Minutes of Regular Meeting

The Board of Trustees
Kilgore Junior College District

A Regular Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, December 17, 2018, 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
Jon Rowe
Cecelia Sanders
Larry Woodfin, President

The following members were absent: Janice Bagley

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

   Larry Woodfin called the meeting to order at 6:30pm. Brian Nutt led the Invocation. Larry Woodfin led the Pledge of Allegiance.

II. PRESENTATIONS
   A. Program/Employee/Student Spotlight: Substance Abuse Counseling Program
      Presenter: Dr. Mike Turpin

   Substance Abuse Counseling Program on next page
WHAT IS THE NEED?

The US Department of Labor projects the number of job openings related to substance abuse, behavioral disorders, and mental health will grow "much faster than average" (20.75%) between 2016 and 2026.

In Texas, an estimated 600 new openings per year are expected in this same timeframe.

Professionals and employers in East Texas report an urgent need for entry-level employees and are eager to support practicum students.

Source of data: https://www.bls.gov/oes/stability.htm
Source of data: https://www.texasworkforce.org/oes/Counties/Counties_detail?unemployment=county&state=texas&oea=2016&oeb=2026&oeaunemployment=20.75%
ORGANIZATIONS THAT ASSISTED IN LOCAL NEEDS ANALYSIS AND CURRICULUM/CONTENT REVIEW

- City of Longview Partners in Prevention
- Management & Training Corporation
- HeartsWay Hospice
- East Texas Counsel on Alcohol and Drug Abuse
Substance Abuse Counseling Program cont.

KC - AAS - SUBSTANCE ABUSE COUNSELING

- Prepares students for counseling positions in hospitals, residential care facilities, outpatient mental health centers, health clinics, and correctional facilities.
  - Starting salaries $30,000–40,000

- Program curricula and outcomes are aligned with Texas Health and Human Services requirements for becoming a Licensed Chemical Dependency Counselor (LCDC). Students who complete the Associate’s degree will be prepared to enter the 4000-hour internship required to complete this credential.

- Utilizes a blend of workforce courses (36 credits) needed for entry-level employment and general education/transfer courses (24 credits) appropriate for those who pursue further education.

START-UP RESOURCES

UTILIZATION OF EXISTING RESOURCES
- Reallocation of existing qualified faculty member to lead program
- Utilization of existing classroom space

ADDITIONAL NEEDED RESOURCES
- General program expenses including travel (practicum supervision), instructional supplies, printing, etc.
- No major equipment needs

Substance Abuse Counseling Program cont. on next page
ENROLLMENT AND REVENUE PROJECTIONS

ENROLLMENT

- Projected enrollment for the first class in August 2019 is 15.
- For August 2020, when the initial class begins its second year and a new group of students enroll, the projected enrollment is 30.
- This number is expected to be sustainable throughout the program.

REVENUE

- Projected tuition revenue for the 2019-2020 academic year is $61,620 based upon anticipated enrollment of 15 students per course for the full and spring 2020 semesters.
- Anticipated tuition revenue is $123,240 for the 2020-2021 academic year, when 30 students are projected to be enrolled in the program.
B. Student Success Spotlight: Key Performance Indicators
   Presenter: Dr. Staci Martin

Key Performance Indicators

Key Performance Indicators
2017-2018

Dr. Staci Martin
Vice President of Institutional Planning
December 17, 2018
### Key Performance Indicators 2017-2018

#### Access

<table>
<thead>
<tr>
<th>Count</th>
<th>PCT of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrollment 2017-FA</td>
<td>5,686</td>
</tr>
<tr>
<td>Distance Ed Enrollment - Students taking at least 1 Distance Ed Course 2017-FA</td>
<td>1,628</td>
</tr>
<tr>
<td>Dual Credit Enrollment 2017-FA</td>
<td>1,563</td>
</tr>
<tr>
<td>CE Enrollment Unduplicated Student Count 2017-2018</td>
<td>3,255</td>
</tr>
<tr>
<td>Economically Disadvantaged 2017-FA</td>
<td>2,732</td>
</tr>
</tbody>
</table>

#### Success

<table>
<thead>
<tr>
<th>Success</th>
<th>Percent</th>
<th>% Diff Prior Year</th>
<th>% Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students earning 0 credit hours 2017-FA</td>
<td>50%</td>
<td>1%</td>
<td>1%</td>
<td>0% or Less</td>
</tr>
<tr>
<td>Persistence (Fall in Spring FTIC Fall Time) 2017</td>
<td>85%</td>
<td>0%</td>
<td>5%</td>
<td>80%</td>
</tr>
<tr>
<td>Persistence (Fall in Summer FTIC Fall Time) 2017</td>
<td>55%</td>
<td>2%</td>
<td>5%</td>
<td>60%</td>
</tr>
<tr>
<td>Completion of MATH 1314 with no prerequisite MATH 0312 2017-FA</td>
<td>98%</td>
<td>14%</td>
<td>14%</td>
<td>62%</td>
</tr>
<tr>
<td>Completion of MATH 1314 with no prerequisite MATH 0312 2017-1A</td>
<td>0%</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>48%</td>
<td>1%</td>
<td>1%</td>
<td>65%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>65%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>65%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>0%</td>
<td>2%</td>
<td>2%</td>
<td>65%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>61%</td>
</tr>
<tr>
<td>Completion of developmental courses MATH 2017-1A</td>
<td>0%</td>
<td>3%</td>
<td>3%</td>
<td>61%</td>
</tr>
<tr>
<td>Completion of first college level course 2017-2018 Spring Semester*</td>
<td>55%</td>
<td>1%</td>
<td>1%</td>
<td>61%</td>
</tr>
<tr>
<td>% FTIC students completing 15 hours in 1st year of enrollment 2017-2018</td>
<td>55%</td>
<td>4%</td>
<td>4%</td>
<td>53%</td>
</tr>
<tr>
<td>% FTIC students 2016-1A completing 15 hours in 1st year of enrollment then completing 30 hours in 2nd year of enrollment 2017-2018</td>
<td>56%</td>
<td>3%</td>
<td>3%</td>
<td>60%</td>
</tr>
</tbody>
</table>

* (After completion of developmental sequence in Fall, does not include co-requisite courses)
### Key Performance Indicators 2017-2018

#### Completion

<table>
<thead>
<tr>
<th>Completion</th>
<th>Count</th>
<th>PCT</th>
<th>Diff Prior Year</th>
<th>Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credentials awarded - 09/01/2017 to 08/31/2018</td>
<td>1,287</td>
<td></td>
<td>3%</td>
<td>8%</td>
<td>1,200</td>
</tr>
<tr>
<td>Graduation Rate - Fall 2015's Full Time First Time</td>
<td>85%</td>
<td>85%</td>
<td>0%</td>
<td>3%</td>
<td>85%</td>
</tr>
<tr>
<td># Times completers - 09/01/2017 to 08/31/2018</td>
<td>997</td>
<td>95%</td>
<td>1%</td>
<td>5%</td>
<td>1,000</td>
</tr>
<tr>
<td>Transfer Rate - Selected Transfers and Graduates</td>
<td>30%</td>
<td>30%</td>
<td>1%</td>
<td>1%</td>
<td>30%</td>
</tr>
</tbody>
</table>

Licensure Rate: (Select Kilgore College from list of institutions.)

<table>
<thead>
<tr>
<th>Licensure Rate</th>
<th>Count</th>
<th>PCT</th>
<th>Diff Prior Year</th>
<th>Diff From Target</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.8%</td>
<td>96.8%</td>
<td>0.5%</td>
<td>1.8%</td>
<td>95%</td>
<td></td>
</tr>
</tbody>
</table>

### Key Performance Indicators 2017-2018

#### Partnerships

<table>
<thead>
<tr>
<th>Partnerships</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td># Dual credit courses offered 2017-2018 - Fall Semester</td>
<td>133</td>
</tr>
<tr>
<td># Dual credit courses offered 2017-2018 - Spring Semester</td>
<td>118</td>
</tr>
<tr>
<td>Adult Education &amp; Literacy Enrollment</td>
<td>807</td>
</tr>
<tr>
<td>Workforce Education Placement Rates - (Select Kilgore College from list of institutions.)</td>
<td>71%</td>
</tr>
</tbody>
</table>

http://www.txhighereddata.org/reports/performance/ctcasaf/gainful.cfm
III. CITIZENS COMMENTS

There were no Citizens Comments.

