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, August 14, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

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

Members absent: Bob Heath

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

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

II. CITIZEN COMMENTS

Christi Mumphrey spoke to the board about the Kilgore College Nursing Program.

III. PRESENTATIONS

A. Student Spotlight - Anahi Muniz
   Presenter: Kim Carrillo, American Honors

KC student Anahi Muniz was honored by Kim Carrillo, American Honors academic advisor at KC, for her outstanding achievements at KC. She graduated with honors from KC in the summer of 2017 and will transfer to the University of Texas at San Antonio and enroll in pre-med courses. She was also the recipient of the Chick-fil-a True Inspiration Scholarship worth $25,000.

B. Employee Spotlight - John Dodd
   Presenter: Raymond Caldwell

KC Employee John Dodd was honored by Raymond Caldwell, founder and artistic director of the Texas Shakespeare Festival. Caldwell said that without Dodd's persistent work, the TSF wouldn't take place. Dodd has worked for TSF for 31 seasons.
C. Student Success Spotlight - Guided Pathways Update
   Presenter: Dr. Staci Martin

Dr. Staci Martin gave a Guided Pathways Update. Guided Pathways will facilitate increased student success by providing clear pathways to achieve educational and career goals, while minimizing excess hours earned and decreasing time to degree. It will increase efficiencies that benefit the entire college community and external stakeholders. Guided Pathways will contribute to the financial sustainability of the institution by maximizing funding for success points, increasing retention, and improving the reputation of the institution, thus drawing in more new students.

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:

   "The Board has adjourned to executive session at 7:01 p.m. on August 14, 2017."

PERSONNEL: (Government Code 551.074)
   Appearance by a College employee to respond to notice of intent to non-renew contract: Vocational Nursing Instructor

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at 8:06 p.m. on August 14, 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.
V. CONSENT AGENDA

A. To consider approval of personnel items submitted as follows:

1. **Recommendation to accept employee resignation as follows:**
   a. Assistant Women's Basketball Coach, effective June 30, 2017 after two years of service
   b. Professional Support Assistant - Records and Reports Specialist, Admissions, effective July 31, 2017 after two years and eight months of service
   c. Professional Support Assistant - Financial Aid, effective July 31, 2017 after four months of service
   d. I&E Technology Instructor, Public Services & Industrial Technologies, effective July 28, 2017 after one year of service
   e. Police Officer, KCPD, effective August 17, 2017 after one year of service
   f. SBDC Business Advisor, effective September 30, 2017 after one year and one month of service

2. **Recommendation for non-renewal of employment contract as follows:**
   a. Program Director & Instructor, Surgical Technology effective August 31, 2017
   b. Vocational Nursing Instructor effective August 31, 2017

3. **Recommendation to accept employee retirement as follows:**
   a. Director of eLearning, effective July 31, 2017 after twenty-five years and eleven months of service
   b. Vice President of Finance & Chief Financial Officer, effective July 31, 2017 after nineteen years and six months of service
   c. Manager - Fire Academy, effective August 31, 2017 after twenty years of service

4. **Recommendation for employment as follows:**
   a. Process Technology Instructor, Public Services & Industrial Technologies, effective September 1, 2017
   b. Police Academy Instructor, Public Services & Industrial Technologies, effective August 1, 2017
   c. Program Leader & Instructor, Education & College Success, Arts & Mathematical Sciences, effective September 1, 2017
   d. History Instructor, Arts & Mathematical Sciences, effective September 1, 2017
   e. Music Instructor - Piano, Arts & Mathematical Sciences, effective September 1, 2017
   f. Director of Chorale and Music Instructor, Arts & Mathematical Sciences, effective September 1, 2017
   g. Assistant Women's Basketball Coach & Stark Hall Supervisor, Student Development, effective July 20, 2017
   h. Program Director of Fire Academy & Instructor, Public Services and Industrial Technologies, effective November 16, 2017
   i. Support Specialist - Purchasing & AP, Business Office, effective August 7, 2017
   j. Support Specialist - Cashier, Business Office, effective July 24, 2017
   k. Accounts Receivable Manager, Business Office, effective August 8, 2017
   l. I&E Technology Instructor, Public Services & Industrial Technologies, effective August 7, 2017
   m. Automotive Technology Instructor, Public Services & Industrial Technologies, effective September 1, 2017
   n. Admission Counselor (Recruiter), Admissions & Registrar, effective September 5, 2017

5. **Recommendation to change employment as follows:**
   a. Support Specialist - Purchasing & AP to Support Specialist - Purchasing, effective July 19, 2017
   b. Admissions Counselor to Advisor - Arts & Mathematical Sciences, effective July 1, 2017
   c. Student Accounts Accountant to Staff/Grant Accountant, effective June 16, 2017

August 14, 2017 Minutes
d. Assistant Men's Basketball Coach to Assistant Men's Basketball Coach & Quads Supervisor, effective June 1, 2017

e. Assistant Women's Softball Coach to Assistant Softball Coach & Nolan Hall Supervisor, effective August 7, 2017

f. Executive Assistant - Vice President of Institutional Planning & Research to Student Success Learning Specialist, effective September 1, 2017

g. Support Specialist - Health Sciences to Professional Support Assistant - Student Development, effective September 1, 2017

h. Interim Coordinator of Residential Life to Coordinator, Residential Life, effective August 9, 2017

B. To consider approving the minutes of the June 19, 2017 Board Meeting, the June 26, 2017 Property & Facilities Committee Meeting, and the July 31, 2017 Budget Workshop

Karol Pruett made the motion to accept the Consent Agenda as presented. Lon Ford seconded the motion. The motion passed unanimously.

Personnel Agenda on next page
Personnel Agenda

Kilgore Junior College District
Personnel Agenda
August 14, 2017

1. Recommendation to accept employee resignation as follows:
   a. Mr. Mike Brown, Assistant Women’s Basketball Coach, effective June 30, 2017 after two years of service
   b. Ms. Kristie Seward, Professional Support Assistant-Records and Reports Specialist, Admissions, effective July 31, 2017 after two years and eight months of service
   c. Ms. Melisa McElroy, Professional Support Assistant – Financial Aid, effective July 31, 2017 after four months of service
   d. Mr. Joshua Stapp, I&E Instructor, effective July 28, 2017 after one year of service
   e. Mr. Derek Keith, Police Officer, effective August 17, 2017 after one year of service
   f. Mr. Charles Vanderbilt, SBDC Business Advisor, effective September 30, 2017 after one year and one month of service

2. Recommendation for non-renewal of employment contract as follows:
   a. Ms. Paula Carter, Program Director & Instructor, Surgical Technology effective August 31, 2017
   b. Ms. Toledo Montgomery, Vocational Nursing Instructor effective August 31, 2017

3. Recommendation to accept employee retirement as follows:
   a. Ms. Charleen Worsham, Director of eLearning, effective July 31, 2017 after twenty-five years and eleven months of service
   b. Mr. Duane McNaney, Vice President of Finance & Chief Financial Officer effective July 31, 2017 after nineteen years and six months of service
   c. Ms. Rhonda Forsythe, Manger-Fire Academy, effective August 31, 2017 after twenty years of service

4. Recommendation of employment as follows:
   A. Name: Mr. Danny Ryan
   Position: Process Technology Instructor
   Location: Public Services & Industrial Technologies

Personnel Agenda cont. on next page
Personnel Agenda cont.

