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, March 4, 2019, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Scott Andrews
Janice Bagley
Joe Carrington
Brian Nutt, Vice President
Karol Pruitt, Secretary
Jon Rowe
Cecelia Sanders
Larry Woodfin, President

The following members were absent: Lon Ford

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

Larry Woodfin called the meeting to order at 6:30pm. Dr. Mike Jenkins led the Invocation. Larry Woodfin led the Pledge of Allegiance.

II. PRESENTATIONS
   A. Program/Employee/Student Spotlight - Title III Year 2 - Online Orientation, Advising, and Video Presenter: Dr. William Stowe, Pam Gatton, Tracy Kaan

Dr. William Stowe, Pam Gatton, and Tracy Kaan presented the following:

Online Student Orientation Update Presentation on next page
ONLINE STUDENT ORIENTATION UPDATE
PAM GATTON, TRACY KAAN & WILLIAM STOWE

ONLINE STUDENT ORIENTATION REDISEIGN

Develop web-based support services to provide students accessible and flexible support options:

- Online Orientation
- Online Readiness Assessment

Online Student Orientation Update cont. on next page

March 4, 2019 Minutes
ONLINE STUDENT ORIENTATION DESIGN TOOLS

Purchased new software.

> Software allowed us to create a more interactive, attractive orientation.

Examinined prior orientation.

Communicated with relevant KC offices to determine needs.

Looked to improve Student Success.
ONLINE STUDENT ORIENTATION PILOT

Pilot

- Started at the end of February.
- Internal Assessment
- Student Satisfaction Surveys

ONLINE STUDENT ORIENTATION REDESIGN

Additional online services will be integrated into online orientation as they are ready per grant timeline.
B. Student Success Spotlight - Student Success Council/Guided Pathways
Presenter: Jase Graves, Dr. Ginger Dennis & Brandon Walker

Jase Graves, Dr. Ginger Dennis, and Brandon Walker presented the following:

Guided Pathways Presentation on next page
**GUINED PATHWAYS CASE STATEMENT**

Guided Pathways will facilitate increased student success by
- Providing clear pathways to achieve educational and career goals
- Minimizing excess hours earned
- Decreasing time to degree

**GUINED PATHWAYS CASE STATEMENT**

Guided Pathways will contribute to the financial sustainability of the institution by
- Maximizing funding for success points
- Increasing retention
- Improving the reputation of the institution
GUIDED PATHWAYS TASK FORCES

- Worked throughout 2017-2018
- Shared recommendations at the Pathways to Hospitality Summit in April, 2018

Task Force Topics
- Adjunct Faculty Involvement
- Advising
- Best Practices in Workforce Education
- New Student Intake Redesign
- Policies to Promote Student Success
- Student Progress Monitoring

GUIDED PATHWAYS TASK FORCE RECOMMENDATIONS 2018-2019

COMPLETED
- Provide physical space for adjuncts
- Connect to high schools with a counselors luncheon
- Optimize JICS/EX for developmental requirements, co-requisite courses, and course eligibility
- Assign students to a trained advisor

Guided Pathways cont. on next page
GUIDED PATHWAYS TASK FORCE RECOMMENDATIONS 2018-2019

PARTIALLY COMPLETED
- Expand use of Future Ranger Inquiry Form
- Have academic departments take ownership of majors
- Standardize adjunct instructor orientation
- Add representative adjunct faculty to Faculty Senate
- Evaluate the 40% Proctored Testing rule
- Incorporate Career Guidance into orientation
- Simplify Drop Policy and make it more user-friendly
- Provide more training and resources for advisors

CAREER PATHWAY MAPS
- Created in Spring 2018
- 74 Career Pathway Maps
- 6 Schools of Study
- Available to advisors and students on KC Website

Education, Human & Protective Services
Health Sciences
Information Technology, Business & Personal Services
Liberal & Fine Arts
Manufacturing, Transportation & Industrial Technology
Science, Technology, Engineering & Mathematics
Guided Pathways cont.

Guided Pathways cont. on next page
Guided Pathways cont.

Information Technology, Business & Personal Services

<table>
<thead>
<tr>
<th>Career Pathway</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Business &amp; Personal Services</td>
<td>Business &amp; Personal Services</td>
</tr>
</tbody>
</table>

Future Rangers

PREVIEW DAY

BUSINESS ADMINISTRATION CAREER PATHWAY MAP

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semesters Offered</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1201</td>
<td>Principles of Microeconomics</td>
<td>1, 3</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1202</td>
<td>Principles of Macroeconomics</td>
<td>1, 3</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2001</td>
<td>Business Statistics</td>
<td>1, 3</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2101</td>
<td>Business Communication</td>
<td>1, 3</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3101</td>
<td>Business Law</td>
<td>1, 3</td>
<td>3</td>
</tr>
</tbody>
</table>

READ ALL NOTES CAREFULLY:

- Refer to Core Curriculum and KC Catalog for all possible course options.
- Computer Competency Requirement must be met in order to earn an AA Degree.

1. Courses in bold have a pre-requisite.
2. Courses in italics can be taken in any order.
3. Refer to KC Catalog for Field of Study and AA Degree Requirements.

Guided Pathways cont. on next page

March 4, 2019 Minutes
STUDENT SUCCESS DATA SUMMIT

- Planned for March 29
- Student Success Faculty Stars chosen based on student success data
- Will present student success strategies for web instruction, hybrid instruction, student engagement, and student retention
- Departments will then meet and examine data from specific courses / sections for student success trends
- Supports "Keeping Students on the Path" and "Ensuring Student Learning"
ASSOCIATE DEGREE NURSING: PRE-ADMISSION CAREER PATHWAY MAP

<table>
<thead>
<tr>
<th>RECOMMENDED COURSE SEQUENCE</th>
<th>SEMESTERS OFFERED</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CHEM 1406 Introductory Chemistry</td>
<td>F, Sp, Sa</td>
<td>4</td>
</tr>
<tr>
<td>2. ENGL 1301 Composition</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>3. HIST 1301 United States History</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>4. ECIS 1303 Business Computer Applications</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>5. MATH 1342 Elementary Statistical Methods</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 hours</td>
</tr>
<tr>
<td>6. BIOL 2401 Human Anatomy and Physiology</td>
<td>F, Sp, Sa</td>
<td>4</td>
</tr>
<tr>
<td>7. ENGL 1302 Composition II</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>8. HIST 2302 United States History II</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>9. PSYC 2301 General Psychology</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>10. SPCH 1310 Public Speaking</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 hours</td>
</tr>
<tr>
<td>11. BIOL 2402 Human Anatomy and Physiology II</td>
<td>F, Sp, Sa</td>
<td>4</td>
</tr>
<tr>
<td>12. PHIL 2306 Introduction to Philosophy</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>13. GOVT 2305 Federal Government</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>14. PSYC 2314 Life Span Development</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>15. NURS 1301 Medical Terminology</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours</td>
</tr>
<tr>
<td>16. BIOL 2420 Microbiology</td>
<td>F, Sp, Sa</td>
<td>4</td>
</tr>
<tr>
<td>17. BIOL 1322 Nutrition and Diet Therapy</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>18. GOVT 2315 Texas Government</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td>19. ARFS 1301 Art Appreciation</td>
<td>F, Sp, Sa</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61 hours</td>
</tr>
</tbody>
</table>

**ASSOCIATE OF ARTS DEGREE EARNED**

NOTE: Check with the Office of Financial Aid as aid may not be available beyond degree completion and/or 60 hours.

CAREER OPPORTUNITIES
Registered Nurse

LINKS TO COLLEGES AND PROFESSIONAL ORGANIZATIONS:
University of Texas Austin - [http://nursing.utexas.edu/](http://nursing.utexas.edu/)
University of Texas Tyler - [http://www.uttyler.edu/nursing](http://www.uttyler.edu/nursing)
University of Texas Arlington - [http://www.uta.edu/colh/index.php](http://www.uta.edu/colh/index.php)
Stephen F. Austin University - [http://www.sfasu.edu/nursing](http://www.sfasu.edu/nursing)
Texas Board of Nursing - [http://www.bon.texas.gov/licensure_verification.asp](http://www.bon.texas.gov/licensure_verification.asp)
Texas Nurses Association - [http://www.texasnurses.org/](http://www.texasnurses.org/)
Texas Organization for Associated Degree Nursing - [http://oadrn.org](http://oadrn.org)

CONTACT INFORMATION
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Director, Associate Degree Nursing
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903-988-3761
davidson@kilgore.edu

Laura Mulvaney
Advisor, Health Sciences
Room: CANTR 208
903-988-6104
lmu@kilgore.edu

Revised February 1, 2019
### III. CITIZEN COMMENTS

There were no citizen comments.
IV. CONSENT AGENDA

A. To consider approving the minutes of the December 17, 2018 regular board meeting
B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignations as follows:
   a. System Support Specialist-IT, effective January 15, 2019 after seven months of service
   b. Manager, Kilgore College East Texas Oil Museum, effective January 25, 2019 after three months of service
   c. Assistant Controller, effective March 8, 2019 after six years and eleven months of service
   d. I&E Instructor, effective May 31, 2019 after five months of service

2. Recommendation to accept employee retirement as follows:
   a. Professional Support Assistant-Institutional Advancement, effective January 31, 2019 after nineteen years and two months of service
   b. Art Instructor, effective August 31, 2019 after nineteen years of service

