Minutes of Teleconference Board Meeting
The Board of Trustees
Kilgore Junior College District

A Teleconference Board Meeting of the Board of Trustees of the Kilgore Junior College District was held April 13, 2020, beginning at 6:30 PM with the following board members present:

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

Members Absent: Scott Andrews

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by teleconference. A quorum of the board participated by teleconference in accordance with the provisions of Sections 551.122 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public had access to the meeting as follows: You can join the Zoom Meeting by clicking on link beginning at 6:00pm.

https://zoom.us/j/579999489?pwd=NkFib2QrangxYUFrVTdaQ1F5QWlPdz09

Meeting ID: 579 999 489
Password: 391635
One tap mobile
1 3462487799,,579999489# US (Houston)
1 6699006833,,579999489# US (San Jose)

Dial by your location
1 346 248 7799 US (Houston)
1 669 900 6833 US (San Jose)
1 408 638 0968 US (San Jose)
1 646 876 9923 US (New York)
1 253 215 8782 US
1 301 715 8592 US
1 312 626 6799 US (Chicago)

Meeting ID: 579 999 489

Public comments related to this meeting were handled as follows: The presiding officer of the board admonished all attendees to mute themselves until such time as public comment was requested. Any individual who desired to speak during the public comments section was informed that they had to identify themselves by name prior to speaking.

April 13, 2020 Minutes
Members of the public who desired to address the board regarding an item on the agenda were informed that they must comply with the following registration procedures: All public comment participants must make themselves known, along with the subject and/or agenda item being addressed, through the teleconference before the start of the meeting.

The open portions of this meeting were recorded and made available to the public on the Kilgore College website.

The subjects discussed or considered or upon which any formal action was taken are listed below. Items do not have to be taken in the same order as shown on the meeting notice.

I. CALL TO ORDER  
A. Suspended Open Meetings Act Laws  
Presenter: Joe Carrington

Joe Carrington called the meeting to order at 6:30pm and read the following:

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**Suspended Open Meetings Act Laws**  
*Script to Be Read by the Board President Before the Teleconference Board Meeting*

On March 16, Gov. Greg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19).

In accordance with those suspended rules, we certify the following: Notice of this meeting has been posted online for at least 72 hours prior to the meeting.

1. Although members of the board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by teleconference.

2. We are meeting by use of Zoom software application which allows two-way communication for members of the public.

3. As we would at any in-person meeting members of the public who have followed the instructions on the meeting agenda for registering to speak during the public comment portion will be unmuted for 3 minutes to speak. If the speaker submitted written comments in advance, the board’s secretary will read the comments into record before or during the board’s consideration of that item.

4. All other meeting procedures will adhere to board-appointed procedures to the extent practicable.

5. An audio recording of this meeting is being made and will be available to the public at a later date.

6. This software application allows for multiple people to interact at a time. We apologize in advance for any unforeseeable difficulties and ask for your patience as we navigate unprecedented conditions.

7. If you have questions about these suspended laws, please call the Office of the Attorney General at 888-672-6787 or by email at TOMA@aol.texas.gov.
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April 13, 2020 Minutes
II. PRESENTATIONS
A. Program Spotlight: Dual Credit Enrollment Analysis
Presenter: Terry Booker

Dual Credit Enrollment Fall 2019

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*88 students are both academic and workforce

Dual Credit Enrollment Fall 2019 cont. on next page
## Dual Credit Enrollment Fall 2019 cont.

### Dual Credit Fall Enrollment Trends

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### Workforce Semester

| Credit Hours: | N/A | 1,290 | 1,572 | 1,966 | 2,273 | 3,811 |
| Workforce Contact Hours: | N/A | 42,468 | 45,760 | 48,320 | 60,768 | 82,739 |

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Dual Credit Enrollment Spring 2020 on next page
## Dual Credit Enrollment Spring 2020

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<td>7</td>
<td>Spring Hill</td>
<td>9</td>
<td>72</td>
<td>42</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>72</td>
<td>0</td>
<td>327</td>
<td>0</td>
<td>327</td>
<td>5,232</td>
<td>0</td>
<td>5,232</td>
</tr>
<tr>
<td>8</td>
<td>NTCTE Center</td>
<td>10</td>
<td>76</td>
<td>52</td>
<td>16</td>
<td>6</td>
<td>2</td>
<td>68</td>
<td>9</td>
<td>378</td>
<td>53</td>
<td>395</td>
<td>5,488</td>
<td>672</td>
<td>6,160</td>
</tr>
</tbody>
</table>

- Overton 20
- Acadi/1/WF
- West Rusk 13/1
- Carlisle 17/5 Arp 13/1
- Leverett Rapids 13/1

9 | Sabine           | 7                 | 66                    | 40  | 25 | 1   | 0   | 57                | 10                   | 110                    | 165                    | 575                    | 7,008                  | 1,802                  | 8,900                  |
10   | White Oak        | 8                 | 58                    | 26  | 32 | 0   | 0   | 58                | 0                    | 186                    | 0                      | 186                    | 2,976                  | 0                      | 2,976                  |
11   | Gilmer           | 10                | 32                    | 21  | 11 | 0   | 0   | 32                | 11                   | 126                    | 14                     | 140                    | 2,016                  | 608                    | 2,624                  |
12   | Big Sandy        | 11                | 23                    | 16  | 7  | 0   | 0   | 23                | 3                    | 82                     | 66                     | 170                    | 1,344                  | 660                    | 2,224                  |
13   | Gladeview        | 12                | 22                    | 11  | 11 | 0   | 0   | 22                | 0                    | 141                    | 0                      | 141                    | 2,056                  | 0                      | 2,056                  |
14   | Home School-TX   | 17                | 21                    | 8   | 8  | 4   | 1   | 21                | 1                    | 179                    | 3                      | 182                    | 3,180                  | 48                     | 3,228                  |
15   | Union Grove      | 15                | 13                    | 13  | 0  | 0   | 0   | 13                | 0                    | 50                     | 0                      | 50                     | 896                    | 0                      | 896                    |
16   | LEAD Academy     | NA                | 9                     | 4   | 3  | 2   | 2   | 1                 | 8                    | 6                      | 24                     | 30                     | 96                     | 768                    | 864                    |
17   | Laneville        | 18                | 5                     | 3   | 2  | 0   | 0   | 5                 | 0                    | 15                     | 0                      | 15                     | 240                    | 0                      | 240                    |
18   | New Diana        | 22                | 5                     | 3   | 2  | 0   | 0   | 5                 | 0                    | 18                     | 0                      | 18                     | 288                    | 0                      | 288                    |
19   | Harleton         | 22                | 4                     | 3   | 1  | 0   | 0   | 4                 | 3                    | 66                     | 3                      | 69                     | 48                     | 660                    | 708                    |
19   | Hawkins          | 20                | 4                     | 4   | 0  | 0   | 0   | 4                 | 0                    | 16                     | 16                     | 0                      | 384                    | 0                      | 384                    |
21   | St. Mary's       | 20                | 3                     | 0   | 3  | 0   | 0   | 3                 | 0                    | 9                      | 0                      | 9                      | 144                    | 0                      | 144                    |
21   | Palestine        | NA                | 3                     | 3   | 0  | 0   | 0   | 3                 | 0                    | 66                     | 0                      | 66                     | 660                    | 0                      | 660                    |
23   | E. Texas Charter | 23                | 1                     | 0   | 1  | 0   | 0   | 1                 | 0                    | 9                      | 0                      | 9                      | 144                    | 0                      | 144                    |
23   | PT EXCEL         | NA                | 1                     | 0   | 1  | 0   | 0   | 1                 | 0                    | 3                      | 0                      | 3                      | 48                     | 0                      | 48                     |
23   | Tatum            | NA                | 1                     | 0   | 1  | 0   | 0   | 1                 | 0                    | 3                      | 0                      | 3                      | 48                     | 0                      | 48                     |
23   | Trinity          | 24                | 1                     | 0   | 0  | 0   | 1   | 1                 | 0                    | 3                      | 0                      | 3                      | 48                     | 0                      | 48                     |

**TOTALS:**
- 1651
- 836
- 677
- 82
- 56
- 1055
- 675
- 609
- 3,297
- 9366
- 99,812
- 71,594
- 171,406

Dual Credit Enrollment Spring 2020 cont. on next page
Dual Credit Enrollment Spring 2020 cont.