Education:  
Master Business Administration  
Letourneau University  
Longview, Texas

Master of Science  
University of Texas at Tyler  
Tyler, Texas

Bachelor of Applied Arts & Sciences  
University of Texas at Tyler  
Tyler, Texas

Experience:  
Training Resource Professional  
TPC Trainco  
Englewood, Colorado; 2015-2017

General Training Specialist  
Luminant  
Dallas, Texas; 1978-2015

Effective Date:  
September 1, 2017

Salary:  
$2,387.50 per pay period which is equivalent to a 12 month contract of $57,300

Note:  
Mr. Ryan replaces Mr. Bobby Key who resigned

B. Name:  
Ms. Margaret Martin

Position:  
Police Academy Instructor

Location:  
Public Services & Industrial Technologies

Education:  
Master of Science-Criminal Justice  
Bethel University  
McKenzie, Tennessee

Master of Science – Education  
American Intercontinental University  
Schaumburg, Illinois

Bachelor of Science – Criminal Justice  
American Intercontinental University  
Schaumburg, Illinois
Experience:
Patrol Deputy
Smith County Sheriff Department
Tyler, Texas; 2016-2017
Senior Corporal of Police
Dallas Police Department
Dallas, Texas; 2002-2016

Effective Date:
August 1, 2017

Salary:
$2,387.50 per pay period which is equivalent to a 12 month salary of $57,300

Note:
This is a new position

C. Name:
Ms. Karen Morris

Position:
Program Leader & Instructor, Education and College Success

Location:
Arts & Mathematical Sciences

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

Bachelor of Arts
Letourneau University
Longview, Texas

Experience:
Teacher
Pine Tree ISD
Longview, Texas; 2016-2017

Head of School
Selwyn College Preparatory School
Argyle, Texas; 2012-2016

Instructor & Department Chair
North Central Texas College
Gainesville, Texas; 2006-2012

Teacher
Lewisville ISD
Lewisville, Texas; 2005-2008

Effective Date:
September 1, 2017
Personnel Agenda cont.

**Salary:**

Note: Ms. Morris replaces Ms. Lara Pauley who resigned

**D. Name:**

**Position:**

History Instructor

**Location:**

Arts & Mathematical Sciences

**Education:**

Master of Arts - History
University of Texas at Tyler
Tyler, Texas

Bachelor of Arts - History
Stephen F. Austin State University
Nacogdoches, Texas

**Experience:**

Teacher
Kilgore ISD
Kilgore, Texas; 2011-2017

Adjunct Instructor
Tyler Junior College
Tyler, Texas; 2015-2017

Adjunct Instructor
Kilgore College
Kilgore, Texas; 2016-2017

**Effective Date:**

September 1, 2017

**Salary:**

$1,817.29 per pay period which is equivalent to a 9 month salary of $43,615

Note: Mr. Johnson replaces Mr. David Stroud who retired

**E. Name:**

**Position:**

Music Instructor - Piano

**Location:**

Arts & Mathematical Sciences
Education:
Master of Music in Piano Pedagogy & Performance
Baylor University
Waco, Texas

Bachelor of Music in Piano Performance
East Texas Baptist University
Marshall, Texas

Experience:
Adjunct Instructor
Tarrant County College
Hurst, Texas; 2014-2017

Adjunct Instructor
Mountain View College
Dallas, Texas; 2007-2017

Church Pianist/Organist
Holy Covenant United Methodist Church
Carrollton, Texas; 2009-2017

Effective Date:
September 1, 2017

Salary:
$1,787.50 per pay period which is equivalent to a 9 month salary of $42,900

Note:
Mr. Kaan replaces Ms. Sandy Siler who retired

F. Name:
Dr. Zachary Marshall

Position:
Director of Chorale and Music Instructor

Location:
Arts & Mathematical Sciences

Education:
Doctor of Music Arts
University of South Carolina
Columbia, South Carolina

Master of Music
University of Tennessee
Knoxville, Tennessee

Bachelor of Arts
East Tennessee State University
Johnson City, Tennessee
**Experience:**
Assistant Professor of Music  
Eastern Kentucky University  
Richmond, Kentucky; 2014-2017

Director of Music  
Maxwell Street Presbyterian Church  
Lexington, Kentucky; 2014-2017

Assistant Professor of Music  
Bethany College  
Bethany, West Virginia; 2013-2014

**Effective Date:**  
September 1, 2017

**Salary:**  
$2,200.00 per pay period which is equivalent to a 10 month salary of $52,800. Includes a $1,500 stipend for Director of Choral

**Note:**  
Dr. Marshall replaces Dr. James Taylor who resigned

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**G. Name:**  
Mr. Chris Godfrey

**Position:**  
Assistant Women’s Basketball Coach & Stark Hall Supervisor

**Location:**  
Student Development

**Education:**  
Master of Arts  
Armstrong State University  
Savannah, Georgia

Bachelor of Science  
St. John’s University  
Queens, New York

**Experience:**  
Assistant Women’s Basketball Coach  
Coastal Bend College  
Beeville, Texas; 2015-2017

**Effective Date:**  
July 20, 2017

**Salary:**  
$1,333.33 per pay period which is equivalent to a 12 month salary of $32,000

**Note:**  
Mr. Godfrey replaces Mr. Mike Brown who resigned
Personnel Agenda cont.

H. Name: Mr. Mike Simmons

Position: Program Director of Fire Academy & Instructor

Location: Public Services and Industrial Technologies

Education:
- TCFP Master Firefighter Certificate
- Fire Officer I, II, III, IV
- TCFP Fire Inspector & Instructor 2
- TCFP Skills Examiner
- TCFP Hazardous Materials

Experience:
- Assistant Fire Chief & Emergency Management Coordinator
  City of Kilgore
  Kilgore, Texas; 2012-2017

- Firefighter/Paramedic & Training Specialist
  Garland Fire Department
  Garland, Texas; 1997-2012

Effective Date: November 16, 2017

Salary: $2,484.71 per pay period which is equivalent to a 12 month salary of $59,633. Includes a $5,000 stipend for Program Director of Fire Academy

Note: Mr. Simmons replaces Mr. Ronnie Gothard who retired

I. Name: Ms. Lametra Barnes

Position: Support Specialist - Purchasing & AP

Location: Business Office

Education:
- Office Technology Certificate
  Kilgore College
  Kilgore, Texas

Experience:
- Customer Service Representative
  NationStar Mortgage
  Longview, Texas; 2017

