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, February 27, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following board members present:

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

I. CALL TO ORDER
   A. Invocation and Pledge of Allegiance
      The meeting was called to order at 6:30 by Larry Woodfin. Brian Nutt led the invocation and Larry Woodfin led the Pledge of Allegiance.

II. CITIZEN COMMENTS
   There were no citizen comments.

III. PRESENTATION
   A. Where Are They Now?
      KC Alumni Mazie Jamison
      Leah Gorman, Director of Development, introduced Mazie Jamison for the Where Are They Now Spotlight. Mazie is a graduate of Kilgore College and a Rangerette from 1967-69. She discussed how the Rangerette organization impacted her life and prepared her for a successful life after Kilgore College. Jamison earned a bachelor's degree from The University of Texas and a master's degree from Texas State University. Professionally, she served as a public policy officer and senior director of public policy for Children's Hospital in Dallas.

   B. Student Spotlight - Adan Aguinaga
      Presenter: Judy DeRouen
      Judy DeRouen introduced Adan Aguinaga for the Student Spotlight. Adan, a sophomore business major from Duncanville, serves as vice president of American Honors, is a member of Phi Theta Kappa, a Ranger Ambassador, is a teacher's assistant for the ESL program and is activity director of the International Student Club.
C. Employee Spotlight - Charleen Worsham and Doris Johnson
Presenter: Becky Johnson

Becky Johnson, Dean of Liberal and Fine Arts, introduced Charleen Worsham and Doris Johnson for the Employee Spotlight. Charleen serves as Director of eLearning and Doris serves as Coordinator for Student Support of eLearning.

D. Student Success Spotlight - Data Points from the Data Summit
Presenter: Dr. Staci Martin

Dr. Martin discussed the Data Points from the February 14, 2017 Data Summit at Kilgore College:
- Students earning 0 credits - Fall 2015, Spring 2016, Fall 2016
- Early Momentum Key Performance Indicators (KPIs) - Fall 2013, Fall 2014, Fall 2015
- KC Hours Earned at Graduation – FTIC Students Receiving an Associate’s Degree
- Persistence Fall to Spring – FTIC Full-Time; Persistence Fall to Fall – FTIC Full-Time
- Distribution of Majors by School of Study – Fall 2016
- Student Success Points – 84th Legislature – Student Success Funding ($173 per point)

E. Program Spotlight - Campus Carry Updates and Policy Draft
Presenter: Heath Cariker

Heath Cariker, Chief of KCPD, discussed campus carry updates and policy draft. He and Joe Cassin, Director of the East Texas Police Academy have led in this effort with the concealed carry committee. The KC Board of Trustees will establish and approve a policy in compliance with Texas S.B. 11 upon recommendation of the college administration and the concealed carry committee at a future board meeting. The committee has consulted with KC students, staff, and faculty about the nature of the student population, specific safety considerations and the uniqueness of the campus environment.

IV. CONSENT AGENDA
A. To consider approving the minutes of the December 12, 2016 regular board meeting
B. To consider approving the corrected minutes from the September 12, 2016 board meeting
   The original minutes had the August Personnel Agenda attached instead of the September Personnel Agenda.
C. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignation as follows:
   a. Director of Small Business Development Center, effective January 16, 2017 after twenty-five years and six months of service
   b. Administrative Coordinator - Small Business Development Center, effective January 25, 2017 after six months of service
   c. Adult Education and Literacy Instructor effective, effective January 31, 2017 after eight months of service
   d. Professional Support Assistant-WE/CE Evenings, effective February 14, 2017 after four years and six months of service
   e. Systems Electronic Librarian, effective February 28, 2017 after seven years and six months of service
   f. English Instructor, effective August 31, 2017 after twelve months of service

2. Recommendation to accept employee retirement as follows:
a. Alumni Relations Coordinator, effective February 28, 2017 after twenty-six years and one month of service
b. Business Manager, effective May 31, 2017 after eight years and eleven months of service
c. Mathematics Instructor & Department Chair, effective May 31, 2017 after thirty-eight years and nine months of service
d. Training Coordinator-Workforce Development, effective August 31, 2017 after sixteen years of service

3. Recommendation of employment as follows:
   a. Interim English Instructor, Liberal & Fine Arts, effective January 1, 2017
   b. Support Specialist, Purchasing/Accounts Payable, effective February 6, 2017

4. Recommendation to change employment as follows:
   a. Professional Support Assistant, Financial Aid to Advisor - KC Longview, effective January 11, 2017
   b. Police Academy Instructor to Police Academy Instructor & Deputy Director

James walker made a motion to accept the Consent Agenda as presented. Cecelia Sanders seconded the motion. The motion passed unanimously.

