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 August 29, 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
Kelvin Darden
Gina DeHoyos
Josh Edmonson
Travis Martin

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. Employee/Program/Student Spotlight: Kudos Award Recipients
      • Doris Johnson
      • Karen Dulweber
      • Ebony Allison-Dennis
      • Sheri Burlingame
      • Jeff Williams
      • Betsy Hansard
   
   B. Student Success Data Spotlight: IPEDS Graduation Rate
      Presenter: Mrs. Natalie Bryant, Coordinator of Institutional Research

3. PUBLIC COMMENT
   There were no public comments.

4. CONSENT AGENDA
   Presenter: Mr. Joe Carrington
   A. To consider approving the minutes of the June 27, 2022 Board of Trustees Meeting
   B. To consider approving the minutes of the August 4, 2022 Budget Workshop
C. To consider approval of the Personnel Agenda submitted as follows (Appendix A)
   • Employee Resignations
   • Employee Retirements
   • Employee Terminations
   • Proposed Change of Employment
   • Offers of Employment

D. To consider payment of June and July 2022 Legal fees
   Janice Bagley made the motion to accept the Consent Agenda. Travis Martin 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 and set the Property Tax Rate for the Tax Year 2022 (FY 2023) Appendix B
      Presenter: Mr. Terry Hanson
      Jon Rowe made the motion to set the tax rate for the 2022 Tax Year to 17.5 cents per $100 valuation (FY 2023). Kelvin Darden seconded the motion. The motion passed unanimously.

   2. ACTION ITEM: To consider adoption of the Operating and Capital Budget for Fiscal year 2023 – Appendix C
      Presenter: Mr. Terry Hanson
      Jon Rowe made the motion to adopt the Operating and Capital Budget as presented for the fiscal year 2023. David Castles seconded the motion. The motion passed unanimously.

   3. ACTION ITEM: To consider adoption of an Interlocal Purchasing Agreement with the Houston-Galveston Area Counsel – Appendix D
      Presenter: Mr. Terry Hanson
      Jon Rowe made the motion to adopt the Interlocal Purchasing Agreement with the Houston-Galveston Area Council as presented. David Castles seconded the motion. The motion passed unanimously.

   4. INFORMATION ITEM: Update on Public Funds Investment Act (PFIA) Investment Report - Quarter 3 - Appendix E
      Presenter: Mr. Terry Hanson

B. Policy & Personnel Committee - Lon Ford, Chair
   1. ACTION ITEM: To consider approval of the following TASB policies:
      a. BCG (Local) Board Evaluation
      b. FK (Legal, Local) Student Activities
      c. FLC (Legal, Local, Administrative Rule) Interrogations and Searches
      d. FLE (Legal, Local) Student Involvement in Decision Making
      Presenter: Mr. Lon Ford
      Attachments: See Appendices F-I
Lon Ford made the motion that the four (4) 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 new TASB Legal Only Policies:
**Presenter:** Mr. Lon Ford, Chair, Policy & Personnel Board Committee
- a. AA (Legal only) College District Legal Status and History
- b. AC (Legal only) Geographic Boundaries and Service Areas
- c. ACB (Legal only) Service Areas
- d. FEB (Legal only) Work Study
- e. FFAA (Legal only) Immunizations
- f. FFC (Legal only) Student-Support Services
- g. FFCA (Legal Only) Student Assistance Programs/Counseling
- h. FKA (Legal only) College-sponsored Publications

*Attachments: See Appendices J - Q*

3. Update on TASB Salary Study
**Presenter:** Dr. Brenda Kays

C. **Student Success Committee – Janice Bagley**
   2. ACTION ITEM: To consider reinstating the Surgical Technology Program –
      **Appendix R**
   **Presenter:** Dr. Tracy Skopek
   Janice Bagley made the motion to approve the recommendation from Administration to reinstate the AAS degree in Surgical Technology at Kilgore College. This motion came from Committee and did not require a second. The motion passed unanimously.

   2. INFORMATION ITEM: RootEd Alliance Grant Survey Findings - Spring 2022
   **Presenter:** Ms. Sheri Burlingame; Director of High School Student Success

7. **KILGORE COLLEGE FOUNDATION BOARD LIAISON REPORT**
**Presenter:** Merlyn Holmes, Executive Director of KC Foundation

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

9. **ADJOURNMENT**
The meeting was adjourned by Joe Carrington at 7:59 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
Karen Scibona, Recording Secretary
Kilgore College Board of Trustees

Joe Carrington
President of the Board

Jill Goff
Secretary of the Board

August 29, 2022
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</tr>
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<td>Policy - ACB (Legal only) Service Areas</td>
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<tr>
<td>Appendix M</td>
<td>Policy - FEB (Legal only) Work Study</td>
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<td>Policy - FFAA (Legal only) Immunizations</td>
</tr>
<tr>
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<td>Policy - FFC (Legal only) Student-Support Services</td>
</tr>
<tr>
<td>Appendix P</td>
<td>Policy - FFCA (Legal Only) Student Assistance Programs/Counseling</td>
</tr>
<tr>
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<td>Policy - FKA (Legal only) College-sponsored Publications</td>
</tr>
<tr>
<td>Appendix R</td>
<td>Presentation on Surgical Technology Program</td>
</tr>
</tbody>
</table>
Kilgore Junior College District  
Personnel Agenda  
August 29, 2022

1. Recommendation to accept employee resignation as follows:

   a. Dr. Mickey Best, Vice President of Organizational Effectiveness & Excellence, effective May 29, 2022 after ten months of service *(resigned due to health reasons)*

   b. Dr. Mary Isichei, Nursing Instructor, effective July 18, 2022 after two years and eleven months of service *(unforeseen family situations that are presently demanding her time and attention)*

   c. Ms. Sandra Ruddell, Student Accounts Coordinator, effective June 17, 2022 after ten years and three months of service *(resigned to work as a Realtor)*

   d. Mr. James C. Fultner, General Merchandise Buyer - Bookstore, effective June 30, 2022 after two years and ten months of service *(resigned due to pay)*

   e. Mr. Micah Ruddell, Textbook Manager – Bookstore, effective July 31, 2022 after sixteen years and three months of service *(resigned to work as a Realtor)*

   f. Ms. Katie Owens, Government Instructor, effective August 31, 2022 after five years and seven months of service *(resigned to work for TJC and be closer to home)*

   g. Ms. Julia Schneider, Nursing Instructor, effective July 25, 2022 after eighteen years of service *(resigned to work for East Texas Baptist University)*

   h. Ms. Kelley Howie, Payroll Manager, effective July 11, 2022, after one month of service *(resigned without notice, no reason offered)*

   i. Ms. Karla Mojica, Academic Advisor, Public Services and Industrial Technology, effective July 19, 2022, after two years and six months of service *(relocating to Odessa, TX; accepted position at Ector College Prep Middle School)*

   j. Ms. Krystal Bridwell, Nursing Instructor, effective August 11, 2022, after ten years nine months of service *(resigned to move into FT Family Nurse Practitioner role)*

   k. Ms. Rachel Green, English Instructor, effective August 31, 2022, after one year of service *(relocating to Kentucky for spouse’s job)*
l. Ms. Julie Franklin, Support Specialist – Public Services and Industrial Technology, effective July 7, 2022, after 10 months of service (resigned due to pay)

m. Mr. Jonathan Kaan, Music Instructor, effective August 12, 2022, after 5 years of service (resigned to work for East Texas Baptist University)

n. Ms. Ashley Kobisk, Biology Instructor, effective August 12, 2022, after 1 year of service (resigned citing ‘not a fit for the position’)

o. Ms. Gena Berry, Support Specialist Health Sciences, effective August 19, 2022, after 9 months of service (moving due to husbands’ job)

p. Ms. Nikki Runnels, Nursing Instructor, effective August 8, 2922, after 3 years of service (resigned without notice, no reason offered)

2. Recommendation to accept employee retirement as follows:
   a. Ms. Connie (Jane) Johnson, English Instructor, effective August 31, 2022 after forty years of service
   b. Ms. Bruce (Dee) Swan, Support Specialist Receiving, effective August 31, 2022 after thirty-three years of service.
   c. Mr. Tony Johnson, Director of Human Resources, effective August 31, 2022 after thirteen years of service.
   d. Ms. Mary Heiden, Instructor Music Theory, effective August 31, 2022 after sixteen years of service.

3. Recommendation to change employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS POSITION</th>
<th>NEW POSITION</th>
<th>NEW SALARY/RATE OF PAY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Taylor Fleet</td>
<td>Programmer/Analyst</td>
<td>Director of ERP Innovations &amp; Excellence</td>
<td>$3,288.54/pay period 12 mo. equivalent = $78,925</td>
<td>June 1, 2022</td>
</tr>
<tr>
<td>Ms. Jennifer Halton</td>
<td>Professional Support Assistant – Health Sciences</td>
<td>Workforce Development Specialist – Health Sciences</td>
<td>$1,666.67/pay period 12 mo. equivalent = $40,000</td>
<td>June 1, 2022</td>
</tr>
<tr>
<td>Ms. Stephanie Laszik</td>
<td>e-Learning Faculty Development Specialist</td>
<td>English Instructor</td>
<td>$1,862.86/pay period 9 mo. equivalent = $44,709</td>
<td>September 1, 2022</td>
</tr>
</tbody>
</table>
### 4. Recommendation of employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>SALARY RATE OF PAY</th>
<th>HIRE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Kelley Howie</td>
<td>Payroll &amp; Benefits Manager</td>
<td>Business Office</td>
<td>$2,083.33/pay period 12 mo. equivalent = $50,000</td>
<td>June 6, 2022</td>
</tr>
<tr>
<td>Ms. Delicia Moccio</td>
<td>Nursing Instructor</td>
<td>Health Sciences</td>
<td>$2,644.44/pay period 12 mo. equivalent = $63,467</td>
<td>June 13, 2022</td>
</tr>
<tr>
<td>Mr. Michael Hegwood</td>
<td>eLearning Technician</td>
<td>Distance Learning</td>
<td>$1,750.00/pay period 12 mo. equivalent = $42,000</td>
<td>June 20, 2022</td>
</tr>
<tr>
<td>Ms. Maria Alvarez</td>
<td>Police Officer/Cadet</td>
<td>KCPD</td>
<td>$1,458.33/pay period 12 mo. equivalent = $35,000</td>
<td>July 1, 2022</td>
</tr>
<tr>
<td>Ms. Katelyn Thompson</td>
<td>Interim English Instructor</td>
<td>Arts &amp; Sciences</td>
<td>$1,712.50/pay period 9 mo. equivalent = $41,100</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Ms. Amber Furlow</td>
<td>Nursing Instructor</td>
<td>Health Sciences</td>
<td>$2,533.33/pay period 12 mo. Equivalent = $60,800</td>
<td>July 18, 2022</td>
</tr>
<tr>
<td>Ms. Kelsey Phillips</td>
<td>Nursing Instructor</td>
<td>Health Sciences</td>
<td>$2,595.83/pay period 12 mo. Equivalent = $62,300</td>
<td>August 1, 2022</td>
</tr>
</tbody>
</table>