- Administrative Assistant
  Kilgore College
  Kilgore, Texas; 1999-2016

Personnel Agenda cont. on next page
### J. Name:
Ms. Genae’a Dean

**Position:**
Support Specialist - Cashier

**Location:**
Business Office

**Experience:**
- Teller
  East Texas Professional Credit Union
  Kilgore, Texas; 2016-2017
- Account Specialist
  Western Finance
  Longview, Texas; 2015-2016
- FSR
  East Texas Professional Credit Union
  Kilgore, Texas; 2013-2015

### K. Name:
Ms. DeLinda Spencer

**Position:**
Accounts Receivable Manager

**Location:**
Business Office

**Education:**
- Master of Business Administration
  Western Governor’s University
  Salt Lake City, Utah
- Bachelor of Arts
  University of Texas
  Arlington, Texas
### Personnel Agenda cont.

| Experience:                        | Associate of Science  
|                                  | Trinity Valley Community College  
|                                  | Athens, Texas  
|                                  | HR Generalist  
|                                  | Ranger College  
|                                  | Ranger, Texas; 2014-2017  
|                                  | Billing Manager  
|                                  | YMCA  
|                                  | Arlington, Texas; 1998-2013  
| Effective Date:                  | August 8, 2017  
| Salary:                          | $1,515.50 per pay period which is equivalent to a 12 month salary of $36,372  
| Note:                            | This is a new position  

L. **Name:** Ms. Alesha O' Steen  
L. **Position:** I&E Technology Instructor  
L. **Location:** Public Services & Industrial Technologies  
L. **Education:**  
  - Master of Business Administration  
  - LeTourneau University  
  - Longview, Texas  
  - Bachelor of Science  
  - LeTourneau University  
  - Longview, Texas  
  - Associate of Applied Science  
  - Texas State Technical College  
  - Marshall, Texas  
L. **Experience:**  
  - Electrical Instructor  
  - Texas State Technical College  
  - Marshall, Texas; 2005-2017  
L. **Effective Date:** August 7, 2017  
L. **Salary:** $4,775.00 per pay period which is equivalent to a 12 month salary of $57,300
| M. **Name:** | Mr. Tanton Johnson |
| **Position:** | Automotive Technology Instructor |
| **Location:** | Public Services & Industrial Technologies |
| **Education:** | Bachelor of Science  
Stephan F. Austin State University  
Nacogdoches, Texas  
Associate of Applied Science  
Kilgore College  
Kilgore, Texas  
Associate of Science  
Kilgore College  
Kilgore, Texas |
| **Experience:** | Automotive Technician  
Heritage Mitsubishi  
Longview, Texas; 2015-2017  
Automotive Technician  
J.D. Byrider  
Longview, Texas; 2013-2015  
Lube Technician  
Patterson Nissian  
Longview, Texas; 2013 |
| **Effective Date:** | September 1, 2017 |
| **Salary:** | $1,741.67 per pay period which is equivalent to a 9 month salary of $41,800 |
| **Note:** | This is a new position |

| N. **Name:** | Ms. Callie Blakeley |
| **Position:** | Admissions Counselor (Recruiter) |
| **Location:** | Admissions & Registrar |
**Personnel Agenda cont.**

| **Education:** | Bachelor of Science  
|               | University of Texas at Tyler  
|               | Tyler, Texas  
|               | Associate of Arts  
|               | Kilgore College  
|               | Kilgore, Texas  
| **Experience:** | Administrative Assistant II  
|                | University of Texas at Tyler  
|                | Tyler, Texas; 2017  
|                | Undergraduate Assistant  
|                | University of Texas at Tyler  
|                | Tyler, Texas; 2015-2017  
|                | Student Assistant - Registrar  
|                | Kilgore College  
|                | Kilgore, Texas; 2014-2015  
| **Effective Date:** | September 5, 2017  
| **Salary:** | $1,218.42 per pay period which is equivalent to a 12 month salary of $29,242  
| **Note:** | Ms. Blakeley replaces Mr. Alex Knox who moved to another position  

5. ** Recommendation to change employment as follows:**

A. **Name:** Ms. Magen Edmonson  
B. **Old Position:** Support Specialist – Purchasing & AP  
C. **New Position:** Support Specialist - Purchasing  
D. **Effective Date:** July 19, 2017  
E. **Old Salary:** $22,572 (lateral move)  
F. **New Salary:** $22,572
## Personnel Agenda cont.

### B. Name: Mr. Alex Knox
- **Old Position:** Admissions Counselor
- **New Position:** Advisor – Arts & Mathematical Sciences
- **Effective Date:** July 1, 2017
- **Old Salary:** $29,682
- **New Salary:** $30,000

### C. Name: Ms. Lashiqua Douglas
- **Old Position:** Student Accounts Accountant
- **New Position:** Staff/Grant Accountant
- **Effective Date:** June 16, 2017
- **Old Salary:** $34,232
- **New Salary:** $35,665

### D. Name: Mr. Matthew Wilson
- **Old Position:** Assistant Men’s Basketball Coach
- **New Position:** Assistant Men’s Basketball Coach & Quads Supervisor
- **Effective Date:** June 1, 2017
- **Old Salary:** $19,500
- **New Salary:** $32,000

### E. Name: Ms. Patricia Robinson
- **Old Position:** Assistant Women’s Softball Coach
- **New Position:** Assistant Softball Coach & Nolan Hall Supervisor
- **Effective Date:** August 7, 2017
- **Old Salary:** $19,500
- **New Salary:** $32,000

Personnel Agenda cont. on next page
<table>
<thead>
<tr>
<th>F. Name:</th>
<th>Ms. Ronda Lee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Old Position:</strong></td>
<td>Executive Assistant – VPIP &amp; Research</td>
</tr>
<tr>
<td><strong>New Position:</strong></td>
<td>Student Success Learning Specialist</td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
<td>September 1, 2017</td>
</tr>
<tr>
<td><strong>Old Salary:</strong></td>
<td>$30,970</td>
</tr>
<tr>
<td><strong>New Salary:</strong></td>
<td>$37,616</td>
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<tr>
<td>G. Name:</td>
<td>Ms. Kristan Propes</td>
</tr>
<tr>
<td><strong>Old Position:</strong></td>
<td>Support Specialist – Health Sciences</td>
</tr>
<tr>
<td><strong>New Position:</strong></td>
<td>Professional Support Assistant – Student Development</td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
<td>September 1, 2017</td>
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<tr>
<td><strong>Old Salary:</strong></td>
<td>$22,572</td>
</tr>
<tr>
<td><strong>New Salary:</strong></td>
<td>$24,602</td>
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<td>H. Name:</td>
<td>Ms. Ashley Mason</td>
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<tr>
<td><strong>Old Position:</strong></td>
<td>Interim Coordinator of Residential Life</td>
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<tr>
<td><strong>New Position:</strong></td>
<td>Coordinator, Residential Life</td>
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<tr>
<td><strong>Effective Date:</strong></td>
<td>August 9, 2017</td>
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<td><strong>Old Salary:</strong></td>
<td>$32,000</td>
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<tr>
<td><strong>New Salary:</strong></td>
<td>$40,000</td>
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VI. ACTION ITEMS
A. To consider payment of legal fees for services rendered

James Walker made the motion to consider payment of legal fees. Cecelia Sanders seconded the motion. The motion passed unanimously.