IV. CONSENT AGENDA

Presenter: Larry Woodfin

A. To consider approving the minutes of the September 10, 2018 regular board meeting and the October 21, 2018 Board Retreat

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

1. Recommendation to accept employee resignations as follows:
   a. Assistant Women's Basketball Coach & Start Hall Supervisor, effective September 12, 2018 after one year and two months of service
   b. Workforce Development Specialist, effective October 12, 2018 after eleven years and three months of service
   c. Police officer, effective October 14, 2018 after five days of service
   d. Police Officer, effective October 31, 2018 after nine months of service
   e. Social Media Marketing Specialist, effective December 4, 2018 after eighteen years and two months of service
   f. Staff Grant Accountant, effective November 30, 2018 after two years and one month of service
   g. Head Football Coach, effective December 31, 2018 after sixteen years of service

2. Recommendation to accept employee retirement as follows:
   a. Director of Marketing & Enrollment Management effective December 31, 2018 after ten years and nine months of service
   b. Purchasing Agent, effective December 31, 2018 after eleven years and one month of service
   c. Project Coach – Texas School Ready Grant Program, effective December 31, 2018 after three years and four months of service
   d. Professional Support Assistant-Admissions & Dual Credit Specialist, effective January 31, 2019 after twelve years and eight months of service
   e. Program Leader and Instructor – Process Technology effective December 31, 2018 after eleven years and four months of service
   f. Music Instructor/Band Director effective December 31, 2018 after seven years and five months of service

3. Recommendation for approval of faculty contracts as follows:
   a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019
   b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 – December 31, 2019
   c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 – December 31, 2019

4. Recommendation to terminate employment as follows:
   a. Cashier, effective November 29, 2018

5. Recommendation to change employment as follows:
   a. Support Specialist – Switchboard Operator to Support Specialist – Arts & Mathematical Sciences, effective September 8, 2018
   b. Support Specialist – Arts & Mathematical Sciences to Professional Support Assistant – Science & Health Sciences
   c. Vice President of Student Development to Executive Vice President & Chief Student Affairs Officer, effective November 1, 2018
d. Grant Writer to Title III Project Director & Grant Writer, effective September 16, 2018
e. Director of Enrollment Management & Registrar to Dean of Enrollment Management & Student Success, effective January 1, 2019
f. Admissions Counselor to Continuing Educational Coordinator, effective October 29, 2018
g. Sociology Instructor to Substance Abuse Counseling Instructor, effective November 1, 2018
h. Manager, Payroll & Benefits to Student Accounts Coordinator, effective October 22, 2018

6. **Recommendation of employment as follows:**
a. Dean of Science & Health Sciences, effective August 17, 2018
b. CDL Instructor, Public Service & Industrial Technologies, effective September 13, 2018
c. Professional Support Assistant, Arts & Mathematical Sciences, effective September 19, 2018
d. Professional Support Assistant, TRIO Program, effective October 1, 2018
e. Police Officer, KCPD, effective October 10, 2018
f. Support Specialist-Purchasing/Accounts Payable, Business Office, effective October 16, 2018
g. Professional Support Assistant – Workforce, Public Service & Industrial Technologies, effective October 22, 2018
h. Admissions Counselor, Student Development, effective October 29, 2018
i. Police Officer, KCPD, effective November 1, 2018
j. Professional Support Assistant, International Student Admissions Specialist, Student Development, effective November 5, 2018
k. Kilgore College East Texas Oil Museum Manager, Business Office, effective November 12, 2018
l. Police Officer, KCPD, effective November 12, 2018
m. Sociology Instructor, Arts & Mathematical Sciences, effective January 1, 2019
n. Biology Instructor, Science & Health Sciences, effective January 1, 2019

C. To consider payment of legal fees for services rendered

**Brian Nutt made the motion to accept the Consent Agenda as presented. Cecelia Sanders seconded the motion. The motion passed unanimously.**

**Personnel Agenda on next page**
1. **Recommendation to accept employee resignation as follows:**
   
a. Mr. Christopher Godfrey, Assistant Women’s Basketball Coach & Stark Hall Supervisor, effective September 12, 2018 after one year and two months of service

b. Mr. Frank Mosley, Workforce Development Specialist, effective October 12, 2018 after eleven years and 3 months of service

c. Ms. Joakima Bircher, Police Officer, effective October 14, 2018 after five days of service

d. Mr. Danny Brasher, Police Officer, effective October 31, 2018 after nine months of service

e. Ms. Leah Gorman, Social Media Marketing Specialist, effective December 4, 2018 after eighteen years and 2 months of service

f. Shay Patton, Staff Grant Accountant, effective November 30, 2018 after two years and one month of service

g. Mr. Justin Eckert, Head Football Coach, effective December 31, 2018 after sixteen years of service

2. **Recommendation to accept employee retirement as follows:**
   
a. Mr. Trey Hattaway, Director of Marketing & Enrollment Management, effective December 31, 2018 after ten years and nine months of service

b. Ms. Tamrie Pascoe, Purchasing Agent, effective December 31, 2018 after eleven years and one month of service

c. Ms. Susan Waite, Project Coach – Texas School Ready Grant Program, effective December 31, 2018 after three years and four months of service

d. Ms. Jacie Hanlon, Professional Support Assistant-Admissions & Dual Credit Specialist, effective January 31, 2019 after twelve years and eight months of service

e. Mr. Dewey Greer, Program Leader and Instructor – Process Technology effective December 31, 2018 after eleven years and four months of service
Personnel Agenda cont.

f. Mr. Glenn Wells, Music Instructor/Band Director effective December 31, 2018 after seven years and five months of service

3. Recommendation for approval of faculty contracts as follows:

   a. Mr. Willie Gooden, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 – December 31, 2019

   b. Mr. Nick Dobler, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 – December 31, 2019

4. Recommendation to terminate employment as follows:

   a. Ms. Genae’ Dean, Cashier, effective November 29, 2018

5. Recommendation to change employment as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Previous Position</th>
<th>New Position</th>
<th>New Salary/Rate of Pay</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Schlunda Hall</td>
<td>Support Specialist – Switchboard Operator</td>
<td>Support Specialist – Arts &amp; Mathematical Sciences</td>
<td>No salary change. Lateral move.</td>
<td>September 8, 2018</td>
</tr>
<tr>
<td>Ms. Emily Hammett</td>
<td>Support Specialist – Arts &amp; Mathematical Sciences</td>
<td>Professional Support Assistant – Science &amp; Health Sciences</td>
<td>$1025.08/pay period 12 mo. equivalent = $24,602</td>
<td>September 17, 2018</td>
</tr>
<tr>
<td>Dr. Mike Jenkins</td>
<td>Vice President of Student Development</td>
<td>Executive Vice President and Chief Student Affairs Officer</td>
<td>$5,995.17/pay period 12 mo. equivalent = $143,884</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>Mr. Fred Peters</td>
<td>Grant Writer</td>
<td>Title III Project Director &amp; Grant Writer</td>
<td>$3,051.88/pay period 12 mo. equivalent = $73,245 75% Grant funded</td>
<td>September 16, 2018</td>
</tr>
<tr>
<td>Mr. Chris Gore</td>
<td>Director of Enrollment Management &amp; Registrar</td>
<td>Dean of Enrollment Management &amp; Student Success</td>
<td>$3,435.42/pay period 12 mo. equivalent = $82,450</td>
<td>January 1, 2019</td>
</tr>
</tbody>
</table>

Personnel Agenda cont on next page
Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Salary/Rate of Pay</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Wade Cates</td>
<td>Admissions Counselor</td>
<td>Continuing Education Coordinator</td>
<td>No salary change.</td>
<td>October 29, 2018</td>
</tr>
<tr>
<td>Ms. Tina Rushing</td>
<td>Sociology Instructor</td>
<td>Substance Abuse Counseling Instructor</td>
<td>$2,916.66/pay period 10.5 mo. equivalent = $70,000 with $8,400 stipend included</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>Ms. Kristi Powers</td>
<td>Manager, Payroll &amp; Benefits</td>
<td>Student Accounts Coordinator</td>
<td>No Salary Change</td>
<td>October 22, 2018</td>
</tr>
</tbody>
</table>

