Minutes of Regular Board Meeting

The Board of Trustees
Kilgore Junior College District

A Regular Board Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, August 12, 2019, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Janice Bagley
Joe Carrington, President
David Castles
Lon Ford
Karol Pruett, Secretary
Jon Rowe
Cecelia Sanders

Members absent: Scott Andrews and Larry Woodfin, Vice President

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

   Rev. Nathan Rogers, Pastor of Longview Missionary Baptist Church led the Invocation. Joe Carrington led the Pledge of Allegiance.

II. CITIZEN COMMENTS

   There were no citizen comments.

III. PRESENTATIONS
   A. Student Success Spotlight – Summer Enrollment Update
      Presenter: Dr. Staci Martin, VP Institutional Planning

Summer 2019 Enrollment on next page
Summer 2019 Enrollment

Dr. Staci Martin
Vice President of Institutional Planning
August 12, 2019

Summer 2019

Summer Enrollment

1,584
2017

1,798
2018

1,856
2019

17.2% 2-year change

Summer Course Location/Mode of Delivery

Online 33%

Kilgore 45%

Longview 20%

KILGORE COLLEGE

KILGORE COLLEGE
IV. CONSENT AGENDA
A. To consider approving the minutes of the June 17, 2019 regular board meeting, the July 29, 2019 budget workshop and the August 3, 2019 board retreat.
B. To consider approval of personnel items submitted as follows:
   1. Recommendation to accept employee resignation as follows:
      a. Professional Support Assistant, Financial Aid, effective July 22, 2019 after one year and two months of service
      b. History Instructor, Arts & Mathematical Sciences, effective August 31, 2019 after two years of service
      c. Support Specialist, Testing, effective August 13, 2019 after nine years and two months of service
   2. Recommendation to accept employee retirement as follows:
      a. Director of Library, effective July 31, 2019 after nineteen years of service
      b. Computer Science Instructor, effective August 31, 2019 after 40 years of service
      c. English Instructor, effective August 31, 2019 after thirty years of service
      d. Professional Support Assistant, Financial Aid, effective July 31, 2019 after two years and eight months of service
   3. Recommendation to change employment as follows:
      a. Professional Support Assistant, International Students to Admissions Counselor, effective June 17, 2019
      b. Assistant Director of TRIO to Director of Admissions and Registrar, effective July 16, 2019
      c. Support Specialist, Purchasing, to Professional Support Assistant, Business & Information Technology, effective August 16, 2019
      d. Professional Support Assistant to Accountant, effective September 1, 2019
      e. Learning Specialist, TRIO to Assistant Director, TRIO, effective August 16, 2019
   4. Recommendation for employment as follows:
      a. Accounting Instructor, Business & Information Technology, effective September 1, 2019
      b. Coordinator of Institutional Research, Institutional Research, effective August 5, 2019
      c. Assistant Manager, Facilities, effective July 1, 2019
      d. Campus Life Specialist, Student Development, effective July 23, 2019
      e. Campus Life Specialist, Student Development, effective July 23, 2019
      f. Interim Government Instructor, Arts & Mathematical Sciences, effective September 1, 2019
      g. Interim History Instructor, Arts & Mathematical Sciences, effective September 1, 2019
      h. I & E Instructor, Public Services & Industrial Technologies, effective September 1, 2019
      i. Interim Speech Instructor, Arts & Mathematical Sciences, effective September 1, 2019
      j. Professional Support Assistant, Registrar, Student Development, effective August 7, 2019
      k. Vocational Nursing Instructor, Health & Health Sciences, effective September 1, 2019
   
   C. To consider payment of legal fees for services rendered

Karol Pruett made the motion to approve the Consent Agenda as presented. Cecelia Sanders seconded the motion. The motion passed unanimously.
Personnel Agenda

Kilgore Junior College District
Personnel Agenda
August 12, 2019

1. Recommendation to accept employee resignation as follows:
   a. Ms. Iaisi Barrera Manzo, Professional Support Assistant-Financial Aid, effective July 22, 2019 after one year and two months of service
   b. Mr. Travis Jaquess, History Instructor, effective August 31, 2019 after two years of service
   c. Ms. Brittany Stoker, Support Specialist-Testing, effective August 13, 2019 after nine years and two months of service