*strikethrough designates a resignation before assuming new position*
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Salary Information</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Patrick Hicks</td>
<td>Campus Life Specialist</td>
<td>$1,653.34/pay period 12 mo. Equivalent = $37,568</td>
<td>July 7, 2022</td>
</tr>
<tr>
<td>Ms. Rachel Clower</td>
<td>Academic Advisor</td>
<td>$1,482/pay period 12 mo. Equivalent = $35,359</td>
<td>August 1, 2022</td>
</tr>
<tr>
<td>Ms. Dulce Venegas</td>
<td>Academic Advisor</td>
<td>$1,482/pay period 12 mo. Equivalent = $35,359</td>
<td>August 1, 2022</td>
</tr>
<tr>
<td>Mr. Michael Huston</td>
<td>Purchasing Manager – Bookstore</td>
<td>$1,666.67/pay period 12 mo. Equivalent = $40,000</td>
<td>August 8, 2022</td>
</tr>
<tr>
<td>Ms. Emily Hammett</td>
<td>Professional Support Assistant</td>
<td>$1,025.08/pay period 12 mo. Equivalent = $24,602</td>
<td>August 8, 2022</td>
</tr>
<tr>
<td>Ms. Janet Sledge</td>
<td>Professional Support Assistant</td>
<td>$1,025.08/pay period 12 mo. Equivalent = $24,602</td>
<td>August 8, 2022</td>
</tr>
<tr>
<td>Ms. Jayden Oden</td>
<td>Clinical Coordinator</td>
<td>$2,192.38/pay period 10.5 mo. Equivalent = $52,617.00 which includes $4,500 Coordinator Stipend</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Mr. Johnny Zackary</td>
<td>Program Director of Fire Academy</td>
<td>$2,505.41/pay period 12 mo. Equivalent = $60,133 which includes $5,000 Director Stipend</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Mr. Forrester Tate Nicks</td>
<td>Welding Instructor</td>
<td>$1,691.67/pay period 9 mo. Equivalent = $40,600</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Ms. Terri Riggins</td>
<td>Interim Government Instructor</td>
<td>$1,712.50/pay period 9 mo. Equivalent = $41,100</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Ms. Madison Foote</td>
<td>Support Specialist - Receiving/Purchasing</td>
<td>$1,213.33/pay period 12 mo. Equivalent = $29,120</td>
<td>August 22, 2022</td>
</tr>
</tbody>
</table>
## Estimated Property Values and Tax Impacts  
As of: 8/22/22

### Property Appraised Values

<table>
<thead>
<tr>
<th>County</th>
<th>2019 Certified</th>
<th>2020 Certified</th>
<th>2021 Certified</th>
<th>2022 Certified</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg</td>
<td>2,638,644,133</td>
<td>2,567,652,923</td>
<td>2,446,353,869</td>
<td>2,761,349,016</td>
<td>314,995,147</td>
<td>12.88%</td>
</tr>
<tr>
<td>Rusk</td>
<td>1,045,520,013</td>
<td>1,019,890,455</td>
<td>1,031,589,321</td>
<td>1,266,251,657</td>
<td>234,662,336</td>
<td>22.75%</td>
</tr>
<tr>
<td>Upshur</td>
<td>169,846,019</td>
<td>199,618,954</td>
<td>188,863,239</td>
<td>226,519,546</td>
<td>37,656,307</td>
<td>19.94%</td>
</tr>
<tr>
<td>Smith</td>
<td>137,981,860</td>
<td>140,900,964</td>
<td>147,501,265</td>
<td>169,487,632</td>
<td>21,986,367</td>
<td>14.91%</td>
</tr>
<tr>
<td>Total</td>
<td>3,991,992,025</td>
<td>3,928,063,296</td>
<td>3,814,307,694</td>
<td>4,423,607,851</td>
<td>609,300,157</td>
<td>15.51%</td>
</tr>
</tbody>
</table>

### Property Tax Rates

<table>
<thead>
<tr>
<th></th>
<th>M&amp;O</th>
<th>I&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Rate</td>
<td>0.17500</td>
<td>0.15127</td>
</tr>
<tr>
<td>No New Revenue</td>
<td>0.15186</td>
<td>0.12813</td>
</tr>
<tr>
<td>Voter Approved</td>
<td>0.18839</td>
<td>0.16466</td>
</tr>
</tbody>
</table>

### Tax Levy

<table>
<thead>
<tr>
<th>County</th>
<th>Current</th>
<th>Hold Rate</th>
<th>Change</th>
<th>Voter Approved</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg</td>
<td>4,281,119</td>
<td>4,832,361</td>
<td>551,242</td>
<td>5,202,105</td>
<td>920,986</td>
</tr>
<tr>
<td>Rusk</td>
<td>1,805,281</td>
<td>2,215,940</td>
<td>410,659</td>
<td>2,385,491</td>
<td>580,210</td>
</tr>
<tr>
<td>Upshur</td>
<td>330,511</td>
<td>396,409</td>
<td>65,899</td>
<td>426,740</td>
<td>96,230</td>
</tr>
<tr>
<td>Smith</td>
<td>258,127</td>
<td>296,603</td>
<td>38,476</td>
<td>319,298</td>
<td>61,171</td>
</tr>
<tr>
<td>Total</td>
<td>6,675,038</td>
<td>7,741,314</td>
<td>1,066,275</td>
<td>8,333,635</td>
<td>1,658,596</td>
</tr>
</tbody>
</table>

Percent Change from Current: 15.97%
<table>
<thead>
<tr>
<th>FY 2020 Budget</th>
<th>FY 2021 Budget</th>
<th>FY 2022 Budget</th>
<th>FY 2023 Recommended</th>
<th>Increase/Decrease</th>
</tr>
</thead>
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<tr>
<td>Credit Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>In-District Tuition</td>
<td>1,397,655</td>
<td>1,314,135</td>
<td>1,452,465</td>
<td>1,400,000</td>
</tr>
<tr>
<td>Out of District Tuition</td>
<td>3,261,395</td>
<td>3,066,315</td>
<td>3,389,085</td>
<td>3,210,000</td>
</tr>
<tr>
<td>Out of State Tuition (Texas Non-Resident)</td>
<td>348,496</td>
<td>342,475</td>
<td>378,525</td>
<td>385,000</td>
</tr>
<tr>
<td>Early Admission/Dual Credit</td>
<td>1,095,518</td>
<td>753,882</td>
<td>831,238</td>
<td>2,005,500</td>
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<tr>
<td>Total Credit Tuition</td>
<td>6,102,864</td>
<td>5,476,807</td>
<td>6,053,313</td>
<td>7,005,000</td>
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<tr>
<td>Course and Special Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education Fee</td>
<td>3,231,898</td>
<td>3,199,125</td>
<td>3,535,875</td>
<td>3,340,000</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>4,684,758</td>
<td>4,833,220</td>
<td>5,341,980</td>
<td>5,105,000</td>
</tr>
<tr>
<td>Course Fees</td>
<td>1,695,582</td>
<td>1,564,110</td>
<td>2,205,721</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Total Course and Special Fees</td>
<td>10,186,629</td>
<td>10,278,277</td>
<td>12,126,814</td>
<td>12,071,740</td>
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<tr>
<td>State Appropriations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations - Formula Funding</td>
<td>9,242,271</td>
<td>9,242,271</td>
<td>9,654,903</td>
<td>9,654,903</td>
</tr>
<tr>
<td>State Appropriations - Higher Education Group Insurance (HEGI)</td>
<td>3,346,677</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>State Appropriations - Teacher Retirement System TRS/ORP</td>
<td>965,838</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total State Appropriations</td>
<td>12,554,786</td>
<td>9,242,271</td>
<td>9,654,903</td>
<td>9,744,903</td>
</tr>
<tr>
<td>Total Ad-Valorem Property Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Revenues (Operations)</td>
<td>6,809,812</td>
<td>6,702,258</td>
<td>6,508,163</td>
<td>6,498,059</td>
</tr>
<tr>
<td>Property Tax Revenues (Debt)</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Ad-Valorem Tax Collections</td>
<td>6,909,812</td>
<td>6,702,258</td>
<td>6,508,163</td>
<td>7,012,852</td>
</tr>
<tr>
<td>Other Revenue from Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Recovery (from grants/contracts)</td>
<td>45,564</td>
<td>33,000</td>
<td>33,000</td>
<td>42,500</td>
</tr>
<tr>
<td>Interest/Investment Income</td>
<td>100,000</td>
<td>225,000</td>
<td>225,000</td>
<td>225,000</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>1,400,775</td>
<td>1,400,775</td>
<td>1,460,775</td>
<td>2,500,000</td>
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<tr>
<td>Total Other Revenue from Operations, Debt &amp; Reserves</td>
<td>2,148,539</td>
<td>3,501,783</td>
<td>2,552,430</td>
<td>7,538,550</td>
</tr>
<tr>
<td>Total Operating, Debt Revenues &amp; Reserves</td>
<td>37,952,630</td>
<td>35,351,396</td>
<td>37,045,622</td>
<td>44,058,474</td>
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<tr>
<td>Operating &amp; Debt Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>18,591,124</td>
<td>18,029,982</td>
<td>17,938,569</td>
<td>19,888,551</td>
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<tr>
<td>Employee Benefits</td>
<td>6,262,181</td>
<td>2,410,570</td>
<td>2,244,976</td>
<td>2,792,612</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>12,874,325</td>
<td>14,752,480</td>
<td>14,736,723</td>
<td>13,242,817</td>
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<tr>
<td>Debt - SECO Loans</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Budget</td>
<td>574,391</td>
<td>681,822</td>
<td>1,043,237</td>
<td>2,426,740</td>
</tr>
<tr>
<td>Employee Raise + Salary Study</td>
<td>1,095,518</td>
<td>753,882</td>
<td>831,238</td>
<td>2,005,500</td>
</tr>
<tr>
<td>Total Operating, Debt &amp; Capital Expenses</td>
<td>37,952,630</td>
<td>35,193,032</td>
<td>37,038,459</td>
<td>43,806,490</td>
</tr>
<tr>
<td>Auxiliary Revenues Over/(Under) Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Impact on Unrestricted Funds (Operating, Debt &amp; Auxiliary)</td>
<td>-</td>
<td>151,201</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Kilgore College
### Recommended Budget for Fiscal Year 2023
#### September 1, 2022 to August 31, 2023

### Revenues and Expenses from Auxiliary Enterprises

<table>
<thead>
<tr>
<th></th>
<th>FY 2020 Budget</th>
<th>FY 2021 Budget</th>
<th>FY 2022 Budget</th>
<th>FY 2023 Recommended</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auxiliary Enterprise Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Housing</td>
<td>$2,865,075</td>
<td>$2,304,128</td>
<td>$2,408,156</td>
<td>$2,440,156</td>
<td>$32,000</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$3,268,850</td>
<td>$3,117,500</td>
<td>$2,892,500</td>
<td>$2,576,500</td>
<td>(316,000)</td>
</tr>
<tr>
<td>Rangerette Showcase</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$87,900</td>
<td>17,900</td>
</tr>
<tr>
<td>Parks Fitness Center</td>
<td>$170,500</td>
<td>$63,500</td>
<td>$63,500</td>
<td>$215,400</td>
<td>151,900</td>
</tr>
<tr>
<td>East Texas Oil Museum</td>
<td>$174,500</td>
<td>$120,150</td>
<td>$155,150</td>
<td>$183,009</td>
<td>27,859</td>
</tr>
<tr>
<td>Theater</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$15,000</td>
<td>(15,000)</td>
</tr>
<tr>
<td>Printshop</td>
<td>$327,000</td>
<td>$327,000</td>
<td>$327,000</td>
<td>$425,000</td>
<td>98,000</td>
</tr>
<tr>
<td>Athletics</td>
<td>$275,000</td>
<td>$32,500</td>
<td>$32,500</td>
<td>$45,044</td>
<td>12,544</td>
</tr>
<tr>
<td><strong>Total Auxiliary Enterprise Revenues:</strong></td>
<td>$7,180,925</td>
<td>$6,064,778</td>
<td>$5,978,806</td>
<td>$5,988,009</td>
<td>$9,203</td>
</tr>
</tbody>
</table>

| **Auxiliary Enterprise Expenses** |                |                |                |                     |                   |
| Student Housing          | $1,727,149     | $1,525,041     | $1,592,524     | $1,685,805          | 93,281            |
| Bookstore                | $2,861,908     | $2,628,290     | $2,330,176     | $2,058,402          | (271,774)         |
| Rangerette Showcase      | $40,438        | $37,121        | $40,621        | $49,853             | 9,232             |
| Parks Fitness Center     | $207,655       | $106,666       | $106,666       | $214,712            | 108,046           |
| East Texas Oil Museum    | $153,634       | $141,612       | $154,945       | $170,695            | 15,750            |
| Theatre                 | $18,000        | $18,000        | $30,000        | $15,025             | (14,975)          |
| Printshop               | $314,133       | $304,405       | $245,249       | $418,434            | 173,185           |
| Athletics               | $1,633,172     | $1,462,007     | $1,485,788     | $1,627,067          | 141,279           |
| **Total Auxiliary Enterprise Expenses:** | $7,180,925 | $6,223,142 | $5,985,969 | $6,239,993 | $254,024 |

