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, December 16, 2019, beginning at 6:30 PM in the McLaurin Administration Building – 2nd Floor with the following board members present:

Scott Andrews
Janice Bagley
Joe Carrington, President
David Castles
Lon Ford
Karol Pruett, Secretary
Jon Rowe
Cecelia Sanders
Larry Woodfin, Vice President

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

   Joe Carrington called the meeting to order at 6:00pm. He lead the Invocation and the Pledge of Allegiance.

II. PRESENTATIONS
   A. Program/Employee/Student Spotlight – Math Pathways Award Presented to Brandon Walker, Department Chair, Math, Engineering, & Physics
      Presenter: Dr. Mike Turpin

      Dr. Turpin presented the Math Pathways Award to Brandon Walker.

   B. Student Success Spotlight – QEP and Writing Studios Report
      Presenter: Karen Dulweber

      KC Writing Studios
      Promoting Student Success

QEP and Writing Studios Report cont. on next page

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Fall 2018 Accreditation Visit

Quality Enhancement Plan (QEP)

GOAL:
To Enhance Student Writing Across the Curriculum

<table>
<thead>
<tr>
<th>Year</th>
<th>Semesters</th>
<th>Courses Included in QEP Rollout</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 2019/Spring 2020</td>
<td>English Composition</td>
</tr>
<tr>
<td>2</td>
<td>Fall 2020/Spring 2021</td>
<td>Language, Culture, Philosophy and EDUC 1300</td>
</tr>
<tr>
<td>3</td>
<td>Fall 2021/Spring 2022</td>
<td>History, Government, Social and Behavioral Sciences</td>
</tr>
<tr>
<td>4</td>
<td>Fall 2022/Spring 2023</td>
<td>Creative Arts, Life and Physical Sciences</td>
</tr>
<tr>
<td>5</td>
<td>Fall 2023/Spring 2024</td>
<td>All courses with a writing component</td>
</tr>
</tbody>
</table>
III. PUBLIC COMMENT

There were no public comments.

IV. CONSENT AGENDA

Presenter: Joe Carrington
A. To consider approving the minutes of the September 9, 2019 regular board meeting.
B. To consider approval of personnel items submitted as follows:
   1. Recommendation to accept employee resignations as follows:
      a. Professional Support Assistant – ETPA, effective October 11, 2019 after three years and ten months of service
      b. Professional Support Assistant – Residential Life, effective October 31, 2019 after two years and two months of service
      c. Support Specialist, KC-Longview, effective November 22, 2019 after four years and five months of service
      d. East Texas Police Academy Instructor, effective November 13, 2019 after two years of service
      e. Workforce Development Specialist, KC-Longview, effective December 13, 2019 after nine months of service

   2. Recommendation to accept employee retirement as follows:
      a. Academic Advisor, effective November 30, 2019 after thirteen years and four months of service
      b. Support Specialist, Library, effective December 31, 2019 after sixteen years and eleven months of service
      c. Director of Student Success, effective May 31, 2020 after twenty years and six months of service
3. Recommendation for approval of faculty contracts as follows:
   a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020
   b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020
   c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020

4. Recommendation of employment as follows:
   a. Learning specialist – TRIO, Student Development, (grant funded) effective October 4, 2019
   b. Support Specialist, Adult Education & Literacy, (grant funded) effective September 25, 2019
   c. Professional Support Assistant – TRIO, Student Development, (grant funded) effective October 7, 2019
   d. Career Coach & Academic Advisor, Student Development, effective October 16, 2019
   e. Academic Advisor, Arts & Mathematical Sciences, effective October 16, 2019
   f. Mathematics Instructor, Arts & Mathematical Sciences, effective January 1, 2020
   g. Workforce Admissions Counselor, Student Development, (grant funded) effective November 19, 2019
   h. Human Resources Assistant, Human Resources, effective December 3, 2019
   i. Support Specialist, Library, effective January 1, 2020
   j. Police Academy Instructor, Public Services & Industrial Technologies, effective December 16, 2019
   k. Professional Support Assistant, KC-Longview, effective December 9, 2019

C. To consider payment of legal fees.

Larry Woodfin made the motion to approve the Consent Agenda as presented. Janice Bagley seconded the motion. The motion passed unanimously.

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
December 16, 2019

1. Recommendation to accept employee resignation as follows:

   a. Ms. Crace Kennedy, Professional Support Assistant – ETPA, effective October 11, 2019 after three years and ten months of service
   b. Ms. Lesley Pacini, Professional Support Assistant – Residential Life, effective October 31, 2019 after two years and two months of service
   c. Ms. Angela VanZandt-Starling, Support Specialist-KC-Longview, effective November 22, 2019 after four years and five months of service
   d. Mr. Travis Prew, East Texas Police Academy Instructor, effective November 13, 2019 after two years of service
   e. Ms. Janis Roberts, Workforce Development Specialist-KC Longview, effective December 13, 2019 after nine months of service

Personnel Agenda cont. on next page
2. Recommendation to accept employee retirement as follows:
   a. Ms. Jeanette Miller, Academic Advisor, effective November 30, 2019 after thirteen years and four months of service
   b. Ms. Gail Ceriano, Support Specialist – Library, effective December 31, 2019 after sixteen years and eleven months of service
   c. Ms. Pam Gatton, Director of Student Success, effective May 31, 2020 after twenty years and six months of service

3. Recommendation for approval of faculty contracts as follows:
   a. Mr. Willie Gooden, Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020
   b. Mr. Nick Dobler, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020
   c. Mr. Peter Hopkins, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2020 – December 31, 2020