2. Recommendation to accept employee retirement as follows:
   a. Ms. Kathy Fair, Director of Library, effective July 31, 2019 after nineteen years of service
   b. Mr. Michael Kusheba, Computer Science Instructor, effective August 31, 2019 after forty years of service
   c. Ms. Lynda Brooks, English Instructor, effective August 31, 2019 after thirty years of service
   d. Charles Hanks, Professional Support Assistant-Financial Aid, effective July 31, 2019 after two years and eight months of service
3. **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>Ms. Chrissy Patterson</td>
<td>Professional Support Assistant – International Students</td>
<td>Admissions Counselor</td>
<td>$1,218.45/pay period 12 mo. equivalent = $29,243</td>
<td>June 17, 2019</td>
</tr>
<tr>
<td>Mr. Dennis Cliborn</td>
<td>Assistant Director of TRIO</td>
<td>Director of Admissions and Registrar</td>
<td>$2,583.33/pay period 12 mo. equivalent = $62,000</td>
<td>July 16, 2019</td>
</tr>
<tr>
<td>Ms. Jana Campbell</td>
<td>Support Specialist – Purchasing</td>
<td>Professional Support Assistant – Business &amp; Information Technology</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602</td>
<td>Effective August 16, 2019</td>
</tr>
<tr>
<td>Ms. Jessica Bickham</td>
<td>Professional Support Assistant</td>
<td>Accountant</td>
<td>$1,486.04/pay period 12 mo. equivalent = $35,655</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Ms. Heidi Everett</td>
<td>Learning Specialist - TRIO</td>
<td>Assistant Director, TRIO</td>
<td>$1,634.92/pay period 12 mo. equivalent = $39,238 (Grant Funded)</td>
<td>August 16, 2019</td>
</tr>
</tbody>
</table>

4. **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. Stacie Smith</td>
<td>Accounting Instructor</td>
<td>Business &amp; Information Technology</td>
<td>$1,858.33/pay period 9 mo. equivalent = $44,600</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Ms. Natalie Bryant</td>
<td>Coordinator of Institutional Research</td>
<td>Institutional Research</td>
<td>$2,190.91/pay period 12 mo. equivalent = $52,582</td>
<td>August 5, 2019</td>
</tr>
<tr>
<td>Mr. Terry Huckaby</td>
<td>Assistant Manager - Facilities</td>
<td>Facilities</td>
<td>$1,666.66/pay period 12 mo. equivalent = $40,000</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>
### Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Salary Details</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Aaron Durham</td>
<td>Campus Life Specialist</td>
<td>Student Development</td>
<td>$1,041.66/pay period 12 mo. equivalent = $25,000</td>
<td>July 23, 2019</td>
</tr>
<tr>
<td>Ms. Monica Smith</td>
<td>Campus Life Specialist</td>
<td>Student Development</td>
<td>$1,041.66/pay period 12 mo. equivalent = $25,000</td>
<td>July 23, 2019</td>
</tr>
<tr>
<td>Mr. Zachary Carnes</td>
<td>Interim Government Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,712.50/pay period 9 mo. equivalent = $41,000</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Mr. Michael Green</td>
<td>Interim History Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,775.00/pay period 9 mo. equivalent = $42,600</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Mr. Mario Cantu</td>
<td>I &amp; E Instructor</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$1,837.50/pay period 9 mo. equivalent = $44,100</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Ms. Kimberly Elgass</td>
<td>Interim Speech Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,712.50/pay period 9 mo. equivalent = $41,100</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Ms. Raquel Galvan</td>
<td>Professional Support Assistant</td>
<td>Student Development</td>
<td>$1,025.08/pay period 12 mo. equivalent = $24,602</td>
<td>August 7, 2019</td>
</tr>
<tr>
<td>Ms. Samantha Spiro</td>
<td>Vocational Nursing Instructor</td>
<td>Health &amp; Health Sciences</td>
<td>$2,393.04/pay period 12 mo. equivalent = $57,433</td>
<td>September 1, 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 – Scott Andrews, Chair
   1. **ACTION ITEM:** To consider adoption of the Fiscal Year 2020 budget

   Janice Bagley made the motion to adopt the Fiscal Year 2020 budget as presented. David Castles seconded the motion. The motion passed unanimously.

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FY20 Budget on next page

August 12, 2019 Minutes  Page 4922
# FY20 Budget

**Kilgore College**  
**Projected Budget for Fiscal Year 2020**  
**September 1, 2019 to August 31, 2020**

## Revenues and Expenses from Operations

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-District Tuition</td>
<td>$1,097,368</td>
<td>$1,240,630</td>
<td></td>
<td>$1,133,304</td>
<td></td>
</tr>
<tr>
<td>In-State Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident (Out of State Tuition)</td>
<td>$1,062,665</td>
<td>$1,240,630</td>
<td></td>
<td>$1,133,304</td>
<td></td>
</tr>
<tr>
<td>Nonresident (Out of State Tuition)</td>
<td>$1,062,665</td>
<td>$1,240,630</td>
<td></td>
<td>$1,133,304</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff/Other Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$2,160,033</td>
<td>$2,481,260</td>
<td></td>
<td>$2,266,608</td>
<td></td>
</tr>
<tr>
<td>Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect and Special Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost</td>
<td>$2,160,033</td>
<td>$2,481,260</td>
<td></td>
<td>$2,266,608</td>
<td>($216,877)</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$2,160,033</td>
<td>$2,481,260</td>
<td></td>
<td>$2,266,608</td>
<td>($216,877)</td>
</tr>
</tbody>
</table>