**Net Profit/(Loss) from Auxiliary Enterprises**

<table>
<thead>
<tr>
<th></th>
<th>FY 2020 Budget</th>
<th>FY 2021 Budget</th>
<th>FY 2022 Budget</th>
<th>FY 2023 Recommended</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$ (158,364)</td>
<td>$ (7,163)</td>
<td>$ (251,984)</td>
<td>(244,821)</td>
</tr>
</tbody>
</table>

**Net Impact on Unrestricted Funds (Operating & Auxiliary)**

<table>
<thead>
<tr>
<th></th>
<th>FY 2020 Budget</th>
<th>FY 2021 Budget</th>
<th>FY 2022 Budget</th>
<th>FY 2023 Recommended</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
## Kilgore College

**Recommended Budget for Fiscal Year 2023**

**September 1, 2022 to August 31, 2023**

### Revenues and Expenses from Auxiliary Enterprises (Grouped)

<table>
<thead>
<tr>
<th></th>
<th>FY 2020 Budget</th>
<th>FY 2021 Budget</th>
<th>FY 2022 Budget</th>
<th>FY 2023 Recommended</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$2,865,075</td>
<td>$2,304,128</td>
<td>$2,408,156</td>
<td>$2,440,156</td>
<td>$32,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>$1,727,149</td>
<td>$1,525,041</td>
<td>$1,592,524</td>
<td>$1,685,805</td>
<td>$93,281</td>
</tr>
<tr>
<td><strong>Net Student Housing Activity</strong></td>
<td>$1,137,926</td>
<td>$779,087</td>
<td>$815,632</td>
<td>$754,351</td>
<td>$(61,281)</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$3,268,850</td>
<td>$3,117,500</td>
<td>$2,892,500</td>
<td>$2,576,500</td>
<td>$(316,000)</td>
</tr>
<tr>
<td>Expenses</td>
<td>$2,861,908</td>
<td>$2,628,290</td>
<td>$2,330,176</td>
<td>$2,058,402</td>
<td>$(271,774)</td>
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<tr>
<td><strong>Net Bookstore Activity</strong></td>
<td>$406,942</td>
<td>$489,210</td>
<td>$562,324</td>
<td>$518,098</td>
<td>$(44,226)</td>
</tr>
<tr>
<td><strong>Rangerette Showcase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$87,900</td>
<td>$17,900</td>
</tr>
<tr>
<td>Expenses</td>
<td>$40,438</td>
<td>$37,121</td>
<td>$40,621</td>
<td>$49,853</td>
<td>$9,232</td>
</tr>
<tr>
<td><strong>Net Rangerette Showcase Activity</strong></td>
<td>$29,562</td>
<td>$32,879</td>
<td>$29,379</td>
<td>$38,047</td>
<td>$8,668</td>
</tr>
<tr>
<td><strong>Parks Fitness Center</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$170,500</td>
<td>$63,500</td>
<td>$63,500</td>
<td>$215,400</td>
<td>$151,900</td>
</tr>
<tr>
<td>Expenses</td>
<td>$207,655</td>
<td>$106,666</td>
<td>$106,666</td>
<td>$214,712</td>
<td>$108,046</td>
</tr>
<tr>
<td><strong>Net Parks Fitness Center Activity</strong></td>
<td>$(37,155)</td>
<td>$(43,166)</td>
<td>$(43,166)</td>
<td>$688</td>
<td>$43,854</td>
</tr>
<tr>
<td><strong>East Texas Oil Museum</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$174,500</td>
<td>$120,150</td>
<td>$155,150</td>
<td>$183,009</td>
<td>$27,859</td>
</tr>
<tr>
<td>Expenses</td>
<td>$153,634</td>
<td>$141,612</td>
<td>$154,945</td>
<td>$170,695</td>
<td>$15,750</td>
</tr>
<tr>
<td><strong>Net East Texas Oil Museum Activity</strong></td>
<td>$20,866</td>
<td>$(21,462)</td>
<td>$205</td>
<td>$12,314</td>
<td>$12,109</td>
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<tr>
<td><strong>Theater</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$15,025</td>
<td>$(15,000)</td>
</tr>
<tr>
<td>Expenses</td>
<td>$18,000</td>
<td>$18,000</td>
<td>$15,025</td>
<td>$15,025</td>
<td>$(14,975)</td>
</tr>
<tr>
<td><strong>Net Theater Activity</strong></td>
<td>$12,000</td>
<td>$12,000</td>
<td>$15,025</td>
<td>$15,025</td>
<td>$(25)</td>
</tr>
<tr>
<td><strong>Printshop</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$327,000</td>
<td>$327,000</td>
<td>$327,000</td>
<td>$425,000</td>
<td>$98,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>$314,133</td>
<td>$304,405</td>
<td>$245,249</td>
<td>$418,434</td>
<td>$173,185</td>
</tr>
<tr>
<td><strong>Net Printshop Activity</strong></td>
<td>$12,867</td>
<td>$22,595</td>
<td>$81,751</td>
<td>$6,566</td>
<td>$(75,185)</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$275,000</td>
<td>$32,500</td>
<td>$32,500</td>
<td>$45,044</td>
<td>$12,544</td>
</tr>
<tr>
<td>Expenses</td>
<td>$1,633,172</td>
<td>$1,462,007</td>
<td>$1,485,788</td>
<td>$1,627,067</td>
<td>$141,279</td>
</tr>
<tr>
<td><strong>Net Athletics Activity</strong></td>
<td>$(1,358,172)</td>
<td>$(1,429,507)</td>
<td>$(1,453,288)</td>
<td>$(1,582,023)</td>
<td>$(128,735)</td>
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<tr>
<td><strong>Other</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Other Auxiliary Departments Activity</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total Net Auxiliary Services Activity:</strong></td>
<td>$224,836</td>
<td>$(158,364)</td>
<td>$(7,163)</td>
<td>$(251,984)</td>
<td>$(244,821)</td>
</tr>
</tbody>
</table>
## FY23 Budget Board Summary

**Capital Summary**

<table>
<thead>
<tr>
<th>Cash Funded (Operating Budget)</th>
<th>Amount</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Admin HVAC</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>Business Admin Foundation</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>ET Police Academy HVAC</td>
<td>18,600</td>
<td></td>
</tr>
<tr>
<td>Stark Patio</td>
<td>25,000</td>
<td></td>
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<tr>
<td>Deferred Maintenance (TBD)</td>
<td>432,188</td>
<td></td>
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<tr>
<td><strong>Subtotal Cash Funded Capital Projects</strong></td>
<td></td>
<td><strong>$520,788</strong></td>
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<tr>
<td><strong>Cash Funded (Operating Budget)</strong></td>
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</tr>
<tr>
<td>Safety &amp; Security</td>
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<tr>
<td>Squad Vehicle</td>
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<td>Radio</td>
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<tr>
<td>Bodycam</td>
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<tr>
<td><strong>Subtotal Safety &amp; Security</strong></td>
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<td><strong>$137,000</strong></td>
</tr>
<tr>
<td>Program Expansion</td>
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<tr>
<td>CDL Relocation + Trucks</td>
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<tr>
<td>Longview Reno for Machining</td>
<td>150,000</td>
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</tr>
<tr>
<td>Rad Tech Table</td>
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<tr>
<td><strong>Subtotal Program Expansion</strong></td>
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<td><strong>$890,000</strong></td>
</tr>
<tr>
<td>Partnership</td>
<td></td>
<td></td>
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<tr>
<td>Pickle Ball Court (50/50 City)</td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Capital Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts Roof</td>
<td>$270,000</td>
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</tr>
<tr>
<td>Fine Arts HVAC</td>
<td>45,000</td>
<td></td>
</tr>
<tr>
<td>Old Main Classroom Upgrades</td>
<td>250,000</td>
<td></td>
</tr>
<tr>
<td>Print Shop HVAC/Siding</td>
<td>300,000</td>
<td></td>
</tr>
<tr>
<td>ATC Chiller</td>
<td>175,000</td>
<td></td>
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<tr>
<td>Physical Ed Complex Chiller</td>
<td>150,000</td>
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</tr>
<tr>
<td>Rangerette Gym Canopies</td>
<td>45,000</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Capital Items</strong></td>
<td></td>
<td><strong>$1,235,000</strong></td>
</tr>
<tr>
<td>Buildings &amp; Structures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stark Hall Renovations</td>
<td>$2,100,000</td>
<td></td>
</tr>
<tr>
<td>Pedestrian Bridge</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Buildings &amp; Structures</strong></td>
<td></td>
<td><strong>$2,100,000</strong></td>
</tr>
<tr>
<td><strong>Subtotal Reserve Funded Capital Projects</strong></td>
<td></td>
<td><strong>$4,512,000</strong></td>
</tr>
</tbody>
</table>

**Total Capital Budget FY2023** | **$5,032,788**
HB 1495 Requirements – Lobbying Expenditures

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

<table>
<thead>
<tr>
<th>Membership</th>
<th>Annual Dues</th>
<th>% of dues devoted to Legislative Advocacy</th>
<th>$ amount devoted to Legislative Advocacy</th>
<th>Prior Year $ amount devoted to Legislative Advocacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>TACC</td>
<td>$24,152.00</td>
<td>23.10%</td>
<td>$5,579.11</td>
<td>$4,987.06</td>
</tr>
<tr>
<td>TASB, Inc.</td>
<td>$1,800.00</td>
<td>15.00%</td>
<td>$270.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>TCCTA</td>
<td>$350.00</td>
<td>10.00%</td>
<td>$35.00</td>
<td>$5.95</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$5,884.11</strong></td>
<td></td>
<td><strong>$5,068.01</strong></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-2022-10
A RESOLUTION OF THE KILGORE COLLEGE BOARD OF TRUSTEES DESIRING TO PARTICIPATE IN INTERLOCAL AGREEMENT WITH HOUSTON-GALVESTON AREA COUNSEL

WHEREAS, Kilgore College, pursuant to the authority granted by Texas Government Code § 791.001, et seq, desires to participate in the H-GAC Buy purchasing cooperative offered by Houston-Galveston Area Counsel; 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 H-GAC Buy whereby Terry Hanson is authorized and directed to sign and deliver 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
## Kilgore College
### Statement of Cash and Investments
#### May 31, 2022

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash and Investments</td>
<td>$31,033,776</td>
<td>$31,033,776</td>
<td>$(4,480,751)</td>
<td>$26,553,025</td>
<td>$26,553,025</td>
</tr>
<tr>
<td>Bank Deposits (Cash)</td>
<td>$7,615,512</td>
<td>$7,615,512</td>
<td>16,297</td>
<td>$7,631,809</td>
<td>$7,631,809</td>
</tr>
<tr>
<td>TexPool</td>
<td>176,863</td>
<td>176,863</td>
<td>161</td>
<td>177,024</td>
<td>177,024</td>
</tr>
</tbody>
</table>

**TOTAL CASH AND INVESTMENTS**

|                           | $38,826,150                  | $38,826,150                  | $(4,464,293)     | $34,361,857             | $34,361,857               |

**Notes:**
Kilgore College does not employ outside investment advisors or managers and does not have soft dollar arrangements.
Kilgore College is associated with the Kilgore College Foundation, a 501(c) 3 corporation.
The market value of the Kilgore College Foundation as of May 31, 2022 was $24,958,094.

