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, February 10, 2020, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following 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 call the meeting to order at 6:30pm. Larry Woodfin led the Invocation and Joe Carrington led the Pledge of Allegiance.

II. PRESENTATIONS
   A. Program/Employee/Student Spotlight - "New Recruiter" for Industrial Maintenance Program
      Presenter: Kelly Kaemmerling
Fall 2019
Student Success & Retention

Dr. Staci Martin
Vice President of Institutional Planning
February 10, 2020

First Time in College (FTIC) Full-time Cohort Fall 2019

FTIC full-time cohort Fall 2019: 851 Students
2018: 866

Earned hours in Fall 2019: 97.9%
2018: 92.6%

Returned in Spring 2020: 87.0%
2018: 84.3%

III. PUBLIC COMMENT

There were no public comments.
IV. CONSENT AGENDA
Presenter: Joe Carrington

A. To consider approving the minutes of the December 16, 2019 regular board meeting and the January 25, 2020 board retreat

B. To consider approval of personnel items submitted as follows:
1. Recommendation to accept employee resignations as follows:
   a. Assistant Football Coach & Kinesiology Instructor, effective December 31, 2019 after five years and four months of service
   b. Professional Support Assistant - Financial Aid, effective January 3, 2020 after eight months of service
   c. Project Coach, Early Childhood, effective February 14, 2020 after eleven months of service
   d. Psychology Instructor, effective May 12, 2020 after six years and eight months of service

2. Recommendation to accept employee retirement as follows:
   a. Fire Academy Instructor, effective January 31, 2020 after eleven years of service
   b. Reading Instructor, effective August 31, 2020 after thirty-eight years of service

3. Recommendation to terminate employment as follows:
   a. Assistant Women's Basketball Coach, effective January 14, 2020 after seven months of service

4. Recommendation of employment as follows:
   a. Academic Advisor, Public Services & Industrial Technology, effective January 1, 2020
   b. Professional Support Assistant, KC-Longview, effective January 1, 2020
   c. Support Specialist, Testing Center, Student Development, effective February 3, 2020

C. To consider payment of legal fees.

Jon Rowe made the motion to approve the Consent Agenda as presented. Scott Andrews seconded the motion. The motion passed unanimously.

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
February 10, 2020

1. Recommendation to accept employee resignation as follows:
   a. Mr. Nick Dobler, Assistant Football Coach & Kinesiology Instructor, effective December 31, 2019 after five years and four months of service
   b. Ms. Staina Breedlove, Professional Support Assistant – Financial Aid, effective January 3, 2020 after eight months of service
   c. Ms. Penny Robbins, Project Coach, Early Childhood, effective February 14, 2020 after eleven months of service
   d. Ms. Martha Deen, Psychology Instructor, effective May 12, 2020 after six years and eight months of service

2. Recommendation to accept employee retirement as follows:
   a. Mr. Mike Fennell, Fire Academy Instructor, effective January 31, 2020 after eleven years of service
   b. Ms. Kraren Johnson, Reading Instructor, effective August 31, 2020 after thirty-eight years of service

Personnel Agenda cont. on next page
3. Recommendation to terminate employment as follows:

   a. Ms. Ja'Lee Carver, Assistant Women's Basketball Coach, effective January 14, 2020 after seven months of service

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. Karla Mojica</td>
<td>Academic Advisor</td>
<td>Public Services &amp; Industrial Technology</td>
<td>$1,482.00/pay period 12 mo. equivalent = $35,568</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Ms. Donna Davis</td>
<td>Professional Support Assistant</td>
<td>KC-Longview</td>
<td>$1037.17/pay period 12 mo. equivalent = $24,892</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Ms. Nella Kopp</td>
<td>Support Specialist – Testing Center</td>
<td>Student Development</td>
<td>$951.54/pay period 12 mo. equivalent = $22,837</td>
<td>February 3, 2020</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. INFORMATION ITEM: Review of FY19 Audit
   Presenter: Weaver and Tidwell, LLP – Greg Peterson

Audit Report on next page
Kilgore Junior College District
Year Ended August 31, 2019

Summary of the Auditor's Results
Financial Reporting

- Opinion on the Basic Financial Statements
  - Unmodified or "Clean" Opinion.
  - Highest Level of Assurance that can be given on Financial Statements.
  - Audit conducted in accordance with Auditing Standards generally accepted in the United States of America and the Government Auditing Standards, issued by the Comptroller General of the United States.
  - Two material weaknesses identified in current year improvement from four in prior year.
  - No noncompliance.
Summary of the Auditor's Results
Financial Reporting - Findings

- Material Weakness 2019-001
  - Finding 2019-001 is a recurring matter from the prior year related to financial accounting and reporting. The primary cause of this finding is related to the complexities of the conversion of the accounting and finance system to Jenzabar EX and the turnover of key employees that implemented the conversion. As a result of these factors there were various balance sheet accounts that were adjusted as a result of our audit procedures.
  - Based on discussions with management and our experience during the prior year audit we have seen significant improvement in the closing and reconciling process. This type of recurring finding is not unusual especially in circumstances where there has been a system conversion and significant employee turnover. We have reviewed management’s corrective action plan and feel that significant strides will be made prior to the next audit.

