A Teleconference Board Meeting of the Board of Trustees of the Kilgore Junior College District was held December 14, 2020, beginning at 6:30 PM with the following board members present:

Janice Bagley
Joe Carrington, President
Josh Edmonson
Lon Ford, Secretary
Travis Martin
Jon Rowe

Members Absent: Davic Castles and Larry Woodfin, Vice President

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 may access this meeting as follows: You can join the Zoom Meeting by clicking on link beginning at 6:00pm.

Topic: December 14th Board Meeting 6:30
Time: Dec 14, 2020 06:00 PM Central Time (US and Canada) You can join online at 6 PM.

Join Zoom Meeting
https://zoom.us/j/98914432432?pwd=N9lvVFdRmdwVGpZMEJ2RWNFt2Rsdz09

Meeting ID: 989 1443 2432
Passcode: 728722
One tap mobile
+13462487799,,98914422432# US (Houston)
+16699006833,,98914422432# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 408 638 0968 US (San Jose)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington D.C)
+1 312 626 6799 US (Chicago)
Meeting ID: 989 1443 2432

Find your local number: https://zoom.us/u/abql7Ev1O

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. Individuals who desired to speak during the public comments section were informed that they had to identify themselves by name prior to speaking.
Members of the public who desired to address the board regarding an item on the agenda were advised 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 upon which any formal action could be taken are listed below. Note: Items do not have to be taken in the same order as shown on the meeting notice.

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

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

   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.

2. PRESENTATIONS
   A. Swearing in of KC Board of Trustees Member Kelvin Darden - Lon Ford, Board Secretary

   Lon Ford, Secretary for the Board of Trustees, administered the Oath of Office to Kelvin Darden.
   Kelvin Darden is now considered present at the board meeting.
Joe Carrington informed everyone that Mr. Darden must take some required training by the Texas Higher Education Coordinating Board (THECB) before he is eligible to vote on personnel and financial matters.

B. Board Spotlight - 10 Year Certificate of Appreciation - Joe Carrington

Lon Ford, Secretary for the Board of Trustees, presented Joe Carrington with a 10 Year Certificate of Appreciation for his years of service to the Board of Trustees.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

Presenter: Joe Carrington

A. To consider approving the minutes of the September 14, 2020 and October 26, 2020 board meetings
B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignations as follows:
   a. Director of ERP Innovation & Development, effective September 11, 2020 after one year and seven months of service
   b. Professional Support Assistant - Financial Aid, effective October 20, 2020 after one year and one month of service
   c. Automotive Technology Lead Instructor, effective December 31, 2020 after eight years of service

2. Recommendation to accept employee retirement as follows:
   a. English Instructor, effective January 8, 2021 after fifty-one years of service
   b. Executive Assistant - VP of Student Development, effective December 31, 2020 after sixteen years of service
   c. Support Specialist - Mail Services, effective January 29, 2021 after thirty-one years and five months of service
   d. Printing Supervisor, effective December 31, 2020, after twenty-seven years of service
   e. Mathematics Instructor, effective August 31, 2021 after seven years of service

3. Recommendation for approval of faculty contracts as follows:
   a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2021 - December 31, 2021
   b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2021 - December 31, 2021

4. Recommendation to change employment as follows:
   a. Copy Technician - Print Shop to Supervisor - Print Shop, effective January 1, 2021

5. Recommendation of employment as follows:
   a. Director of High School Student Success, Institutional Planning, effective October 1, 2020 (Grant Funded)
   b. Vocational Nursing Instructor, Science & Health Sciences, effective October 19, 2020
   c. eLearning Student Support Coordinator, Title III, effective October 16, 2020 (Grant Funded)
   d. Associate Degree Nursing Instructor, Science & Health Sciences, effective October 16, 2020
   e. High School Based Success Coach/Advisor, Institutional Planning, effective November 2, 2020 (Grant Funded)
   f. Success Coach/Advisor - High School Based, Institutional Planning, effective November 2, 2020 (Grant Funded)
   g. Success Coach/Advisor - High School Based, Institutional Planning, effective November 2, 2020 (Grant Funded)
   h. Success Coach/Advisor - High School Based, Institutional Planning, effective November 2, 2020 (Grant Funded)
i. Coordinator of Verification & Account Specialist, Financial Aid, effective November 23, 2020  
j. Professional Support Assistant - Records & Reports Specialist, Registrar, Student Development, effective December 1, 2020  
k. EDUC Instructor & Assistant Football Coach, Student Development, effective January 1, 2021 - June 30, 2021  
l. Graphics Designer & Print Shop Assistant, Student Development, effective January 1, 2021  
m. Instructor, A/C & Refrigeration Technology, Public Services & Industrial Technology, effective January 1, 2021  
n. Police Officer, KCPD, effective January 1, 2021  
o. Vocational Nursing Instructor, Science & Health Sciences, effective January 1, 2021  
p. Cashier, Business Office, effective January 1, 2021  
q. Dean of Business & Information Technology, effective January 1, 2021  