3. Recommendation of employment as follows:
   a. Support Specialist, Switchboard Operator - Student Development, effective January 2, 2019
   b. Lead Process Technology Instructor - Public Services & Industrial Technologies, effective January 1, 2019
   c. I&E Technology Instructor - Public Services & Industrial Technologies, effective January 1, 2019
   d. Museum Assistant - Business Office, effective January 10, 2019
   e. Campus Security Officer - KCPD, effective January 10, 2019
   f. Assistant Football Coach - Student Development, effective January 14, 2019
   g. Support Specialist, Cashier - Business Office, effective January 15, 2019
   h. Director of ERP Innovation & Development, Business Office, effective March 1, 2019
   i. Project Coach, Early Childhood, Arts & Mathematical Sciences, effective March 1, 2019
   j. System Support Specialist, Business Office, effective March 1, 2019
   k. Kilgore College East Texas Oil Museum Manager, effective March 1, 2019
   l. Purchasing Agent, Business Office, Effective March 4, 2019
   m. Accountant, Business Office, Effective March 4, 2019
   n. System Administrator-Domain/Server Support, Business Office, Effective March 18, 2019

4. Recommendation to change employment as follows:
a. Music Instructor & Assistant Band Director to Music Instructor & Band Director, effective January 1, 2019
b. Accounting Instructor & Department Chair to Interim Dean of Business & Information Technology, Accounting Instructor & Department Chair, effective January 1, 2019
c. Professional Support Assistant, Registrar to Professional Support Assistant, Admissions and Dual Credit Specialist, effective February 1, 2019
d. Support Specialist, Switchboard to Professional Support Assistant, Registrar, effective February 1, 2019
e. Assistant Director, Corporate Services to Workforce Development Specialist, effective February 16, 2019
f. Support Specialist - Purchasing/AP to Payroll Generalist effective February 22, 2015

C. To consider payment of legal fees for services rendered

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

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
March 4, 2019

1. Recommendation to accept employee resignation as follows:

a. Mr. Kirk Norris, System Support Specialist-IT, effective January 15, 2019 after seven months of service
b. Ms. Jacquelyn Reynolds, Manager, Kilgore College East Texas Oil Museum, effective January 25, 2019 after three months of service
c. Ms. Elsece Biondo, Assistant Controller, effective March 8, 2019 after six years and eleven months of service
d. Mr. Michael Willbanks, I&E Instructor, effective May 31, 2019 after five months of service

2. Recommendation to accept employee retirement as follows:

a. Ms. Eloise Ashley, Professional Support Assistant-Institutional Advancement, effective January 31, 2019 after nineteen years and two months of service
b. Ms. Carolyn Fox-Hearn, Art Instructor, effective August 31, 2019 after nineteen years of service
Personnel Agenda cont.

3. **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>Ms. Jobeth Morris</td>
<td>Support Specialist - Switchboard Operator</td>
<td>Student Development</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>January 2, 2019</td>
</tr>
<tr>
<td>Mr. Ronald Doss</td>
<td>Lead Process Technology Instructor</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$2,470.83/pay period 12 mo. equivalent = $59,300 includes a $2,000 stipend for Lead Instructor</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Mr. Michael Willbanks</td>
<td>E Technology Instructor</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$2,276.38/pay period 12 mo. equivalent = $54,633</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Ms. Melissa Clayton</td>
<td>Museum Assistant</td>
<td>Business Office</td>
<td>$866.67/pay period 12 mo. equivalent = $20,800</td>
<td>January 10, 2019</td>
</tr>
<tr>
<td>Ms. Myra Dominguez</td>
<td>Campus Security Officer</td>
<td>KCPD</td>
<td>$953.33/pay period 12 mo. equivalent = $22,880</td>
<td>January 10, 2019</td>
</tr>
<tr>
<td>Mr. Peter Hopkins</td>
<td>Assistant Football Coach</td>
<td>Student Development</td>
<td>$2,579.17/pay period 12 mo. equivalent = $61,900. Includes a $5,000 stipend for coaching</td>
<td>January 14, 2019</td>
</tr>
<tr>
<td>Ms. Elizabeth Buckner</td>
<td>Support Specialist, Cassier</td>
<td>Business Office</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>January 15, 2019</td>
</tr>
<tr>
<td>Mr. Brian Stover</td>
<td>Director of ERP Innovation &amp; Development</td>
<td>Business Office</td>
<td>$3,333.34/pay period 12 mo. equivalent = $80,000</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Ms. Penny Robbins</td>
<td>Project Coach - Early Childhood</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,994.16/pay period 12 mo. equivalent = $47,860 Grant Funded</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Ms. Susan Hughes</td>
<td>System Support Specialist</td>
<td>Business Office</td>
<td>$1,314.95/pay period 12 mo. equivalent = $31,559</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Ms. Olivia Moore</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>March 1, 2019</td>
</tr>
<tr>
<td>Ms. Betsy Hansard</td>
<td>Purchasing Agent</td>
<td>Business Office</td>
<td>$1,606.00/pay period 12 mo. equivalent = $38,544</td>
<td>March 4, 2019</td>
</tr>
<tr>
<td>Ms. Dawn Jones</td>
<td>Accountant</td>
<td>Business Office</td>
<td>$1,486.04/pay period 12 mo. equivalent = $35,663</td>
<td>March 4, 2019</td>
</tr>
<tr>
<td>Mr. Joel Estrada</td>
<td>System Administrator Domain/Server Support</td>
<td>Business Office</td>
<td>$1,865.00/pay period 12 mo. equivalent = $44,760</td>
<td>March 18, 2019</td>
</tr>
</tbody>
</table>

Personnel Agenda cont. on next page
4. 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>PROMOTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Brent Farmer</td>
<td>Music Instructor &amp; Assistant Band Director</td>
<td>Music Instructor &amp; Band Director</td>
<td>Change in Stipend only, $7,500</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Mr. Richard Crutcher</td>
<td>Accounting Instructor &amp; Department Chair</td>
<td>Interim Dean of Business &amp; Information Technology, Accounting Instructor &amp; Department Chair</td>
<td>Stipend of $500/month for Interim Dean</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Ms. Yvonne Bethune</td>
<td>Professional Support Assistant – Registrar</td>
<td>Professional Support Assistant – Admissions and Dual Credit Specialist</td>
<td>No change in salary</td>
<td>February 1, 2019</td>
</tr>
<tr>
<td>Ms. Jobeth Morris</td>
<td>Support Specialist – Switchboard</td>
<td>Professional Support Assistant – Registrar</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602</td>
<td>February 1, 2019</td>
</tr>
<tr>
<td>Ms. Jennie Alcantar</td>
<td>Assistant Director, Corporate Services</td>
<td>Workforce Development Specialist</td>
<td>No change in salary</td>
<td>February 16, 2019</td>
</tr>
<tr>
<td>Ms. Stephanie Peters</td>
<td>Support Specialist – Purchasing/AP</td>
<td>Payroll Generalist</td>
<td>$1,209.21/pay period 12 mo. equivalent = $31,421</td>
<td>February 22, 2019</td>
</tr>
</tbody>
</table>

V. EXECUTIVE SESSION

The Board of Trustees did not go into Executive Session.

VI. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee - Joe Carrington, Chair
   Presenter: Joe Carrington

   1. ACTION ITEM: To consider setting tuition & fee rates for the 2019-2020 academic year

   Joe Carrington made the motion to increase in-district tuition from $79 to $86, out-of-district tuition from $158 to $165 and out-of-state tuition from $185 to $215, in-district dual credit from $47 to $51, and out-of-district dual credit from $94 to $98 per credit hour. Fees will also be increased per the below schedule. Because the motion came from a committee a second is not required. The motion passed unanimously.

Tuition & Fees on next page
### Tuition & Fees

**Kilgore College**  
*Proposed Tuition & Fees Analysis*  
*Budget Impact for FY2020*

<table>
<thead>
<tr>
<th>Credit Tuition</th>
<th>Credit Hours</th>
<th>2019 Rate/Hour</th>
<th>Proposed 2020 Rate/Hour</th>
<th>Proposed Increase</th>
<th>2020 Additional Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>In District Tuition</td>
<td>27,405</td>
<td>$46</td>
<td>$51</td>
<td>$5</td>
<td>$137,025</td>
</tr>
<tr>
<td>Out of District Tuition</td>
<td>63,945</td>
<td>$46</td>
<td>$51</td>
<td>$5</td>
<td>$319,725</td>
</tr>
<tr>
<td>Out of State Tuition</td>
<td>3,674</td>
<td>$96</td>
<td>$101</td>
<td>$5</td>
<td>$18,370</td>
</tr>
<tr>
<td>Early Admission/Dual Credit Tuition (I)</td>
<td>2,647</td>
<td>$46</td>
<td>$49</td>
<td>$3</td>
<td>$7,942</td>
</tr>
<tr>
<td>Early Admission/Dual Credit Tuition (OD)</td>
<td>7,329</td>
<td>$93</td>
<td>$96</td>
<td>$3</td>
<td>$21,986</td>
</tr>
<tr>
<td>Total for Tuition</td>
<td>105,000</td>
<td></td>
<td></td>
<td></td>
<td>$505,048</td>
</tr>
</tbody>
</table>

**Course & Special Fees**  
- General Education Fee: 95,024  
- General Education Fee (Dual Credit): 9,976  
- Out of District Fee: 67,619

Total for Course & Special Fees: $200,024

**Proposed Increase from 5-2-0**  
$705,072

**Breaks down as:**  
- Increased Revenue from Tuition & COD Fee: $505,048

**Increased Revenue from General Education Fee**  
- Per-hour Charge to Students:
  - **FY19**:  
    - In District: $79  
    - Out of District: $158  
    - Out of State: $208  
    - Dual Enrolled - In District: $47  
    - Dual Enrolled - Out of District: $94
  - **FY20**:  
    - In District: $86  
    - Out of District: $165  
    - Out of State: $215  
    - Dual Enrolled - In District: $51  
    - Dual Enrolled - Out of District: $98

-  
  - **% Change**:  
    - In District: 8.86%  
    - Out of District: 4.43%  
    - Out of State: 3.37%  
    - Dual Enrolled - In District: 8.51%

*Note: $1 of the total general education fee for non-dual credit students would continue to be designated for Safety & Security purposes, generating $95,024. $2 of the total general education fee for all students would continue to be designated for Student Success measures, generating $105,000. And this scenario would add an additional $1 to the fee for Student Success for a total of $210,000 for Student Success.*