Personnel Agenda on next page
1. **Recommendation to accept employee resignation as follows:**

   Mr. Brad Bunt, Director of Small Business Development Center, effective January 16, 2017 after twenty-five years and six months of service

   Ms. Lindsey Godsey, Administrative Coordinator-Small Business Development Center, effective January 25, 2017 after six months of service

   Ms. Scotti Wood, Adult Education and Literacy Instructor, effective January 31, 2017 after eight months of service

   Ms. Trudie Jackson, Professional Support Assistant-WF/CE Evenings, effective February 14, 2017 after four years and six months of service

   Mr. Andy (Xiaoxuan) Tang, Systems Electronic Librarian, effective February 28, 2017 after seven years and six months of service

   Ms. Michelle Sullivan, English Instructor, effective August 31, 2017 after twelve months of service

2. **Recommendation to accept employee retirement as follows:**

   Ms. Paula Jamerson, Alumni Relations Coordinator, effective February 28, 2017 after twenty-six years and one month of service

   Ms. Claudia Miracle, Business Manager, effective May 31, 2017 after eight years and eleven months of service

   Ms. Mariann Baker, Mathematics Instructor & Department Chair, effective May 31, 2017 after thirty-eight years and nine months of service

   Ms. Brenda Brown, Training Coordinator-Workforce Development, effective August 31, 2017 after sixteen years of service

3. **Recommendation of employment as follows:**

   A. **Name:** Mr. Wade Skinner

   **Position:** Interim English Instructor
<table>
<thead>
<tr>
<th>Personnel Agenda cont.</th>
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<tbody>
<tr>
<td><strong>Location:</strong></td>
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<tr>
<td><strong>Education:</strong></td>
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<td><strong>Experience:</strong></td>
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<td><strong>Effective Date:</strong></td>
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<td><strong>Salary:</strong></td>
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<tr>
<td><strong>Note:</strong></td>
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<tr>
<td><strong>B. Name:</strong></td>
</tr>
<tr>
<td><strong>Position:</strong></td>
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<tr>
<td><strong>Location:</strong></td>
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<tr>
<td><strong>Experience:</strong></td>
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</tbody>
</table>
Personnel Agenda cont.

| Effective Date: | Administrative Assistant  
Justin Simmons Construction  
Longview, Texas; 2015-2016 |
|-----------------|------------------------------------------------|
| Salary:         | Director  
The Stepping Stone Pre-School  
Kilgore, Texas; 2007-2015 |
| Note:           | February 6, 2017 |
|                 | $940.50 per pay period which is equivalent  
to a 12 month salary of $22,572 |
|                 | Ms. Edmonson replaces Ms. December Hill  
who resigned |

4. Recommendation to change employment as follows:

| A. Name: | Mr. William Massey  
Professional Support Assistant, Financial Aid  
Advisor – KC - Longview |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Old Position:</td>
<td>January 11, 2017</td>
</tr>
<tr>
<td>New Position:</td>
<td>$24,602</td>
</tr>
<tr>
<td>Old Salary:</td>
<td>$30,000</td>
</tr>
<tr>
<td>New Salary:</td>
<td></td>
</tr>
</tbody>
</table>

| B. Name: | Mr. Daniel Reigstad  
Police Academy Instructor  
Police Academy Instructor & Deputy Director |
<table>
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<tbody>
<tr>
<td>Old Position:</td>
<td>February 11, 2017</td>
</tr>
</tbody>
</table>
| New Position: | $2,916.62 (February 11, 2017 – August 31,  
2017). |
| Effective Date: |  |
V. EXECUTIVE SESSION

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

"The Board has adjourned to executive session at 7:11 p.m. on February 27, 2017."

PERSONNEL: (Government Code 551.074)
Evaluation of the College President

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at 8:55 p.m. on February 27, 2017."

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 AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

a. the open meeting covered by this notice upon the reconvening of this public meeting, or
b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

No action was taken in Executive Session.

VI. ACTION ITEMS

A. To consider and approve the evaluation and extension of the employment contract of the College President

Presenter: Larry Woodfin

Larry Woodfin made the following motion, “I move that we extend Dr. Brenda Kays’ employment contract through August 31, 2020. The President’s salary and other elements of compensation will be approved by the Board annually as a component of the budget process consistent with the salary proposals for all employees which require Board approval.” Scott Andrews seconded the motion. The motion passed unanimously.

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

Karol Pruet made the motion for payment of legal fees for services rendered. Joe Carrington seconded the motion. The motion passed unanimously.
C. To consider renewing the 50% historical property tax exemption for the year 2017 for the Dr. E.L. and Nancy Walker Recorded Historic Texas Landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing
Presenter: Duane McNaney

Karol Pruett made the motion to renew the 50% historical property tax exemption for the year 2017 for the Dr. E.L. and Nancy Walker Recorded Historic Texas Landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing. Cecelia Sanders seconded the motion. The motion passed with 6 yay votes and 3 nay votes by Scott Andrews, Joe Carrington, and Brian Nutt.

D. To accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the following Voting Zones:
Presenter: Nancy Law

1. North Zone
2. Central Zone
3. South Zone

Karol Pruett made motion to accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the North, Central, and South Zones. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibits on next page
To:  Presiding Officer of Governing body  
A:  Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 6, 2017.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para un cargo en la elección que se llevará a cabo el 06 de mayo de 2017.