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Summary of the Auditor's Results
Financial Reporting - Findings

- Material Weakness 2019-002
  - Finding 2019-002 is a recurring matter from the prior year related to grant accounting and reporting. The primary cause of this finding is related to employee turnover and the inherent complexities of grant accounting. As a result of these factors there were various grant funds that were adjusted as a result of our audit procedures.
  - Based on discussions with management and our experience during the prior year audit we have seen improvement in the grant reporting process. We have reviewed management’s corrective action plan and feel that additional training for key accounting personnel will correct this matter going forward.
Summary of the Auditor’s Results
Federal Programs

• Opinion on the Compliance with Major Programs
  – Unmodified or "Clean" Opinion.
  – Major Programs tested:
    • Student Financial Aid Cluster 84.007, 84.033, 84.063 and 84.268
    • ARRA – State Energy Program 81.041
  – No material weaknesses.
  – No significant deficiencies.
  – No noncompliance.

Condensed Statement of Net Position
As of August 31, 2019, 2018 and 2017

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
<th>2018 to 2019 Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td>$15,097,926</td>
<td>$21,929,407</td>
<td>$21,375,902</td>
<td>$16,071,589</td>
</tr>
<tr>
<td>Non-current assets</td>
<td>14,064,412</td>
<td>12,627,526</td>
<td>10,624,635</td>
<td>2,804,447</td>
</tr>
<tr>
<td>Non-current capital assets</td>
<td>64,451,027</td>
<td>47,419,367</td>
<td>44,251,376</td>
<td>17,021,600</td>
</tr>
<tr>
<td>Total assets</td>
<td>94,433,469</td>
<td>81,965,340</td>
<td>52,134,115</td>
<td>12,370,607</td>
</tr>
<tr>
<td>Total deferred outflows of resources</td>
<td>6,090,432</td>
<td>1,720,832</td>
<td>1,797,899</td>
<td>4,370,000</td>
</tr>
<tr>
<td>Current liabilities</td>
<td>8,819,600</td>
<td>4,179,500</td>
<td>3,813,296</td>
<td>2,440,004</td>
</tr>
<tr>
<td>Non-current liabilities</td>
<td>40,843,254</td>
<td>37,974,281</td>
<td>4,391,637</td>
<td>10,648,073</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>49,662,854</td>
<td>42,153,781</td>
<td>12,265,933</td>
<td>13,507,851</td>
</tr>
<tr>
<td>Total deferred inflows of resources</td>
<td>13,125,211</td>
<td>9,913,111</td>
<td>1,816,657</td>
<td>4,212,000</td>
</tr>
<tr>
<td>Net position</td>
<td>$29,537,646</td>
<td>$20,442,565</td>
<td>$6,898,982</td>
<td>$17,718,664</td>
</tr>
</tbody>
</table>

Audit Report cont. on next page

February 10, 2020 Minutes

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Condensed Statement of Revenues, Expenses and Changes in Net Position
For the year ended August 31, 2019, 2018 and 2017

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$6,574,482</td>
<td>$7,117,725</td>
<td>$8,020,610</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>3,779,691</td>
<td>2,873,479</td>
<td>2,582,474</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>3,178,569</td>
<td>3,154,293</td>
<td>4,063,386</td>
</tr>
<tr>
<td>Other revenues</td>
<td>1,680,910</td>
<td>1,106,687</td>
<td>1,388,610</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>16,123,550</td>
<td>15,223,495</td>
<td>15,766,184</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect costs</td>
<td>16,709,824</td>
<td>16,705,824</td>
<td>16,705,824</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>4,580,277</td>
<td>5,514,827</td>
<td>6,940,688</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,767,230</td>
<td>1,411,734</td>
<td>1,623,568</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>6,917,730</td>
<td>7,438,365</td>
<td>8,591,258</td>
</tr>
<tr>
<td>Operating loss</td>
<td>(31,504,980)</td>
<td>(39,894,444)</td>
<td>(52,515,244)</td>
</tr>
</tbody>
</table>

NONOPERATING REVENUES (EXPENSES)