## State Appropriations

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formula Funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other State Appropriations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## District Ad Valorem Property Taxes

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax Revenue</td>
<td>$6,610,000</td>
<td>$6,949,657</td>
<td></td>
<td>$6,332,154</td>
<td>($58,000)</td>
</tr>
<tr>
<td>Delinquent Tax Collections</td>
<td>$100,000</td>
<td>$100,000</td>
<td></td>
<td>$100,000</td>
<td>($100,000)</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$6,710,000</td>
<td>$7,049,657</td>
<td></td>
<td>$6,432,154</td>
<td>($58,000)</td>
</tr>
</tbody>
</table>

## Other Revenue from Operations

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Cost Recovery</td>
<td>$24,137</td>
<td>$24,137</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest/Investment Income</td>
<td>$100,000</td>
<td>$100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>$1,225,237</td>
<td>$1,225,237</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services from Operating Activities</td>
<td>$2,148,150</td>
<td>$2,148,150</td>
<td>$2,148,150</td>
<td>($0)</td>
<td>$0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue from Operations</td>
<td>$5,125,381</td>
<td>$5,125,381</td>
<td>$5,125,381</td>
<td>($0)</td>
<td>($0)</td>
</tr>
</tbody>
</table>

## Total Revenues

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>$37,049,510</td>
<td>$37,425,229</td>
<td>$38,105,675</td>
<td>$37,954,204</td>
<td>($1,649,675)</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$17,663,219</td>
<td>$17,250,201</td>
<td>$18,720,391</td>
<td>$18,720,391</td>
<td>($455,758)</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$6,122,575</td>
<td>$6,350,160</td>
<td>$6,350,160</td>
<td>$6,350,160</td>
<td>($0)</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net from Auxiliary Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$36,317,168</td>
<td>$35,655,564</td>
<td>$36,011,542</td>
<td>$37,174,204</td>
<td>($1,649,675)</td>
</tr>
</tbody>
</table>

## Net Profit (Loss) from Operations

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Salary Increase</td>
<td>$732,324</td>
<td>$646,575</td>
<td>$694,233</td>
<td>$694,233</td>
<td>($731,755)</td>
</tr>
<tr>
<td>Recommended Salary Increase</td>
<td>$732,324</td>
<td>$646,575</td>
<td>$694,233</td>
<td>$694,233</td>
<td>($731,755)</td>
</tr>
</tbody>
</table>

## Net Income/loss from Operations after Salary Increase

<table>
<thead>
<tr>
<th>Source of Revenue/Expenditure</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Budget</th>
<th>FY 2018 Projection</th>
<th>FY 2019 Projection Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net from Auxiliary Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Profit (Loss) from Operations</td>
<td>$732,324</td>
<td>$646,575</td>
<td>$694,233</td>
<td>$694,233</td>
<td>($731,755)</td>
</tr>
</tbody>
</table>

**FY20 Budget cont. on next page**

August 12, 2019 Minutes
2. **ACTION ITEM**: To consider and set the tax rate for tax year 2019 (FY2020 budget)

Joe Carrington made the following motion, "I move that we set the tax rate for tax year 2019 at .17500, which is above the effective rate of .16515." Because the motion came from a committee a second was not required. The motion passed unanimously.

- The proposed rate is unchanged from 2018-19 and has remained constant since September 2015, but it is higher than the effective rate and will generate more tax revenue because of a 5.28% growth in property values.
- Public hearings are scheduled for noon on August 23rd and 6:00pm on August 29th at the Stewart McLaurin Administration Building on the Kilgore Campus.
- The KC Trustees are scheduled to consider adopting the proposed rate during their September 9th regular meeting.
- The average taxable value of a residence homestead in Kilgore College’s last year was $119,575. Based on last year’s tax rate of $0.17500 per $100 of taxable value, the amount of taxes imposed last year on the average home was $209.26.
- If the governing body adopts the proposed tax rate of $0.17500 per $100 of taxable value, the amount of taxes imposed this year on the average home would be $215.96.

**Estimated Tax Revenue**

<table>
<thead>
<tr>
<th>Kilgore College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Tax Revenue</td>
</tr>
<tr>
<td>At Various Rates</td>
</tr>
<tr>
<td>Fiscal Year 2019-2020</td>
</tr>
</tbody>
</table>

Certified Tax Base $3,991,992,025

ESTIMATED Revenues based on a 97.5% collection

<table>
<thead>
<tr>
<th>Rate</th>
<th>Estimated Revenue</th>
<th>Revenue Change from Current Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>@.17500 Current Rate</td>
<td>$6,811,336.00</td>
<td>N/A</td>
</tr>
<tr>
<td>@.16815 Effective Rate</td>
<td>$6,544,721.00</td>
<td>($266,615.00)</td>
</tr>
<tr>
<td>@.18160 Rollback Rate</td>
<td>$7,068,221.00</td>
<td>$256,885.00</td>
</tr>
</tbody>
</table>

This amount is an estimated projection of revenues; the amount currently in the FY19 budget is $6,811,336.00 based on a rate of .17500.