Appendix E
## Kilgore College
### Schedule of Cash and Investments
### May 31, 2022

<table>
<thead>
<tr>
<th>FUND</th>
<th>Maturity Date</th>
<th>Rate</th>
<th>Operating</th>
<th>Restricted</th>
<th>Endowment</th>
<th>Plant Reserve</th>
<th>Bond Reserve</th>
<th>Agency</th>
<th>Accrued Interest</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE AS OF 02/28/2022</strong></td>
<td></td>
<td></td>
<td>$33,771,362</td>
<td>$508,498</td>
<td></td>
<td>$3,363,062</td>
<td>$1,178,598</td>
<td></td>
<td>$4,630</td>
<td>$38,826,150</td>
</tr>
<tr>
<td><strong>Bank Deposits (Cash)</strong></td>
<td></td>
<td>0.78%</td>
<td>$24,819,461</td>
<td>$508,407</td>
<td></td>
<td>$50,000</td>
<td>$1,175,157</td>
<td></td>
<td></td>
<td>$26,553,025</td>
</tr>
<tr>
<td><strong>Certificates of Deposit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Reserves CD (91 days) established 11/29/2012</td>
<td>8/18/22</td>
<td>0.50%</td>
<td>4,363,869</td>
<td></td>
<td></td>
<td>3,263,199</td>
<td></td>
<td>4,023</td>
<td>717</td>
<td></td>
</tr>
<tr>
<td>Plant Fund Reserve CD (91 days) established 9/15/2010</td>
<td>6/1/22</td>
<td>0.50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Certificates of Deposit</strong></td>
<td></td>
<td></td>
<td>4,363,869</td>
<td>-</td>
<td>-</td>
<td>3,263,199</td>
<td>-</td>
<td>-</td>
<td>4,740</td>
<td>7,631,809</td>
</tr>
<tr>
<td>TexPool</td>
<td></td>
<td></td>
<td>123,049</td>
<td></td>
<td></td>
<td>53,975</td>
<td></td>
<td></td>
<td></td>
<td>177,024</td>
</tr>
<tr>
<td><strong>Total Cash and Investments</strong></td>
<td></td>
<td></td>
<td>$29,306,379</td>
<td>$508,407</td>
<td>-</td>
<td>$3,367,174</td>
<td>$1,175,157</td>
<td>-</td>
<td>$4,740</td>
<td>$34,361,857</td>
</tr>
</tbody>
</table>
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:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LOCAL Policy for Adoption:
Section: BC BOARD INTERNAL ORGANIZATION
Policy: BCG Board Evaluation

Summary of LOCAL Policy:
- The policy contains guidelines for Board self-evaluation.
- NOTE: This is a LOCAL policy only. There is not a corresponding LEGAL policy.
- There were two options available for this local policy. Option 1 or AJC was more explicit in its requirements.

Procedures:
- In accordance with this policy and in compliance with SACSCOC, the KC Board does conduct an annual self-evaluation.
- A copy of the instrument used is attached.
- The KC Board typically completes/reviews its self-evaluation in tandem with the President’s evaluation.
**Board Self-Evaluation**

The Board shall plan and conduct, at least annually, a thorough self-evaluation. This evaluation may be conducted in a regular meeting, in a special meeting, or in a workshop setting. The yearly review shall include an analysis of:

1. Board procedures;
2. Board member training;
3. Conflict resolution;
4. Working relationships with the College President;
5. Conduct at Board meetings;
6. Long-range planning and goal setting; and
7. Relationship with the community.

In the month or months before the discussion, the Board as a whole shall:

1. Review the Board’s goals for the current year to ensure that all Board members are familiar with Board priorities.
2. Reaffirm the purposes of the self-evaluation so that all Board members understand the desired outcomes of the exercise.
3. Review or select an evaluation instrument, and adapt the instrument to ensure that it will yield the desired information on Board performance.
4. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on College District goals for the current year, reports of the Board’s success and progress in meeting these goals, records of Board meetings and community participation, newspaper clippings, and the like.
5. Have each Board member complete the evaluation instrument separately, several weeks in advance of the discussion.
6. Tabulate individual responses to the instrument and provide a copy of the tabulation to each Board member.
INSTRUCTIONS: For each of the following evaluative statements about the functioning of the Kilgore College Board of Trustees, please indicate your assessment by marking (✓) the appropriate box.

### * Board Meetings

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Needs Improvement</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board meetings are conducted in an effective and efficient manner to accomplish the College's needs and purposes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Board members are punctual to and attend meetings to conclusion.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The Board reviews agenda materials and is well prepared for the Board meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Board members respect the opinions of one another and discussions are structured so that all members have an opportunity to contribute to the decision.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Board members have adequate information upon which to base decisions and they reach decisions on the basis of study of all available background data and consideration of the recommendations of the administration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Board committee structure is conducive to Board performance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### * Board Performance and Service

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Needs Improvement</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. New Board members receive an orientation to rules and responsibilities and College mission and policies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Board members are knowledgeable about community college and state-related issues.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The Board acts as an advocate for community colleges.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Board members participate actively in community affairs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. The Board shows its support for Kilgore College by regularly attending various College events.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. The Board is knowledgeable about the College’s history, values, strengths and weaknesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. The Board helps promote the image of Kilgore College in the community.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. The Board provides regular feedback to the President.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Official Board communication with the President goes through the Board President.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Conformity to Board By-Laws**

<table>
<thead>
<tr>
<th>Number</th>
<th>Statement</th>
<th>Agree</th>
<th>Needs Improvement</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>The Board clearly understand its role in setting policy and by its actions, demonstrates that it appropriately defers executive management to the administration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>The Board understands and performs in a manner which shows that it functions as a whole, rather than as nine individuals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>The Board is sensitive to the concerns of students and employees while maintaining impartiality and refrains from promoting individual agendas.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Members of the Board reflect Board policy as they individually answer public questions and public statements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>The Board conducts its meetings in compliance with Texas Open Meetings Act.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>The Board is sensitive to the needs of the community and community feedback.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Strategic Planning and Annual Processes**

<table>
<thead>
<tr>
<th>Number</th>
<th>Statement</th>
<th>Agree</th>
<th>Needs Improvement</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Board meetings include education, training and information time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>The Board is appropriately involved in and understands the budget process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>The Board gives adequate attention to future planning.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>The Board has a process for the annual evaluation of the President.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>The Board assumes the initiative for taking care of the needs of the President by providing her with a competitive salary, benefits and positive work environment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>The Board acts as a strong advocate for the faculty and staff and strives to provide competitive salaries and benefits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>The Board is aware of the SACSCOC reaccreditation efforts and involved appropriately.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**29. Overall the Board functions most effectively.**

- [ ] Agree
- [ ] Needs improvement
- [ ] Disagree

**30. What would you consider to be the Board's major accomplishments this past year?**
31. Do you have any concerns in the way the Board now functions? If so, please identify the area(s) along with any suggestions for improvement.

32. What specific goals would you suggest that the Board pursue for next year?

33. What is the legacy of this Board?

* Rate how successful you believe the Board has been in addressing these broad categories of concerns and goals identified in responses to last year’s self-assessment questionnaire:

<table>
<thead>
<tr>
<th></th>
<th>Successful</th>
<th>In Progress</th>
<th>No Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. Established a long-range financial plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Increased its community involvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Continued improvements and repairs to the College's facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Addressed Dodson Auditorium and Student Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Completed the Lane project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Completed the McKinstry project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Continued work on the wireless infrastructure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Continued to improve student success</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
KILGORE COLLEGE TASB POLICY CONVERSION
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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022
Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LOCAL Policy for Adoption:
Section: F STUDENTS
Policy: FK STUDENT ACTIVITIES

Summary of LOCAL Policy:
The policy outlines that it is ultimately the responsibility of the KC President to develop procedures regarding student activities and states that student activities are expected to be consistent with KC’s mission. Specifically, the policy mentions intercollegiate athletics and requires that the KC President be responsible for and exercise appropriate control over the College’s intercollegiate athletics program.

Procedures:
• The Vice President of Student Services supervises student activities and intercollegiate athletics at KC and is a direct report to the College President.
• The College employs an Athletic Director, who is a member of the Student Services division to direct and provide oversight for day to day intercollegiate athletic activities including compliance, promotion, and fundraising.
Discrimination on the Basis of Disability

In providing physical education courses and athletics and similar aid, benefits, or services to any of its students, a recipient to which 34 C.F.R. Part 104, Subpart E applies, including a college district, may not discriminate on the basis of disability. A recipient that offers physical education courses or operates or sponsors intercollegiate, club, or intramural athletics shall provide to qualified students with disabilities an equal opportunity for participation in these activities.

A recipient may offer to students with disabilities physical education and athletic activities that are separate or different only if separation or differentiation is consistent with the requirements of offering the most integrated setting appropriate and only if no qualified student with disabilities is denied the opportunity to compete for teams or to participate in courses that are not separate or different.

34 C.F.R. 104.43(d), .47(a)

Discrimination on the Basis of Sex

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient of federal funding, and no recipient shall provide any such athletics separately on such basis.

Notwithstanding the requirements above, a recipient may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try-out for the team offered unless the sport involved is a contact sport. For the purposes of this part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

A recipient that operates or sponsors interscholastic, intercollegiate, club, or intramural athletics shall provide equal athletic opportunity for members of both sexes. In determining whether equal opportunities are available, the U.S. Department of Education Office of Civil Rights (OCR) will consider, among other factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes;

2. The provision of equipment and supplies;
3. Scheduling of games and practice time;
4. Travel and per diem allowance;
5. Opportunity to receive coaching and academic tutoring;
6. Assignment and compensation of coaches and tutors;
7. Provision of locker rooms, practice, and competitive facilities;
8. Provision of medical and training facilities and services;
9. Provision of housing and dining facilities and services; and
10. Publicity.

Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams if a recipient operates or sponsors separate teams will not constitute noncompliance with this section, but OCR may consider the failure to provide necessary funds for teams for one sex in assessing equality of opportunity for members of each sex.

34 C.F.R. 106.41

**Athlete Agents**

"Institution of higher education" means an institution of higher education or a private or independent institution of higher education, as defined by Education Code 61.003, including a community college, that is a member of a national association for the promotion and regulation of intercollegiate athletics. *Occupations Code 2051.001(5)*

**Compliance Coordinator**

An institution of higher education shall designate an individual to serve as a compliance coordinator for that institution and report the name of the compliance coordinator to the secretary of state in a manner prescribed by the secretary. *Occupations Code 2051.253*

**Compliance Standards**

An institution of higher education shall adopt standards relating to the implementation of Occupations Code Chapter 2051, including specific guidelines governing the athlete agent interview program sponsored by the institution under Occupations Code 2051.301.

The guidelines relating to the athlete agent interview program must specify:

1. The scheduling of interview periods;
2. The duration of an interview period;
3. The location on the institution's campus for conducting interviews; and
4. Any terms or conditions under which an athlete agent may contact an athlete during an interview period.