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other revenues</td>
<td>2,353,585</td>
<td>2,353,585</td>
</tr>
<tr>
<td>Federal revenues</td>
<td>2,452,585</td>
<td>2,452,585</td>
</tr>
<tr>
<td>Other revenues</td>
<td>2,654,585</td>
<td>2,654,585</td>
</tr>
<tr>
<td>Contributions to foundation</td>
<td>(1,666,781)</td>
<td>(1,666,781)</td>
</tr>
<tr>
<td>Other expenses</td>
<td>(1,035,243)</td>
<td>(1,035,243)</td>
</tr>
<tr>
<td>Total nonoperating revenues (expenses)</td>
<td>11,259,679</td>
<td>11,259,679</td>
</tr>
<tr>
<td>Change in net position</td>
<td>31,444,500</td>
<td>49,655,544</td>
</tr>
<tr>
<td>Net position, beginning as originally stated</td>
<td>30,390,716</td>
<td>29,344,500</td>
</tr>
<tr>
<td>Net position, ending</td>
<td>$31,444,500</td>
<td>$29,344,500</td>
</tr>
</tbody>
</table>

Financial Results

- Total assets and deferred outflows exceed liabilities and deferred inflows by $29.9 million which is reported as net position. Within the classifications of net position there is an unrestricted deficit of $36.0 million which is primarily the result of implementing GASB Standards 68 and 75 related to pension and OPEB liabilities. (Note: All governmental entities participating in a pension or OPEB plans were required to implement these standards thereby creating an unrestricted deficit for a majority of entities.)
- Current assets exceed current liabilities by $7.1 million.
- The increase in capital assets is the result of several on-going projects to improve the energy efficiency of the College’s facilities. Construction-in-progress as of year-end totaled $17.2 million.

Audit Report cont. on next page

February 10, 2020 Minutes
Financial Results

- The increase in non-current liabilities is correlated to the increase in capital assets as improvements are financed through two SECO loans. The College totaled $9.7 million in draws on the loans as of year-end.
- The College's net position decreased by $714 thousand during the year, due primarily to the transfer of $1.3 million to the Foundation for student scholarships.

Questions and Answers
2. INFORMATION ITEM: Investment Reports
   a. Public Funds Investment Act (PFIA) Investment Report - Quarter 1

Scott Andrews was available to answer any questions.

3. ACTION ITEM: To consider setting tuition and fee rates for the 2020-2021 academic year

Scott Andrews made the motion to approve tuition and fee rates for the 2021 academic year. Because the motion came from a committee a second is not required. The motion passed unanimously.

Tuition and Fees

<table>
<thead>
<tr>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Kilgore College Board of Trustees</td>
</tr>
<tr>
<td>From: Investment, Finance, and Audit Committee</td>
</tr>
<tr>
<td>CC: Brenda Kays, President</td>
</tr>
<tr>
<td>Date: 2/10/2020</td>
</tr>
<tr>
<td>Re: Adjustment for tuition and fees for the 2020-2021 academic year</td>
</tr>
</tbody>
</table>

On January 27, 2020, the Investment, Finance, and Audit Committee of the Board met with administration to review recommendations for tuition and fee changes. After discussion of various scenarios, the committee is recommending a tuition rate increase of $2 per SCH, a general education fee increase of $2 per SCH, and an out-of-district fee increase of $0 per SCH. This recommendation keeps our tuition rate below the state average of $59.00 per semester credit hour.

<table>
<thead>
<tr>
<th>Rates for Tuition and General Education Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
</tr>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>General Education</td>
</tr>
<tr>
<td>Out-of-District</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

These tuition and fees would be effective Fall of 2020.

The change in tuition and out-of-district fees will increase revenue resources by approximately $200,000 based on a projected 105,000 annual semester credit hour enrollment. These resources are needed to improve student success objectives, expand and enhance our IT infrastructure to support the advancing digital and security needs of the students and the institution, support the human resource needs of the institution, and continue addressing physical infrastructure improvements that impact student learning, safety, and community pride. The increase in the general education fee will specifically target student success initiatives and safety/security measures and is expected to garner approximately $200,000.

NOTE: The KC Connection discount for incoming dual credit students who transition directly to Kilgore College from high school is currently indexed at 60% of the regular rates for tuition and fees. Therefore, with the overall increase, KC Connection students will be assessed $54/sch for in-district tuition and fees and $101.40/sch for out-of-district tuition and fees.

Tuition and Fees cont. on next page

February 10, 2020 Minutes
### Tuition and Fees cont.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All CPMT, EECT, GAME, INEW, ITMT, ITNW, ITSC, ITSE, ITSY courses and ITCC 2343</td>
<td>$35</td>
<td>$0</td>
<td>These courses are all included in the High Cost Workforce Development fee</td>
</tr>
<tr>
<td>ITCC 1314, 1340, 2312, 2313</td>
<td>$45</td>
<td>$0</td>
<td>These courses are all included in the High Cost Workforce Development fee</td>
</tr>
<tr>
<td>ITCW2334 Advanced Spreadsheets</td>
<td>$107</td>
<td>$80</td>
<td>For the Microsoft certification exam students take at the end of the course</td>
</tr>
<tr>
<td>ITCW2337 Advanced Database</td>
<td>$107</td>
<td>$80</td>
<td>For the Microsoft certification exam students take at the end of the course</td>
</tr>
</tbody>
</table>