VII. BOARD COMMITTEE REPORTS & ACTION ITEMS
A. Investment/Finance/Audit Committee - Joe Carrington, Chair
   Presenter: Joe Carrington

   1. ACTION ITEM: To consider adoption of the Fiscal Year 2018 budget
      Presenter: Joe Carrington

Joe Carrington made the motion to approve the adoption of the Fiscal Year 2018 budget. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit on next page
**Exhibit**

**Kilgore College**

Project Budget for Fiscal Year 2018
September 1, 2017 to August 31, 2018

Projected Power of One

### State Appropriations

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>Base Contact Hours</th>
<th>Avg. Per CH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved SB1 (85-R)</td>
<td>$9,728,706.00</td>
<td>2,854,761</td>
<td>$3.41</td>
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<tr>
<td>Percent Increase</td>
<td>1%</td>
<td></td>
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<tr>
<td>Value of 1%</td>
<td></td>
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<tr>
<td></td>
<td>$97,287.00</td>
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### Credit Tuition

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
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<tr>
<td>Projected</td>
<td>$5,195,689.00</td>
<td></td>
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<tr>
<td>Percent Increase</td>
<td>1%</td>
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<tr>
<td>Value of 1%</td>
<td>$51,957.00</td>
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### Value of $1 in Tuition/Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>FY 2018</th>
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<tbody>
<tr>
<td>In-District</td>
<td>$35,120</td>
<td>$33,545</td>
<td>$2,835</td>
<td>$31,500</td>
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<tr>
<td>Out-of District</td>
<td>$35,280</td>
<td>$31,605</td>
<td>$6,615</td>
<td>$73,500</td>
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<td></td>
<td>$50,400</td>
<td>$45,150</td>
<td>$9,450</td>
<td>$105,000</td>
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<tr>
<td>General Fee</td>
<td>$43,848</td>
<td>$39,281</td>
<td>$8,222</td>
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<tr>
<td>Out of District Fee</td>
<td>$30,694</td>
<td>$27,496</td>
<td>$5,755</td>
<td>$53,445</td>
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<td></td>
<td>$74,542</td>
<td>$66,777</td>
<td>$13,977</td>
<td>$155,295</td>
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<td>Total Tuition &amp; Fees</td>
<td>$124,942</td>
<td>$111,927</td>
<td>$23,427</td>
<td>$250,295</td>
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<td>Early Admission/Dual</td>
<td>$6,552</td>
<td>$5,870</td>
<td>$1,229</td>
<td>$13,650</td>
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### Property Taxes

<table>
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<th></th>
<th>2017-2018</th>
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<td>M&amp;O Rate</td>
<td>$0.175</td>
<td>Gregg</td>
<td>$2,381,089,012</td>
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<tr>
<td>Projected Taxes</td>
<td>$6,220,155 (97.5% Col Rate)</td>
<td>Rusk</td>
<td>$1,043,340,920</td>
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<tr>
<td>Percent Increase</td>
<td>1.0%</td>
<td>Upshur</td>
<td>$1,599,304,788</td>
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<tr>
<td>Value of % Rate Increase</td>
<td>$62,207</td>
<td>Smith</td>
<td>$1,117,777,804</td>
</tr>
<tr>
<td>M&amp;O Rate Increase</td>
<td>$0.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Tax Revenue</td>
<td>$35,437</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Compensation

<table>
<thead>
<tr>
<th>Classification</th>
<th>2018 Budget</th>
<th>1%</th>
<th>2%</th>
<th>3%</th>
<th>4%</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Faculty</td>
<td>$8,230,785</td>
<td>$82,308</td>
<td>$164,616</td>
<td>$246,924</td>
<td>$329,231</td>
</tr>
<tr>
<td>Staff</td>
<td>$4,866,992</td>
<td>$48,661</td>
<td>$97,322</td>
<td>$145,983</td>
<td>$194,644</td>
</tr>
<tr>
<td>Secretary/Clerical</td>
<td>$1,281,790</td>
<td>$12,818</td>
<td>$25,635</td>
<td>$38,453</td>
<td>$51,270</td>
</tr>
<tr>
<td>Total</td>
<td>$14,379,567</td>
<td>$145,786</td>
<td>$287,573</td>
<td>$411,359</td>
<td>$551,145</td>
</tr>
</tbody>
</table>

### Bonds

| Amount of Bonds       | $1,000,000  |
| Interest Rate         | 5%          |
| Years to Maturity     | 20          |
| Debt Service per $1 Million in Bonds | -$80,243 |
| Annual Payment        | $425,000    |
| Interest Rate         | 5%          |
| Years to Maturity     | 20          |
| Bonds per Annual Payment | -5,296,439 |

Exhibit cont. on next page
<table>
<thead>
<tr>
<th>Category</th>
<th>Total Charges</th>
<th>Total Credits</th>
<th>Change</th>
<th>% of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>student educational</td>
<td>57,346,762</td>
<td>57,346,762</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>general operating</td>
<td>25,875,617</td>
<td>25,875,617</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>support services</td>
<td>25,875,617</td>
<td>25,875,617</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>auxiliary funds</td>
<td>10,275,617</td>
<td>10,275,617</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>total charges</td>
<td>114,073,603</td>
<td>114,073,603</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>total credits</td>
<td>114,073,603</td>
<td>114,073,603</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>change</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>% of change</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Exhibit cont.

Projected Budget for Fiscal Year 2018

September 1, 2017 to August 31, 2018

Projections are based on the following assumptions:

- Student tuition and fees
- General operating costs
- Support services costs
- Auxiliary funds revenue

Total projected revenues: $114,073,603

Total projected expenses: $114,073,603

Budgeted net position: $0
## Kilgore College
### Projected Budget for Fiscal Year 2018
September 1, 2017 to August 31, 2018