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>Mr. Caleb Dorsey</td>
<td>Learning Specialist - TRIO</td>
<td>Student Development</td>
<td>$1,458.33/pay period 12 mo. equivalent = $35,000 Grant Funded</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>Ms. Odalys Olivas</td>
<td>Support Specialist</td>
<td>Adult Education &amp; Literacy</td>
<td>$953.04/pay period 12 mo. equivalent = $22,837 Grant Funded</td>
<td>September 25, 2019</td>
</tr>
<tr>
<td>Mr. Daniel Bayer</td>
<td>Professional Support Assistant - TRIO</td>
<td>Student Development</td>
<td>$1,037.16/pay period 12 mo. equivalent = $24,892 Grant Funded</td>
<td>October 7, 2019</td>
</tr>
<tr>
<td>Ms. Kyla Sather</td>
<td>Career Coach &amp; Academic Advisor</td>
<td>Student Development</td>
<td>$1,541.67/pay period 12 mo. equivalent = $37,000 Grant Funded</td>
<td>October 16, 2019</td>
</tr>
<tr>
<td>Ms. Ronda Heinsohn</td>
<td>Academic Advisor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,250.00/pay period 12 mo. equivalent = $30,000 Grant Funded</td>
<td>October 16, 2019</td>
</tr>
<tr>
<td>Ms. Jennifer Rich</td>
<td>Mathematics Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,795.83/pay period 9 mo. equivalent = $43,100</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Mr. Ryan Cavel</td>
<td>Workforce Admissions Counselor</td>
<td>Student Development</td>
<td>$1,482.00/pay period 12 mo. equivalent = $35,568 Grant Funded</td>
<td>November 19, 2019</td>
</tr>
</tbody>
</table>
Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Jessica Watson</td>
<td>Human Resources Assistant</td>
<td>Human Resources</td>
<td>$1,324.63/pay period 12 mo. equivalent = $31,791</td>
<td>December 3, 2019</td>
</tr>
<tr>
<td>Ms. Jaclyn Magness</td>
<td>Support Specialist – Library</td>
<td>Library</td>
<td>$953.04/pay period 12 mo. equivalent = $22,837</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Mr. Kenny Bryd</td>
<td>Police Academy Instructor</td>
<td>Public Services &amp; Industrial Technologies</td>
<td>$2,297.21/pay period 12 mo. equivalent = $55,133</td>
<td>December 16, 2019</td>
</tr>
<tr>
<td>Ms. Lametra Barnes</td>
<td>Professional Support Assistant</td>
<td>KC-Longview</td>
<td>$1,037.16/pay period 12 mo. equivalent = $24,892</td>
<td>December 9, 2019</td>
</tr>
</tbody>
</table>

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

ATTORNEY: (Government Code 551.071) Consultation with the Board’s attorney to receive legal advice.
A. Pending or contemplated litigation; or
B. A settlement offer; or
C. A matter which is attorney-client privileged

The Board adjourned into Executive Session at 6:48pm and reconvened into Open Session at 7:05am. No action was taken in Executive Session.

VI. BOARD COMMITTEE REPORTS & ACTION ITEMS
A. Investment/Finance/Audit Committee – Scott Andrews, Chair
   1. ACTION ITEM: To consider approval of a financial institution to provide banking and depository service for College funds

Scott Andrews made the motion to consider approving Austin Bank as KC’s financial institution to provide banking and depository service for College funds. Because the motion came from a committee a second is not required. The motion passed unanimously.

Financial Institution RFP Recommendations on next page

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Financial Institution RFP Recommendations

TO: Kilgore College Finance Committee Members
FROM: Nancy Wylie, CFO
Kilgore College

DATE: November 18, 2019

SUBJECT: Financial Institution RFP Recommendations

In response to the RFP for financial institutions to provide banking and depository services, Kilgore College received proposals from the following banking institutions:

Austin Bank
BTH Bank

The proposals received from each banking institution demonstrated they were established financial institutions, capable of performing the required banking needs for Kilgore College at a reasonable cost to the College. Some notable points with regard to each bank are, as follows:

BTH Bank has over 105 years of history and maintains an equity ratio well above regulatory guidelines. In December 2012, the bank had $224 million in assets and $189 million in deposits. Assets currently exceed $1.7 billion and deposits have grown to over $1.5 billion. This growth has been at a very measured pace and much of this has been the result of customer and shareholder referrals.

For over 100 years, Austin Bank has realized the need to maintain a bank that would provide the financial stability and trust which would in turn contribute to the growth and prosperity of the communities they serve. In 1944, the Austin family purchased First State Bank in Rusk, TX, beginning their acquisition of six separate community banks in Big Sandy, Jacksonville, Longview, Rusk, Timpson and Whitehouse. In 1996, the six original banks acquired combined charters and became one bank – Austin Bank. They combined under the oldest original charter of First National Bank, Jacksonville which was dated September 1, 1900. Efforts to continue providing service in the East Texas area brought additional acquisitions that included banks in Ballard and Kilgore.

Both financial institutions appear to be well-qualified to provide Kilgore College banking and depository services. Anticipated fees appear to be very similar. The scores given to each financial institution are very close but lean in favor of Austin Bank. Austin Bank scored higher in cost of banking services, while BTH Bank scored higher in interest rates on accounts.

Based upon the analysis of these proposal information and the close scoring but favorable lean towards Austin Bank, the recommendations is to remain with Austin Bank as the financial institution for Kilgore College.

2. ACTION ITEM: To consider approval of the 2019 Smith County Tax Roll.

Scott Andrews made the motion to approve the 2019 Smith County Tax Roll. Because the motion came from a committee a second is not required. The motion passed unanimously.

2019 Smith County Tax Roll on next page

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KILGORE COLLEGE

In accordance with Sec. 26.09 (e) of the Tax Code, the 2019 Tax Roll is hereby submitted for approval by your governing board. The tax roll reflects the following values and levy:

2019 Certified Value as of 07-23-2019 137,981,860

Adjusted Certified Value as of 10-10-2019 137,978,340

Total Levy 241,386.82

Please return a signed copy of the 2019 Tax Roll to the Smith County Tax Office. The Tax Code requires a copy be available for the public.

[Signature]
Signature of Board President

[Date] 12/16/2019

3. ACTION ITEM: To consider, review, and adopt by resolution, the Kilgore College Investment Policy

Scott Andrews made the motion to adopt by resolution the Kilgore College Investment Policy. Because the motion came from a committee a second is not required. The motion passed unanimously.

Kilgore College Investment Policy on next page
Kilgore College Investment Policy

Investment Policy

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 11/19/2019

Policy:

This policy serves to satisfy the statutory requirements of Government Code Chapter 2256 Public Funds Investment Act (PFIA) to define and adopt a formal investment policy. This policy will be reviewed and adopted by resolution at least annually according to Section 2256.005(e).

Procedures:

Approved By and Date:
Executive Leadership Team 11/19/2019

1.0 Scope. This investment policy applies to all financial assets of all funds of Kilgore College, at the present time and any funds to be created in the future, unless expressly prohibited by law or unless it is in contravention of any depository contract between the College and any depository bank. Deferred compensation and pension funds are excluded from this policy.

2.0 College Investment Officer. The president and chief financial officer of the College, acting on behalf of the Board of Trustees, are designated as the investment officers and are responsible for investment management decision and activities. The Board is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust. Funds that are not immediately required to pay obligations of the College may be invested according to the Board’s approved policy.