C. To consider payment of legal fees  

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

Personnel Agenda

Kilgore Junior College District  
Personnel Agenda  
December 14, 2020

1. Recommendation to accept employee resignation as follows:
   
a. Mr. Brian Stover, Director of ERP Innovation & Development, effective September 11, 2020 after one year and seven months of service

2.  
a. Ms. Holly Foster, Professional Support Assistant-Financial Aid, effective October 20, 2020 after one year and one month of service  

   b. Mr. Brandon Belken, Automotive Technology Lead Instructor, effective December 31, 2020 after eight years of service

3. Recommendation to accept employee retirement as follows:
   
a. Ms. Bennie Brown, English Instructor, effective January 8, 2021 after fifty-one years of service  

   b. Ms. Barbara Prater, Executive Assistant – VPSD, effective December 31, 2020 after sixteen years of service  

   c. Ms. Toni Perry, Support Specialist-Mail Services, effective January 29, 2021 after thirty-one years and five months of service  

   d. Mr. Mike Ford, Printing Supervisor, effective December 31, 2020 after twenty-seven years of service  

   e. Mr. Dann McDonald, Mathematics Instructor, effective August 31, 2021 after seven years of service

Personnel Agenda cont. on next page
4. Recommendation for approval of faculty contracts as follows:

   a. Mr. Willie Gooden, Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2021 – December 31, 2021

   b. Mr. Peter Hopkins, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2021 – December 31, 2021

5. Recommendation to change employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS POSITION</th>
<th>NEW POSITION</th>
<th>NEW SALARY/RATE OF PAY</th>
<th>PROMOTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Kelley Thompson</td>
<td>Copy Technician – Print Shop</td>
<td>Supervisor – Print Shop</td>
<td>$2,083.21/pay period 12 mo. equivalent = $49,997</td>
<td>January 1, 2021</td>
</tr>
</tbody>
</table>