**Kilgore College Spring Enrollment Trends**

<table>
<thead>
<tr>
<th>Dual Credit Students</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students Enrolled:</td>
<td>1,292</td>
<td>1,484</td>
<td>1,468</td>
<td>1,508</td>
<td>1,651</td>
</tr>
<tr>
<td>Total Semester Credit Hours:</td>
<td>6,112</td>
<td>7,208</td>
<td>7,493</td>
<td>8,246</td>
<td>9,366</td>
</tr>
<tr>
<td>Total Contact Hours:</td>
<td>118,089</td>
<td>139,754</td>
<td>142,221</td>
<td>161,484</td>
<td>171,406</td>
</tr>
</tbody>
</table>

**Workforce Students:**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Students:</td>
<td>325</td>
<td>401</td>
<td>432</td>
<td>542</td>
<td>675</td>
</tr>
</tbody>
</table>

**Workforce Semester**

<table>
<thead>
<tr>
<th>Credit Hours:</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Contact Hours:</td>
<td>42,729</td>
<td>51,696</td>
<td>52,789</td>
<td>67,276</td>
<td>71,594</td>
</tr>
</tbody>
</table>

B. Student Success Spotlight: Spring I Course Success

Presenter: Dr. Staci Martin
III. PUBLIC COMMENT

There were no public comments.

IV. CONSENT AGENDA

Presenter: Joe Carrington
A. To consider approving the minutes of the February 10, 2020 regular board meeting

B. To consider approval of personnel items submitted as follows:
   1. **Recommendation to accept employee resignations as follows:**
      a. Chief Financial Officer, effective March 31, 2020 after one year and nine months of service
      b. Kinesiology Instructor & Head Women’s Softball Coach, effective May 31, 2020 after eight years of service
      c. Graphics Designer & Campus Photographer, effective April 1, 2020 after three years and nine months of service
      d. Police Officer, effective April 6, 2020 after five years and six months of service

   2. **Recommendation to accept employee retirement as follows:**
      a. Auto Body Repair Technology Instructor, effective August 31, 2020 after eleven years and nine months of service

   3. **Recommendation for renewal of faculty contracts as follows:**
      a. Head Men’s Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2020 – May 31, 2021
      b. Head Women’s Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2020 – May 31, 2021

   4. **Recommendation to change employment as follows:**
      a. Professional Support Assistant to Scholarship Coordinator, effective March 16, 2020
      b. Controller to Interim CFO, effective April 1, 2020

   5. **Recommendation to adjust compensation as follows:**
      a. Procurement Services Manager, effective April 1, 2020

C. To consider payment of legal fees.

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

**Personnel Agenda**

<table>
<thead>
<tr>
<th>Kilgore Junior College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Agenda</td>
</tr>
<tr>
<td>April 13, 2020</td>
</tr>
</tbody>
</table>

1. **Recommendation to accept employee resignation as follows:**
   a. Ms. Nancy Wylie, Chief Financial Officer, effective March 31, 2020 after one year and nine months of service
   b. Ms. Leslie Messina, Kinesiology Instructor & Head Women’s Softball Coach, effective May 31, 2020 after eight years of service
   c. Mr. Jamie Maldonado, Graphics Designer & Campus Photographer, effective April 1, 2020 after three years and nine months of service
   d. Mr. James Bixler, Police Officer, effective April 6, 2020 after five years and six months of service

**Personnel Agenda cont. on next page**

April 13, 2020 Minutes   Page 4527
Personnel Agenda cont.

2. Recommendation to accept employee retirement as follows:
   a. Mr. Joel Laws, Auto Body Repair Technology Instructor, effective August 31, 2020 after eleven years and nine months of service

3. Recommendation for renewal of faculty contracts as follows:
   a. Mr. Brian Hobrecht, Head Men’s Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2020 – May 31, 2021
   b. Ms. Addie Lees, Head Women’s Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2020 – May 31, 2021

4. Recommendation to change employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS POSITION</th>
<th>NEW POSITION</th>
<th>NEW SALARY/RATE OF PAY</th>
<th>PROMOTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>s. Sonya Olvera</td>
<td>Professional Support Assistant</td>
<td>Scholarship Coordinator</td>
<td>1,195.17/pay period 12 mo. equivalent = $28,684</td>
<td>March 15, 2020</td>
</tr>
<tr>
<td>s. Dawn Jones</td>
<td>Controller</td>
<td>Interim CFO</td>
<td>Additional $4,000/month stipend</td>
<td>April 1, 2020</td>
</tr>
</tbody>
</table>

5. Recommendation to adjust compensation as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OLD SALARY</th>
<th>SALARY/RATE OF PAY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>s. Betsy Hansard</td>
<td>Procurement Services Manager</td>
<td>1,630.08/pay period 12 mo. Equivalent = $39,122</td>
<td>$1,963.42/per pay period, 12 mo. equivalent = $47,122</td>
<td>April 1, 2020</td>
</tr>
</tbody>
</table>

V. EXECUTIVE SESSION

The Board did not go into Executive Session.

VI. BOARD COMMITTEE REPORTS & ACTION ITEMS
A. Investment/Finance/Audit Committee - Larry Woodfin, Chair
   1. ACTION ITEM: To consider granting the College President the authority to enter into contract negotiations with Aramark Corporation, a vendor who responded to a College issued RFP 2020-FS006, in order to provide food services for the College
Larry Woodfin made the motion to grant the College President the authority to enter into contract negotiations with Aramark Corporation, a vendor who responded to a College issued RFP 2020-S5006, in order to provide food services for the College. Janice Bagley seconded the motion. The motion passed unanimously.

Recommendation for Food Services Provider, RFP 2020-FS006

Recommendation:
To select Aramark Corporation (Aramark) as Kilgore College’s (KC) food services provider for the three year period of June 1, 2020, through May 31, 2023, with the option of two one-year extensions.

Background:
KC’s Office of Procurement Services issued a request for proposals (RFP) for food services. Three proposals were received in response to the RFP. Proposers included: Aladdin, Aramark, and Fresh Ideas.

RFP Review:
A six-member review team evaluated the three proposals based upon the following published criteria: staffing, scope of work, costs, and references. A summary of these criteria follows:

- **Staffing** (maximum 40 points) – demonstration that proposer will provide qualified personnel, will provide staff for all supported locations, and will provide staff for proposed times and special events.
- **Scope of Work** (maximum 30 points) – demonstration that the proposer understands the published objectives and describes methodology for achievement of those objectives.
- **Price Proposal** (maximum 20 points) – monthly and overall costs to the College.
- **References** (maximum 10 points) – demonstration of track record of projects in similar size and relevance of references per RFP.

Review Team Ratings:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Staffing</th>
<th>Scope</th>
<th>Costs</th>
<th>References</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aramark</td>
<td>223</td>
<td>175</td>
<td>98</td>
<td>57</td>
<td>553</td>
</tr>
<tr>
<td>Fresh Ideas</td>
<td>204</td>
<td>157</td>
<td>111</td>
<td>51</td>
<td>523</td>
</tr>
<tr>
<td>Aladdin</td>
<td>206</td>
<td>163</td>
<td>88</td>
<td>44</td>
<td>501</td>
</tr>
</tbody>
</table>

Review Team Comments:

Detailed staff plan, training and advancement programs
Response is creative – driven by data collected from Kilgore College students
The creativity in the meal plans offered to students will be a selling point
Impressive commitment to working with students who have food allergies
Rotation of menus in the grille, based upon student votes
Significant investment in recreating the cafeteria and grille
Lowest cost ($10.75 per day) with 475+ population, highest ($21.20) when less than 200

Proposed Financial Incentives:
10% commission rate on all retail and catering sales
$400,000 capital investment over two years
$42,400/yr presidential catering fund
$3,000/yr sponsorship for Hall of Fame
$5,000/yr repairs and maintenance investment
$10,000/yr small wares investment
2. **ACTION ITEM:** To consider a resolution amending authorized representatives for TexPool

Larry Woodfin made the motion to amend the authorized representatives for TexPool. Janice Bagley seconded the motion. The motion passed unanimously.
1. Resolution (continued)

Mary C. Foote
Grant Accountant

Phone: 903-983-8668
Fax: 903-983-8655
goode@kigore.edu

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular or special meeting held on the [ ] day of [ ]

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant:

SIGNED

Signature:

Printed Name:

ATTEST

Signature:

Printed Name:

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-833-3251, and mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002
3. INFORMATION ITEM: Financial Update

Larry Woodfin was available to answer any questions.

4. INFORMATION ITEM: Public Funds Investment Act (PFIA) Investment Report - Quarter 2

Larry Woodfin was available to answer any questions.