After adopting implementation standards under Occupations Code 2051.251, an institution of higher education shall:

1. Submit the standards to the institution’s athletic council or other analogous body for approval; and

2. File a copy of the approved standards with the secretary of state not later than the 30th day after the date the standards are approved.

If an institution of higher education amends the implementation standards, the institution shall, not later than the 30th day after the date the amendment is effective, file a copy of the amended standards with the secretary.

On receipt of a written request from a registered athlete agent, the secretary of state or a compliance coordinator designated under Occupations Code 2051.253 shall provide a copy of the implementation standards adopted by an institution of higher education.

Interview Program

Each institution of higher education shall sponsor an athlete agent interview program on the institution’s campus. An athlete agent interview program may not continue for more than 30 consecutive business days as determined by the athlete’s institution of higher education and must be conducted during the off-season period before the completion of the athlete’s final year of eligibility.

Each compliance coordinator shall:

1. Establish the schedule for the athlete agent interview program sponsored under Section 2051.301 by the coordinator’s institution of higher education;

2. Not later than the 30th day before the date on which the athlete agent interview program begins, notify each registered athlete agent, in writing, of the interview program, unless the secretary of state provides notification under Section 2051.301(c); and

3. Ensure that the coordinator’s institution of higher education and the athletes attending the institution comply with this chapter and the rules adopted under Occupations Code Chapter 2051.

Occupations Code 2051.301(a), (c), .302-.303
A co-educational institution of higher education that participates in any Title IV, Higher Education Act (HEA) program and has an intercollegiate athletic program must annually, for the preceding reporting year, prepare a report that contains the information described at 34 C.F.R 668.47. 34 C.F.R 668.47(a), (c)

Annually, by July 1, an institution that is attended by students receiving athletically-related student aid must produce a report containing the information described at 34 C.F.R 668.48. 34 C.F.R 668.48(a)
The College President shall develop procedures regarding the sponsorship or sanction of student activities and related requirements consistent with the mission and objectives of the College District.

**Athletics**

The College President shall ultimately be responsible for, and shall exercise appropriate control over, the College District’s intercollegiate athletics program.
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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LOCAL Policy for Adoption:
Section: F STUDENTS
Policy: FLC INTERROGATIONS AND SEARCHES

Summary of LOCAL Policy:
The policy outlines how the College may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

Procedures:
- Procedures for searches conducted by the Kilgore College Police Department are included in the department’s General Orders. The attached Administrative Rule was developed to document procedures used by KC Housing for entry and searches of residence hall rooms, as required by the policy.
Students have a right to be free from unreasonable searches and seizures while on college district premises. *U.S. Const. Amend. IV; Tex. Const. Art. I, Section 9; New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

**Generally**

**Searches Conducted by College District Officials**

When a search is conducted by a college district employee, a reasonable suspicion standard is applied to the search. Reasonable cause exists if the student is suspected of violating a rule, and it is believed that the search will uncover evidence of the suspected violation. The reasonableness of any search involves a determination of whether the search was justified at its inception, and whether, as conducted, the search was reasonably related in scope to the circumstances that justified the interference in the first place. *Vernonia Sch. Dist. 47J v. Acton*, 515 U.S. 646 (1995); *New Jersey v. T.L.O.*, 469 U.S. 325 (1985); *Porter v. Ascension Parish Sch. Bd.*, 393 F.3d 608 (5th Cir. 2004)

**Searches Conducted by Law Enforcement**

Generally, when law enforcement officials conduct a search, they must have probable cause to believe that the subject of the search has violated or is violating the law. However, in some circumstances, courts may apply a different standard to a college district search in which a law enforcement official is involved. *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

**Student Consent**

An individual may waive his rights under the Fourth Amendment by consenting to a search. *Grubbs v. State*, 177 S.W.3d 313 (Tex. App.—Houston [1st Dist.] 2005, pet. ref’d)

**Searches of Dorm Rooms**

A student who occupies a college dormitory room has the same expectation of privacy as any adult has in the privacy of that person’s home and therefore enjoys the protection of the Fourth Amendment. An institution of higher education, including a college district, retains broad supervisory powers, which permit it to adopt a regulation that applies to college district housing, provided that regulation is reasonably construed and is limited in its application to further the institution’s function as an educational institution. The regulation cannot be construed or applied so as to give consent to a search for evidence for the primary purpose of a criminal prosecution. *Piazzola v. Watkins*, 442 F.2d 284 (5th Cir. 1971), *Grubbs v. State*, 177 S.W.3d 313 (Tex. App.—Houston [1st Dist.] 2005, pet. ref’d)

**Searches of Telecommunications / Electronic Devices**

A person is prohibited from obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage by:

1. Intentionally accessing without authorization a facility through which an electronic communication service is provided; or
2. Intentionally exceeding an authorization to access that facility.

Exceptions

This section does not apply with respect to conduct authorized:

1. By the person or entity providing a wire or electronic communications service;

2. By a user of that service with respect to a communication of or intended for that user; or


18 U.S.C. 2701(a), (c)

“Electronic Communication”

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photooptical system that affects interstate or foreign commerce. 18 U.S.C. 2510(12)

“Electronic Storage”

“Electronic storage” means:

1. Any temporary, intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof; and

2. Any storage of such communication by an electronic communication service for purposes of backup protection of such communication.

18 U.S.C. 2510(17)

Messages that have been sent to a person, but not yet opened, are in temporary, intermediate storage and are considered to be in electronic storage. See Steve Jackson Games, Inc. v. United States Secret Service, 36 F.3d 457 (5th Cir. 1994)

By Law Enforcement

A peace officer may not search a person’s cellular telephone or other wireless communications device, pursuant to a lawful arrest of the person without obtaining a warrant under Code of Criminal Procedure 18.0215.

Notwithstanding any other law, a peace officer may search a cellular telephone or other wireless communications device without a warrant if:

1. The owner or possessor of the telephone or device consents to the search;

2. The telephone or device is reported stolen by the owner or possessor; or

3. The officer reasonably believes that:
a. The telephone or device is in the possession of a fugitive from justice for whom an arrest warrant has been issued for committing a felony offense; or

b. There exists an immediate life-threatening situation, as defined by Code of Criminal Procedure 18A.201.

Code Crim. Proc. 18.0215(a), (d)
Appendix H

STUDENT RIGHTS AND RESPONSIBILITIES

INTERROGATIONS AND SEARCHES

FLC

LOCAL

DATE ISSUED: 4/9/2019

UPDATE 36

FLC(LOCAL)-AJC

Searches in General

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Reasonable Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student’s person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

Suspicionless Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

College District Property

College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage, or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

Residence Hall Rooms

Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the Col-
STUDENT RIGHTS AND RESPONSIBILITIES  
INTERROGATIONS AND SEARCHES  

College President or designee. The procedures shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

<table>
<thead>
<tr>
<th>Searches Conducted by Law Enforcement</th>
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<tbody>
<tr>
<td>Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.</td>
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</tbody>
</table>
I. Purpose and Scope

The procedures contained herein describe the situations for which entry and search of Kilgore College residence hall rooms may be conducted by Kilgore College Housing or its representatives.

Searches conducted by the Kilgore College Police Department must be consistent with law and police department procedures.

II. Definitions

- Kilgore College Housing or its representatives – Staff employed either full-time or part-time by the Office of Campus Life to manage housing facilities and any College staff member who does not meet the definition of law enforcement below
- Law Enforcement – Kilgore College Police Department commissioned officers and non-commissioned campus safety officers

III. Procedures

ENTRY
Kilgore College respects students’ right of privacy. Without prior written consent, Kilgore College Housing staff will not give any person access into a resident’s unit room. However, authorized Kilgore College personnel may enter resident’s unit room for the following reasons or concerns:

- In case of an emergency
- When a safety concern is present
- When a resident has abandoned or surrendered the premises
- To make necessary or agreed repairs, alterations, or improvements
- To clean and make ready a vacant space or bedroom
- To supply necessary or agreed services; including but not limited to, pest control, water extraction, filter changes, internet services, fire inspection, etc.
- To test smoke detectors, complete health & safety inspections, and to perform regular preventative maintenance
- To show the premises to prospective workers or contractors

Except in cases of emergency, Kilgore College Housing will provide residents with reasonable written notice of intent to enter. Entry should be during normal business hours. All attempts will be made to give 48 hours advance written notice of entry. Residents may be present when staff enters the unit; however, entry is not conditional upon the resident’s presence. In an emergency, Kilgore College Housing or its representatives may enter the unit at any time without prior notice. Notice will be left behind, on the bed or desk of all entries into a unit.

When any Kilgore College personnel are acting within the scope of their assigned duties and obligations (such as in emergency or disciplinary situations), residents must comply with requests to enter residence hall rooms. Refusal to allow access to such personnel acting in
acCORDANCE with his/her job will be referred to the Office of Campus Life for possible disciplinary action.

**HEALTH, SAFETY, AND PREVENTATIVE MAINTENANCE**
Kilgore College Housing staff will enter rooms to perform inspections to ensure health and safety standards are being met and to identify potential hazards. Residents will receive advance notification and will be expected to cooperate. Failure to comply will result in disciplinary action.

Inspections will focus on the following, but are not limited to this list:

**Safety Equipment**
- Smoke detectors
- Sprinkler heads
- Other security features (self-closing door hinges, window & door locks, etc.)

**Fire Hazards**
- Frayed and/or overloaded electrical wiring, including multiple cords or power strips plugged together ("daisy chained")
- Stacks of newspapers or magazines
- Unapproved heaters
- Buildup of grease in ovens, broilers, or on stovetops
- Storage of gasoline or other flammable materials, or gas-powered vehicle in unit

**Health Hazards**
- Improperly disposed garbage or food
- Unclean bathtub or shower surfaces
- Improperly disposed aluminum cans, glass, bottles, and bags
- Obstructions blocking interior safety equipment or ease of ingress/egress
- Unreported water intrusion/leaks
- Pest control issues
- Kilgore College Housing Contract violations
- Prohibited animals
- Potential illegal occupancy
- Excessively dirty or cluttered rooms

Corrective warning notices will be given in writing within a reasonable time following the inspection. Any violations that mandate an automatic fine will also be communicated and charged to the student’s account. Damages to the unit may be cause for further disciplinary action.
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:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LOCAL Policy for Adoption:
Section: F STUDENTS
Policy: FLE INVOLVEMENT IN DECISION MAKING

Summary of LOCAL Policy:
The policy outlines that it is ultimately the responsibility of the KC President to provide the student body a voice in the decision-making process at the College via membership in appropriate organizations and/or committees. Specifically, this policy requires that students have the opportunity to provide input regarding KC’s food service provider (Aramark).

Procedures:
• The Vice President of Student Services supervises Housing and Residential Life, Campus and Student Activities, student organizations and clubs, campus dining and intramural sports.
• The College employs a Coordinator of Campus Life, who is a member of the Student Services Division, and provides direct oversight for Housing and Residential Life, Campus and Student Activities, student organizations and clubs, campus dining and intramural sports.
• The KC Student Government Association (SGA) is the main mechanism employed by the College to hear the voices of its students. The main purpose of the SGA is to promote interest and opinions of the student body and to voice these opinions to the administration. SGA is a member of the Texas Junior College Student Government Association and is open to all Kilgore College students. It is a service and leadership organization that bridges the gap between the students, administration and faculty. It represents the KC student body, aiming to help others so we can grow as one, and build up not only the school but the community as well through our services.
• The College’s food service provider contract requires that periodic meetings be held by the contractor to provide students the opportunity to give feedback. In addition, the
College’s food service provider posts visible signage promoting ways that students can provide immediate feedback.

