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, September 18, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

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

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

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

II. COLLEGE SPOTLIGHTS
   A. Student Spotlight – Maria Martinez
      Presenter: Latasha Goodwyn, Director of Adult Education & Literacy

      KC student, Maria Martinez was honored by Latasha Goodwyn, Director of Adult Education & Literacy. Maria began in the Adult Education & Literacy (AEL) program in 2014 as a Level I ESL student, which is the lowest level for an ESL student. Since that time, she has:
      • Completed Level I and II of the English as a Second Language Program (AEL ESL Program)
      • Taken and passed all parts of the:
         1. Texas Education Agency High School Equivalency (HSE) Exam (AEL Adult Secondary Education Program)
         2. The State of Texas Certified Nursing Assistant Exam (AEL Integrated Education and Training (IET Program)
         3. Passed all parts of the TSI College Entrance Exam (AEL Intensive College Readiness Program (CR)
      • Applied for and was accepted into the Jan 2018 Kilgore College LVN Program (Intensive College Readiness Program)
      • Completed registration at Kilgore College and will begin taking classes in the Fall of 2017

   B. Employee Spotlight – Dewey Greer
      Presenter: Randy Lewellen
Randy Lewellen, Dean of Business, Technology, and Public Services introduced Dewey Greer for the Employee Spotlight. Mr. Greer has been at Kilgore College for 11 years and has been instrumental in making the KC Process Technology Program one of the fastest growing programs at KC. Because of the size of the program, along with the math and science requirements of this program, Dewey has worked with the other departments to schedule time and necessary course offerings to insure the process students can graduate in a timely manner. As we embark on our journey toward Guided Pathways, this is an excellent example of how disciplines across different areas can work together to help students achieve their goals.

C. Program Spotlight – Welding Competition
Presenter: Randy Lewellen & Cody Edwards

The welding contest was used to recruit students from Ag programs across the state. The contest hosted 19 different schools and had 86 high school welding contestants competing in the contest. The school included: Woodville ISD, Mt. Enterprise ISD, Tatum ISD, Kilgore ISD, Livingston ISD, Rosebud-Lott ISD, Douglass ISD, Cushing ISD, Tyler ISD, Como-Pickton ISD, Magnolia West ISD, Huntsville ISD, Sabine ISD, Longview ISD, Jacksonville ISD, Pine Tree ISD, Frankston ISD, Carthage ISD, and Rivercrest ISD. The contest allows high school students to visit the KC Campus. These students might not otherwise consider Kilgore College as a choice for furthering their education.

D. Student Success Spotlight – 2016-2017 Graduation Data
Presenter: Dr. Staci Martin & Dr. Mike Turpin

2016-2017 Graduation Data
- Total degrees and certificates awarded: 1,026
  - Degrees: 703
  - Certificates: 323
  - AA: 323
  - AS: 76
  - AAT: 7
  - AAS: 297

Comparison to 2015-2016
- Total degrees and certificates awarded: -67
  - Degrees: -63
  - Certificates: -4
    - AA: +60
    - AS: -55
    - AAT: -5
    - AAS: -63
    - Process Technology: +18
    - Vocational Nursing: +10
    - Culinary Arts: +6

Workforce Majors with at least 30 awards
- Corrosion Technology
- Cosmetology
- Culinary Arts
- Nursing, ADN
- Process Technology
- Vocational Nursing
III. CITIZENS COMMENTS

There were no citizen comments.

IV. CONSENT AGENDA
A. To consider approving the minutes of the August 14, 2017 regular board meeting and the August 21, 2017 Board Retreat.
B. To consider approval of personnel items submitted as follows:
   1. Recommendation to accept employee resignations as follows:
      a. Professional Support Assistant, KC-Longview, effective August 25, 2017 after five years of service
      b. Police Officer, effective September 8, 2017 after one year and six months of service
      c. Support Specialist-Purchasing, effective September 27, 2017 after seven months of service
   2. Recommendation for employment as follows:
      a. Professional Support Assistant, Financial Aid, effective August 21, 2017
      b. Professional Support Assistant – Student Development, Residential Life, effective August 24, 2017
      c. Professional Support Assistant – Fire Academy Public Services & Industrial Technologies, effective September 5, 2017
      d. Professional Support Assistant – Records and Reports Specialist, Admissions & Registrar, effective September 11, 2017
      e. Vocational Nursing Instructor, KC-Longview, effective September 11, 2017
      f. Fitness Center Manager, Administrative Services, effective September 11, 2017
      g. Interim Psychology Instructor, Arts & Mathematical Sciences, effective September 1, 2017
      h. Executive Director of Development, Administration, effective October 1, 2017
      i. Police Officer, KCPD, effective September 12, 2017
      j. Police Officer, KCPD, effective September 12, 2017

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

Personnel Agenda on next page
Personnel Agenda

Kilgore Junior College District
Personnel Agenda
September 18, 2017

1. Recommendation to accept employee resignation as follows:
   a. Ms. Ruthie Benson, Professional Support Assistant, KC – Longview, effective August 25, 2017 after five years of service
   b. Mr. Donald Willeford, Police Officer, effective September 8, 2017 after one year and six months of service
   c. Ms. Magen Edmonson, Support Specialist-Purchasing, effective September 27, 2017 after seven months of service

2. Recommendation of employment as follows:

   A. Name: Ms. Angelita Rice

   Position: Professional Support Assistant

   Location: Financial Aid

   Education: Associate of Arts - Accounting
              University of Phoenix

   Experience:
              Assistant Office Manager
              City of Longview
              Longview, Texas; 2015-2017

              Bookkeeper
              Carmela Davis – CPA
              Longview, Texas; 2014-2015

              Business Manager
              KETK
              Tyler, Texas; 2009-2014

   Effective Date: August 21, 2017

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

Personnel Agenda cont. on next page
<table>
<thead>
<tr>
<th>B. Name:</th>
<th>Ms. Lesley Pacini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Professional Support Assistant – Student Development</td>
</tr>
<tr>
<td>Location:</td>
<td>Student Development, Residential Life</td>
</tr>
</tbody>
</table>
| Education:      | Bachelor of Science  
|                 | Stephen F. Austin State University  
|                 | Nacogdoches, Texas |
| Experience:     | Intern  
|                 | Nacogdoches County  
|                 | Chamber of Commerce  
|                 | Nacogdoches, Texas; 2017 |
|                 | Team Member  
|                 | Papa Joins  
|                 | Nacogdoches, Texas; 2017 |
|                 | Night Auditor  
|                 | Best Western  
|                 | Nacogdoches, Texas; 2016-2017 |
| Effective Date: | August 24, 2017 |
| Salary:         | $1,025.08 per pay period which is equivalent to a 12 month salary of $24,602 |

Note: Ms. Pacini replaces Ms. Ashley Mason who was promoted

<table>
<thead>
<tr>
<th>C. Name:</th>
<th>Ms. Kristi Simpson</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Professional Support Assistant – Fire Academy</td>
</tr>
<tr>
<td>Location:</td>
<td>Public Services &amp; Industrial Technologies</td>
</tr>
</tbody>
</table>
| **Education:** | Master of Arts  
Howard Payne University  
Brownwood, Texas  
Basic Fire Suppression Certificate  
North Texas Fire Academy  
Rockwall, Texas |
|---------------|--------------------------------------------------|
| **Experience:** | Administrative Assistant  
City of Kilgore-Fire Department  
Kilgore, Texas; 2015-2017  
Administrative Services Coordinator  
City of Kilgore-Meadowbrook Golf & Event Center  
Kilgore, Texas; 2014-2015 |
| **Effective Date:** | September 5, 2017 |
| **Salary:** | $1,025.08 per pay period which is equivalent to a 12 month salary of $24,602 |
| **Note:** | Ms. Simpson replaces Ms. Nelda Ferguson who retired |