2.1 Disclosure of Business Relationship. If the investment officer has a personal business relationship with an entity – or is related within the second degree by affinity or consanguinity to an individual – seeking to sell an investment to the College, the investment officer must file a statement disclosing that personal business interest – or relationship – with the Texas Ethics Commission and the Board in accordance with Government Code 2256.005(i).

3.0 Investment Objectives. Funds of the College will be invested in accordance with federal and state laws, this investment policy, and written administrative procedures. The College will invest according to investment strategies for each fund as they are adopted by Board resolution in accordance with Section 2256.005(d).

3.1 Safety and Maintenance of Adequate Liquidity. The College is concerned about the return of its principal; therefore, safety of principal is a primary objective in any investment transaction involving funds subject to the PFIA (Section 2256.005(b)(2)). The College investment portfolio must be structured in conformance with an asset/liability management plan, which provides for liquidity necessary to pay obligations as they become due.
### Kilgore College Investment Policy cont.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Diversification. It will be the policy of the College to diversify its portfolio to mitigate the risk of loss related to overconcentration of assets in a specific maturity, a specific issuer, or a specific class of investments. Investments of the College for funds subject to the PFIA shall always be selected to provide for stability of income and reasonable liquidity (Section 2256.005(b)(3)).</td>
</tr>
<tr>
<td>3.3</td>
<td>Maturity. Portfolio maturities will be structured to meet the known financial obligations of the College first and then to achieve the highest return of interest. When the College has funds that will not be needed to meet current-year obligations, maturity restraints will be imposed based upon the investment strategy for each fund. The practice of the College District will be to impose a stated maximum maturity of any investment owned by the College of ten years.</td>
</tr>
<tr>
<td>3.4</td>
<td>Quality and Capability of Investment Management. It is the College’s policy to provide training required by the PFIA, Section 2256.007 and periodic training in investment for the College investment officers through courses and seminars offered by qualified organizations in order to ensure the quality, capability, and currency of the College investment officers in making investment decisions. The investment officers shall attend at least one training session of at least ten hours relating to the officers’ responsibility under the PFIA within six months after assuming duties and shall attend an investment training session of at least five hours not less than once every two years thereafter.</td>
</tr>
<tr>
<td>3.5</td>
<td>Method Used to Monitor Market Price of Investments. Market values of investments will be obtained from published sources of general circulation where possible. In the absence of published data, other sources including authorized financial institutions and brokers/dealers may be used. The investment portfolio shall be marked-to-market not less than quarterly.</td>
</tr>
</tbody>
</table>

### 4.0 Investment Strategy

4.0 The College's investment strategy for funds subject to the PFIA is designed to accomplish the objectives of safety of principal with liquidity and current income. Funds specifically excluded by law from the PFIA may be invested in a prudent manner according to the investment objectives appropriate to the nature of the funds. The strategies listed below are intended to accommodate the characteristics and intended uses of the varying types of College funds and to comply with the PFIA.

#### 4.1 Operating Funds

4.1 Operating funds. Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. Current Operating Funds are to be invested primarily in instruments which offer high liquidity and maturities corresponding with the short to intermediate term operating needs of the College. Investments needed for immediate operating needs will primarily consist of bank certificates of deposit, interest-bearing demand accounts, money market mutual funds and public fund investment pools. Funds not required for immediate operations may be invested in term instruments with maturities not to exceed five years.

#### 4.2 Debt Service Funds

4.2 Debt Service Funds. Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date that exceeds the debt service payment date.

#### 4.3 Construction (Bond) and Special Purpose Funds (Plant/Reserve)

4.3 Construction (Bond) and Special Purpose Funds (Plant/Reserve). Investment strategies for construction and special purpose fund portfolios will have as their primary objective to ensure that anticipated cash flows are matched with adequate investment liquidity. These fund portfolios should include at least 25% in highly liquid securities for flexibility and unanticipated project outlays. The stated final maturity dates of securities should not exceed the estimated project completion date.

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**Kilgore College Investment Policy cont. on next page**

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4.4 Endowment Funds. Investment strategies for Endowment Funds will have as their primary objective the ability to produce consistent and dependable investment earnings. Although these funds may not be considered public funds, they are funds that are the responsibility of public officials, and the responsibility of "preservation and safety of principle" is higher than that of a separate entity. The accepted strategy is to invest all accounts that are at the endowed level with a board approved financial advisor targeting the strategy of 50% equity and 50% fixed. Endowment funds held at the College's depository will be invested 25% IEC and 75% CD 90 day. This strategy will be evaluated monthly by the investment officers and quarterly by the investment committee. The Endowment Corpus will primarily be invested in long-term treasury, agency and municipal securities.

4.5 Endowment disbursement. It is the College's intent for those endowments that have expected annual disbursements, that 4% of the endowment value at January 1 be the targeted disbursement for the following fiscal year. For those endowments that are special purpose, as the expendable portion of the endowment becomes adequate for disbursement, the finance officers in consultation with the investment committee of the board will determine the amount of the disbursement, never touching the corpus of the endowment.

5.0 Investment Types. The College investment officer shall use any or all of the following authorized investment instruments consistent with governing law for funds subject to the PFIA (Government Code 2256).

5.1 Authorized Investments. Except as provided by Government Code 2256.009(b), the following are authorized investments:

5.1.1 Obligations of the United States or its agencies and instrumentalities.

5.1.2 Direct obligation of this state or its agencies and instrumentalities.

5.1.3 Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.

5.1.4 Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States.

5.1.5 Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than AA or its equivalent.

5.1.6 Certificates of deposit (CDs) if issued by a depository institution with its main office or a branch office in Texas and are:

a. Guaranteed or insured by the FDIC or its successor;

b. Secured by obligations that are described by Section 2256.009(a) of the PFIA, including mortgaged-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates but excluding those mortgage-backed securities of the nature described by Section 2256.009(b) of the PFIA; or

Kilgore College Investment Policy cont. on next page
c. Secured in any other manner and amount provided by law for deposits of the College.

5.1.7 In addition, the following CD-type is authorized provided that the following conditions are met:

a. The funds are invested through a depository institution or broker that has its main office or a branch office in Texas and is selected from a list adopted by the College as required by Section 2256.025.

b. The broker or the depository institution selected by the College arranges for funds to be deposited in one or more federally insured depository institutions, wherever located, for the account of the College.

c. The full principal and interest amount of each CD is insured by the United States or an instrumentality of the United States.

d. The selected depository institution, an entity described by Section 2257.041(d), or a clearing broker/dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R Section 250.15c3-3) as custodian for the various certificates issued for and held in the account of the College.