- KC conducts student surveys on an annual basis that provides an alternate platform to provide input on KC’s food service provider (Aramark).
- Finally, KC, in order to comply with this policy will insert the fourth and fifth bullet points found in this summary document into the combined college catalog/student handbook. The KC Board approves the combined college catalog/student handbook on an annual basis.
The governing board of an institution of higher education, including a college district, shall develop and implement policies that provide the students at the institution with a reasonable opportunity to appear before any committee or other entity that is determining whether a food service provider should be selected or retained by the institution. The policies shall provide the students with a reasonable opportunity to discuss the performance of a food service provider and the students’ recommendations for qualifications of food service providers.

A contract between an institution of higher education and a food service provider must require the food service provider to periodically hold meetings or forums to provide the students at the institution with a reasonable opportunity to discuss the performance of the food service provider.

"Food service provider" means a person who contracts with the institution to provide food or beverage service at any location on the premises of the institution.

*Education Code 51.945*
In accordance with procedures developed by the College President, students shall be selected annually to provide a voice for the student body in the decision-making processes of the College District on appropriate committees.

**Food Service Provider**

Students shall be granted the opportunity to provide input regarding a College District food service provider in accordance with Board-approved procedures published in the student handbook.
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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: A BASIC DISTRICT FOUNDATION
Policy: AA COLLEGE DISTRICT LEGAL STATUS AND HISTORY

Summary of LEGAL Policy:

Note: AA is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance and is classified as #1 – Independent school district junior college.
A college district derives its legal status from the Constitution of the state of Texas and from the Texas Education Code as passed and amended by the Texas Legislature. *Texas Constitution, Art. VII*

By complying with the provisions of the appropriate sections of Education Code Chapter 130 a public junior college and/or district of any one of the following classifications may be established:

1. Independent school district junior college.
2. City junior college.
3. Union junior college.
4. County junior college.
5. Joint-county junior college.
6. Public junior college as a part or division of a regional college district.

*Education Code 130.004(a)*
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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: A BASIC DISTRICT FOUNDATIONS
Policy: AC GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

Summary of LEGAL Policy:

Note: AC is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance and will follow these guidelines should the Board ever approve the College to open a branch campus in its existing district.
New Campuses or College Districts

The establishment of any new public junior college campus within an existing junior college district or the establishment of any new junior college district shall be approved by the Legislative Budget Board if the establishment occurs during a time when the legislature is not in session. The legislature shall approve the establishment of any new public junior college campus within an existing junior college district or the establishment of any new junior college district if proposed during or within three months prior to a legislative session. *Education Code 130.004(e)*
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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:  
August 16, 2022

Kilgore College Board of Trustees Meeting Date:  
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:  
Section:  AC GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
Policy:  ACB Service Areas  

Summary of LEGAL Policy:  

Note: ACB is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance with the geographical boundaries and service areas outlined in this legal document.
“Services” means the courses and programs described in Education Code 130.0011 and 130.003(e). [See AD(LEGAL)]

“Service area” means:

1. The territory within the boundaries of the taxing district of a junior college district; and

2. The territory outside the boundaries of the taxing district of a junior college district in which the junior college district provides services.

**Education Code 130.161**

**Alamo Community College District**

The service area of the Alamo Community College District includes the territory within:

1. Bexar, Bandera, Comal, Kendall, Kerr, and Wilson Counties;

2. Atascosa County, except the territory within the Pleasanton Independent School District; and

3. Guadalupe County, except the territory within the San Marcos Independent School District.

**Education Code 130.162**

**Alvin Community College District**

The service area of the Alvin Community College District includes the territory within:

1. The Alvin, Danbury, and Pearland independent school districts; and

2. The part of the Angleton Independent School District annexed by the community college district before September 1, 1995.

**Education Code 130.163**

**Amarillo College District**

The service area of the Amarillo College District includes the territory within Potter, Randall, Carson, Oldham, Deaf Smith, Parmer, Castro, Swisher, and Moore Counties. **Education Code 130.164**

**Angelina County Junior College District**

The service area of the Angelina County Junior College District includes the territory within:

1. Angelina, Houston, Nacogdoches, Polk, Sabine, San Augustine, Trinity, and Tyler Counties;

2. The Wells and Alto independent school districts, located in Cherokee County;

3. The Burkeville and Newton independent school districts, located in Newton County;
4. The Jasper Independent School District, located in Jasper County;

5. The Shepard and Coldspring-Oakhurst consolidated independent school districts, located in San Jacinto County;

6. The part of the Brookeland Independent School District that is located in Jasper and Newton Counties;

7. The part of the Colmesneil Independent School District that is located in Jasper County; and

8. The part of the Trinity Independent School District that is located in Walker County.

*Education Code 130.165*

**Austin Community College District**

The service area of the Austin Community College District includes the territory within:

1. Hays, Caldwell, and Blanco Counties;

2. Travis County, except the territory within the Marble Falls Independent School District;

3. Williamson County, except the territory within the Florence, Granger, Hutto, Lexington, Taylor, and Thrall independent school districts;

4. The part of San Marcos Consolidated Independent School District located in Guadalupe County;

5. Bastrop County, except the territory within the Lexington Independent School District;

6. The part of the Elgin Independent School District located in Lee County; and

7. The part of the Smithville Independent School District located in Fayette County.

*Education Code 130.166*

**Bee County College District**

The service area of the Bee County College District includes the territory within:

1. Bee, Karnes, Live Oak, Jim Wells, McMullen, Duval, and Brooks Counties;

2. The Pleasanton Independent School District, located in Atascosa County; and
3. The Kingsville, Santa Gertrudis, and Ricardo independent school districts, located in Kleberg County.

_Education Code 130.167_

Blinn Junior College District

The service area of the Blinn Junior College District includes the territory within:

1. Washington, Burleson, Brazos, Madison, Grimes, and Waller Counties;
2. The Mumford, Hearne, and Franklin independent school districts located in Robertson County;
3. Austin County, other than the territory within the Wallis-Orchard Independent School District;
4. The Milano and Gause independent school districts located in Milam County;
5. The part of the Richards Independent School District that is located in Walker and Montgomery Counties;
6. The part of the Bryan Independent School District that is located in Robertson County;
7. Fayette County, other than the territory within the Smithville Independent School District;
8. Lee County, other than the territory within the Elgin Independent School District; and
9. The part of the Lexington Independent School District that is located in Bastrop, Milam, and Williamson Counties.

_Education Code 130.168_

Borger Junior College District

The service area of the Borger Junior College District includes:

1. The territory within the Borger Independent School District;
2. The territory within the Spring Creek Independent School District that is also within the junior college district’s taxing district; and

_Education Code 130.169_

Brazosport College District

The service area of the Brazosport College District includes the territory within:
1. The Brazosport, Columbia-Brazoria, Sweeny, and Damon independent school districts; and

2. The Angleton Independent School District, except the part annexed by the Alvin Community College District before September 1, 1995.

*Education Code 130.170*

Central Texas College District

The service area of the Central Texas College District includes the territory within:

1. The Killeen Independent School District, located in Bell County;

2. The Copperas Cove Independent School District, located in Coryell County;

3. Fort Hood and North Fort Hood, located in Bell County;

4. Coryell, Gillespie, Hamilton, Lampasas, Llano, Mason, Mills, and San Saba Counties;

5. The Brady, Lohn, and Rochelle independent school districts located in McCullough County;

6. The Burnet Consolidated Independent School District located in Burnet County;

7. The Florence Independent School District;

8. The part of the Lampasas Independent School District that is located in Burnet County;

9. The part of the Lampasas Independent School District that is located in Bell County;

10. The part of the Copperas Cove Independent School District that is located in Bell County; and


*Education Code 130.171*

Cisco Junior College District

The service area of the Cisco Junior College District includes the territory within:

1. The Cisco Independent School District; and

2. Callahan, Coleman, and Taylor Counties.

*Education Code 130.172*
The service area of the Clarendon College District includes the territory within Gray, Donley, Wheeler, Armstrong, Collingsworth, Briscoe, Hall, and Childress Counties. *Education Code 130.173*

The service area of the College of the Mainland District includes the territory within:

1. The Santa Fe, Hitchcock, Texas City, La Marque, Dickinson, and Friendswood independent school districts; and
2. The part of the Clear Creek Independent School District that is located in Galveston County.

*Education Code 130.174*

The service area of the Collin County Community College District includes the territory within:

1. Collin and Rockwall Counties; and
2. The part of Denton County that is within the municipality of The Colony, the municipality of Frisco, and the Celina and Prosper independent school districts.

*Education Code 130.175*

The service area of the Dallas County Community College District includes the territory within:

1. Dallas County; and

*Education Code 130.176*

The service area of the Del Mar College-Corpus Christi Junior College District includes the territory within:

1. The Corpus Christi, West Oso, Calallen, Tuloso-Midway, and Flour Bluff independent school districts, and any area located outside of those school districts that is within the municipality of Corpus Christi;
2. Nueces, San Patricio, Aransas, and Kenedy Counties; and

*Education Code 130.177*

The service area of the El Paso County Community College District includes the territory within El Paso and Hudspeth Counties. *Education Code 130.178*
Galveston College District

The service area of the Galveston College District includes:

1. The territory within the Galveston Independent School District;
2. The part of the Galveston and Chambers Counties located on the Bolivar Peninsula, including the municipality of High Island and the High Island Independent School District; and
3. The territory within the Sabine Pass and Hamshire-Fannett independent school districts in Jefferson County.

*Education Code 130.179*

Grayson County Junior College District

The service area of the Grayson County Junior College District includes the territory within:

1. Grayson County; and
2. The Bonham, Dodd City, Wolfe City, Ector, Leonard, Savoy, Trenton, Whitewright, and Sam Rayburn independent school districts located in Fannin County.

*Education Code 130.180*

Hill College District

The service area of the Hill College District includes the territory within:

1. The Hillsboro, Itasca, Covington, Whitney, Abbott, and Bynum independent school districts; and

*Education Code 130.181*

Houston Community College System District

The service area of the Houston Community College System District includes the territory within:

1. The Houston, Alief, Katy, Spring Branch, and North Forest independent school districts;
2. The Stafford Municipal School District; and
3. The part of the Fort Bend Independent School District that is located in the municipalities of Houston, Missouri City, and Pearland.

*Education Code 130.182*

Howard County Junior College District

The service area of the Howard County Junior College District includes the territory within Howard, Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard, and Kimble Counties. *Education Code 130.183*
The service area of the Kilgore Junior College District includes the territory within:

1. The Kilgore, West Rusk, Overton, Leverett’s Chapel, White Oak, Sabine, Gladewater, Big Sandy, Union Grove, Gilmer, New Diana, Spring Hill, Pine Tree, Longview, Hallsville, Henderson, Carlisle, Laneville, and Mount Enterprise independent school districts; and

2. The Tatum Independent School District, except the part of the district that is located in Panola County.

*Education Code 130.184*

The service area of the Laredo Community College District includes the territory within:

1. The municipality of Laredo; and

2. Webb, Jim Hogg, and Zapata Counties.

*Education Code 130.185*

The service area of the Lee College District includes the territory within:

1. The Goose Creek Consolidated Independent School District; and

2. The Crosby, Dayton, Liberty, Barbers Hill, Anahuac, Huffman, Devers, East Chambers, Hardin, and Hull-Daisetta independent school districts.