**Impact of a $1 per semester credit hour charge:**  
- In District Tuition: $27,405  
- Out of District Tuition: $63,945  
- Out of State Tuition: $3,674  
- Early Admission/Dual Credit Tuition (I): $2,647  
- Early Admission/Dual Credit Tuition (OD): $7,329  
- General Education Fee: $95,024  
- General Education Fee (Dual Credit): $9,976  
- Out of District Fee: $67,619

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**Tuition & Fees cont. on next page**
<table>
<thead>
<tr>
<th>COURSE</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL BCIS, COSC, CPMT, EECT, GAME,</td>
<td>$50</td>
<td>$35</td>
<td>Students print less in all of our courses, which has reduced the cost of paper and</td>
</tr>
<tr>
<td>INEW, ITCC, ITMT, ITNW, ITSC, ITSE,</td>
<td></td>
<td></td>
<td>Students will take the Microsoft Office</td>
</tr>
<tr>
<td>ITS, ITSY courses not mentioned</td>
<td></td>
<td></td>
<td>Specialist Excel exam as part of this course.</td>
</tr>
<tr>
<td>below</td>
<td></td>
<td></td>
<td>The discounted fee for the exam is $72.</td>
</tr>
<tr>
<td>ITSW 2334</td>
<td>$50</td>
<td>$35 + $72 certification fee</td>
<td>Students will take the Microsoft Office</td>
</tr>
<tr>
<td>ITSW 2337</td>
<td>$50</td>
<td>$35 + $72 certification fee</td>
<td>Specialist Excel exam as part of this course.</td>
</tr>
<tr>
<td>ITCC 1314</td>
<td>$50</td>
<td>$35 + $10 curriculum fee</td>
<td>The discounted fee for the exam is $72.</td>
</tr>
<tr>
<td>ITCC 1340</td>
<td>$50</td>
<td>$35 + $10 curriculum fee</td>
<td>Students print less in these courses, which has reduced the cost of paper and</td>
</tr>
<tr>
<td>ITCC 2312</td>
<td>$50</td>
<td>$35 + $10 curriculum fee</td>
<td>toner in our computer labs. CCNA courses require $10 per course to offset the</td>
</tr>
<tr>
<td>ITCC 2313</td>
<td>$50</td>
<td>$35 + $10 curriculum fee</td>
<td>yearly Cisco curriculum subscription fee.</td>
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<tr>
<td>MUSI 1116</td>
<td>0</td>
<td>$35</td>
<td>Use of computers and software.</td>
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<tr>
<td>MUSI 1117</td>
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<tr>
<td>MUSI 2116</td>
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<tr>
<td>MUSI 1303</td>
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<td>$35</td>
<td>Use of digital keyboard lab.</td>
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<tr>
<td>ARTS 2326</td>
<td>$45</td>
<td>$60</td>
<td>Increase in supply costs</td>
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<tr>
<td>ARTS 2316</td>
<td>$35</td>
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<td>MATH 0300 new course</td>
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<td>$50</td>
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### Tuition & Fees cont.

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<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>MATH 2414</td>
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<td>MATH 2515</td>
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<td>NCBM 0143</td>
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<td>SHS CHEM 1405</td>
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<td>PTHA 2239</td>
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<td>$125</td>
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<td>VNSG 1163</td>
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<td>$25</td>
<td>$325</td>
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<tr>
<td>PSIT AUMT 1410</td>
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<td>$40</td>
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<td>PSIT DEMR 1305</td>
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<tr>
<td>PSIT AUMT 1345</td>
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<tr>
<td>PSIT DEMR 1323</td>
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<tr>
<td>PSIT EMSP 1020 offered for Lineman program</td>
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</tbody>
</table>

- **High Cost Workforce Fee (applicable programs):** $25/sch, $30/sch
- **Distance Learning Fee (Online or Hybrid Courses):** $25, $35

2. **ACTION ITEM:** To consider a proposal that would provide for, under specific outlined conditions, KC dual credit students to carry over the 40% tuition discount upon high school graduation and full-time enrollment with Kilgore College.

Joe Carrington made the motion to approve a proposal that would provide for, under specific outlined conditions, KC dual credit students to carry over the 40% tuition discount upon high school graduation and full-time enrollment with Kilgore College. Because the motion came from a committee a second is not required. The motion passed unanimously.

40% Tuition Discount on next page
**40% Tuition Discount**

Kilgore College  
Analysis of Dual Credit Continuation Discount  
For FY2020

**Summary of Proposal:**
This proposal is put forward to create a tangible incentive for KC Dual Credit students to continue their higher education studies at KC after high school. It proposes to offer a 40% tuition reduction to out-of-district students who have completed some dual credit hours with KC prior to their high school graduation. At the rates for FY19, an out-of-district student would be eligible to take courses at KC at a total hourly rate of $95 per hour versus the normal out-of-district rate of $158 per credit hour. This analysis is intended to calculate the number of additional out-of-district students needed to matriculate from their KC Dual Credit Out-of-District status to a regular KC Out-of-District student.

**Assumptions of this analysis:**

- # of credit hours earned as a dual credit student: 15
- # of credit hours to be taken at KC as a regular student: 45
- # of semesters attending KC as a regular student: 4
- Calculated # of credit hours per student per semester (averaged): 11.25
  - Regular per credit hour charge: $158.00
  - Discounted per credit hour charge: $95.00
  - State appropriation per semester contact hour: $2.69
  - Contact hours per semester credit hour: 16.00

- # of Out-of-District students currently attending KC who brought dual credit hours from KC with them: 121

**Calculation of charges lost due to the 121 current students being provided the 40% discount for one semester:**

\[
\begin{align*}
\text{times} & \quad 121 \quad \text{students} \\
\times \quad & \quad 11.25 \quad \text{hours/sem} \\
\times \quad & \quad 63.00 \quad \text{charge/hour} \\
\text{Total} & = \quad 85,758.75 
\end{align*}
\]

These are the dollars that must be generated from new students to cause the proposal to break even.

**Calculation of the number of new KC students needed to offset the dollars discounted the existing number of students who would get the discount:**

\[
\begin{align*}
\frac{85,758.75}{11.25} & = \frac{\text{new tuition dollars needed}}{\text{avg semester credit hours}} \\
\frac{85,758.75}{138.04} & = \frac{\text{# new students needed}}{\text{new revenue per student per hour}} \\
\end{align*}
\]

This analysis shows that, in order for the 40% tuition discount proposal for KC former dual credit students to break even, an additional 55.72 above the existing level of 121 matriculating out-of-district dual credit students would be necessary.

fsg 1/9/2018

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**40% Tuition Discount cont. on next page**

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March 4, 2019 Minutes
Contractual Criteria for the KC Connection/College Promise Program
Carrying the 60% Dual Credit Tuition Discount Forward*

**Academic Transfer and/or CTE Students**

- Must have earned a minimum of 12 sch of dual credit with KC with a C (2.0) or better GPA.
- Must have a declared major with Kilgore College and be making progress toward achieving a credential.
- Must complete a Federal Application for Student Aid (FAFSA).
- Must complete a Kilgore College scholarship application.
- Must fill out a Kilgore College application for admission or dual credit transition form and meet all KC admission requirements.
- Must be enrolled by the fall immediately following high school graduation.
- Must be continuously enrolled (at least fall and spring semesters) until degree and/or certificate completion.
- Must be considered a full-time student or one who takes a minimum of 12 semester credit hours (sch)
  NOTE: 6 sch per 8-week semester or an alternate configuration reflecting full time status.
- Must maintain a C (2.0) or better cumulative KC grade point average (GPA).
- Limited to one certificate or degree unless the certificate is embedded within the degree.

*The 40% discount applies to the current rate of tuition/fees at Kilgore College for any given semester of enrollment. Student tuition classification, as either an in-district or out-of-district resident, is applicable to this contract.

3. **ACTION ITEM:** To consider approval of filing a petition with the court to substitute Kilgore College Foundation as trustee over various endowed funds currently owned by Kilgore College

Joe Carrington made the motion to approve the filing of a petition with the court to substitute Kilgore College Foundation as trustee over various endowed funds currently owned by Kilgore College.
Because the motion came from a committee a second is not required. The motion passed unanimously.

Kilgore College Endowed Scholarships on next page
Kilgore College Endowed Scholarships