List offices and names of candidates:  
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)          Candidates(s) Candidato(s)

Voting Unit 2, Place 5, North Zone  
(Votar lugar 5, unidad 2, zona norte)         Larry Woodfin

[Signature (Firma)]

Nancy Law  
Printed name (Nombre en letra de molde)

[Name]
Electoral Official  
Title (Puesto)

February 23, 2017  
Date of signing (Fecha de firma)
ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on
(official name of governing body)
May 5, 2017 in accordance with Section 2.053(a) of the Texas Election Code.
(date on which election was scheduled to be held)
The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Síndicos por la presente cancela la elección que, de lo contrario,
(nombre oficial del la entidad gobernante)
se hubiera celebrado el 6 de mayo de 2017 de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Codigo de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado
a continuacion:

Candidate (Candidato)  Office Sought (Cargo al que presenta candidature)
Larry Woedfin  Voting Unit 2, Place 5, North Zone (Votar lugar 5,
unidad 2, zona norte)

A copy of this order will be posted on Election Day at each polling place that would have
been used in the election.

El Dia de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales
que se hubieran utilizado en la eleccion.

Issued this 27th day of February, 2017. (Publicado el dia 27 de febrero de 2017)

[Signature]
President (Presidente)

[Signature]
Secretary (Secretario)
CERTIFICATION OF UNOPPOSED CANDIDATES FOR
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLÍTICAS (NO EL CONDADO)

To:    Presiding Officer of Governing body
       Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that
the following candidates are unopposed for election to office for the election scheduled to be
held on May 6, 2017.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente
certifico que los siguientes candidatos son candidatos únicos para la elección para un cargo en
la elección que se llevará a cabo el 06 de mayo de 2017.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)              Candidates(s) Candidato(s)

Voting Unit 3, Place 6, Central Zone
(Unidad 3, lugar 6, zona centro de votación) Lon Ford

Nancy Law
Signature (Firma)

Nancy Law
Printed name (Nombre en letra de molde)

Election Official
Title (Puesto)

February 23, 2017
Date of signing (Fecha de firma)
ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on May 6, 2017 in accordance with Section 2.053(a) of the Texas Election Code. (date on which election was scheduled to be held)

The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Síndicos por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 6 de mayo de 2017 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (Candidato) Office Sought (Cargo al que presenta candidature)
Lon Ford Voting Unit 3, Place 6, Central Zone (Unidad 3, lugar 6, zona centro de votación)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales que se hubieran utilized en la elección.

Issued this 27th day of February, 2017. (Publicado el día 27 de febrero de 2017)

L. Woodfin
President (Presidente)

K. Sweet
Secretary (Secretario)
CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS PARA OTRAS SUBDIVISIONES POLÍTICAS (NO EL CONDADO)

To: Presiding Officer of Governing body
    Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 6, 2017.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para la elección para un cargo en la elección que se llevará a cabo el 06 de mayo de 2017.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

<table>
<thead>
<tr>
<th>Office(s) Cargo(s)</th>
<th>Candidates(s) Cargo(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting Unit 1, Place 4, South Zone (Votación 1 unidad, lugar 4, zona sur)</td>
<td>Scott Andrews</td>
</tr>
</tbody>
</table>

Signature (Firma)

Nancy Law
Printed name (Nombre en letra de molde)

Election Official
Title (Puesto)

February 23, 2017
Date of signing (Fecha de firma)
ORDER OF CANCELLATION
ORDEN DE CANCELANCIÓN

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on May 6, 2017, in accordance with Section 2.053(a) of the Texas Election Code.

The following candidates have been certified as unopposed and are hereby elected as follows:

Candidate (Candidato) Scott Andrews
Office Sought (Cargo al que presenta candidature) Voting Unit 1, Place 4, South Zone (Votación 1 unidad, lugar 4, zona sur)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Issued this 27th day of February, 2017. (Publicado el día 27 de febrero de 2017)

President (Presidente)

Secretary (Secretario)
A. Investment/Finance/Audit Committee - Joe Carrington, Chair

1. INFORMATION ITEM: Budget Reports
   Presenter: Joe Carrington

   Joe Carrington stated that Duane McNaney was available to answer any questions.

2. ACTION ITEM: To consider tuition & fee increases for the 2017-2018 academic year
   Presenter: Joe Carrington

   Joe Carrington made the motion to consider tuition & fee increases for the 2017-2018 academic year. Because the motion came from a committee a second was not required. The motion passed unanimously.

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Memo

To: Kilgore College Board of Trustees
From: Investment, Finance, and Audit Committee
CC: Brenda Kays, President
Date: 2/13/2017
Re: Adjustment for tuition and fees for the 2017-2018 academic year

On February 13, 2017 the Investment, Finance, and Audit Committee of the Board met with administration to review recommendation for tuition and fee changes. After discussion of various scenarios, the committee is recommending a tuition rate increase of $4 per SCH, a general education fee increase of $1 per SCH, and an out-of-district fee increase of $1 per SCH. This recommendation keeps our in-district rate at the 8th lowest in the state and has the non-tax paying residents paying about two times that rate.

<table>
<thead>
<tr>
<th>Rates for Tuition and General Education Fees</th>
<th>2017-2018</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>In-District Student</td>
</tr>
<tr>
<td>Tuition</td>
<td>42/sch</td>
</tr>
<tr>
<td>General Education</td>
<td>31/sch</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>0/sch</td>
</tr>
<tr>
<td>Total</td>
<td>73/sch</td>
</tr>
</tbody>
</table>

These tuition and fees would be effective the Fall of 2017.