### Projected Expenses - Operating/Auxiliary Funds

<table>
<thead>
<tr>
<th>FY 2017 Actual</th>
<th>FY 2017 Budget</th>
<th>FY 2017 YTD Actual</th>
<th>2018 Projected Budget</th>
<th>$ Change</th>
<th>% Change</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Fund</strong>&lt;br&gt;[100]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time Faculty Salaries</td>
<td>$5,574,232</td>
<td>$5,912,602</td>
<td>$5,912,602</td>
<td>$6,318,005</td>
<td>$0</td>
<td>6.2%</td>
</tr>
<tr>
<td>Part-time Faculty Salaries</td>
<td>$5,000,669</td>
<td>$5,000,669</td>
<td>$5,000,669</td>
<td>$5,010,188</td>
<td>$0</td>
<td>0.2%</td>
</tr>
<tr>
<td>Full-time Faculty - Other</td>
<td>$695,650</td>
<td>$700,392</td>
<td>$700,392</td>
<td>$795,689</td>
<td>$95,997</td>
<td>13.6%</td>
</tr>
<tr>
<td>Summer Faculty Salaries</td>
<td>$531,659</td>
<td>$544,064</td>
<td>$544,064</td>
<td>$582,881</td>
<td>$38,817</td>
<td>7.1%</td>
</tr>
<tr>
<td>Staff Salaries, Full-time</td>
<td>$5,672,809</td>
<td>$5,991,178</td>
<td>$5,991,178</td>
<td>$6,352,163</td>
<td>$361,985</td>
<td>5.9%</td>
</tr>
<tr>
<td>Staff Salaries, Part-time</td>
<td>$2,765,723</td>
<td>$2,765,723</td>
<td>$2,765,723</td>
<td>$3,065,412</td>
<td>$3,065,412</td>
<td>3%</td>
</tr>
<tr>
<td>Secretary/Clerical Salaries</td>
<td>$1,176,796</td>
<td>$1,209,024</td>
<td>$1,209,024</td>
<td>$1,231,760</td>
<td>$22,736</td>
<td>1.9%</td>
</tr>
<tr>
<td>Salaries - Overtime</td>
<td>$366,435</td>
<td>$366,435</td>
<td>$366,435</td>
<td>$350,895</td>
<td>$9,540</td>
<td>2.6%</td>
</tr>
<tr>
<td>Hourly Employees</td>
<td>$556,815</td>
<td>$660,700</td>
<td>$660,700</td>
<td>$760,376</td>
<td>$99,676</td>
<td>1.5%</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>$445,235</td>
<td>$519,560</td>
<td>$519,560</td>
<td>$583,137</td>
<td>$63,577</td>
<td>12.2%</td>
</tr>
<tr>
<td><strong>Employee Costs Before Benefits</strong></td>
<td>$13,494,254</td>
<td>$14,377,554</td>
<td>$14,377,554</td>
<td>$15,485,372</td>
<td>$10,808,818</td>
<td>76.6%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$5,781,137</td>
<td>$6,191,461</td>
<td>$6,191,461</td>
<td>$6,479,749</td>
<td>$288,288</td>
<td>4.6%</td>
</tr>
<tr>
<td>Total Employee and Benefits Expense</td>
<td>$22,275,391</td>
<td>$20,568,915</td>
<td>$20,568,915</td>
<td>$21,965,121</td>
<td>$1,396,206</td>
<td>6.8%</td>
</tr>
<tr>
<td><strong>Other Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumable Supplies</td>
<td>$1,032,334</td>
<td>$1,058,380</td>
<td>$1,058,380</td>
<td>$1,099,293</td>
<td>$40,913</td>
<td>3.8%</td>
</tr>
<tr>
<td>Professional Development/Travel</td>
<td>$165,877</td>
<td>$147,377</td>
<td>$147,377</td>
<td>$135,377</td>
<td>$12,000</td>
<td>8.2%</td>
</tr>
<tr>
<td>Contract Services</td>
<td>$350,002</td>
<td>$350,002</td>
<td>$350,002</td>
<td>$350,002</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>$750,519</td>
<td>$783,762</td>
<td>$783,762</td>
<td>$809,619</td>
<td>$25,857</td>
<td>3.3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,264,603</td>
<td>$1,340,841</td>
<td>$1,340,841</td>
<td>$1,264,000</td>
<td>$-76,841</td>
<td>-5.7%</td>
</tr>
<tr>
<td>Tuition/fee Waivers</td>
<td>$544,227</td>
<td>$460,000</td>
<td>$460,000</td>
<td>$551,275</td>
<td>$91,275</td>
<td>19.7%</td>
</tr>
<tr>
<td>Operation/Maintenance of Plant</td>
<td>$3,874,004</td>
<td>$4,006,004</td>
<td>$4,006,004</td>
<td>$4,306,534</td>
<td>$290,530</td>
<td>7.2%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$285,708</td>
<td>$240,028</td>
<td>$240,028</td>
<td>$250,169</td>
<td>$10,141</td>
<td>4.2%</td>
</tr>
<tr>
<td>Other Operating Expense</td>
<td>$1,642,023</td>
<td>$1,671,918</td>
<td>$1,671,918</td>
<td>$1,661,567</td>
<td>$-671,600</td>
<td>-40.2%</td>
</tr>
<tr>
<td>Transfer/Debt Service</td>
<td>$272,376</td>
<td>$270,362</td>
<td>$270,362</td>
<td>$270,362</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Other Operating Expense</strong></td>
<td>$11,271,039</td>
<td>$11,378,713</td>
<td>$11,378,713</td>
<td>$11,341,483</td>
<td>$-37,230</td>
<td>-0.3%</td>
</tr>
<tr>
<td><strong>Total Operating Fund Expense</strong></td>
<td>$75,210,446</td>
<td>$76,043,926</td>
<td>$76,043,926</td>
<td>$83,205,632</td>
<td>$7,161,706</td>
<td>9.4%</td>
</tr>
</tbody>
</table>

### Auxiliary Costs (including salaries) (funds 300-999)

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2017 Actual</th>
<th>FY 2017 Budget</th>
<th>FY 2017 YTD Actual</th>
<th>2018 Projected Budget</th>
<th>$ Change</th>
<th>% Change</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Housing</td>
<td>$770,212</td>
<td>$774,102</td>
<td>$774,102</td>
<td>$799,292</td>
<td>$25,190</td>
<td>3.2%</td>
<td>0.11%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$1,006,094</td>
<td>$1,015,000</td>
<td>$1,015,000</td>
<td>$1,051,992</td>
<td>$36,992</td>
<td>3.6%</td>
<td>0.26%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$242,942</td>
<td>$248,774</td>
<td>$248,774</td>
<td>$255,842</td>
<td>$7,068</td>
<td>2.8%</td>
<td>0.05%</td>
</tr>
<tr>
<td>Workforce</td>
<td>$272,259</td>
<td>$285,232</td>
<td>$285,232</td>
<td>$313,699</td>
<td>$28,467</td>
<td>9.9%</td>
<td>0.72%</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>$765,151</td>
<td>$765,151</td>
<td>$765,151</td>
<td>$802,262</td>
<td>$37,111</td>
<td>4.9%</td>
<td>0.29%</td>
</tr>
<tr>
<td>Rangegate Showcase</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Park Fitness Center</td>
<td>$228,174</td>
<td>$228,174</td>
<td>$228,174</td>
<td>$245,097</td>
<td>$16,923</td>
<td>7.4%</td>
<td>0.50%</td>
</tr>
<tr>
<td>East Texas Oil Museum</td>
<td>$350,179</td>
<td>$350,179</td>
<td>$350,179</td>
<td>$365,370</td>
<td>$15,191</td>
<td>4.3%</td>
<td>0.53%</td>
</tr>
<tr>
<td>Texas Shakespeare Festival</td>
<td>$770,134</td>
<td>$770,134</td>
<td>$770,134</td>
<td>$800,000</td>
<td>$29,866</td>
<td>4.0%</td>
<td>1.52%</td>
</tr>
<tr>
<td>Theatre</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Physicals</td>
<td>$247,206</td>
<td>$247,206</td>
<td>$247,206</td>
<td>$257,522</td>
<td>$10,316</td>
<td>4.1%</td>
<td>0.23%</td>
</tr>
<tr>
<td>Athletics</td>
<td>$1,462,597</td>
<td>$1,495,382</td>
<td>$1,495,382</td>
<td>$1,608,024</td>
<td>$102,642</td>
<td>6.7%</td>
<td>2.58%</td>
</tr>
<tr>
<td><strong>Total Auxiliary Expense</strong></td>
<td>$5,046,319</td>
<td>$5,166,711</td>
<td>$5,166,711</td>
<td>$5,400,826</td>
<td>$234,115</td>
<td>4.6%</td>
<td>0.48%</td>
</tr>
</tbody>
</table>