<table>
<thead>
<tr>
<th>Correct Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>API Memorial Scholarship</td>
</tr>
<tr>
<td>American Dance/Drill Team Rangrette Scholarship</td>
</tr>
<tr>
<td>Rachel Abshier Rangrette Captain's Scholarship</td>
</tr>
<tr>
<td>Mr. and Mrs. J. G. Barker Memorial Scholarship</td>
</tr>
<tr>
<td>American Staff Rangrettes Forever Scholarship</td>
</tr>
<tr>
<td>Charline H. Beane Scholarship</td>
</tr>
<tr>
<td>John Austin Scholarship</td>
</tr>
<tr>
<td>Hamilton F. and Kathryn G. Beeson Scholarship</td>
</tr>
<tr>
<td>Milton L. Bellflower Scholarship</td>
</tr>
<tr>
<td>Shirley L. Bellus Scholarship</td>
</tr>
<tr>
<td>Dana Blair Rangrette Director Scholarship</td>
</tr>
<tr>
<td>Deana Bolton Covin Rangrette Scholarship</td>
</tr>
<tr>
<td>J. W. Bolton, Jr. Memorial Scholarship</td>
</tr>
<tr>
<td>Jocelyn Bridge Journalism Scholarship</td>
</tr>
<tr>
<td>Camp Normal Benevolent Foundation Scholarship</td>
</tr>
<tr>
<td>Jim Campbell Rangrettes Forever Scholarship</td>
</tr>
<tr>
<td>Linda Tharpe Cann and Byron Bradley Cann Scholarship</td>
</tr>
<tr>
<td>Dr. S. L. Canterbury, Jr. Memorial Scholarship</td>
</tr>
<tr>
<td>E. P. &quot;Pop&quot; Christensen Memorial Scholarship</td>
</tr>
<tr>
<td>Clarksville City Scholarship</td>
</tr>
<tr>
<td>Harvey Lavan and Ridia Bee O'Bryan Cliburn Scholarship</td>
</tr>
<tr>
<td>Dr. Peggy Coghill Endowed Rangrette Academic Scholarship</td>
</tr>
<tr>
<td>Joe B. and Louise P. Cook Scholarship</td>
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<tr>
<td>Jamie Love Crim Memorial Rangrette Scholarship</td>
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<tr>
<td>Herschell Curtis Footscott Scholarship</td>
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<tr>
<td>L. N. Crim Rangrettes Forever Scholarship</td>
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<tr>
<td>AUCUS Corrosion Scholarship</td>
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<tr>
<td>Lance Darnell Law Enforcement Scholarship</td>
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<tr>
<td>Gussie Nell Davis Rangrette Scholarship</td>
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<tr>
<td>Jean Susan Davis Rangrette Scholarship</td>
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<tr>
<td>Tom and Frances (Brazelton) Dempsey Rangrette Officers Scholarship</td>
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<tr>
<td>Lyde and Charles K. Devall Rangrette Scholarship</td>
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<tr>
<td>Thelma Dickson Memorial Scholarship</td>
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<tr>
<td>W. L. Dodson Memorial Rangrette Scholarship</td>
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Kilgore College Endowed Scholarships cont. on next page
<table>
<thead>
<tr>
<th>Scholarship Name</th>
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<tbody>
<tr>
<td>Dr. Irving J. Dreibrodt Rangerette Scholarship</td>
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<tr>
<td>Kilgore College Employee/Retiree Memorial Scholarship</td>
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<td>Eastman Process Technology Scholarship</td>
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<td>EXCO Resources Energy Industry Scholarship</td>
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<td>Sidney Broadfoot Faust Rangerette Scholarship</td>
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<td>First Line Rangerette Scholarship</td>
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<td>Ed Fisher Memorial Scholarship</td>
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<tr>
<td>David Goldsmith Corrosion Scholarship</td>
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<tr>
<td>Leon Gibson FFA Scholarship</td>
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<tr>
<td>William F. Gipson Agriculture Scholarship</td>
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<td>GMRC-PTAC Process Scholarship</td>
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<td>L'Louise Graham Art Scholarship</td>
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<tr>
<td>Denard Haden Memorial Scholarship</td>
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<td>Jeanne Hale Rangerettes Forever Scholarship</td>
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<td>Linda Lewis-Hall Happy Feet Rangerette Scholarship</td>
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<td>Judy Lyle Hale Rangerette Scholarship</td>
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<td>Earl and Patsy Hollandsworth Scholarship</td>
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<td>Honored Superstars Rangerette Scholarship</td>
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<td>Ruth Ray Hunt Scholarship</td>
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<td>Harry Hutchins Engineering Scholarship</td>
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<td>Jed Jackson Memorial Scholarship</td>
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<tr>
<td>Jack Jeter Memorial Scholarship</td>
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<td>Louise Jeter Scholarship</td>
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<tr>
<td>Jesse O. Johnson, Jr. and Elateen Johnson Memorial Scholarship</td>
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<tr>
<td>Kilgore College Rangerette Scholarship</td>
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<tr>
<td>Kick for the Starz Scholarship</td>
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<tr>
<td>Kilgore Ceramics Scholarship</td>
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<td>Paige Christian Keitt Twirling Scholarship</td>
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<td>Kilgore High School Class of 1937 Scholarship</td>
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<tr>
<td>Ted Kennedy, Jr. Corrosion Scholarship</td>
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<td>Judy K. Klutts and Vicki Castleberry Memorial for Surgical Technology Scholarship</td>
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<td>Ester and Hyman Laufer Scholarship</td>
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<td>LEDCO Manufacturing Scholarship</td>
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<td>Coach Clyde Lee Scholarship</td>
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<td>Donald B. Leverett Scholarship</td>
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Kilgore College Endowed Scholarships cont.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
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<tbody>
<tr>
<td>Charles E. and Addie Mee Lloyd Scholarship</td>
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<td>B. E. Masters Memorial Scholarship</td>
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<td>Vicki Bowden Mobbs Memorial Twirling Scholarship</td>
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<td>Mae Nichols Memorial Scholarship</td>
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<td>Nahum Tate Corrosion Technology Scholarship</td>
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<td>Dwain Crawford and Dr. Kay Crawford Nolte Rangerrated Scholarship</td>
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<td>Joan Fuller Painter Rangerrated Scholarship</td>
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<td>Jo Ann Brooks Peek Memorial Rangerrated Scholarship</td>
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<td>Joyce and C. R. Pennington Rangerrated Scholarship</td>
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<td>T. J. Plunkett Scholarship</td>
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<td>Ernest T. Porter Memorial Scholarship</td>
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<td>Sherry Ransom Rangerrated Forever Scholarship</td>
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<td>Nan Logan Resseff Memorial Rangerrated Scholarship</td>
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<td>James E. and Jeannie L. Reynolds Memorial Scholarship</td>
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<td>Pete Y. Rodriguez Memorial Scholarship</td>
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<td>Doris Brown Roquemore Memorial Rangerrated Scholarship</td>
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<td>Ruth Ross National Honor Society Scholarship</td>
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<td>Sam Ross FFA Scholarship</td>
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<td>Kilgore Rotary Club Rangerrated Scholarship</td>
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<td>Nadine and Glenn Russe I Scholarship</td>
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<td>J. B. Scott, Ill Student Emergency Fund</td>
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Kilgore College Endowed Scholarships cont. on next page
### Kilgore College Endowed Scholarships cont.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
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<tbody>
<tr>
<td>Priscilla Abshier Silva Rangrette Captain's Scholarship</td>
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<td>William R. and Kate K. Styke Scholarship</td>
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<td>Cruce Stark Memorial Scholarship</td>
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<td>Hazel Stewart Rangrettees Forever Scholarship</td>
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<td>The Rangrette Story Scholarship</td>
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<td>Cathy Scott Wheat Rangrettees Scholarship</td>
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<td>Virgie Tunks Memorial Scholarship</td>
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<td>Jeanne Velde Memorial Art Scholarship</td>
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<td>Charles Earnest Wallace Memorial Scholarship</td>
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<td>Major Walker Rangrettees Forever Scholarship</td>
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<td>Dr. and Mrs. J. E. Watkins Scholarship</td>
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<td>Ione Fouts and Helen Wahlgren Rangrettees Forever Scholarship</td>
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<td>Dr. Randolph C. Watson Memorial Scholarship</td>
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<td>Dr. Randolph C. Watson Rangrette Scholarship</td>
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<td>Dr. Peggy J. Whalley and Cline Whalley Scott Rangrette Scholarship</td>
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<td>J. Archie Whitley Rangrettees Forever Scholarship</td>
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<td>Mayes Kenneth Whittem Memorial Scholarship</td>
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<td>Marjorie McDonald Wier Rangrette Scholarship</td>
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<td>Joe and Vi Wicki Memorial Scholarship</td>
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<td>Bert E. Woodruff Academic Rangrette Scholarship</td>
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<td>Earl and Jessye Wray Scholarship</td>
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<td>Frank J. and Wilma B. Zetopek Applied Technology Scholarship</td>
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<td>Bert E. Woodruff Presidential Academic Scholarship</td>
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<td>Mike Miller Endowment</td>
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<td>Gussie Davis Show Trust</td>
</tr>
<tr>
<td>John Hill Scholarship</td>
</tr>
<tr>
<td>Laird-Elliot Library Support Fund</td>
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<tr>
<td>Addie Mae Lloyd Scholarship</td>
</tr>
<tr>
<td>ETOM Endowment</td>
</tr>
<tr>
<td>Presidential Scholarship</td>
</tr>
</tbody>
</table>

4. ACTION ITEM: To consider renewing the 50% historical property tax exemption for the year 2019 for Dr. E.L. and Nancy Walker Recorded Historical Landmark home in Gladewater, Texas, owned by Matthew and Memori Ruesing
Joe Carrington made the motion to renew the 50% historical property tax exemption for the year 2019 for Dr. E.L. and Nancy Walker Recorded Historical Landmark home in Gladewater, Texas, owned by Matthew and Memori Ruesing. Because the motion came from a committee a second is not required. The motion passed unanimously.

50% Historical Property Tax Exemption

January 31, 2019
Kilgore College
Board of Trustees

Dear Kilgore College Board President and Trustees,

We have received the ‘notice of renewal’ request from the Gregg County Appraisal District regarding the Historic Property Tax Exemption. The exemption must be (1) renewed annually, (2) submitted with proper documentation from each taxing entity to the Gregg County Appraisal District, and (3) that the board decides the tax exemption rate. This property tax exemption is allowed by the Texas Tax Code Title 1, Subtitle C, Chapter 11, Sub Chapter A and Section 11.24.

HISTORIC SITES. The governing body of a taxing unit by official action of the body adopted in the manner required by law for official actions may exempt from taxation part or all of the assessed value of a structure or archeological site and the land necessary for access to ad use of the structure or site, if the structure or archeological site is:

(1) Designated as a Recorded Texas Historic Landmark under Chapter 442, Government Code, or a state archeological landmark under Chapter 191, Natural Resources Code, by the Texas Historical Commission.

We are requesting the renewal of the 50% exemption rate that the board approved during the 2018 tax year, which resulted in a $225.77 total tax exemption amount. We estimate that should the board renew this requested exemption that the total amount would be $225 to $250 for the 2019 tax year. We appreciate all you have done in the field of education, for the community, and past approvals of this requested exemption. We look forward to your positive response.

We may be reached by email, mail, or phone at the following:
Email: mmruesing@yahoo.com
Mail: 214 E Commerce Gladewater, TX 75647
Phone: 430-702-3175

Thank you for your time and consideration.

