College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Office of Admissions and Registrar. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).
Policies cont. – Student Admissions Policy

Transfer:

Students who are transferring from another college or university must meet the following requirements:

1. Submit an Application for Admission as early as possible prior to registering for classes.
2. Verify Texas Success Initiative (TSI) status and take the TSI Assessment if scores or proof of exemption is not provided.
3. Submit to KC an official transcript directly from each college or university attended.

Note: Transfer students meeting the above requirements who are seeking a KC degree will be informed of the amount of credit which will transfer to Kilgore College as soon as possible and no later than the end of the first academic term in which they are enrolled. However, students seeking to transfer credit from non-regionally accredited institutions must submit a "petition for transfer credit" form. Students must also furnish supporting documents to substantiate that the course outcomes and faculty credentials are equivalent to those of KC courses, as described in the form.

Transient (Visiting) Students:

Transient students are those pursuing a degree elsewhere who attend Kilgore College for a long semester (fall or spring), December Mini, May Mini or summer terms and intend to return to their previous college or university. Students must be enrolled at their prior institution in the long semester (fall or spring) immediately preceding admission as a Kilgore College transient student. Traditionally, transient students enroll while home for the winter or summer breaks or for a single long semester.

Individuals who are seeking enrollment as a transient student must meet the following requirements:

1. Submit an Application for Admission as early as possible prior to registering for classes.
2. Verify Texas Success Initiative (TSI) status and take the TSI Assessment if scores or proof of exemption is not provided.
3. Submit to KC an official transcript directly from the college or university currently attending. Transcripts from other colleges or universities attended may be required for verification of prerequisite completion, as applicable.

Note: Transient students are limited to one long semester (fall or spring), the December Mini, or May Mini and/or summer terms. Previous transient students are required to reapply if they return as a transient student for a future term. Should a transient student decide to continue at Kilgore College immediately following the transient term, the student must reapply as a transfer student and meet all transfer admission requirements.

Transient students cannot use financial aid awarded at their home institution at Kilgore College.

Readmission:

Readmission is available to formerly enrolled students who have not enrolled in KC for one or more long semesters (spring or fall term) and who wish to return. Students who have been away from KC for one long semester (spring or fall term) may submit a reactivation form available in the Office of Admissions and Registrar. Students who have been away from KC for more than one long semester must reapply for admission. Whether these students were required to leave (academic or disciplinary suspension) or chose to leave, they must meet the following requirements:

1. Submit a new Application for Admission or Reactivation Form as applicable as early as possible prior to registering for classes.
2. Submit an official transcript from every college or university attended since the last enrollment at KC, as applicable.
Policies cont. – Student Admissions Policy

Request for Readmission under Texas Academic Fresh Start Provisions:

Section 51.931 of the Texas Education Code provides Texas residents with the "Right to an Academic Fresh Start." A student who is returning to Kilgore College after an absence of at least 10 years may seek a fresh start by requesting approval to use this option upon application for readmission. Under this provision, all Kilgore College coursework completed 10 or more years prior to readmission is eliminated from computation of the grade point average (GPA). None of the coursework can be used to meet degree or prerequisite requirements, though the coursework remains on the student's record. In addition, coursework cannot be used to satisfy Texas Success Initiative requirements. Further, no credit will be given for transfer coursework earned 10 or more years ago. A student readmitted under this policy is placed on academic probation.

The student must seek application of this provision when applying to return to KC. The provision must be used on or before the last day of the semester or term in which the student returns to school.

Financial aid and veterans benefits may be affected by this policy. Acceptability of this provision by other colleges is solely at the discretion of the receiving institution.

Transcripts for Admission Purposes:

Any reference to high school or college transcripts submitted for admission means that an official transcript is required. To be considered "official", transcripts must:

• Be issued within the last 6 months and bear the signature of the registrar and/or seal of the issuing institution or be submitted electronically to KC from the issuing institution.

• Be submitted directly from the issuing institution to KC (hand-carried transcripts may be considered if in an unopened, sealed college/high school letterhead envelope).