6. Recommendation of employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>SALARY/RATE OF PAY</th>
<th>HIRE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Manuel Garcia</td>
<td>Director of High School Student Success</td>
<td>Institutional Planning</td>
<td>$2,708.33/pay period 12 mo. equivalent = $65,000</td>
<td>October 1, 2020</td>
</tr>
<tr>
<td>Ms. Sheri Gillis</td>
<td>Vocational Nursing Instructor</td>
<td>Science &amp; Health Sciences</td>
<td>$2,608.33/pay period 12 mo. equivalent = $62,600. Includes a $4,800 stipend</td>
<td>October 19, 2020</td>
</tr>
<tr>
<td>Ms. Stephanie Arriola</td>
<td>eLearning Student Support Coordinator</td>
<td>Title III</td>
<td>$1,666.67/pay period 12 mo. equivalent = $40,000</td>
<td>October 16, 2020</td>
</tr>
<tr>
<td>Ms. Terry Tompkins</td>
<td>Associate Degree Nursing Instructor</td>
<td>Science &amp; Health Sciences</td>
<td>$2,372.92/pay period 10.5 mo. equivalent = $56,950</td>
<td>October 16, 2020</td>
</tr>
<tr>
<td>Mr. Daniel Parker</td>
<td>High School Based Success Coach/Advisor</td>
<td>Institutional Planning</td>
<td>$1,482.00/pay period 12 mo. equivalent = $35,568</td>
<td>November 2, 2020</td>
</tr>
<tr>
<td>Ms. Shelly Gribble</td>
<td>Success Coach/Advisor – High School Based</td>
<td>Institutional Planning</td>
<td>$1,750.00/pay period 12 mo. equivalent = $42,000</td>
<td>November 2, 2020</td>
</tr>
<tr>
<td>Ms. Kristyl Hester</td>
<td>Success Coach/Advisor – High School Based</td>
<td>Institutional Planning</td>
<td>$1,750.00/pay period 12 mo. equivalent = $42,000</td>
<td>November 2, 2020</td>
</tr>
<tr>
<td>Ms. Kelley Shorette</td>
<td>Success Coach/Advisor – High School Based</td>
<td>Institutional Planning</td>
<td>$1,750.00/pay period 12 mo. equivalent = $42,000</td>
<td>November 2, 2020</td>
</tr>
</tbody>
</table>
### Personnel Agenda cont.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Salary/Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Amber Patch-Drotar</td>
<td>Coordinator of Verification &amp; Account Specialist</td>
<td>Student Development</td>
<td>$1,209.21/pay period 12 mo. equivalent = $29,021</td>
<td>November 23, 2020</td>
</tr>
<tr>
<td>Ms. Missy King</td>
<td>Professional Support Assistant – Records &amp; Reports Specialist, Registrar</td>
<td>Student Development</td>
<td>$1,037.17/pay period 12 mo. equivalent = $24,892</td>
<td>December 1, 2020</td>
</tr>
<tr>
<td>Mr. Jason Teague</td>
<td>EDUC Instructor &amp; Assistant Football Coach</td>
<td>Student Development</td>
<td>$2,554.17/pay period 6 mo. equivalent = $30,650</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Mr. Reagan Silvey</td>
<td>Graphics Designer &amp; Print Shop Assistant</td>
<td>Student Development</td>
<td>$1,482.00/pay period 12 mo. equivalent = $35,568</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Mr. Alan Sims</td>
<td>Instructor, A/C &amp; Refrigeration Technology</td>
<td>Public Services &amp; Industrial Technology</td>
<td>$2,025.71/pay period 10.5 mo. equivalent = $48,617</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Mr. Derek Keith</td>
<td>Police Officer</td>
<td>KCPD</td>
<td>$1,583.33/pay period 12 mo. equivalent = $38,000</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Dr. Ashley Linnear</td>
<td>Vocational Nursing Instructor</td>
<td>Science &amp; Health Sciences</td>
<td>$2,712.50/pay period 12 mo. equivalent = $65,100</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Ms. Luz Cervantes</td>
<td>Cashier</td>
<td>Business Office</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>Dr. Mark Clark</td>
<td>Dean of Business &amp; Information Technology</td>
<td>Business &amp; Information Technology</td>
<td>$3,802.08/pay period 12 mo. equivalent = $91,250</td>
<td>January 1, 2021</td>
</tr>
</tbody>
</table>

5. EXECUTIVE SESSION

The Board of Trustees did not go into Executive Session.

6. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee - Larry Woodfin, Chair
   1. ACTION ITEM: To consider re-adopting the Kilgore College Tax Abatement Guidelines

Jon Rowe made the motion to re-adopt the Kilgore College Tax Abatement Guidelines as presented. Because the motion came from a committee a second was not required. The motion passed unanimously.

KC Tax Abatement Guidelines on next page

December 14, 2020 Minutes
KC Tax Abatement Guidelines

Kilgore Junior College District Abatement Guidelines

ADOPTED BY THE KILGORE JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES ON December 14, 2020

KILGORE JUNIOR COLLEGE DISTRICT GUIDELINES
AND CRITERIA FOR TAX ABATEMENTS

I. GENERAL PURPOSE AND OBJECTIVES

The Kilgore Junior College District (the "KJCD") is committed to the promotion of high-quality education and development within its boundaries, and to an ongoing improvement in the quality of life for its residents. Insofar as these objectives are generally served by the enhancement of the tax base and expansion and diversification of the local economy, the KJCD will, on a case-by-case basis, consider providing tax abatement, pursuant to the Property Redevelopment and Tax Abatement Act, TEXAS TAX CODE ANN. Sections 312.001 et seq., as from time to time amended (the "Act"), as a stimulation for economic growth and diversification in the KJCD. Consideration will be given to both new facilities and structures and for the expansion or modernization of existing facilities and structures. Proposed tax abatement agreements will be considered in accordance with the guidelines, criteria and procedures outlined in this document. Nothing herein shall imply or suggest that the KJCD is under any obligation to provide tax abatement to any applicant.