**D. Name:**

**Position:**

**Location:**

**Education:**

**Experience:**

Ms. Lisa Bischof

Professional Support Assistant – Records and Reports Specialist

Admissions & Registrar

Master of Business Administration

Baldwin Wallace College  
Berea, Ohio

Bachelor of Arts  
College of Wooster  
Wooster, Ohio

Production Worker  
RTL Fasteners  
Chesapeake, Virginia; 2011-2017
<table>
<thead>
<tr>
<th><strong>Effective Date:</strong></th>
<th>September 11, 2017</th>
</tr>
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<tbody>
<tr>
<td><strong>Salary:</strong></td>
<td>$1,025.08 per pay period which is equivalent to a 12 month salary of $24,602</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Ms. Bischof replaces Ms. Kristi Seward who resigned</td>
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<thead>
<tr>
<th><strong>E. Name:</strong></th>
<th>Ms. Amy Collins</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position:</strong></td>
<td>Vocational Nursing Instructor</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>KC - Longview</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>Master of Business Administration King University Bristol, Tennessee</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Science – Nursing King University Bristol, Tennessee</td>
</tr>
<tr>
<td></td>
<td>Associate Degree Nursing Walters State Technical and Community College Morristown, Tennessee</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Registered Nurse Genesis Clairmont Longview, Texas; 2015-2017</td>
</tr>
<tr>
<td></td>
<td>Facility Administrator DaVita Dialysis Longview, Texas; 2011-2014</td>
</tr>
<tr>
<td></td>
<td>Assistant Nurse Manager, Patient Care Manager Department of Veterans Affairs Mountain Home, Tennessee; 2010-2011</td>
</tr>
<tr>
<td>Personnel Agenda cont.</td>
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<td>------------------------</td>
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<tr>
<td><strong>Effective Date:</strong> September 11, 2017</td>
<td></td>
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<tr>
<td><strong>Salary:</strong> $2,387.50 per pay period which is equivalent to a 12 month contract of $57,300</td>
<td></td>
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<tr>
<td><strong>Note:</strong> Ms. Collins replaces Ms. Toledo Montgomery who was non-renewed</td>
<td></td>
</tr>
<tr>
<td><strong>F. Name:</strong> Mr. Blake McCrory</td>
<td></td>
</tr>
<tr>
<td><strong>Position:</strong> Fitness Center Manager</td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong> Administrative Services</td>
<td></td>
</tr>
<tr>
<td><strong>Experience:</strong> General Manager, Tempest Golf Club, Kilgore, Texas; 2016-2017</td>
<td></td>
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<tr>
<td>General Manager, Southern Hills Golf Club, Kilgore, Texas; 2013-2016</td>
<td></td>
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<tr>
<td>General Manager, Eagle Golf, Dallas, Texas; 2013</td>
<td></td>
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<tr>
<td><strong>Effective Date:</strong> September 11, 2017</td>
<td></td>
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<tr>
<td><strong>Salary:</strong> $1,875 per pay period which is equivalent to a 12 month salary of $45,000</td>
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<tr>
<td><strong>Note:</strong> This is a new position</td>
<td></td>
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<tr>
<td><strong>G. Name:</strong> Dr. David Fonteno</td>
<td></td>
</tr>
<tr>
<td><strong>Position:</strong> Interim Psychology Instructor</td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong> Arts &amp; Mathematical Sciences</td>
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</tbody>
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Personnel Agenda cont. on next page
**Personnel Agenda cont.**

| **Education:** | Doctorate of Psychology  
|               | Argosy University  
|               | Dallas, Texas  
|               | Master of Arts  
|               | Stephen F. Austin State University  
|               | Nacogdoches, Texas  
|               | Bachelor of Arts  
|               | Stephen F. Austin State University  
|               | Nacogdoches, Texas  
| **Experience:** | Adjunct  
|               | Kilgore College  
|               | Kilgore, Texas; 2013-2017  
|               | Psychology Instructor  
|               | Collin County Community College  
|               | Frisco, Texas; 2006-2013  
| **Effective Date:** | September 1, 2017  
| **Salary:** | $1,986.45 per pay period which is equivalent to a 9 month salary of $47,675  

**Note:** Dr. Fonteno Replaces Dr. Frank R. Williams

**H. Name:** Ms. Askala Harris

**Position:** Executive Director of Development

**Location:** Administration

**Education:** Bachelor of Arts in Sociology  
|               | University of Houston  
|               | Houston, Texas  

**Experience:** Associate Director of Development and Alumni Relations  
|               | University of Texas at Austin  
|               | Austin, Texas; 2015-2017  

**Personnel Agenda cont. on next page**
Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr. Cody Rodriguez</th>
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</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Police Officer</td>
</tr>
<tr>
<td>Location:</td>
<td>KCPD</td>
</tr>
</tbody>
</table>
| Education:     | Peace Officer Certification  
|                | East Texas Policy Academy  
|                | Kilgore, Texas        |
| Experience:    | Correctional Officer  
|                | East Texas Treatment Facility  
|                | Henderson, Texas; 2016-2017 |
|                | Survey Crew Chief     
|                | Uintah Engineering & Land Surveying  
|                | Minot, North Dakota; 2013-2016 |
|                | Stoker                
|                | Brookshire Brothers   
|                | Jacksonville, Texas; 2011-2013 |

Effective Date: October 1, 2017

Salary: $4,583.33 per pay period which is equivalent to a 12 month salary of $110,000

Note: This is a new position funded by the Kilgore College Foundation

Executive Nonprofit Consultant  
Harris Nonprofit Consulting  
New York, NY; 2009-2015

Senior Development Manager  
Laureus Sport for Good Foundation  
New York, NY; 2013-2015

Development Manager  
Partnership for Youth Development  
New Orleans, La; 2011-2013

Personnel Agenda cont. on next page
<table>
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<th><strong>Effective Date:</strong></th>
<th>September 12, 2017</th>
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</thead>
<tbody>
<tr>
<td><strong>Salary:</strong></td>
<td>$1,274.45 per pay period which is equivalent to a 12 month salary of $30,587</td>
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**Note:** Mr. Rodriguez replaces Derek Keith who resigned

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<thead>
<tr>
<th><strong>J. Name:</strong></th>
<th>Mr. Trcalan Thompson</th>
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<tbody>
<tr>
<td><strong>Position:</strong></td>
<td>Police Officer</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>KCPD</td>
</tr>
</tbody>
</table>
| **Education:**      | Peace Officer Certification  
East Texas Policy Academy  
Kilgore, Texas |
| **Experience:**     | Deputy  
Smith County Sheriff’s Office  
Tyler, Texas; 2017  
Jailer  
Kilgore Police Department  
Kilgore, Texas; 2017  
Correctional Officer  
Texas Department of Criminal Justice  
Tennessee Colony, Texas; 2016 |

<table>
<thead>
<tr>
<th><strong>Effective Date:</strong></th>
<th>September 12, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary:</strong></td>
<td>$1,274.45 per pay period which is equivalent to a 12 month salary of $30,587</td>
</tr>
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</table>

**Note:** Mr. Thompson replaces Donald Willeford who resigned
V. EXECUTIVE SESSION

The board did not convene into executive session.

VI. ACTION ITEMS

A. To consider payment of legal fees for services rendered.
B. To consider a board Resolution to Nominate a Candidate to serve on Appraisal District Boards
   1. Gregg County
   2. Rusk County
   3. Smith County
   4. Upshur County

Brian Nutt made the motion to accept Board Resolutions nominating A. P. Merritt for the Gregg Appraisal District Board of Directors, Pat McCrory for the Rusk Appraisal District Board of Directors, Harold Richardson for Smith County Appraisal District Board of Directors, and Darrell McKnight for Upshur County Appraisal District Board of Directors. Joe Carrington seconded the motion. The motion passed unanimously.

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

WHEREAS, those eligible taxing units participating in the Gregg Appraisal District have
the right and responsibility to nominate from one to five candidate(s) to fill the five (5) positions
of the Board of Directors of the Gregg Appraisal District for 2018-2019 term and

WHEREAS, this governing body desires to exercise its right to nominate the said
candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED, by the Kilgore College Board of Trustees that the following
individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors
of the Gregg Appraisal District to be filled by those eligible taxing units participating in the
Gregg Appraisal District for a two year term of office commencing on January 1, 2018:

A.P. Merritt

PASSED, ADOPTED AND APPROVED this 18th day of September, 2017.