• Bear a graduation date. High school and home school transcripts without a graduation date are not considered official. A final transcript with graduation date must be provided after the graduation date.

Unofficial transcripts may be considered on an individual and temporary basis, but official transcripts must be received in the first two weeks of the student’s first semester of attendance. Lacking academic credentials will result in a hold on the student’s account preventing future registration and the release of official KC transcripts. All transcripts submitted become the property of KC and cannot be returned. Records of students who do not enroll may be destroyed after one year.

Special Admission Options

Dual Credit/Early Admissions:

Students who exhibit exceptional academic ability may apply for admission to KC and take college courses while completing high school according to the following procedures. All students who enroll in classes at KC prior to high school graduation are considered dual credit students.

To be eligible for enrollment in dual credit courses, students normally have at least junior year high school standing at the time the course is taken and demonstrate appropriate college readiness for the courses that are taken. Exception: Younger students who demonstrate outstanding academic performance and show college readiness may be recommended by their high school and individually approved by the vice president of instruction.
Policies cont. – Student Admissions Policy

- High school students are generally limited to no more than two courses per semester. Exception: Students who have met the required minimum scores in reading, writing, and math may enroll in three dual credit courses during the fall or spring semesters (students wishing to enroll in more than three courses require permission from the high school principal or designee and the KC vice president of instruction). In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.
- Students taking dual credit courses for the first time after their junior year must meet the minimum ACT, SAT, STAAR End-of-Course (English III and Algebra II), or TSI Assessment scores in the section(s) of the test relevant to the course(s) in which they wish to enroll.
- Students taking dual credit courses for the first time after their sophomore year (or those seeking approval to enroll prior to completion of the sophomore year) must meet the minimum PLAN, PSAT, ACT, SAT, STAAR End-of-Course (English II and Algebra I), or TSI Assessment scores in the section(s) of the test relevant to the course(s) in which they wish to enroll. NOTE: PLAN and PSAT scores can only be used for enrollment during the junior year.
- Students taking workforce education/technical courses may enroll based on designated STAAR scores (must meet program and course prerequisites; additional testing may be required prior to enrollment in college after high school graduation).
- A dual credit student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
- A final high school transcript must be provided upon graduation, even if not attending KC after graduation.
- General academic courses offered through the dual credit program are courses that are commonly required for either an associate’s or bachelor’s degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from a community college.

Individual Approval:

Students who do not meet the Freshman/High School Equivalency or Transfer admissions guidelines may be admitted conditionally on an individual approval basis at the discretion of the Office of Admissions and Registrar. This category includes students who have not graduated from high school or earned a Certificate of High School Equivalency or whose high school credential is not recognized by the Office of Admissions and Registrar. Students admitted as Individual Approval must provide evidence of successful completion of the Certificate of High School Equivalency or graduation from a recognized high school during the first semester of enrollment, or future enrollment will be blocked.

Federal regulations (34 CFR 668.32(e)) require that students admitted with this status must successfully complete one of the following requirements in order to be eligible for Title IV financial aid consideration:
- Take the Certificate of High School Equivalency test, with all sections passed, and furnish proof of the certificate to the Office of Admissions and Registrar
- Submit an official transcript from a bona fide high school as recognized by the Office of Admissions and Registrar
- Submit an official transcript from a bona fide home school as recognized by the Office of Admissions and Registrar

International Student Admission:

Non-immigrant alien students seeking F-1 Visa category are managed by the Office of Admissions and Registrar. Students must submit and meet the following criteria:
1. Submit a completed Application for International Student Admission to the Office of Admissions and Registrar 60 days prior to the beginning of registration.
2. Request official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or approved alternate exam results be sent to KC. Official scores must be sent directly from ETS to Kilgore College (DI Code: 6341). KC requires a minimum iBT score of 41 (computer-based, 132, or paper-based, 450).

Policies cont. on next page – Student Admissions Policy
Policies cont. – Student Admissions Policy

3. A financial statement proving that the applicant has sufficient resources for support during the entire period of study in the United States. (Amounts provided on the international student section of the Kilgore College website.)