All courses listed above are included in High Cost Workforce fee.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1406</td>
<td>$100</td>
<td>$180</td>
<td>To keep up with the increased focus on genetics and biotechnology in the latest version of the ACGM for this course, the additional funds will allow for an interactive genetics experience while completing a genetic ancestry analysis and a forensic pedigree unit. The student focused and project centered learning will move the educational experience for our students into a modern realm of applied genetics technology that goes beyond the simplistic and limited scope of their current genetics experience.</td>
</tr>
<tr>
<td>KINE 1306</td>
<td>$0</td>
<td>$40</td>
<td>Obtaining and maintaining CPR Instructor certifications. Purchasing CPR cards for students once they pass test. Purchasing keychain CPR masks for students.</td>
</tr>
</tbody>
</table>
| MDCA 1313 Medical Terminology         | N/A         | $85          | Inclusive Access Fee- Pearson MyLab access code 'or MyLab Medical Terminology electronic course content
### Tuition and Fees cont.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 0300</td>
<td>$50</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 1314</td>
<td>$20</td>
<td>$66</td>
<td>Inclusive Access Fee--Pearson MyMathLab--to ensure that students have textbook and that they have it on first class day</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 1325</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 1332</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 1342</td>
<td>$20</td>
<td>$76</td>
<td></td>
</tr>
<tr>
<td>MATH 1350</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 1351</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 2412</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 2413</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 2414</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>MATH 2415</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>TECM 1343</td>
<td>$20</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>NCBM 0143</td>
<td>$50</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>BUSI 2305</td>
<td>$20</td>
<td>$95</td>
<td></td>
</tr>
<tr>
<td>ENGR 2401</td>
<td>$20</td>
<td>$69</td>
<td></td>
</tr>
<tr>
<td>ENGR 2402</td>
<td>$20</td>
<td>$69</td>
<td></td>
</tr>
<tr>
<td>ENGL 0307</td>
<td>$35</td>
<td>$100</td>
<td>Inclusive Access Fee--Pearson MySkillsLab and textbook--to ensure students have textbooks on first class day</td>
</tr>
</tbody>
</table>

**High Cost Workforce Fee**
(applicable programs)

$30/SCH   $35/SCH

**Distance Learning Fee (Online or Hybrid Courses)**

$35/Course  $40/Course
<table>
<thead>
<tr>
<th></th>
<th>Current Room</th>
<th>Proposed Room</th>
<th>$ Increase</th>
<th>% Increase</th>
<th>Current Board</th>
<th>Proposed Board</th>
<th>$ Increase</th>
<th>% Increase</th>
<th>Total Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stark</td>
<td>$930.00</td>
<td>$1,025.00</td>
<td>$95.00</td>
<td>10.22%</td>
<td>$1,530.00</td>
<td>$1,610.00</td>
<td>$80.00</td>
<td>5.23%</td>
<td>$175.00</td>
</tr>
<tr>
<td>Nolen</td>
<td>$1,030.00</td>
<td>$1,140.00</td>
<td>$110.00</td>
<td>10.68%</td>
<td>$1,530.00</td>
<td>$1,610.00</td>
<td>$80.00</td>
<td>5.23%</td>
<td>$190.00</td>
</tr>
<tr>
<td>Quads</td>
<td>$1,135.00</td>
<td>$1,250.00</td>
<td>$115.00</td>
<td>10.13%</td>
<td>$1,530.00</td>
<td>$1,610.00</td>
<td>$80.00</td>
<td>5.23%</td>
<td>$195.00</td>
</tr>
<tr>
<td>GNDRR</td>
<td>$1,630.00</td>
<td>$1,800.00</td>
<td>$170.00</td>
<td>10.43%</td>
<td>$1,530.00</td>
<td>$1,610.00</td>
<td>$80.00</td>
<td>5.23%</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

4. **ACTION ITEM:** To consider renewing the 50% historical property tax exemption for the year 2020 for the Dr. E.L. and Nancy Walker recorded historical landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing.

Scott Andrews made the motion to renew the 50% historical property tax exemption for the year 2020 for the Dr. E.L. and Nancy Walker recorded historical landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing. Because the motion came from a committee a second is not required. The motion passed unanimously.

**Historical Tax Exemption Request on next page**
Historical Tax Exemption Request

January 23, 2020

Kilgore College
Board of Trustees

Dear Kilgore College Board President and Trustees,

We have received the ‘notice of renewal’ request from the Gregg County Appraisal District regarding the Historic Property Tax Exemption. The exemption must be (1) renewed annually, (2) submitted with proper documentation from each taxing entity to the Gregg County Appraisal District, and (3) that the board decides the tax exemption rate. The new deadline date is April 1, 2020.

This property tax exemption is allowed by the Texas Tax Code Title 1, Subtitle C, Chapter 11, Sub Chapter A and Section 11.24.