[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Secretary, Kilgore College Board of Trustees

Resolutions cont. on next page
Rusk County Resolution

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

WHEREAS, those eligible taxing units participating in the Rusk Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions of the Board of Directors of the Rusk Appraisal District for 2018-2019 term and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Rusk Appraisal District to be filled by those eligible taxing units participating in the Rusk Appraisal District for a two year term of office commencing on January 1, 2018:

Pat McCrory

PASSED, ADOPTED AND APPROVED this 18th day of September, 2017

Larry Wood
President, Kilgore College Board of Trustees

ATTEST:

Karl Smith
Secretary, Kilgore College Board of Trustees

Resolutions cont. on next page

September 18, 2017 Minutes
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
NOMINATING CANDIDATES
FOR
THE SMITH APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, those eligible taxing units participating in the Smith Appraisal District have
the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions
of the Board of Directors of the Smith Appraisal District for 2018-2019 term and

WHEREAS, this governing body desires to exercise its right to nominate the said
candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED, by the Kilgore College Board of Trustees that the following
individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors
of the Smith Appraisal District to be filled by those eligible taxing units participating in the
Smith Appraisal District for a two year term of office commencing on January 1, 2018:

Harold Richardson

PASSED, ADOPTED AND APPROVED this 18th day of September, 2017.

Larry Woodfin
President, Kilgore College Board of Trustees

ATTEST:

J.Karl Pruell
Secretary, Kilgore College Board of Trustees

Resolutions cont. on next page
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
NOMINATING CANDIDATES
FOR
THE UPSHUR APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, those eligible taxing units participating in the Upshur Appraisal District have the right and responsibility to nominate from one to five candidate(s) to fill the five (5) positions of the Board of Directors of the Upshur Appraisal District for 2018-2019 term and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Upshur Appraisal District to be filled by those eligible taxing units participating in the Upshur Appraisal District for a two year term of office commencing on January 1, 2018:

Darrell McKnight

PASSED, ADOPTED AND APPROVED this 18th day of September, 2017.

[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Secretary, Kilgore College Board of Trustees
VII. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee – Joe Carrington, Chair
   1. ACTION ITEM: To consider adoption by resolution of the tax rate for tax year 2017 (FY2018 budget)
      Presenter: Joe Carrington

      Joe Carrington made the following motion: “I move that a property tax rate of 0.1750 be adopted for the 2017 property tax year, which is below the effective rate.” Scott Andrews seconded the motion. The motion passed with 7 yay votes and one nay vote by James Walker.

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Memo

To: Board of Trustees
From: Joe Carrington, Investment/Finance/Audit Committee Chair
CC: Dr. Brenda Kays
Date: 9/11/17
Re: Tax rate for tax year 2017

At the August 14, 2017 board meeting, the board of trustees set a tax rate of $0.1750 for the tax year 2016. This rate appropriately supports the fiscal year 2018 budget. The Kilgore College board of trustees was not required to hold any public hearings. Administration is recommending the tax rate of $0.1750 be adopted for the tax year 2017.

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2. ACTION ITEM: To consider approval of the use of the East Texas Oil Museum (ETOM) dollars set aside for renovation and repair in Austin Bank to provide ETOM HVAC repair and purchase of ETOM security systems.
   Presenter: Scott Andrews

   Scott Andrews made the motion to approve the use of ETOM dollars set aside for renovation and repair in Austin Bank to provide ETOM HVAC repair and purchase of ETOM security systems. Brian Nutt seconded the motion. The motion passed unanimously.

3. INFORMATION ITEM: Quarter 4, Public Funds Investment Act (PFIA) Report

   Joe Carrington and Scott Andrews were available to answer questions regarding the PFIA Report.
B. Policy & Personnel Committee – Karol Pruett, Chair
   Presenter: Karol Pruett
   1. ACTION ITEM: Policy Approval
      a. To consider approval of policies
         1. Annual External Financial Audit Policy
         2. Distance Learning Policy
         3. Faculty Competence Policy
         4. Hiring Policy
         5. Information Technology Resources Acceptable Use Policy
         6. Intellectual Property Policy
         7. Performance Review and Appraisal Policy
         8. Shared Governance Policy
         9. Student Complaint Policy

   Karol Pruett made the motion to approve the policies referenced above. The motion was seconded by Scott Andrews. The motion passed unanimously.

   Policies on next page
Annual External Financial Audit Policy

Approved By and Date: Board of Trustees 9/18/2017
Executive Leadership Team 8/25/2017

In accordance with statutory requirements, and sound governance practices, the annual financial statements of Kilgore College will be audited each year by an independent Certified Public Accounting (CPA) firm. The CPA firm performing the audit will possess the necessary qualifications to perform the annual audit according to the applicable accounting and auditing standards generally accepted in the United States of America. The audit firm reports to the Board of Trustees.

Annual External Financial Audit Procedures

Approved By and Date: Executive Leadership Team 8/25/2017

1. A Request for Qualifications (RFQ) will be issued no less than every five calendar years.
   a. When issued, RFQs will be solicited by January 31, in order to provide for a timely selection process.
   b. The college president will provide a synopsis of the solicitations received to the Board Finance, Investment and Auditing Committee. Upon consideration of the recommendation, the Committee will take the recommendation to the full Board of Trustees (Board).
   c. At the option of the Board of Trustees, the same firm will not be chosen as auditors for more than 5 out of any 10 years.

2. The audit firm will initiate the annual audit by communicating with the Board Finance, Investment and Auditing Committee, the college president, and the vice president of administrative services/CFO. The Auditor will communicate with Trustees and college staff pursuant to applicable generally accepted auditing standards and governmental auditing standards.

3. Results from the annual audit will be presented to the Board Finance, Investment and Auditing Committee, and then to the full Board during its December meeting, or in the event of an unforeseen delay, as soon thereafter as practicable.

4. The vice president of administrative services/CFO is responsible for posting the audited financial report on the College’s website, and the distribution of the audited financial report to other governmental agencies, accrediting entities, credit rating agencies, and others as required or requested.

Policies cont. on next page
Distance Learning Policy

Approved By and Date: Board of Trustees 9/18/2017
Executive Leadership Team 8/25/2017

Distance learning courses and programs shall meet the same high standards of quality as those offered on campus and at off-campus instructional sites. Kilgore College will offer distance learning courses and programs in accordance with:

- Applicable law;
- Policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges;
- Policies and guidelines of the Texas Higher Education Coordinating Board; and
- College policies and procedures.

Distance Learning Procedures

Approved By and Date: Executive Leadership Team 8/25/2017

Definitions

1. Distance learning shall be defined as a formal educational delivery process that allows for students and instructors to be in different physical locations for 50% or more of the instructional time.
2. A distance learning course shall be defined as a course in which 50% or more of the instruction occurs when the student and instructor are not in the same physical location. Two categories of distance learning include:
   - Fully distance learning course – a course that may have mandatory face-to-face sessions totaling no more than 15% of the instructional time. Examples of face-to-face sessions may include orientation, laboratory, exam review, and in-person exams.
   - Hybrid/Blended course – a course in which at least 50% but no more than 85% of the planned instruction occurs when the student and instructor are not in the same place.
3. A distance learning degree or certificate program shall be defined as a program in which a student may complete 50% or more of the required credit hours through distance learning courses.

Procedures

In order to ensure that distance learning courses programs meet the same high standards of quality as those offered on campus and at off-campus instructional sites, the vice president of instruction, in collaboration with the director of distance learning and faculty, will:

1. Provide approval, coordination, delivery, and evaluation of courses and programs;
2. Implement and manage effective instructional technology and related resources to facilitate delivery of courses and programs;
3. Ensure all courses and programs are comparable and meet the quality standards applicable to on-site courses and programs;
4. Provide faculty members with ongoing technical and pedagogical training and with support services that are appropriate and specific to distance learning;
5. Ensure that students enrolled in distance learning courses are provided appropriate academic services, student services, and technical support; and
6. Provide distance learning students with an adequate procedure for resolving complaints.
7. Assess and evaluate instruction, courses, programs and student learning outcomes in accordance with the College’s ongoing institutional effectiveness practices.