4. International transcripts should be evaluated, translated to English, and sent directly to Kilgore College's Office of Admissions and Registrar. Kilgore College requires evaluations and translations be conducted by a National Association of Credential Evaluation Services member. http://www.naces.org/

5. If the student has attended school(s) in the United States, official transcript(s) must be sent directly to the Office of Admissions and Registrar from the issuing institution.

6. A medical record giving evidence of immunization against tetanus, diphtheria, poliomyelitis, measles, mumps, rubella, and bacterial meningitis.

7. Kilgore College does not accept international students who are out of status in the Student and Exchange Visitor Information System (SEVIS).
   - Note: The U.S. Immigration and Naturalization Service Form I-20 will not be issued until admission procedures are completed to the satisfaction of the Office of Admissions and Registrar.
   - Note: KC provides English language courses to assist students in attaining the level of English proficiency needed to enroll in academic courses. International students are subject to the requirements of the Texas Success Initiative (TSI Assessment).
   - Additional English proficiency testing may be required prior to registration. During the entire period of study at KC, each international student is required to purchase health and accident medical insurance.

Health Science Programs:

Health science programs have additional entrance requirements and recommend early application.

Admission to the college in no way implies or guarantees entrance to the professional health science programs. Prior to making application to any professional health science program, the student should contact the health science advisor. Entrance procedures are designed to ensure fairness to each applicant. To ensure orderly and timely progress toward acceptance, progression, and completion of the desired health science program, the student is responsible for seeking advice, for knowing and meeting requirements of the health science program of interest, for enrolling in courses appropriate to that program, and for taking courses in the proper sequence.

Note: An applicant must show evidence of good physical and mental health. If accepted into a health science program, the student must submit a medical record and certification of immunizations for measles, mumps, and rubella (MMR), tetanus, and, in most cases, Hepatitis B. Updated immunizations are an integral part of health care and provide protection against these communicable diseases.
Policies cont. – Termination of Employment: Dismissal Policy

Termination of Employment: Dismissal Policy

Approved by and Date:  
Board of Trustees  
Executive Leadership Team  
12/11/2017  
11/16/2017

Termination of a term contract will not be based on an employee’s exercise of rights guaranteed by the Constitution, issues related to academic freedom, or be based unlawfully on an employee’s sex, race, color, religion, age, national origin, disability, veteran’s status, genetic information, or any other characteristic protected by institutional policy or local, state, or federal law. An employee may be dismissed for good cause before the completion of the term fixed in his or her contract.

Termination of Employment: Dismissal Procedures

Approved by and date:  
Executive Leadership Team  
11/16/2017

Delegation of Powers to President

The Board delegates to the President authority to make employment decisions for all employees, contractual and at-will employees. This delegation of power includes the authority to hire all employees, to non-renew a contract, and to terminate all employees (whether contractual or at-will). All such offers of employment will be provisional until approved by the Board via the consent agenda. All decisions to non-renew or to terminate any employee will be reviewed by the Board only to the extent set forth in the Non-Renewal of Term Contract Policy and within the Termination of Employment: Dismissal Policy.

Term Contracts – Notice of Dismissal

Before any contract employee is dismissed, the employee will be given reasonable notice (3 business days) in writing of the proposed action and the grounds, set out in sufficient detail to fairly enable him or her to show any error that may exist.

Term Contracts – Grievance

If, upon receipt of written notification of a recommendation for dismissal, the contract employee desires to be heard and to contest the proposed action, he or she will give the President written notice within three business days from the notice of dismissal letter. The hearing will be set on a date that affords the employee at least 10 business days to prepare an adequate defense.

The hearing will be conducted in closed session unless the employee requests a public hearing, in which case the hearing will be open to the public. The hearing will be conducted by a standing hearing committee selected by the college on a periodic basis.