5. INFORMATION ITEM: Tax Abatement Certificates of Compliance

Presenter: Amanda Nobles and Jana Russell, KEDC

March 17, 2020

Dr. Brenda Kays
President
Kilgore College
1100 Broadway Blvd
Kilgore, TX 75662

Dear Dr. Kays:

RE: 2020 Tax Abatement Compliance

Enclosed are the Certificates of Compliance that the City of Kilgore issued to each of the following companies in regard to Tax Abatement Agreements:

- Skeeter Products, Inc.
  - 4th year of a 6-year tax abatement dated 2015 (delayed to begin in 2017)

Skeeter Products, Inc.
4th Year of a 6-Year Abatement

<table>
<thead>
<tr>
<th>In Compliance</th>
<th>Percentage of Abatement</th>
</tr>
</thead>
<tbody>
<tr>
<td>employment</td>
<td>75%</td>
</tr>
<tr>
<td>total</td>
<td>292</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment</th>
<th>Base</th>
<th>New</th>
<th>Total</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>203</td>
<td>20</td>
<td></td>
<td>223</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment</th>
<th>Base</th>
<th>New</th>
<th>Total</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>personal</td>
<td>12,332,670</td>
<td>2,575,927</td>
<td></td>
<td></td>
</tr>
<tr>
<td>real</td>
<td>3,469,160</td>
<td>2,055,265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tots</td>
<td>15,801,830</td>
<td>4,631,132</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tax Abatement Certificates of Compliance cont. on next page

April 13, 2020 Minutes
Tax Abatement Certificates of Compliance cont.

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<table>
<thead>
<tr>
<th>Employment</th>
<th>Base</th>
<th>New</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>224</td>
<td>83</td>
<td>307</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment</th>
<th>Base</th>
<th>New</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>$44,496,840.00</td>
<td>$6,302,150.00</td>
<td>$50,848,990.00</td>
</tr>
<tr>
<td>Real</td>
<td>$17,995,000.00</td>
<td>$15,100,000.00*</td>
<td>$33,095,000.00</td>
</tr>
</tbody>
</table>

Totals: $62,491,840.00 $21,402,150.00 $83,893,990.00

*Orgill’s submitted documentation indicates investment in real property to be $15,100,000.00. New investments, including the expanded building, new equipment and inventory were rendered in January 2020, and value information will be available in July 2020 from GCAD.

A copy of the certificate listed above has been sent to the Gregg County Appraisal District. GCAD will use this information to determine taxable values for the year of 2020.

We have inspected the tax and employment records of these companies and they have been ruled in compliance and are complying to the best of our knowledge. I have enclosed the Annual Detailed Analysis that the City Council uses in its evaluation and ruling.

Should you have any questions or need additional information, please do not hesitate to contact me at (903) 983-3522.

Respectfully,

[Signature]

Austin Clark
Business Retention Specialist

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April 13, 2020 Minutes
CERTIFICATE OF COMPLIANCE OR NON-COMPLIANCE WITH TAX ABATEMENT AGREEMENT

BETWEEN

CITY OF KILGORE
AND
SKEETER PRODUCTS, INC.
RZ 2015-1

RZ DESIGNATION DATE:
5-12-2015

RZ EXPIRATION DATE:
5-12-2020

TAX ABATEMENT AGREEMENT EZ
DATED: 5/12/2015

CURRENT YEAR: 4 (2020)
PERCENTAGE OF ABATEMENT: 75%

This company is _X_/is not ___ in compliance with the terms and conditions of the Tax Abatement Agreement.

R. B. Spradlin III, Mayor
Date

Tax Abatement Certificates of Compliance cont. on next page
CERTIFICATE OF COMPLIANCE OR NON-COMPLIANCE
WITH TAX ABATEMENT AGREEMENT

BETWEEN

CITY OF KILGORE
AND
ORGILL, INC./HAMMER TIME OWNER (TX) LP/RYDER TRUCK
RENTAL, INC.
RZ 2018-1

RZ DESIGNATION DATE:
6-26-2018

RZ EXPIRATION DATE:
6-26-2023

TAX ABATEMENT AGREEMENT RZ
DATED: 8/10/2018

CURRENT YEAR: 1 (2020)
PERCENTAGE OF ABATEMENT: 100%

This company is __X__ is not ____ in compliance with the terms
and conditions of the Tax Abatement Agreement.

R. E. Spradlin, III, Mayor

Date
B. Policy & Personnel Committee - Lon Ford, Chair
   1. ACTION ITEM: To consider approval of policies
      a. Compensation Policy

Lon Ford made the motion to approve a Compensation Policy. Larry Woodfin seconded the motion. The motion passed unanimously.

Compensation Policy

Approved By and Date:

Board of Trustees
Executive Leadership Team

4/03/2020

Policy:
Kilgore College will develop and maintain a fair and competitive salary structure. The College will strive to provide compensation consistent with appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions, while maintaining internal equity with existing jobs.

Procedures:
Approved By and Date:
Executive Leadership Team

4/03/2020

All College employees are paid according to a salary schedule established by the College president effective the start of the fiscal year after the Board of Trustees approves the budget.

The president is the only College employee with discretion to grant a salary schedule exception or approve salary stipends. With the exception of instructional deans who have the authority to adjust adjunct/overload pay according to class enrollment, any other supervisor making non-authorized salary schedule exceptions will face disciplinary action, up to and including termination.

The College president has the authority to approve appointments or placements of qualified employees to appropriate salary levels and may revise the compensation procedures when needed to support the College’s operational goals, strategic priorities, or response to state, local, or national emergencies.

The College will accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market.

The Human Resources Department is responsible for keeping current with regulatory changes and for modifying procedures and practices necessary to comply with those changes.

All employees of Kilgore College will be paid through direct deposit. The College will not provide salary advances or loans to its employees in any circumstance.

Compensation Policy cont. on next page
Compensation Policy cont.

For employees designated as non-exempt under the “Classification of Employees as Exempt or Non-Exempt Policy,” Kilgore College will pay not less than minimum wage for all hours worked. The College will pay non-exempt employees not less than one and one-half times the employee’s regular rate of pay for all hours worked in excess of 40 in any workweek. Non-exempt employees may receive, in lieu of overtime compensation, compensatory time off at a rate of not less than one and one half hours for each hour of overtime work, pursuant to an agreement arrived at between the supervisor and employee before the performance of the work.

A non-exempt employee may not accrue more than 40 hours of compensatory time. After the employee has reached this limit, the employee will be paid overtime compensation for the additional overtime work. Compensation paid to an employee for accrued compensatory time will be paid at the regular rate earned by the employee at the time of payment. An employee who has accrued compensatory time off will be paid for any unused compensatory time upon separation from employment. The Fair Labor Standards Act (FLSA) does not prohibit an employer from compelling the use of accrued compensatory time.

b. Naming Gifts Policy
c. Text Messaging Records Retention Policy

Lon Ford made the motion to approve a Naming Gifts Policy and a Text Messaging Records Retention Policy. Because the motion came from a committee a second was not required. The motion passed unanimously.

Naming Gifts Policy

Approved by and date:
Board of Trustees
Executive Leadership Team 03/06/2020

Policy:

Recognizing the importance of individual, community, and corporate involvement in education, the Kilgore College Board of Trustees encourages gifts to support the construction, renovation, or acquisition of College property or other non-tangible items to further the College’s mission.

Procedures:

Approved by and date:
Executive Leadership Team 03/06/2020

Kilgore College (“KC”) provides naming opportunities for facilities, programs, departments, positions, and student services units for gifts from donors referred to as a “naming gift.” Before proceeding with any naming, Kilgore College carefully considers all circumstances surrounding the naming, including the overall benefit to Kilgore College and whether displaying the name is and will continue to be a positive reflection on Kilgore College and does not conflict with the College’s mission.
Naming Gifts Policy cont.

No naming shall be permitted for any individual or corporation whose public image, products, or services may conflict with and the College’s mission. All naming and signage must be approved by the KC Board of Trustees.

Purpose

The purpose of these procedures and appendices is to achieve clarity among all interested parties in the process of recommending and approving naming gifts.

Naming Opportunities

The following are generally available for naming opportunities:

a. College owned property and facilities, including but not limited to: buildings; building wings; major components of buildings; large auditoriums; concert halls; significant performing spaces; libraries; atriums; classrooms; laboratories; exhibition spaces; small performance spaces; library rooms or spaces; administrative rooms or spaces; non-academic rooms or spaces; conference rooms; career placement rooms or spaces; small athletic rooms, spaces or facilities; and prominent outdoor spaces.

b. Instructional units, centers of excellence, programs, departments, positions, initiatives, and student services units.

The following are generally not available for naming opportunities:

a. The name of the college or its campuses.

Gift Utilization

The proceeds from a Naming Gift may be utilized for any or all of the following purposes, as negotiated, and in honoring gift intent:

a. Non-restricted operations and maintenance of facilities expenses.

b. Build-out, furnishing, equipment, expansion, or construction of facilities.

c. Support for instructional or student development unit operating expenses.

d. Endowment of instructional or student development unit leadership positions.

e. Endowment for restricted purposes such as, department or instructional chair, operations, facilities maintenance, or program support.

f. Other purposes as approved by the KC Board of Trustees.

