Minutes of Regular Board Meeting

The Board of Trustees
Kilgore Junior College District

A Regular Board Meeting of the Board of Trustees of Kilgore Junior College District was held on June 27, 2022, beginning at 6:30 PM on the 2nd floor of the McLaurin Administration Building, 1100 Broadway, Kilgore, TX 75662, with the following members present:

Joe Carrington, President
Lon Ford, Vice President
Jon Rowe, Secretary
Janice Bagley
David Castles
Gina DeHoyos
Josh Edmonson
Travis Martin

Absent: Kelvin Darden

1. CALL TO ORDER
   A. Invocation and Pledge of Allegiance
      Mr. Joe Carrington called the meeting to order at 6:30 pm. Dr. Mike Jenkins said the Invocation and Mr. Joe Carrington led the Pledge of Allegiance.

2. PRESENTATION
   A. Student Success Spotlight
      1. Student Academic Standing Trend Data
         Presenter: Mr. Chris Gore, Dean of Enrollment Management and Student Success

3. PUBLIC COMMENT
   There were no public comments.

4. CONSENT AGENDA
   Presenter: Mr. Joe Carrington
   A. To consider approving the minutes of the April 11, 2022 Board of Trustees Meeting
   B. To consider approving the minutes of the June 11, 2022 Board of Trustees Retreat
   C. To consider approval of the Personnel Agenda items submitted as follows (Appendix A)
      • Employee Resignations
      • Employee Retirements
      • Employee Terminations
      • Proposed Change of Employment
      • Offers of Employment
   D. To consider payment of April & May Legal fees
Janice Bagley made the motion to accept the Consent Agenda. Jon Rowe seconded the motion. The motion passed unanimously.

5. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee - Jon Rowe, Chair

1. ACTION ITEM: To consider the sale of excess property for the Gregg County Appraisal District – Appendix B

Presenter: Mr. Terry Hanson

Jon Rowe made the motion to approve the sale of excess property for the Gregg County Appraisal District. This motion came from Committee and did not require a second. The motion passed unanimously.

2. ACTION ITEM: To consider an Interlocal Cooperative Purchasing Agreement between Region 8 Education Service Center and Kilgore College – Appendix C

Presenter: Mr. Terry Hanson

Jon Rowe made the motion to approve an Interlocal Cooperative Purchasing Agreement between Region 8 Education Service Center and Kilgore College. This motion came from Committee and did not require a second. The motion passed unanimously.

3. ACTION ITEM: To consider reallocating budgeted FY22 expansion funds to repurpose the KC Commons Cafeteria Building to a Production Print Center. Not to exceed $250,000.00 – Appendix D

Presenter: Mr. Terry Hanson

Jon Rowe made the motion to approve reallocating budgeted FY22 expansion funds to repurpose the KC Commons Cafeteria Building to a Production Print Center. Not to exceed $250,000.00. This motion came from Committee and did not require a second. The motion passed unanimously.

4. ACTION ITEM: To consider utilizing the expansion funds still remaining in the FY22 budget to repurpose the KC Bookstore to a KC College Store. Not to exceed $100,000.00. – Appendix E

Presenter: Mr. Terry Hanson and Mr. Jason Rutherford

Jon Rowe made the motion to approve utilizing the expansion funds still remaining in the FY22 budget to repurpose the KC Bookstore to a KC College Store. Not to exceed $100,000.00. This motion came from Committee and did not require a second. The motion passed unanimously.

5. ACTION ITEM: To consider implementing a new membership and price structure for the reopening of the KC Parks Fitness Center on July 1, 2022 – Appendix F

Presenter: Mr. Terry Hanson

Jon Rowe made the motion to approve the implementation of a new membership price structure for the reopening of the KC Parks Fitness Center on July 1, 2022. This motion came from Committee and did not require a second. The motion passed unanimously.

6. INFORMATION ITEM: Financials for April 2022 – Appendix G

Presenter: Mr. Terry Hanson
B. Policy & Personnel Committee - Lon Ford, Chair

1. ACTION ITEM: To approve of the following TASB policies:
   a. DDA (Local) Personnel Positions: Qualifications and Duties – Appendix H
   b. DEE (Legal, Local, Administrative Rule) Expense Reimbursement – Appendix I
   c. DJ (Legal, Local) Assignment, Work Load, and Schedules – Appendix J
   d. DLB (Local) Employee Performance Suspension – Appendix K
   e. EE (Local) Curriculum Development and Revision – Appendix L
   f. FEA (Legal, Local) Financial Aid and Scholarships – Appendix M
   g. FLB (Legal, Local) Student Conduct – Appendix N
   h. GK (Local) Relations with Educational Agencies – Appendix O

Presenter: Mr. Lon Ford
Attachments: See Appendices H-O

Lon Ford made the motion that the eight (8) TASB policies be approved as presented. This motion came from Committee and did not require a second. The motion passed unanimously.

2. INFORMATION ITEM: Update on TASB Salary Study
Presenter: Dr. Brenda Kays

C. Student Success Committee – Janice Bagley

1. ACTION ITEM: To consider granting the College President the authority to enter contract negotiations with Modern Campus (Destiny One), a vendor who responded to RFP 2021-CE005, for a Student Information System Platform to support Kilgore College's continuing education mission. – Appendix P

Presenter: Dr. William Stowe/Mr. Terry Hanson

Janice Bagley made the motion to approve giving the College President the authority to enter contract negotiations with Modern Campus (Destiny One), a vendor who responded to RFP 2021-CE005, for a Student Information System Platform to support Kilgore College's continuing education mission. This motion came from Committee and did not require a second. The motion passed unanimously.

2. INFORMATION ITEM: Athletics & Academics
Presenter: Courtney Pruitt, Athletic Director

3. INFORMATION ITEM: Active Shooter Training for Civilians Overview
Presenter: Chief William McPherson

7. KILGORE COLLEGE FOUNDATION BOARD LIAISON REPORT
Presenter: Dr. Brenda Kays

8. PRESIDENT’S REPORT
A. INFORMATION ITEM: Upcoming Meeting Dates
   • Budget Workshop: August 4, 2022 at 6:00PM
   • August Board Meeting: August 29, 2022 at 6:30PM
• Property Tax Hearing: September 26, 2022 from 5:45 - 6:15PM in the R. E. "Sonny" Spradlin Executive Board Room
• September Board Meeting: September 26, 2022 at 6:30PM

B. INFORMATION ITEM: Trustees to sign "Conflict of Interest" Statement – Appendix Q

C. INFORMATION ITEM: Trustees to sign "KC Information Resources User Agreement" – Appendix R

D. INFORMATION ITEM: Cybersecurity Awareness Training Video
  • Provide website and deadline for watching video – Appendix S
  • Email KScibona@kilorge.edu to verify completion of the training video

9. EXECUTIVE SESSION
The Board of Trustees did not go into Executive Session.

10. ADJOURNMENT
The meeting was adjourned by Joe Carrington at 8:46 PM.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et. seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board concerning any subjects and for any and all purposes permitted by Sections 551.01-551.089 of the Open Meetings Act.

Respectfully submitted,

Karen Scibona, Recording Secretary
Kilgore College Board of Trustees

President of the Board

Secretary of the Board

June 27, 2022
<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Personnel Agenda</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Resolution No. R-2022-8 A Resolution of the Kilgore College Board of Trustees to approve Gregg County Appraisal District to sell excess property</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Resolution No. R-2022-9 A Resolution of the Kilgore College Board of Trustees to enter into Interlocal Cooperative Purchasing Agreement between Region 8 Education Service Center &amp; Kilgore College</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Managed Print Services</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Reinventing College Bookstore</td>
</tr>
<tr>
<td>Appendix F</td>
<td>Parks Fitness Center Reopening</td>
</tr>
<tr>
<td>Appendix G</td>
<td>April 2022 Financials</td>
</tr>
<tr>
<td>Appendix H</td>
<td>Policy - DDA (Local) Personnel Positions: Qualifications and Duties</td>
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<tr>
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<td>Policy - DEE (Legal, Local, Administrative Rule) Expense Reimbursement</td>
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<tr>
<td>Appendix O</td>
<td>Policy - GK (Local) Relations with Educational Agencies</td>
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<tr>
<td>Appendix P</td>
<td>Modern Campus Presentation</td>
</tr>
<tr>
<td>Appendix Q</td>
<td>Conflict of Interest Statement</td>
</tr>
<tr>
<td>Appendix R</td>
<td>KC Information Resources User Agreement</td>
</tr>
<tr>
<td>Appendix S</td>
<td>Cybersecurity Awareness Training Video Information</td>
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</table>
1. Recommendation to accept employee resignation as follows:

a. Ms. Danielle Schoenbacher, Kinesiology Instructor & Athletic Trainer, effective March 31, 2022 after one year and nine months of service (resigned during a Title IX investigation)

b. Mr. Trevis Croft, Lineman Instructor, effective May 6, 2022 after three years and nine months of service. (resigned to return to work at an electric Co-op)

c. Ms. Caroline Hardee, Nursing Instructor, effective May 13, 2022 after three years and nine months of service (better pay opportunity at UT Tyler and her son is playing baseball at UT Tyler and she will receive a good dependent tuition discount)

d. Ms. Terry Tompkins, Nursing Instructor, effective May 16, 2022 after one year and seven months of service (resigned to stay home)

e. Ms. Delicia Moccio, Nursing Instructor, effective May 13, 2022 after one year and two months of service (She has a credential that she wasn’t using at KC so she is going to work where she will be able to use it)

f. Mr. Jon Pearce, Government Instructor, effective June 1, 2022 after three years and ten months of service (taking a different avenue away from teaching and had the opportunity to nearly double his current salary)

g. Mr. Evan Radulescu, Welding Instructor, effective August 31, 2022 after four years of service (his girlfriend is moving to Tennessee and he is following her there)

h. Ms. Becky Hamilton, Professional Support Assistant, effective August 12, 2022 after four years of service (resigned to stay at home)

i. Ms. Shannon Joos, Professional Support Assistant, effective June 17, 2022 after five months of service (Moving to Arizona due to a family matter)

j. Ms. Ronda Lee, Student Success Learning Specialist, effective June 15, 2022 after twelve years of service (she will be working from home with better pay and same benefits. She will still be working for the State of Texas with TCEQ)
2. Recommendation to accept employee retirement as follows:

   a. Ms. Dayna Davidson, Nursing Instructor & Department Chair, effective May 31, 2022 after sixteen years and nine months of service