At the hearing, the employee may employ counsel. If the employee chooses to be represented by counsel, he or she must notify the President at least five business days before the hearing of same so that counsel for the College may be present. The hearing panel will set 30 minute time limits for each side. The employee also has the right to hear the evidence upon which the charges are based, to cross-examine all adverse witnesses, and to present evidence why the proposed action should not be taken. The hearing may be recorded and the rules of evidence do not apply. The hearing panel will determine the existence of good cause for termination. The College bears the burden of proof by preponderance of the evidence. Such determination will be based solely on the evidence presented in the hearing. A written statement of the hearing committee’s decision will be given to the employee and the President, as well as the human resources director within two working days of the hearing.

Policies cont. on next page – Termination of Employment: Dismissal Policy
Policies cont. – Termination of Employment: Dismissal Policy

The President will approve or reject the decision of the hearing committee within 3 business days of receipt of the committee's written statement. The employee may request a review by the Board within 3 business days of the receipt of the President's decision.

If the employee does not request review by the Board within 3 business days of the receipt of the President's decision, the decision of the President is final and effective as of the date of the President's decision.

If a request for review by the board is received in the President's office within 3 business days then the Board will accept the recommendation of the President or conduct a review of same, at its sole option. If the Board decides to review the appeal, the proceeding is appellate in nature and only written evidence/documentation will be considered. No oral arguments or witnesses will be presented.

At-Will Employment: Dismissal

Employees without a contract are at-will employees and may be discharged at any time for no reason or any reason not prohibited by law, as determined by the College's needs and its best interest. Non-contractual employees who are dismissed may request review of that decision by filing a written complaint with the College President within 5 business days of termination. The at-will employee will receive pay through the end of the last day worked. The College President or his or her designee will request additional documentation, schedule a meeting with the employee and/or any other necessary persons, or request a statement from the employee and/or other necessary persons. If the employee fails to file a written complaint within 5 business days of termination the decision to terminate will be upheld. The President or designee of the President will issue a written finding regarding the termination as soon as practical; and in most cases within 20 business days of the date of the employee's written complaint. The President or designee of the President's decision is final. The Board is not required to take any action concerning this review process but is required to listen if the employee presents a grievance at a public meeting.

   Presenter: Dr. Mike Jenkins

Dr. Mike Jenkins presented the 2017 Kilgore College Annual Security and Fire Safety Report. The report is located on the KC website.

5. INFORMATION ITEM: Board Training Report
   Presenter: Nancy Law

Nancy Law certified that as of December 11, 2017 eight KC Board of Trustee members have completed their required training in compliance with Texas Education Code, Section 61.084. Due to health issues, one board member has been unable to complete the required training.
B. Property & Facilities Committee - Brian Nutt, Chair

(Because Brian Nutt was unable to attend the board meeting, Lon Ford, a member of the
Property & Facilities Committee was available to answer any questions.)

I. INFORMATION ITEM: Facilities Update
   Presenter: Jeff Williams
   a. Devall Student Center Foundation

   • On October 20th the trees were removed and stumps ground
   • Monitoring the foundation on a bi-annual basis to ascertain whether this action will remedy
     the issue

   b. Bridge RFP

   • RFP completed
   • Preliminary dates are in March (during spring break)

   c. McKinstry

   • Preliminary evaluation completed
   • 18 month project
   • Major elements of initial report include:
     ▪ New or renovated HVAC equipment
     ▪ New computerized control system
     ▪ Lighting retrofit/upgrade – LED lighting inside buildings and outside
     ▪ Water conservation – exchange 300 low flow fixtures

   d. Engineering Science (ES) Building

   • October 16 – test wells were drilled to monitor flooding/water table
   • Wells were monitored 8 different times
   • Engineer continues to investigate for a resolution
   • McKinstry estimates bids to be between 1 and 1.5 million dollars to remediate

VIII. ADJOURNMENT

The meeting was adjourned at 7:30pm by Larry Woodfin.
If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et. seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board concerning any subjects and for any and all purposes permitted by Sections 551.071-551.089 of the Open Meetings Act.

Respectfully submitted,

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

[Signature]
President of the Board

[Signature]
Secretary of the Board