1. Recommendation of employment as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Salary/Rate of Pay</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sandra Carroll</td>
<td>Dean of Science &amp; Health Sciences</td>
<td>Science &amp; Health Sciences</td>
<td>$3,750.00/pay period 12 mo. equivalent = $90,000</td>
<td>August 17, 2018</td>
</tr>
<tr>
<td>Ms. Elizabeth Leamon</td>
<td>CEL Instructor</td>
<td>Public Service &amp; Industrial Technologies</td>
<td>$2,298.62/pay period 12 mo. equivalent = $55,167</td>
<td>September 12, 2018</td>
</tr>
<tr>
<td>Ms. Rebecca Hamilton</td>
<td>Professional Support Assistant</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602</td>
<td>September 19, 2018</td>
</tr>
<tr>
<td>Ms. Jessica Bickham</td>
<td>Professional Support Assistant</td>
<td>TRIO Program</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602 Grant Funded</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Ms. Joakima Bircher</td>
<td>Police Officer</td>
<td>KCPD</td>
<td>$1,500/pay period 12 mo. equivalent = $36,000</td>
<td>October 10, 2018</td>
</tr>
<tr>
<td>Ms. Stephanie Peters</td>
<td>Support Specialist – Purchasing Accounts Payable</td>
<td>Business Office</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>October 16, 2018</td>
</tr>
<tr>
<td>Ms. Latoya Bradley</td>
<td>Professional Support Assistant – Workforce</td>
<td>Public Service &amp; Industrial Technologies</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602 Grant Funded</td>
<td>October 22, 2018</td>
</tr>
<tr>
<td>Mr. Genaro Tovar-Murillo</td>
<td>Admissions Counselor</td>
<td>Business Office</td>
<td>$1,218.46/pay period 12 mo. equivalent = $29,243</td>
<td>October 29, 2018</td>
</tr>
</tbody>
</table>
Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Mr. Shannon Charvis</th>
<th>Police Officer</th>
<th>KCPD</th>
<th>$1,500.00/pay period 12 mo. equivalent = $36,000</th>
<th>November 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Christian Patterson</td>
<td>Professional Support Assistant, International Student Admissions Specialist</td>
<td>Student Development</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602</td>
<td>November 5, 2018</td>
</tr>
<tr>
<td>Ms. Jacquelyn Reynolds</td>
<td>Kilgore College East Texas Oil Museum Manager</td>
<td>Business Office</td>
<td>$1,541.66/pay period 12 mo. equivalent = $37,000</td>
<td>November 12, 2018</td>
</tr>
<tr>
<td>Mr. Tristan Caudle</td>
<td>Police Officer</td>
<td>KCPD</td>
<td>$1,500.00/pay period 12 mo. equivalent = $36,000</td>
<td>November 12, 2018</td>
</tr>
<tr>
<td>Ms. Cori Holden</td>
<td>Sociology Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,783.33/pay period 9 mo. equivalent = $42,800</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Ms. Mary Shaw</td>
<td>Biology Instructor</td>
<td>Science &amp; Health Sciences</td>
<td>$1,791.66/pay period 9 mo. equivalent = $43,000</td>
<td>January 1, 2019</td>
</tr>
</tbody>
</table>

V. EXECUTIVE SESSION

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

"The Board has adjourned to executive session at 6:47 p.m. on December 17, 2018."

PERSONNEL: (Government Code 551.074)
LEGAL: (Government Code 551.071)
Consultation with attorney regarding a real property matter
REAL ESTATE: (Government Code 551.077)
Kilgore College owned property located at 1009 Brook Dr., Kilgore, TX
RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at 7:00 p.m. on December 17, 2018."
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, 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.

The Board of Trustees did not take any action in Executive Session.

VI. BOARD COMMITTEE REPORTS & ACTION ITEMS
   A. Investment/Finance/Audit Committee – Joe Carrington, Chair
       Presenter: Joe Carrington
       1. PRESENTATION ITEM: Legislative Update and Role of Appraisal District

Libby Neely, Chief Appraiser Gregg Appraisal District discussed upcoming legislation and the role of the Appraisal District.

2. ACTION ITEM: To approve and consent to the assignment of the tax abatement agreement between Kilgore College and OG Dallas TX Landlord, LLC to Hammer Time Owner (TX) LP. The tax abatement agreement as adopted by the Kilgore College Board of Trustees at its meeting on June 27, 2018 is identical to the terms and conditions of the City of Kilgore tax abatement agreement with OG

Jana Russell, Assistant Director of the Kilgore Economic Development Corporation (KEDC) was available to answer any questions. Joe Carrington made the motion to approve and consent to the assignment of the tax abatement agreement between Kilgore College and OG Dallas TX Landlord, LLC to Hammer Time Owner (TX) LP. Karol Pruett seconded the motion. The motion passed unanimously.

Assignment of Tax Abatement Agreement on next page
ASSIGNMENT OF TAX ABATEMENT AGREEMENT

Date: December __, 2018

Assignor: OG Dallas TX Landlord, LLC
322 Cascade Road
Mechanicsburg PA 17055

Assignee: Hammer Time Owner (TX) LP
do W.P. Carey Inc.
50 Rockefeller Plaza, 2nd Floor
New York NY 10020

City: City of Kilgore
P. O. Box 990
Kilgore TX 75663

Tax Abatement Agreement: Agreement by and between the City, Assignor, Ryder Truck Rental, Inc. and Orgill, Inc., dated August 10, 2018

Property: 7001 Elder Lake Road (Orgill facility), City of Kilgore, Gregg County, Texas, as described in the Agreement

BACKGROUND

A. City and Assignor entered into the Tax Abatement Agreement referred to above which provides that Assignor would be eligible for abatement of ad valorem taxes pertaining to the Property.

B. The Tax Abatement Agreement allows Assignor to assign its interest into and under the Tax Abatement Agreement with City's consent in City's sole discretion, which consent is attached hereto and incorporated herein by reference.

C. Assignor desires to assign to Assignee, and Assignee desires to assume from Assignor all of Assignor's rights, liabilities and obligations under the Tax Abatement Agreement.

NOW THEREFORE, in consideration of the foregoing and the mutual promises contained in the Tax Abatement Agreement:

1. Assignment. Assignor hereby assigns to Assignee all of its right, title and interest into and under the Tax Abatement Agreement referred to above. Assignee hereby accepts this assignment and agrees that it shall be subject to all rights, benefits, duties
and obligation under the Tax Abatement Agreement and agrees to perform and be responsible for all of Assignor's rights and obligations under the Tax Abatement Agreement.

2. Governing Law. This Assignment shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any lawsuit arising under the terms of the Tax Abatement Agreement or of this Assignment shall be in the appropriate court of Gregg County, Texas.

3. Authority. Each party hereby represents to the other that it has full power and authority to execute, deliver and perform its obligations hereunder

Pursuant to Section 16 of the Tax Abatement Agreement, City hereby grants its permission to the assignment from Assignor to Assignee.

Executed this the ____ day of December, 2018.

ASSIGNOR:
OG Dallas TX Landlord, LLC
By: Lucknow ILP, sole member
By: Lucknow G.P. Inc., general partner

By: __________________________
   Elizabeth G. Weese, President

ASSIGNEE:
Hammer Time Owner (TX) LP
By: Hammer Time (TX) LLC, general partner
By: WPC Holdco LLC, sole member
By: W.P. Carey Inc., sole member

By: __________________________
   Name:
   Title:
Assignment of Tax Abatement Agreement cont.

STATE OF Pennsylvania §
COUNTY OF Dauphin §

This instrument was acknowledged before me on the 29th day of November, 2018, by Elizabeth G. Weese, as President of Lucknow G.P., Inc., a corporation, the general partner of Lucknow II LP, the sole member of OG Dallas TX Landlord, LLC, and being authorized to do so, executed the foregoing on behalf of said corporation.

My Commission Expires:

STATE OF §
COUNTY OF §

This instrument was acknowledged before me on the ___ day of ___ 2018, by ___ as ___ of W.P. Carey Inc., a corporation, the sole member of WPC Holdco LLC, the sole member of Hammer Time (TX) LLC, the general partner of Hammer Time Owner (TX) LP, and being authorized to do so, executed the foregoing on behalf of said corporation.