3. Recommendation of employment as follows:

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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>SALARY/RATE OF PAY</th>
<th>HIRE DATE</th>
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<td>Ms. Shanetra Simmons</td>
<td>Support Specialist - Cashier</td>
<td>Business Office</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>April 1, 2022</td>
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<td>Mr. Jason Rutherford</td>
<td>Retail Operations Manager</td>
<td>Business Office</td>
<td>$2,916.67/pay period 12 mo. equivalent = $70,000</td>
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<td>Mr. Michael Quattlebaum</td>
<td>CDL Instructor</td>
<td>Public Services &amp; Industrial Technology</td>
<td>$2,297.21/pay period 12 mo. equivalent = $55,133</td>
<td>May 1, 2022</td>
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<td>Ms. Sonja Moore</td>
<td>Support Specialist – Nursing &amp; Nurse Aid</td>
<td>Health Sciences</td>
<td>$940.50/pay period 12 mo. equivalent = $22,572</td>
<td>May 1, 2022</td>
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<td>Ms. Stephanie Williams</td>
<td>Kinesiology Instructor &amp; Head Women’s Basketball Coach</td>
<td>Health Sciences</td>
<td>$2,845.83/pay period 12 mo. equivalent = $68,300 which includes a $10,500 stipend</td>
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<td>Mr. Todd Ketchum</td>
<td>Lineman Instructor</td>
<td>Public Services &amp; Industrial Technology</td>
<td>$3,333.34/pay period 12 mo. equivalent = $80,000 which includes a $24,867 stipend for high demand workforce</td>
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<td>Ms. Jennifer Bray</td>
<td>Nursing Instructor &amp; Program Director</td>
<td>Health Sciences</td>
<td>$4,166.67/pay period 12 mo. equivalent = $100,000 which includes a $42,200 stipend for Program Director, High Demand Job, ACEN Liaison, TBON Liaison, &amp; OADN/TOADN Liaison.</td>
<td>May 16, 2022</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
<td>Pay Period</td>
<td>Equivalent Pay</td>
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<td>-----------------------------</td>
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<td>Ms. Kristi Newland</td>
<td>Nursing Instructor</td>
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<td>$2,616.67</td>
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<td>Mr. Lucas Gless</td>
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<tr>
<td>Ms. Brazy Sammoms</td>
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<td>Ms. Madison Vargas</td>
<td>Kinesiology Instructor &amp; Athletic Trainer</td>
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<td>Ms. Kara Sharman</td>
<td>Director of Human Resources</td>
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<td>Mr. Michael Willbanks</td>
<td>Process Technology Lead Instructor</td>
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<td>$2,192.38</td>
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<td>Ms. Madison Campbell</td>
<td>Biology Instructor</td>
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<td>$1,712.50</td>
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<td>Dr. Cole Kruger</td>
<td>History Instructor</td>
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<td>Ms. Kathleen Houghton</td>
<td>Interim Government Instructor</td>
<td>Arts &amp; Sciences</td>
<td>$1,837.50</td>
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<td>Ms. Lori Solley</td>
<td>Arts Instructor</td>
<td>Arts &amp; Sciences</td>
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RESOLUTION NO. R-2022-8
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
AUTHORIZING
GREGG COUNTY APPRAISAL DISTRICT TO SELL EXCESS PROPERTY

WHEREAS, June 27, 2022, the Board of Trustees of Kilgore College, an entity of the
Gregg Appraisal District located within Gregg County have met and determined the following:

BE IT RESOLVED, June 27, 2022, the Kilgore College Board of Trustees has
determined that the recommended sale price related to excess land located at Lake Lamond
Road, Longview, Texas owned by Gregg Appraisal is acceptable. The Board of Gregg Appraisal
is hereby directed to execute proper documents to consummate the sale of said property.

IMPORTANT

It is understood that the resolution must be approved by the governing body and returned to
Gregg Appraisal District by June 30, 2022. This resolution must be approved by ¾ of the entities
of Gregg County for completion of the sale.

PASSED, ADOPTED AND APPROVED this 27th day of June, 2022.


[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Secretary, Kilgore College Board of Trustees
RESOLUTION NO. R-2022-9
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
DESIRING TO PARTICIPATE IN
INTERLOCAL AGREEMENT WITH REGION 8 EDUCATION CENTER

WHEREAS, Kilgore College, pursuant to the authority granted by Texas Government Code § 791.001, et seq, desires to participate in the TIPS Purchasing Cooperative offered by Region 8 Education Service Center; and

WHEREAS, Kilgore College is of the opinion that participation in this program will be highly beneficial to the taxpayers through the anticipated savings to be realized.

NOW, BE IT RESOLVED, that Kilgore College requests a stated need for the participation in The Interlocal Purchasing System (TIPS) whereby Terry Hanson is authorized and directed to sign and delivery any and all necessary requests and documents in connection therewith for and on behalf of Kilgore College.

President, Kilgore College Board of Trustees

Kilgore College Vice President of Administrative Services, CFO

ATTEST:

Secretary, Kilgore College Board of Trustees
Managed Print Services

Partnering with ubeo to reduce costs & improve productivity
Managed Print Services

What is it?

- Contracted service to manage an organization’s print/document environment.

- Optimize the printing environment.

- Focus on the right equipment and reducing waste.
Managed Print Services

What is it?
Managed Print Services

• 1-3% is $370k - $1.1M
  • Print Supplies $160k
  • Copiers $80k
  • Print Shop Costs $175k

• IT Tickets

• Electricity Costs

• Staff Time to Purchase
Other Benefits

• Proximity Access - Virtual Queue - Secured Print - Accounting

• Right Machine for the Right Job

• Flexibility in Equipment - no leases

• Service Calls Handled by Printer Professionals

• Ability to Incorporate Student Use with Printers/Copiers

• Improved Management Over Print & Copy Jobs
How Does it Work

• The Walk: Review and note printers/copiers/scanners throughout college and associated workflow.

• Supporting Documentation: Review existing spend on printing, leases, purchases of hardware, etc - follow-up if needed.

• Analysis: Putting it all together

• Findings Meeting: Present assessment and findings - determine approach to any implementations

• Solution: Present the financial strategy based on the implementation plan

• Implementation!
Reduce Number of Printers

Porter Building First Floor

Shift to 1 Copier/Scanner/Printer

Porter Building Second Floor
What was found

• 509 Printers - 158 different models - 224 different print supplies

• Nearly 1,000 invoices per year related to printer supplies

• Outsourcing $80,000 per year

• Total monthly printing costs $34,000 (supplies, outsourcing, invoice processing, replacement printers, etc)

• Inconsistency in print quality and color
What is Proposed

• Reduce printers by more than half - only 5 models
• Automated supply management - no more invoices
• Full fledge print production center - no more outsourcing
• Automated workflow for job approval and accounting
• Streamlined printing management (paper cut & proximity readers)
• Print job management - routing to less expensive option
• Virtual print-queue - print anywhere
• Student portal for print management at any printer
• Additional opportunity to be a Texas State Print Services provider
What is Proposed
Repurpose KC Commons Cafeteria

New Production Center
(2) High Volume Color Production Presses
(2) High Volume B&W Production Presses
(1) Wide Format Latex Printer
(1) Wide Format Flat Bed Printer
(1) Wide Format Cutter & Router
(1) Slitter/Cutter/Cruser
(1) High Volume Envelope Printer
(1) High Volume Off-Line Booklet Maker
(1) Off-Line Heavy Duty Electric Punch
(1) Heavy Duty Coil Inserter
(1) Electric Cutter Crimer
(1) High Volume Folder
Production MIS & E-Commerce Software

New Production - Bookstore
(2) Low Volume Color Production Presses

Finished Job Area. Ready for Pick up
Storage for specialty color carts
Parts and Supplies for Xerox
Storage for specialty color carts

Arizona 1360ST
25 x 35.7"

Culex SX 1732
10 x 10'

19" B0NX
9.25" x 7'

Colex SX 1732
14 x 18'

HP 800w
9.25' x 7'

Arizona 1360GT
25 x 35.7"
Estimated Cost

- $2.4k more per month - $29k per year more than current costs - covered in existing budget

- Renovation costs for the KC Commons (Cafeteria) - Costs dependent upon final proposals and scope

- Request for $250k from College funds to kick-off remodel - Ubeo partnering and providing additional $50k

- Action item on this evening’s agenda
Planned Timeline

- Begin local printer replacements in July
- Begin renovations for the KC Commons (Cafeteria)
- Print shop opening anticipated in September
- Offering services to other governmental entities January 2023
Reinventing the Bookstore
Current Challenges

- Fixtures are old - outdated
- Flooring is older and stained
- Customer traffic flow is not conducive to retail
- Not a retail environment (music - arrangement)
- Industry movement away from physical books
- Wasted sales space
Current Challenges
Floorspace Utilization

Current Linear Footage

181 Linear Foot is used to display and store Text Books
109 Linear Foot is used for General Merchandise

Current % of Sales

~58% of Sales is Text Books
~16% E Books
~26% General Merchandise

Remodel Linear Footage

61 Linear Foot is used to display and store Text Books
252 Linear Foot is used for General Merchandise
Sales floor will break down by % of sales by department.