5.1.8 A fully collateralized repurchase agreement, as defined in the PFIA, if it:

a. Has a defined termination date;

b. Is secured by a combination of cash and obligations described by Section 2256.009(a)(1) of the PFIA;

c. Requires the securities being purchased by the College or cash held by the College to be pledged to the College, held in the College’s name, and deposited at the time the investment is made with the College or with a third party selected and approved by the College; and

c. Is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.

Notwithstanding any law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered.

Money received by the College under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investment, but the term of the authorized investment acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

5.1.9 A bankers’ acceptance if it:

a. Has a stated maturity of 270 days or fewer from the date of its issuance;

b. Will be, in accordance with its terms, liquidated in full at maturity;

c. Is eligible for collateral for borrowing from a Federal Reserve bank; and
d. Is accepted by a bank organized and existing under the laws of the United States or any state if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.

5.1.10 Commercial paper is an authorized investment under this subchapter if the commercial paper:

a. Has a stated maturity of 270 days or fewer from the date of its issuance; and
b. Is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or by one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

5.1.11 Mutual funds and money market mutual funds with limitations described below:

5.1.11.1 A no-load money market mutual fund is authorized if it:

a. Is regulated by the Securities and Exchange Commission;
b. Has a dollar-weighted average stated maturity of 90 days or fewer; and
c. Includes in its investment objectives the maintenance of a stable net asset value of $1 for each share.

5.1.11.2 A no-load mutual fund is authorized if it:

a. Is registered with the Securities and Exchange Commission;
b. Has an average weighted maturity of less than two years;
c. Is invested exclusively in obligations approved by this subchapter;
d. Is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
e. Conforms to the requirements set forth in Sections 2256.016(b) and (c) relating to the eligibility of investment pools to receive and invest funds of investing entities.

5.1.11.3 Relative to mutual funds and money market mutual funds, the College may not:

a. Invest in the aggregate more than 80 percent of its monthly average funds balance, excluding bond proceeds and reserves and other funds held for debt service, in money market mutual funds or mutual funds, either separately or collectively;
Kilgore College Investment Policy cont.

b. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds;

c. Invest any portion of bond proceeds, reserves, and funds held for debt service in mutual funds; or

d. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund or money market mutual fund in an amount that exceeds ten percent of the total assets of the mutual fund or money market mutual fund.

5.2 Eligible Investment Pools. As discussed in PFIA, Section 2256.016-2256.019, the Board by resolution may authorize investment in a particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the PFIA. An investment pool may invest its funds in money market mutual funds to the extent permitted by and consistent with this subchapter and the investment policies and objectives adopted by the investment pool.

The following guidelines shall apply:

a. To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must furnish to the investment officer or other authorized representative of the entity the yield and expense ratio of the pool, including a statement regarding how yield is calculated.

b. To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to a market daily, and, to the extent reasonably possible, stabilize at a $1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005. In addition to the requirements of its investment policy and any other forms of reporting, a public funds investment policy and any other forms of reporting, a public funds investment pool created to function as a money market mutual fund shall report yield to its investors in accordance with regulations of the federal Securities and Exchange Commission applicable to reporting by money market funds.

c. If the investment pool operates an Internet website, the information in a disclosure instrument or report described in Subsections (b), (c)(2), and (f) in Section 2256.016, Government Code must be posted on the website.

d. To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must make available to the College an annual audited financial statement of the investment pool in which the entity has funds invested.

e. If an investment pool offers fee breakpoints based on fund balances invested, the investment pool in advertising investment rates must include either all levels of return based on the breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested.
Kilgore College Investment Policy cont.

f. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

Kilgore College, as an institution of higher education are permitted the following additional investments under Section 2256.020 of the Act:

a. Cash management and fixed income funds exonerated from federal income taxation under Section 501 (f), Internal Revenue Code of 1986 (26 U.S.C. Section 501 (f));

b. Negotiable CDs issued by a bank that has a CD rating of at least 1 or the equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency; and

c. Corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

5.3 Prohibited Investments Under Section 2256.009(b) of the PFIA. The College investment officer has no authority to use any of the following investment instruments for funds subject to the PFIA:

a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

c. Collateralized mortgage obligations that have a stated maturity date of greater than ten years; or

d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

5.4 Credit Downgrade Provision. An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The College shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating.

6.0 Investment Responsibility and Control.

6.1 Authorized Brokers/Dealers and Financial Institutions. The College investment officer shall invest College District funds with any or all of the following institutions or groups consistent with federal and state law and the current depository bank contract:

a. Depository bank;

b. Other state or national banks that are insured by the FDIC;

c. Public funds investment pools;

d. Registered securities brokers, dealers, and money managers;

e. Mutual fund companies; and

f. Organizations exempt under Internal Revenue Code 501(f).
Kilgore College Investment Policy cont.

Qualifications for Approval of Brokers/Dealers. In accordance with 2256.005(k), a written copy of this investment policy shall be presented to any person seeking to sell to the College an authorized investment. The registered principal of the business organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the registered principal has:

a. Received and thoroughly reviewed the investment policy of the College; and
b. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the College and the organization.

The investment officer may not buy any securities from a person who has not delivered to the College an instrument in substantially the form provided above according to Section 2256.005(l).

7.3 Controls and Procedures. The investment officer shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The College shall establish procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Section 2256.021. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this policy. The College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the College’s established investment policy.

7.4 Audit Control. The Board, at a minimum, will have an annual financial audit of all College District funds by an independent auditing firm, as well as a full compliance audit of management controls on investments every other year as required by state law and adherence to the entity’s established investment policies in accordance with Government Code 2256.005(m).

7.5 Standard of Care. In accordance with Government Code 2256.006, investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds subject to the PFIA shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, and yield. Investment of funds not subject to the PFIA shall be governed by investment objectives appropriate to each fund.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

a. The investment of all funds, or funds under the College District’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
b. Whether the investment decision was consistent with the written investment policy of the College District.
The investment officer, acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

7.6 **Change in the Law.** The College is not required to liquidate investments that were authorized investments at the time of purchase (Government Code 2256.017).

8.0 **Investment Reporting and Performance Evaluation.** In accordance with Government Code 2256.023, not less than quarterly, the Board shall receive a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period.