It is expected that the change in rates will increase our revenue resources by about $800,000 based on a projected 105,000 annual semester credit hour enrollment. These resources are needed to expand and enhance our IT infrastructure to support the advancing digital needs of the students and the institution, support the human resource needs of the institution, and continue addressing infrastructure improvements that impact student learning, campus safety, and community pride.

NOTE: Dual Credit tuition is currently indexed at approximately 60% of the regular rates for tuition and fees. Therefore, with the overall increase to tuition and fees, dual credit students will be assessed $44/sch for in-district tuition and $88/sch for out-of-district tuition.

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3. ACTION ITEM: To consider course fee increase for the 2017-2018 academic year

Presenter: Joe Carrington

Joe Carrington made the motion to consider fee increases for the 2017-2018 academic year. Because the motion came from a committee a second was not required. The motion passed unanimously.

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>COURSE</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ALMT 125E</td>
<td>85</td>
<td>90</td>
<td>This increase covers an additional uniform fee of $35.</td>
<td></td>
</tr>
<tr>
<td>ALMT 137E</td>
<td>85</td>
<td>90</td>
<td>This increase covers an additional uniform fee of $35.</td>
<td></td>
</tr>
<tr>
<td>ALMT 141B</td>
<td>80</td>
<td>100</td>
<td>This increase covers the additional fee of $20.</td>
<td></td>
</tr>
<tr>
<td>ALMT 1432</td>
<td>85</td>
<td>100</td>
<td>This increase covers the $15 cost increase of the scan tool.</td>
<td></td>
</tr>
<tr>
<td>Auto Body Repair Technology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ABRD 1227</td>
<td>140</td>
<td>300</td>
<td>This amount of increase covers the cost of supplies.</td>
<td></td>
</tr>
<tr>
<td>ABRD 1311</td>
<td>100</td>
<td>150</td>
<td>This amount of increase covers the cost of supplies.</td>
<td></td>
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<tr>
<td>ABRD 131B</td>
<td>100</td>
<td>150</td>
<td>This amount of increase covers the cost of supplies.</td>
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<tr>
<td>ABRD 141B</td>
<td>100</td>
<td>150</td>
<td>This amount of increase covers the cost of supplies.</td>
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<tr>
<td>ABRD 1432</td>
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<td>This amount of increase covers the cost of supplies.</td>
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<td>ABRD 1448</td>
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<td>This amount of increase covers the cost of supplies.</td>
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<td>ABRD 1456</td>
<td>100</td>
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<td>This amount of increase covers the cost of supplies.</td>
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<td>ABRD 2017</td>
<td>100</td>
<td>150</td>
<td>This amount of increase covers the cost of supplies.</td>
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<tr>
<td>ABRD 252E</td>
<td>100</td>
<td>150</td>
<td>This amount of increase covers the cost of supplies.</td>
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<tr>
<td>ABRD 2431</td>
<td>100</td>
<td>150</td>
<td>This case has a very high cost that increases the cost for student.</td>
<td></td>
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<tr>
<td>Welding Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>WLD3 1221</td>
<td>100</td>
<td>200</td>
<td>Increased cost of welding supplies.</td>
<td></td>
</tr>
<tr>
<td>WLD3 1620</td>
<td>100</td>
<td>200</td>
<td>Increased cost of welding supplies.</td>
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<tr>
<td>WLD3 1300</td>
<td>100</td>
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<td>Increased cost of welding supplies.</td>
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<tr>
<td>WLD3 1431</td>
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<tr>
<td>WLD3 2340</td>
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<td></td>
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<tr>
<td>WLD3 2431</td>
<td>100</td>
<td>200</td>
<td>Increased cost of welding supplies.</td>
<td></td>
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<tr>
<td>WLD3 2441</td>
<td>100</td>
<td>200</td>
<td>Increased cost of welding supplies.</td>
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| X&L | Block Technology |  |  |  |
| DEBR 4128 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4140 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4152 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4164 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4176 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4188 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4200 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4212 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4224 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4236 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4240 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4252 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4264 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4276 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4288 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4300 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4312 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4324 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4336 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4348 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4360 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4372 | 7E    | 125         |  | To cover cost of supplies. |
| DEBR 4384 | 7E    | 125         |  | To cover cost of supplies. |

| LPA | NO FEE INCREASES |  |  |  |
| MEMS | Biology |  |  |  |
| BID 1401 | 57E   | 57E         |  | To cover cost of supplies. |
| BID 1407 | 57E   | 57E         |  | To cover cost of supplies. |
| BID 2401 | 57E   | 57E         |  | To cover cost of supplies. |

| WDCE | Continuing Ed. | Algatir |  |  |
| WLED 1001 | 90    | 90         |  | To cover cost of supplies. |
| WLED 1002 | 90    | 90         |  | To cover cost of supplies. |

| Advanced Welding Academy |  |  |  |  |
| WLED 2001 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2002 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2003 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2004 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2005 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2006 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2007 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2008 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2009 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2010 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2011 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2012 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2013 | 90    | 90         |  | To cover cost of supplies. |
| WLED 2014 | 90    | 90         |  | To cover cost of supplies. |

February 27, 2017 Minutes  Page 4202
4. ACTION ITEM: To consider adopting the Kilgore College Investment Policy & Investment Strategies
   Presenter: Joe Carrington

   Joe Carrington made the motion to consider adopting the Kilgore College Investment Policy and Investment Strategies. Because the motion came from a committee a second was not required. The motion passed unanimously.