My Commission Expires:

Assignment of Tax Abatement Agreement cont. on next page

December 17, 2018 Minutes
CONSENT AND AGREEMENT
OF
THE CITY OF KILGORE, TEXAS

The City is a party to the Tax Abatement Agreement referred to above. Pursuant to Section 16 of the Tax Abatement Agreement, the City hereby agrees and consents to the Assignment of the Tax Abatement Agreement to Assignee. This Assignment and Consent were approved by the majority vote of the members of the City Council of the City of Kilgore, Texas at a regularly scheduled meeting held on the 11th day of December, 2018, and Ronald E. Spradlin, III, Mayor, was authorized to sign on behalf of the City of Kilgore, Texas.

Date: 12-11-2018

CITY OF KILGORE, TEXAS

By: [Signature]

Ronald E. Spradlin, III, Mayor
3. ACTION ITEM: To consider approval of recommendation from staff on a phone system vendor

Fred Gore was available to answer any questions. Joe Carrington made the motion to award the phone service contract to Cynergy Technology at a cost of $204,980. Karol Pruett seconded the motion. The motion passed unanimously.

KC Phone System Request for Proposals

MEMORANDUM

TO: Mr. Joe Carrington, Chair, Investment, Finance & Audit Committee
FROM: Frederic S. Gore, Vice President of Administrative Services/CFO
DATE: December 12, 2018
SUBJECT: Responses to Request for Proposals for Replacement of KC Phone System

Chairman Carrington:

Due to the age of the College’s current phone system and a desire to see upgraded capabilities form our system, Kilgore College has submitted a request for proposals for the replacement of its phone system. The request stipulated that pricing for a five-year period be submitted to include adequate phone units for 417 users. Responses were received from five companies in response to the request. Although all five companies did appear capable to service the needs of Kilgore College, there were some significant differences in both the pricing of the proposals and the anticipated responsiveness of the companies. All five companies provided demonstrations of their products to KC staff and administration, permitting them to gather additional information to make a more informed proposal. Based upon requests made two years ago concerning the replacement cost of the phone system, we believed that we could receive reputable bids in the neighborhood of $200,000.

The five companies, hardware, and pricing of their respective proposals are as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP (NEC)</td>
<td>$369,911</td>
</tr>
<tr>
<td>Cisco (Cisco)</td>
<td>$360,016</td>
</tr>
<tr>
<td>BEMA (Switchvox)</td>
<td>$214,283 plus shipping</td>
</tr>
<tr>
<td>Frontier (Mitel)</td>
<td>$210,633</td>
</tr>
<tr>
<td>Cynergy (Mitel)</td>
<td>$204,980</td>
</tr>
</tbody>
</table>

Staff and administration recommends the awarding of this phone system installation and service contract to Cynergy Technology based upon the following considerations.

1. The bids received from VIP and Cisco are not competitive with the other proposals and, although extremely capable systems and companies, exceeds our expectation of a reasonable price given the needs of Kilgore College.

2. The BEMA solution, although competitively priced, was not presented to the KC team in a manner that caused our team to believe that they had a clear idea of the needs and expectations of our college. We are relying on the implementation/installation team to lead us with their experience and expertise with regard to these systems and are not confident that this team would provide that.
Based upon a more current expectation of having 430 units in use at the College, Frontier and Cynergy were asked to return with updated prices for outfitting 430 units. They responded with the following prices:

- Frontier: $216,759 to $218,113
- Cynergy: $209,565

Both of these companies are offering very comparable systems with very comparable capabilities. Frontier is a more recent entrant in this market having bought out a piece of Verizon’s business. We have not had the opportunity to be serviced or do business with the Frontier group. Service for the Frontier group would originate from Sulphur Springs. Cynergy Technologies has served Kilgore College on multiple occasions and is very familiar with our IT environment on which this phone system would operate. Cynergy has set up and serviced several of our storage servers and will be doing a further installation of servers for us soon. We feel they have a good understanding of the system that this phone system will operate on and we have been very pleased with their expertise and responsiveness. Their service groups to KC would come from either their Longview or Tyler offices.

Based upon our analysis of these proposals, staff and administration recommends the awarding of the contract for the replacement and services of the phone system at Kilgore College to Cynergy Technologies.

We look to the Finance Committee to consider this analysis, ask any further questions that may assist them in fully understanding these bids, and make an appropriate recommendation to the Board of Trustees at their meet of December 17, 2018.

Should you have any questions, please do not hesitate to contact me.

Frederic S. Gore, CPA
Vice President of Administrative Services/CFO
Phone: 903-983-8668

4. ACTION ITEM: To consider a request for refund of erroneous property tax payment

Joe Carrington made the motion to refund an erroneous tax payment to David H. Odom (Lereta LLC) in the amount of $3,075.56. Jon Rowe seconded the motion. The motion passed unanimously.

Refund of Erroneous Payment on next page
Refund of Erroneous Payment

KIRK SHIELDS, CPA, PCC
TAX ASSESSOR-COLLECTOR

OFFICE OF
TAX ASSESSOR-COLLECTOR
GREGG COUNTY
POST OFFICE BOX 1431
LONGVIEW, TEXAS 75601-1431

October 2, 2018

Fred Gore
Kilgore College
1100 Broadway
Kilgore, TX 75662

Re: Request for Refund of Erroneous Payment
Account 67771, David H. Odom

Lereta LLC made an erroneous payment to the college in the amount of $3,075.56 for the account of the above-named taxpayer. Section 31.11 of the Texas Property Tax Code allows for refunds for payments made in error if approved by the taxing entity.

We are asking for and recommending approval of this refund. Thank you for your assistance in this important matter.

Yours truly,

Kirk Shields

5. ACTION ITEM: To consider a resolution supporting the application of Thousand Oaks Corporation DBA Evolution Outdoor Design for a Foreign Trade Sub-Zone designation for 2002 Synergy Blvd., Kilgore, TX

Jana Russell, Assistant Director of the Kilgore Economic Development Corporation (KEDC) was available to answer any questions. Joe Carrington made the motion to approve a resolution supporting the application of Thousand Oaks Corporation DBA Evolution Outdoor Design for a Foreign Trade Sub-Zone designation for 2002 Synergy Blvd, Kilgore, TX. Scott Andrews seconded the motion. The motion passed unanimously.

Resolution on next page

December 17, 2018 Minutes
RESOLUTION NO. 18-1210-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF KILGORE COLLEGE, KILGORE, TEXAS, SUPPORTING THE APPLICATION OF THOUSAND OAKS CORPORATION DBA EVOLUTION OUTDOOR DESIGN FOR A FOREIGN TRADE SUB-ZONE DESIGNATION FOR 2002 SYNERGY BLVD., KILGORE, GREGG COUNTY, TEXAS

WHEREAS, Thousand Oaks Corporation dba Evolution Outdoor Design has leased Suites 100 and 400 at 2002 Synergy Blvd., Kilgore, Gregg County, Texas, from Kilgore Economic Development Corporation; and

WHEREAS, Thousand Oaks Corporation dba Evolution Outdoor Design is in the business of importing, warehousing and distributing outdoor apparel and equipment to major retailers throughout North America; and

WHEREAS, Thousand Oaks Corporation dba Evolution Outdoor Design has determined that it would be helpful to their business to receive a Foreign Trade Sub-zone Designation for their location in Kilgore, Gregg County, Texas; and

WHEREAS, Gregg County, Texas, is the Grantee of Foreign Trade Zone No. 234; and

WHEREAS, Thousand Oaks Corporation dba Evolution Outdoor Design is applying for a Foreign Trade Sub-zone Designation for its facility at 2002 Synergy Blvd., Kilgore, Gregg County, Texas; and

WHEREAS, the Board of Trustees of Kilgore College supports local business and is of the opinion that it is in the best interest of the College to support the application of Thousand Oaks Corporation dba Evolution Outdoor Design in its application for a Foreign Trade Sub-zone; and

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

Section 1 - The Board of Trustees of Kilgore College does hereby express its support for the application of Thousand Oaks Corporation dba Evolution Outdoor Design for a Foreign Trade Sub-zone at 2002 Synergy Blvd., Suites 100 and 400, Kilgore, Gregg County, Texas, and formally requests that the United States Department of Commerce grant such Foreign Trade Sub-zone Designation.