8.1 **Requirements of the Quarterly Report.** The report must:

8.1.1 Describe in detail the investment position of the College on the date of the report;

8.1.2 Be prepared jointly by all investment officers of the College;

8.1.3 Be signed by each investment officer of the College;

8.1.4 Contain a summary statement of each pooled fund group that states the:

   a. Beginning market value for the reporting period;

   b. Ending market value for the period; and

   c. Fully accrued investment interest as of the quarter ending period.

8.1.5 State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;

8.1.6 State the maturity date of each separately invested asset that has a maturity date;

8.1.7 State the account or fund or pooled group fund in the College for which each individual investment was acquired; and

8.1.8 State the compliance of the investment portfolio of the College as it relates to:

   a. The investment strategy expressed in the College's investment policy; and

   b. Relevant provisions of this chapter.

8.2 **Notification of Investment Changes.** The Board shall be notified of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by this policy.

9.0 **Collateral and Safekeeping.** The College investment officer shall ensure that all College depository funds subject to the PFIA are fully collateralized or insured consistent with federal and state law and the current bank depository contract.

9.1 **Collateral and Insurance.** Collateral or insurance shall be secured in one or more of the following manners:

   a. FDIC insurance coverage; and

   b. Obligations of the United States or its agencies and instrumentalities.
Kilgore College Investment Policy cont.

**Safekeeping** All purchased securities subject to the PFIA shall be held in safekeeping by the College, a College account in a third-party financial institution, or with the Federal Reserve Bank.

All CDs, insured by the FDIC, purchased outside the depository bank shall be held in safekeeping by either the College or a College account in a third-party financial institution.

All pledged securities by the depository bank shall be held in safekeeping by the College, a College account in a third-party financial institution, or with a Federal Reserve Bank.

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### Investment Strategy Grid (8/13/2018)

<table>
<thead>
<tr>
<th>Funds Invested</th>
<th>IBC</th>
<th>LGIP</th>
<th>CD 30-day</th>
<th>CD 60-day</th>
<th>CD 90-day</th>
<th>CD 6Mo</th>
<th>CD 12Mo</th>
<th>GO 90</th>
<th>GO 6Mo</th>
<th>Stocks</th>
<th>N-L MF</th>
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<tr>
<td>General Unrestricted Strategy</td>
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<td>75%</td>
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<td>30%</td>
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</tbody>
</table>

IBC - Interest bearing checking  
LGIP - Local government investment pool (TEXPOOL)  
CD - Certificate of deposit  
GO - U.S. Government obligations  
N-L MF - No load mutual funds
4. INFORMATION ITEM: Investment Reports
   a. Texas Presbyterian Fund (TPF) Investment Report – Quarter 4
   b. Public Funds Investment Act (PFIA) Investment Report – Quarter 4

Scott Andrews was available to answer any questions.

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

There were no changes to the Kilgore College Mission Statement. It does have to be approved every year. Karol Pruett made the motion to approve the Kilgore College Mission Statement. Because the motion came from a committee a second is not required. The motion passed unanimously.

Kilgore College Mission Statement

![Kilgore College Logo]

Approved 12/16/2019

Mission Statement

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

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

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.
2. ACTION ITEM: To consider approval of policies
   a. Board Ethics Policy
   b. Eligibility for Salary Increases and Retention Payments Policy
   c. Employee Background Check Policy
   d. Employee Ethics Policy
   e. Supplanting Policy
   f. Worker’s Compensation 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.

Board Ethics Policy

BOARD OF TRUSTEES ETHICS

Board of Trustees Ethics Policy

Approved By and Date:  Board of Trustees  12/16/2019

Policy:

Policy Statement: Members of the Kilgore College Board of Trustees represent the general public and are expected to advocate for quality educational programming and services for students. To that end, Board members will adhere to the ethical standards below.

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
- Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College to the College President.
- Establish effective policies prohibiting unlawful discrimination, including conduct that constitutes sexual harassment or sexual violence.
- Set policy clearly, prohibiting sexual harassment or sexual violence of students and College employees. Refrain from sexual harassment and sexual violence or the appearance of such behavior.
- Endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all Board members.
- Communicate to other Board members and the College President expressions of public reaction to Board policies and College programs.
- Stay informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Higher Education Coordinating Board (THECB), Community College Association of Texas Trustees (CCATT), and the Association of Community College Trustees (ACCT).
- Avoid being placed in a position of conflict of interest.
- Refrain from using the position of trustee for personal or partisan gain.
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- Place the educational welfare of students attending Kilgore College above all else.

Eligibility for Salary Increases and Retention Payments Policy on next page
Eligibility for Salary Increases and Retention Payments

Eligibility for Salary Increases and Retention Payments Policy

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 09/18/2019

Policy:

Kilgore College may grant percentage increases to salaries if fiscal conditions allow. The College may also grant periodic retention payments if fiscal conditions allow. Eligibility for each of these will be determined according to the criteria in the Procedures section below.

Procedures:

Approved By and Date:
Executive Leadership Team 9/18/2019

Salary increases and the awarding of retention payments will be approved as part of the Board of Trustees’ approval of the College’s annual budget. Employees who begin work on or before June 1 are eligible for percentage salary increases that are effective September 1. Incumbent workers who change positions are eligible for the percentage salary increase based on the new position’s salary as long as they are in the new position on or before September 1. Employees who begin work on or before September 1 are eligible to receive retention payments that are awarded in November.
Employee Background Check Policy

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 09/16/2019

Policy:

All candidates for employment with Kilgore College are required to complete a background investigation successfully before being hired by the College. This includes candidates for full-time, part-time, temporary, student assistant, and work-study positions. Passing this background check is a condition of employment and no recommended candidate may begin working until a successful check is confirmed by the Office of Human Resources.

Procedures:

Approved By and Date:
Executive Leadership Team 9/16/2019

The Office of Human Resources will conduct background checks on recommended candidates. Once a candidate has been given final approval by the President, the Human Resources Director will have the candidate fill out and sign a background check consent form. The Human Resources Director will run the background check and will typically receive the results within a twenty-four hour period. Once the results are known, the candidate and the hiring supervisor will be notified.