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Memo

To: Kilgore College Board of Trustees
From: Investment, Finance, and Audit Committee
CC: Brenda Keys, President
Date: 2/16/2017
Re: Review of Investment Policy and Strategies

On February 13, 2017 the Investment, Finance, and Audit Committee of the Board met with administration to review the Investment Policy and Strategies.

Section 15.0 of our Investment Policy states that:
Investment Policy Adoption by the Board of Trustees. The college’s investment policy shall be adopted by the Board of Trustees and shall be reviewed on an annual basis by the investment officers and the Board of Trustees.

The policy was last reviewed and re-adopted by the board at their regularly-scheduled meeting on March 14, 2016.

The Investment Officers recommends NO changes to the Investment Policy.

The following language is recommended to be added to the Investment Strategy Statement:
Endowment disbursement – It is the College’s intent for those endowments that have expected annual disbursements, that 4% of the endowment value at March 1 be the targeted disbursement for the following fiscal year. For those endowments that are special purpose, as the expendable portion of the endowment becomes adequate for disbursement, the finance officers in consultation with the investment committee of the board will determine the amount of the disbursement, never touching the corpus of the endowment.
<table>
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<th>Investment → Fund ↓</th>
<th>IBC</th>
<th>LGIP</th>
<th>CD 30</th>
<th>CD 60</th>
<th>CD 90</th>
<th>CD 6Mo</th>
<th>CD 12Mo</th>
<th>GO 90</th>
<th>GO 6Mo</th>
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<td>Debt Service Strategy</td>
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<td></td>
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</tbody>
</table>

**Investment Rates**

IBC - interest bearing checking  
LGIP - local government investment pool (TEXPOOL)  
CD - certificate of deposit  
GO - U.S. government obligations  
N-L MF - no load mutual funds

Cont. on next page
Investment Strategy Statement

**Current Operating Funds**
Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. Current Operating Funds are to be invested primarily in instruments which offer high liquidity and maturities corresponding with the short to intermediate term operating needs of the College. Investments needed for immediate operating needs will primarily consist of bank certificates of deposit, interest bearing demand accounts, money market mutual funds and public fund investment pools. Funds not required for immediate operations may be invested in term instruments with maturities not to exceed five years.

**Debt Service Funds**
Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date that exceeds the debt service payment date.

**Construction (Bond) and Special Purpose Funds (Plant/Reserve)**
Investment strategies for construction and special purpose fund portfolios will have as their primary objective to ensure that anticipated cash flows are matched with adequate investment liquidity. These fund portfolios should include at least 25% in highly liquid securities for flexibility and unanticipated project outlays. The stated final maturity dates of securities should not exceed the estimated project completion date.

**Endowment**
Investment strategies for Endowment Funds will have as their primary objective the ability to produce consistent and dependable investment earnings. Although these funds may not be considered public funds, they are funds that are the responsibility of public officials, and the responsibility of “preservation and safety of principle” is higher than that of a separate entity. The accepted strategy is to invest all amounts that are at the endowed level with a board approved financial advisor targeting the strategy of 50% equity and 50% fixed. Endowment funds held at the College’s depository will be invested 25% IBC and 75% CD 90 day. This strategy will be evaluated monthly by the investment officers and quarterly by the investment committee. The Endowment Corpus will primarily be invested in long-term treasury, agency and municipal securities.

*Endowment disbursement* – It is the College’s intent for those endowments that have expected annual disbursements, that 4% of the endowment value at March 1 be the targeted disbursement for the following fiscal year. For those endowments that are special purpose, as the expendable portion of the endowment becomes adequate for disbursement, the finance officers in consultation with the investment committee of the board will determine the amount of the disbursement, never touching the corpus of the endowment.

**Monitoring of Investments Will Be as Follows**

The market value of investments will be periodically verified by comparisons to an independent service where possible.

Investment performance will periodically be compared to market rates to assure that the college is receiving competitive investment return on its investments.
B. Policy & Personnel Committee - Karol Pruett, Chair

1. ACTION ITEM: To consider an amendment to the Board of Trustees' By-Laws
   Section 3. Governing Board:
   CHANGE:
   1. Board elections will be conducted in accordance with the parameters set forth in Chapter 41 of the Election Code, specifically (a)(1), stipulating given election dates in May of odd-numbered years (Election Code 41.001).
   Presenter: Karol Pruett

   Karol Pruett made the motion to consider an amendment to the Board of Trustees' By-Laws as quoted above. Because the motion came from a committee a second was not required. The motion passed unanimously.