### Total Operating and Auxiliary Expense:
- $13,266,765
- $12,510,637
- $12,510,637
- $16,645,458
- ($4,134,793)
- (32.0%)
- 16.0%

### Net Revenues/Expenses - Operating & Auxiliary:
- ($963,288)
- 50
- 50
- 50
- 0%
- 0%


| Kilgore College: Projected Budget for Fiscal Year 2018
| September 1, 2017 to August 31, 2018

### Restricted Funds Projected Revenues/Expenses

<table>
<thead>
<tr>
<th>FY 2016 Actual</th>
<th>FY 2017 Budget</th>
<th>FY 2017 YTD Actual</th>
<th>2018 Projected Budget</th>
<th>$ Change</th>
<th>% Change</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted Funds (Funds 100-903)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$2,865</td>
<td>$3,135</td>
<td>$3,332</td>
<td>$3,135</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Debt Service Bonds &amp; Leases</td>
<td>$300,042</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$415,000</td>
<td>$15,000</td>
<td>3.75%</td>
</tr>
<tr>
<td>Payments</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Plant</td>
<td>$5,363,008</td>
<td>$5,033,550</td>
<td>$5,915,849</td>
<td>$6,262,849</td>
<td>$346,997</td>
<td>6.86%</td>
</tr>
<tr>
<td>Federal Grants/Contracts - Fall</td>
<td>$59,138,341</td>
<td>$51,010,000</td>
<td>$10,179,623</td>
<td>$31,200,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Federal Grants/Contracts - All Other</td>
<td>$5,899,201</td>
<td>$5,313,752</td>
<td>$1,063,584</td>
<td>$1,083,617</td>
<td>$20,033</td>
<td>2.47%</td>
</tr>
<tr>
<td>State Grants/Contracts</td>
<td>$2,134,882</td>
<td>$2,116,049</td>
<td>$1,717,823</td>
<td>$2,392,066</td>
<td>$674,243</td>
<td>7.46%</td>
</tr>
<tr>
<td>Local Gifts/Grants/Contracts</td>
<td>$6,571,697</td>
<td>$6,899,000</td>
<td>$4,820,839</td>
<td>$5,240,800</td>
<td>$420,961</td>
<td>8.80%</td>
</tr>
<tr>
<td><strong>Total Restricted Funds Revenues:</strong></td>
<td>$19,964,048</td>
<td>$18,299,376</td>
<td>$14,360,022</td>
<td>$14,588,851</td>
<td>$-110,257</td>
<td>-0.68%</td>
</tr>
</tbody>
</table>

| **Restricted Funds Expenses: (Funds 100-903)** | | | | | | |
| Federal Grants/Contracts | $8,417,296 | $8,315,752 | $13,619,569 | $12,573,637 | $-845,932 | -6.23% | 77.61% |
| State Grants/Contracts | $2,074,748 | $2,026,699 | $2,991,287 | $2,922,996 | $-69,291 | -2.32% | 14.90% |
| Local Gifts/Grants/Contracts | $2,586,569 | $2,000,000 | $2,288,177 | $2,295,000 | $6,823 | 0.30% | 1.76% |
| Plant Funds (Non-Operating) | $6,892,886 | $5,407,556 | $5,630,936 | $907,048 | $-423,888 | -35.18% | 5.29% |
| **Total Restricted Funds Expenses:** | $22,870,999 | $20,840,537 | $23,225,902 | $23,686,741 | $-460,839 | -1.96% | 100.00% |
| **Total Net Restricted Funds Revenue/Expense:** | $-2,906,951 | $0 | $-8,855,880 | $0 | $0 | 0% | 0% |

### Restricted Funds (Funds 155-963)

<table>
<thead>
<tr>
<th>FY 2016 Actual</th>
<th>FY 2017 Budget</th>
<th>FY 2017 YTD Actual</th>
<th>2018 Projected Budget</th>
<th>$ Change</th>
<th>% Change</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Grants and Contracts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Grants/Contracts - Fall Revenue</td>
<td>$59,138,341</td>
<td>$51,010,000</td>
<td>$10,179,623</td>
<td>$31,200,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Federal Grants/Contracts - All Other Revenue</td>
<td>$5,899,201</td>
<td>$5,313,752</td>
<td>$1,063,584</td>
<td>$1,083,617</td>
<td>$20,033</td>
<td>2.47%</td>
</tr>
<tr>
<td><strong>State Grants/Contracts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Federal Revenues:</strong></td>
<td>$65,037,542</td>
<td>$56,323,752</td>
<td>$11,243,207</td>
<td>$11,383,654</td>
<td>$-140,447</td>
<td>-1.29%</td>
</tr>
<tr>
<td><strong>Net Federal Grants and Contracts Revenue/Expense:</strong></td>
<td>$-5,596,953</td>
<td>$0</td>
<td>$-8,855,880</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
</tbody>
</table>

| **State Grants/Contracts:** | | | | | | |
| | | | | | | |
| **Total Net Federal Grants and Contracts Revenue/Expense:** | $-5,596,953 | $0 | $-8,855,880 | $0 | $0 | 0% | 0% |

| **Restricted Funds Expense:** | | | | | | |
| State Grants/Contracts | $6,234,362 | $6,226,069 | $1,737,923 | $2,392,066 | $654,143 | 7.48% | 14.09% |
| State Grants/Contracts Expense | $3,051,648 | $3,105,780 | $223,779 | $224,780 | $10,001 | 4.50% | 1.76% |
| **Net State Grants/Contracts Revenue/Expense:** | $-207,354 | $-156,820 | $-1,410,144 | $-1,167,286 | $-53,450 | -3.13% | 5.29% |