According to the Act, a municipality¹ may grant tax abatement on the incremental value of real property (measured against the property’s value for the year in which the abatement agreement is entered into) that is improved pursuant to a specific development proposal which meets the economic goals and objectives of the municipality. Pursuant to the Act, a tax abatement may also apply to certain tangible personal property located on the real property subject to the tax abatement agreement after the period covered by the tax abatement agreement.

Based on the general purpose and objectives and in compliance with the intent and tenets of the Act, the municipality may establish reinvestment zones for economic development purposes. The municipality may enter into tax abatement agreements with one or more owners of taxable real property that is located in a designated reinvestment zone.

Pursuant to Section 312.206 of the TEXAS TAX CODE ANN. (the "Code"), the KJCD is authorized to execute a written agreement with the owner of property that the KJCD has jurisdiction over not later than the ninetieth day after the date a tax abatement agreement between the owner of the property and a municipality is executed.

These Guidelines and Criteria are effective for two years from the date adopted. During that period, the Guidelines and Criteria may be amended or repealed only by a vote of three-fourths of the members of the Board of Trustees of the Kilgore Junior College District.¹

¹As used herein, references to a municipality with regard to tax abatements are equally applicable to the same actions of a county granting such tax abatement.
II. CRITERIA

Any proposed project must conform to the general guidelines specified below:

- Any request for tax abatement must involve a development project with either (i) a minimum incremental increase in value of $100,000 or (ii) a minimum cost of $100,000.
- Tax abatements are available for both new facilities and structures and for the expansion or modernization of existing facilities and structures.
- Additionally, a proposed project must satisfy the criteria set forth in the applicable guidelines of the appropriate municipality.

Taxpayers desiring to enter into an abatement agreement with the KJCD must file with the KJCD a copy of the application for tax abatement filed with the municipality. This application should set forth the proposed improvements, employment impact, fiscal impact, community impact and any other information required by the municipality. The information presented in the application filed with the municipality will be used by the KJCD to determine whether it is in the best interest of the KJCD that tax abatement be offered to a particular applicant. Specific considerations will include the degree to which the proposed project furthers the goals and objectives of the KJCD, as well as the relative impact of the project on the KJCD.

III. GUIDELINES

After complying with all statutory and other requirements and if a determination is made that a tax abatement agreement should be entered into with the applicant, the value and term of the abatement will be determined by the following guidelines:

1. The rate of tax abatement with respect to any tax abatement agreement shall not exceed 100% of the incremental increase in value of real property and shall not exceed 100% of the value of tangible personal property other than inventory and supplies (but including inventory and supplies of certificate air carriers) eligible for tax abatement under the Act.

2. Except with respect to property located in an enterprise zone, the agreement must contain terms identical to those contained in the agreement with the municipality providing for the portion of the property that is to be exempt from taxation under the agreement, the duration of the agreement, and the provisions included in the agreement under Section 312.205 of the Code.

3. Pursuant to Section 312.206(c) of the Code, if property taxes on property located in an enterprise zone are to be abated, the agreement may, but is not required to, contain terms that are identical to those contained in the agreement with the municipality, county, or both, and the only terms of the agreement that may vary are the portion of the property that is to be exempt from taxation under the agreement and the duration of the agreement.

4. The tax abatement period shall not exceed 6 years for investments less than $10 million. The tax abatement period shall not exceed 10 years for investments greater than or equal to $10 million. Under certain cases the Board of Trustees will consider abatements for up to 10 years for investments less than $10 million, if the abatement terms have been previously granted by a municipality.
KC Tax Abatement Guidelines cont.

Kilgore Junior College District Abatement Guidelines

5. Any tax abatement granted a project will become effective on January 1 of the year following the issuance of a Certificate of Occupancy for the new facilities unless otherwise specified in the tax abatement agreement.

6. In the event that Company (a) allows its ad valorem taxes owed the College to become delinquent, or (b) violates any of the terms and conditions of the Agreement, the Agreement may be terminated by the College, and all taxes otherwise abated by virtue of the Agreement will be recaptured and paid to the College. As an alternative, the College may, in its discretion, not declare the Agreement terminated, but it must certify to the Gregg or Rusk Appraisal District that Company has failed to qualify for an abatement for the tax year.