Gift Agreement

In order to facilitate the final approval of the proposed naming by the KC Board of Trustees, each naming gift will be documented by a Naming Gift Agreement (“NGA”). The NGA will be prepared by KC and/or its attorney and will clearly outline all of the specific terms of the gift and will be presented to the KC Board of Trustees for final approval. The NGA is a binding contractual agreement.

Donor Due Diligence

The executive director of the KC Foundation (“KCF”), in collaboration with KC administration, is responsible for conducting reasonable due diligence on the background of individuals and organizations, who are potential donors. This due diligence shall include any criminal, moral or ethical issues in the public domain worthy of consideration in the naming process.

Prior to any submission for approval to the KC Board of Trustees, all NGAs will be reviewed by the KC/KCF attorney.

Naming Gifts Policy cont. on next page
Naming Gifts Policy cont.

Management Fee

The NGA will generally require that 2% be taken out of the total gift as unrestricted funds to be used as a management fee for the KC Foundation. This is a one-time fee to support the KC Foundation and help pay for its management of the gift.

Donor Gift Terms

a. Payment of the gift shall be determined and documented in the NGA.
b. The gift will be in cash or in a monetizable form.
c. The KC chief financial officer and KC Foundation executive director, at their discretion, may allow a gift payment by installments.
d. The KC Foundation Board of Directors and the KC Foundation executive director shall manage all documentation and details related to the gift.

Duration of Naming

The duration term of the naming will be clearly outlined in the NGA.

Survivability of Naming

In the event of the need for demolition or renovation of a facility that is named, whether intentional, through accident, or act of nature, or if the useful life has been exceeded, existing names that are currently under a NGA will not automatically be transferred to a new or renovated facility. In such cases, the College reserves the right to name a new or renovated facility by:

a. Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the College wishes to continue to honor). It may be appropriate to name part of the new or renovated building for the previous donor or to include a plaque to commemorate the honorific historical name of the building.
b. Asking the donor under any current NGA to make a new naming gift. If the donor declines, the College may offer the naming to a new donor. It may be appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name.
c. Priority is given to a naming supported by an endowment, for an alternative recognition.

Changes of Naming

In matters of business entity names, the KC Board of Trustees will work with the entity to ensure that any change to the business entity’s name is considered by the College. Similarly, for individual or personal name changes, the College will work with the individual to appropriately address changes in name in a manner that is acceptable to the donor and the College.

The donor will assume all reasonable costs for a name change, including but not limited to signage, web content updating, stationary, plaques, or other materials.

Removal of Naming

In unusual or unforeseen circumstances, the KC Board of Trustees reserves the right to rescind a previously approved naming right and NGA. Examples of such situations include, but are not limited to:

a. The donor does not fulfill a commitment upon which the naming was approved.
b. Continuation of the name may conflict with KC’s mission or compromise the public trust or reputation of the College.
c. Honorific naming may be removed at the KC Board of Trustees’ discretion at any time and for any reason.
Timing of Naming

For binding, irrevocable gifts, a name will go into effect upon full payment of the gift. A name may go into effect before the gift is paid in full, at the discretion of the KC Board of Trustees and based upon the terms of the NGA.

For non-binding, revocable gifts, a name will not go into effect until it is received.

Minimum Monetary Value ("MMV") for a Naming Gift

1. The MMV for a naming gift of a facility will be calculated as a fixed percentage of the cost basis or current value or replacement reasonably allocated to a facility under current market standards and as applied by the NGA. See Appendix A, Table 1.
2. The MMV for the naming rights of an instructional unit, student services unit, or leadership positions will be calculated as a fixed percentage of the most recent expense total ("ET") of the Unit. If the scale of unit operations is anticipated to change materially, then a proposed expense budget ("PEB") will be used. See Appendix A, Table 2.

Gift Solicitation Guidelines

Naming gifts require explicit coordination between KC personnel and the KC Foundation. Solicitation guidelines for naming gifts are outlined to support KC and KC Foundation staff when presented with a naming opportunity. See Appendix B.

Gift Approval Process

The gift approval procedure, process, and requirements are documented in Appendix C.

Gift Public Recognition

Public recognition of a naming gift is an essential component to honor a donor. College requirements for this recognition are documented in Appendix D.

Reservations of Rights

a. Without consideration to an existing NGA, the KC Board of Trustees reserves the right to adjust the use or functions of all College facilities to meet program needs.

b. The KC Board of Trustees reserves all rights and is the sole final authority for the determination of whether or not a naming is suitable and/or agreeable.
Appendix A
Gifts MMV Charts

Naming a building, wing, room, or lecture hall can be difficult depending on the size, age, prestige, location, original cost, etc. However, some general principles are:

a. Older existing facilities (more than ten years old) funded with public money should be named only in exchange for gift commitments of at least 20% of the building's current value or replacement cost. Total costs include architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.

b. Newer existing facilities (less than ten years old) funded with public money should be named only in exchange for gift commitments of at least 25% of the building's current value or replacement cost. Total costs include architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.

c. Unscheduled or unplanned facilities that a donor wishes to have constructed will require a 100% gift commitment, plus an endowed maintenance fund. The amount of the endowment to support maintenance is calculated as corpus of the endowment times 4%. Example: A building needing $120,000 in annual maintenance expense would require an endowment of $3 million.

### Table 1: Facilities Naming
Buildings, Wings/Floors, Student Centers, Classrooms,
Sports Complexes, or Auditoriums,
Specialty Facilities (such as Laboratories, Maker Spaces, etc.),
Other Asset subdivisions as appropriate.

*Note: The minimum amount to name any facility or program is $25,000.*

<table>
<thead>
<tr>
<th>Term of Agreement</th>
<th>Minimum Monetary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 years or more</td>
<td>20-25% of cost basis</td>
</tr>
<tr>
<td>Less than 20 Years</td>
<td>20% of cost basis</td>
</tr>
<tr>
<td>Less than 10 Years</td>
<td>15% of cost basis</td>
</tr>
<tr>
<td>Less than 5 Years</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

### Table 2: Instructional Units, Programs, Departments, Positions, or Initiatives, Student Services Units

*Note: The minimum amount to name any facility or program is $25,000.*

<table>
<thead>
<tr>
<th>Term of Agreement</th>
<th>Minimum Monetary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 years or more</td>
<td>20-25% of ET or PEB if materially higher x 20</td>
</tr>
<tr>
<td>Less than 20 Years</td>
<td>20% of ET or PEB if materially higher x Contract Term</td>
</tr>
<tr>
<td>Less than 15 years</td>
<td>15% of ET or PEB if materially higher x Contract Term</td>
</tr>
<tr>
<td>Less than 10 Years</td>
<td>10% of ET or PEB if materially higher x Contract Term</td>
</tr>
<tr>
<td>Less than 5 Years</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>
Appendix A.1
Determining Current Value or Operational Expenses

General principle for physical space or facility valuation:

- Physical space or facility formula (a): Square foot x $300 cost per foot of finished space x 50% at a minimum.
- The cost of construction should be reviewed annually to determine the market cost per finished square foot in
  formula (a).
- Endowment for maintenance and upkeep is determined by the KC administration and follows the general rule that
  4% of the endowment should generate sufficient funds to maintain the facility.
- The minimum amount to name any facility is $25,000.

General principle for program valuation:

- For programs, departments, positions, the total cost of operating budget x 50% x number of years naming is desired.
- For an endowed instructor, leadership positions, or chair, the total cost of the salary, including benefits x 50% x
  number of naming years.
- The minimum amount to name any program/department/position is $25,000.

Appendix B
Solicitation Guidelines

Solicitation coordination guidelines are outlined to support Kilgore College and the Kilgore College Foundation personnel
when presented with a naming opportunity:

- All naming proposals will be held in confidence during the review and approval process.
- If the donor is an existing or anticipated KC vendor, then KC procurement services, and the KC/KCF attorney must
  be consulted.
- If a donor, either in response to a formal solicitation or of his or her own volition, indicates to KC staff or KC
  Foundation staff interest in making a naming gift, this information must be brought to the attention of the College
  president and the KC Foundation executive director. They will make a determination to pursue and, if pursued,
  activity coordination.
- The KC Foundation performs prospective donor due diligence in collaboration with KC personnel to include
  financial capacity, interest, and reputation. In addition, the potential donor needs to be vetted by KC procurement
  services department to assure that there is no conflict of interest concerns.
- The College president and the KC Foundation executive director develop a solicitation strategy that will be
  customized to each prospective donor.
- The KC Foundation development officer, in collaboration with the KC president, determines the exact nature of the
  gift intention and discusses the application of the gift policy with the donor to identify naming opportunities of
  interest.
- A solicitation team is formed and representatives from KC will be asked to participate in preparing various work
  products customized to the requirements for each naming.
- If the donor expresses a formal intention to move forward and if the donor’s candidacy appears feasible, then the
  naming moves into the approval phase.
Appendix C
Approval Process Guidelines

Approval procedure for all named facilities and programs, departments, or positions should be reviewed and approved by the KC president and the KC Board of Trustees upon recommendation of the KC Foundation Board of Directors.

a. All proposed names for buildings and other facilities should be held in confidence during the review and approval process subject to existing laws or court orders.
b. The KC Foundation executive director and the KC president will propose the naming gift idea to the KC Foundation Board for review and discussion.
c. The College president grants permission to pursue the NGA and, at the president’s discretion, briefs the KC Board of Trustees executive committee.
d. The naming gift solicitation team prepares and negotiates the NGA with all appropriate parties.
e. After approval from the College president and the donor or donor’s organization, for the NGA, the KC Foundation executive director, along with the KC president, presents the NGA to the KC Foundation Board of Directors for approval.
f. After approval by the KC Foundation Board, the College president will present the NGA to the KC Board of Trustees for approval.
g. If the donor is an organization or corporation rather than an individual, the donor organization or corporation may have an approval process that will be managed in parallel with KC’s process.