| **Net Local Gifts/Grants/Contracts Revenue/Expense:** | $824,532 | $690,000 | $194,826 | $195,000 | $2,184 | 0.54% | |

| **Plant Fund:** | | | | | | |
| Interest Income | $250,784 | $215,000 | $13,327 | $13,327 | $0 | 0.00% | 0.90% |
| Debt Service Bonds & Leases | $340,000 | $340,000 | $0 | $0 | 0.00% | 2.57% |
| Plant Revenues/Transfers | $2,070,042 | $2,070,042 | $2,070,042 | $2,070,042 | $-2,070,042 | -100.00% | 100.00% |
| **Total Plant Fund Revenue/Transfer:** | $5,691,868 | $5,691,868 | $5,691,868 | $5,691,868 | $-5,691,868 | -100.00% | |

| **Net Plant Fund Revenue/Expense:** | $-5,691,868 | $0 | $-5,691,868 | $0 | $0 | 0% | 0% |

| **Total Net Restricted Funds Revenue/Expense:** | $-766,581 | $0 | $-220,840 | $0 | $0 | -100% | |
2. ACTION ITEM: To consider and set the tax rate for tax year 2017 (FY2018 budget)

Joe Carrington made the motion, “I move that we set the tax rate for tax year 2017 at .17500, which is below the effective rate.” Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit

Kilgore College
Estimated Tax Revenue
At Various Rates
Fiscal Year 2017-2018

Certified Tax Base $3,645,512,324

ESTIMATED Revenues based on a 97.5% collection

<table>
<thead>
<tr>
<th>Rate</th>
<th>Estimated Revenue</th>
<th>Revenue Change from Current Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>@.17500 Current Rate</td>
<td>$6,220,155.00</td>
<td>N/A</td>
</tr>
<tr>
<td>@.17629 Effective Rate</td>
<td>$6,255,699.00</td>
<td>$35,544.00</td>
</tr>
<tr>
<td>@.19039 Rollback Rate</td>
<td>$6,753,312.00</td>
<td>$533,157.00</td>
</tr>
</tbody>
</table>

This amount is an estimated projection of revenues; the amount currently in the FY18 budget is $6,220,155.00 based on a rate of .17500.

Certified Values by County:

<table>
<thead>
<tr>
<th>County</th>
<th>Certified Values</th>
<th>Prior Year Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg</td>
<td>$2,361,089,012.00 certified</td>
<td>$2,357,306,539.00 certified</td>
</tr>
<tr>
<td>Rusk</td>
<td>$1,013,340,920.00 certified</td>
<td>$1,014,947,569.00 certified</td>
</tr>
<tr>
<td>Upshur</td>
<td>$159,304,788.00 certified</td>
<td>$151,788,794.00 certified</td>
</tr>
<tr>
<td>Smith</td>
<td>$111,777,604.00 certified</td>
<td>$109,108,012.00 certified</td>
</tr>
<tr>
<td>Total Certified</td>
<td>$3,645,512,324.00 certified</td>
<td>$3,633,150,914.00 certified</td>
</tr>
</tbody>
</table>

.34% Increase in Tax Base

Each ½ cent change in tax rate increases (decreases) revenues by $177,719.00.
Exhibit cont.

KIRK SHIELDS, CPA, PCC
TAX ASSESSOR-COLLECTOR

OFFICE OF
TAX ASSESSOR-COLLECTOR
GREGG COUNTY
POST OFFICE BOX 1431
LONGVIEW, TEXAS 75606-1431

August 7, 2017

Kilgore College
1100 Broadway
Kilgore, TX 75662

Shown below are the tax rates which will be published in your Notice of Effective Tax Rate.

Effective Tax Rate $1.7629/$100
Rollback Tax Rate $1.9039/$100

The rates above were calculated utilizing a total taxable value of $3,645,512,324 which is the combined amount certified by the Gregg, Rusk, Smith and Upshur appraisal districts.

Yours truly,

[Signature]
Kirk Shields
3. ACTION ITEM: To consider a request for waiver of P & I in the amount of $214.47 for 2016 Taxes from the Office of Tax Assessor-Collector of Gregg County

Joe Carrington made the motion to consider a request for waiver of P & I in the amount of $214.47 for 2016 taxes from the Office of Tax Assessor-Collector of Gregg County. Because the motion came from a committee a second was not required. The motion passed unanimously.

Exhibit

KIRK SHIELDS, CPA, PCC  
TAX ASSESSOR-COLLECTOR

OFFICE OF  
TAX ASSESSOR-COLLECTOR  
GREGG COUNTY  
POST OFFICE BOX 1431  
LONGVIEW, TEXAS 75602-1431

July 18, 2017

ATTN: Finance Director  
Kilgore College  
1160 Broadway  
Kilgore, TX 75662

Re: Request for Waiver of P & I in the amount of $214.47 for 2016 Taxes  
Account 1214395  
Bowie Energy, Inc.

The above named taxpayer is requesting a waiver of penalty and interest for late payment on this account.

The taxpayer requests a waiver due to an oversight by the appraisal district. Texas Property Tax Code Section 33.011(a) states in part, “the governing body of a taxing unit shall waive penalties and may provide for the waiver of interest on a delinquent tax if an act or omission of an officer, employee or agent of the taxing unit or the appraisal district in which the taxing unit participates caused or resulted in the taxpayer’s failure to pay the tax before delinquency…”.

The former subcontractor for the appraisal district caused an ownership error for this property on the appraisal roll. Pursuant to the tax code, we recommend that penalty and interest be waived.

Yours truly,

[Signature]
Kirk Shields

August 14, 2017 Minutes  Page 4327
4. ACTION ITEM: To consider a resolution amending authorized representatives for TexPool

Joe Carrington made the motion to consider a resolution amending authorized representatives for TexPool. Because the motion came from a committee, a second was not required. The motion passed unanimously.

Exhibit

Resolution Amending Authorized Representatives

Please use this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

1. Resolution

WHEREAS,

Kilgore Junior College District

Participant Names

("Participant") is a local government of the State of Texas and is empowered to create a public funds investment pool (the "Authority") to invest funds and to act as custodian of investments purchased with local investment funds, and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act, and

WHEREAS, the Texas Local Government Investment Pool ("TexPool" or "Pool"), a public funds investment pool, was created on behalf of entities whose investment objective is in order of priority, preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals whose signatures appear in this Resolution, the Authorized Representatives of the Participant and are each hereby authorized to transfer funds for investments in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time,

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives, provided that the deleted Authorized Representative (i) is not currently in a position to withdraw funds from the Participant's TexPool / TexPool Prime account, and (ii) is not currently employed by the Participant, and

C. That the Participant may by amending Resolution signed by the Participant and an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Dr. Brenda S. Kaye

   Name: President

   Title: President

   Phone/Fax: 903-983-6102 / fax 903-968-7444 / bkaye@kiligore.edu

   Signature:

2. Jonnie Stice

   Name: Controller

   Title: Controller

   Phone/Fax: 903-983-7495 / fax 903-968-7455 / jstike@kiligore.edu

   Signature:

Exhibit cont. on next page
Exhibit cont.