Employee Ethics Policy on next page
Employee Ethics Policy

KILGORE COLLEGE

Employee Ethics Policy

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 11/12/2019

Policy:

All employees of Kilgore College will hold themselves and each other to the following code of ethics. We will:

a. Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic information.

b. Strive to help each student realize his or her full potential as a learner and as a human being.

c. By example and action, encourage and defend the unfettered pursuit of truth by employees and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

d. Work to enhance cooperation and collegiality among students, faculty, administrators, Board members, and other personnel.

e. Recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage or embarrass or violate the privacy of any other person.

f. Maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropiately constructive criticism and evaluation.

g. Work cooperatively and respectfully with all Board members, employees, and students, and act in the best interest of the College as a whole.

h. Make the most judicious and effective use of the College's time and resources.

i. Fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.

j. Support the goals and ideals of the College and act in public and private affairs in such a manner as to bring credit to the College.

Employee Ethics Policy cont. on next page
k. Refrain from accepting or soliciting any gift, favor, service, or benefit that we should reasonably know is offered with the intent to influence our decisions or actions. Likewise, refrain from soliciting, accepting, or agreeing to accept any unauthorized personal gifts, services, or other benefits from having exercised the powers and responsibilities of our official positions.

l. Refrain from engaging in sexual harassment or sexual violence of students, colleagues, or any other person, including at off-campus activities and events, and adhere to the College's Anti-Harassment & Complaint Policy.

m. Observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.

n. Support the right of all employees to academic freedom and due process.

o. Refrain from supporting the continuation of employment by the College of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

p. Participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
Supplanting Policy

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 11/01/2019

Policy:

Federal and state grants awarded to Kilgore College shall be used to supplement and not supplant federal, state, or local funds.

Procedures:

Approved By and Date:
Executive Leadership Team 11/01/2019

Federal and state grant applications and subsequent awards should be monitored to ensure they are used to increase services instead of being used to take the place of federal, state or local funds. Federal grants cannot be used to pay for services, staff, programs, or materials that would otherwise be paid with state or local funds. Unless otherwise stated in grant requirements, federal and state funds may not be used to provide services that the College is required to provide under state or local law, rule, or a court order. Grant funds may not be used for any service that was previously funded with state or local funds, unless there is evidence of a reduction in state and/or local support or proof that the activity/program would be discontinued without the benefit of the funds.

Transfer of equipment purchased by grant funds to another department should only be done once the life of the grant is over, or as otherwise permitted by grant requirements. Records of such transfers must be kept according to the College's records retention schedule and the grant's reporting requirements. The assigned grant administrator is responsible for ensuring compliance with these procedures.
Worker's Compensation Policy

KILGORE COLLEGE

Workers' Compensation

Approved By and Date:
Board of Trustees 12/16/2019
Executive Leadership Team 09/11/2019

Policy:

Kilgore College provides workers' compensation insurance coverage to its employees and abides by all and state regulations governing such. Kilgore College may not discharge or in any other manner discriminate against an employee because the employee has:
1. Filed a workers' compensation claim in good faith;
2. Hired a lawyer to represent the employee in a claim;
3. Instituted or caused to be instituted in good faith a proceeding under the Texas Workers' Compensation Act; or
4. Testified or is about to testify in a proceeding under the Texas Workers' Compensation Act.

Kilgore College may terminate an employee for violation of a reasonable absence-control policy without liability for prohibited discrimination.

Procedures:

Approved By and Date:
Executive Leadership Team 09/11/2019

Coverage

Those covered by the College's workers' compensation insurance plan include any employee in the service of Kilgore College, as the term "employee" is defined by Chapter 504 of the Texas Labor Code.

A person is not an employee and is not entitled to compensation if the person:

a. Is in the service of Kilgore College and is paid on a piecework basis or on a basis other than by the hour, day, week, month, or year;

b. Performs services that may benefit the College, or is employed by or under contract with a performer providing those services, but does not receive payment from the College for the performance of the services, if the services are performed in connection with the operation or production of a musical, vocal, or theatrical performance or another entertainment event; or

c. Is an independent contractor.

A workers' compensation absence longer than three days with continuing treatment or that results in inpatient care may qualify as a serious health condition for purposes of the Family Medical Leave Act. An absence that is due to a work-related injury or illness that qualifies as FMLA leave shall be designated as leave under the FMLA.
Income Benefits

An employee may be paid temporary income benefits (TIBs) if his/her work-related injury or illness causes him/her to lose some or all of his/her wages for more than seven (7) days. Once TIBs accrue, an employee is entitled to TIBs to compensate the employee for lost wages due to the compensable injury during a period in which the employee has disability and has not reached maximum medical improvement (MMI). Lost wages are the difference between the employee's gross average weekly wage (AWW) and the employee's gross Post-Injury Earnings (PIE). If the employee's PIE equals or exceeds the employee's AWW, the employee has no lost wages. The employee must report any income earned while receiving TIBs; failure to do so may be grounds for termination.

PIE shall include, but not be limited to, the documented weekly amount of:

a. All pecuniary wages paid to the employee after the date of injury including wages based on work performed while on modified duty and pecuniary fringe benefits which are paid to the employee whether the employee has returned to work or not;

b. any employee contribution to benefits such as health insurance that the employee normally pays but that the employer agrees to pay for the employee in order to continue the benefits (which does not include the portion of the benefits that the employer normally pays for);

c. the weekly amount of any wages offered as part of a bona fide job offer which is not accepted by the employee which the insurance carrier (carrier) is permitted to deem to be PIE under §129.6 of this title (relating to Bona Fide Offers of Employment);

d. the value of any full days of accrued sick leave or accrued annual leave that the employee has voluntarily elected to use after the date of injury;

e. the value of any partial days of accrued sick leave or accrued annual leave that the employee has voluntarily elected to use after the date of injury that, when combined with the employee’s TIBs, exceeds the AWW; and

f. any monies paid to the employee by the employer as salary continuation based on:
   1. contractual obligation between the employer and the employee including through collective bargaining agreement;
   2. an employer policy; or
   3. written agreement with the employee.

PIE shall not include:

a. any non-pecuniary wages paid to the employee by the employer after the injury;

b. any accrued sick leave or accrued annual leave that the employee did not voluntarily elect to use;

c. any wages paid by the employer as salary supplementation as provided by Texas Labor Code, §408.003(a)(2);

d. any monies paid by the employer which would otherwise be considered PIE under subsection (c) of this section but which the employer attempts or intends to seek reimbursement from the employee or carrier, or

e. any money paid to an employee under an indemnity disability program paid for by the employee separate from workers' compensation.