<table>
<thead>
<tr>
<th>Certified Values by County:</th>
<th>Prior Year Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg</td>
<td>$2,638,644,133.00</td>
</tr>
<tr>
<td>Rusk</td>
<td>$1,045,520,013.00</td>
</tr>
<tr>
<td>Upshur</td>
<td>$169,646,019.00</td>
</tr>
<tr>
<td>Smith</td>
<td>$137,981,860.00</td>
</tr>
<tr>
<td>Total Certified</td>
<td>$3,991,992,025.00</td>
</tr>
</tbody>
</table>

5.28% Increase in Tax Base

Each ½ cent change in tax rate increases (decreases) revenues by $199,599.60
3. ACTION ITEM: To consider a Resolution authorizing the President of the Board of Trustees to approve the bid for the sale of the Smith County Struck Off property described as All of Block, 4, Dave and Angelina Choice Land situated in the C.A. Lovejoy Survey, Abstract 580, Smith County, Texas, as described in Volume 1505 Page 452, Deed Records of Smith County, Texas to Ernest Tenceyuca.

*The taxing entities in Smith County became owners of this property by virtue of a tax foreclosure sale conducted by the Sheriff of Smith County, pursuant to an order of the court in this case.*

Presenter: Tammy Weaver & Staci Killingsworth of Linebarger Goggan Blair & Sampson LLP

David Castles made the motion to accept Action Item 3 as presented. Cecelia Sanders seconded the motion. The motion passed unanimously.

Resolution on next page
Resolution

RESOLUTION NO.

WHEREAS, Kilgore College, Trustee, has become the owner of certain real property by virtue of the fact that a sufficient bid was not received at a sale conducted by the Sheriff pursuant to an order of the District Court, and

WHEREAS, a potential buyer of the property has come forward, and

WHEREAS, all taxing entities involved in the above referenced cause must consent to the sale of the hereinafter described real property, and

WHEREAS, it is to the benefit of all the taxing entities involved that the property be returned to their respective tax rolls;

NOW THEREFORE BE IT RESOLVED BY THE

The Board of Trustees of Kilgore College, Smith County, Texas

That the President of the Board of Trustees be and is hereby directed and authorized to execute the deed and any and all documents necessary to convey the following described real property:

*****************************************************************************

Cause No. 25,578-C

SMITH COUNTY, ET AL

Vs.

JAMES SAMUEL MALONEY, JR., ET AL

All of Block 4, Dave and Angelina Choice Land situated in the C. A. Lovejoy Survey, Abstract 589, Smith County, Texas, as described in Volume 1565, Page 452, Deed Records of Smith County, Texas. (105009053000002040)

Tax: ERNEST TENEYCUA

5101 KATIE DRIVE

TYLER, TEXAS 75703

*****************************************************************************

for and in consideration of the cash sum of $15,513.29 said money to be distributed pursuant to Chapter 34 of the Texas Property Tax Code.

Resolved this the 12TH day of August, 2019.

Attent:

[Signature]

President of the Board of Trustees

Votes: Voting Aye: Voting Nays

JANICE BADELEY

JOE CARRINGTON

DAVID CASTLES

LOIS FORD

KAREL PRUETT

JAN ROUE

CECELIA SANDERS

Resolution cont. on next page
Resolution cont.

EXHIBIT "A"
BID ANALYSIS

Cause Number: 25,378-C
Bid Amount: $15,513.39
Bidder's Name: Ernest Teneyzen
Bidder's Address: 5101 Kitty Drive
Tyler, Texas 75703

Previous Owner: James Samuel Maloney, Jr.
Judgment Value: $75,348.00
Opening Bid at Sale: May 1, 2018
Date of Sale: February 20, 2019
Date of Bid Submitted: January 3, 2019

Safe Recording Date: June 8, 2018
Redemption Expires: January 3, 2019

PROPERTY DESCRIPTION
All of Block 4, Dave and Angelina Choice Land situated in the C. A. Lovejoy Survey, Abstract 580, Smith County, Texas, as described in Volume 1505, Page 452, Deed Records of Smith County, Texas, (10000005/0000002045)

Situs or Location: CR 361

JUDGMENT INFORMATION

<table>
<thead>
<tr>
<th>Tax Entity</th>
<th>Tax Years</th>
<th>Amount Due</th>
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<tbody>
<tr>
<td>KILGORE COLLEGE</td>
<td>2009-2017</td>
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<tr>
<td>SMITH COUNTY</td>
<td>2009-2017</td>
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<tr>
<td>SCESD #2</td>
<td>2009-2017</td>
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<tr>
<td>GLADEWATER ISD</td>
<td>2009-2017</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$18,661.54</strong></td>
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COSTS

| Court Costs       | $934.00   |
| Sheriff's Fees    | $150.00   |
| Publication Fee   | $292.97   |
| Title Research    | $175.00   |
| Recording Fee     | $24.00    |
| **TOTAL:**        | **$1,585.97** |