7. At any time before its expiration, a tax abatement agreement may be modified by the parties to the agreement pursuant to Section 312.208 of the Code.

IV. PROCEDURE

Any person, partnership, organization, corporation or other entity desiring that the KJCD consider providing tax abatement to it shall be required to comply with the following procedural guidelines. Nothing within these guidelines shall imply or suggest that the KJCD is under any obligation to provide tax abatement in any amount or value to any applicant.

Preliminary Application Steps

1. Applicant shall submit a copy of the application for tax abatement filed with the appropriate municipality or county. In addition, the applicant shall provide the KJCD a copy of the Tax Abatement Agreement entered into between the applicant and the municipality and/or county, or a copy of the proposed agreement if such is not executed at the time of submission to the KJCD.

Application Review Steps

2. All information submitted will be reviewed for completeness and accuracy and additional information may be requested as needed.

3. The application may be distributed to the appropriate individuals, committees or departments for internal review and comments. Additional information may be requested as needed.

4. Copies of the complete documentation submitted and staff comments will be provided to the Board of Trustees.

Consideration of the Application

5. The Board of Trustees will consider the application.

6. The Board of Trustees may consider adoption of a resolution authorizing the KJCD to enter into a tax abatement agreement between the KJCD and the applicant (and, if desired by the KJCD, any lessee).

7. A tax abatement agreement between the KJCD and the applicant must be affirmed of a vote of a majority of the Board of Trustees at a regularly scheduled meeting of the Board. Prior to affirming such agreement, the Board of Trustees must determine that the terms of the agreement and the property subject to the agreement meet the guidelines and criteria as set forth herein.
2. INFORMATION ITEM: Financial Update

Jon Rowe was available to answer any questions.

3. INFORMATION ITEM: Public Funds Investment Act (PFIA) Investment Report - Quarter 1

Jon Rowe was available to answer any questions.

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

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

KC Mission Statement

KILGORE COLLEGE

Approved 12/14/2020

Mission Statement

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

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

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.
2. ACTION ITEM: To consider approval of the Alcohol and Substance Abuse Policy
Presenter: Dr. Mike Jenkins

Lon Ford made the motion to approve the Alcohol and Substance Abuse Policy. Because the motion came from a committee a second is not required. The motion passed unanimously.

Alcohol and Substance Abuse Policy

KILGORE COLLEGE

Alcohol and Substance Abuse Policy:

Approved By and Date:
Board of Trustees: 12/14/2020
Executive Leadership Team: 10/15/2020

Policy:

Kilgore College prohibits the use of illegal drugs, controlled substances without a valid prescription, and/or use of synthetic drugs and other intoxicating substances such as K-2, bath salts, etc.; the possession of illegal drugs or controlled substances without a valid prescription; and/or the possession of paraphernalia in the workplace, on school premises, or as part of any of the College’s activities, regardless of location. In addition, students are prohibited from the manufacture, distribution, dispersing, possession, or use of alcoholic beverages on school premises or as part of any of the College’s activities, regardless of location. Employees and visitors are prohibited from the use of alcoholic beverages in the workplace, on school premises, or as part of any of the College’s activities, unless authorized under the College Events and Facility Rentals: Alcohol Use Policy.

Students and employees are expected to abide by the rules and regulations of Kilgore College and Federal and State Laws regarding the use, sale, and distribution of alcohol, controlled substances, and synthetic drugs.

Procedures:

Approved by and date:
Executive Leadership Team 10/15/2020

Members of the Kilgore College community shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College, or at College-related activities during or outside of usual working hours:

a. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
b. Alcohol or any alcoholic beverage, unless authorized under the College Events and Facility Rentals: Alcohol Use Policy.
c. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
d. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An individual need not be legally intoxicated to be considered “under the influence” of a controlled substance. An employee, student, or visitor who uses a drug authorized by a licensed physician through a prescription specifically for his or her own use shall not be considered to have violated this policy.