Estimated % in 5 years

~28% of Sales is Text Books
~37% E Books
~35 General Merchandise
Proposed Changes

$100k Investment
Proposed Changes

Digital Displays

Purpose:
- Improving the shopping environment.
- Allowing income from Ad Time for local business.
- Advertise for events, departments, etc...
- Customer Education

Role:
Ad space will be rented per semester.
Full Semester: $400/per company
Mini Semester: $300/per company

If we get 5 companies to sign up, it will take almost 2 years to recoup our cost.
Return on Investment

• Create destination for students - attractive store

• Longer shopping periods

• Expanding market - beyond text book focus

• Create alternative revenue streams with advertisements

• Become customer front for print production center (quasi-FedEx)

• Aiming to keep the net profit at the same high-level mark as prior years ~ $500k
Parks Fitness Center
Re-Opening and Enhancing Operations
**Expanded Hours**

- Current hours are 7am to 4 pm : Monday - Friday
- Hours restricted before and after work - no weekends
- Adding hours prior to work and after work
- Focus on being open for peak hours
- Monday - Thursday 6 am to 8 pm - Friday 6 am to 6 pm - Saturday 8 am to 2 pm
Expanded Classes

• Live Classes
  • Spin
  • Yoga
  • Chair Yoga
  • Aerobic
  • HIIT
Virtual Classes

THE FUTURE OF VIRTUAL FITNESS IS HERE!
Virtual Classes

- 260 Videos available
- Ranging from HIIT to Silver Series videos
- Can add our own content
- Supplement the live schedule
- Instructional videos for equipment as well
Member App

SHAPENET MOBILE APP
IT INTEGRATES WITH OUR
CLUB MANAGEMENT SYSTEM
Club Management

- New Software
- Automatic Billing
- Member Engagement - Texts - Emails
- Instructor and Trainer Scheduling
- Member App
- Point of Sale Software
Membership

• Tiered level membership

• Students - free basic membership (possible fee in future years)

• Employees - free basic membership

• Corporate Membership
Membership

- Competitive with current market pricing
- Key is to upsell higher tiers
- More to offer than others
Facility Improvements

- Upgraded Monitors in Cardio Area
- Yoga Studio - Virtual & Live
- Spin Studio - Virtual & Live
- Improved Signage
- Fresh paint in high touch areas
- Some new cardio equipment
Future?

• Fitness based events (Heart Walk - Turkey Trots - etc.)
• Regular replacement schedule for equipment
• Color coordinated equipment
• Sports Simulator
• Pickleball courts - open space - outdoor basketball
• Athletic Performance Enhancement Center Camps
• Climbing wall
• Carpet Gym reflooring
July 1, 2022
Re-Opening of the Kilgore College - Parks Fitness Center
## Financial Model

### Membership Pricing

<table>
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<tr>
<th>Membership Type</th>
<th>Rate</th>
<th># of Members</th>
<th>Monthly</th>
<th>Annualized</th>
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<td>Single Memberships</td>
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<td>300</td>
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<tr>
<td>Employee</td>
<td>-</td>
<td>75</td>
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<tr>
<td>Student</td>
<td>-</td>
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<tr>
<td>Corporate</td>
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<td>6,000</td>
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<tr>
<td>Employee/Retiree Family</td>
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<td>Premium Class Pass</td>
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<td>Day Passes</td>
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<td>Class Pass</td>
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<td><strong>16,700</strong></td>
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### Revenue and Costs

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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Revenue</td>
<td>200,400</td>
</tr>
<tr>
<td>Salary</td>
<td>91,712</td>
</tr>
<tr>
<td>Benefits</td>
<td>25,000</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>25,000</td>
</tr>
<tr>
<td>Classes</td>
<td>45,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>28,000</td>
</tr>
<tr>
<td><strong>Remaining</strong></td>
<td>(14,312)</td>
</tr>
<tr>
<td>Sales</td>
<td>10,000</td>
</tr>
<tr>
<td>Rentals</td>
<td>2,500</td>
</tr>
<tr>
<td>Training Fees</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>3,188</td>
</tr>
</tbody>
</table>
## Financial Model

### Membership Rates

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
<th># of Members</th>
<th>Monthly</th>
<th>Annualized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Memberships</td>
<td>15.00</td>
<td>300</td>
<td>4,500</td>
<td>54,000</td>
</tr>
<tr>
<td>Employee</td>
<td>-</td>
<td>75</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student</td>
<td>-</td>
<td>200</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Corporate</td>
<td>4.00</td>
<td>1,500</td>
<td>6,000</td>
<td>72,000</td>
</tr>
</tbody>
</table>

### Additional Fees

- **Student Fees**: $5/semester
- **CTE/CE...**: TBD

### Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Revenue</td>
<td>200,400</td>
<td>245,400</td>
</tr>
<tr>
<td>Salary</td>
<td>91,712</td>
<td>94,005</td>
</tr>
<tr>
<td>Benefits</td>
<td>25,000</td>
<td>25,625</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Classes</td>
<td>45,000</td>
<td>46,500</td>
</tr>
<tr>
<td>Equipment</td>
<td>28,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Remaining</td>
<td>-14,312</td>
<td>19,270</td>
</tr>
<tr>
<td>Sales</td>
<td>10,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Rentals</td>
<td>2,500</td>
<td>3,000</td>
</tr>
<tr>
<td>Training Fees</td>
<td>5,000</td>
<td>5,500</td>
</tr>
</tbody>
</table>

### Net Income

- Year 1: $3,188
- Year 2: $38,770
Questions & Discussion
**Kilgore College**  
**April Financial Snapshot**  
**Fiscal Year 2022 (September 1, 2021 to August 31, 2022)**  
Revenues and Expenses from Operations - Excludes Auxiliary

<table>
<thead>
<tr>
<th>Revenue/Cost Category</th>
<th>FY 2021 Actual</th>
<th>April 30, 2022</th>
<th>Over (Under) Budget</th>
<th>FY 2022 Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Tuition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-District Tuition</td>
<td>$1,174,688.40</td>
<td>$1,028,035.70</td>
<td>($424,429)</td>
<td>$1,452,465</td>
<td>71%</td>
</tr>
<tr>
<td>Out of District Tuition</td>
<td>$3,076,714.70</td>
<td>$2,554,406.55</td>
<td>($522,308)</td>
<td>$3,389,085</td>
<td>75%</td>
</tr>
<tr>
<td>Out of State Tuition (Texas Non-Resident)</td>
<td>$340,340.95</td>
<td>$316,081.25</td>
<td>($62,259)</td>
<td>$378,525</td>
<td>84%</td>
</tr>
<tr>
<td>Early Admission/Dual Credit</td>
<td>$1,539,069.60</td>
<td>$1,619,094.65</td>
<td>($80,025)</td>
<td>$833,238</td>
<td>194%</td>
</tr>
<tr>
<td><strong>Total Credit Tuition</strong></td>
<td>$6,130,813.65</td>
<td>$5,517,618.15</td>
<td>($62,095)</td>
<td>$6,053,313</td>
<td>91%</td>
</tr>
<tr>
<td><strong>Course and Special Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education Fee</td>
<td>$3,126,956.70</td>
<td>$2,652,388.80</td>
<td>($484,567)</td>
<td>$3,535,875</td>
<td>75%</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>$4,846,520.45</td>
<td>$4,050,085.10</td>
<td>($1,406,435)</td>
<td>$5,341,980</td>
<td>76%</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$1,945,754.75</td>
<td>$2,027,211.60</td>
<td>($71,457)</td>
<td>$2,205,721</td>
<td>92%</td>
</tr>
<tr>
<td>All Other Fees</td>
<td>$411,944.06</td>
<td>$116,450.16</td>
<td>($295,493)</td>
<td>$1,043,237</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Total Course and Special Fees</strong></td>
<td>$10,331,175.96</td>
<td>$8,846,135.66</td>
<td>($43,937)</td>
<td>$12,126,813</td>
<td>73%</td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations - Formula Funding</td>
<td>$9,267,650.00</td>
<td>$5,986,038.00</td>
<td>($3,281,612)</td>
<td>$9,654,903</td>
<td>62.00%</td>
</tr>
<tr>
<td>State Appropriations - Higher Education Group Insurance (HEGI)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>State Appropriations - Teacher Retirement System TRS/ORP</td>
<td>$157,168.46</td>
<td>$61,507.39</td>
<td>$95,661</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total State Appropriations</strong></td>
<td>$9,424,818.46</td>
<td>$6,047,545.39</td>
<td>($3,377,273)</td>
<td>$9,654,903</td>
<td>63%</td>
</tr>
<tr>
<td><strong>District Ad-Valorem Property Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Revenues</td>
<td>$6,911,198.51</td>
<td>$6,404,059.11</td>
<td>($507,139)</td>
<td>$6,508,163</td>
<td>98%</td>
</tr>
<tr>
<td>Delinquent Tax Collections</td>
<td>$249,545.73</td>
<td>$125,643.63</td>
<td>($123,902)</td>
<td>$150,000</td>
<td>84%</td>
</tr>
<tr>
<td><strong>Total Ad-Valorem Tax Collections</strong></td>
<td>$7,160,744.24</td>
<td>$6,529,702.74</td>
<td>($637,041)</td>
<td>$6,658,163</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Other Revenue from Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Recovery (from grants/contracts)</td>
<td>$28,365.85</td>
<td>$25,472.45</td>
<td>($2,893)</td>
<td>$33,000</td>
<td>77%</td>
</tr>
<tr>
<td>Interest/Investment Income</td>
<td>$96,733.98</td>
<td>$69,480.57</td>
<td>($27,253)</td>
<td>$225,000</td>
<td>31%</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>$1,955,819.22</td>
<td>$1,828,636.75</td>
<td>($127,182)</td>
<td>$1,460,775</td>
<td>125%</td>
</tr>
<tr>
<td>Other Revenue from Operations</td>
<td>$256,851.51</td>
<td>$114,702.63</td>
<td>($142,149)</td>
<td>$539,455</td>
<td>21%</td>
</tr>
<tr>
<td>Reserves for Carryover Projects &amp; 1 time Initiatives</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($0)</td>
<td>$939,775</td>
<td>0%</td>
</tr>
<tr>
<td>KC Plant Fund Reserves for Capital Improvements</td>
<td>$0.00</td>
<td>($713,000)</td>
<td>$713,000</td>
<td>$713,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Other Revenue from Operations</strong></td>
<td>$2,337,770.56</td>
<td>$2,038,292.40</td>
<td>($309,478)</td>
<td>$3,911,005</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$35,385,322.87</td>
<td>$28,979,294.34</td>
<td>($6,404,028)</td>
<td>$38,404,197</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$17,021,020.25</td>
<td>$11,930,739.93</td>
<td>($5,080,280)</td>
<td>$18,349,769</td>
<td>65%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$2,276,287.60</td>
<td>$1,484,245.64</td>
<td>($792,042)</td>
<td>$2,282,806</td>
<td>65%</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>$11,167,849.17</td>
<td>$8,638,850.12</td>
<td>($2,528,999)</td>
<td>$17,644,599</td>
<td>49%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$30,665,157.02</td>
<td>$22,053,835.69</td>
<td>($8,611,321)</td>
<td>$38,397,034</td>
<td>57%</td>
</tr>
</tbody>
</table>