PROPOSED DISTRIBUTION

| Bid Amount:       | $15,513.39 |
| Costs:            | $1,213.00  |
| Net to Distribute:| $14,298.39 |

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>PERCENTAGE</th>
<th>AMOUNT TO DISBURSE</th>
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</thead>
<tbody>
<tr>
<td>KILGORE COLLEGE</td>
<td>85%</td>
<td>$1,145.87</td>
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<td>SMITH COUNTY</td>
<td>17%</td>
<td>$2,430.33</td>
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<td>SCESD #2</td>
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<tr>
<td>GLADEWATER ISD</td>
<td>71%</td>
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<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$14,298.39</strong></td>
</tr>
</tbody>
</table>

Resolution cont. on next page
TAX RESALE DEED

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF SMITH

That Smith County, Trustee, acting through the presiding officer of its governing body, hereunto duly authorized by resolution and order of said governing body which is duly recorded in its official Minutes, hereinafter called grantor, for and in consideration of the sum of $15,513.39 cash in hand paid by

ERNEST TENEYUCA
5101 KATIE DRIVE
TYLER, TEXAS 75703

hereinafter called grantee(s), the receipt of which is acknowledged and confessed, has quitclaimed and by these presents does quitclaim unto said grantee(s) all of the right, title and interest of grantor and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. 25,578-C, Smith County, Et Al vs. James Samuel Mahoney, Jr., Et Al, in the district court of said county, said property being located in Smith County, Texas, and described as follows:

All of Block 4, Dave and Angelina Choice Land situated in the C. A. Lovejoy Survey, Abstract 580, Smith County, Texas, as described in Volume 1505, Page 452, Deed Records of Smith County, Texas. (1000000058000002040)

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said grantee(s), their heirs and assigns forever, so that neither the grantor, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

Taxes for the present year are to be paid by grantee(s) herein.

This deed is given expressly subject to any existing right of redemption remaining in the former owner of the property under the provisions of law and also subject to any recorded restrictive covenants running with the land, and valid easements of record as of the date of this sale, if such covenants or easements were recorded prior to January 1 of the year the tax lien(s) arose.
Resolution cont.

IN TESTIMONY WHEREOF KILGORE COLLEGE has caused these presents to be executed this 12TH day of AUGUST, 2019.

KILGORE COLLEGE

BY:  

President
KILGORE COLLEGE BOARD OF TRUSTEES

STATE OF TEXAS

\$_

COUNTY OF SMITH GREGG
\n\n$_$

This instrument was acknowledged before me on this 12TH day of AUGUST, 2019 by JOE CARRINGTON, President of KILGORE COLLEGE BOARD OF TRUSTEES.

Nancy C. Law
Printed Name: Nancy C. Law
Notary Public, State of Texas
My Commission Expires: 3/31/2020

After recording return to:

ERNEST TENEUCA
5101 KATIE DRIVE
TYLER, TEXAS 75703

Resolution cont. on next page
### Property Detail

**Account Number:** 100000058000002040  
**Tax Year:** 2018  
**Change Year:** 2018

<table>
<thead>
<tr>
<th>Ownership Information</th>
<th>Certified Values</th>
<th>Estimated Tax Information</th>
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</thead>
<tbody>
<tr>
<td><strong>YEAR</strong></td>
<td>2018</td>
<td><strong>IMPROVEMENT VALUE</strong></td>
</tr>
<tr>
<td><strong>FIN NUMBER</strong></td>
<td>0029018</td>
<td><strong>LAND VALUE</strong></td>
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<td><strong>ACCOUNT NUMBER</strong></td>
<td>100000058000002040</td>
<td><strong>MARKET VALUE</strong></td>
</tr>
<tr>
<td><strong>OWNER</strong></td>
<td>SMITH COUNTY AS TRUSTEE</td>
<td><strong>COUNTY</strong></td>
</tr>
<tr>
<td><strong>IN CARE OF</strong></td>
<td>LIBBIE E. GOSS</td>
<td><strong>ISD</strong></td>
</tr>
<tr>
<td><strong>ADDRESS</strong></td>
<td>1517 W FRONT ST, STE 202</td>
<td><strong>COLLEGE</strong></td>
</tr>
<tr>
<td><strong>CITY</strong></td>
<td>TYLER</td>
<td><strong>EMERGENCY</strong></td>
</tr>
<tr>
<td><strong>STATE</strong></td>
<td>TX</td>
<td><strong>SERV DIST</strong></td>
</tr>
<tr>
<td><strong>ZIP</strong></td>
<td>75702-0000</td>
<td><strong>TOTAL TAX</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jurisdictions</th>
<th>Estimated Tax Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUNTY</strong></td>
<td>SMITH COUNTY</td>
</tr>
<tr>
<td><strong>ISD</strong></td>
<td>GUNNELL ISD</td>
</tr>
<tr>
<td><strong>COLLEGE</strong></td>
<td>KILGORE COLLEGE</td>
</tr>
<tr>
<td><strong>EMERGENCY SERV DIST</strong></td>
<td>SCSD #2</td>
</tr>
</tbody>
</table>