TIBs end at the earlier of:

a. the date MMI is reached;

b. the date the employee is able to earn his/her same AWW that was earned pre-injury; or

c. at the end of 124 weeks from the date of eligibility for TIBs.
Relation to Paid Leave

If eligible, workers' compensation insurance may begin paying a percentage of the employee's current wages if the employee's absence exceeds seven calendar days. College employees have the option to use paid leave during a workers' compensation absence. State workers' compensation laws prevent employees from receiving more than 100% of their pre-injury average weekly wage if they decide to use paid leave while receiving T13s. The employee may choose one of the following:

a. Use available leave and delay TIBS until the amount of elected leave is used or to the degree that paid leave does not equal the pre-illness or pre-injury wage; or
b. Receive TIBS and decline the use of available paid leave. If this option is chosen, the employee will not receive any regular salary payments from Kilgore College while receiving weekly income benefits under workers' compensation; or
c. Receive previously accrued sick leave benefits, whether statutory or contractual, in an amount equal to the difference between the TIBS and the weekly compensation that the employee was receiving before the injury that resulted in the claim. Sick leave benefits received under this option will be deducted proportionately from the employee's sick leave balance.

Employees must indicate their choice on the "Leave Benefits Election with Workers' Compensation" form.

Medical Benefits

Kilgore College's workers compensation carrier will pay for reasonable and necessary medical care to treat an employee's compensable work-related injury or illness. The insurance carrier will pay such medical benefits directly to the health care provider that provides the employee's medical care.

3. ACTION ITEM: To consider approval of moving select staff member salaries to the newly adopted Department of Labor (DOL) threshold for exempt employees of $35,568.00

Karol Pruett made the motion for approval of moving select staff member salaries to the newly adopted Department of Labor threshold for exempt employees of $35,568.00. Because the motion came from a committee a second is not required. The motion passed unanimously.

4. INFORMATION ITEM: Strategic Plan Progress Update
   Presenter: Dr. Brenda Kays & Dr. Staci Martin
Strategic Plan Completion Summary

Kilgore College Strategic Plan Update
December 16, 2019

25 Outcomes Due for Completion in August 2019
Complete: 17, 68%
Partially Complete – Advance Outcome Completion to 2020: 7, 28%
Not Met – 1, 4%

I. Improve student learning and success
   Outcome 1B.2: Reduction in number of students who complete a semester with 0 credit hours
   Partially Complete – advance to August 2020 with same goal
   Fall went up by 10 students, then stayed steady; Spring went down by a total of 15 students

   Outcome 1B.3: Reduction in number of students on financial aid probation/suspension
   Complete

   Outcome 1C.1: 25% increase in students who earn 15 hours in first year and 30 hours in second year
   Not Met, Significant Progress Made -- advance to August 2020 with same goal
   22.2% increase (91 students)

   Outcome 1C.2: Improve student retention rates
   Complete

   Outcome 1D.1: Increase number of dual credit students who attend KC after graduation
   Complete

II. Enhance college resources to adequately support student learning and success
   Outcome 2A.2: Wireless connectivity on both campuses
   Partially Complete – advance to August 2020 with same goal
   Buildings completed: Devall Student Center, Longview North, Engineering and Science Building, Porter Business Administration Building, Student Support Building and Woodfin Center

   Outcome 2C.4: Information security training
   Not Met
   State regulations changed to require training to be done by an approved training provider. Once providers have been approved, we will move forward with training to meet the June 2020 deadline. Faculty in the Computer and Information Technology Department have developed training materials and are seeking approval for KC to be an approved training provider.

III. Provide students with safe, well-maintained, and accessible environments that foster student achievement and engagement
   Outcome 3A.3: Add lighting to address deficiencies
   Complete

   Outcome 3B.1: Increase student satisfaction with residence halls
   Not Met, Significant Progress Made -- advance to August 2020 with same goal
   Increase from 54.2% to 82.7% satisfaction

Strategic Plan Completion Summary cont. on next page
Strategic Plan Completion Summary cont.

**Outcome 3B.2: Increase employee satisfaction with facilities contractor**
Not Met, Progress Made — advance to August 2020 with same goal
Increase from 79.8% to 85.3% satisfaction

**Outcome 3B.3: Increase student and employee satisfaction with campus appearance**
Complete

**Outcome 3C.1: Increase online course sections**
Complete

**Outcome 3C.2: Increase hybrid course sections**
Complete

**Outcome 3C.3: Implement 8-week course offerings**
Complete

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

**Outcome 4A.1: Increase non-credit programs**
Complete

**Outcome 4A.2: Increase continuing education opportunities for recertification/licensure update courses**
Complete

**Outcome 4B.1: Expand allied health programs**
Complete

**Outcome 4B.2: Expand industry-recognized credentials earned by students in workforce programs**
Complete

**Outcome 4B.3: Increase experiential learning opportunities in workforce education programs**
Not Met
Decrease in number of participants from 223 in 2016-2017 to 171 in 2018-2019. This is reflective of enrollment declines in workforce education programs. Further exploration needed to determine if we can make this mandatory for students or if another model of experiential learning is appropriate.

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

**Outcome 5A.1: Identify expanding markets and service needs**
Complete

**Outcome 5A.2: Research various student populations and develop actionable results**
Partially Complete — advance to August 2020 with same goal
Efforts are established but need to do more work on actionable results. Admissions personnel have conducted research on non-matriculated students; Marketing department has conducted focus groups with high school students; Student Development has conducted focus groups of enrolled students for Texas Pathways project; Title III has conducted focus groups.
Strategic Plan Completion Summary cont.

Outcome 5A.3: Effectiveness of social media outreach
Complete

Outcome 5B.1: Circular validation of data and decision-making
Complete

Outcome 5B.2: Launch new initiatives after validation of data
Complete

Outcome 5B.3: Establish a niche market and marketing plan
Complete

C. Property & Facilities Committee – Lon Ford, Chair
   1. ACTION ITEM: To consider approval to contract with an architect and conduct a
      competitive bid process for the construction of a metal design build structure on the site of the
      current tennis courts to house the “Lane”

Lon Ford made the motion to approve a contract with an architect and conduct a competitive bid
process for the construction of a metal design build structure on the site of the current tennis courts
to house the “Lane”. Because the motion came from a committee a second is not required. The
motion passed unanimously.

Exhibit for the Lane

Exhibit for the Lane

Recommendation on the Lane project is as follows: to construct a prefab metal building with interior
improvements.

Lane Johnson, former KC football player and now Philadelphia Eagle, has donated $500,000.00 to provide an
athletic workout facility.