Policies cont. on next page
Faculty Competence Policy

Approved By and Date: 
Board of Trustees 9/18/2017
Executive Leadership Team 9/01/2017

As part of its ongoing commitment to excellence, Kilgore College will employ competent faculty members qualified to accomplish the mission and goals of the institution. In selecting its full- and part-time faculty, Kilgore College will hire individuals whose qualifications are consistent with the guidelines of the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board.

To facilitate the continued competence of its full-and part-time faculty, the College will provide a positive environment for employee professional growth and development. Professional employees will be given opportunities and encouraged to continue studies in their areas of specialization.

Faculty Competence Procedures

Approved By and Date: 
Executive Leadership Team 9/01/2017

The College will use the following guidelines for credentials:

Developmental Education Faculty

1. An instructor of developmental courses must meet one of the following:
2. Bachelor’s degree with a major in the subject and successful teaching experience in public schools or college; or
3. Bachelor’s degree in a related subject with coursework in the subject to be taught and successful teaching experience in public schools or college.
4. Other qualifications to be considered in lieu of some of the above are:
   a. teaching certificate in the subject
   b. professional development activities (coursework, workshops, or conferences) emphasizing developmental education
   c. prior evaluations of instruction
   d. teaching awards

Those teaching College Success Strategies (COLS 0100, 0110, 0120) will have a bachelor’s degree and will have teaching experience or will have a bachelor’s degree and extensive experience in higher education.

ESOL (English for Speakers of Other Languages) Faculty

ESOL instructors will have the credentials listed above plus TESOL (Teaching English to Speakers of Other Languages) certification or endorsement.

Workforce Education Faculty

An instructor of workforce education courses must have at least an associate’s degree in the teaching discipline or in a related field. Relevant work experience in the field is required.
Faculty Competence Policy cont.

Note: For those disciplines in which Kilgore College offers only a certificate, instructors must have at least a certificate in the teaching discipline or in a related field. Relevant work experience in the field is required. Faculty who teach in programs that are approved, licensed, certified or accredited by external agencies and who meet the qualifications prescribed by those agencies, may substitute the external agency approval/licensure/certification for the required certificate in the teaching discipline and/or associated work experience.

Academic Transfer Faculty

Faculty teaching courses designed for transfer to a baccalaureate degree program will have at least a master’s degree in the teaching discipline or master’s degree with at least 18 graduate semester hours in the teaching discipline.

Those teaching Learning Framework (EDUC 1300) will have a master’s in education, counseling, psychology, or a related field and will have teaching experience.

Those teaching anatomy and physiology (BIOL 2401, 2402, 2404) will have a master’s degree in biology with graduate hours in life science.

Those with degrees in English or mathematics education may teach entry-level English and mathematics courses.

Kinesiology Faculty

1. To teach a 3-hour lecture course, faculty must have a master’s degree plus 18 graduate semester hours in kinesiology, physical education, or a related field.

2. To teach activity courses, faculty must have a bachelor’s degree or current certification in the specific activities they are teaching. Kinesiology faculty teaching activity courses must also have a current CPR certification.

Adult Education and Literacy

Faculty and staff members in the Adult Education Program must meet the qualifications as prescribed by the Texas Workforce Commission. Directors, teachers, counselors, and supervisors in the program hired after September 1, 1996, must possess at least a bachelor’s degree.

Additional Considerations

In lieu of specific academic credentials listed above, Kilgore College will also consider demonstrated competencies that contribute to teaching and learning, such as related work experiences in the field, professional licensure and certifications, professional honors and awards, and juried publications.

Professional Development

Instructors are expected to meet their professional growth responsibilities by completing one of the following every two years:

1. Three hours of college coursework, or work beyond their present development level.

2. Thirty hours of involvement in workshops, seminars, and professionally sponsored activities approved by the division dean. Coursework in pedagogy, community college curriculum, human resources-related topics, and technology education is strongly encouraged.

Activities not counted for professional development include committee work, advising, speaking, working with advisory committees, taking courses not related to the teaching discipline, recruitment, and other activities not related to course delivery (e.g., creating or revising face to face or web courses).

Policies cont. on next page
Hiring Policy

Kilgore College faculty and staff are expected to be involved in setting a climate conducive to promoting and maintaining diversity. It is the policy of Kilgore College that all qualified applicants receive equal consideration without regard to gender, race, color, religion, national origin, disability, age, veteran status or genetic information. This policy reflects compliance with all appropriate federal, state, and local statutes including, but not limited to, the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (section 503, 504); the Americans with Disabilities Act; Title IX of the Educational Amendments of 1972; the Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; Executive Orders 11246 and 11758; the Texas Commission on Human Rights Act, as amended.

Hiring Procedures

Kilgore College establishes procedures, provides instructions, and sets forth basic principles to be followed in the administration of the hiring process. The objectives for the screening committees are to select and present for administrative consideration, the best candidates to fill faculty and staff vacancies in a timely manner; and to ensure that individual applicants are afforded the opportunity to compete for available positions on an equal basis.

By authority of the Kilgore College Board of Trustees, the president is authorized to make offers of employment and to employ personnel, subject to Board ratification. While administrators at levels other than the president may be authorized to negotiate employment, only the president can make an offer of employment. Administrators other than the president are authorized only to make recommendations for employment. When positions become vacant for any reason, no hiring or search procedures will be initiated until a Request for Authorization to Conduct an Employee Search form has been completed and must have all appropriate signatures and be received in the Office of Human Resources. This policy applies to all faculty and staff positions of Kilgore College. Vice presidents, deans (or equivalents), directors, department chairs, and coordinators are accountable for efforts to achieve a diverse faculty and staff in their respective areas. Positive action will be taken by the administration to identify and eliminate any unnecessary barriers to equal employment opportunities. Recruitment efforts will be made to utilize both traditional and non-traditional employment sources which reach individuals who are members of racially and ethnically underrepresented groups, as well as underrepresented gender groups. In the event of an unexpected faculty or staff vacancy, and when time does not permit a full search to be conducted, the president may approve an interim appointment. The duration of this appointment shall not exceed one year, during which time a search will be conducted. Exceptions to this procedure may be made only with written authorization of the president.
Responsibilities for organizing and conducting searches

President
It is the responsibility of the president to:
• Approve or disapprove all requests to conduct an employment search.
• Approve or disapprove all recommendations for hiring.
• Issue a written offer of employment to each successful candidate.
• Submit each new employee to the Board of Trustees for ratification.

Vice Presidents (or equivalents)
It is the responsibility of the vice presidents to:
• Approve or disapprove each search before forwarding such requests to the Office of Human Resources and the President’s Office.
• Approve or disapprove all finalists for employment consideration and submit same to the president for final approval.
• Meet with committee should he/she disapprove a finalist.

Deans or Equivalent Supervisor
It is the responsibility of the deans or equivalent supervisors to:
• Complete and submit a Request for Authorization to Conduct an Employee Search and the Position Specification or updated job description.
• Approve the screening committee composition. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field or other meaningful insights as related to the position.
• Receive the screening committee’s recommendations and conduct second round interviews, as appropriate.
• Make objective recommendation for employment to the appropriate vice president with a copy to the Office of Human Resources.
• Ensure that all hiring and employment practices are followed in accordance with Kilgore College procedures.
• Notify the successful candidate of the outcome of the search by telephone or delegate that responsibility to HR or appropriate department chair.
• Indicate that an official offer of employment can only be extended by the president.
• Assume all of the responsibilities listed below for a department chair if the search is for a program coordinator or department chair level position.

Screening Committee Chair
For faculty positions, the department chair, program director, or coordinator typically serves as the chair of the screening committee. For non-faculty positions, the direct supervisor typically fills this role.
It is the screening committee chair’s responsibility to:
Assist the dean or supervisor in writing the Kilgore College Job Description to include qualifications and responsibilities of the position. (Note: If the search is to fill an existing
Hiring Policy cont.

position, the chair will check with Human Resources to see if a job description already exists and if so, an update to the current job description can be used.)