Net Income/(Loss) from Operations: $4,420,165.85

<table>
<thead>
<tr>
<th>Over (Under) Budget</th>
<th>FY 2022 Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,420,165.85</td>
<td>$6,925,458.65</td>
<td>$6,918,296</td>
</tr>
</tbody>
</table>

| % of Annual Budget |
|--------------------|----------------|--------------------|
| 75%                | 57%             | 71%                | 65%                | 75%               | 84%               | 194%              | 91%               | 75%               | 76%               | 92%               | 11%               | 73%               | 62.00%            | 84%               | 98%               | 98%               | 52%               | 75%               | 65%               | 65%               | 49%               | 71%               | 76%               | 84%               | 194%              | 91%               | 75%               | 62.00%            | 84%               | 98%               | 98%               | 52%               |
### Kilgore College
#### April Financial Snapshot
Fiscal Year 2022 (September 1, 2021 to August 31, 2022)
Revenues and Expenses from Auxiliary Services (Grouped)

<table>
<thead>
<tr>
<th>Service</th>
<th>FY 2021 Actual</th>
<th>April 30, 2022</th>
<th>Over (Under) Budget</th>
<th>FY 2022 Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Housing Revenues</strong></td>
<td>$2,490,233</td>
<td>$2,025,674.89</td>
<td>($382,481)</td>
<td>$2,408,156</td>
<td>84.1%</td>
</tr>
<tr>
<td><strong>Student Housing Expenses</strong></td>
<td>$1,383,508</td>
<td>$1,198,068.61</td>
<td>$394,455</td>
<td>$1,592,524</td>
<td>75.2%</td>
</tr>
<tr>
<td><strong>Net Student Housing Activity</strong></td>
<td><strong>$1,106,726</strong></td>
<td><strong>$827,606.28</strong></td>
<td><strong>$11,974</strong></td>
<td><strong>$815,632</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore Revenues</strong></td>
<td>$1,949,027</td>
<td>$2,024,261.31</td>
<td>($868,239)</td>
<td>$2,892,500</td>
<td>70.0%</td>
</tr>
<tr>
<td><strong>Bookstore Expenses</strong></td>
<td>$1,510,816</td>
<td>$776,422.46</td>
<td>$1,553,754</td>
<td>$2,330,176</td>
<td>33.3%</td>
</tr>
<tr>
<td><strong>Net Bookstore Activity</strong></td>
<td><strong>$438,211</strong></td>
<td><strong>$1,247,838.85</strong></td>
<td><strong>$1,247,838.85</strong></td>
<td><strong>$562,324</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Rangerette Showcase Revenues</strong></td>
<td>$75,024</td>
<td>$66,285.26</td>
<td>($3,715)</td>
<td>$70,000</td>
<td>94.7%</td>
</tr>
<tr>
<td><strong>Rangerette Showcase Expenses</strong></td>
<td>$42,123</td>
<td>$35,074.53</td>
<td>$5,464</td>
<td>$40,621</td>
<td>86.3%</td>
</tr>
<tr>
<td><strong>Net Rangerette Showcase Activity</strong></td>
<td><strong>$32,901</strong></td>
<td><strong>$31,210.73</strong></td>
<td><strong>$31,210.73</strong></td>
<td><strong>$29,379</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parks Fitness Center Revenues</strong></td>
<td>$12,241</td>
<td>$9,530.91</td>
<td>($53,969)</td>
<td>$63,500</td>
<td>15.0%</td>
</tr>
<tr>
<td><strong>Parks Fitness Center Expenses</strong></td>
<td>$49,363</td>
<td>$68,970.56</td>
<td>$37,695</td>
<td>$106,666</td>
<td>64.7%</td>
</tr>
<tr>
<td><strong>Net Parks Fitness Center Activity</strong></td>
<td><strong>($37,122)</strong></td>
<td><strong>($59,439.65)</strong></td>
<td><strong>($59,439.65)</strong></td>
<td><strong>($43,166)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>East Texas Oil Museum Revenues</strong></td>
<td>$103,860</td>
<td>$100,905.07</td>
<td>($54,245)</td>
<td>$155,150</td>
<td>65.0%</td>
</tr>
<tr>
<td><strong>East Texas Oil Museum Expenses</strong></td>
<td>$119,436</td>
<td>$102,905.15</td>
<td>$52,040</td>
<td>$154,945</td>
<td>66.4%</td>
</tr>
<tr>
<td><strong>Net East Texas Oil Museum Activity</strong></td>
<td><strong>($15,577)</strong></td>
<td><strong>($2,000.08)</strong></td>
<td><strong>($2,000.08)</strong></td>
<td><strong>$205</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Theater Revenues</strong></td>
<td>$3,114</td>
<td>$8,737.25</td>
<td>($21,263)</td>
<td>$30,000</td>
<td>29.1%</td>
</tr>
<tr>
<td><strong>Theater Expenses</strong></td>
<td>$7,859</td>
<td>$2,874.44</td>
<td>$27,126</td>
<td>$30,000</td>
<td>9.6%</td>
</tr>
<tr>
<td><strong>Net Theater Activity</strong></td>
<td><strong>($4,745)</strong></td>
<td><strong>$5,862.81</strong></td>
<td><strong>$5,862.81</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Printshop Revenues</strong></td>
<td>$248,149</td>
<td>$137,269.88</td>
<td>($189,730)</td>
<td>$327,000</td>
<td>42.0%</td>
</tr>
<tr>
<td><strong>Printshop Expenses</strong></td>
<td>$200,527</td>
<td>$129,250.82</td>
<td>$115,998</td>
<td>$245,249</td>
<td>52.7%</td>
</tr>
<tr>
<td><strong>Net Printshop Activity</strong></td>
<td><strong>$47,622</strong></td>
<td><strong>$8,019.06</strong></td>
<td><strong>($73,732)</strong></td>
<td><strong>$81,751</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Athletics Revenues</strong></td>
<td>$25,337</td>
<td>$98,553.28</td>
<td>$66,053</td>
<td>$32,500</td>
<td>303.2%</td>
</tr>
<tr>
<td><strong>Athletics Expenses</strong></td>
<td>$1,379,936</td>
<td>$1,323,581.31</td>
<td>$162,207</td>
<td>$1,485,788</td>
<td>89.1%</td>
</tr>
<tr>
<td><strong>Net Athletics Activity</strong></td>
<td><strong>($1,354,600)</strong></td>
<td><strong>($1,225,028.03)</strong></td>
<td><strong>($228,260)</strong></td>
<td><strong>($1,453,288)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Net Auxiliary Services Activity:**

<table>
<thead>
<tr>
<th>FY 2022 Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$(7,163)</td>
<td></td>
</tr>
</tbody>
</table>
### Kilgore College
#### April Financial Snapshot
Fiscal Year 2022 (September 1, 2021 to August 31, 2022)

**Revenues and Expenses from Auxiliary Services**

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Actual</th>
<th>April 30, 2022</th>
<th>Over (Under) Budget</th>
<th>FY 2022 Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auxiliary Services Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Housing</td>
<td>$2,490,233.38</td>
<td>$2,025,674.89</td>
<td>($382,481)</td>
<td>$2,408,156</td>
<td>84.1%</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,949,026.79</td>
<td>$2,024,261.31</td>
<td>($868,239)</td>
<td>$2,892,500</td>
<td>70.0%</td>
</tr>
<tr>
<td>Rangerette Showcase</td>
<td>$75,024.35</td>
<td>$66,285.26</td>
<td>($3,715)</td>
<td>$70,000</td>
<td>94.7%</td>
</tr>
<tr>
<td>Parks Fitness Center</td>
<td>$12,241.30</td>
<td>$9,530.91</td>
<td>($53,969)</td>
<td>$63,500</td>
<td>15.0%</td>
</tr>
<tr>
<td>East Texas Oil Museum</td>
<td>$103,859.52</td>
<td>$100,905.07</td>
<td>($54,245)</td>
<td>$155,150</td>
<td>65.0%</td>
</tr>
<tr>
<td>Theater</td>
<td>$3,113.85</td>
<td>$8,737.25</td>
<td>($21,263)</td>
<td>$30,000</td>
<td>29.1%</td>
</tr>
<tr>
<td>Printshop</td>
<td>$248,148.63</td>
<td>$137,269.88</td>
<td>($189,730)</td>
<td>$327,000</td>
<td>42.0%</td>
</tr>
<tr>
<td>Athletics</td>
<td>$25,336.50</td>
<td>$98,553.28</td>
<td>$66,053</td>
<td>$32,500</td>
<td>303.2%</td>
</tr>
</tbody>
</table>

**Total Auxiliary Services Revenues:** $4,906,984  
$4,471,217.85  
($1,507,588)  
$5,978,806  
74.8%

| **Auxiliary Services Expenses** |               |                |                    |                |                   |
| Student Housing               | $1,383,507.55  | $1,198,068.61  | $394,455           | $1,592,524     | 75.2%             |
| Bookstore                     | $1,510,815.67  | $776,422.46    | $1,553,754         | $2,330,176     | 33.3%             |
| Rangerette Showcase           | $42,123.37     | $35,074.53     | $5,546             | $40,621        | 86.3%             |
| Parks Fitness Center          | $49,363.26     | $68,970.56     | $37,695            | $106,666       | 64.7%             |
| East Texas Oil Museum         | $119,436.10    | $102,905.15    | $15,540            | $154,945       | 66.4%             |
| Theater                       | $7,858.69      | $2,874.44      | $27,126            | $30,000        | 9.6%              |
| Printshop                     | $200,526.54    | $129,250.82    | $15,998            | $245,249       | 52.7%             |
| Athletics                     | $1,379,936.03  | $1,323,581.31  | $162,207           | $1,485,788     | 89.1%             |

**Total Auxiliary Services Expenses:** $4,693,567  
$3,637,147.88  
$2,348,821  
$5,985,969  
60.8%

**Net Profit/(Loss) from Auxiliary Services**  
$213,417  
$834,069.97  
$841,233  
($7,163)  
N/A
KILGORE COLLEGE TASB POLICY CONVERSION
Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
June 1, 2022

Kilgore College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: D Personnel Positions
Policy: DDA Qualifications and Duties

Summary of LOCAL Policy:
• The policy outlines that it is the responsibility of the KC President or designee to define the qualifications, duties, and responsibilities of all positions. Additionally, the policy requires the KC President or designee to ensure that all job descriptions are current and accessible to employees and supervisors.