**Legal Information**

| **LOCATION** | C R 361 |
| **MAP NUMBER** | 19980 |
| **MAP GRID** | N-8.20 |
| **ABSTRACT** | ABST A0580 C LOVEJOY |
| **BLOCK/LOT/TRACT** | TRACT 20 |
| **ACRES** | 19.500 |

**Deed Information**

| **RECORDING DATE** | 5/30/2018 |
| **INSTRUMENT** | SD 22009 |
| **VOLUME NUMBER** | 22009 |
| **PAGE NUMBER** | |

**Exemptions**

- **Homestead Application Form**
- **Total Exemption**

**Dwelling Information**
4. INFORMATION ITEM: Investment Reports
   b. Public Funds Investment Act (PFIA) Investment Report – Quarter 3

Joe Carrington was available to answer any questions.

B. Policy & Personnel Committee – Karol Pruett, Chair
   1. ACTION ITEM: To consider approval of policies
      a. Right to Express Breast Milk for Nursing Mothers Policy
      b. Depository Contract Policy
      c. College Cell Phone Usage Policy
      d. Classification of Employees as Exempt or Non-Exempt Policy

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

Right to Express Breast Milk for Nursing Mothers Policy

<table>
<thead>
<tr>
<th>Right to Express Breast Milk for Nursing Mothers Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By and Date:</td>
</tr>
<tr>
<td>Board of Trustees</td>
</tr>
<tr>
<td>Executive Leadership Team</td>
</tr>
</tbody>
</table>

Kilgore College supports the practice of expressing breast milk, and will make reasonable accommodations for the needs of employees who express breast milk. Kilgore College may not suspend, or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted her rights under this policy.

Right to Express Breast Milk for Nursing Mothers Procedures

<table>
<thead>
<tr>
<th>Approved By and Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team</td>
</tr>
</tbody>
</table>

A reasonable amount of break time will be provided each time the employee has need to express breast milk for one year after the child’s birth. The employee is responsible for coordinating an acceptable break time with her supervisor as far in advance as possible. Supervisors are encouraged to support flexible work schedules to accommodate such requests.

With respect to hourly employees who are non-exempt under the Fair Labor Standards Act, if the employee uses time other than a regularly scheduled compensated break time to express breast milk, then she is not required to be compensated for such breaks as long as she is completely relieved of work duties during such breaks. In situations where the College already provides compensated breaks, an employee who uses that break time to express milk will be compensated in the same way that other employees are compensated for break time.

Kilgore College shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. A list of designated places in both Kilgore and Longview is available from the Office of Human Resources. Access to the designated places on such lists shall be coordinated with the Office of Human Resources.

Depository Contract Policy on next page
Depository Contract Policy

The Board shall select one or more depositories for banking services in accordance with Education Code 51.003, through a competitive bid process.

Depository Contract Procedures

This policy specifies that Education Code Section 51.003 establishes the statutory guidance for selection and contracting for depository (banking) services.

While the Board acknowledges that there is no statutory limitation in Education Code 51.003 on the length of term for a depository contract or its renewal, in the interest of prudent fiscal oversight the college shall use the following guidelines:

1. The college will seek competitive bids for depository services every ten (10) years, or earlier at the Board’s discretion;
2. The stated length of term for a depository contract shall be a maximum of ten (10) years.
3. The current depository institution may submit a competitive bid for consideration.
4. The Board may extend or renew a current depository contract as needed if it is deemed in the best interest of the college.
College Cell Phone Usage Policy

Approved By and Date: Board of Trustees 08/12/2019
Executive Leadership Team 07/25/2019

Kilgore College provides cell phones to certain employees to insure the highest degree of service, safety, and efficiency to and on behalf of the College. Cell phones are provided for business use and are the property of Kilgore College.