- Initiate the hiring process by assisting the dean or equivalent supervisor in completing a Request for Authorization to Conduct an Employee Search form.
- Recommend to the dean a three to five member screening committee, after conferring with the Director of Human Resources. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field.
- Meet with the screening committee to emphasize compliance with the procedures and to give the committee its charge, including the target date for completion of the search, as well as any other specific instructions.
- Receive applications from the Office of Human Resources and duplicate and distribute, as appropriate, to members of the screening committee.
- Work with the screening committee to ensure that all the appropriate steps of this procedure are completed and that a fair and objective hiring recommendation is reached.
- Notify the Office of Human Resources of those candidates not selected for an interview so that letters of non-selection may be developed.
- Forward a copy of the interview questions to the Office of Human Resources for review prior to the start of interviews.
- Forward the Screening Committee Recommendation form to HR and the appropriate dean/administrator for consideration.
- Forward a copy of the all application materials, a copy of the interview questionnaire, and all Pre-employment Reference Check forms to the Office of Human Resources.
- Notify by phone those individuals who were interviewed but not selected for employment, expressing gratitude for their interest in Kilgore College.

Screening Committee

It is the responsibility of the committee to:

- Review and understand the hiring procedures.
- Maintain confidentiality regarding individuals in the applicant pool, as well as all committee discussions and ratings. Develop a list of essential candidate characteristics (knowledge base, skills, abilities and other qualifications) to be considered in the screening process.
- Develop interview questions which will be asked of every candidate. This list of questions must focus only on job related issues and must avoid discriminatory or overly personal subjects.
- Screen application materials to determine applicant qualifications based upon job related criteria. Individuals not meeting the "minimum requirements", as listed on the official Kilgore College Job Announcement, should not be considered for employment; thus, they should not be offered an interview.

Select those individuals who will receive an interview. The most equitable method for selecting candidates to interview involves grouping all applications by similar job related criteria (e.g., all applicants with a master's degree and three or more years of experience in group 1, applicants with bachelor's degree and three or more years of experience in group 2.) Interviews should be offered to all individuals within the "highest" or most
Hiring Policy cont.

qualified group. If the screening committee desires to interview someone in the second most qualified group, all applicants within that group must also be offered an interview. (Note: There is no such thing as being "over qualified" for a job.)

- Schedule interviews. To the maximum extent possible, interviews should be set at a time convenient to the committee members, as well as the applicants. If desired, the Office of Human Resources will schedule interviews on behalf of the committee.
- Conduct the interviews. Every applicant interviewed must be asked the same basic questions. However, based upon responses received to the basic questions, the screening committee members are permitted to ask follow up or probing questions that differ person to person. In addition, the committee must ensure that each candidate is treated similarly (If one candidate is provided a tour, all candidates should be provided the same opportunity.)
- Rank the top three finalists in order of preference and submit the Screening Committee Recommendation form.
- Contact references and/or previous employers of top finalist after the interview process. Record the results of the conversations on the Pre-Employment Reference Check form.

Office of Human Resources

It is the responsibility of the Office of Human Resources to monitor the search process and to:

- Authorize the search opening, in consultation with the president, by signing the Request for Authorization to Conduct an Employee Search form.
- Develop and distribute the official Kilgore College Job Announcement based upon the Position Specification or updated job description.
- Develop and transmit to the public information officer any paid advertising of the vacancy requested by the department. Please note: paid advertising is done only at the request of the department and all associated costs must be paid out of departmental budgets.
- Receive original application materials from prospective employees.
- Meet with the screening committee prior to the initiation of the interview process to cover all necessary procedures.
- Prepare and transmit letters of non-selection.
- Receive employment recommendations from the screening committee and arrange or conduct final interviews, as appropriate.
- Make the final employment recommendation to the president.
- Prepare for the president's signature a written offer of employment.
- Conduct background check on the recommended candidate.
- Ensure that all rules, policies, and regulations concerning equal employment opportunity are adhered to during the search process.
Information Technology Resources Acceptable Use Policy

Information Technology Resources Acceptable Use Policy

Approved By and Date: 

Board of Trustees 9/18/2017 
Executive Leadership Team 9/01/2017

Kilgore College provides information technology resources to employees and students to support the College’s mission. Access to Kilgore College’s (KC) information technology resources is a privilege, not a right. All users are required to acknowledge receipt and understanding of all administrative regulations governing use of KC’s information technology resources and will agree in writing to allow monitoring of their use and to comply with such regulations and guidelines annually. Noncompliance will result in suspension of access or termination of privileges and other disciplinary action consistent with KC policies. Violations of law may result in criminal prosecution as well as disciplinary action by KC.

Information Technology Resources Acceptable Use Procedures

Approved By and Date: 

Executive Leadership Team 9/01/2017

Electronic files created, sent, received, or stored on information technology resources owned, leased, administered, or otherwise under the custody and control of Kilgore College are the property of Kilgore College unless a written agreement exists otherwise. All messages, files and documents — including personal messages, files and documents — located on Kilgore College information technology resources are owned by Kilgore College, may be subject to open records requests, and may be accessed by the Director of Information Technology in accordance with this policy.

Definitions

1. Information technology resources are defined as any and all computer and peripheral devices capable of receiving, storing, managing, or transmitting electronic data, the wired and wireless networks that connect these devices, and the information stored on those devices.
2. A user is defined as an individual or an automated application process that is authorized to access Kilgore College Information Technology Resources.

Procedures

1. All wireless access points/routers accessing Kilgore College’s network must be owned or approved, in writing, by Kilgore College.
2. Users must not share their Kilgore College account(s), passwords, personal identification numbers (PIN), security tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
3. Users must report any weaknesses in College computer security and any incidents of possible misuse or violation of this policy and its procedures to the appropriate supervisor.
4. Users must not download, install, or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, College users must not run password cracking programs, packet sniffers, port scanners, or any other non-approved programs on College information technology resources.
5. Users must not attempt to access any data or programs contained on College information technology resources for which they do not have authorization or explicit consent.
6. Users must not make, acquire, or use unauthorized copies of copyrighted software on Kilgore College information technology resources.

Information Technology Resources Acceptable Use Policy cont. on next page
Information Technology Resources Acceptable Use Policy cont.

7. Users must remove disruptive software, shareware, or freeware installed on College information technology resources when requested by appropriate management personnel.

8. Users must not purposely engage in any activity that may do any of the following: harass, threaten, or abuse others; degrade the performance of information technology resources including downloading large files from the Internet that are unrelated to the academic or administrative functions of Kilgore College; deprive an authorized Kilgore College user access to a Kilgore College resource; obtain extra resources beyond those allocated; or circumvent Kilgore College computer security measures.

9. Users must not intentionally access, create, store or transmit material which Kilgore College may deem to be offensive, indecent, or obscene (other than in the course of academic research where this aspect of the research has the explicit written approval of the Kilgore College vice president of instruction).

10. Kilgore College information technology resources must not be used for personal business or benefit.

11. Kilgore College owned software will not be installed on personally owned equipment.

12. Users must not otherwise engage in acts against the aims and purposes of Kilgore College as specified in its governing documents or in rules, regulations, and procedures adopted from time to time.

13. As a convenience to the Kilgore College user community, incidental personal use of information technology resources is permitted. The following restrictions apply:
   - Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, and so on, is restricted to Kilgore College approved users; it does not extend to family members or other acquaintances.
   - Incidental personal use must not result in any direct costs to Kilgore College.
   - Incidental personal use must not interfere with the normal performance of an employee’s work duties.
   - No files or documents may be sent or received that may cause legal action against, or embarrassment to, Kilgore College.

14. Storage of personal email messages, voice messages, files, and documents within Kilgore College’s information technology resources must be nominal. Violation of this policy may result in disciplinary action which may include termination for employees; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Kilgore College information technology resources access privileges, as well as, civil, and criminal prosecution.

Policies cont. on next page
Intellectual Property Policy

Approved By and Date: Board of Trustees 9/18/2017
Executive Leadership Team 9/11/2017

Kilgore College employees and students own all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created by the person with College support.