*Education Code 130.186*

The service area of the Lone Star College System District includes the territory within:

1. The Aldine, Conroe, Cypress-Fairbanks, Humble, New Caney, Spring, Tomball, Magnolia, Willis, Montgomery, Splendora, Cleveland, Tarkington, and Klein independent school districts; and

2. The Huntsville and New Waverly independent school districts in Walker County.

3. *Education Code 130.187*

The service area of the McLennan Community College District includes the territory within:

1. McLennan and Falls Counties; and
2. The Calvert and Bremond independent school districts. 

_Education Code 130.188_

**Midland Community College District**

The service area of the Midland Community College District includes the territory within:

1. Midland County, except the territory within the Greenwood Community; and

2. Reagan, Pecos, Terrell, and Crockett Counties.

_Education Code 130.189_

**Navarro College District**

The service area of the Navarro College District includes the territory within Navarro, Ellis, Freestone, Limestone, and Leon Counties. _Education Code 130.190_

**North Central Texas College District**

The service area of the North Central Texas College District includes the territory within:

1. Cooke and Montague Counties;

2. Denton County, except the territory within The Colony, the municipality of Frisco, and the Celina, Prosper, and Carrollton-Farmers Branch independent school districts; and

3. The part of the Graham Independent School District that is located in Young County.

_Education Code 130.191_

**Northeast Texas Community College District**

The service area of the Northeast Texas Community College District includes the territory within:

1. Camp, Morris, and Titus Counties;

2. The Avinger and Hughes Springs independent school districts, located in Cass County;

3. The Mount Vernon Independent School District, located in Franklin County;

4. The Como-Pickton and Saltillo independent school districts, located in Hopkins County;

5. The Ore City, Union Hill, and Harmony independent school districts;

6. The Winnsboro Independent School District;

7. The part of the Pewitt Independent School District that is located in Cass County; and
8. The part of the Pittsburg Independent School District that is located in Upshur County.

*Education Code 130.192*

**Odessa College District**

The service area of the Odessa College District includes the territory within:

1. Ector, Brewster, Andrews, Crane, Jeff Davis, Ward, Winkler, Presidio, Upton, Reeves, Culberson, and Loving Counties; and

2. The Seminole Independent School District in Gaines County.

*Education Code 130.193*

**Panola College District**

The service area of the Panola College District includes the territory within:

1. Panola, Marion, and Shelby Counties; and

2. Harrison County, except the territory within the Hallsville Independent School District.

*Education Code 130.194*

**Paris Junior College District**

The service area of the Paris Junior College District includes the territory within:

1. The Paris Independent School District;

2. The part of the Prairiland Independent School District that was formerly the Cunningham School District;

3. The municipality of Paris;

4. Lamar and Delta Counties;

5. The Detroit and Clarksville independent school districts and the Talco-Bogata Consolidated Independent School District that is in Red River County;

6. The North Hopkins, Sulphur Bluff, Sulphur Springs, Miller Grove, and Cumby independent school districts in Hopkins County;

7. The Honey Grove Consolidated Independent School District in Fannin County;

8. The Fannindel Independent School District, located in Fannin and Delta Counties;

9. Hunt County, except the part of the county that is located in the Terrell Independent School District; and
10. The part of the Prairiland Independent School District that is located in Red River County.

*Education Code 130.195*

**Ranger Junior College District**

The service area of the Ranger Junior College District includes the territory within:

1. The part of the Ranger Independent School District that is located in Eastland County, except the area that is known as the old Bullock School Land; and
2. Comanche, Brown, Erath and Young Counties, except for the part of the Graham Independent School District that is located in Young County.

*Education Code 130.196*

**San Jacinto College District**

The service area of the San Jacinto College District includes the territory within:

1. The Pasadena, La Porte, Deer Park, Channelview, Galena Park, and Sheldon independent school districts; and
2. The part of the Clear Creek Independent School District that is located in Harris County.

*Education Code 130.197*

**South Plains College District**

The service area of the South Plains College District includes the territory within:

1. The Whiteface Consolidated Independent School District;
2. Bailey, Lamb, Hale, Floyd, Motley, Cochran, Hockley, Lubbock, Crosby, Yoakum, Terry, Lynn, and Garza Counties; and
3. Gaines County, except the territory within the Seminole Independent School District.

*Education Code 130.198*

**South Texas Community College District**

The service area of the South Texas Community College District includes the territory within Hidalgo and Starr Counties. *Education Code 130.199*

**Southwest Texas Junior College District**

The service area of the Southwest Texas Junior College District includes the territory within Zavala, Uvalde, Real, Dimmit, Frio, Kinney, La Salle, Maverick, Medina, Val Verde, and Edwards Counties. *Education Code 130.200*
Tarrant County Junior College District

The service area of the Tarrant County Junior College District includes the territory within Tarrant County. *Education Code 130.201*

Temple Junior College District

The service area of the Temple Junior College District includes the territory within:

1. The Temple Independent School District;
2. The municipality of Temple;
3. The Academy, Bartlett, Belton, Holland, Rogers, Troy, and Salado independent school districts located in Bell County;
4. The Buckholts, Cameron, Rockdale, and Thorndale independent school districts located in Milam County;
5. The Granger, Hutto, Taylor, and Thrall independent school districts located in Williamson County;
6. The part of the Rosebud-Lott Independent School District that is located in Milam County; and
7. The part of the Bartlett Independent School District that is located in Milam County.

*Education Code 130.202*

Texarkana College District

The service area of the Texarkana College District includes the territory within:

1. The taxing district, which includes all of Bowie County;
2. Cass County, except the territory within the Hughes Springs, Avinger, and Pewitt independent school districts; and
3. The Avery Independent School District located in Red River County.

*Education Code 130.203*

Texas Southmost College District

The service area of the Texas Southmost College District includes the territory within:

1. The Brownsville, Los Fresnos Consolidated, and Point Isabel independent school districts; and
2. Cameron and Willacy Counties.

*Education Code 130.204*

Trinity Valley Community College District

The service area of the Trinity Valley Community College District includes the territory within:
1. The part of the Terrell Independent School District located in Hunt County;
2. Anderson, Henderson, Kaufman, and Rains Counties; and
3. Van Zandt County, except the territory within the Grand Saline, Lindale, and Van independent school districts.

*Education Code 130.205*

**Tyler Junior College District**

The service area of the Tyler Junior College District includes the territory within:

1. The Chapel Hill, Grand Saline, Lindale, Tyler, Yantis, Winona, Alba-Golden, Arp, Bullard, Hawkins, Jacksonville, Mineola, New Summerfield, Quitman, Rusk, Troup, and Whitehouse independent school districts; and
2. The Van Independent School District, except the part of the district that is located in Henderson County.

*Education Code 130.206*

**Vernon Regional Junior College District**

The service area of the Vernon Regional Junior College District includes the territory within Wilbarger, Archer, Baylor, Clay, Cottle, Foard, Hardeman, Haskell, King, Knox, Throckmorton, and Wichita Counties. *Education Code 130.207*

**The Victoria College District**

The service area of the Victoria College District includes the territory within:

1. Victoria, Lavaca, DeWitt, Gonzales, and Calhoun Counties;
2. Jackson County, except the territory within the Ganado Independent School District; and
3. Refugio County, except the territory within the Woodsboro Independent School District.

*Education Code 130.208*

**Weatherford College District**

The service area of the Weatherford College District includes the territory within Hood, Parker, Wise, Jack, and Palo Pinto Counties. *Education Code 130.209*

**Western Texas College District**

The service area of the Western Texas College District includes the territory within Scurry, Fisher, Jones, Nolan, Runnels, Dickens, Stonewall, Borden, Mitchell, and Kent Counties. *Education Code 130.210*
The service area of the Wharton County Junior College District includes the territory within:

1. Wharton County;
2. The Needville Independent School District in Fort Bend County;
3. The Wallis-Orchard Independent School District located in Austin County;
4. The Columbus and Weimer independent school districts located in Colorado County;
5. The Rice Consolidated Independent School District located in Colorado County;
6. The Kendleton and Lamar independent school districts located in Fort Bend County;
7. The Bay City, Boling, Matagorda, Palacios, Tidehaven, and Van Vleck independent school districts located in Matagorda County;
8. The Ganado Independent School District located in Jackson County; and
9. The incorporated area and extraterritorial jurisdiction of the City of Sugar Land located in Fort Bend County.

*Education Code 130.211*
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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: FE FINANCING EDUCATION
Policy: FEB WORK STUDY

Summary of LEGAL Policy:

Note: FEB is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance with the Federal and State Work-Study Program requirements and guidelines.
**Federal Work-Study Program**

The purpose of the federal work-study program (FWS) is to stimulate and promote the part-time employment of students who are enrolled as undergraduate, graduate, or professional students and who are in need of earnings from employment to pursue courses of study at eligible institutions, and to encourage students receiving federal student financial assistance to participate in community service activities that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community. The program shall be administered by the U.S. Department of Education and participating institutions of higher education in accordance with 20 U.S.C. Chapter 28, Subchapter IV, Part C and 34 C.F.R. 675.1-.28. 20 U.S.C. 1087-51, -53(a); 34 C.F.R. 675.1-.28

**Eligible Student**

A student at an institution of higher education is eligible to receive part-time employment under the FWS program for an award year if the student:

1. Meets the relevant eligibility requirements contained in 34 C.F.R. 668.32;

2. Is enrolled or accepted for enrollment as an undergraduate, graduate, or professional student at the institution; and

3. Has financial need as determined in accordance with Part F of Title IV of the Higher Education Act (HEA). A member of a religious order (an order, community, society, agency, or organization) who is pursuing a course of study at an institution of higher education is considered to have no financial need if that religious order has as its primary objective the promotion of ideals and beliefs regarding a Supreme Being; requires its members to forego monetary or other support substantially beyond the support it provides; and directs the members to pursue the course of study or provides subsistence support to its members.

34 C.F.R. 675.9

**Eligible Employer**

A student may be employed under the FWS program by the institution in which the student is enrolled; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization.

Regardless of the student's employer, the student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of type of work; geographical region; employee proficiency; and any applicable federal, state, or local law.

FWS employment may not:
1. Impair existing service contracts;
2. Displace employees;
3. Fill jobs that are vacant because the employer's regular employees are on strike;
4. Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction; or
5. Include employment for the U.S. Department of Education.

34 C.F.R. 675.20(a)–(c)

Academic Credit
A student may be employed under the FWS program and also receive academic credit for the work performed. Those jobs include, but are not limited to, work performed when the student is enrolled in an internship; enrolled in a practicum; or employed in a research, teaching, or other assistantship.

A student employed in an FWS job and receiving academic credit for that job may not be:

1. Paid less than he or she would be if no academic credit were received;
2. Paid for receiving instruction in a classroom, laboratory, or other academic setting; and
3. Paid unless the employer would normally pay the person for the same position.

34 C.F.R. 675.20(d)

Notice of Employment Opportunities
To participate in the FWS program, an institution of higher education shall enter into a participation agreement with the U.S. Secretary of Education. The agreement provides that, among other things, the institution shall inform all eligible students of the opportunity to perform community services and consult with local non-profit, governmental, and community-based organizations to identify those opportunities. 34 C.F.R. 675.8

Texas College Work-Study Program
Any public, private, or independent institution of higher education, including a college district, is eligible to participate in the Texas College Work-Study Program in accordance with Education Code Chapter 36, Subchapter E and 19 Administrative Code Chapter 22, Subchapter G. 19 TAC 22.128(3), .129(a)(1)

Mentorship Program
In accordance with Education Code 56.079 and 19 Administrative Code Chapter 22, Subchapter G, the Coordinating Board shall administer a work-study student mentorship program under which
students who are enrolled at participating eligible institutions and who meet the eligibility requirements for employment in the Texas College Work-Study Program may be employed by participating entities under the Texas College Work-Study Program to:

1. Mentor students at participating eligible institutions or high school students in participating school districts;
2. Counsel high school students at GO Centers or similar high school-based recruiting centers designed to improve student access to higher education; or
3. Support student interventions at participating eligible institutions that are focused on increasing completion of degrees or certificates, such as interventions occurring through advising or supplemental instruction.