2. First reading of an amendment to the Board of Trustees' By-Laws:
   Section 3. Governing Board:
   ADDED:
   1. Board elections will be conducted in accordance with the parameters set forth in Chapter 41 of the Election Code, specifically (a)(1), stipulating given election dates in May of odd-numbered years (Election Code 41.001). At the regular election or any special election held to fill vacancies for the Board of Trustees, the candidate who shall have received the highest number of votes cast at such election for each position to be filled shall be declared elected. In the event of a tie vote, the respective candidates so tied shall participate in a coin toss to determine who shall be the duly elected Board Member unless one candidate withdraws. (Election Code 2.002).
   Presenter: Karol Pruett

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

3. ACTION ITEM: To consider approval of Policies:
   Presenter: Karol Pruett
   a. Policy Development and Review
   b. Employee Dependent Child Scholarships
   c. Tuition Grants for Regular Full-Time Employees and Retirees
   d. Verifying Student Identity in Online Course
   e. Substantive Change

   Karol Pruett made the motion to consider approval of the policies listed above. Because the motion came from a committee a second was not required. The motion passed unanimously.

Policies on next page
Policies

Policy Development and Review of Policy

Approved By and Date:

<table>
<thead>
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<th>Board of Trustees</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team</td>
<td>2-2-17</td>
</tr>
</tbody>
</table>

Kilgore College’s (KC) Board of Trustees has the ultimate responsibility for adopting policy as may be required in the judgement of the Trustees for the effective discharge of the Board of Trustees’ duties and the effective operation of the College. It is the policy of the Board of Trustee to comply with relevant state and federal laws, rules and regulations at all times. Any policy found to be in conflict with a state or federal law, rule or regulation will be null and void to the extent of conflict. The Board of Trustees will collectively formulate policy and leave policy administration to the President and the College staff.

Policy Development and Review Procedures

Approved By and Date:

| Executive Leadership Team | 2-2-17 |

A policy is defined as a standard, statement, or plan of action of general applicability, originating with the Board of Trustees or recommended by College staff and adopted by the Board of Trustees pursuant to delegated authority. A procedure or rule (college or departmental level) is a statement of actions or operating practices adopted by College staff to address specific subject matters that are limited in scope to functional operations. A procedure or rule may supplement, but not conflict with policy. Policies shall be subject to regular and continuous review for relevance, clarity, currency, and appropriateness.

1. The Board of Trustees may at any time create, adopt, or revise College policy pursuant to their delegated authority. Recommendations for policy adoption or revision will be referred to the Policy and Personnel Committee, and the full Board of Trustees for official action.
2. In addition, any College group, staff or faculty member may submit recommendations for new or revised Board policy/procedure. Requests for new policy or for revisions to existing policy may be submitted to the appropriate vice president who will evaluate the request and, if warranted, take it forward for evaluation and approval. The requests will be provided in writing in the College approved template for Policy/Procedure or College Rule as applicable.
3. The approval steps for college level Board policy/procedures, if arising from College personnel recommendations, include the Executive Leadership Team, the Policy and Personnel Committee, and the full Board of Trustees for official action. Revisions to just the procedures section will not warrant re-approval by the Policy and Personnel Committee or the full Board of Trustees.
4. Once fully approved, the Board policy/procedures will be posted on the Human Resources (HR) webpage and a notification email will be sent out to all employees from the HR Office.
5. Department level policy/procedures and College Rules will flow through the appropriate vice president and the Executive Leadership Team for approval.
6. Once fully approved, College Rules will be posted on the HR webpage and a notification email will be sent out to all College employees. Departmental policy/procedures will reside within the department and be dispersed to other parties as necessary.
7. Compliance with all stated policies, procedures, and rules is mandatory.
Policies cont.

Employee Dependent Child Scholarship Policy

Approved By and Date:  
Board of Trustees 2-27-17  
Executive Leadership Team 2-2-17

Dependent children of full time employees may be eligible to receive an institutional scholarship in an amount equivalent to the in-district tuition and general education fee costs. Application for this scholarship and eligibility determination must occur annually.

Employee Dependent Child Scholarship Procedures

Approved By and Date:  
Executive Leadership Team 2-2-17

1. Prospective scholarship recipients must file the annual Free Application for Federal Student Aid (FAFSA) application and receive their Student Aid Report (SAR) before scholarship eligibility can be determined.

NOTE: Students claiming independent status when filing their FAFSA have waived their dependency rights and are not eligible for this scholarship. Dual credit/early admission students need not file the FAFSA.

2. “Dependent children” of full-time employees who have a minimum of one year of service at Kilgore College and are in good standing with the institution will be considered eligible for this scholarship.

3. Dependency must be documented through one of the following means:
   a. The student is claimed as a dependent on the employee’s most recent IRS tax return; or
   b. The student is covered by the employee’s Kilgore College sponsored insurance plan; or
   c. The employee is currently paying child support to/on behalf of the student; or
   d. The student lists dependency to the employee on his/her FAFSA application.

Employees who do not meet the eligibility requirements but who have extenuating circumstances may request a review of their eligibility status by completing a review request form. This form can be found on the Human Resources website.

4. This scholarship will have the following limitations:
   A. A maximum of 60 attempted semester credit hours (or equivalent continuing education certificate clock hours) will be covered.
   B. Participants will be limited to one degree or certificate except in the case of stackable credentials where the certificate is a direct segue into the associate’s degree occurring without loss of hours.
   C. Only in-district tuition and general education fees will be paid; out-of-district fees, course specific fees, books, uniforms, supplies, etc. will not be covered.
   D. This will be a non-liquidated scholarship; thus, no cash will accrue to the student.
   E. Students will maintain satisfactory progress and must meet 2.5 Satisfactory Academic Progress (SAP). A student who is meeting SAP will have a 2.5 cumulative grade point average or above.