Intellectual Property Procedures - DRAFT

Approved By and Date: Executive Leadership Team 9/11/2017

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student under the following criteria:

1. The work is the result of individual initiative, not requested by the College.
2. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the College.
3. The work is not prepared within the scope of the employee’s job duties or the student’s enrollment.
4. The work involves insignificant use of College facilities, time, and/or other resources.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

1. The work is prepared within the scope of the employee’s job duties or the student’s enrollment.
2. The work is the product of a specific contract or assignment made in the course of the employee’s employment with the College or the student’s enrollment.
3. The development of the work involved significant facilities, time, and/or other resources of the College including but not limited to released time, grant funds*, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
4. The College and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. When it can be foreseen that commercially valuable property will be created, the College and the employee or student will negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement will provide that the College will have a perpetual license to use the work without compensation to the employee or student for such use.
5. If an employee is granted full or partial leave with pay (e.g., release time or educational leave) to write, develop, produce, or invent intellectual property, the employee and the College will share in any financial gain; and the College’s share will be negotiated prior to the time the leave is taken.

*Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the College the ownership provisions of the grant will prevail.

Intellectual Property Policy cont. on next page
Kilgore College expects its employees and students to abide by all U.S. copyright regulations. The College website contains specific details regarding applicable copyright information and prohibitions against unauthorized duplication and distribution of copyrighted materials, including copyrighted music and video. Violations of copyright laws, including unauthorized peer-to-peer sharing, are subject to college disciplinary sanctions as well as civil and criminal liabilities.

Issues or disputes between the College and its employees, including student workers, regarding intellectual property should be directed to the director of human resources.

Issues or disputes between the College and students regarding intellectual property should be directed to the vice president of student development.
Performance Review and Appraisal Policy

Performance Review & Appraisal Policy

Approved By and Date: 
Board of Trustees 9/18/2017
Executive Leadership Team 9/14/2014

The employee evaluation process is designed to ensure the continued quality of Kilgore College’s educational services by systematically collecting information pertinent to measuring an individual’s performance and potential. The process is intended to evaluate current performance, monitoring both strengths and weaknesses; to provide information necessary to the individual’s career development plan; to improve communication between supervisor and employee; and, most importantly, to enhance each individual’s performance, thus benefiting the College’s students, administration, faculty, staff, and community. The entire process is predicated upon a positive, constructive approach to performance appraisal.

Performance Review & Appraisal Procedures

Approved By and Date: 
Executive Leadership Team 9/14/2017

Performance Review & Appraisal (PR&A) should be viewed as a process, rather than an event. While certain activities may occur on an established schedule, the process of improvement and communication should continue throughout the year. All full time staff employees of the College are evaluated using the same performance evaluation tool and process. All full time faculty members are evaluated using the same performance tool and process. During the performance review conference, supervisors are provided with feedback from their direct reports which informs of any areas for growth related to leadership abilities. The president of the College is evaluated annually by the Board of Trustees. Adjunct faculty are evaluated through a separate format as stipulated below. Part time staff are evaluated according to formats and criteria established in the respective departments. Professional Development activities are expected of all full time employees annually. New employees are on a six month provisional period and will be given a PR&A at the end of the six month period.

Performance Review & Appraisal of Full Time Staff Employees:

• In preparation for the upcoming year, performance goals are established through a mutual decision process between the employee and the supervisor.
• Professional development activities planned are projected for the upcoming year.
• Through-out the year, the supervisor will provide feedback on performance.
• Mid-way through the year, a short conference will be conducted between the supervisor and the employee to get a status check on the employee’s goals and professional development activities.
• Prior to the actual performance review in the spring of each year, the supervisor will:
  a. Review the job description for any needed changes.
  b. For those direct reports who in turn supervise other employees, distribute the Supervisor Feedback form to applicable individuals.
• In the spring of each year the supervisor will conduct a performance review conference with the employee, reviewing the progress on goals and professional development activities completed, as well as the supervisor ratings on the performance factors. The conference is documented on the PR&A form, completed with signatures, and submitted to Human Resources (HR). Any supplemental materials are attached and submitted as needed including, but not limited to, performance improvement plans, progressive disciplinary documents, etc.

Performance Review and Appraisal Policy cont. on next page
Performance Review and Appraisal Policy cont.

- In cases of disagreement with the appraisal, an employee has the right to submit additional comments to be included in his/her personnel file. Employees have up to five (5) working days after the conference to complete their comments and return to the supervisor if necessary.
- A copy of the PR&A form is made available to the employee and supervisor for their files.

Supervisor Feedback Process:

- Approximately two months in advance of the performance review conference, Supervisor Feedback forms will be distributed to the direct reports of each supervisor.
- In cases where fewer than three (3) employees report to the intended supervisor, additional individuals who work closely with the supervisor in other capacities may be added at the discretion of HR in order to preserve anonymity.
- The supervisor’s supervisor will compile comments and provide the results of the feedback process to the supervisor at the time of the performance review conference.
- A copy of the feedback compilation will be attached to the completed PR&A form when submitted to HR and individual feedback forms will be retained by HR.

Performance Review and Appraisal of Full Time Faculty:

- Full Time Faculty members are evaluated every two years through the use of in-class observation (or online observation utilizing Blackboard), student evaluations, grade distribution, instructor insights and documentation of professional development.
- The department chair or the assistant department chair, if applicable is responsible for ensuring the evaluation is carried out. The divisional dean can assist when needed.
- In the case of in-class observation, the full time faculty member will be notified prior to the event of an in-class observation. The department chair or the assistant department chair will sit in on a class period and monitor classroom activity.
- Department chairs or assistant department chairs are assigned monitoring rights for all Blackboard courses in their division.
- *Instructor Insights and the Professional Development Report* is filled out by the Faculty member and submitted as part of the evaluation process. The planned professional development is projected for the upcoming year.
- The conference is documented on the PR&A form, completed with signatures, and submitted to HR. Any supplemental materials are attached and submitted as needed including but not limited to in-class room visitation appraisal or Blackboard, student evaluations, grade distribution, performance improvement plans, and progressive disciplinary documents, etc.
- A copy of the PR&A form and other supporting documentation is made available to the employee and department chair/assistant department chair for their files.

Performance Review and Appraisal of Adjunct Faculty:

- Adjunct faculty members are evaluated during their first semester of hire and periodically thereafter through a process of in-class observation or Blackboard, student evaluations, and grade distribution.
- The department chairs or the assistant department chairs, if applicable, are responsible for ensuring the evaluation is carried out.

Performance Review and Appraisal Policy cont. on next page
Performance Review and Appraisal Policy cont.

...period and monitor classroom activity. The written observation will be discussed with the adjunct faculty member at a later time and signed by both parties.

- Department chairs or assistant department chairs are assigned monitoring rights for all Blackboard courses in the division. Adjunct faculty members’ courses are closely monitored over their first semester of hire. Department chairs or assistant department chairs maintain monitoring for all semesters beyond the first semester.
- Adjunct faculty members’ classes are evaluated by students every semester. Department chairs or assistant department chairs examine course evaluations and discuss feedback with adjuncts.
  a. Positive feedback is noted and the evaluations are shared with the instructor.
  b. Negative feedback is discussed, the evaluations shared with the instructor, and plans for improvement are made and monitored in the next semester.
  c. Extremely negative student evaluations may result in the instructor not being hired to teach courses in future semesters.
- Adjunct faculty members are employed on a course by course basis and evaluation results from all methods above are used to inform the decision of department chairs or assistant department chairs to offer employment in future courses.

Professional Development Expectations:

- Each full time Kilgore College employee is required to participate in professional development activities in order to promote professional growth.
- Kilgore College employees plan and implement their own professional development plans. Completion of professional development plans will be a critical component for performance expectations.
- In developing a professional development plan, employees should assess their own professional development needs, and develop an effective plan to get those needs accomplished.
- Various forms of professional development may be available to employees and include on-campus activities, conferences/seminars/workshops, and webinars. Employees should consult with HR for requests involving sabbatical leave.
- The College will provide a positive environment for employee professional growth and development. Professional employees will be given opportunities and encouraged to continue studies in their areas of specialization.
- Non-teaching professionals may attend appropriately related workshops, seminars, courses, and activities as a means of satisfying professional development requirements.
- Instructors are expected to meet their professional growth responsibilities by completing one of the following every three years:
  a. Three hours of college coursework, or work beyond their present developmental level.
  b. Thirty hours of involvement in workshops, seminars, and professionally sponsored activities approved by the divisional dean. Coursework in pedagogy, community college curriculum, human resource-related topics, and technology education is strongly encouraged.