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

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

We are requesting the renewal of the 50% exemption rate that the board has generously approved over the past several tax years. We estimate that should the board renew this requested exemption that the total amount would be somewhere in the range of $225 to $275 for the 2020 tax year.

We appreciate all you have done in the field of education, for the community, and past approvals of this requested exemption. We look forward to your positive response.

We may be reached by email, mail, or phone at the following:
Email: mmruesing@yahoo.com
Mail: 214 E Commerce Gladewater, TX 75647
Cell Phone: 817-773-1980

Thank you for your time and consideration.
Sincerely,

Matthew L. and Memori Raesing
On behalf of the:
Dr. E. L. and Nancy E. Walker, Recorded Texas Historic Landmark; National Register eligible

D. Policy & Personnel Committee - Karol Pruett, Chair
1. ACTION ITEM: To consider approval of policies
   a. Leave and Absence Control Policy
   b. Motor Vehicle Records & Vehicle Use Policy
   c. Payroll Policy

Karol Pruett made the motion to approve the above policies. Larry Woodfin seconded the motion. The motion passed unanimously.

Leave and Absence Control Policy on next page

February 10, 2020 Minutes
Leave and Absence Control Policy

KILGORE COLLEGE

Leave and Absence Control Policy

Approved By and Date:
Board of Trustees 2/10/2020
Executive Leadership Team 1/13/2020

Policy:

Kilgore College recognizes that regular attendance is an essential job function of every position at the College. To ensure continuous and efficient operations of the College, all employees must follow the procedures outlined below to ensure leave is used and recorded appropriately. Adherence to this policy is critical for continued employment if the absence(s) do not qualify for Family and Medical Leave Act (FMLA). Unacceptable absenteeism may lead to termination.

Kilgore College reserves the right to waive the requirements of this policy when granting reasonable accommodations under the Americans with Disabilities Act.

Procedures:

Approved By and Date:
Executive Leadership Team 1/13/2020

Paid Sick Leave Time:

Each full-time employee shall be granted eight hours per scheduled work month as paid sick leave time each year. This leave shall be earned by the employee and credited to the employee’s time off accrual account on a monthly basis. Sick leave may accumulate to a maximum of 720 hours. Sick leave time is an employee benefit, not an entitlement. Employees have no property right to accrued sick leave time should the employment relationship cease and will not be paid for same. However, employees who retire with at least 10 consecutive years of full-time service with the College are provided a payout equal to one half of accumulated sick leave or one month’s salary, whichever is greater. Sick leave time for an FMLA qualifying event will run concurrently with the FMLA leave. Paid leave shall be used first.

Use and Recording of Sick Leave:

Sick leave time may be used for personal illness, illness of immediate family, and bereavement for death of immediate family. Employees who are unable to report to work due to sickness or injury shall notify their supervisor at least one hour prior to the start of their workday unless it is impossible due to the particular circumstance. If additional days are missed, the same reporting requirements apply.

Sixteen hours of sick leave for nine-month employees and 24 hours for all other employees may be used for personal business providing that the employee secures advance approval of his or her immediate supervisor. Sick leave time may also be used for first-year care following the birth or adoption of an employee’s son or daughter or the placement of a child with the employee for foster care. Faculty shall be charged sick leave time as used even if a substitute is not employed. Sick leave time shall not be approved for more workdays than have been accumulated in prior years plus those already earned during the current year. Sick leave time shall be recorded

Leave and Absence Control Policy cont. on next page

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in five minute increments. Faculty members should record eight hours of sick leave if they miss an entire work day, regardless of how much time is on their actual schedule for that day. If faculty members do not miss an entire day of work, they may record the actual time missed per their current term/semester schedule. Any other leave granted or days of absence above the available sick leave accumulated shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

Medical Certification:

A written certification from a health care provider for an employee’s serious health condition or family member’s serious health condition is required for absences of more than three calendar days from work. Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. Failure to provide an acceptable medical certification will be grounds for discipline, including termination. Employees returning to work after three or more consecutive days absent due to personal or family illness who do not present a medical certification of the illness will be subject to leave without pay for those days. The employee may also be subject to discipline, up to and including termination, for violating absence control policies.

Catastrophic Sick Leave Pool:

The Kilgore College Catastrophic Sick Leave Pool is funded "by employees for employees" and is administered by the Office of Human Resources. The sick leave pool exists and continues through the generosity and deposits of full-time Kilgore College employees. The pool is a secondary source of paid sick leave available to full-time employees who have exhausted all other paid leave (i.e. vacation, sick, etc.). The leave can be taken in conjunction with FMLA, but may not be utilized above and beyond FMLA. An application form to request use of the pool is available from the Office of Human Resources. The application is subject to approval by the executive leadership of the College.