College Cell Phone Usage Procedures

Approved By and Date: Executive Leadership Team 07/25/2019

1. The requesting Division Dean/Supervisor may approve a cell phone for an employee. An approved Cell Phone Authorization Form must be submitted by the employee prior to receiving a phone or phone upgrade.
2. The College and the employee understand that the cell phone and any information contained on it are subject to open records requests per Section 552.002(a-2) of the Public Information Act (PIA). The PIA defines public information to include: “any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.”
3. The employee must certify that the cell phone will be used primarily for business purposes.
4. Any violation of the College Cell Phone Usage Policy may result in a loss of access, disciplinary action (up to and including termination), or other legal action.
5. Employees are expected to take steps to safeguard the information on the cell phone as they would any other piece of College information or property.
6. Employees are expected to provide their cell number to their supervisor in case of an emergency.
7. Employees are expected to register their cell number with the College RAVE Emergency Notification System.
8. Employees may be required to return the College-issued cell phone or to reimburse the College for excessive personal use charges.
9. Employees are required to return all College-issued cell phone equipment and accessories upon:
   a. Discontinuation of College related use
   b. Disciplinary revocation due to unauthorized use; or
   c. End of the employee’s employment with the College
10. Employees are responsible for any damage, abuse, neglect, loss, or theft of a College-issued cell phone.
11. The College-issued cell phone may not be used for illegal, disruptive, unethical, or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the interest of the College.
12. The College has the authority to monitor the College-issued cell phone usage.
13. The use of a cell phone for texting, as well as reading and writing emails, is prohibited while driving in the State of Texas. Employees using a College-issued phone are to use the “hands free mode” while driving. When driving in another state, it becomes the employee’s responsibility to know the laws governing cell phone usage for that state.

Classification of Employees as Exempt or Non-Exempt Policy on next page
Classification of Employees as Exempt or Non-Exempt Policy

The College President or designee, within guidelines set out in federal statutes and/or regulations, shall determine the classification of positions or employees as “exempt” or “non-exempt” for purposes of compliance with the Fair Labor Standards Act (FLSA). Generally, executive administrative, faculty, professional, and supervisory personnel are considered “exempt” under FLSA.

Classification of Employees as Exempt or Non-Exempt Procedures

Non-exempt employees are often thought of as hourly employees; however, there is no requirement that they be paid on an hourly basis. Under the FLSA, non-exempt employees can be paid hourly or be paid a salary as long as their weekly compensation equals at least minimum wage for all hours worked and overtime is paid (or compensatory time off is available) for hours in excess of 40 in a workweek. KC pays full-time non-exempt employees on a salary basis, thus considering them “salaried non-exempt.” Although KC chooses to pay full-time non-exempt employees a salary, the College must still track and record actual time worked by employees in this category; and, if overtime is worked, the College must calculate the regular hourly rate on which the overtime rate is based and pay for all overtime worked, or provide compensatory time off. Whether the non-exempt employee is paid for overtime worked in compensatory time is discretionary with the College.

Classification of a position as “exempt” or “non-exempt” will be included on the official job description/posting and will be documented as such in the employee’s personnel file.

Kilgore College adheres to the following definitions in determining if an employee is eligible to be classified as exempt:

Administrative Employee
The term “employee employed in a bona fide administrative capacity” shall mean any employee:
1. Compensated on a salary or fee basis at a rate of not less than $455 per week, exclusive of board, lodging, or other facilities;
2. Whose primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
3. Whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
Classification of Employees as Exempt or Non-Exempt Policy cont.

Executive Employee
The term "employee employed in a bona fide executive capacity" shall mean any employee:
1. Compensated on a salary or fee basis at a rate of not less than $455 per week, exclusive of board, lodging, or other facilities;
2. Whose primary duty is to manage the College or a recognized department of the College;
3. Regularly and customarily directs the work of at least two full-time employees or their equivalent; and
4. Has authority to hire and/or fire other employees, or his/her recommendations or suggestions regarding the hiring, firing, advancement, promotion, or other change of status of other employees must be given significant weight.

Academic Administrator
The term "employee employed in a bona fide administrative capacity" also includes an employee:
1. Who is compensated for services on a salary or fee basis at a rate of not less than $455 per week exclusive of board, lodging, or other facilities, or on a salary basis that is at least equal to the entrance salary for teachers in the educational establishment by which employed; and
2. Whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment or department or subdivision thereof.

"Performing administrative functions directly related to academic instruction or training" means work related to the academic operations and functions of the institution of higher education rather than to administration along the lines of general business operations. Such academic administrative functions include operations directly in the field of education. Jobs relating to areas outside the educational field are not within the definition of academic administration.

Employees engaged in academic administrative functions include:
1. Department heads in institutions of higher education responsible for the administration of instructional departments;
2. Academic counselors and advisors who perform work such as assisting students with academic problems and advising students concerning degree requirements; and
3. Other employees with similar responsibilities.

Jobs relating to building management and maintenance do not perform academic administrative functions, although such employees may qualify for another exemption.

Professional Employee
An "employee employed in a bona fide professional capacity" shall mean any employee:
1. Compensated on a salary or fee basis at a rate of not less than $455 per week, exclusive of board, lodging, or other facilities; and
2. Whose primary duty is the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual, and which includes consistent exercise of discretion and judgment;
3. The advanced knowledge must be in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction.