Policies cont. on next page
Shared Governance Policy

Approved By and Date: Board of Trustees 9/18/2017
                      Executive Leadership Team 9/01/2017

The accomplishment of the goals of any educational institution depends on the successful interaction of the administration, the faculty, and the students. It is the faculty which carries out the College's primary function, the education of the students; and it is the proximity to both administration and students which puts the faculty in an advantageous position to assess student and institutional needs. Therefore, it is prudent and necessary that the faculty play a role in the planning, policy-making, and decision-making processes of Kilgore College. Members of the faculty accomplish this by serving on various departmental or institutional committees and through participation in the work of the Faculty Senate.

All College committees will include faculty members, as practical. The College encourages and expects faculty to contribute as members and leaders of committees that deal with faculty issues.

Shared Governance Procedures

Approved By and Date: Executive Leadership Team 9/01/2017

Shared governance is dependent upon broad and unending communication. When stakeholders communicate accurately and regularly with each other, when they understand what developments are occurring within the college community, and when they participate as true partners in decision-making processes, students succeed.

Faculty Senate

The purposes of the Faculty Senate is to represent the interests of the faculty in their relations with the College administration and the Board of Trustees; to serve as a forum for the exchange of ideas and information; to provide opportunities for professional growth and development among the faculty; and to provide for active participation in the planning, policy-making, and decision-making processes of the institution.

Academic Policies and Curriculum Committee

The Academic Policies and Curriculum Committee (APCC) is appointed by the vice president of instruction, and is comprised of a broad representative group of academic transfer and workforce faculty, the division deans, the director of contract training, the director of eLearning, the director of the library, and the vice president of instruction, who chairs the committee. Selected student development and business office personnel attend meetings in an ex officio/consultative role.

Although most of the initiatives for curriculum change come from faculty, the process of moving those ideas through the necessary channels to incorporate them into the curriculum requires the joint effort of faculty, administrators, and staff. The APCC has a key role in this process, as it is responsible for representing all faculty members, instructional leaders, and division deans by bringing their ideas to the committee and discussing ideas with the committee members to gain consensus. When a proposed curriculum change or academic policy or procedure is known to affect disciplines or programs other than
Shared Governance Policy cont.

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<thead>
<tr>
<th>The Academic Policies and Curriculum Committee will:</th>
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<tr>
<td>• meet as needed to study and respond to college issues affecting instruction.</td>
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<td>• review academic policies and procedures and consider the need for additional ones, as</td>
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<td>needed.</td>
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<td>• review all new academic and workforce course recommendations and revisions to existing</td>
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<td>courses and ensure that they meet requirements of the Texas Higher Education Coordinating</td>
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<td>Board, the Southern Association of Colleges and Schools Commission on Colleges, and</td>
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<td>Kilgore College.</td>
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<td>• review and approve any new degrees or certificates.</td>
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<td>• evaluate the curriculum and curriculum change process, as needed.</td>
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<td>• review other curriculum/instructional issues as needed.</td>
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**Standing Committees**

In addition to the Faculty Senate and the Academic Policies and Curriculum Committee, faculty serve on other standing committees such as the Calendar Committee, the Research and Institutional Effectiveness Committee, the Student Success Council, the Innovation Committee, and the Library Advisory Committee.
Student Complaint Policy

Student Complaint Policy

Approved By and Date: Board of Trustees 9/18/2017
                  Executive Leadership Team 8/24/2017

Kilgore College is committed to resolving student concerns or complaints in the most expeditious and informal manner possible. For situations that cannot be resolved in an informal manner, students have the right to submit a written complaint.

Student Complaint Procedures

Approved By and Date: Executive Leadership Team 8/24/2017

To ensure that the process for considering written complaints is well publicized, reasonable, and fairly administered, the vice president of student development’s office shall coordinate the student complaint process for the entire institution.

So that student complaints are addressed and responded to expeditiously, specific timeframes and deadlines have been established and incorporated into the processes listed below. A student’s failure to meet specified deadlines ceases the complaint review process and the most recent determination will be considered as final. The vice president of student development’s office shall monitor the deadlines listed and may extend the listed deadlines under exceptional situations. Examples of exceptional situations include: medical emergencies, holiday breaks when the college is closed, weather emergencies, etc.

Definitions

An academic complaint is any concern or dissatisfaction related to the instructional processes of the institution. Such complaints may be related to grading, instructional activities within the classroom, admissions decisions related to specific educational programs, etc.

A non-academic complaint is any concern or dissatisfaction with the institution that does not fall under the academic complaint definition. Such complaints may be related to customer service, student services, business services, food services, etc.

A valid student complaint is one that meets following criteria:

1. The individual filing the complaint is an enrolled student of Kilgore College.
2. The student has first taken the problem or question to the instructor, staff member or office in which they experienced dissatisfaction in an attempt to resolve the situation informally.
3. The student completes a standard, online written complaint form. Partial, incomplete, or anonymously submitted Student Complaint Forms will not be accepted as valid.

Exclusions to the Complaint Process

The following issues are excluded from the complaint process and are handled by specific departments to ensure compliance with local, state and federal laws:

1. Claims of discrimination, harassment or sexual misconduct. These should be addressed through the Student Grievance Procedures that are coordinated by the College’s Title IX Administrator.
2. Financial Aid Appeals. An appropriate appeals process is available through the Office of Financial Aid and Scholarships.
3. Residency Appeals. An appropriate appeals process is available through the Office of Admissions and Registrar.

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Academic Complaint Procedures

Step 1. Students must first take problems or questions to the instructor with whom they are experiencing the concern, as most problems can be resolved in an informal manner. To ensure a reasonable and prompt response to a student concern, this should occur within one week after the occurrence of the event or situation giving rise to the complaint.

Step 2. If the student and the instructor are unable to find a solution to the problem, the student must make an appointment to visit with the appropriate department chair/program director within three working days of meeting with the instructor in an attempt to informally resolve the situation.

Note: Students who do not address their concerns within the time limits stated above retain their rights to proceed through the complaint process. However, it must be noted that unreasonable delays will have an impact on the decision making process, as information, memories, and other pertinent details deteriorate over time.

Step 3. If the student and the department chair/program director are unable to resolve the situation informally, the student may file a formal written complaint by completing the online Student Complaint Form, provided on the Kilgore College website, within three working days of meeting with the department chair/program director.

The student will complete the online Student Complaint form, including the student’s electronic signature, and attach any appropriate written documentation to the form. Partial, incomplete, or anonymously submitted Student Complaint Forms will not be accepted.

Note: At any point in steps 1 - 3, the appropriate instructional division dean may intervene in order to expedite the process for the benefit of the student.

Step 4. Upon receipt of a valid, written student complaint, the vice president of student development will log the complaint and forward it to the appropriate instructional division dean within three working days. The instructional division dean will investigate the situation and will then communicate the decision to the student via email to the student’s official Kilgore College email address.

If the instructional division dean determines it is in the best interest of the student to conceal the student’s identity from the instructor on whom the complaint is filed, the dean will write a redacted account of the complaint on a separate document and present it to the instructor. The instructor may write a follow-up document, which will become part of the written complaint record.

Step 5. If the student is not satisfied with the decision of the instructional division dean, the student will notify the vice president of instruction via email of his/her desire for a review of the process. This request must be submitted within three working days of receiving a formal response from the dean. The vice president of instruction will review the issue with regard to proper policy and procedure adherence.

Step 6. The vice president of instruction will communicate the decision via email to the student’s official Kilgore College email address. The decision of the vice president is final and concludes the academic complaint process.

Non-Academic Complaint Procedures

Step 1. Students must first take problems or questions to the staff member with whom they are experiencing the concern, as most problems can be resolved in an informal manner. To ensure a reasonable and prompt
response to a student concern, this should occur within one week after the occurrence of the event or situation giving rise to the complaint.

Step 2. If the student and the staff member are unable to find a solution to the problem, the student must make an appointment to visit with the appropriate department supervisor within three working days of meeting with the initial staff member in an attempt to informally resolve the situation.