Qualifying rules pertaining to the pool include:

a. The employee must be full-time; and
b. The employee must be in good standing with the College; and
c. The employee or a qualified family member must have a "catastrophic" condition or combination of conditions that affect their mental and/or physical health. Catastrophic is generally defined as a condition that is severe, long-term, renders the individual unable to work, and would qualify the individual for disability insurance; and
d. The condition must be treated by a licensed practitioner for a prolonged period of time (20 calendar days or more); and
e. The employee must exhaust all earned leave from the College; and
f. The leave can be used for a maximum of 30 days; and
g. The employee is not receiving disability benefits from the group insurance program; and
h. The leave may be requested for a pregnancy that experiences severe complications; and/or
i. The leave is not requested for an injury or illness related to a workers’ compensation claim

Jury Duty:

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall retain any compensation for this service.
Leave and Absence Control Policy cont.

Other Court Appearances:

Absences for court appearances related to an employee’s personal business shall be deducted from the employee’s personal business leave or vacation or shall be taken by the employee as leave without pay.

Workers’ Compensation:

Kilgore College has workers’ compensation insurance coverage to protect employees in the event of a work-related injury or illness. Leave related to a workers’ compensation claim shall be governed by the College’s Workers’ Compensation Policy.

Wellness Release Time:

Kilgore College values the health and wellness of its employees. To support this value, full-time staff will be able to utilize up to 30 minutes of work time per workday or the equal of 2.5 hours per work week for physical fitness activities. Use of this release time is based upon the following expectations:

a. Staff must work with their supervisor and possibly other members of their unit to develop a mutually agreeable schedule for utilizing this time. Please note, supervisors are ultimately responsible for ensuring offices/areas are adequately staffed; therefore, they will have final approval of a workable schedule. Staff are not entitled to a specific day-to-day schedule for using this time nor are they entitled to a permanent schedule once an agreement is reached. Vacations, illnesses, and special events (registration, etc.) may necessitate a supervisor changing schedules, as needed.

b. Staff utilizing the College’s electronic time and attendance system will input 30 minutes of College Business time each day they use this benefit rather than being “on the clock” for this time.

c. All staff will utilize the services of the Kilgore College Parks Fitness Center and/or a facility of their choosing as long as documentation of attendance can be provided upon request.

d. As a reminder, this benefit is a privilege and not an entitlement. Kilgore College and/or individual supervisors may alter, rescind, or otherwise modify established schedules that incorporate time for physical fitness activities at any time in order to meet the needs of the institution and College constituents. Staff must be in good standing with the College to utilize this benefit.

e. Staff may not take more than 30 minutes of wellness release time per workday and may not combine release time over multiple days to take in excess of 30 minutes of release time.

Religious Holy Days:

The College shall reasonably accommodate an employee’s request to be absent from duty in order to participate in religious observances and practices, so long as it does not interfere with College business and reasonable advance notice is provided. Such absence shall be without pay unless applicable paid leave is available.

The College does not discriminate against or penalize in any way a faculty member who is absent from work for the observance of a religious holy day and gives proper notice of that absence. The faculty member must notify his/her department chair in writing at the beginning of the semester of the desire to take off to observe holy days. This notification must include a list of specific days absent, as well as a plan for a substitute or class cancellation, and how students will be notified in advance. The absence must be approved by the department chair and dean.
A "religious holy day" shall be defined as a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20.

Holidays:

Recognized holidays* shall be as follows:

- Labor Day
- Thanksgiving
- Christmas Break
- Martin Luther King Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day

The majority of full-time Kilgore College employees shall observe the above listed holidays in conjunction with the official College calendar published in the College catalog.

Holidays are a benefit, not an entitlement.

*Certain departments on campus such as the police department and the Fitness Center and others may observe different holiday schedules due to the nature of their jobs. Regardless of the scheduling methodology, all full-time employees of the College will receive an equivalent number of holiday days.

Vacation:

Paid vacation time is provided to all full-time, twelve-month employees and is credited to employees using the formula of 6.67 hours per month. Thus, twelve-month employees shall be entitled to 80 working hours paid vacation each academic year. Twelve-month employees working less than a full academic year will be entitled to a pro rata share of the 80 working hours.

Annual vacation time is awarded on September 1 of each year or the employee’s first day of work, whichever is appropriate, and should be taken by the end of the fiscal year (August 31). An employee may carryover up to 40 hours of unused vacation time each year; however, any unused vacation time in excess of 40 hours will be lost unless the employee receives approval from his/her supervisor to roll it over. Any earned vacation will be paid upon leaving employment.

Absence Control:

An employee will be in violation of this policy, and subject to discipline, including termination if any one of the following occur:

- The employee does not report to work and does not call in to report his or her absence to the immediate supervisor within the first hour of the scheduled work period
- The employee leaves work early without permission of his/her supervisor
- The employee has more than five days of unpaid absence in any twelve month period (calculated from the last date of unpaid absence), excluding FMLA leave
- The employee is absent from work for more than six consecutive months for any reason other than jury duty or military leave
Leave and Absence Control Policy cont.