DULY RESOLVED by the Board of Trustees of Kilgore College on the 17th day of December 2018.

Larry Woodfin, President of the Board

ATTEST:

Karol Pruett, Secretary of the Board
6. INFORMATION ITEM: Financial Update

Fred Gore was available to answer any questions regarding financial statements.

7. INFORMATION ITEM: Investment Reports
   a. Texas Presbyterian Fund (TPF) Investment Report – Quarter 4
   b. Public Funds Investment Act (PFIA) Investment Report – Quarter 4

Fred Gore was available to answer any questions regarding investment reports.

B. Policy & Personnel Committee – Karol Pruett, Chair
   1. ACTION ITEM: To consider annual review and approval of the Kilgore College Mission Statement
      Presenter: Karol Pruett

Karol Pruett reviewed the current Kilgore College Mission Statement with the Board of Trustees and made the motion to approve the same. Because the motion came from a committee a second is not required. The motion passed unanimously.

Mission Statement

Approved 12/17/2018

Mission Statement

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

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

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.
2. ACTION ITEM: To consider appointing Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2019 election period
Presenter: Karol Pruett

Karol Pruett made the motion to appoint Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2019 election period. Because the motion came from a committee a second is not required. The motion passed unanimously.

3. ACTION ITEM: To consider calling the Kilgore Junior College District Trustee general election set for May 4, 2019
Presenter: Karol Pruett

Karol Pruett made the motion to call the Kilgore Junior College District Trustee general election set for May 4, 2019. Because the motion came from a committee a second is not required. The motion passed unanimously. Ms. Pruett stated that the dates for making application to run for a position on the Board are January 16 – February 15, 2019. Application materials can be picked up in Nancy Law’s office.

MEMORANDUM

DATE: December 17, 2018

TO: Dr. Brenda Kays

FROM: Nancy Law

SUBJECT: 2019 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 4, 2019 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. A special election on the same date as the general election should be called should it be needed.

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

Current board positions whose terms expire in May 2019 are:

- Voting Uni: #1, Place 7, South Zone (currently held by Janice Bagley)
- Voting Uni: #2, Place 8, North Zone (currently held by Joe Carrington)
- Voting Uni: #3, Place 9, Central Zone (currently held by Brian Nutt)
4. ACTION ITEM: To consider approving Joint Election Agreements
   Presenter: Karol Pruett
   a. City of Kilgore
   b. City of Gladewater

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

City of Kilgore Joint Election Agreement

![Joint Election Agreement]

City of Gladewater Joint Election Agreement on next page

December 17, 2018 Minutes  Page 4740
JOINT ELECTION AGREEMENT

Between

Kilgore Junior College District (KC) and the

City of Gladewater (City)

BY THE TERMS OF THIS AGREEMENT, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 4, 2019.

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

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

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

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

APPROVED by vote of the Kilgore College Board of Trustees on the 17th day of December, 2018.

KILGORE JUNIOR COLLEGE DISTRICT

[Signature]

Presiding Officer, Board of Trustees

APPROVED by vote of the City of Gladewater on the _____ day of _____, 20___.

CITY OF GLADEWATER

[Signature]

Mayor
5. ACTION ITEM: To consider approval of extended Strategic Plan
   Presenter: Karol Pruett

   Karol Pruett made the motion to approve the extended Strategic Plan. Because the motion came from a committee a second is not required. The motion passed unanimously.

Kilgore College Strategic Plan 2016-2019*
Extended to 2021**

Kilgore College Strategic Plan

In a strategic framework for institutional planning and success, our priorities help us to outline a plan for moving forward. For each priority that we establish, we set goals that will enable us to accomplish that priority. In order to insure that we can realistically accomplish our goals, we break them down into sub-goals or outcomes. Our outcomes are our action plan or the “how” for accomplishing each goal. Our outcomes are written using the SMART method. Kilgore College’s (KC’s) outcomes are Specific, Measureable, Achievable, Realistic, and Time Based.

Our outcomes, priorities, and goals build upon one another to create the appropriate steps to accomplish our Mission and Vision and live our values. They result in what is commonly known as a Strategic Plan.

Every aspect of Kilgore College’s Strategic Plan is firmly grounded in and may be tied back to our overarching priority of promoting and achieving student success. The 2016-19 Strategic Plan reflects the voices of our KC Board of Trustees, Faculty, Staff, Students and the Communities we serve.

Kilgore College Strategic Plan 2016-2019*
Extended to 2021** cont. on next page

December 17, 2018 Minutes
I. Improve Student Learning and Success

Strategic Goal 1A: By August 2019, improve the ease of connecting with Kilgore College.

Outcome 1A.1: By January 2017 and ongoing, increase social media presence and contacts as evidenced by an upward trajectory of social media analytics. (Responsible: President, Vice President of Student Development, Director of Enrollment Management and Marketing, Coordinator of Marketing Operations and Outreach) COMPLETE

Outcome 1A.2: By August 2019, implement programmable electronic signage on the Kilgore and Longview Campuses as evidenced by the existence of signage. (Responsible: President, Vice President of Finance, Vice President of Student Development, Vice President of Instruction, Student Government Association, Phi Theta Kappa Organization) KILGORE COMPLETE

Outcome 1A.3: By January 2017 and ongoing, implement KC presence at all service area schools as evidenced by implementation of a regular schedule of planned and publicized activities at the service area high schools. (Responsible: President, Vice President of Student Development, Vice President of Instruction, Director of Enrollment Management and Marketing, Director of Financial Aid, Director of Admissions and Registrar) COMPLETE

Outcome 1A.4: By August 2020 and ongoing, improve the attractiveness of attending KC by embedding the principles of radical hospitality as evidenced by secret shopper results and surveys of students to gauge the implementation of the tenets of radical hospitality. (Responsible: President, all administration, faculty and staff)

Strategic Goal 1B: By August 2019, improve the ease by which students segue through the registration process and first semester of enrollment.
Kilgore College Strategic Plan 2016-2019*
Extended to 2021** cont.

Outcome 1B.1: By March 2017, create an enrollment management plan that addresses strategic growth through implementation of initiatives designed to improve communication, registration and retention as evidenced by execution of the plan, establishment of a retention committee, and incorporation of the Jenzabar Retention module. (Responsible: President, Vice President of Student Development, Vice President of Instruction, Faculty, Director of Admissions and Registrar, Director of Enrollment Management and Marketing) COMPLETE

Outcome 1B.2: By August 2019, increase the number of students who complete their first semester of enrollment with earned hours as evidenced by a reduction in the number of students who complete a semester with 0 hours of credit. (Responsible: President, Vice President of Instruction, Vice President of Student Development)

Outcome 1B.3: By August 2019, increase the number of students who maintain financial aid eligibility each semester as evidenced by a reduction in the number of students on financial aid probation and suspension. (Responsible: President, Vice President of Student Development, Director of Financial Aid)

Outcome 1B.4: By August 2020, institutionalize a Guided Pathways Model as evidenced by a robust career planning model. (Responsible: President, Executive Vice President, Dean of Enrollment Management and Student Success, Director of Student Success)

Strategic Goal 1C: By August 2019, facilitate student progress through the improvement of curricular clarity and student support services.

Outcome 1C.1: By August 2019, increase the number of students who make progress toward completion as evidenced by a 25% increase in the number of students who earn at least 15 hours of credit within the first year of enrollment and 30 hours of credit within the second year of enrollment. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Student Development)

Outcome 1C.2: By August 2019, improve student retention rates as evidenced by a 5 percentage point increase in the fall to spring and fall to fall retention rates. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Student Development)

Outcome 1C.3: By August 2018, institutionalize a Guided Pathways Model as evidenced by a revamped decentralized advising process and streamlined
Kilgore College Strategic Plan 2016-2019*
Extended to 2021** cont.

curriculum. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development) COMPLETE

Strategic Goal 1D: By August 2019, increase the number of students who obtain a certificate or degree from Kilgore College.