Note: Students who do not address their concerns within the time limits stated above retain their rights to proceed through the complaint process. However, it must be noted that unreasonable delays will have an impact on the decision making process, as information, memories, and other pertinent details deteriorate over time.

If a student organization or another student is involved, the appointment should be made with the organization’s sponsor or other appropriate authority. The vice president of student development’s office will assist in identifying the appropriate authority to which complaints shall be directed.

Note: At any point in steps 1 or 2, the vice president of student development and/or the executive dean of KC—Longview may intervene in order to expedite the process for the benefit of the student.

Step 3. If the student and the department supervisor are unable to resolve the situation informally, the student may file a formal written complaint by completing an online Student Complaint Form within three working days of meeting with the department supervisor.

The student will complete the online Student Complaint form, including the student’s electronic signature, and attach any appropriate written documentation to the form. Partial, incomplete or anonymously submitted Student Complaint Forms will not be accepted.

Step 4. Upon receipt of a valid, written student complaint, the vice president of student development will log the complaint and will either review the issue with regard to proper policy and procedure adherence or direct the complaint to the executive dean of KC-Longview if the subject matter of the complaint relates to an incident/issue arising at that location.

If the vice president of student development or executive dean determines it is in the best interest of the student to conceal the student’s identity from the staff member on whom the complaint is filed, the vice president or executive dean will write a redacted account of the complaint on a separate document and present it to the staff member. The staff member may write a follow-up document, which will become part of the written complaint record.

NOTE: In the event that the vice president of student development or the executive dean is the subject of the complaint, the dispute will proceed to the vice president of instruction, following the procedures above.

Step 5. The vice president of student development or the executive dean will communicate the decision via email to the student’s official Kilgore College email address. The decision of the vice president/executive dean is final and concludes the non-academic complaint process.

Accommodations for Distance and Off-Site Students

To ensure that distance and off-site learners have the same opportunity to have complaints addressed and responded to in an expeditious manner, the above described procedural steps may be completed via telephone or email conversations.
Student Complaint Policy cont.

Record Keeping and Records Retention

Upon conclusion of each student complaint process, the complaint file, including all information and correspondence related to the review and resolution of issue, will be forwarded to the office of the VPSD for retention for a period of two years after final resolution of the complaint.

Visual Depiction of the Complaint Process

A flow chart depicting the above student complaint procedures follows.
Student Complaint Policy cont.

Student Initiates Complaint

Academic Complaint
Discuss with Instructor
If not resolved, discuss with department chair/program director
If not resolved, complete the online Student Complaint Form
Complaint reviewed and addressed by the Instructional Division Dean
If not resolved, complaint reviewed and addressed by VPI
Decision of the VPI is final
Entire complaint file forwarded to the VPSD

Non-Academic Complaint
Discuss with Staff Member
If not resolved, discuss with department supervisor, organization sponsor or other appropriate authority
If not resolved, complete the online Student Complaint Form
Complaint reviewed and addressed by the VPSD or Executive Dean of KC-Longview
Decision of the VPSD or Executive Dean of KC-Longview is final
Executive Dean of KC-Longview forwards entire complaint file to the VPSD

Student Complaint Policy cont. on next page
Student Complaint Policy cont.

Complaints Against the Institution

If the student is not satisfied after exhausting the College’s complaint process, the student may initiate a complaint with the Texas Higher Education Coordinating Board (THECB). To file a complaint with the THECB, one must complete the Student Complaint and Release Forms and the Authorization to Disclose Medical Record Information (required if a disability is alleged). These forms must be sent either by electronic mail to studentcomplaints@thech.state.tx.us or by mail to: Texas Higher Education Coordinating Board, Office of General Counsel, PO Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted. More information is available on the THECB’s website at: http://www.thech.state.tx.us/studentcomplaints.

Individuals may also file a complaint with Kilgore College’s regional accrediting agency, The Southern Association of Colleges and Schools Commission on Colleges. To file a complaint with SACSCOC, one must complete the Commission’s Complaint Form (available at http://www.sacscoc.org/pdf/081705/complaint%20form.pdf) and send two print copies to: President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097. In most cases, the SACSCOC complaint procedures require the student to exhaust all institutional complaint avenues before a complaint can be filed at the accrediting agency level.

2. INFORMATION TIEM: Strategic Plan Progress Update
Presenter: Dr. Staci Martin

Dr. Staci Martin gave a Strategic Plan progress update.

- Institutional Priority I Improve Student Learning and Success
  - Improve Ease of Connecting with KC
  - Increase social media presence and contacts
  - Regular and planned KC presence at all service area schools
  - Improve Ease of Segue Through Registration Process & 1st Semester
  - Enrollment management plan and Jenzabar retention module
  - Enrollment goals and predictive analytics in retention module to be completed – 50%

- Institutional Priority II Enhance College Resources
  - Technology Resources
  - Jenzabar: fully functional, resolution of conversion issue log
  - Financial Resources
    - Foundation: Targeted fund raising activities for Partner in Education funds
    - Alumni Association: 500 members – not complete – revise due date to August 2018
    - Grant Activity
  - Human Resources
    - Policy review for reaffirmation of accreditation
    - 1 policy remaining for development/approval – 95% completed
    - Employee performance appraisals and training
    - Employee customer service training to be completed 50%

- Institutional Priority III Safe, Well-Maintained & Accessible Environments
  - Improve Campus Safety & Security
    - Campus carry policy, procedures, signage, accommodations
    - Safety & Security Manual
Accessible Learning Environments

- 8-week course offerings
- Additional research indicated this was not feasible. Instead, revised class start times to begin at 8:30am and to allow a 1-hour flex time on Tuesdays & Thursdays for campus events, club/organization meetings, etc.

C. Property & Facilities Committee – Brian Nutt, Chair
   Presenter: Brian Nutt
   1. ACTION ITEM: To consider approval of a distribution of $107,500.00 to Kilgore Independent School District (KISD) for R.E. St. John Stadium lighting

   Brian Nutt made the motion to approve distribution of $107,500.00 to KISD for R.E. St. John Stadium lighting. Because the motion came from a committee a second was not required. The motion passed unanimously.

   2. INFORMATION ITEM: Facilities Update
      a. Devall Foundation
         Presenter: Jeff Williams

         - An issue with the floor in the game room of the Devall Student Center showed up during the summer
         - Three separate companies were called to assess the issue (Penetrating Radar Systems, ETTL and Johnson & Pace)
         - Two issues found
           ○ Absorbent clay material for the foundation and the Bradford Pear trees. The tree roots have encroached under the building and are absorbing the moisture before it can be replenished naturally.
         - All three companies confirm that there is no concern for safety in the building
         - Recommendations are to remove the trees to stop the problems, then grind the stumps below ground level and replace the grass.

      b. McKinstry Update
         Presenter: Jeff Williams

         - Assessment of all boilers, chillers, air handlers and other larger items along with types of control interfaces the college has and has not been using.
         - Inventory of all plumbing items to see what items we use and what the water usage is
         - Currently inventory of all individual electrical items such as light fixtures; types, voltage, brands, etc.
         - Once all assessments are completed we will begin addressing potential usage in each area for plumbing and electrical.
         - The assessment could take several more weeks before a plan can be created to move forward.
c. Camera Security System Point of Sale  
Presenter: Heath Cariker  

KC Police Chief Cariker said that he and other KC staff members and campus police identified seven points of sale; money handling terminals across campus for additional cameras. In addition to the East Texas Oil Museum, the six other areas are the cashier offices and bookstores at both the Kilgore and Longview campuses, the Rangerette Showcase Museum and Parks Fitness Center.

d. Roadways  
Presenter: Heath Cariker  

Some of the one-way streets on campus will be transitioning into two-way streets. The plan includes four-way stops and crosswalks at the intersections of Nolen and Broadway, and Laird and Broadway. There will be more right turn only access to Highway 259 from three streets on campus.

VIII. ADJOURNMENT

Larry Woodfin adjourned the meeting at 7:54pm.

Respectfully submitted,

[Signatures]

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

Larry Woodfin  
President of the Board

[Signature]

Secretary of the Board