Appendix D
Public Recognition

Upon approval by the KC Board of Trustees, a formal public announcement of the gift will be made, as approved by the donor.

The donor name is then registered in KC’s Institutional Advancement official register of named places maintained by the executive director of the KC Foundation.

The named gift is marketed as such in all publications and future announcements concerning this new designation consistent with the NGA.

For historical purposes, any named facility, space, or department will include a plaque or similar recognition that explains the donor’s significance to the College. The KC Foundation and KC marketing department must be consulted for consistency across the College.
NAMING GIFT AGREEMENT

This Naming Gift Agreement ("Agreement"), effective as of ___________, 20__ ("Effective Date"), is made and entered into by and between ___________________________ ("Donor") and The Kilgore College Foundation, Kilgore, Texas (the "Foundation") for the use and benefit of Kilgore College ("KC"). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

RECITALS

Donor wishes to make a charitable gift to the Foundation for the use and benefit of KC as set forth in this Agreement.

The Foundation and KC desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the Foundation for the use and benefit of KC the following gift: ___________________________ ("Gift").

2. **Payment of the Gift.** It is agreed that the Gift will be paid in full on or before ___________, 20__ , or as may be further described hereunder in the event of an agreed payment installment schedule ("Payment").

   [STATE PAYMENT SCHEDULE INCLUDING MONTHS, YEARS, AND AMOUNTS.]

3. **Use of the Gift.** The Gift shall be used for the following purpose: ___________________________ [SPECIFY NAME AND BUILDING].

4. **Management Fee.** The following percentage of the Gift shall be taken out of the Gift as a one-time management fee to be used as unrestricted funds to operate the Foundation. This fee is assessed to support the Foundation and allow it to manage the Gift throughout the Term. The parties agree that 2% of the Gift will be used as a management fee.

5. **Naming.** In consideration for the Gift, the Foundation and KC will acknowledge the Gift by naming the building currently known as the ___________________________ ("Facility") the name specified herein ("Naming"). Before the Naming is erected, the Gift shall be received by Foundation. All naming and signage must be approved by the Foundation.

6. **Duration of Naming.** The Naming shall be for ___________ years, beginning on the Effective Naming Date, as defined herein ("Term"). This Agreement shall automatically terminate upon expiration of the Term.
7. **Termination of Naming.** In addition to any rights and remedies available at law or pursuant to this Agreement’s terms, the Foundation may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming if the Payment of the Gift is not received in full by the date indicated herein or in accordance with the installment schedule indicated herein.

Upon any such termination of this Agreement and/or the Naming hereunder, the Foundation, and KC, shall have no further obligation or liability to Donor, Donor’s heirs, or Donor’s estate.

8. **Modification of Naming.** If during the useful life of the Facility, the Facility is transferred or conveyed from KC, closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; reloacted, or replaced, then the Naming will cease. In such event, however, the Donor, in consultation with and as mutually agreed by the Foundation and KC, will have the right, to have another available and equivalent Facility or building of KC named at terms to be negotiated between KC and Donor.

9. **Removal of Naming.** Foundation and KC reserve the right to rescind this Agreement if, during the Term, circumstances arise that lead KC or Foundation (in their sole discretion) to determine that the Naming is inconsistent with or conflicts with KC’s mission or may compromise the reputation of KC or the Foundation.

10. **Timing of Naming.** The Naming will go into effect when Payment of the Gift is made in full (“Effective Naming Date”). [IF INSTALLMENT SCHEDULE AND KC AGREES TO NAME BEFORE GIFT IS PAID IN FULL – The Naming will go into effect when Payment of the Gift is at _____% of the total Payment due (“Effective Naming Date”).]

11. **Publicity.** For purposes of publicizing the Gift and the Naming, KC and Foundation will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the “Media Materials”) and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the Foundation and/or KC’s development and business activities.

12. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.

13. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
14. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the
State of Texas without regard to any conflict of laws rule or principle that might refer the governance or construction
of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of Texas, any
legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and
heard in Gregg County, Texas, and each party waives any objection that it might raise to such venue and any right it
may have to claim that such venue is inconvenient.

15. **Board of Trustees Approval.** This Agreement and the recognition and naming provided for herein are subject to the
approval by the Board of Trustees of KC and this Agreement will not be effective unless and until approved by the
Board.

16. **Binding Agreement.** The parties, by signing below, agree and acknowledge that this Agreement is a binding and
enforceable contract.

**ACCEPTED AND AGREED TO:**

<table>
<thead>
<tr>
<th>DONOR NAME</th>
<th>FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Kilgore College Foundation, Kilgore, Texas</td>
</tr>
</tbody>
</table>

Name Printed: ____________________________

By: ____________________________

Name Printed: ____________________________

Title: ____________________________

**KC**
Kilgore College

By: ____________________________

Name Printed: ____________________________

Title: ____________________________
Text Messaging Records Retention Policy

Approved By and Date:
Board of Trustees
Executive Leadership Team    2/27/2020

Policy:

The Texas Legislature defines a government record as any recorded information created or received by a local government, state agency, elected official, or government employee that documents the transaction of government business. College business conducted through text message creates a government record which is subject to the College’s records retention schedule, even if the message is exchanged by an elected official or employee on a cell phone or other mobile device not owned and paid for by the College.

Procedures:

Approved By and Date:
Executive Leadership Team    2/27/2020

Due to the difficulties in archiving text message history for records retention purposes, Kilgore College employees and Board of Trustees members must limit conducting public business through text messaging on any device, personal or College-owned, to only “transitory information,” which is not required to be retained under the College’s records retention schedule. Transitory information is defined as: a record of temporary usefulness that is not an integral part of a records retention schedule of a local government, is not regularly filed within a local government’s recordkeeping system, and is required only for a limited period of time for the completion of an action by an official or employee of a local government or in the preparation of other records for retention. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Such records are routine information used for basic communication, but not for conducting the business of the College.

If a person initiates a text message conversation that will result in conducting College business, or a conversation moves beyond transitory information, employees and Board members must instruct that person of the need to continue further communication via email, phone, or in person. Sensitive information should never be sent by text message, including social security numbers, student ID numbers, credit card numbers, and passwords. Employees and Board members should delete transitory, business-related text messages as soon as possible.

This procedure does not apply to any text messaging platform which the College subscribes to in order to conduct mass communication (Rave Alert) or to facilitate communication between students, faculty, and staff (Remind), as these messages are archived.

Examples of Transitory Information:
- A request for communication via email, phone, or in person
- Informal notices of meetings

Text Messaging Records Retention Policy cont. on next page
Text Messaging Records Retention Policy cont.

- Notification of being late to a meeting
- Checking on whether a person is going to attend an event/meeting
- Requesting that someone else attend a meeting in an employee's absence
- Notification that an email has been sent and needs to be reviewed
- Giving/seeking directions to a location
- Scheduling information, such as availability for a meeting
- Other routine messages that would not be kept if it were a paper or email communication

Examples of Conducting College Business:
- Discussing personnel-related data or information
- Explaining or evaluating College policy
- Discussing contracts or formal correspondence
- Deliberating how to respond to the press or Public Information Act requests
- Discussing a problem with or about a student

2. ACTION ITEM: To consider approval of a Resolution to Authorize Delegating Authority to the President During Altered Operation for COVID-19

Lon Ford made the motion to approve a Resolution to Authorize Delegating Authority to the President During Altered Operation for COVID-19. Cecelia Sanders seconded the motion. The motion passed unanimously.