Outcome 1D.1: By January 2017, begin to enculturate a message of a 1+1+2 pathway to completion as evidenced by an increase in the number of dual credit students who attend Kilgore College after high school graduation to obtain their associate’s degree prior to transferring. (Responsible: President, Vice President of Student Development, Director of Enrollment Management and Marketing, Vice President of Instruction, Coordinator of Dual Credit, Deans, Faculty)

Measure results of message of a 1+1+2 pathway in August 2019: increase in number of dual credit students who attend KC after high school graduation.

Outcome 1D.2: By August 2018, implement the degree check component of Jenzabar to award completers automatically, as evidenced by an increase in the number of certificates and degrees conferred by Kilgore College. (Responsible: President, Vice President of Institutional Planning, Director of Admissions and Registrar) NOT AVAILABLE FROM JENZABAR: Remove from strategic plan

Outcome 1D.3: By August 2018, increase the number of Workforce Education Completers as evidenced by implementation of a process that provides outreach to students who separated from the institution prior to the completion of a certificate or degree. (Responsible: President, Vice President of Student Development, Director of Admissions and Registrar, Director of Enrollment Management and Marketing, Vice President of Instruction, Deans, Faculty) COMPLETE

II. Enhance college resources to adequately support student learning and success

Strategic Goal 2A: Technology Resources – By August 2019, upgrade technology infrastructure and connectivity to provide tools to enhance student learning.

Outcome 2A.1: By August 2017, employees will be fully functional with the Jenzabar product as evidenced by a resolution of all items on the issue log generated after conversion. (Responsible: President, Vice President of Finance,
Vice President of Student Development, Director of Information Technology). COMPLETE

Outcome 2A.2: By August 2019, a wireless environment will be available at both campus locations to support students, faculty, and staff as evidenced by findings on a connectivity audit. (Responsible: President, Vice President of Finance, Director of Information Technology)

Strategic Goal 2B: Financial Resources – By August 2019, secure external funding via the Kilgore College Foundation and grant procurement in order to develop a fourth funding stream for the college.

Outcome 2B.1: By January 2017, the Kilgore College Foundation Board will actively embark on targeted fund raising activities to secure adequate resources in support of the core activities of the strategic plan as evidenced by scheduled activities and growth of Partner In Education funds for targeted initiatives. (Responsible: President, Foundation Board of Directors, Foundation Director) COMPLETE

Outcome 2B.2: By August 2017, the Kilgore College Alumni Association will have over 500 members as evidenced by the number of names on a membership roster. (Responsible: President, Foundation Director, Alumni Relations, Faculty, Staff) COMPLETE

Outcome 2B.3: By August 2017, the Kilgore College grant writer will have actively engaged in plans to secure a Title III-Department of Education Strengthening Institutions Grant, Department of Commerce Economic Development Administration Grant, and a National Science Foundation Grant as evidenced by grant documents. (Responsible: President, Vice President of Institutional Planning, Grant Writer) COMPLETE

Strategic Goal 2C: Human Resources – By August 2019, foster professional development through the execution of policy, procedure and training.

Outcome 2C.1: By August 2017, review all college policies, update format, and create/revise any necessary policies in support of reaffirmation of accreditation as evidenced by a Kilgore College Board of Trustee Policy Manual. (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Assistant to the President) COMPLETE
Outcome 2C.2: By March of 2017, revise Employee Performance Appraisals to support completion of the Strategic Plan, conduct customer service and supervisor training, and launch a new appraisal system as evidenced by the campus-wide use of the new system for the evaluation cycle. (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Assistant to the President) COMPLETE

Outcome 2C.3: By January 2018, launch a platform of online mandatory training activities for all employees and implement a tracking system to insure completion as evidenced by training modules on the My KC employee site. (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Director of Information Technology, Assistant to the President) COMPLETE

Outcome 2C.4: By August 2019, develop training on information security as required by the Texas Higher Education Coordinating Board audit as evidenced by 100% employee completion of training. (Responsible: President, Director of Human Resources, Director of Information Technology)

Outcome 2C.5: By August 2021, improve the new employee experience through expanded and improved employee onboarding, including “KC 101” in HR training modules, and creating additional HR training modules as evidenced by 90% satisfaction rate on the New Employee First-Year Satisfaction Survey. (Responsible: President, Director of Human Resources)

Outcome 2C.6: By August 2021, complete an analysis of salary parity and turnover and conduct a salary study as evidenced by a new salary schedule. (Responsible: President, Executive Vice President, Vice President of Instruction, Vice President of Administrative Services, Vice President of Institutional Planning, Director of Human Resources)

III. Provide students with safe, well-maintained, and accessible environments that foster student achievement and engagement

Strategic Goal 3A: By August 2019, improve campus safety and security.

Outcome 3A.1: By August 2017, comply with state legislative mandate to allow campus carry as evidenced by constituent-vetted college policy, procedures, and appropriate signage and accommodations. (Responsible: President, Vice President of Student Development, Kilgore College Police Department) COMPLETE
Kilgore College Strategic Plan 2016-2019*
Extended to 2021** cont.

Outcome 3A.2: By August 2017, update and disseminate college safety and security manual, encompassing all instructional locations, as evidenced by a college-wide email distribution, training schedule, and publication on the college website as appropriate. (Responsible: Vice President of Student Development, Kilgore College Police Department) COMPLETE

Outcome 3A.3: By August 2019, add lighting to all identified areas of deficiency as evidenced by a lighting audit. (Responsible: Vice President of Student Development, Vice President of Finance, Director of Facilities, Kilgore College Police Department)

Outcome 3A.4: By August 2020, develop a meaningful and robust business continuity plan as evidenced by the existence of the plan. (Responsible: President, Executive Vice President, Vice President of Administrative Services, Director of KCPR & Risk Management, Director of Human Resources, Facilities Director, Coordinator of Residential Life, Vice President of Instruction, Director of Information Technology, Director of Marketing, Dean of Enrollment Management and Student Success, Vice President of Institutional Planning)

Strategic Goal 3B: By August 2019, provide well-maintained learning and living environments for KC students.

Outcome 3B.1: By August 2019, increase student satisfaction with residence halls as evidenced by a 90% satisfaction rate on the Residential Life Survey. (Responsible: President, Vice President of Finance, Facilities Manager, Vice President of Student Development, Director of Residential Life)

Outcome 3B.2: By August 2019, increase employee satisfaction with facilities contracts as evidenced by a 90% satisfaction rate on the Employee Customer Service survey. (Responsible: President, Vice President of Finance, Facilities Manager)

Outcome 3B.3: By August 2019, increase student and employee satisfaction with campus appearance as evidenced by a 95% satisfaction rate on the Graduating Student Survey, Student Satisfaction Survey, and Employee Customer Service Survey. (Responsible: President, Vice President of Finance, Vice President of Student Development, Director of Residential Life, Facilities Manager)

Outcome 3B.4: By August 2020, complete the RFP process for facilities and food service that addresses student, faculty, and staff concerns as evidenced by awarded contracts. (Responsible: President, Vice President of Administrative Services, Executive Vice President, Facilities Manager)

Outcome 3B.5: By August 2021, have a plan in place for the renovation of Dodson Auditorium and Parks Natatorium as evidenced by architectural/engineering drawings, cost estimates, and a plan for a funding
campaign. (Responsible: President, Vice President of Administrative Services, Executive Vice President, Rangerette Directors, Vice President of Instruction, Dean of Enrollment Management and Student Success, Dean of Arts and Mathematical Sciences, Director of Parks Fitness Center, Facilities Director, Chief Development Officer)

Strategic Goal 3C: By August 2019, provide accessible learning environments for students.

Outcome 3C.1: By August 2019, increase online course sections as evidenced by 10% annual growth in online sections offered. (Responsible: Vice President of Instruction, Deans, Director of eLearning, Faculty)

Outcome 3C.2: By August 2019, increase hybrid course sections as evidence by 10% annual growth in hybrid sections offered. (Responsible: Vice President of Instruction, Deans, Director of eLearning, Faculty)

Outcome 3C.3: By August 2017, implement additional 8-week course offerings as evidenced by a revised schedule of course offerings and increased enrollment. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Financial Aid, Director of Admissions and Registrar) COMPLETE: 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.

We are revisiting this outcome and will do additional research on 8-week course offerings.