Sincerely,

Matthew L. and Memori Ruesing

On behalf of the Dr. E. L. and Nancy E. Walker, Recorded Texas Historic Landmark
5. INFORMATION ITEM: Financial Update

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

6. INFORMATION ITEM: Investment Reports
   a. Texas Presbyterian Fund (TPF) Investment Report - Quarter 1
   b. Public Funds Investment Act (PFIA) Investment Report - Quarter 1

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

B. Policy & Personnel Committee - Karol Pruett, Chair
   I. ACTION ITEM: To consider approval of policies
      a. Student Success Policy - New Policy
      b. Unbiased Policing Policy - New Policy
      c. Social Media Policy - Revised Policy

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

Student Success Policy on next page
Student Success Policy

Approved By and Date:  
Board of Trustees 03/04/2019
Executive Leadership Team 02/11/2019

The Kilgore College Board of Trustees, in keeping with the College’s Mission, recognizes that learning is the primary focus of the institution. Emphasizing a learner centered culture, the Board decrees that student success will be Kilgore College’s prime directive. This policy actively shifts the Board and the College from an “at all costs” contact hour generation culture to a culture where the emphasis is instead placed upon student outcomes based success measures including completion, retention, and graduation. This policy is a decree to do the right thing for the right reason for students.

Student Success Procedures:

Approved By and Date:  
Executive Leadership Team 02/11/2019

In order to accomplish the College’s prime directive the following tenets will be utilized to shape the culture and practices employed by faculty and staff for the benefit of students:

1. A culture of caring and radical hospitality is the expected norm, not the exception. “Yes” must be the default answer when working with students and student needs.
2. A no-excuses environment where faculty and staff embrace the student that they have instead of focusing on the student that they wish they had will characterize the institution. KC will be a student ready college where the expectation is that we will meet our students where they are and help them get to where they want to be.
3. The College will focus on student outcomes including an examination of data that documents whether or not learning has occurred and to what level.
4. Specific points of data, namely course completion, retention, and graduation rates, will be presented, analyzed, and discussed at every Board meeting.
5. The College will create a culture of equity via the evaluation of disaggregated student data employing strategies designed to benefit all students. Equity and a sense of belonging will be demonstrated through culturally sensitive programs and services and the ability for students to see themselves reflected in the College community.
6. Safety nets will exist to help students overcome resource insecurities through College programs and referral services.
7. The College will research and adopt proven best practices as they pertain to student success including, but not limited to late registration, mandatory student success course during the first semester, etc.
# Unbiased Policing Policy

## Unbiased Policing Policy

<table>
<thead>
<tr>
<th>Approved By and Date:</th>
<th>Board of Trustees</th>
<th>03/04/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive Leadership Team</td>
<td>02/11/2019</td>
</tr>
</tbody>
</table>

Through this policy the Kilgore College Board of Trustees reaffirms its commitment and the commitment of Kilgore College and the Kilgore College Police Department to unbiased policing in all encounters between a police officer and any person; to reinforce procedures that ensure public confidence and mutual trust by providing services in a fair and equitable fashion; and to protect police officers from unwarranted accusations of misconduct when they act within the dictates of this policy and the law.

This policy requires all Kilgore College Police Officers to actively enforce local, state, and federal laws in a responsible and professional manner, without unlawful bias, bias-based profiling, and/or racial profiling.

This policy shall not preclude police officers from offering assistance, such as when they observe a substance leaking from a vehicle, a flat tire, or someone who appears to be ill, lost, or confused. This policy does not prohibit an officer from stopping a person suspected of a crime based upon observed actions and/or information received about the person.

This policy applies to all police officers commissioned under the authority of the Kilgore College Board of Trustees and the Chief of Police, and to all other employees of KCPD. Moreover, this policy applies to police officers' actions with respect to all persons, whether those persons are drivers, passengers or pedestrians.

## Unbiased Policing Procedure

| Approved By and Date: | Executive Leadership Team | 02/11/2019 |

### Preamble:

The Kilgore College Police Department (KCPD) polices in a proactive manner and investigates suspected violations of law. KCPD officers actively enforce local, state, and federal laws in a responsible and professional manner, without unlawful regard to race, gender, sexual orientation, ethnicity, or national origin. Moreover, the KCPD strictly prohibits its officers from engaging in bias-based or racial profiling as those terms are defined in this procedure.

Two of the fundamental rights guaranteed by the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by government agents. Accordingly, KCPD officers shall conduct themselves in a dignified and respectful manner at all times when dealing with the public. Finally, bias-based profiling and racial profiling, in particular, are unacceptable policing tactics and are strictly prohibited.

### Definitions:

A. Bias - the selection of an individual based solely on a common trait of a group, including, but not limited to, race, ethnicity, gender, sexual orientation, religion, economic status, age, and/or cultural background.

B. Bias-Based Profiling- a law enforcement-initiated action, detention or interdiction based solely on a trait common to a group of people, rather than on the individual's behavior and/or information tending to identify the individual as having engaged in criminal activity.

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Unbiased Policing Policy cont. on next page

March 4, 2019 Minutes Page 4794
Unbiased Policing Policy cont.

C. Law Enforcement Agency - means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers’ official duties.
D. Motor Vehicle Stop - means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
E. Police Officer - any person licensed by the Texas Commission on Law Enforcement and commissioned as a peace officer under the authority of the Kilgore College Board of Trustees and the Chief of Police who is (1) otherwise qualified, pursuant to Section 51.203 of the Texas Education Code, and (2) defined as a peace officer under Article 2.12 of the Texas Code of Criminal Procedure.
F. Race or Ethnicity - means of a particular descent, including Alaskan Native or American Indian, Asian or Pacific Islander, Black, Caucasian/White, or Hispanic/Latino.
G. Racial Profiling - a law enforcement-initiated action based solely on an individual's race, ethnicity, and/or national origin, rather than on the individual’s behavior and/or information tending to identify the individual as having engaged in criminal activity.
H. Kilgore College Police Department (KCPD) - a dedicated, full-service law enforcement agency authorized by the State of Texas. KCPD is a single state law enforcement agency, as defined and recognized by the Texas Commission on Law Enforcement. The agency head and chief administrator is the Chief of Police.

Prohibition:

A. The use of bias-based and/or racial profiling by police officers in any law enforcement encounters with persons viewed as suspects and/or potential suspects in criminal activities are strictly prohibited. The encounters to which this prohibition applies include, but are not limited to, motor vehicle stops, field contacts, and asset seizure and forfeiture operations.
B. Detaining a person and inquiring into that person’s activities solely because of that person’s race, ethnicity, or national origin, or solely because of bias, is prohibited. The prohibition against bias-based profiling and racial profiling does not preclude the KCPD from using race, ethnicity, or national origin as factors in a detention decision. For instance, a suspect’s race, ethnicity, or national origin may be legitimate factors in deciding whether to detain the suspect when those factors are used as part of a physical description of a specific suspect for whom a police officer is searching.
Examples of racial profiling include, but are not limited to, the following:
1. Citing a driver who is speeding in a stream of traffic where most other drivers are speeding, solely because of the cited driver's race, ethnicity, or national origin.
2. Detaining the driver of a vehicle solely based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess that specific make or model of vehicle.
3. Detaining a person solely based on the determination that a person of that race, ethnicity, or national origin does not belong in a specific geographic area or a specific place.

Training:

A. A police officer shall complete the Texas Commission on Law Enforcement (TCOLE) training and education program on racial profiling not later than (1) the second anniversary of the date the officer is licensed under Chapter 1701 of the Texas Occupations Code or (2) the date the officer applies for an intermediate proficiency certificate, whichever is earlier.
B. As needed, the KCPD may schedule and require police officers to attend in-service training on bias-based profiling.
Complaint Investigation:

A. The KCPD shall accept complaints from any person who believes that a KCPD officer has engaged in bias-based profiling or racial profiling. No person shall be discouraged, intimidated, or coerced from filing a complaint, nor discriminated against because he or she files such a complaint.

B. In addition, any KCPD officer or employee who receives an allegation of bias-based profiling or racial profiling shall record the name, address and telephone number of the person who lodges the allegation, and shall (1) forward the complaint to the Chief of Police or his/her designee, or (2) direct the person how to do so. To direct the person on the filing of such a complaint, the officer or employee shall direct the person to the complaint form and describe the process for filing a complaint.

C. All KCPD officers and employees shall report any allegations of bias-based profiling or racial profiling to their respective superiors prior to the end of their shifts.

D. In processing and investigating any complaint alleging that a KCPD officer has engaged in bias-based profiling or racial profiling, KCPD shall follow General Order Policy 2.4 - Internal Investigation Process.

E. At the commencement of the investigation into the complaint, the investigator shall determine whether there is a video and/or audio recording of the event upon which the complaint is based. If a recording exists, the department shall promptly provide a copy of it to the police officer who is the subject of the complaint on his or her written request.

F. At the conclusion of the investigation, the investigator shall forward all findings to the Chief of Police. Complainants and KCPD officer being investigated will be notified of the results of the investigations when such investigation is completed.

G. If a bias-based profiling or racial profiling complaint is sustained against a KCPD officer and in violation of this policy, that officer shall be subject to corrective action, which may include reprimand; diversity, sensitivity or other appropriate training or counseling; paid or unpaid suspension; termination of employment, or other appropriate action as determined by the Chief of Police.

KCPD Compliment and Compliant Process:

A. The KCPD will provide public education relating to the agency’s compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer.

B. Persons will be made aware of the KCPD compliment and complaint process by utilizing the news media when possible, the KCPD webpage and printed materials.