Resolution

RESOLUTION OF THE BOARD OF TRUSTEES OF KILGORE COLLEGE COVID-19 Virus

WHEREAS, the Kilgore College Board of Trustees recognizes that officials in Gregg County have declared an emergency regarding the spread of coronavirus/COVID-19 (hereafter "COVID-19") and that the territory included in Kilgore College is within the areas where an emergency has been declared; and,

WHEREAS, on March 13, 2020, the Governor of the State of Texas declared a statewide emergency, and, later that same day, the President of the United States declared a national emergency regarding COVID-19;

WHEREAS, the Kilgore College Board of Trustees recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID-19 a pandemic, and that additional emergency declarations may follow in the coming days and weeks; and,

WHEREAS, Kilgore College employees have been deemed as “Essential Critical Infrastructure Workers” as “Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing,” by the National Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security as of the date of this Resolution; and

Resolution cont. on next page

April 13, 2020 Minutes
Resolution cont.

WHEREAS, the Kilgore College Board of Trustees has a substantial public interest in protecting the health and safety of its students, staff, and community and therefore desires to ensure that the College district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19; and,

WHEREAS, the Board of Trustees of Kilgore College seeks to retain its employees, reduce turnover, increase morale, help employees focus on work-related matters while at work, and facilitate the return of employees to normal operations, and believes that an additional public purpose exists in doing so; and,

WHEREAS, the Board of Trustees of Kilgore College believes the public purposes described above are fulfilled by efficiently and effectively making certain delegations, as described more fully herein, to the President to address this ever-changing emergency situation in the best interest of the health, safety, and well-being of its students, staff, community, and the citizenship at-large.

IT IS THEREFORE:

RESOLVED THAT the Board of Trustees of Kilgore College finds a substantial public purpose exists in protecting the health and safety of its students, staff, and community and therefore in ensuring that the College district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19; and,

FURTHER RESOLVED THAT the Board of Trustees of Kilgore College finds a public purpose also exists in retaining its employees, reducing turnover, increasing morale, helping employees focus on work-related matters while at work, and facilitating the return of employees to normal operations; and,

FURTHER RESOLVED THAT in furtherance of the public purposes so stated in this Resolution, the Board of Trustees of Kilgore College makes the following delegations to the President in order to efficiently and effectively prepare the College district in response to the declarations of emergency announced by the United States, the State of Texas, and Gregg County as well as in preparation for the potential declarations of emergencies by other local, state, and/or national and international officials:

1. The authority to act in the place of the Board under the Compensation Policy and thus make all decisions regarding the payment of employees during altered operations and/or a College closure, to implement the provisions of the Compensation Policy, and to make determinations regarding the purpose and parameters of any such payments;

2. The authority to make decisions regarding the compensation, if any, of full-time employees, both exempt and non-exempt, who may be required to report to work or work remotely during altered operations and/or a College closure, and to implement those decisions;

3. The authority to determine work days and hours, if any, for all employees during altered operations and/or a College closure;

4. The authority to implement an educational program for students during altered operations and/or a College closure;

5. The authority to postpone, suspend, or cancel regular Board meetings during altered operations and/or a College closure in the interest of health and safety after consultation with the Board President;

Resolution cont. on next page
Resolution cont.

(6) The authority to alter the Kilgore College 2019-2020 calendar by changing and/or adding campus/instructional hours and work/campus days as necessitated by altered operations and/or a College closure or related concerns;

(7) The authority to create guidelines and make determinations regarding absences, leave time, leave days, and compensation of any employee who is quarantined as a result of COVID-19 and/or who tests positive for COVID-19 and/or who has been advised by a health-care provider to self-quarantine and/or who is caring for an individual subject to a quarantine order or who has been advised by a health-care provider to self-quarantine who presents appropriate medical documentation regarding themselves, an immediate family member, or an individual in their care under the sole discretion of the President or her designee, in compliance with Texas and federal law;

(8) The authority to seek any necessary waivers from the Texas Higher Education Coordinating Board, SACSCOC, and any other accreditation or certification agencies, without further action of the Board of Trustees regarding missed instructional days, low attendance, or any matters related to altered operations and/or a College closure as part of this Resolution;

(9) The authority to declare a catastrophe and take all actions as appropriate in accordance with Texas Government Code Section 552.233 regarding temporary suspension of the Texas Public Information Act;

(10) In the event other waivers or immediate action is needed, the President is authorized to take other action and to submit/apply for other waivers in accordance with guidance and instructions from the national, state and local authorities and/or agencies.

FURTHER RESOLVED THAT (1) the emergence of COVID-19 and its spread constitute an unforeseen emergency/matter of urgent public necessity; (2) the delays posed by competitive procurement of contracts necessary to restore, replace and/or repair equipment, personal property, and/or College facilities will prevent or substantially impair the conduct of classes or other essential College activities; and (3) the President and her designee(s) are authorized to procure, negotiate, and execute contracts for goods and services that are necessary to protect the safety of Kilgore College students and employees; and (4) the President shall inform the Board of Trustees of all emergency purchases made hereunder at the next regular Board meeting following such purchases.

The President and/or designee(s) will provide timely and reasonable information to the Board of Trustees with regard to decisions made pursuant to this Resolution.

This Resolution shall remain in effect until rescinded by Board Action at a duly called Board Meeting.

CERTIFICATE OF RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of Kilgore College during a board meeting, April 13, 2020, a quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: 
Nays: 
Abstentions: 

To certify which, witness my hand and the official seal of the Kilgore College this 13th day of April, 2020.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees
3. ACTION ITEM: To consider the approval of revisions to the Board Procedure Manual per HB 2840

Lon Ford made the motion to approve revisions to the Board Procedure Manual per HB 2840. Because the motion came from a committee a seconded was not needed. The motion passed unanimously.

3.12 Citizen Comments

During the "Citizens Comments" section of the Board agenda, any member of the public may address the Board of Trustees on a matter of public concern. The person wishing to address the Board must make a written request before the meeting on a form provided at the meeting. The President of the Board may limit the time permitted for public comment. Citizens or organizations may not cede or yield any of their allotted time to another person or organization. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time. The Board does not comment or deliberate on the "Citizens Comments" except as authorized by Government Code 551.042.

3.12 Public Comments

During the "Public Comments" section of the Board agenda, any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes. A speaker may not accrue time from another speaker. (Government Code 551.007 per HB 2840)

If a person wants to address the Board on an item that is not on the agenda, then he/she shall complete the same speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. A speaker on a non-agenda item is limited to 3 minutes. A speaker may not accrue time from another speaker. Time for each presentation on a non-agenda item may be reduced by the presiding officer if a large number of persons sign up to speak on any item. The total time allowed for speakers on non-agenda items shall be 20 minutes. Speakers on non-agenda items will be taken in the order that the forms were received.

The Board does not comment or deliberate on the "Public Comments" except as authorized by Government Code 551.042.

Public Comment Procedures:

A speaker who signs up to address the Board, either on a non-agenda item or on an item listed on the agenda, shall:

1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to KC and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if it is a non-agenda item and the presiding officer determines in his/her discretion that a time limit is necessary);
5. Not accrue time from another speaker;
6. Not use profane or vulgar language during his or her presentation;
7. Remain in the area designated for speaking during his or her presentation;
8. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.
9. Be allowed to address the Board before its consideration if it is an agenda item.

The presiding officer shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.
4. ACTION ITEM: Speaker Participation/Public Participation Form in tandem with the revisions to the Board Procedure Manual per HB2840

Lon Ford made the motion to approve the Speaker Participation/Public Participation Form in tandem with the revisions to the Board Procedure Manual per HB2840. Because the motion came from a committee a seconded was not needed. The motion passed unanimously.

PUBLIC PARTICIPATION:

Any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes. A speaker may not accrue time from another speaker.

If a person wants to address the Board on an item that is not on the agenda, then he/she shall complete the same speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. A speaker on a non-agenda item is limited to 3 minutes. A speaker may not accrue time from another speaker. Time for each presentation on a non-agenda item may be reduced by the presiding officer if a large number of persons sign up to speak on any item. The total time allowed for speakers on non-agenda items shall be 20 minutes. Speakers on non-agenda items will be taken in the order that the forms were received.

Public Comment Procedures:

A speaker who signs up to address the Board, either on a non-agenda item or on an item listed on the agenda, shall:
1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to KC and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if it is a non-agenda item and the presiding officer determines in his/her discretion that a time limit is necessary);
5. Not accrue time from another speaker;
6. Not use profane or vulgar language during his or her presentation;
7. Remain in the area designated for speaking during his or her presentation;
8. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.
9. Be allowed to address the Board before its consideration if it is an agenda item.

The presiding officer shall have the authority to suspend the speaker’s time if he or she does not comply with the listed procedures.

Speaker Participation/Public Participation Form cont. on next page

April 13, 2020 Minutes
5. ACTION ITEM: To consider approval of the U.S. Department of Education Title III Grant Policy/Procedure Manual

Lon Ford made the motion to approve the U.S. Department of Education Title III Grant Policy/Procedure Manual. Because the motion came from a committee a seconded was not needed. The motion passed unanimously.