Timeline:

December 2019 - Select an architect based on qualifications, which does not require an RFP/Q process. Colleges
may select one as a professional service.

December- January - Work with the architect to get all the necessary plans and documents together.

January - February - Select construction through competitive bid process with fast turn around.

February - March 2019 - Build the building

The Lane Location on the next page
2. INFORMATION ITEM: East Texas Oil Museum ad hoc exterior committee recommendation
Presenter: Dr. Mike Jenkins

- Install picnic tables with shade structures
- Enhance landscaping
- Remove raised planter beds
- Repair concrete
- Install a shade pavilion
- Create a bus turn-in lane on Ross St. for unloading
- Remove raised planter beds
- Fill in pit
- Repair concrete
- Create a stamped or saw-cut plaza that features a map of the East Texas Oil Field
- Add new signage
- Update entryway
- Enhance landscaping
D. Student Success Committee – Cecelia Sanders, Chair
   1. INFORMATION ITEM: 2019 Kilgore College Annual Security and Fire Safety Report
      Presenter: Dr. Mike Jenkins

The 2019 Kilgore College Annual Security and Fire Safety Report can be found at
https://www.kilgore.edu/sites/default/files/documents/file/KCPD-2019C-Annual-Security-Fire-

Crime Statistics
The information below provides context for the crime statistics reported as part of compliance with
the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to
the KC community obtained from the following sources: the KC Police Department (KCPD), the
Kilgore Police Department (KPD), the Longview Police Department, and non-police officials (as
defined below). For statistical purposes, crime statistics reported to any of these sources are recorded
in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security
Authorities (as defined by federal law) and to all College Deans, Directors, and Department Heads.
Statistical information is requested and provided to KCPD by the employees at the KC
Counseling Center and the Student Health Center, even though they are not required by law to
provide statistics for the compliance document.

All of the statistics are gathered, compiled, and reported to the KC community via this publication.
KCPD submits the annual crime statistics published in this document to the Department of
Education (ED). The statistical information gathered by the Department of Education is available to
the public through the ED website.

KCPD sends notification to every enrolled student and current employee on an annual basis. The
notification includes a brief summary of the contents of the publication. The notification also includes
the address for the KCPD website where the publication can be found online
https://www.kilgore.edu/about/police-department-kcpd and information about how to request a hard
copy of the document.

2. INFORMATION ITEM: Preliminary 8-Week Student Success Data
   Presenter: Dr. Staci Martin

Preliminary 8-Week Student Success Data on next page

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Course Success Rate

Percent of courses completed with grade of ABC

73.3% 2018 Fall
76.2% 2019 Fall 1

*Does not include dual credit

Increased 4.0%

Withdrawal Rate

13% 2018 Fall
6.7% 2019 Fall 1

*Does not include dual credit

Decreased 48.5%
E. To consider Approval of Settlement Offer in Pending Litigation

Karol Pruett made the motion to approve the proposed settlement offer in the pending litigation against Kilgore College. David Castles seconded the motion. The motion passed unanimously.

VII. ADMINISTRATIVE COMMENTS
A. Board Training Report – Nancy Law
Board Training Report

DATE: December 16, 2019

TO: Dr. Brenda Kays

FROM: Nancy Law

SUBJECT: Board of Trustee Training

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

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

This memo is to certify that as of December 16, 2019 all nine KC Board of Trustee members have completed their required training in compliance with Texas Education Code, Section 61.084.

B. Board President Report – Joe Carrington
   1. Karol Pruett Letter of Resignation effective February 29, 2020

   Joe Carrington stated that Karol Pruett has submitted her resignation from the Kilgore College Board of Trustees. Karol was appointed to the board in 2014. There will be discussion on next steps at the February board meeting.

Karol Pruett Resignation Letter on the next page

December 16, 2019 Minutes
J. Karol Pruett  
2207 Florence  
Kilgore, Texas 75662  
jkarolpruett@gmail.com

December 3, 2019

Mr. Joe Carrington, President  
KC Board of Trustees  
Kilgore College  
1103 Broadway  
Kilgore, TX 75662

Joe,

This letter will serve as notice of my intent to retire from the KC Board of Trustees effective February 29, 2020. I appreciate the opportunity I have been given to serve our students and our community.

I enjoyed my time on the Board and the new challenges it presented. Each year in our evaluation, we are asked about our legacy as a Trustee. My answer is always the same. My legacy is that I helped usher in a new era at the college by my participation in hiring Dr. Kays. I feel confident that I am leaving a much stronger Board than when I was appointed in 2014. I am also encouraged by the decisive and forward thinking actions of Dr. Kays and she moves the college forward.

I want to thank the entire Board and the KC faculty and staff for continued dedication to our students’ success.

Sincerely,

[Signature]

J. Karol Pruett  
C: Dr. Brenda Kays


C. President's Report – Dr. Brenda Kays
   1. HE 1495 Requirements – Dr. Brenda Kays

HB 1495 Requirements – Lobbying Expenditures

House Bill 1495 from the 86th Texas Legislature added a requirement for proposed budgets prepared by certain political subdivisions. The bill amended Texas Local Government Code section 140.0045 to require that proposed budgets include a line item indicating the amount of expenditures for “directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Section 305.002, Government Code.” Both line items must allow “as clear a comparison as practicable between those expenditures in the proposed budget and actual expenditures for the same purpose in the preceding year.”

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<th>Membership Dues</th>
<th>Vendor</th>
<th>% of dues devoted to Legislative Advocacy</th>
<th>$ amount devoted to Legislative Advocacy</th>
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<td>$ 23,494.00</td>
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This information will be added as an addendum to the FY20 Budget. Next year’s budget will have FY20 and proposed FY21 information included.

2. Kilgore College Foundation Updates – Merlyn Holmes
   a. Scholarships – 12 new endowed scholarships ($15,000 each).
   b. Wireless Infrastructure – a work in progress. Working on one building at a time.
   c. Foundation Board Members – 29 new board members.
   d. Benches – there are 18 benches left to be sold.
   e. MLK Dual Credit Scholarship Breakfast, January 17, 2020 – hope to raise $30,000.
   f. Foundation Board Meeting, January 16, 2020
   g. Torrence Fundraiser, March 21, 2020

VIII. ADJOURNMENT

The meeting was adjourned at 7:55pm 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, than 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,

December 16, 2019 Minutes
Nancy Law
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

Joe Carmody
President of the Board

Karol Meurt
Secretary of the Board