Collection, Analysis, and Reporting of Information:

A. The KCPD shall collect information relating to (1) motor vehicle stops in which a citation or verbal and/or written warning is issued and (2) arrests made as a result of these stops. The information collected shall include:

1. The race or ethnicity of the person detained as stated by the person or as determined by the standard of any reasonable police officer to the best of his/her ability and whether the officer knew or did not know the race or ethnicity of the person detained before the detention occurred;

   The race or ethnicity of the individual includes:
   a. Alaskan Native or American Indian
   b. Asian or Pacific Islander
   c. Black
   d. Caucasian/White
   e. Hispanic/Latino
Unbiased Policing Policy cont.

2. The number of contacts, total searches (combination of consensual and probable cause searches), consensual searches, probable cause searches, custodial arrests;
3. Whether a search was conducted and whether the individual consented to the search;
4. Whether the officer made an arrest;
5. Whether the officer issued a ticket, citation, or verbal and/or written warning;
6. Whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code ("means physical pain, illness, or any impairment of physical condition), during the stop;
7. The location of the stop;
8. The reason for the stop.

B. After receiving the information described in Paragraph A, the Chief of Police shall compile and analyze the department’s biased-based and racial profiling data. Not later than March 1 of each year, the Chief of Police shall submit a report of the information collected under Paragraph A to the Texas Commission on Law Enforcement and to the Kilgore College Board of Regents.

C. The report required by Paragraph B shall not include identifying information about the peace officer who makes a motor vehicle stop or about the person who is stopped or arrested by the peace officer. However, this subsection does not affect the duty of KCPD officers to collect the information required by Paragraph A.

Use of Video and Audio Equipment:

A. The policy of the KCPD is that all KCPD vehicles regularly used by a police officer to make motor vehicle stops shall be equipped with a video camera. It possible, officers may be equipped with body worn cameras.
B. Each motor vehicle stop made by a police officer shall be recorded by video and audio equipment or audio equipment.
C. KCPD shall retain the video and audio recording or audio recording of each motor vehicle stop for a minimum of 90 days.
D. If a complaint is filed alleging that a police officer has engaged in bias-based profiling or racial profiling with respect to a motor vehicle stop, KCPD shall retain the video and audio recording or audio recording of the stop until final disposition of the complaint.
E. Supervisors shall ensure that police officers record all motor vehicle stops and the Chief of Police or his/her designee shall periodically conduct reviews of a randomly selected sampling of video/audio recordings to determine if patterns of bias-based profiling exist.
F. If the equipment used to record motor vehicle stops is malfunctioning or otherwise not operable, the officer making the stop shall report the malfunction to his/her supervisor immediately and manually collect the data and properly record and report the information as required by this policy and Article 2.133, Texas Code of Criminal Procedure, "Reports Required for Motor Vehicle Stops". Repairs deemed necessary should be made as soon as practicable.

Social Media Policy on next page

March 4, 2019 Minutes
Social Media Policy

Social Media Policy

Approved By and Date: Board of Trustees 03/04/2019
Executive Leadership Team 02/11/2019

Kilgore College encourages the use of social media to connect with others, including students, alumni, employees, and fans. This policy defines the rules and procedures for the use of official Kilgore College social media sites as well as private accounts of Kilgore College Trustees, Administrators, Faculty and Staff. As used herein, the term, "social media" has the following definition:

A software system or service provided via the internet used to communicate and/or share information between people. Examples include, but are not limited to:

Facebook
Twitter
Flickr
Instagram
LinkedIn
YouTube
WordPress
GooglePlus.

All official Kilgore College social media sites must adhere to all applicable federal and state laws, regulations, and Kilgore College policies. Adherence to all applicable intellectual property and/or copyright laws is required. Only public information may be posted on Kilgore College sites; no sensitive personal or confidential information (as defined by FERPA, Texas Bus. & Commerce Code Ch. 521, HIPAA or other applicable laws) may be included.

Kilgore College respects the First Amendment but will not permit or tolerate any activity or post online that is defamatory, incites violence, is obscene (as defined by federal and/or state law), or that is inconsistent with or undermines the educational mission of Kilgore College or creates a disruption in the workplace. Private workplace issues that are not a matter of public concern are not protected by the First Amendment and should not be posted online. Kilgore College is a learning community and its mission to educate is to be carried out impartially and without regard to factors like race, gender, and the like. Any online content that results in harm to this mission or to the College’s operations is a violation of this policy.

Violations of this policy may result in discipline, up to and including termination. Kilgore College may remove any content from its official social media sites that violates this policy.

Social Media Procedures

Approved By and Date: Executive Leadership Team 02/11/2019

Official Kilgore College Social Media Sites
- Only authorized and official Kilgore College logos and/or branding may be used.
- Individual expressions or views are prohibited.
- Such sites may only be used or accessed at work for job-related purposes.

Social Media Policy cont. on next page
Social Media Policy cont.

- Any pictures or information regarding students must comply with FERPA and any other applicable laws. All content is public; thus, all information (including responses to student questions) must not include sensitive, non-public information.
- Adherence to all Kilgore College policies related to computer use is required.
- Such sites must be registered and approved by the Kilgore College Marketing Department in advance.
- Additional information related to the creation and management of a College social media site is provided in the Kilgore College Marketing, Advertising and Recruitment Materials Policy and Procedures.

Personal Accounts
- It is strongly recommended that Kilgore College employees not associate with students on social media, and that privacy settings be adjusted in order to prevent viewing/access by students.
- Kilgore College has a legitimate interest in making sure there is no disruption to its educational mission and its workplace. If an employee allows access to his/her social media account by students or the public, or otherwise makes posts online, and it creates a disruption to Kilgore College's educational mission or workplace, or interferes with the college's normal business operations, then it may result in disciplinary action, up to and including termination.
- Be aware of your association with Kilgore College when posting on social media. Your content should be consistent with the educational goals and mission of Kilgore College and should not undermine the effectiveness of the workplace or the inclusiveness of the College to all individuals.
- Personal social media sites or accounts should not be accessed during work hours.
- Be sure that all postings, comments, pictures, or other content do not appear to be affiliated with or express the views of Kilgore College, and are clearly your personal views and/or speech. Do not use Kilgore College branding or logos in your personal online posts without prior express written authorization. The only exception being that all employees are allowed to include on their personal social media any official Kilgore College message originally communicated via an official KC social media platform.

2. ACTION ITEM: To consider approval of revisions to the Kilgore College Board of Trustees Procedures Manual, Section 4.7

Karol Pruett made the motion to approve revisions to the Kilgore College Board of Trustees Procedures Manual, Section 4.7. Because the motion came from a committee a second is not required. The motion passed unanimously.

Kilgore College Board of Trustees Procedures Manual, Section 4.7 Revision on next page
Kilgore College Board of Trustees Procedures Manual, Section 4.7 Revision

4.7 Media, Including the Use of Social Media, Recommendations for Trustees

Upon being contacted by the media, Trustees are encouraged to advise and consult with the Board President and/or with the college President for assistance with an informed and accurate response.

- Determine if the issue is an “operational” matter or a “policy” matter. Trustee comments on policy matters are entirely appropriate. On operational questions, it frequently is best to refer those to the college President’s office to check the status of the matter, including finding out whether or not Kilgore College is aware of the issue.

- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The college President’s office or Kilgore College’s Public Information office can help you work through this process.

- Keep your comments to the point, and look to reinforce key Kilgore College messages about the high quality of education offered at Kilgore College, Kilgore College’s commitment to the community not only to offer a high quality of education but also to be a good steward of public trust and tax dollars, and to the openness and accountability of the college, its Trustees and administrators.

- If you feel you are being drawn into a “gotcha” or “ambush” situation, ask the reporter, again, what the story is about and consider referring the matter back to college personnel.

The Kilgore College Board of Trustees has adopted a Social Media Policy outlining rules and procedures for the use of official Kilgore College social media sites as well as private accounts of Kilgore College Trustees, Administrators, Faculty and Staff. Trustees are encouraged to acquaint themselves with the official Board Policy, specifically:

- Be aware of your association with Kilgore College when posting on social media. Your content should be consistent with the educational goals and mission of Kilgore College and should not undermine the effectiveness or the inclusiveness of the College to all individuals.

- Be sure that all postings, comments, pictures, or other content do not appear to be affiliated with or express the views of Kilgore College, and are clearly your personal views and/or speech. Do not use Kilgore College branding or logos in your personal online posts without prior express written authorization. The only exception being that all members of the College community are encouraged to include on their personal social media any official Kilgore College message originally communicated via an official KC social media platform.

3. ACTION ITEM: To accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the following Voting Zones:
   a. Central Zone
   b. North Zone

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

Certification of Unopposed Candidates on next page

March 4, 2019 Minutes
Certification of Unopposed Candidates

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

To: Presiding Officer of Governing body

At: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 4, 2019.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para la elección para un cargo en la elección que se llevará a cabo el 04 de mayo de 2019.

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

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

Voting Unit 3, Place 9, Central Zone
(Unidad 3, lugar 9, zona centro)

David Castles

Nancy Law

Signature (Firma)

Nancy Law

Printed name (Nombre en letra de molde)

Election Official

Title (Puesto)

March 4, 2019

Date of signing (Fecha de firma)

Certification of Unopposed Candidates cont. on next page
CERTIFICATION OF UNOPPOSED CANDIDATES FOR
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLÍTICAS (NO EL CONDADO)

To:   Presiding Officer of Governing body
At:   Presidente de la ciudad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that
the following candidates are unopposed for election to office for the election scheduled to be
held on May 4, 2019.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente
certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en
la elección que se llevará a cabo el 04 de mayo de 2019.