**Title III Policies & Procedures Manual Summarized**

- Two comprehensive federal documents govern the use of Title III, “Strengthening Institutions” funds awarded by the US Department of Education:
  - Uniform Guidance – a "government-wide framework for all grants management" issued by the Office of Management and Budget;
  - The US Department of Education’s “Education Department General Administrative Regulations” (EDGAR).
- Kilgore College has put in place policies and procedures to comply with these governing documents. The manual corresponds with an over-arching document for grant management at KC. Both documents were updated in November 2019.

**Title III Policies & Procedures Manual Summarized cont. on next page**

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Title III Policies & Procedures Manual Summarized cont.

- The Title III Policies and Procedures Manual includes sections on:
  - The grant award, including the initial Grant Award Notification (GAN) issued September 28, 2017;
  - Program objectives and the activity matrix;
  - Organization and personnel;
  - Roles and responsibilities;
  - Project committees;
  - Key personnel position descriptions and requirements;
  - Procedures for expending funds;
  - KC purchasing procedures and requirements;
  - Budget administration;
  - Project reporting; and
  - Project evaluation.

- The terms of most government grants include a requirement that the college ensure that grant funds are not used to supplant (i.e., replace) funds normally available to the college for its operating expenses. For this reason, grant dollars are maintained in a separate fund, and all expenditures are carefully considered to make certain that they are part of the approved grant budget. KC added a non-supplant section to the Title III manual in November 2019 after an audit of another federal grant program and a recommendation from the auditor.

- The Title III grant program is audited each year by an external evaluator who meets with Project Staff and other administrators, then delivers an exit brief to the President. The program’s most recent external evaluation report was delivered in November 2019 and the college has implemented recommendations contained therein.

- Each year the Title III Project Director is required to submit an Annual Performance Report to the US Department of Education’s Higher Education Programs: Institutional Service office. The most recent report was submitted March 6, 2020 and summarizes accomplishments achieved during Year Two of the grant, Oct. 1, 2018 to Sept. 30, 2019.

- The College works with its consultant firm, Ramona Munsell and Associates, in producing this report, and any communication between KC and the US Department of Education.

- The Project Director maintains copies of all guiding documents and regularly reviews them with Project Staff to ensure compliance.

6. INFORMATION ITEM: KC 2020-2021 Calendar

KC 2020-2021 Calendar on next page

April 13, 2020 Minutes
OFFICIAL KILGORE COLLEGE CALENDAR 2020-2021

SUMMER SEMESTER / 2020
May 11-May 28 (M-F classes) MAY MINI TERM
May 20 (F) Campus Classes 2-4 p.m.
May 25 (M) Memorial Day holiday (campus closed)
June 1 - July 23 SUMMER EVENING CLASSES
May 6 (W) Summer I Early Registration Payment Deadline
June 1-July 2 SUMMER I (MTWTh classes)
June 1 (M) First Class Day; Schedule Changes 8 a.m. - 4 p.m.
June 4 (Th) Fourth Class Day; Official Reporting Day
June 15 (M) Summer I Graduation Application Deadline
June 25 (Th) Last Day to Drop Class or Withdraw from Enrollment with W
July 2 (Th) Final Exams for Summer I
July 3 (F) Campus closes at 4:00 p.m.
July 6 (M) Summer I grades due at 10 a.m.
July 24 (W) Summer II Early Registration Payment Deadline
July 6-Aug. 8 SUMMER II
July 6 (M) First Class Day; Schedule Changes 8 a.m. - 4 p.m.
July 9 (Th) Fourth Class Day; Official Reporting Day
July 15 (W) Summer II Graduation Application Deadline
July 30 (Th) Last Day to Drop Class or Withdraw from Enrollment with W
Aug. 6 (Th) Final Exams for Summer II; Graduation 6 p.m.
Aug. 7 (F) Summer II grades due by 10 a.m.