Alcohol and Substance Abuse Policy cont. on next page
EMPLOYEE WELFARE

Employees who violate this policy shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the College, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the College President or designee (appropriate Vice President) of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the College President’s or designee’s receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the College President or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

STUDENT WELFARE

It is the responsibility of the College to maintain an environment that is conducive to teaching and learning and to personal and professional growth. Since irresponsible/illegal use of alcohol, intoxicating substances, and drugs are detrimental to the maintenance of an educational environment, it is the intent of the College to establish practices and procedures which discourage such behaviors and ensure compliance with local, state, and federal laws by all individuals on College property or facilities or property under control or jurisdiction of the College.

Prohibition of Alcoholic Beverages and other Intoxicating Substances

All Kilgore College students are responsible for complying with Texas state laws and policies of KC. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages. Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit consumption or possession of alcohol by a minor.
- Alcoholic beverages may not be made available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages by students are not permitted in residential halls, athletic events, at social events attended by students, and on College property.

Students found drinking or in possession of alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law.

Drug and Alcohol Abuse

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), Kilgore College endeavors to provide an environment for students that is free from illicit drugs and the abuse of alcohol or other intoxicating substances. Accordingly, the College provides information about the drug and alcohol use and abuse through the College Nurse’s Office, the Campus Police Department, and the Campus Life Office.

In addition to the Kilgore College sanctions related to these offenses, there are state and federal laws that also apply to the unlawful possession, use or distribution of alcohol, inhalants or illegal drugs. The fines can range from not less than $25.00 to imprisonment for life and a fine of up to $250,000.
HEALTH RISKS

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf.

Alcohol: Alcohol consumption causes a number of impairments including changes in behavior and normal body function. Even low doses significantly impair judgment, coordination, mental function, thus increasing the risks of accidents and injuries. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses taken acutely can cause respiratory depression and even death. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism and fights. Additional consequences include DUI arrests and serious or fatal car crashes. Continued abuse may lead to dependency, which can cause permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines: Amphetamines can cause a rapid or irregular heartbeat, tremors, convulsions, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cannabis (Marijuana, Hashish): The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users can often have a lowered immune system and an increased risk of lung cancer. Users also often lack motivation and general drive to achieve goals.

Club Drugs: Club drugs are drugs such as MDMA (Ecstasy), Rohypnol, GHB, LSD, and methamphetamine and others, which are used at all-night parties such as trances or raves, dance clubs and bars. These party drugs, particularly when mixed with alcohol, can cause serious health problems, injuries, or even death.

Cocaine/Crack: Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Hallucinogens: Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, PCP episodes may result in self-inflicted injuries, violence and aggressive behavior toward others. Heroin: Heroin is an opiate drug that causes the body to have diminished pain reactions. Overdoses of this highly addictive drug can result in coma or death due to respiratory failure or cardiovascular collapse.

Methamphetamine: Methamphetamine can cause rapid or irregular heartbeat, increased blood pressure and body temperature. Possible side effects with long-term use include mood disturbances, violent behavior, anxiety, confusion and insomnia. All users risk becoming infected with diseases such as HIV/AIDS and hepatitis.

Prescription Drug Abuse: Taking a prescription medication that is not prescribed for you, or taking it for reasons other than as prescribed, is prescription drug abuse. Commonly abused classes of prescription medications include opioids, central nervous system (CNS) depressants and stimulants. Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids and CNS depressants may cause the user to experience drowsiness, slowing of brain function, as well as decreased heart and respiration rates. Stimulants can cause anxiety, paranoia, dangerously high body temperatures or seizures if taken repeatedly or in high doses. Salvia Divinorum: Use of salvia can cause hallucination, changes in visual perception, feelings of detachment and a decreased ability to interact with one’s surroundings.
Synthetic Drugs (Spice, Bath Salts, etc.): “Spice” refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as “safe,” legal alternatives to that drug. The term “bath salts” refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Though research on synthetic substances is still limited, they have been found to be potentially more dangerous than marijuana, cocaine, or other substances of abuse, as they are addictive and can be highly dangerous to humans.

**DRUG AND ALCOHOL PROGRAMS**

Kilgore College provides multiple educational and support opportunities for employees and students regarding alcohol and drug abuse. Information is provided through new student and new employee orientation sessions, provided in writing and available on the college’s website, and through the Counseling Center, Campus Nurse, Campus Life, and Police Department offices. Additionally, licensed professional counselors and the campus nurse are available for information, support, and/or referrals to appropriate services.