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

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

Voting Unit 2, Place 8, North Zone
(Votar lugar 5, unidad 2, zona norte) Joe Carrington

[Nancy Law]

Signature (Firma)

Nancy Law
Printed name (Nombre en letra de molde)

Election Official
Title (Puesto)

March 4, 2019
Date of signing (Fecha de firma)

Order of Cancellation on next page
ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on
(date on which election was scheduled to be held)
May 4, 2019 in accordance with Section 2.053(a) of the Texas Election Code.
The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Sindicos por la presente cancela la eleccion que, de lo contrario,
(nombre oficial del la entidad gobernante)
se hubiera celebrado el 4 de mayo de 2019 de conformidad, con
(fecha en que se hubiera celebrado la eleccion)
la Seccion 2.053(a) del Codigo de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado
a continuacion:

Candidate (Candidato) Office Sought (Cargo al que presenta candidatura)
David Castles Voting Unit 3, Place 9, Central Zone (Unidad 3, lugar 6, zona centro de votacion)

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

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

Issued this 4th day of March, 2019. (Publicado el dia 4 marzo 2019)

President (Presidente)

Secretary (Secretario)
ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on
(May 4, 2019 in accordance with Section 2.053(a) of the Texas Election Code,
date on which election was scheduled to be held)
The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Síndicos por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante) se hubiera celebrado el 4 de mayo de 2019 de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado
a continuación:

Candidate (Candidato) Office Sought (Cargo al que presenta candidatura)
Joe Carrington Voting Unit 2, Place 8, North Zone (Votar lugar 5,
unidad 2, zona norte)

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

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

Issued this 4th day of March, 2019. (Publicado el día 27 marzo 2019)

President (Presidente)

Secretary (Secretaria)
C. Property & Facilities Committee - Brian Nutt, Chair
Presenter: Brian Nutt

1. ACTION ITEM: To consider approval of a proposal to remove all, via abatement by ERI Consulting, current tiles lining the underside of the overhang of the library utilizing plant fund reserves for a cost of $11,333.00

Brian Nutt made the motion to approve a proposal to remove all, via abatement by ERI Consulting, current tiles lining the underside of the overhang of the library utilizing plant fund reserves for a cost of $11,333.00. Because the motion came from a committee a second is not required. The motion passed unanimously.

Library Proposal

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**Library Proposal**

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**ERI Consulting, Inc.**

P.O. Box 2024, Tyler, Texas 75718
2025 Republic Drive, Suite A, Tyler, Texas 75701
Ph: (903) 534-5001 Fax: (903) 534-6701
TE: Firm #: F-1787
www.ericconsulting.com

Kilgore College
Mr. Jeff Williams
1100 Broadway
Kilgore, TX 75662-3204
Phone: 903-987-2783 jwilliams@kiligore.edu

Re: Proposal - Consulting/Laboratory Services - Asbestos Removal, Kilgore College, 1100 Broadway, Kilgore, Texas - Library (Building No. 11)

January 29, 2019

Dear Mr. Williams:

This proposal covers our services during the removal and disposal of asbestos-containing exterior transite overhang panels from the above referenced building. During removal, no other activities within the affected areas will be possible.

Our services will include the preparation of Special Handling Procedures for compliance with state rules and NESHAP federal standards, and to assure the materials do not become regulated. A licensed project manager will be on site to perform daily air monitoring and ensure regulatory compliance. We will be collecting ambient and personal air samples for proper documentation during the removal.

Following completion, we will prepare a final report, documenting the project in its entirety to be filed with your permanent records. Our report will be submitted electronically, via email. Paper copies are available upon request for an additional nominal fee. We have received a quote from Air Quality Associates, Inc. (AQ/A), local licensed asbestos abatement contractor, to perform the removal/disposal. The project is proposed with the following options:

**Option 1 - Removal/Disposal of Approx. 37 exterior transite overhang panels to facilitate lighting upgrade (one day/shift)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<td>AOA Contractor’s costs (removal/disposal)</td>
<td>$3,533.00</td>
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<tr>
<td>ERI Fees (project design/oversight/compliance air monitoring/final report)</td>
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Total: $4,363.00

**Option 2 - Removal/Disposal of ALL exterior transite overhang panels (estimated 3 day project)**

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<th>Description</th>
<th>Cost</th>
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<tr>
<td>AOA Contractor’s costs (removal/disposal)</td>
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<td>ERI Fees (project design/oversight/compliance air monitoring/final report)</td>
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<tr>
<td>TDHS notification fee</td>
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Total: $11,353.00

Kilgore College A.A. Library 1/26/11 0:34pm

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Library Proposal cont. on next page

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March 4, 2019 Minutes
Library Proposal cont.

ERI Consulting, Inc.

Mr. Williams
January 29, 2019
page 2 of 2

At the completion of work you will receive separate invoices from each entity: One from ERI for the required consulting services, one from the abatement contractor for the removal/disposal.

We appreciate the opportunity to provide this proposal covering our professional consulting and laboratory services. If you wish to retain our services, please sign the acceptance statement below and return to our office. If you should have any questions concerning this proposal, please contact our office at (903) 534-5001.

Sincerely,

Christopher L. Power, E.V.P.
TDSHS Asbestos Consultant #10-5566

clp/ma

ACCEPTANCE STATEMENT:

RE: Proposal - Consulting/Laboratory Services - Asbestos Removal, Kilgore College, 1100 Broadway, Kilgore, Texas - Library (Building No. 11)

We wish to retain the services of ERI Consulting, Inc. as outlined in the proposal letter dated January 29, 2018.

☐ OPTION 1 (LIMITED REMOVAL)
☐ OPTION 2 (COMPLETE REMOVAL)

Signature

Printed Name/Title

Date

Payment terms are 15 days net + A finance charge of 1.5% per month will be added to all accounts over 30 days.

Kilgore College AA Library Bldg 11 0124pro

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2. ACTION ITEM: To consider approval of a proposal to re-tile the underside of the overhang of the library utilizing plant fund reserves for a cost of $8,900.00

Brian Nutt made the motion to approve a proposal to re-tile the underside of the overhang of the library utilizing plant fund reserves for a cost of $8,900.00. Because the motion came from a committee a second is not required. The motion passed unanimously.

### Library Proposal

#### Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Soffit</td>
<td>$8,900.00</td>
</tr>
<tr>
<td>We will cut down Eensglass to 3x3 squares, Apply a acrylic stucco finish to one side 1/8&quot; thick. Install all tiles and cut out holes for electrical etc. This does not include any grid repairs or unforeseen problems.</td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal                  | $8,900.00 |
| Total                     | $8,900.00 |

**Notes:**

Payment at completion of project.
3. ACTION ITEM: To consider approval of a proposal to remove, via abatement by ERI Consulting, the membrane and mastic currently lining the external foundation of the Engineering Science Building utilizing plant fund reserves for a cost of $42,833.00

Brian Nutt made the motion to approve a proposal to remove, via abatement by ERI Consulting, the membrane and mastic currently lining the external foundation of the Engineering Science Building utilizing plant fund reserves for a cost of $42,833.00. Because the motion came from a committee a second is not required. The motion passed unanimously.

Engineering Science Building Proposal on next page
Engineering Science Building Proposal

February 8, 2019

Kilgore College
Mr. Jeff Williams
1100 Broadway
Kilgore, TX 75662-3204
Phone: 903-987-2793 / jewilliams@kilgore.edu
cc: troym@mcinstry.com

RE: Proposal - Consulting/Laboratory Services - Limited Asbestos Removal, Kilgore College,
1100 Broadway, Kilgore, Texas - Engineering & Science (Building No. 10)

Dear Mr. Williams:

This proposal covers our services during the limited removal and disposal of asbestos-containing exterior black tar moisture barrier from the above referenced building. See attached scope of work diagram for limited scope. This work is proposed to be performed after the dirt has been excavated away from the building by others. The excavation dirt work is not included with this removal quote. During removal, no other activities within the affected areas will be possible.

Our services will include the preparation of Special Handling Procedures for compliance with state rules and NESHAPS federal standards, and to assure the materials do not become regulated. A licensed project manager/air monitoring will be on site to perform daily air monitoring and ensure regulatory compliance. We will be collecting ambient and personal air samples for proper documentation during the removal.

Following completion, we will prepare a final report, documenting the project in its entirety to be filed with your permanent records. Our report will be submitted electronically, via email. Paper copies are available upon request for an additional nominal fee. We have received a quote from Air Quality Associates, Inc. (AQA), local licensed asbestos abatement contractor, to perform the removal/disposal. The project costs are as follows:

**Limited removal/disposal of approximately 5,500sf exterior black tar moisture barrier to facilitate planned renovation work (estimated 10-13 day project)**

- AQA Contractor’s costs (removal/disposal) ................................................................. $33,833.00
- ERI Fees (project design/oversight/compliance air monitoring/final report) ................ $9,000.00
- TDHS notification fee .................................................................................................. $N/A
- Total ......................................................................................................................... $42,833.00

Per the state regulations, at the completion of work you will receive separate invoices from each entity: One from ERI for the required consulting services, and one from AQA (abatement contractor) for the removal/disposal.

Kilgore College AA Engineering & Science Bldg 10 0208pr

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ERI Consulting, Inc.

Mr. Williams
February 8, 2019
page 2 of 2

We appreciate the opportunity to provide this proposal covering our professional consulting and laboratory services. If you wish to retain our services, please sign the acceptance statement below and return to our office. If you should have any questions concerning this proposal, please contact our office at (903)534-5001.

Sincerely,

Christopher L. Power, E.V.P.
TDSHS Asbestos Consultant #10-5566

Attachment: Limited Scope of Work Diagram
clp/ma

ACCEPTANCE STATEMENT:

RE: Proposal - Consulting/Laboratory Services - Limited Asbestos Removal, Kilgore College,
1100 Broadway, Kilgore, Texas - Engineering & Science (Building No. 10)

We wish to retain the services of ERI Consulting, Inc. as outlined in the proposal letter dated February 8, 2019.

___________________________________________
Signature

___________________________________________
Printed Name/Title

___________________________________________
Date

Payment terms are 15 days net Δ A finance charge of 1.5% per month will be added to all accounts over 30 days

Kilgore College AA Engineering & Science Bldg 10 0239pro

Engineering Science Building Proposal cont. on next page
4. ACTION ITEM: To consider approval of a proposal to upgrade and replace the fire alarm system at Dodson Auditorium utilizing plant fund reserves for a cost of $59,714.00

Brian Nutt made the motion to approve a proposal to upgrade and replace the fire alarm system at Dodson Auditorium utilizing plant fund reserves for a cost of $59,714.00. Because the motion came from a committee a second is not required. The motion passed unanimously.