Unpaid Leave:

Unpaid leave will only be granted for full-time employees due to extenuating circumstances, and on rare occasions at the sole discretion of the College. Employees who have no more paid leave remaining and seek to be absent must receive prior approval from their supervisor, the director of human resources, and the College president, whenever possible. Employees are encouraged to use paid leave time judiciously so as not to encounter situations where unpaid leave is needed. Employees utilizing unpaid leave for FMLA purposes will not be granted unpaid leave above and beyond FMLA leave.

Motor Vehicle Records & Vehicle Use Policy

Motor Vehicle Records & Vehicle Use Policy

Approved By and Date:
Board of Trustees 2/10/2020
Executive Leadership Team 1/13/2020

Policy:
The operations of Kilgore College necessitate the use of vehicles; and there is the potential for accidents that result in injuries, fatalities, damage to property and reputation, and claims against the College for third-party liability, property damage, and workers’ compensation. In recognition of this exposure to the College, Kilgore College will review, with the cooperation of the employee, the employee’s driving record and confirm the existence of a valid driver’s license prior to an employee’s using any vehicle for College business, regardless of vehicle ownership. As such, this policy applies to College-owned, personal, and/or rental vehicles utilized during the course of College business.

Although not employed by the College, members of the Board of Trustees are also subject to this policy while using their personal vehicles or rental vehicles for College business.

Procedures:
Approved By and Date:
Executive Leadership Team 1/13/2020

Any employee operating a College vehicle or his/her own vehicle while conducting College business must be at least eighteen (18) years old, and have a current, valid U.S. driver’s license. An employee must be authorized and approved in accordance with this policy prior to operating a motor vehicle for College business.

The Office of Human Resources will conduct the required review of employee driving records prior to use of any vehicle on College business. This includes College-owned vehicles, rental vehicles, and personal vehicles.
Motor Vehicle Records & Vehicle Use Policy cont.

Employees holding jobs requiring regular driving for College business as an essential job function, or as a condition of employment, must be able to meet the driver eligibility standards outlined below at all times and must sign an authorization for release of driving information prior to hire and as requested thereafter. Such employees will have their driving records checked on a yearly basis or more often if needed in the College's discretion. Employees whose jobs require regular driving for College business are subject to termination if they fail to meet driver eligibility standards at any time. For other jobs where driving is considered only an incidental function of the position, approval to drive for College business will be determined on an as-needed basis in accordance with the College's driver eligibility standards outlined below. Such employees must sign an authorization for release of driving information upon request, and may be subject to termination if they refuse to do so.

The last three years of driving experience shall be reviewed to determine the eligibility of the driver to operate a vehicle on behalf of the College. The College may consider employee's driving record beyond the past three years in its sole discretion. Anyone determined to be an "Unacceptable Driver" as outlined below may not operate a vehicle on College business.

Employees approved to drive on College business are required to inform Kilgore College immediately of any changes that may affect their legal or physical ability to drive, any changes that affect their continued insurability, any suspension or revocation of their driver's license, any arrests involving a driving related charge, any tickets related to driving (other than parking tickets), or any motor vehicle accidents that occur while on College business. Failure to report such matters promptly and fully to the employee's supervisor or College administration shall result in disciplinary action, including termination.

Employees driving a College-owned or rental vehicle on College business must keep in the vehicle a copy of the College's current Texas Liability Insurance Card. A copy of the card may be obtained from the Procurement Services Office. Employees involved in a motor vehicle accident while on College business must immediately report this to their supervisor or a College administrator, preferably from the scene of the accident, unless immediate reporting to the supervisor from the scene is not possible. Employees involved in accidents must also attempt to gain as much information as possible regarding the accident, other vehicles/drivers, witnesses, and insurance information. This requirement applies whether driving his/her own vehicle or a College vehicle.

Employees who drive a vehicle on College business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also personally responsible for any driving infractions, tickets, or fines that occur as a result of their driving.

Employees who operate a motor vehicle while on College business when their license is suspended or revoked shall be subject to disciplinary action, including termination.
Employees are not permitted, under any circumstances, to operate any vehicle for College business when any physical or mental impairment causes the employee to be unable to drive safely or violate any law. Additionally, employees shall not operate any vehicle for College business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

Employees who operate personal vehicles for College business must have current auto liability coverage for bodily injury and property damage. Employee's personal insurance policy shall apply if using his/her own vehicle for College Business. Employees must furnish proof of such coverage to the Office of Human Resources upon the first instance of driving on College business for inclusion in their personnel file. Employees must notify Human Resources of any subsequent changes to their insurance coverage. Failure to report such changes to the Office of Human Resources will result in disciplinary action.

Motor Vehicle Records & Vehicle Use Policy cont. on next page
Employees may not use a hand-held cell phone, tablet or similar device while operating a vehicle on College business whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails, instant messages, text messages, conducting searches on the internet or otherwise. If College employees need to use their phones, they must safely pull over to the side of the road or another safe location.