Procedures:
• Prior to a position opening being posted at KC, the hiring supervisor is responsible for reviewing and making any necessary edits to the existing job description. If the position is a new position to the College, the hiring supervisor is responsible for creating a job description containing all requisite elements.

• Human Resources is responsible for reviewing the job description received from the hiring supervisor, whether revised or new, to ensure that all College required elements are present in the document prior to it being posted. For example, all KC job descriptions outline the physical demands of the position, the work environment, safety provisions, and a standard disclaimer.

• During the annual Employee Performance Appraisal (EPA) process, supervisors are required to review the current job descriptions of the employee for any revisions. This practice ensures some level of currency is maintained.

• Employees and supervisors have access to job descriptions through the Office of Human Resources. Upon request, Human Resource personnel will provide an electronic copy of the applicable job description to employees and/or supervisors.
The College President or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date: June 1, 2022

Kilgore College Board of Trustees Meeting Date: June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: D  Compensation and Benefits
Policy: DEE  Expense Reimbursement

Summary of LOCAL Policy:
- The policy allows employees to be reimbursed for reasonable and allowable expenses while conducting Kilgore College business. The reimbursement will be paid based on actual expenses (with receipts) for business related to state or federal grants. For other college business, the reimbursement will be paid on a per diem basis, unless the employee has a preapproved per diem payment prior to travel or has been approved for the use of the college credit card for reimbursement based on actual expenses (with receipts).

- This approach is a combination of the two options presented by TASB:
  - Option A - Requiring all reimbursements to be based on actual expenses (requiring receipts).
  - Option B – Requiring all reimbursements not associated with state or federal grants to be reimbursed on a per diem basis.

- The combined option recommended for approval reduces administrative burden of processing reimbursement requests, but also allows for consideration of any financial hardships’ employees may face fronting meal and incidental expenses while on college business. Currently most reimbursements hit the max threshold of the per diem allowance, but require collection of receipts, submission of the receipts, and review of the receipts. This requires effort of the submitter, the supervisor, and the accounts payable team.
• By reimbursing based on per diem basis, faculty and staff time reviewing will be significantly reduced.

• We anticipate a majority of employees will seek a per diem reimbursement.

• This methodology has been adopted by several other community colleges.

Procedures:
• The attached Administrative Rule was developed to aid the employee in understanding the policy.
• Employees will submit for expense reimbursement for allowable business via an expense reimbursement form (developed & approved by the business office).
• Receipts are required for federal & state grant-related business, or when preapproved by the administration.
• Reimbursements will be limited to the per diem amount.
Travel Services

An employee of a public junior college who is engaged in official business may participate in the comptroller’s contract for travel services. Gov’t Code 2171.055(f); 34 TAC 20.406(b)(2)(E)

Note: For information on expenditures using federal funds, see CAAB.
| **Prior Approval Required** | An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out College District business only with the prior approval of the employee’s supervisor and in accordance with administrative regulations. |
| **Documentation Required** | For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses. |
| **Exception** | Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis, unless approved by the President or designee. No receipts shall be required for expenses paid on a per diem basis. |
I. Purpose and Scope
Implementation of per diem for meals and incidental expenses (M&IE) while traveling on business for Kilgore College is intended to streamline the reimbursement process for employees, while ensuring compliance with Federal codes. The per diem rates replace reimbursements for individual meals or meals purchased with a college credit card when traveling except as described below. M&IE per diems are intended to supplement, not fully compensate, meal costs and personal incidental expenses incurred while traveling on official college business.

II. Scope
This policy applies to all KC faculty and staff.

III. Procedures
Criteria:
- Per diem is mandatory.
  - In lieu of the per diem reimbursement, the President or Chief Financial Officer may approve use of College credit card or payment of per diem prior to travel.
  - Meal reimbursements paid for with College credit card must include itemized receipts for payment.
- Must have an overnight stay outside of designated headquarters
- Requires no receipts, unless:
  - Required by the funding/grant sponsor
- Tips, gratuities, and delivery fees count as part of the allowable meal rate.
- Paid after the employee completes the approved work-related overnight travel.

Basis of Per Diem Rates

<table>
<thead>
<tr>
<th>Meals</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast/Breakfast</td>
<td>$13.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$26.00</td>
</tr>
<tr>
<td>Incidental Expenses</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$59.00</strong></td>
</tr>
</tbody>
</table>

Kilgore College will pay seventy-five percent (75%) of meals, taxes, and gratuities for the first and last day of travel.

Example: 3 days/2 nights of travel to Dallas, TX
- Full day per diem for Dallas, Texas: $59.00
- First and last day of travel, (75%): $44.25

Total per diem M&IE reimbursement for this trip = $44.25 + $59 + $44.25 = $147.50
Non-Overnight Travel
Per IRS regulations, the College may reimburse employee meals for same-day trips if the trip exceeds 12 hours, and the reimbursement does not exceed 75% of the applicable per diem (see Federal Travel Regulation 301-1.101).

Example: 1 day of travel to Houston, TX leaving at 7am and not returning until 7pm
75% per diem rate for Houston, TX per GSA $44.25

Total per diem M&IE reimbursement for this trip = $44.25

Work-related Group Meals (two or more persons, employees or non-employees)
If you are paying for group meals, the College credit card is to be used for group meals. When submitted for reimbursement the names of those in the group must be included as well as the business purpose of the meal. Using College funds for departmental meals, parties, or lunches with clients/vendors/contractors is not an approved function. Exceptions require the President’s approval. (Retirement meal or party is an approved function, check with Human Resources for the allowable limit.)

Non-Reimbursable charges
Alcoholic beverage purchases are not reimbursable.

KILGORE COLLEGE PER DIEM CHART

<table>
<thead>
<tr>
<th>RULES</th>
<th>COLLEGE FUNDS</th>
<th>FEDERAL/GRANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight Travel</td>
<td>Per diem reimbursement – no receipts required.</td>
<td>College credit card used, itemized receipts required.</td>
</tr>
<tr>
<td>Same Day Travel</td>
<td>75% per diem reimbursed – 12-hour travel time</td>
<td>College credit card used, itemized receipts required.</td>
</tr>
<tr>
<td>Group Meals</td>
<td>College credit card used, itemized receipts required.</td>
<td>College credit card used, itemized receipts required.</td>
</tr>
<tr>
<td>(2 or more)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
June 1, 2022

Kilgore College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: D Compensation and Benefits
Policy: DJ Assignment, Work Load, and Schedules

Summary of LOCAL Policy:
- This policy outlines that all KC employees are subject to assignment and reassignment by the College President at any time.

Procedures:
None
The governing board of each institution of higher education in the state, including each college district board of trustees, shall adopt rules and regulations concerning faculty academic workloads. In adopting the rules, each institution shall recognize that classroom teaching, basic and applied research, and professional development are important elements of faculty academic workloads by giving appropriate weight to each activity when determining the standards for faculty academic workloads. An institution may give the same or different weight to each activity and to other activities recognized by the institution as important elements of faculty academic workloads. The established rules and regulations of each institution shall be included in the operating budgets of each institution. *Education Code 51.402(b)*
All employees shall be subject to assignment and reassignment by the College President at any time.
KILGORE COLLEGE TASB POLICY CONVERSION
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Kilgore College Board Policy and Personnel Committee Meeting Date:
June 1, 2022

Kilgore College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: D Personnel
Policy: DLB Employee Performance Suspension

Summary of LOCAL Policy:
• The policy outlines that an “at-will” (non-contract) employee may be suspended by the KC President or designee during an investigation of alleged misconduct by the employee or at any time the College determines that KC’s best interest will be served by the suspension. Unless required by law, an “at-will” employee will not be paid while serving a suspension.

• The policy further outlines that a “term contract” (contract) employee may be suspended by the KC President during an investigation of alleged misconduct by the employee or at any time the KC President determines that KC’s best interest will be served by the suspension. The KC Board is the only entity that may suspend a “term Contract” employee without pay. In order to make that determination, the KC Board must hold a hearing in accordance with the procedures applicable to the mid-contract termination of an employee.

• Note: The procedures for a mid-contract termination of an employee are outlined in DMAA Legal.

Procedures:
• The College Attorney will be consulted with any questions or concerns prior to implementing this policy with an “at-will” (non-contract) or “term-contract” (contract) employee.
At-Will Employees

An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District’s best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

Term Contract Employees

Suspension with Pay

A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District’s best interest will be served by the suspension.

Suspension without Pay

A term contract employee may be suspended without pay for good cause as determined by the Board following a hearing held for that purpose in accordance with the procedures applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].
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**IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY**

**Kilgore College Board Policy and Personnel Committee Meeting Date:**
June 1, 2022

**Kilgore College Board of Trustees Meeting Date:**
June 27, 2022

**Proposed LOCAL Policy for Adoption:**
Section: E Instruction
Policy: EE Curriculum Development and Revision

**Summary of LOCAL Policy:**
The policy outlines that the KC President is responsible for establishing procedures for curriculum development that allow faculty to be involved in decision making about the curriculum to be offered. The policy further outlines that all educational programs will be continually evaluated to ensure the courses in the program meet the needs of the community and students who are a part of the KC Service Area.

**Procedures:**
- The Academic Affairs Committee (AAC) provides for faculty involvement in all curriculum development decision making.