IV: Provide instructional programming that enables students to achieve marketable credentials that provide a living wage by focusing and aligning workforce curriculum with service area industry standards and needs

Strategic Goal 4A: Non-Credit – By August 2019, increase educational opportunities for students in short-term programs and courses.

Outcome 4A.1: By August 2019, increase educational opportunities for students in non-credit programs as evidenced by growth in headcount/contact hours and expansion of short-term training opportunities. (Responsible: President, Vice President of Instruction, Deans, Faculty, Instructional Support Staff)

Outcome 4A.2: By August 2019, increase responsiveness to professionals who require continuing education opportunities and educational updates to maintain their
credentials as evidenced by an increase in the breadth and depth of recertification/licensure update courses scheduled. (Responsible: President, Vice President of Instruction, Deans, Faculty, Instructional Support Staff)

**Strategic Goal 4B: Credit – By August 2019, increase educational opportunities for students with various exit/entry points and stackable credentials.**

Outcome 4B.1: By August 2019, expand allied health programs as evidenced by additional educational opportunities. (Responsible: President, Vice President of Instruction, Dean of Math, Science and Health Science, Faculty)

Outcome 4B.2: By August 2019, expand industry-recognized credentials embedded in workforce education programs as evidenced by an increased number of students completing those credentials. (Responsible: President, Vice President of Instruction, Deans, Faculty)

Outcome 4B.3: By August 2019, increase experiential learning opportunities in workforce education programs as evidenced by an increased number of students participating in internships and co-ops. (Responsible: President, Vice President of Instruction, Deans, Faculty)

**Strategic Goal 4C: Partnerships – By August 2019, establish and strengthen relationships with service area business, industry, and educational partners.**

Outcome 4C.1: By August 2019, Kilgore College will be widely-recognized as an economic driver in our service area as evidenced by a minimum of 30 outreach activities to area economic development corporations and chambers. (Responsible: President, Vice Presidents, Deans) COMPLETE

Outcome 4C.2: By August 2019, enhance communications with area Independent School Districts as evidenced by college-hosted meetings held twice a year with superintendents. (Responsible: President, Deans, Director of Enrollment Management and Marketing, Coordinator of Dual Credit, Assistant to the President) COMPLETE

Outcome 4C.3: By August 2019, strengthen public/private partnerships with area business/industry as evidenced by college-hosted meetings held twice a year with service area CEO’s. (Responsible: President, Assistant to the President) COMPLETE

V. **Institutional Priority V: Create a culture that values data and the use of data for student success.**

**Strategic Goal 5A: Analysis – By August 2019 and ongoing, identify relevant data points, analyze those data points, and construct a process for longitudinal analysis.**
Outcome 5A.1: By August 2019, collect and analyze student and service area demographics as evidenced by identification of expanding markets and service needs. (Responsible: President, Vice President of Institutional Planning, Executive Vice President, Dean of Enrollment Management and Student Success)

Outcome 5A.2: By August 2019, conduct focus groups and surveys of the following populations: non-matriculated students, dual credit students, enrolled students, graduating students as evidenced by actionable results. (Responsible: President, Vice President of Institutional Planning, Executive Vice President, Dean of Enrollment Management and Student Success, Director of Marketing)

Outcome 5A.3: By August 2019, track effectiveness of social media outreach as evidenced by granular analytics that depict recipient engagement. (Responsible: President, Executive Vice President, Director of Marketing)

**Strategic Goal 5B: Decision-making – By August 2019 and ongoing, utilize the data obtained through analysis for brainstorming and decision-making in order to continue to seek avenues to improve student success, outreach, and enrollment numbers.**

Outcome 5B.1: By August 2019, utilize the Institutional Effectiveness Committee to manage the circular validation of data and ensure decisions are made in a timely fashion as evidenced by a documented process. (Responsible: President, Vice President of Institutional Planning, IE Committee)

Outcome 5B.2: By August 2019, establish a process for circular validation of conclusions, both horizontally and vertically, and identification of appropriate personnel for action as evidenced by the launch of new initiatives. (Responsible: President, Vice Presidents, Deans)

Outcome 5B.3: By August 2019, utilize the results of analysis to establish a niche market as well as insights on how to brand that niche as evidenced by a marketing plan. (Responsible: President, Vice Presidents, Director of Marketing)

**Strategic Goal 5C: Prioritization/Allocation/Reallocation – By August 2020 and ongoing, prioritize, allocate, and reallocate College resources in order to capitalize on avenues to improve student success, outreach, and enrollment numbers.**

Outcome 5C.1: By August 2020, measure the effectiveness of new initiatives through the use of return on investment (ROI) analyses as evidenced by ROI data. (Responsible: President, Vice Presidents)
Kilgore College Strategic Plan 2016-2019*
Extended to 2021** cont.

Outcome 5C.2: By August 2020, prioritize initiatives with particular emphasis on increasing state funding and optimizing tuition revenue as evidenced by increases in state formula funding allocations, student success points funding, and tuition revenues. (Responsible: President, Vice Presidents)

Outcome 5C.3: By August 2020, allocate and reallocate resources in order to adequately support the prioritized initiatives as evidenced by budget workshop documents illustrating budget allocations and their relevance to achieving the strategic plan. (President, Vice Presidents)

*Initially Approved by the Kilgore College Board of Trustees September 12, 2016.
**Plan extension approved by the Kilgore College Board of Trustees December 17, 2018.

6. ACTION ITEM: To consider approval of Kilgore College Records Retention Policy
   Presenter: Karol Pruett

Records Retention Policy

Records Retention Policy

Approved By and Date:         Board of Trustees          12/17/18
                               Executive Leadership Team       11/12/18

The Kilgore College Board of Trustees recognizes the importance of implementing and complying with the Records Scheduling Requirement of the Local Government Records Act.

Records Retention Procedures

Approved By and Date:         Executive Leadership Team          11/12/18

In order to implement and comply with the Records Scheduling Requirement of the Local Government Records Act, Kilgore College will:

1. Appoint a Records Manager Officer (RMO) to oversee the Records Retention Policy (Form SLR504).
2. Submit a Declaration of Compliance to the Texas State Library and Archives Commission (TSLAC) (Form SLR508).
3. Formally adopt, through Kilgore College Board of Trustee action, Policy Model #4 of the Texas State Library and Archives Commission Model Ordinance (attached).
a. ACTION ITEM: To consider appointing Fred Gore as the Records Management Officer for Kilgore College
   Presenter: Karol Pruett

Designation of Local Government Records Management Officer

Section 1 Elected County Officials ONLY
1. County: __________________________
2. Title of Office: ____________________
3. Name of Officeholder: ______________
4. Address: __________________________
5. City: __________________ ZIP code: __________
6. Telephone: _________________________
7. Email address (optional): ____________
   □ Please subscribe this email address to The Texas Record blog for news and training information.

Signature __________________________________ Date: ______________________

Section 2 All Other Local Government Offices
Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.
1. Government: Kilgore Junior College District
2. Position Designated in Policy: Records Management Officer (RMO)
3. Individual’s Name: Fred Gore
4. Address: 1100 Broadway
5. City: Kilgore
6. Telephone: 903-983-8668
7. Email address (optional): f gore@kilgore.edu
   ✔ Please subscribe this email address to The Texas Record blog for news and training information.

Signature __________________________________ Date: 12/17/2018

Please return original, signed form within 30 days of RMO change to:
State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927

Texas State Library and Archives Commission
State and Local Records Management Division
Box 12927
Austin, TX 78711-2927
412-463-5600
512-936-7500 FAX
SU 8014 (0122)
b. ACTION ITEM: To consider approval of Policy Model #4 of the Texas State Library and Archives Commission regarding Records Management
Presenter: Karol Pruett

Policy Model #4

Texas State Library and Archives Commission

MODEL ORDER OR ORDINANCE

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the Kilgore Junior College District desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; NOW THEREFORE:

SECTION 1. DEFINITION OF RECORDS OF THE KILGORE JUNIOR COLLEGE DISTRICT. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Kilgore Junior College District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Kilgore Junior College District and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are hereby declared to be the property of the Kilgore Junior College District. No official or employee of the Kilgore Junior College District has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the [name of government] to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Vice President of Administrative Services/CFO, Fred Gore, will serve as records management officer for the Kilgore Junior College District as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the...
records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in Kilgore Junior College District, as provided by law. Any destruction of records of the Kilgore Junior College District will be in accordance with these schedules and the Local Government Records Act.