4. Resolution (continued)

3.

Name: ____________________________
Title: ____________________________
Phone/Fax/Email: ____________________________
Signature: ____________________________

4.

Name: ____________________________
Title: ____________________________
Phone/Fax/Email: ____________________________
Signature: ____________________________

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Jennie Stice
Name: ____________________________
In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform any inquiry of selected information. This designated representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Elena Biondo
Name: ____________________________
Assistant Controller: ____________________________
Title: ____________________________
Phone/Fax/Email: ____________________________
Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

KIlgore College
Name of Participant: ____________________________

SIGNED

Signature: ____________________________
Printed Name: ____________________________
Title: ____________________________

ATTEST

Signature: ____________________________
Printed Name: ____________________________
Title: ____________________________

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-800-835-3291, and mailed to

TexPool Participant Services
1001 Texas Avenue, Suite 1400
Houston, TX 77002

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TexPool Participant Services
1001 Texas Avenue, Suite 1400 - Houston, TX 77002
Name: 1-866-TEXPOOL (839-7665) - Fax: 1-866-835-3291 - www.texpool.com

August 14, 2017 Minutes  Page 4329
5. INFORMATION ITEM: Investment Reports
   a. Public Funds Investment Act (PFIA) Report
   b. Texas Presbyterian Foundation (TPF) Report

Joe Carrington was available to answer any questions regarding the investment reports.

B. Policy & Personnel Committee - Karol Pruett, Chair
   Presenter: Karol Pruett

   1. ACTION ITEM: Policy Approval
      a. To consider approval of new/updated policy
         1. Kilgore College Marketing, Advertising, and Recruitment Materials Policy
      b. To consider revision of existing policy
         1. Policy Development and Review Policy

Karol Pruett made the motion to accept the above policies as presented. Scott Andrews seconded the motion. The motion passed unanimously.

Exhibits on next page
Exhibits

Kilgore College Marketing, Advertising, and Recruitment Materials Policy

Approved By and Date: 

Board of Trustees 08-14-17
Executive Leadership Team 07-31-17

Kilgore College is committed to providing informative marketing, advertising, recruitment, and promotional materials that accurately represent the institution and its practices and policies. To ensure consistency, accuracy, and integrity in all messaging, the KC Marketing Department will, at a minimum, review and approve all marketing, advertising, recruitment, and promotional materials prior to distribution.

Kilgore College Marketing, Advertising, and Recruitment Materials Procedures

Approved By and Date: 

Executive Leadership Team 07-31-17

Marketing, Advertising, and Promotional Materials:

Departments and/or programs desiring to develop and publish marketing, advertising and/or recruitment materials are expected to follow the standards outlined in the KC Publications and Graphics Standards Manual. Additionally, departments are encouraged to utilize the services of the KC Marketing Department. In situations where a department or program develops its own materials, KC Marketing Department approval is still required prior to printing, publishing, and/or distribution.

The typical process for developing a marketing piece is as follows:

1. Initial contact is made from a department or group on campus to the Director of Enrollment Management and Marketing concerning a project.
2. A response to the department is generated that includes a copy to all members of the marketing team who will be involved in the project.
3. Content is provided by the originating department or organization before design begins.
4. Once design of project has begun, a scope of the project will be given to the KC Print Shop. The KC Print Shop, in return, will provide all parties with a print schedule.
5. Marketing, printing, and public relations staff will review draft versions for style, correctness, and accuracy, including proper logo usage, nondiscriminatory statement usage (print publications only), and picture usage.
6. The marketing staff strives to ensure that the students represented in advertising characterize the diverse nature of the student body and full programmatic offerings of KC. Whenever possible, photos will portray actual students. The staff then secures photo releases of students, if necessary. If students, faculty, or staff are quoted, the quote is attributed to the respective person.
7. Marketing sends a final electronic proof to the originating department or organization to grant final approval of the project. The KC Print Shop will provide, when appropriate, a printed copy of the project as part of the final approval process.
8. Printing/publication begins when approval is received.

Website:

The KC Marketing Department is responsible for the development and maintenance of the official College website. Individual departments/programs are responsible for providing accurate and up-to-date information related to their area(s). All information published to the website must be reviewed and approved by the Marketing Department.

Exhibits cont. on next page
Exhibits cont.

Faculty and staff are responsible for informing the Marketing Department of any updates, modifications and/or corrections needed.

Presentations:

Kilgore College faculty and staff are frequently called upon to present information to outside groups and organizations. All department supervisors must ensure consistency, accuracy, and integrity in all presentations. This shall be achieved via the following:

1. All college related information and data used in a presentation to external groups or individuals must be retrieved from an official KC source such as the college catalog or official offices (i.e. institutional research, registrar’s office, an instructional division dean, or appropriate Vice President, etc.). Estimates, guesses and opinions are not to be used.
2. All images used must be actual images of KC people or places (i.e. facilities, students, faculty). Furthermore, all images and graphics must adhere to the graphics standards published in the KC Publications and Graphics Standards Manual.
3. In order to ensure consistency, accuracy, and integrity in messaging, any staff, faculty member, or student delivering a presentation developed by the institution will receive sufficient training and the approval to present by the appropriate department supervisor.

Representation of Regional Accreditation Status:

The regional accreditation status of Kilgore College is officially published in two locations, the annual college catalog and the accreditation webpage of the college website. If it is necessary to represent accreditation status in any other document such as an application or a report, it must be written as follows:

“Kilgore College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Kilgore College.”
Policy Development and Review Policy

Approved By and Date:          Board of Trustees 8-14-17
                               Executive Leadership Team 2-02-17

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 Trustees 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 2-02-17

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.
2. INFORMATION/ACTION ITEM: Update on request for legal services

Karol Pruett stated that the Policy & Personnel Committee had received four RFQs for legal services and conducted the necessary interviews. Karol Pruett made the motion to designate Wilson, Roberts & Corneliuss from Tyler, TX as legal counsel for Kilgore College. Because the motion came from a committee a second was not required. The motion passed with 7 yay votes and 1 nay vote by James Walker.

C. Property & Facilities Committee - Brian Nutt, Chair

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

Jeff Williams stated that McKinstry has been looking at electrical usage on campus and is evaluating the data.

D. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: KC Foundation Board Update
   Presenter: Cecelia Sanders

Cecelia Sanders stated that two Foundation Board Members are retiring from the Foundation Board. Three on-site interviews have taken place to fill the position of the Executive Director of the Foundation. A selection will be forth coming.

VIII. ADJOURNMENT

Larry Woodfin adjourned the meeting at 8:19pm.

Respectfully submitted,

Nancy Law
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

Larry Woodfin
President of the Board

Karol Pruett
Secretary of the Board