For more information on this employee benefit, please contact the Human Resources Office.
Policies cont.

Tuition Grants for Regular Full-Time Employees and Retirees Policy

Approved By and Date:  
Board of Trustees  
Executive Leadership Team  
2-27-17  
2-2-17

Kilgore College values an educated workforce and strives to help its employees in the pursuit of continuing their education. Regular full-time employees and college retirees are eligible for tuition, general education and out-of-district fee grants for courses taken at Kilgore College.

Tuition Grants for Regular Full-Time Employees and Retirees Procedures

Approved By and Date:  
Executive Leadership Team  
2-2-17

The following procedures will be followed in the enrollment and consideration of approval for tuition grant courses.

1. The course(s) to be taken should not conflict with the employee’s official work day, unless otherwise approved by the employee’s supervisor and appropriate Vice President.

2. The employee will be limited to a maximum of two credit courses per semester. Approval for additional courses will be based upon job related expectations and must be approved by the appropriate Vice President or the President.

3. Tuition grants do not include three-peat charges; these are the responsibility of the employee/retiree.

4. The employee/retiree must maintain satisfactory progress and must meet 2.0 Satisfactory Academic Progress (SAP). An employee/retiree who is meeting SAP will have a 2.0 cumulative grade point average or above. Unofficial transcripts are required and are to be attached to the tuition enrollment form.

5. The enrollment of an employee in a course as a tuition-grant student will not be a factor in determining if the course is offered. The course must have sufficient tuition-paying students to justify its offering. Courses will be canceled in the absence of a sufficient number of tuition-paying students.

6. Enrollment in Virtual College of Texas Courses are not eligible for tuition grants.

7. Auditing of classes will not be allowed.

Policies cont. on next
Verifying Student Identity in Online Course Policy-Final Draft

Approved By and Date: Board of Trustees 2-27-17
Approved By and Date: Executive Leadership Team 2-2-17

Verifying the identity of the student accessing and participating in an online course is fundamental to the integrity of the course as well as the College. In addition, Kilgore College's (KC) external accrediting body the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires a consistent procedure to ensure student identity in an online course. The College satisfies these standards with the use of a standard campus-wide learning management system (LMS) requiring the use of a unique student identification number and password.

Verifying Student Identity in Online Course Procedures

Approved By and Date: Executive Leadership Team 2-2-17

1. Each student, upon admission to KC, is assigned a unique student identification number, uscrin and password.
2. The unique uscrin and password are generated using the following schema:
   a. Uscriid = the first four letters of the last name plus the first four letters of the first name plus the last 4 digits of the student identification number. For example: smijohn6789.
   b. Password = “Student” plus the 2-digit month/day of birth. For example: Student0101.
3. The uscrin and password are placed into KC’s active directory and used to securely logon/access the student information system portal (myKC), the college network, on-campus computers and the learning management system (Blackboard).
4. Faculty teaching online courses must have 40% of a student’s final grade come from activities completed in a monitored/proctored environment. To accomplish this requirement, instructors have the autonomy to utilize and/or incorporate components that may include, but are not limited to, the following:
   a. Proctored tests on campus, at a testing center, or via an online test proctoring service.
   b. Web conferencing (Collaborate, etc.).
   c. Live chats.

Policies cont. on next page
Policies cont.

Substantive Change Policy

Approved By and Date: Board of Trustees 2-27-17
Executive Leadership Team 2-2-17

To be in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change, Kilgore College personnel must closely monitor the College’s activities in order to ensure that SACSCOC is appropriately notified. Instructional administrators, in particular, should be familiar with what constitutes substantive change and should immediately notify the vice president of instruction and the accreditation liaison if substantive change notification must be made to the Commission.

Substantive Change Procedures

Approved By and Date: Executive Leadership Team 2-2-17

According to the SACSCOC policy statement on substantive change, “substantive change is a significant modification or expansion in the nature and scope of an accredited institution” (http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf). The policy statement outlines the following institutional obligations:

1. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs
Policies cont.

Substantive Change Policy Cont.

While it is expected that information on potential substantive changes will be communicated to the vice president of instruction and the accreditation liaison as soon as is feasible following the decision to make the change, it is important to have a procedure in place to ensure that no potential substantive changes are overlooked. Therefore, the vice president of instruction and the accreditation liaison will meet with the Instructional Council once each fall and spring semester to determine if substantive change submission is needed. The fall semester meeting shall take place no later than October 1 for changes to be implemented between July 1 and December 1 of the following year, with any necessary submissions made by January 1 of the following year. The spring semester meeting shall take place no later than April 1 for changes to be implemented between January 1 and June 30 of the following year, with any necessary submissions made by July 1 of the current year.

Substantive change submissions for new programs and expanded offerings at off-site locations that fall outside of the required time frame for notifying the Commission should be avoided if at all possible. Submission outside of the appropriate time frame will only be made with permission of the president and is reserved for those occasions on which there is a request from an outside entity, such as a business or school district, to offer a new program or expand course offerings.