FALL SEMESTER / 2020
Mar. 30-Aug. 6 Early Registration
July 1 (W) Fall Admission Application Priority Date;
July 31 (F) Fall Financial Aid Priority Date;
Aug. 6 (M) Dual Credit Priority Application Date
Aug. 8 (Th) Last Day to Pay for Housing (financial aid must be applied, installment plan started, or payment in full; all unpaid housing assignments will be canceled)
Aug. 14 (F) Fall Early Registration Payment Deadline (online payments remain open through midnight)
Aug. 17 (M) Drop Unpaid Classes (no registration, schedule changes, or payment accepted)
Aug. 19 (W) New Faculty/Staff Orientation
Aug. 19 (W) Fall Convocation
Aug. 21 (F) Final Registration for the Fall I term and the 16-week term, 8:00 a.m. - 6:00 p.m.
Aug. 22 (Sat) Final Registration Payment due by midnight or classes will be dropped. Last Day to Pay
Aug. 22 (Sat) without Late Payment Fee (reinstatement and late payment fees will apply to schedules
Aug. 24 (M) added back after each non-payment drop)
Aug. 25-29 (M-Tu) Drop Unpaid Classes (no scheduled changes or payment accepted)
Aug. 25-31 (Su-Sat) Reinstatement and Late Payment Fees Begin
Aug. 29 (Wed) Male Residence Halls Open 9 a.m.; Cafeteria Opens noon
Aug. 30 (Th) Female Residence Halls Open 9 a.m.
Sept. 2 (Fr) First Class Day for Fall I 18-week term & 16-week term
Sept. 4 (F) Schedule Changes 8 a.m. - 6:00 p.m.
Sept. 4 (F) FA1 - Fall 1st 6-week term
Sept. 7 (M) FA1 - Fall 1st 6-week term
Sept. 9 (W) Campus Closes 2:45 p.m.
Sept. 9 (W) Labor Day Holiday (campus closed)
Sept. 10 (Th) Labor Day Holiday (campus closed)
Sept. 16 - Fall 16-week (12th Class Day); Official Reporting Day
Sept. 21 (M) F16 - Fall 16-week (20th Class Day) - Last Day for Refunds for 16-week classes (see refund dates in the Fall registration guide)
Oct. 1 (Th) Fall Graduation Application Deadline
Oct. 2 (F) Graduation Application Deadline
Oct. 14 (T-W) FA1 - Fall 1st 6-week term; Last Day to Drop Class or Withdraw from Enrollment with W
Oct. 15 (Th) FA1 - Grades Due for Fall I 1st 6-week term 10 a.m.
Oct. 19 (M) FA2 - First Class Day for Fall 2nd 6-week term
Oct. 20 (T) FA2 - Fall 2nd 6-week term; Official Reporting Day
Nov. 2 (M) Spring Admissions Application Priority Date Spring Financial Aid Priority Date
Nov. 4-14 (Su-Dec. 2) Spring Advising/Registration - All Students
Nov. 13 (F) FA1 - Fall 16-week Last Day to Drop Class or Withdraw from Enrollment with W
Nov. 24 (T) Campus Closes 4:00 p.m. (no evening classes)
Dec. 1 (Th) Thanksgiving Holidays (campus closed)
Dec. 2 (W) FA2 - Fall 2nd 6-week term; Last Day to Drop Class or Withdraw from Enrollment with W
Dec. 8 (W) December Mini Early Registration Payment Deadline
Dec. 9 (Th) Drop Unpaid Classes (no registration, schedule changes, or payment accepted)
Dec. 9-10 (W-Th) Final Exams (Exams for Friday-only classes. Dec. 4, Saturday-only classes. Dec. 5)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 10 (Th)</td>
<td>Cafeteria Closes 6:00 p.m. Residence Halls Close 10 p.m. (graduates may spend the night)</td>
</tr>
<tr>
<td>Dec. 11 (F)</td>
<td>Grades Due 10 a.m. Campus Closes 2:45 p.m. Graduation 6 p.m.</td>
</tr>
<tr>
<td><strong>DECEMBER MINI / 2020</strong></td>
<td>Mini-Term 3-week classes (M-F Classes) (no classes Dec. 25) (Grades due Jan. 4 at 10 a.m.)</td>
</tr>
<tr>
<td>Jan. 10 (M)</td>
<td>Spring Convocation</td>
</tr>
<tr>
<td>Jan. 12 (T)</td>
<td>Final Registration for the Spring 1 term and the 16-week term 8:00 a.m. - 6:00 p.m. Final Registration Payment due by midnight or classes will be dropped. Last Day to Pay without Late Payment Fee (reinstatement and late payment fees will apply to schedules added back after each non-payment drop)</td>
</tr>
<tr>
<td>Jan. 14 (Th)</td>
<td>Drop Unpaid Classes (no schedule changes or payment accepted)</td>
</tr>
<tr>
<td>Jan. 16 (F)</td>
<td>Reinstatement and Late Payment Fees Begin</td>
</tr>
<tr>
<td>Jan. 18 (M)</td>
<td>Residence Halls Open 9 a.m.; Cafeteria Opens 12 noon</td>
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<tr>
<td>Jan. 18 (M)</td>
<td>Martin Luther King, Jr. Day Holiday (campus closed)</td>
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<tr>
<td>Jan. 19 (T)</td>
<td>First Class Day for Spring 1-week term &amp; 16-week term</td>
</tr>
<tr>
<td>Jan. 19-20 (T-W)</td>
<td>Schedule Changes 8 a.m. - 6:00 p.m.</td>
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<tr>
<td>Feb. 26 (T)</td>
<td>SP1 - Spring 1st Week Term; Official Reporting Day</td>
</tr>
<tr>
<td>Feb. 12 (F)</td>
<td>Student Services Staff Planning Day (no service for limited services in Student Services Offices)</td>
</tr>
<tr>
<td>Feb. 15 (M)</td>
<td>S16 - Spring 16-Week (12th Class Day)</td>
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<tr>
<td>Feb. 16 (W)</td>
<td>SP1 - Spring 16-Week; Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>Mar. 1 (M)</td>
<td>Presidential Scholarship Deadline (for Fall 2021)</td>
</tr>
<tr>
<td>Mar. 10 (T-W)</td>
<td>SP1 - Final Exams for Spring 1st 8-week term</td>
</tr>
<tr>
<td>Mar. 12 (F)</td>
<td>SP1 - Grades Due for Spring 1st 8-week term 10 a.m.</td>
</tr>
<tr>
<td>Mar. 19 (T)</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>Mar. 20 (M-F)</td>
<td>Spring Break (campus closed)</td>
</tr>
<tr>
<td>Mar. 22 (M)</td>
<td>SP2 - First Class Day of Spring 2nd 8-week term</td>
</tr>
<tr>
<td>Mar. 29 (M)</td>
<td>SP2 - Spring 2nd 8-week Term; Official Reporting Day</td>
</tr>
<tr>
<td>Apr. 1 (Th)</td>
<td>Summer Admissions Application Priority Date; Scholarship Priority Deadline (for Fall 2021)</td>
</tr>
<tr>
<td>Apr. 1 (Th)</td>
<td>Campus Closes 9:30 p.m.</td>
</tr>
<tr>
<td>Apr. 9 (F)</td>
<td>S16 - Spring 16-Week Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>Apr. 12-July 9</td>
<td>Summer I Advisement/Registration - Current Students</td>
</tr>
<tr>
<td>Apr. 12-July 9</td>
<td>Summer II Advisement/Registration - Current Students</td>
</tr>
<tr>
<td>Apr. 20 (F)</td>
<td>Final Advisement/Registration - Current Students</td>
</tr>
<tr>
<td>Apr. 23 (F)</td>
<td>Final Advisement/Registration - All Students</td>
</tr>
<tr>
<td>May 12 (W)</td>
<td>Final Exams (Exams for Saturday-only classes. May 8; Friday-only classes-May 7)</td>
</tr>
<tr>
<td>May 13 (Th)</td>
<td>Cafeteria Closes 6:00 p.m. (graduates may spend the night)</td>
</tr>
<tr>
<td>May 14 (F)</td>
<td>Graduation 2:00 p.m., 6:00 p.m.</td>
</tr>
<tr>
<td>May 17 (M)</td>
<td>Grades Due 1:00 p.m.</td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER / 2021 (Proposed - Subject to Change If Necessary)</strong></td>
<td>MAY MINI TERM</td>
</tr>
<tr>
<td>May 17-June 3 (M-F classes)</td>
<td>MAY MINI TERM</td>
</tr>
<tr>
<td>May 28 (F)</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>May 31 (M)</td>
<td>Memorial Day Holiday (campus closed)</td>
</tr>
<tr>
<td>June 7-July 20</td>
<td>SUMMER EVENING CLASSES</td>
</tr>
<tr>
<td>May 12 (W)</td>
<td>Summer I Early Registration Payment Deadline</td>
</tr>
<tr>
<td>June 7-July 8</td>
<td>SUMMER I (MTTH classes)</td>
</tr>
<tr>
<td>June 10 (Th)</td>
<td>First Class Day, Schedule Changes 8 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>June 15 (T)</td>
<td>Fourth Class Day, Official Reporting Day</td>
</tr>
<tr>
<td>July 1 (Th)</td>
<td>Summer I Graduation Application Deadline</td>
</tr>
<tr>
<td>July 1 (Th)</td>
<td>Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>July 2 (F)</td>
<td>Campus closes at 4:00 p.m.</td>
</tr>
<tr>
<td>July 8 (Th)</td>
<td>Campus closed for Independence Day Holiday</td>
</tr>
<tr>
<td>July 12 (M)</td>
<td>Summer I grades due at 10 a.m.</td>
</tr>
<tr>
<td>June 30 (W)</td>
<td>Summer II Early Registration Payment Deadline</td>
</tr>
</tbody>
</table>
C. Property & Facilities Committee - Jon Rowe, Chair
   1. INFORMATION ITEM: Pedestrian Bridge Update

   An RFQ has been issued associated with the engineering and construction administrative services for
   the restoration of the pedestrian bridge. KC will use insurance proceeds to fund this project. Responses
   to the RFQ are due on May 6, 2020.

D. Student Success Committee - Cecelia Sanders, Chair
   1. ACTION ITEM: To consider approval of the 2020-2021 Student Catalog
      Presenter: Dr. Mike Turpin

      Cecelia Sanders made the motion to approve the 2020-2021 Student Catalog. Janice Bagley seconded
      the motion. The motion passed unanimously. The catalog is located at http://catalog.kilgore.edu/.

      2. ACTION ITEM: To consider approval of two new AAS degree programs
         a. AAS - Homeland Security and Emergency Preparedness Leadership
            Presenter: D'Wayne Shaw

            Cecelia Sanders made the motion to approve an AAS – Homeland Security and Emergency
            Preparedness Leadership. Larry Woodfin seconded the motion. The motion passed unanimously.

            b. AAS - Software Development and Game Design
               Presenter: Dean Richard Crutcher

               Cecelia Sanders made the motion to approve an AAS – Software Development and Game Design.
               Janice Bagley seconded the motion. The motion passed unanimously.

      3. INFORMATION ITEM: Journalism Concentration Reinvention
         Presenter: Dean Becky Johnson and Rachel Stallard

         Dean Becky Johnson and Rachel Stallard discussed the decline in the Journalism concentration. Print
         journalism is not the format of choice for getting the news. Everything is going more and more to a digital
         format. Thus, enrollment in Journalism has been declining. This year we had a very small group publishing
         The Flare newspaper. Therefore, we are reinventing the Journalism concentration to reflect the skill set that
         students need to meet career requirements in the 21st century. For the next academic we will suspend the
         Journalism concentration and the production of The Flare while we work to reinvent this concentration.
VII. BOARD APPOINTMENT COMMITTEE REPORT & ACTION ITEM
Presenter: Lon Ford
A. To consider appointing Josh Edmonson to fill the unexpired term of Karol Pruett for the Central Zone, Voting Unit #3, Place #3, term scheduled to expire May of 2021

Larry Woodfin made the motion to appoint Josh Edmonson to fill the unexpired term of Karol Pruett or the Central Zone, Voting Unit #3, Place #3, term scheduled to expire May of 2021. Lon Ford seconded the motion. The motion passed unanimously.

VIII. TRUSTEE VACANCY
Presenter: Joe Carrington

Joe Carrington announced the resignation of Scott Andrews from the KC Board of Trustees. He has been a valuable board member since 2009. His term is up in 2023.

Joe Carrington stated the following, “I am going to appoint a nominating committee to take applications for this position. I am 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.”

IX. PRESIDENT’S REPORT
A. KC’s response to COVID-19

Dr. Kays stated the following, “I’m very pleased to advise the entire board that you can be very proud of the work that the faculty and staff are doing to support our students in this new remote learning environment. KC’s response to COVID-19 has revolved around creativity and innovation as well as the desire to get the job done. I have heard from various faculty and staff members that the new ways of doing business may actually replace some of the former ways as we become more creative and innovative. At the end of this week we will be 75% through the 16 week semester and 50% through the second 8-week term. The vast majority of our employees are working remotely to serve our students. Essential personnel are here on campus, practicing social distancing, following the CDC guidelines. On March 16th when we began this journey, we didn’t know exactly where we would end up, but I want to tell you that I believe with the remarks coming from our students, as well as our faculty and staff, that we have thus far navigated the COVID-19 journey successfully.”

X. ADJOURNMENT

Joe Carrington adjourned the meeting at 7:36pm.

Respectfully submitted,

[signature]
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

[signature]
President of the Board

[signature]
Secretary of the Board

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