Drug and alcohol education programs are provided throughout the semester by various departments. Additionally, educational courses and support are available through the East Texas Council on Alcoholism and Drug Abuse (ETCADA).

**LEGAL SANCTIONS**

The Kilgore College Police Department enforces all federal and state laws and local ordinances. All Kilgore College students and employees are expected to comply with federal, state, and local drug and alcohol laws as well as KC policies and procedures. Any student or employee who violates any of these drug or alcohol laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state, and/or federal laws may include, but are not limited to fines, jail, or prison sentences up to ninety-nine (99) years or life. Students who violate both the Code of Conduct and federal, state, local, or other applicable law may be accountable to both Kilgore College and the civil or criminal authorities.

**DISCIPLINARY SANCTIONS**

The Director of Human Resources is the primary source on campus for enforcement of drug and alcohol policies pertaining to employees.

The primary sources on campus that enforce the alcohol and drug policies pertaining to students are the Kilgore College Police Department, the Coordinator of Campus Life, and the Executive Vice President/Chief Student Affairs Officer. Disciplinary sanctions for violations are detailed in the Student Rights, Responsibilities and Code of Conduct Policy.

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3. ACTION ITEM: To consider appointing Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2021 election period

Lon Ford made the motion to appoint Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2021 election period. Because the motion came from a committee a second is not required. The motion passed unanimously.
4. ACTION ITEM: To consider calling the Kilgore Junior College District Trustee general election set for May 1, 2021

Lon Ford made the motion to call the Kilgore Junior College District Trustee general election set for May 1, 2021. Because the motion came from a committee a second is not required. The motion passed unanimously.

MEMORANDUM

DATE: December 14, 2020
TO: Dr. Brenda Kays
FROM: Nancy Law
SUBJECT: 2021 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 1, 2021 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. A special election on the same date as the general election should be called should it be needed.

Kilgore College will have three positions on the Board of Trustees to be filled on that date. The three positions are for six-year terms.

Current board positions whose terms expire in May 2021 are:

- Voting Unit #1, Place 1, South Zone (currently held by Kelvin Darden)
- Voting Unit #2, Place 2, North Zone (currently held by Jon Rowe)
- Voting Unit #3, Place 3, Central Zone (currently held by Josh Edmonson)

5. ACTION ITEM: To consider approving Joint Election Agreements
   a. City of Kilgore
   b. City of Gladewater

Lon Ford made the motion to approve Joint Election Agreements with the City of Kilgore and the City of Gladewater. Because the motion came from a committee a second is not required. The motion passed unanimously.

Election Agreements on next page
JOINT ELECTION AGREEMENT
Between
Kilgore College and the
City of Kilgore

BY THE TERMS OF THIS AGREEMENT, Kilgore College (KC), a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General Election of KC Board of Trustees and the General Election of the Kilgore City Council to be held on May 1, 2021 at Kilgore City Hall, 815 N. Kilgore Street, Kilgore, Texas.

KC and the City shall share equally according to the percentages set forth in the Joint Election Contract prepared by Gregg County in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions to provide election services. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned, with the City paying all expenses for conducting the election.

This Agreement shall be valid for all elections held jointly by City and KC from the date of the last of KC and City to sign below, and shall continue until one of the Entities party to this Agreement gives a 30-day notice to the other Entity party that it no longer wishes to participate in the Agreement.

APPROVED by vote of the KC Board of Trustees on the 14th day of December, 2020.

KILGORE COLLEGE

President, Board of Trustees

APPROVED by vote of the City Council of the City of Kilgore on the ____ day of _______, 20__.

ATTEST: CITY OF KILGORE

RACHEL ROWE, CITY CLERK R. E. SPRADLIN, III, MAYOR

APPROVED AS TO FORM AND EFFECT:

ROBERT G. SCHLEIER, JR., CITY ATTORNEY
City of Gladewater Election Agreement

JOINT ELECTION AGREEMENT

Between

Kilgore Junior College District (KC) and the

City of Gladewater (City)

BY THE TERMS OF THIS AGREEMENT, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 1, 2021.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

This Agreement shall be valid until one of the Entities gives a 30-day notice to the other Entity that it no longer wishes to participate in the Agreement.