Once a substantive change is identified, the following steps will be followed:

1. Accreditation liaison determines whether the change requires notification only or prior approval.
2. Accreditation liaison determines the appropriate documentation to be submitted to SACSCOC based on the type of substantive change (i.e., whether prospectus or abbreviated prospectus is required).
3. Accreditation liaison coordinates development of appropriate notification and documentation for submission to SACSCOC.
4. Accreditation liaison mails notification letter and, if applicable, all required documents and Commission forms to SACSCOC. Accreditation liaison maintains a hard copy of all documents mailed.
5. Accreditation liaison enters date of submission and type of change into Substantive Change Log stored electronically on SACSCOC shared drive.
6. Accreditation liaison is responsible for coordination and submission of any additional information requested by SACSCOC.
7. Once the College receives notification of the Commission’s decision on the change, accreditation liaison logs the date of approval or denial into Substantive Change Log and notifies all relevant personnel of the Commission’s decision. Hard copy of notification is filed in accreditation liaison's office.

C. Property & Facilities Committee - Brian Nutt, Chair

1. ACTION ITEM: To consider a recommendation for the sale of 1009 Brook Drive
   Presenter: Brian Nutt

   Brian Nutt made the motion to consider a recommendation for the sale of 1008 Brook Drive. Because the motion came from a committee a second was not required. The motion passed unanimously.

   Exhibit on next page
Exhibit

Memo

To: Kilgore College Board of Trustees
From: Property & Facilities Committee
CC: Brenda Kays, President
Date: 2/27/2017
Re: Proposal to Sell 1009 Brook Drive (Former Child Development Center)

On January 12, 2017, the Property and Facilities Committee of the Board met with college administration to review appraisals received by the college for the property located at 1009 Brook Drive, Kilgore, TX.

Appraisals on the property from both a residential as well as a commercial vantage point were obtained and reviewed. The Committee also discussed how the sale of the property should be handled, noting that Kilgore College had previously sold property with the assistance of an attorney and title company.

The Committee recommends that the Board move forward with the sale of the property and set the asking price at $370,000 in a Sale by Owner transaction.

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

   The installation of the PTAC units has been completed. All students were moved in for the spring semester. Phase 2 will begin March 1st with power washing/painting of the Quads, including handrails. Vegetation will also be addressed. The goal is to complete 1 quad per month with completion for all by the end of the year.

   b. Nolan

   The replacement of all underground drainage lines was completed in approximately four weeks. Students are moved back into the building.

   c. Turk

   Mold from a flood last year was remediated over the Christmas break. The project was completed before the start of the spring semester.
d. TV Building

Two estimates have been received to do some renovation of the TV building ranging from $450,000 to $500,000 from local contractors. We are now working through the process of what we want and what we need to be done.

Jeff Williams is working with our sanitation company to change up our weekly pickup and reduction of the number of bins to save the college approximately $750 to $1,000 per month.

D. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: Kilgore College Faculty Professional Development on January 12, 2017 – How to Help People Remember What They Learn
Presenter: Cecelia Sanders

Cecelia Sanders attended the KC Faculty Professional Development: How to Help People Remember What They Learn. Presentation points:

- Our brains are not wired to think
- Most students are studying incorrectly
- Reading and re-reading to get ready for a test doesn’t work without retrieving that information as you are studying
- Read and ask yourself questions
- Read and write down the things that were read
- Word of the day was retrieve, retrieve, retrieve
- Read and retrieve more than one time while studying, resulting in it being easier to retrieve the information at test time

2. INFORMATION ITEM: Kilgore College Inaugural Data Summit on February 14, 2017
Presenter: Cecelia Sanders

Cecelia Sanders attended the KC Inaugural Data Summit.

- Dr. Staci Martin was very informative in her presentation earlier in the board meeting
- Number of attendees was exciting
- Everyone was talking and contributing
- A very encouraging event
- Guided Pathways will help improve all areas

VIII. ADMINISTRATIVE DISCUSSION ITEMS

A. PFIA Quarterly Investment Reports
Presenter: Duane McNaney

Duane McNaney was available to answer any questions.

B. TPF Quarterly Investment Report
Presenter: Duane McNaney

Duane McNaney was available to answer any questions.
IX. ADMINISTRATIVE COMMENTS
A. QEP Topic (Quality Enhancement Plan)
   Presenter: Dr. Staci Martin

   Our KC QEP Topic Selection Committee has selected Written Communication to be the focus of our Quality
   Enhancement Plan that we are required to do for reaffirmation for accreditation. It will not only be handled in
   English classes but done across the institution. A team will now be selected to actually write the QEP.

X. BOARD COMMENTS
A. Return on Investment of the Lady Ranger Softball Tournament
   Presenter: James Walker

   KC has hosted two Lady Ranger Softball Tournaments this year. The tournaments brought in numerous teams,
   which in turn purchased meals and rented hotel rooms in the City of Kilgore. It is a good boost for our local
   economy.

XI. ADJOURNMENT

   Larry Woodfin adjourned the meeting at 9:24pm.

Respectfully submitted,

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

[Signature]
Larry Woodfin
President of the Board

[Signature]
[Signature]
Secretary of the Board