- The AAC includes voting membership, non-voting membership, and provides for Ad Hoc participation.
  - Voting membership includes: Academic Deans and Associate Deans, Academic Division Faculty representatives. Faculty representatives will be selected by the faculty in their division and serve a two-year staggered term. Further, to increase shared leadership responsibility, voting faculty representatives from the divisions on the Committee shall not hold one of the Faculty Association executive roles.
Non-voting membership includes: Vice President of Instruction and Chief Academic Officer, who serves as Chair of the Committee, Faculty Department Chairs/Program Directors, Registrar, Director KC-Longview campus, Faculty Senate President, Past-President or Incoming President, Director of Financial Aid, Dual Credit Coordinators, Business Office, Director of Advising (Student Support Coordinator), Dean of Institutional Effectiveness and Research, Dean of Enrollment Management and Student Success. All non-voting members are ex-officio (appointed by virtue of title) and thus, standing members, as long as they hold the position they are representing.

Ad Hoc participation: Non-committee members can attend as needed or when called up to report an outcome of related work or proposals for consideration.

- Program evaluation is conducted in accordance with SACSCOC guidelines and is a component evaluated by the Commission during each decennial review. Program ROI (Return on Investment) data is reviewed on an annual basis. All career and technical programs have formalized program and advisory committees that help shape the contents of the curriculum in concert with service area employer needs.
The College President shall establish procedures for curriculum development that provide for faculty involvement in decision making. All educational programs shall be continually reappraised to ensure that the offered courses meet the needs of the community and College District students.
KILGORE COLLEGE TASB POLICY CONVERSION
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Kilgore College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: F STUDENTS
Policy: FEA Financial Aid and Scholarships

Summary of LOCAL Policy:
- This policy requires the College to offer a comprehensive program of financial aid to eligible College students. Information regarding available aid, program and eligibility requirements, application procedures, and other relevant information must be published in the College catalog or other appropriate College Publications.

Procedures:
- Financial aid procedures are included in the “Financial Aid” section of the College Catalog and on the College website. Staff also follow all federal and state guidelines as required.

- To comply with Education Code 51.969©, (e)-(f) and 19 TAC 21.472-473 as stated in FEA LEGAL policy, before receiving a scholarship originating from and administered by the College, a person must file a written statement indicating whether the person is related within the third degree by consanguinity or the second degree by affinity to a current member of the Board of Trustees. As required, the College uses the “Scholarship Consanguinity or Affinity Statement” provided by the Texas Higher Education Coordinating Board on both paper and online scholarship applications.
Selective Service Status

An individual may not receive a loan, grant, scholarship, or other financial assistance funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by this state or the Texas Guaranteed Student Loan Corporation, unless the individual files a statement of the individual’s selective service status with the institution or other entity granting or guaranteeing the financial assistance as required by this section.

This section does not apply to:

1. A female individual if females are not subject to general selective service registration under federal law; or

2. An individual older than the maximum age at which an individual is required to be registered with the selective service system under federal law.

The statement of an individual’s selective service status required by this section must require the individual to certify that the individual:

1. Has registered with the selective service system as required by federal law; or

2. Is exempt from selective service registration under federal law.

If an individual files a statement indicating that the individual is registered with the selective service system as required by federal law, the individual is not required to file a statement of the individual's selective service status the next time the individual makes an application to the same entity for financial assistance or a student loan guarantee. If an individual files a statement indicating that the individual is not required to register with the selective service system, the institution or other entity shall require the individual to file a new statement of the individual's selective service status the next time the individual makes an application to the entity for financial assistance or a student loan guarantee.

Education Code 51.9095(a)–(d); 19 TAC 22.3

Eligibility for Scholarship

A person is not eligible to receive a scholarship originating from and administered by an institution of higher education, including a college district, or university system if the person is related to a current member of the governing board of the institution or system, unless:
1. The scholarship is granted by a private organization or third party not affiliated with the institution of higher education or university system;

2. The scholarship is awarded exclusively on the basis of prior academic merit;

3. The scholarship is an athletic scholarship; or

4. The relationship is not within the third degree by consanguinity or the second degree by affinity, as determined under Government Code Chapter 573, Subchapter B [see DBE].

*Education Code 51.969(b); 19 TAC 21.471*

**Statement Required**

Before receiving a scholarship originating from and administered by an institution of higher education or university system, a person must file a written statement with the institution or system indicating whether the person is related within the third degree by consanguinity or the second degree by affinity to a current member of the governing board of the institution or system. The required wording of the statement will be developed by the Coordinating Board and will be made available to institutions via the Coordinating Board’s website.

A person commits a Class B misdemeanor if the person knowingly files a false statement.

*Education Code 51.969(c), (e)–(f); 19 TAC 21.472-.473*

**Timely Distribution of Funds**

All institutions participating in the financial aid programs outlined in 19 Administrative Code Chapter 22 shall follow the guidelines for the timely distribution of funds.

Institutions shall disburse state student financial aid funding, excepting work study, to a student recipient's account no later than three business days after receiving the funds. Undisbursed funds must be returned to the Coordinating Board no later than six business days after the receipt of funds. Gift aid funds for which a student is no longer eligible may be disbursed to a different eligible student for whom funds have not yet been requested in order to meet the timely disbursement requirement.

*19 TAC 22.2*

**Return Upon Student Ineligibility**

For state student financial aid funding already disbursed to a student, except work study, institutions shall return funds to the Coordinating Board within 45 calendar days of a student becoming ineligible for the funding. Gift aid funds for which a student has been determined ineligible may be disbursed to a different eligible student for whom funds have not yet been requested in order to meet...
Return Upon Cancellation of Aid

For state student financial aid funds already disbursed to a student, institutions may return funds to the Coordinating Board within 120 calendar days of disbursement in situations where a student has notified the institution of his or her decision to cancel the financial aid. Gift aid funds for which a student has made the decision to cancel may be disbursed to a different eligible student for whom funds have not yet been requested in order to meet the timely cancellation requirement. In all cases, an institution must provide notification to the Coordinating Board regarding the student's decision to cancel financial aid, as appropriate for the particular student financial aid program. 19 TAC 22.2(2)

Employee Trained in Certain Student Financial Assistance Programs

Each institution of higher education, including each college district, shall ensure that one or more persons employed by the institution is trained:

1. In understanding state and federal student financial assistance programs available to military veterans or their family members, especially programs specifically applicable to military veterans or their family members; and

2. In assisting military veterans and eligible family members in understanding and obtaining the benefits available under those programs.

The employee must be available to assist military veterans and eligible family members during regular business hours at the financial aid or other office to which the person is assigned.

*Education Code 56.006*

Financial Assistance Information

Information on financial assistance that the institution must publish and make readily available to current and prospective students under 34 C.F.R. Part 668, Subpart D includes, but is not limited to, a description of all the federal, state, local, private, and institutional student financial assistance programs available to students who enroll at that institution. These programs include both need-based and non-need-based programs. The institution may describe its own financial assistance programs by listing them in general categories. The institution must describe the terms and conditions of the loans students receive under the Federal Family Education Loan Program, the William D. Ford Federal Direct Student Loan Program, and the Federal Perkins Loan Program.
For each program referred to above in this section, the information provided by the institution must describe:

1. The procedures and forms by which students apply for assistance;
2. The student eligibility requirements;
3. The criteria for selecting recipients from the group of eligible applicants; and
4. The criteria for determining the amount of a student's award.

The institution must describe the rights and responsibilities of students receiving financial assistance and, specifically, assistance under the Title IV, Higher Education Act (HEA) programs. This description must include specific information regarding:

1. Criteria for continued student eligibility under each program;
2. Standards which the student must maintain in order to be considered to be making satisfactory progress in his or her course of study for the purpose of receiving financial assistance; and criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance;
3. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements;
4. The terms of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule for sample loans, and the necessity for repaying loans;
5. The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package; and
6. The exit counseling information the institution provides and collects as required by 34 C.F.R. 674.42 for borrowers under the Federal Perkins Loan Program, by 34 C.F.R. 685.304 for borrowers under the William D. Ford Federal Direct Student Loan Program, and by 34 C.F.R. 682.604 for borrowers under the Federal Stafford Loan Program.

34 C.F.R. 668.42

Net Price Calculator

Each institution of higher education, including each college district, that receives federal funds under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I, Part C shall make
publicly available on the institution's website a net price calculator to help current and prospective students, families, and other consumers estimate a student's individual net price at such institution of higher education. Such calculator may be a net price calculator developed by the U.S. Department of Education; or by the institution of higher education, if the institution's calculator includes, at a minimum, the same data elements included in the calculator developed under 20 U.S.C. 1015a(h)(1).

Estimates of an individual net price determined using the net price calculator shall be accompanied by a clear and conspicuous notice:

1. Stating that the estimate does not represent a final determination or actual award of financial assistance; shall not be binding on the U.S. Secretary of Education, the institution of higher education, or the state; and may change;

2. Stating that the student must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes federal grant, loan, or work-study assistance under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I, Part C; and

3. Including a link to the website of the U.S. Department of Education that allows students to access the FAFSA.

20 U.S.C. 1015a(h)(3)–(4)

At least annually, and in an electronic format, participating higher educational institutions that enroll one or more students receiving state financial aid administered by the Coordinating Board and that receive education loan information for a student enrolled at the institution, must provide to that student certain estimates regarding the student's education loan obligations.

A participating higher educational institution is not required to provide in any disclosure or report required under this section information regarding loans issued by a private entity.

Education Code 52.335(a), (b-1); 19 TAC 21.46(a)

At least annually, a participating higher educational institution shall provide a student loan debt disclosure, as more fully defined in 19 Administrative Code 21.49 to every student who has a balance on one or more student loans, and whose debt records are received by the participating higher educational institution where he or she is enrolled. If the participating higher educational institution has a
record of unpaid student loan debt, a disclosure must be provided to that student.

Student loan debt disclosures must be sent electronically in a manner that complies with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 C.F.R. Part 99) and the participating higher educational institution's privacy standards.