APPROVED by vote of the Kilgore College Board of Trustees on the 14th day of December, 2020.

KILGORE JUNIOR COLLEGE DISTRICT

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Presiding Officer, Board of Trustees

APPROVED by vote of the City of Gladewater on the ____ day of ______________, 20__.

CITY OF GLADEWATER

________________________

Mayor
6. INFORMATION ITEM: Board Training Report  
Presenter: Nancy Law

Nancy Law certified that all Trustees are current with required training.

| DATE:    | December 14, 2020 |
| TO:      | Dr. Brenda Kays   |
| FROM:    | Nancy Law        |
| SUBJECT: | Board of Trustee Training |

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

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

This memo is to certify that as of December 14, 2020 all KC Board of Trustee members have completed their required training, in compliance with Texas Education Code, Section 61.084 except for the newest trustee who was sworn in on December 14, 2020. He will complete his training in the coming months.

C. Property & Facilities Committee - Jon Rowe, Chair
1. ACTION ITEM: To consider accepting an offer from the Gregg Baptist Association to purchase approximately 364 square feet/.008 acres of Kilgore College property directly abutting their lot at 805 Nolen Street as allowed by Texas Local Government Code 272.001(b) and to grant authority to the College President to sign all necessary documents as an agent/representative of the College related to the conveyance of such property.

Jon Rowe made the motion to accept an offer from the Gregg Baptist Association to purchase approximately 364 square feet/.008 acres of Kilgore College property directly abutting their lot at 805 Nolen Street as allowed by Texas Local Government Code 272.001(b) and to grant authority to the College President to sign all necessary documents as an agent/representative of the College related to the conveyance of such property. Because the motion came from a committee a second is not required. The motion passed unanimously.

Memorandum of Agreement on next page
Memorandum of Agreement

MEMORANDUM OF AGREEMENT

WHEREAS, Kilgore College ("KC") and Gregg Baptist Association ("GBA") own abutting pieces of land;

WHEREAS, GBA is in need of a narrow strip of land owned by KC, that is approximately 364 square feet or .008 acres, more specifically described in Exhibit A and fully incorporated herein by reference ("Property"); and

WHEREAS, because of its size and shape and small area, the Property cannot be used independently; and

WHEREAS, KC is willing to sell the Property to GBA as allowed by Texas Local Government Code § 272.001(b);

KC and GBA have agreed to the following terms:

1. KC will sign a special warranty deed conveying the Property to GBA. KC will have the deed prepared at its cost.

2. KC will sell the Property as is.

3. No title policy will be bought by KC.

4. GBA will pay KC $8,000 for the Property prior to this conveyance.

5. GBA will provide a legal description of the Property acceptable to KC for the conveyance.

6. GBA will pay for all recording fees related to the conveyance of the Property.

AGREED:

KILGORE COLLEGE

Authorized Signature

Printed Name

Title

Date

GREGG BAPTIST ASSOCIATION

Authorized Signature

Printed Name

Title

Date
D. Student Success Committee - Janice Bagley, Chair
1. ACTION ITEM: To consider closure of the Auto Body Technology Program
Presenter: Dr. Mike Turpin

Janice Bagley made the motion to consider closure of the Auto Body Technology Program. Dr. Turpin noted that the program is de-activating (not taking any more students) and will automatically close in three years. Because the motion came from a committee a second is not required. The motion passed unanimously.

2. INFORMATION ITEM: CEO's Annual Title IX Report
Presenter: Dr. Mike Jenkins

The CEO’s Annual Title IX Report can be found at:

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work or educational environment.

Members of the Kilgore College community, students, employees, and guests have the right to be free from discrimination and sexual harassment, including sexual assault. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated.

3. INFORMATION ITEM: 2020 Kilgore College Annual Security and Fire Safety Report
Presenter: Dr. Mike Jenkins

The 2020 Kilgore College Annual Security and Fire Safety Report can be found at:

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

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

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

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

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

7. ADJOURNMENT

The meeting was adjourned at 6:57 pm by Joe Carrington.

Respectfully submitted,

Nancy Law
Recording Secretary
Kilgore College Board of Trustees

Joe Carrington
President of the Board

Tom Ford
Secretary of the Board