Employees shall not conduct any non-College business in a College owned or rental vehicle. This includes personal errands or stops, or taking routes other than what is necessary for the College’s business to be conducted.

No non-employees or non-students shall be allowed in a College owned or rented vehicle. Only persons related to College business shall be allowed in a College owned or rented vehicle.

Employees are required to:

a. Wear a seatbelt at all times.
b. Comply with all laws of the State in which they are driving and not exceed the posted speed limit at all times.
c. Maintain a courteous attitude on the road and follow defensive driving techniques.

It is recommended that employees do the following, according to best practices:

a. Turn off cell phones or put them on silent or vibrate before starting the car
b. Modify voicemail greetings to indicate they are unavailable to answer calls or return messages while driving

Failure to comply with any of the above requirements may result in disciplinary action, up to and including termination of the employee.

Driver Eligibility Standards:

a. Acceptable Driver (meets 1 of the categories below)

   1) 2 moving traffic citations or less
   2) 2 not-at-fault motor vehicle accidents or less
   3) 1 at-fault motor vehicle accident

b. Unacceptable Driver (meets any of the categories below)

   1) 3 or more accidents (regardless of fault)
   2) One or more Type A violations
   3) Any combination of accidents and Type B violations which equal 4 or more
   4) 3 or more Type B violations
   5) An operator’s license that has been suspended or revoked

c. Type A Violations

   1) Driving while intoxicated
   2) Driving under the influence of drugs
   3) Refusing a substance abuse test
   4) Driving with an open container
   5) Negligent homicide arising out of the use of a motor vehicle
6) Operating a motor vehicle during a period of suspension or revocation of an operator’s license  
7) Using a motor vehicle for the commission of a felony  
8) Aggravated assault with a motor vehicle  
9) Operating a motor vehicle without the owner’s authorization  
10) Permitting an unlicensed person to drive  
11) Reckless driving  
12) Speeding contest  
13) Hit and run (odily injury and/or physical damage) driving  
14) Fleeing a police officer  

d. Type B Violations  
1) All moving violations not listed in Type A Violations  

Payroll Policy  

KILGORE COLLEGE  

Payroll Policy  

Approved By and Date:  
Board of Trustees  2/10/2020  
Executive Leadership Team  1/13/2020  

Policy:  
Employees of Kilgore College will be paid according to the payroll schedule distributed annually by the Business Office/Payroll Department. All time and leave must be reported according to the deadlines in the payroll schedule. Time not submitted by required deadlines will result in deferral of payment until the next pay period.  

Procedures:  
Approved By and Date:  
Executive Leadership Team  1/13/2020  

Kilgore College employees are paid on a bi-monthly basis on the fifteenth and last day of each month. For the purpose of payroll distribution, the terms “fifteenth” and “end of month” refer to banking business days, not the last scheduled day of work for an individual. When these dates fall on Saturday, Sunday, or a federal holiday, payment will be made and paychecks and online direct deposit paycheck stubs will be available on the last working day prior to the regular payday. Payroll distribution dates which fall on College holidays may be modified. Any modification will be included in the payroll schedule distributed by the Business Office/Payroll Department.
Payroll Policy cont.

Full-time Employees and Faculty
Full-time employees will receive their paychecks/online direct deposit paycheck stubs on the fifteenth and end of the month. All regular nine-month employees will have their salaries paid in twenty-four equal payments, beginning September of each fiscal year. Full-time employees are paid on the fifteenth of the month for work performed the first through the fifteenth of that month and at the end of the month for work performed the sixteenth through the end of that month.

Should employment of a full-time employee be terminated for any reason, the pro rata part for the pay due, based on the fractional part of the school year expired, will be paid, less any legally required deductions.

Overtime will be paid in accordance with overtime and compensatory time procedures.

Part-time Employees
Adjunct faculty will be paid according to a schedule published by the Business Office/Payroll Department. All other part-time employees will receive their paychecks/online direct deposit paycheck stubs on the fifteenth and end of the month. The payment on the fifteenth will cover hours worked in the previous month from the fifteenth through the end of the month. The payment at the end of the month will be for hours worked from the first through the fifteenth of the same month.

Should employment of a part-time employee be terminated for any reason, the employee will be paid for hours worked since the last pay period to the time of termination, less any legally required deductions.

VII. TRUSTEE VACANCY
Presenter: Joe Carrington

Joe Carrington presented Karol Pruett with a Certificate of Appreciation for her years of service to Kilgore College as a Trustee.

Joe Carrington stated the following, “Her term is up in 2021 so I am going to appoint a nominating committee to take applications for this position. I’m appointing Larry Woodfin, Lon Ford, and myself as the nominating committee. Mr. Ford will be the chair of this committee. We will vet those applications and come back with a recommendation.”

VIII. ADJOURNMENT

Joe Carrington adjourned the meeting at 7:01pm.

Respectfully submitted,

President of the Board

Secretary of the Board

February 10, 2020 Minutes