*Education Code 52.335(b); 19 TAC 21.48, .49(e)*

**Contents of Disclosures**

Student loan debt disclosures are required to include education loan debt information that the participating higher educational institution receives or otherwise obtains from the U.S. Department of Education's central database for student aid, currently known as the National Student Loan Data System, which is shared with institutions through the Institutional Student Information Record (ISIR), as well as information that the institution may reasonably collect from its own records.

Student loan debt disclosures must include an estimate of the unpaid amount of federal education loans obtained by the student and state education loans obtained by the student at the current institution. The types of education loans must be identified for each total included.

Student loan debt disclosures must include an estimate of the total payoff amount for education loans, or a range for that amount, including principal and interest. At a minimum, institutions shall provide this information based on a ten-year repayment plan.

Student loan debt disclosures must include an estimate of the monthly repayment amount that the student may incur for the repayment of the education loans, including principal and interest. At a minimum, institutions shall provide this information based on a ten-year repayment plan.

The electronic communication of the student loan debt must explain the following:

1. The disclosure may not be a complete and official record of the student's unpaid education loan debt;

2. Why the disclosure may not be complete or accurate, including an explanation that for a transfer student, the institution’s estimates regarding state loans reflect only state loans incurred by the student for attendance at the current institution, and not prior institutions; and

3. That the institution’s estimates are general in nature and are not intended as a guarantee or promise.

*Education Code 52.335(b)–(d); 19 TAC 21.49(a)–(d), (f)*
Disclosures Regarding Lenders

An institution of higher education, including each college district, that receives federal funding, or an institution-affiliated organization of such covered institution, that participates in a preferred lender arrangement shall disclose the information described in 20 U.S.C. 1019a.

An institution of higher education that receives federal funding, or an institution-affiliated organization of such covered institution, that provides information regarding a private education loan from a lender to a prospective borrower shall provide the information described in 20 U.S.C. 1019a.

20 U.S.C. 1019(2), 1019a(a)

Students with Disabilities

In providing financial assistance to qualified disabled persons, a recipient of federal financial assistance may not:

1. On the basis of disability, provide less assistance than is provided to nondisabled persons, limit eligibility for assistance, or otherwise discriminate; or

2. Assist any entity or person that provides assistance to any of the recipient's students in a manner that discriminates against qualified disabled persons on the basis of disability.

34 C.F.R. 104.46(a)(1)

A recipient may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established under wills, trusts, bequests, or similar legal instruments that require awards to be made on the basis of factors that discriminate or have the effect of discriminating on the basis of disability only if the overall effect of the award of scholarships, fellowships, and other forms of financial assistance is not discriminatory on the basis of disability. 34 C.F.R. 104.46(a)(2)

Discrimination on the Basis of Sex

Except as provided in 34 C.F.R. 106.37(b) and (c), in providing financial assistance to any of its students, a recipient shall not:

1. On the basis of sex, provide different amounts or types of such assistance, limit eligibility for such assistance that is of any particular type or source, apply different criteria, or otherwise discriminate;

2. Through solicitation, listing, approval, provision of facilities or other services, assist any foundation, trust, agency, organization, or person that provides assistance to any of such recipient's students in a manner that discriminates on the basis of sex; or
3. Apply any rule or assist in application of any rule concerning eligibility for such assistance that treats persons of one sex differently from persons of the other sex with regard to marital or parental status.

34 C.F.R. 106.37(a)

Records Retention

All institutions participating in the financial aid programs described in 19 Administrative Code Chapter 22 shall follow the records retention guidelines outlined below.

An institution shall maintain its records and accounts of all transactions related to state and federal student financial aid in keeping with the institution's records retention schedule to ensure a full accounting for all funds received, disbursed, and expended by the institution.

Records and accounts shall be available for inspecting, monitoring, programmatic or financial auditing, or evaluation by the Coordinating Board, and by others authorized by law or regulation, for a period, whichever is later:

1. Not less than seven years after the date of the completion of the award period;

2. The date of the receipt of the institution's final claim for payment of final expenditure report; or

3. Until a resolution of all billing questions in connection with the account has been resolved.

Records and accounts shall include, but are not limited to, general institutional and program specific recordkeeping requirements in accordance with Federal Student Aid Title IV regulations, 34 C.F.R. 668.24.

If an audit is announced, an institution shall retain its records until the audit has been completed or not less than seven years after the expiration date of the Memorandum of Understanding for State Financial Aid Programs (MOU), whichever is later.

An institution shall make available to the auditing entity all documents and other information related to state financial aid programs.

An institution and any subcontractors shall provide any information the auditing entity deems relevant to any monitoring, investigation, evaluation, or audit.

19 TAC 22.4
Note: Federal financial aid rules are found at 34 C.F.R. part 668. For technical guidance regarding the provision of federal financial aid, visit the U.S. Department of Education Information for Financial Aid Professionals\(^1\) website. State financial aid and scholarship programs, tuition set-asides, and other requirements are detailed in Education Code Chapters 52 and 56 and 19 Administrative Code Chapters 21 and 22.

\(^1\) Information for Financial Aid Professionals: https://ifap.ed.gov
The College District shall offer a comprehensive program of financial aid to eligible College District students. Information regarding available financial aid programs, program requirements, student eligibility, application procedures, and other relevant information shall be published in the College District catalog or other College District publications as appropriate.

Debt Management and Loan Repayment

The College District shall provide information and guidance to help student borrowers understand how to manage their debt and repay their loans.
KILGORE COLLEGE TASB POLICY CONVERSION
Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

LEGAL policies summarize the law on a topic. LEGAL policies are compiled by TASB to provide the legal framework for key areas of college operations and are provided to the Board for foundational and background information only. These are not adopted by the Board.

LOCAL policies outline local Board mandates regarding governance issues. LOCAL policies are developed based on existing TASB model policies and may be customized to meet local needs. LOCAL policies are proposed for adoption by the board.

Procedures will be developed for implementation of policies, as appropriate, and do not require Board adoption. These will be provided for information only.

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
June 1, 2022

Kilgore College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: F STUDENTS
Policy: FLB Student Conduct

Summary of LOCAL Policy:
• In addition to definitions, the policy defines student responsibilities, prohibited conduct, when/where students are subject to discipline, and publication requirements. A revision to the recommended LOCAL policy is requested (see narrative in red on page 4 of 5). The TASB LOCAL policy indicates that tobacco use is prohibited on campus. That section has been revised to reflect KC practice, which does not prohibit tobacco use on campus.

Procedures:
• All student conduct information from the policy has been added to the 2022-2023 College Catalog & Student Handbook, as dictated in the policy. Since this policy identifies student conduct expectations, no associated procedures are necessary.
“Disruptive Activities”

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of an institution of higher education.

“Disruptive activities” are:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school;

2. Seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity;

3. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;

4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

5. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school.

This section may not be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of this state. [See FLA]

Education Code 37.123(b); 51.935(a)–(b), (e)

Note: For further information regarding conduct on college district property, see GDA. For information regarding weapons on campus, see CHF.
Definitions of terms used in this policy shall be as follows.

**Student**
A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

**Premises**
The “premises” of the College District is defined as all real property over which the College District has possession and control.

**Scholastic Dishonesty**
“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**Disorderly Conduct**
“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.

4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.

5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.

6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;

2. Behave in a responsible manner, always exercising self-discipline;

3. Attend all classes, regularly and on time;

4. Prepare for each class and take appropriate materials and assignments to class;

5. Obey all classroom rules;

6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and

8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.

Disruptions

“Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;

2. Intentionally, knowingly, or negligently causing physical harm to any person;

3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]

4. Hazing with or without the consent of a student; [See FLBC]

5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and

6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and

3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes

Smoking/tobacco products, including electronic cigarettes, are allowed in designated outdoor areas only. Such products are prohibited in all other areas as well as inside all facilities and vehicles owned, leased or operated by the College District. College District regulations and municipal ordinances apply equally to all College faculty, staff, students, administration, and visitors. Everyone is expected to dispose of cigarettes properly. [See FLBD]

Misuse of Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;

2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;

3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District’s system without permission;

4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;

5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;

6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and

7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
### Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

### Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

### Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District’s operations or objectives.

### Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.
LEGAL policies summarize the law on a topic. LEGAL policies are compiled by TASB to provide the legal framework for key areas of college operations and are provided to the Board for foundational and background information only. These are not adopted by the Board.

LOCAL policies outline local Board mandates regarding governance issues. LOCAL policies are developed based on existing TASB model policies and may be customized to meet local needs. LOCAL policies are proposed for adoption by the board.

Procedures will be developed for implementation of policies, as appropriate, and do not require Board adoption. These will be provided for information only.

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Arkadah College Board Policy and Personnel Committee Meeting Date:
June 1, 2022

Arkadah College Board of Trustees Meeting Date:
June 27, 2022

Proposed LOCAL Policy for Adoption:
Section: G Community and Governmental Relations
Policy: GK Relations with Educational Accreditation Agencies

Summary of LOCAL Policy:
- The policy outlines that KC will maintain its accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It further outlines that KC will maintain other national and state accreditations as required for specific programs.

Procedures:
- KC is accredited by SACSCOC. The College’s accreditation was reaffirmed by SACSCOC in June 2019.

- Additional KC accreditations or required program approvals include:
  - Commission on Accreditation of Allied Health Education Programs
  - Inter-Industry Conference on Auto Collision Repair (I-Car)
  - Automotive Service Excellence Foundation
  - Texas Board of Nursing
  - Texas Commission on Law Enforcement
  - Texas Commission on Fire Protection
The College District shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District shall maintain other national and state accreditations as required for specific programs.
CONTINUING EDUCATION PORTAL PROPOSAL
CURRENT ENROLLMENT PRACTICES FOR CONTINUING ED (CE)

- Paper Application
- In-person or snail mail delivery
- Manual entry for all information
- Manual enrollment (no self-enroll)
- Pay in-person or by phone (credit card)
- Not end user friendly
- Labor intensive
CE PORTAL NEEDS

WEB BASED

CUSTOM

USER FRIENDLY
Reviewed throughout Fall and Spring (including Jenzabar)

Modern Campus came to our attention

Began extensive demo’s with company

Contacted other college users (San Jacinto College, Texas State University and Angelina College)

Held stakeholder meetings with MC Reps (VP’s, CFO, Deans, Business Office, IT, ERP, Admissions, Registrar’s Office etc.)