APPROVED this 17th day of December, 2018.

[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Secretary, Kilgore College Board of Trustees

PM4 - Rev. 8/20/98
c. ACTION ITEM: To consider adopting TSLAC (Texas State Library & Archives Commission) Records Retention Schedules  
   Presenter: Karol Pruett  
   1. Schedule EL (Records of Elections and Voter Registration)  
   2. Schedule GR (Records Common to All Governments)  
   3. Schedule JC (Records of Public Junior Colleges)  
   4. Schedule PS (Records of Public Safety Agencies)  

These schedules are available at https://www.tsl.texas.gov/slrm/recordspubs/localretention

d. ACTION ITEM: To consider approval of the Kilgore College Records Retention Schedule  
   Presenter: Karol Pruett  

Karol Pruett made the motion to approve Action Items 6, 6a, 6b, 6c and 6d as stated above. Because the motion came from a committee a second is not required. The motion passed unanimously.

C. Property & Facilities Committee – Brian Nutt, Chair  
   1. ACTION ITEM: To consider responses to Request for Bids for the purchase or real property owned by Kilgore College located at 1009 Brook Dr., Kilgore, TX  
      Presenter: Brian Nutt  

Brian Nutt made the motion to accept the bid for the sale of real property owned by Kilgore College, located at 1009 Brook Dr., Kilgore, TX. Because the motion came from a committee a second is not required. The motion passed unanimously. The property sold for $150,000 to Kimshell Properties, 704 E. Front St., Tyler, TX 75702.

   2. ACTION ITEM: To consider a Property Access Agreement with ATC Group Services on behalf of E-Z Mart Stores located at 600 Houston St., Kilgore, TX  
      Presenter: Fred Gore  

Brian Nutt made the motion to approve a Property Access Agreement with ATC Group Services on behalf of E-Z Mart Stores located at 600 Houston St., Kilgore, TX. Joe Carrington seconded the motion. The motion passed unanimously.

ATC Access Agreement on next page
Access Agreement

I, [OWNER NAME], owner(s) of the property located at [ADDRESS], Kilgore, Texas hereby consent to the installation and maintenance of groundwater monitoring well(s) by ATC Group Services LLC (ATC) on behalf of E-Z Mart Stores, Inc. (E-Z Mart), on the above referenced property as part of a subsurface investigation associated with the E-Z Mart store located at 600 Houston Street, Kilgore, Texas 75662. This assessment is to comply with delineation requirements set forth by the Texas Commission on Environmental Quality (TCEQ).

E-Z Mart's consultant will utilize a licensed well driller to install monitoring well(s) at locations and in the manner approved by the TCEQ. Owner consents to access to the property by E-Z Mart and/or their designated consultant to perform well maintenance, routine sampling and gauging, and any remediation required by the TCEQ.

The monitoring well(s) will be maintained by E-Z Mart's designated consultant until the TCEQ grants permission to plug them. Following the plugging of the well(s), E-Z Mart and/or their designated consultant agrees to restore the property by removing the well(s) in accordance with State of Texas guidelines and by replacing the surface cover to match the existing cover. E-Z Mart agrees to indemnify owner for any damages caused by the installation and/or removal of the monitoring well(s).

Information obtained by the collection of soil and groundwater data from the monitoring wells will be provided at no charge to the property owner upon request.

This agreement will be binding upon any heirs, transferees, and assigns. E-Z Mart requests notification of a change in owner contact information within 30 days of the any property transaction.
ATC Access Agreement cont.

Date: 12-17-18

Property Owner Signature: [Signature]

Address:
Kilgore College
1100 Broadway
Kilgore, TX 75662

Phone No.: 903-983-8668

Please direct any questions regarding this access agreement to Matthew Pierce at 512-843-4604; matthew.pierce@atcqs.com.
D. Student Success Committee – Cecelia Sanders, Chair
   1. ACTION ITEM: To consider approval of the Substance Abuse Counseling Program consisting of a 60-hour AAS Degree
      Presenter: Cecelia Sanders

Cecelia Sanders made the motion to approve the Substance Abuse Counseling Program consisting of a 60-hour AAS Degree. Because the motion came from a committee a seconded is not required. The motion passed unanimously.

Substance Abuse Counseling Program Certification Form

Certification Form for New Associate of Applied Science Degree and Certificate Programs
Texas Higher Education Coordinating Board

An institution shall use this form to request a new associate of applied science degree or certificate program that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93.
Contact the Division of Workforce, Academic Affairs and Research at 512/427-6200 for more information.

Program Information

1. Institution: Kilgore College
2. Program Name: A.A.S. in Substance Abuse Counseling
   □ Program of Study □ TSSB-Recognized
3. Proposed CIP Code: 51.1501
4. Number of Required Semester Credit Hours (SCH): 60 SCH

Note: If the number of semester hours required to complete a proposed associate’s program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board staff will review the documentation provided and make a determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this subsection before the 2015 fall semester.

5. Implementation Date: Fall Semester 2018
   Report the first semester and year that students would enter the program.

6. Contact Person: Provide contact information for the person who can answer specific questions about the program.
   Name: Dr. Sandra Carroll
   Title: Dean, Science & Health Sciences
   E-mail: scarroll@kilgore.edu
   Phone: 903-983-8242

Substance Abuse Counseling Program Certification Form cont. on next page
Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93, and that recent documentation is available to support these criteria:

(A) The program has institutional and governing board approval;

(B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;

(C) There is recent evidence of both short-term and long-term student demand for the program;

(D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;

(E) Basic and career technical/workforce skills have been integrated into the curriculum;

(F) The institution has an enrollment management plan for the program;

(G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;

(H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;

(I) The program would not unnecessarily duplicate existing programs at other institutions;

(J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;

(K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;

(L) New costs during the first five years of the program would not exceed $2 million;

(M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years;

(N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;

(O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; and

(P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

I hereby certify that we have notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request, and that no objections to the program have been raised and remain unresolved.

______________________________
Chief Executive Officer

______________________________
Date

I hereby certify that the Governing Board has approved this program.

______________________________
Governing Board Officer (or Designee)

______________________________
Date
2. INFORMATION ITEM: Updates from the KC Foundation Board
   Presenter: Cecelia Sanders

   Cecelia Sanders gave an update from the KC Foundation Board.
   - New Endowed Scholarships & Donations
   - New KC Foundation Board Members
   - MLK Breakfast scheduled for January 18, 2019

3. INFORMATION ITEM: 2018 Kilgore College Annual Security and Fire Safety Report
   Presenter: Dr. Mike Jenkins

   This report can be viewed at https://www.kilgore.edu/sites/default/files/documents/file/KCPD-2018-

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

   Nancy Law certified that all Trustees are current with required training.

   **DATE:** December 17, 2018
   **TO:** Dr. Brenda Kays
   **FROM:** Nancy Law
   **SUBJECT:** Board of Trustee Training

   House Bill 2563 from the 2007 Texas Legislative Session requires that the Board meeting minutes for the last
   regular meeting of the calendar year reflect whether each board member has fulfilled training required to be
   completed as of that meeting date.

   In 1993, the Texas Legislature mandated under TEC 61.084 (Training for Board Members) that each governing
   board member who holds either an elective or appointive position must attend, during the member’s first year
   of service as a member of a governing board, a training program that is focused on the official role and duties
   of the members of governing boards that provides training in the areas of budgeting, policy development, and
   governance.

   This memo is to certify that as of December 17, 2018 all nine KC Board of Trustee members have completed
   their required training in compliance with Texas Education Code, Section 61.084.

B. March 4, 2019 Board Meeting Date
   Presenter: Dr. Brenda Kays

   Dr. Kays stated that the next board meeting is scheduled for March 4, 2019. This is the first
   available date to meet to cancel the election if there are no contested races.
VIII. ADJOURNMENT

Larry Woodfin adjourned the meeting at 7:46pm.

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

Respectfully submitted,

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

Larry Woodfin
President of the Board

Karl Pinett
Secretary of the Board