**Dodson Auditorium Proposal**

**MEMORANDUM**

TO: Board of Trustees, Kilgore College
FROM: Frederic S. Gore, Vice President of Administrative Services/CFO
DATE: February 20, 2019
SUBJECT: Fire Alarm System Bids for Dodson Auditorium

The fire alarm system at Dodson Auditorium is in need of complete replacement. Bids were secured by Jeff Williams, Director of Environmental Safety, Construction & Facilities, from both LPS of Dallas and Universal Time of Tyler. Both companies provided bids for systems that are deemed to be capable and of high quality for the needs of the building and Kilgore College.

The specifics of the systems to be provided did differ somewhat due to differences in the equipment being included by one company versus the other. For example, the number of smoke detectors could differ based upon the recommended distance between units of the differing equipment. Both companies communicated with the Fire Marshall to ensure that their bids would satisfy the prescribed needs and would be compliant with the expectations of the Fire Marshall.

The respective price of the bids received were as follows:

- LPS: $49,577
- Universal Time: $59,714

While the systems were deemed to be relatively equal with regard to the quality and reliability of the systems, three significant differences surfaced which the staff felt to be important to distinguishing between these bids.

1. Universal Time has guaranteed to provide fire alarm protection while the installation of the new system is underway, preventing the College from operating without fire protection during this time period. Currently, KCPD is required to run through the building at least every four hours to check the building for safety.

2. The Universal Time system is compatible with other systems currently in use on campus and will be able to be included in monitoring when fire alarm system monitoring is brought in house. This would not be the case with the LPS system.

3. Service for the Universal Time system would be provided to Kilgore College from the Tyler office of Universal Time. LPS' maintenance team would come from their Dallas office. This is a significant difference in response time if maintenance is needed on the system.

For the above reasons, staff recommends that Kilgore College contract with Universal Time for the purchase and installation of the fire alarm system for Dodson Auditorium.

**Dodson Auditorium Proposal cont. on next page**

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Kilgore Jr College

2/11/19

Fire Alarm Replacement for Dodson Auditorium

System design based on site survey and conversations with Kilgore Fire Marshall.

1 EST3 Fire Alarm Control Panel with Audio Evacuation
1 EST Cellular Dialer
3 EST Booster Power Supply’s
9 EST Battery’s
1 EST Annunciator Panel
13 EST Addressable Pull Stations
37 EST Smoke Detectors
2 EST Beam Detectors
3 EST Duct Mounted Smoke Detectors
3 EST AHJ Control Relays
1 EST Control Relay to Disable Sound System
1 EST Monitor Module to Monitor Sprinkler System
28 Ceiling Mount Speaker Strobes
22 Wall Mount Speaker Strobes
5 Ceiling Mount Strobes
1 Weatherproof Signal
Fire Alarm SLC Data Cable

1405 S. Bennefit – P.O. Box 7279 – Tyler, TX 75711 – PHONE (903)595-4441 – FAX (903)595-6939
Dodson Auditorium Proposal cont.

Fire Alarm 24vdc Power Cable
Fire Alarm Audio Cable
Fire Alarm Strobe Cable
Shop Drawings/As Built sealed by Fire Alarm Planning Superintendent
Fire Alarm Permit
Fire Marshal Inspection

Total Installed Price ...................... $ 59,714.00

NOTES:
1. Our price includes all Conduit, backboxes and 120v connections.
2. Surface raceway to be used in inaccessible areas.
3. New Annunciator to be surface mounted at existing location or relocated.
4. Price excludes patching and painting.
5. Terms Net 30 Days.
7. All new equipment will have a One Year Warranty.
8. Please sign and return when approved.

By (Signature)  Purchase Order Number

By (Printed Name)  Date

Universal Time Equipment Company - 1405 S. Bennett - P.O. Box 7279 - Tyler, TX 75711
PHONE (903)595-4441 - FAX (903)595-6939
<table>
<thead>
<tr>
<th>Specified Bid Equipment</th>
<th>LPS Dallas, TX</th>
<th>Universal Time Tyler, TX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) Silent Knight IRP-300</td>
<td>(1) EST3 Fire Alarm Control Panel</td>
</tr>
<tr>
<td></td>
<td>ECS Control Panel</td>
<td>Panel</td>
</tr>
<tr>
<td></td>
<td>(54) Smoke Detectors and Bases</td>
<td>(37) Smoke Detectors</td>
</tr>
<tr>
<td></td>
<td>(2) Beam Detectors</td>
<td>(2) Beam Detectors</td>
</tr>
<tr>
<td></td>
<td>(10) Addressable Pull Stations</td>
<td>(13) Pull Stations</td>
</tr>
<tr>
<td></td>
<td>(41) Speaker Strobes</td>
<td>(28) Ceiling Mount Speaker Strobes</td>
</tr>
<tr>
<td></td>
<td>(25) Strobes</td>
<td>(22) Wall Mount Speaker Strobes</td>
</tr>
<tr>
<td></td>
<td>(1) Outside Weatherproof Horn Strobe</td>
<td>(5) Ceiling Mount Strobes</td>
</tr>
<tr>
<td></td>
<td>(1) Weatherproof Signal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training</th>
<th>Training included</th>
<th>Training included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warranty</td>
<td>1 year warranty</td>
<td>1 year warranty</td>
</tr>
<tr>
<td>Monitoring</td>
<td>1 year included</td>
<td>1 year included</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance of existing system</th>
<th>N/A</th>
<th>Will make current system operational during installation period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compatibility with existing systems</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Price</td>
<td>$49,577.00</td>
<td>$59,714.00</td>
</tr>
</tbody>
</table>

fsg 2/20/2019
D. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: Racial Profiling Report
   Presenter: Chief Heath Cariker

Racial Profiling Report

This Agency filed a full report.

HEATH CARIKER has adopted a detailed written policy on racial profiling. Our policy:

1. clearly defines acts constituting racial profiling;

2. strictly prohibits peace officers employed by the HEATH CARIKER from engaging in racial profiling;

3. implements a process by which an individual may file a complaint with the HEATH CARIKER if the individual believes that a peace officer employed by the HEATH CARIKER has engaged in racial profiling with respect to the individual;

4. provides public education relating to the agency's complaint process;

5. requires appropriate corrective action to be taken against a peace officer employed by the HEATH CARIKER who, after an investigation, is shown to have engaged in racial profiling in violation of the HEATH CARIKER's policy adopted under this article;

6. requires collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

   a) the race or ethnicity of the individual detained;

   b) whether a search was conducted and, if so, whether the individual detained consented to the search; and

   c) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

Racial Profiling Report cont. on next page
7. require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
   a. the Commission on Law Enforcement; and
   b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

**Executed by:** HEATH CARIKER

Chief Administrator

HEATH CARIKER

Date: 02/06/2019
Total stops: 12

Gender
Female: 4
Male: 8

Race or ethnicity
Black: 4
Asian/Pacific Islander: 0
White: 5
Hispanic/Latino: 3
Alaska Native/American Indian: 0

Was race or ethnicity known prior to stop?
Yes: 0
No: 12

Reason for stop?
Violation of law: 0
Pre existing knowledge: 0
Moving traffic violation: 11
Vehicle traffic violation: 1

Street address or approximate location of the stop
City street: 12
US highway: 0
State highway: 0
County road: 0
Private property or other: 0

Was a search conducted?
Yes: 2
No: 10

Reason for Search?
Consent: 0
Contraband: 0
Probable cause: 2
Inventory: 0
Incident to arrest: 0
Was Contraband discovered?
Yes: 2
No: 0

Description of contraband
Drugs: 2
Currency: 0
Weapons: 0
Alcohol: 0
Stolen property: 0
Other: 0

Result of the stop
Verbal warning: 2
Written warning: 2
Citation: 8
Written warning and arrest: 0
Citation and arrest: 0
Arrest: 0

Arrest based on
Violation of Penal Code: 0
Violation of Traffic Law: 0
Violation of City Ordinance: 0
Outstanding Warrant: 0

Was physical force resulting in bodily injury used during stop
Yes: 0
No: 0

Submitted electronically to the

The Texas Commission on Law Enforcement
VII. PRESIDENT'S REPORT

A. KC Foundation Update

Presenter: Merlyn Holmes, Director of the KC Foundation

- 3 new members of the Institutional Advancement (IA) office
  - Merlyn Holmes, Director of the KC Foundation
  - Michael Hageloh, Chief Development Officer
  - Amber Kinsey, Scholarship and Alumni Specialist
- 11 new Foundation board members for a total of 25 board members, plus one trustee member; a goal of 30 board members
- IA has been doing lots of training in the last few months
- Foundation board meetings are very well attended with lots of excitement happening
- Starting SMS (Scholarship Management System) to be launched in April for new scholarship giving. KC personnel will be able to login to the system and see what scholarship dollars are available and what can be awarded for that semester
- A new giving website is being created; click on any scholarship and give directly to that scholarship or to any other fundraising project
- Working on a new presence in marketing
- 2 new fundraising events: a music festival and a dance event fundraiser
- Managed over one million dollars, i.e. new scholarships or adding dollars to existing scholarships; $270,000 in scholarship gifts, $645,000 for infrastructure, $5,000 for emergency funds, $23,000 for the East Texas Police Academy for equipment
- Benches in Miller Plaza are being sold
- Focus to finish launch

VIII. ADJOURNMENT

The meeting was adjourned at 7:37pm by Larry Woodfin.

Respectfully submitted,

[Signatures]

Nancy Law, Recording Secretary
Kilgore College Board of Trustees

President of the Board

Secretary of the Board

March 4, 2019 Minutes