Several stakeholder Q&A sessions

RFP sent out, proposals due June 6th

Modern Campus/Destiny One only proposal
MODERN CAMPUS/DESTINY ONE

Student Portal:
- Browse, register and pay for courses on the web
- Monitor certificate progress
- Drop/Refund
- Complete, submit and track applications
- Review, pay and print invoices
- Upload documents
- Print transcripts
- Automatic alerts and reminders
MODERN CAMPUS/DESTINY ONE

Staff Portal:

- Create courses
- Enter Enrollments
- Manage instructor contracts
- Track finances such as break even analysis
- Automated task alerts
- Add discounts and grants
- TX-RAMP certified
- Automated billing for third parties
Instructor Portal:
- Self-service access to class lists (no student on class list who has not paid)
- Track attendance
- Digital gradebook
- Personalized instructor profile
Example
PRODUCT COST

- Destiny One Core-$49,800 per annum
  - Includes camps and corporate options (multiple portals)
- Optional Components:
  - Badging with Credly $6750 per annum
  - Conference Management Solution $8388 per annum
- Guided implementation fee $49,900 (Services fee-265 hours)
- Annual increase of 4% incurs start of year 2 and each year after
Total first year cost: $99,700 ($49,800 + $49,900)
Second year cost: $49,800 + 4% increase
Propose waiting until year 2 or 3 to add badging and conference management-$6750/$8388=$15,138
Additional possible expenses: MC travel for team; additional help costs $199 per hour
RETURN ON INVESTMENT

- Currently $1.9 million in CE
- Creates employee efficiencies-30% reduction of staff time reported by MC users
- MC reports up to 19% average enrollment growth per year with product implementation
- 66% recovered cart abandonment with known user
- Allow for additional courses/programs to be added
- Small convenience fee can be added
- Grow corporate/industry training (Soft Skills)
BENEFITS

- Web Based
- Out of the box
- KC Branded
BENEFITS

Room for growth (Credly, conferences)

Creates efficiencies

Easier data tracking
DRAWBACKS

- Cost
- Implementation Time
- No clean interface with Jenzabar
LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

1. Name of Local Government Officer

2. Office Held

3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5. List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds $100 during the 12-month period described by Section 176.003(a)(2)(B).

<table>
<thead>
<tr>
<th>Date Gift Accepted</th>
<th>Description of Gift</th>
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(attach additional forms as necessary)

6. SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

___________________________________________________________
Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by ___________________________ this the ________ day of _____________, 20_________, to certify which, witness my hand and seal of office.

______________________________
Signature of officer administering oath

Printed name of officer administering oath

______________________________
Title of officer administering oath

OR

(2) Unsworn Declaration

My name is ________________________________________________, and my date of birth is ____________________.

My address is ____________________________________________, ____________________________________________, __________, __________.

(street) (city) (state) (zip code) (country)

Executed in ___________________ County, State of _________________, on the _______ day of ________, 20________.

(month) (year)

______________________________
Signature of Local Government Officer (Declarant)

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/17/2020

Appendix Q
Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

**INSTRUCTIONS FOR COMPLETING THIS FORM**

_The following numbers correspond to the numbered boxes on the other side._

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.

2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.

3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.

4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.

5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds $100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed $100 in value.

6. **Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says “Signature of Local Government Officer” (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say “Signature of Local Government Officer (Declarant)” (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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**Local Government Code § 176.001(2-a):** “Family relationship” means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.
KILGORE COLLEGE INFORMATION RESOURCES USER AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY AND COMPLETELY BEFORE SIGNING

This Agreement applies to all employees of Kilgore College (hereafter referred to as “College or the College”) who handle confidential and sensitive information, including financial, personnel, or student data and pertains to all college-owned or controlled Information Resources. The purpose of this Agreement is to inform you of your principal obligations concerning the use of College Information Resources, and to document your Agreement to abide by these obligations.

“Information Resources” has its meaning defined in Texas Government Code § 2054.003(7): “. . .the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.” Additionally, data impacted by the aforementioned is included as Information Resources.

Under Texas Administrative Code §202.22(3), the user of an information resource has the responsibility to:

(A) use the resource only for the purpose specified by the college;

(B) comply with information security controls and college policies to prevent unauthorized or accidental disclosure, modification, or destruction; and

(C) formally acknowledge that they will comply with the security policies and procedures in a method determined by the Kilgore College Board of Trustees or the Board’s designated representative (College president).

CONFIDENTIAL AND SENSITIVE INFORMATION

As an employee of Kilgore College, you may have access to confidential or sensitive information through use of College Information Resources or through your associated activities with College information systems. Confidential and sensitive information includes identifying information, federal tax information, personal health information, criminal justice information, or any information that is classified as confidential or sensitive by federal or state law, by College policy, or is defined as “Student Education Records” under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); “Personal Identifying Information” under Texas Business and Commerce Code §521.002(a)(1); or “Sensitive Personal Information” as defined by Texas Business and Commerce Code §521.002(a)(2).

As a user of Kilgore College’s systems, you are required to conform to applicable laws and College policies governing confidential and sensitive information.

Your principal obligations in this area are outlined below. You are required to read and to abide by these obligations.

I UNDERSTAND THAT:

• In the course of my job, I may have access to confidential and sensitive information related to:
  o Students, customers, employees, users, contractors, and volunteers (e.g., records, conversations, applications, financial information). This may include any information by which the identity of a person can be determined, either directly OR indirectly.
  o College functions (e.g., information protected by the attorney-client and attorney work product privilege, financial information, employment records, contracts, federal tax information, internal reports, memos and communications.).
  o Third parties (e.g., vendor information, customer information, contracts).

I AGREE THAT:

• I will, at all times, safeguard and retain the confidentiality, integrity and availability of confidential and sensitive information.
• I will only access confidential and sensitive information for business needs.
• I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential or sensitive information except as authorized.
• I will not misuse or carelessly handle confidential and sensitive information.
• I will encrypt confidential and sensitive information when appropriate, including when emailing such information outside the agency and when storing such information on portable electronic devices and portable storage devices.
• I will safeguard and will not disclose my password or other authorization I have that allows me to access confidential and sensitive information, except as permitted by law.
• I will report activities by any other individual or entity that I suspect may compromise the confidentiality, integrity or availability of confidential and sensitive information.
• My privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.
• I have no right or ownership interest in any confidential or sensitive information referred to in this Agreement. The College may revoke my access to confidential and sensitive information at any time and without notice.

AUTHORIZED USE – I AGREE THAT:
• I will use Information Resources only for official College-approved business.
• I will not use Information Resources for personal reasons unless there are specific limited use exceptions permitted by College policy.
• I have no right to expect privacy in my use of College Information Resources or in the content of my communications sent or stored in College Information Resources. All user activity is subject to monitoring, logging, and review.

PERSONAL SECURITY IDENTIFICATION CODES (USER ID’S AND PASSWORDS) - I AGREE THAT:
• I will receive and will be required to use a personal security identification code (user ID and password) to gain access to and to use Information Resources.
• My user ID and password are security measures that must be used only by me and I will not disclose my password to anyone.
• I will be held personally responsible for any transactions initiated, actions taken, or for any harm, loss, or adverse consequences arising from the use of my user ID and password, including any unauthorized use by a third party if such party gains access to my user ID and password due to my misconduct or failure to abide by College policy.

SOFTWARE - I AGREE THAT:
• I will only install or use software on College computers that has been properly licensed and approved for my use in accordance with College policies and procedures.
• If installing or authorizing the installation of software on College computers, I will be responsible for ensuring that such software is only used in a manner that complies with the terms of the applicable software license agreement and all applicable College policies and procedures.

ACCESS TO DATA - I AGREE THAT:
• Proper authorization is required for access to all data owned by the College, except data that has been authorized by the College for public access.
• I will not attempt to access or alter any data that I am not authorized to access in the performance of my job duties.
• I will not use College Information Resources to review, alter, or otherwise act to obtain access to information about myself, or any relative, friend, or business associate outside of the scope of legitimate College business activities.
• I will use appropriate measures to prevent others from obtaining access to College data, such as securing my workstation either by logging off or using a password-protected screen saver.
• Before leaving a workstation with access to files containing confidential or sensitive information, I will log-off or activate a password-protected screen saver.

• If I receive a request for the release of College information or data, I will follow College policies and procedures for the release of information.

SECURITY OF EQUIPMENT - I AGREE THAT:

• I will not remove Information Resources from College property without proper prior authorization and approval of supervisor with appropriate authority. I understand that College-owned laptops may be removed from College property without express permission only for legitimate business activity. I will exhibit due care in protecting any laptop issued to me from theft and unauthorized access.

• I will immediately report all security incidents, including the loss or theft of any Information Resources or data, to the appropriate College administrator and to the Kilgore College Police Department.

I AGREE THAT:

• I am required to be aware of, read, and comply with the information in the College Information Resources Policy found at https://www.kilgore.edu/about/human-resources/policy-and-procedures#it-resources

• I must comply with the policies concerning Information Resources set out in the Board Policies and Procedures Manual, as well as any changes to those policies.

• I must comply with the information security policies, standards, and guidelines of the College, including any changes to those policies, standards, and guidelines.

• My failure to comply with this Agreement may result in loss of access privileges to College Information Resources or other disciplinary action up to and including termination for employees; termination or alteration of employment relations in the case of part-time/student workers, contractors, or consultants; or dismissal for interns and volunteers. Additionally, individuals could also be subject to additional civil liability, and/or criminal charges.

Signed: ______________________

Print Name: ______________________

Date: ______________________

Please print, sign and send to the Human Resources Department
Cybersecurity Awareness Training FY 21-22

Please click on the link below (or type it into your browser) to access the Cybersecurity Awareness Training video.

https://www.youtube.com/watch?v=YFRK_slmKkQ&t=5s

The video is 27 minutes long. When you have completed watching this training video, please email Karen Scibona at kscibona@kilgore.edu with the following information:

- Name
- Date & time you completed video

Training must be completed and email must be sent to Karen Scibona before Monday, July 11, 2022.

Thank you