"Work requiring advanced knowledge" cannot be attained at the high school level. Professional work is distinguished from work involving routine mental, manual, mechanical or physical work. A professional employee generally uses the advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances.
Classification of Employees as Exempt or Non-Exempt Policy cont.

"Fields of science or learning" include law, medicine, theology, accounting, actuarial computation, engineering, architecture, teaching, various types of physical, chemical and biological sciences, pharmacy and other occupations that have a recognized professional status.

"Customarily acquired by a prolonged course of specialized intellectual instruction" generally means having the appropriate academic degree. This exemption does not apply to occupations in which most employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Faculty
Teachers/Faculty are exempt if they have a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed.

The term “educational establishment” means an institution of higher education or other educational institution. The salary level and salary basis requirements do not apply to teachers/faculty.

Exempt teachers include: regular academic teachers; teachers of skilled and semi-skilled trades and occupations; and vocal or instrumental music instructors. Those faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisors in such areas as drama, speech, debate, or journalism are engaged in teaching. Such activities are a recognized part of the schools’ responsibility in contributing to the educational development of the student.

Creative Professional
An "Employee employed in a bona fide professional capacity" shall also mean any employee:
1. Compensated on a salary or fee basis at a rate of not less than $455 per week, exclusive of board, lodging, or other facilities; and
2. Whose primary duty is the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

"Recognized field of artistic or creative endeavor" includes fields such as music, writing, acting, and the graphic arts. These requirements are determined on a case by case basis but are generally met by actors, musicians, composers, soloists, certain painters, writers, essayists, cartoonists, and novelists.

Computer Employees
Computer systems analysts, computer programmers, software engineers, or other similarly skilled workers in the computer field are eligible for exemption as professionals. Because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the applicability of this exemption. The exemption applies to any computer employee compensated on a salary or fee basis at a rate of not less than $455 per week, exclusive of board, lodging or other facilities and to any computer employee compensated on an hourly basis at a rate not less than $7.77 63 an hour. In addition, the exemption applies only to computer employees whose primary duty consists of:
1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
2. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
3. The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
4. A combination of the aforementioned duties, the performance of which requires the same level of skills.
Classification of Employees as Exempt or Non-Exempt Policy cont.

Computer employees within the scope of this exemption, as well as those employees not within its scope, may also have executive and administrative duties that qualify the employees for exemption under 29 C.F.R. Part 541, Subpart B or Subpart C. For example, systems analysts and computer programmers generally meet the duties requirements for the administrative exemption if their primary duty includes work such as planning, scheduling, and coordinating activities required to develop systems to solve complex business, scientific, or engineering problems of the employer or the employer's customers. Similarly, a senior or lead computer programmer who manages the work of two or more other programmers in a customarily recognized department or subdivision of the employer, and whose recommendations as to the hiring, firing, advancement, promotion, or other change of status of the other programmers are given particular weight, generally meets the duties requirements for the executive exemption.

Salary Basis
To qualify as an exempt executive, administrative, or professional employee, the employee must be compensated on a salary basis as described in 29 C.F.R. 541.600, unless the employee is a teacher. Subject to the exceptions listed in 29 C.F.R. 541.602, an employee must receive the full salary for any week in which the employee performs any work, without regard to the number of days or hours worked. An employer that makes improper deductions from salary shall lose the exemption if the facts demonstrate that the employer did not intend to pay exempt employees on a salary basis.

Highly Compensated Employees
An employee with total annual compensation, as described by 29 C.F.R. 541.601, of at least $100,000 is deemed exempt if the employee customarily and regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative or professional employee identified in 29 C.F.R. Part 541, Subparts B, C, or D.

Wage and Hour Records:
Kilgore College will maintain and preserve payroll or other records for non-exempt employees containing the information required by the regulations under the FLSA.

2. ACTION ITEM: To consider approval of Policy Model #4 of the Texas State Library and Archives Commission on Records Management appointing Dr. Staci Martin as Records Management Officer (replacing Fred Gore) for Kilgore College

Karol Pruett made the motion to approve Policy Model #4 of the Texas State Library and Archives Commission or Records Management appointing Dr. Staci Martin as Records Management Officer (replacing Fred Gore) for Kilgore College. Because the motion came from a committee a second was not required. The motion passed unanimously.

Policy Model #4 on next page

August 12, 2019 Minutes Page 4939
Texas State Library and Archives Commission

MODEL ORDER OR ORDINANCE

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

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

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

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

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

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

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

APPROVED this 12th day of August 12, 2019.

[Signature]
President, Kilgore College Board of Trustees

ATTEND:

[Signature]
Secretary, Kilgore College Board of Trustees

PM4—Rev. 8/2098
VII. ADJOURNMENT

The meeting was adjourned at 6:54pm by Joe Carrington.

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

Respectfully submitted,

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

Joe Carrington
President of the Board

Karol Prueff
Secretary of the Board