A “participating entity” is an eligible institution, a school district, or a nonprofit organization that has filed a memorandum of understanding with the Coordinating Board under 19 Administrative Code Chapter 22, Subchapter G to participate in the mentorship program.

_Education Code 56.079; 19 TAC 22.128(6)_

To participate in the program, an institution must:

1. Provide part-time employment to an eligible student in non-partisan and nonsectarian activities;
2. Provide, insofar as is practicable, employment to an eligible student that is related to the student's academic interests;
3. Use program positions only to supplement and not supplant positions normally filled by persons not eligible to participate in the work-study program; and
4. Provide not less than 25 percent of an employed student's wages and 100 percent of other employee benefits for the employed student from sources other than federal college work-study program funds. Institutions eligible to receive Title III funds from the U.S. Department of Education are exempted from the program requirement to provide 25 percent of an employed student's wages, if they provide the Coordinating Board with a copy of a current Title III eligibility letter from the U.S. Department of Education.

_Education Code 56.074(b); 19 TAC 22.129(c)_

To participate in the mentorship program:

_Institution Requirements Generally_

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_DATE ISSUED: 6/8/2021_  
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1. An institution must file with the Coordinating Board a memorandum of understanding detailing the roles and responsibilities of each participating entity.

2. An institution must provide not less than ten percent of an employed mentor’s wages and 100 percent of other employee benefits for the employed student from sources other than federal college work-study program funds. Institutions eligible to receive Title III funds from the U.S. Department of Education are exempted from the mentorship program requirement to provide ten percent of an employed student’s wages, if they provide the Coordinating Board with a copy of a current Title III eligibility letter from the U.S. Department of Education.

3. A participating entity, other than an institution of higher education, benefiting from the services of the mentor must provide funding in an amount at least equal to the amount of the institution’s contribution. The participating entity’s contribution may be satisfied through in-kind contributions, if acceptable by the institution. Participating entities benefiting from the service of mentors enrolled at institutions eligible to receive Title III funds from the U.S. Department of Education are exempted from the mentorship program requirement to provide matching funds, if the institution has provided the Coordinating Board with a copy of a current Title III eligibility letter from the U.S. Department of Education.

Additional criteria for participation and program requirements for the mentorship program shall be determined and set forth in commissioner’s policies.

19 TAC 22.129(d)–(e)

Eligible Student

To be eligible for employment in the program, a person must:

1. Be a Texas resident as defined by Coordinating Board rules;

2. Be enrolled for at least the number of hours required of a half-time student, and be seeking a degree or certification in an eligible institution;

3. Establish financial need in accordance with Coordinating Board procedures;

4. Have a statement on file with the institution of higher education indicating the student is registered with the Selective Service System as required by federal law or is exempt from Selective Service registration under federal law; and
5. If participating in the Mentorship Program, receive appropriate training and supervision as determined by the commissioner or Coordinating Board staff.

A person is not eligible to participate in the program if the person concurrently receives an athletic scholarship.

_Education Code 56.075; 19 TAC 22.130_

**Eligible Off-Campus Employer**

An eligible institution may enter into agreements with off-campus employers that participate in the program. To be eligible to participate, an off-campus employer must:

1. Provide part-time employment to an eligible student in nonpartisan and nonsectarian activities;

2. Provide, insofar as is practicable, employment to an eligible student that is related to the student's academic interests;

3. Use program positions only to supplement and not to supplant positions normally filled by persons not eligible to participate in the work-study program; and

4. Unless eligible for a waiver of matching funds under 19 Administrative Code 22.131, provide not less than 25 percent of an employed student's wages and 100 percent of other employee benefits for the employed student from sources other than federal college work-study program funds, if the employer is a nonprofit entity; or

5. Provide not less than 50 percent of an employed student's wages and 100 percent of other employee benefits for the employed student, if the employer is a profit-making entity.

Institutions eligible to receive Title III funds from the U.S. Department of Education are exempted from the program requirement to provide 25 percent of an employed student's wages, if they provide the Coordinating Board with a copy of a current Title III eligibility letter from the U.S. Department of Education.

For the mentorship program, an eligible institution must file, in conjunction with the participating school district(s) or nonprofit organization(s), a memorandum of understanding with the Coordinating Board.

_Education Code 56.076; 19 TAC 22.131_

**Approval**

Each approved institution must enter into an agreement with the Coordinating Board, the terms of which shall be prescribed by the commissioner. An institution must be approved by April 1 in order
for qualified students enrolled in that institution to be eligible to receive grants in the following fiscal year. 19 TAC 22.129(b)

Institutions participating in the program must establish and maintain an online list of work-study employment opportunities available on campus, sorted by department as appropriate, and ensure that the list is easily accessible to the public and prominently displayed on the institution’s website. Education Code 56.080; 19 TAC 22.129(f)

At the beginning of each year or upon request by the institution, the year's full allocation of funds needed for immediate disbursement to students will be provided to each participating institution for use in reimbursing students for their work. Institutions will have until February 20 or the first workday thereafter if it falls on a holiday or a weekend to encumber all funds allocated to them.

Unless given specific permission by the Coordinating Board to use funds for summer awards, schools will be required to utilize their original state work-study allocation of funds for employment during the nine-month academic year (fall and spring terms). However, institutions may use reallocated funds for summer awards, but the funds must be expended by August 31 of the fiscal year.

19 TAC 22.2, .133(c)–(e)

The Coordinating Board shall allocate program funds to participating institutions according to criteria established by the commissioner. At the beginning of each academic year, the year's full allocation will be provided to each participating institution. Institutions shall have until a date specified by the commissioner to encumber all funds allocated.

Program funds may be used during any academic period for which mentorship opportunities are needed by participating entities as long as student mentors meet eligibility requirements.

19 TAC 22.134

Institutions participating in the Texas Educational Opportunity Grant and Texas College Work-Study Programs, in accordance with instructions from the Coordinating Board, may transfer current fiscal year funds up to the lesser of ten percent or $20,000 between these programs. This threshold applies to the program from which the funds are transferred. Such transfers must occur by July 1 of the current fiscal year.

Institutions participating in both the Texas College Work-Study Program and the Work-Study Student Mentorship Program, in accordance with instructions from the Coordinating Board, may transfer
current fiscal year funds up to 25 percent between the two programs. This threshold applies to the program from which the funds are transferred. Such transfers must occur by July 1 of the current fiscal year.

19 TAC 22.11(b)

Discrimination on the Basis of Sex

A recipient of federal funding that assists any agency, organization, or person in making employment available to any of its students shall assure itself that such employment is made available without discrimination on the basis of sex; and shall not render such services to any agency, organization, or person that discriminates on the basis of sex in its employment practices.

A recipient that employs any of its students shall not do so in a manner that violates 34 C.F.R. Part 106, Subpart E.

34 C.F.R. 106.38
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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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: FFA  WELLNESS AND HEALTH SERVICES
Policy: FFAA  Immunizations

Summary of LEGAL Policy:

Note: FFAA is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance with all wellness and health services required including immunizations.
### Generally

An institution of higher education, including a college district, may require applicants for admission to be immunized against diphtheria, rubella, rubella, mumps, tetanus, and poliomyelitis.

The executive commissioner of the Health and Human Services Commission may require immunizations against the diseases listed above. As described below, the executive commissioner requires immunizations against additional diseases for students at any institution of higher education who are pursuing a course of study in a human or animal health profession.

An institution of higher education shall comply with any modifications or deletions in this requirement that may be made by the executive commissioner.

*Education Code 51.933; 25 TAC 97.64(a), (d)*

### Exceptions

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code 161.004(d), Health and Safety Code 161.0041, Education Code Chapter 51, and Human Resources Code Chapter 42.

*Education Code 51.933(d)*

#### Medical Reasons

To claim an exclusion for medical reasons, the student must present an exemption statement to the school or child-care facility, dated and signed by a physician (M.D. or D.O.) properly licensed and in good standing in any state in the United States who has examined the student. The statement must state that, in the physician’s opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. *Education Code 51.933(d); 25 TAC 97.62(1)*

#### Reasons of Conscience

To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or child-care facility a completed, signed, and notarized affidavit on a form provided by the Texas Department of State Health Services (DSHS) stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person’s religious beliefs. The affidavit will be valid for a two-year period from the date of notarization. A child or student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of...
emergency or epidemic declared by the health and human services commissioner.

The affidavit must be on a form provided by DSHS as described by Health and Safety Code 161.0041 and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized.

This exception does not apply in a time of emergency or epidemic declared by the commissioner of state health services.

Education Code 51.933(d)–(e); Health and Safety Code 161.0041; 25 TAC 97.62(2)

**Military Duty**

To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempted from the requirements in the statutes described above. Education Code 51.933(d)–(e); 25 TAC 97.62(3)

**Provisional Enrollment**

Notwithstanding the other requirements in 25 Administrative Code 97.64, a student may be provisionally enrolled in the health-related courses if the student has received at least one dose of each specified vaccine prior to enrollment and goes on to complete each vaccination series as rapid as medically feasible in accordance with the Centers for Disease Control and Prevention's Recommended Adult Immunization Schedule as approved by the Advisory Committee on Immunization Practices (ACIP). However, the provisionally enrolled student may not participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until the full vaccination series has been administered. 25 TAC 97.64(c)(1)


**Failure to Properly Document Immunization**

Students who claim to have had the complete series of a required vaccination, but have not properly documented them, cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) and/or 25 Administrative Code 97.64(d) until such time as proper documentation has been submitted and accepted. 25 TAC 97.64(c)(2)

**Immunity**

The immunization requirements in 25 Administrative Code 97.64(b) and 25 Administrative Code 97.64(d) [see Required Immunizations of Certain Students, Students in Health-Related Courses, and Veterinary Students, below] are not applicable to individuals who can properly demonstrate proof of laboratory confirmation of immunity or laboratory confirmation of disease. Vaccines for which this may be potentially demonstrated, and acceptable methods for demon-
stratation, are found in 25 Administrative Code 97.65 (relating to Exceptions to Immunization Requirements (Verification of Immunization/History of Illness)). Such a student cannot participate in coursework activities involving the contact described in 25 Administrative Code 97.64(a) until such time as proper documentation has been submitted and accepted. 25 TAC 97.64(c)(3)

Vaccines administered after September 1, 1991, shall include the month, day, and year each vaccine was administered.

Documentation of vaccines administered that include the signature or stamp of the physician or his or her designee, or public health personnel, is acceptable.

An official immunization record generated from a state or local health authority is acceptable.

An official record received from school officials including a record from another state is acceptable.

All schools are required to maintain immunization records sufficient for a valid audit to be completed.

25 TAC 97.67–.68

Students enrolled in health-related higher education courses that will involve direct patient contact with potential exposure to blood or bodily fluids in educational, medical, or dental care facilities must have certain vaccinations before they may engage in the course activities described in 25 Administrative Code 97.64(a). Education Code 51.933; 25 TAC 97.64(a)–(b)

Tetanus-Diphtheria

Students must show receipt of one dose of tetanus-diphtheria-pertussis vaccine (Tdap). In addition, one dose of a tetanus-containing vaccine must have been received within the last ten years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated. Education Code 51.933; 25 TAC 97.64(b)(1)

Measles, Mumps, and Rubella Vaccines

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a mumps vaccine.

Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

Education Code 51.933; 25 TAC 97.64(b)(2)
Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care. *Education Code 51.933; 25 TAC 97.64(b)(3)*

**Varicella Vaccine**

Each student is required to have received two doses of varicella (chicken pox) vaccine. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's/student's positive history of varicella disease (chicken pox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the [history of varicella form (PDF)](https://www.dshs.state.tx.us/safety/vaccine/hcpim.html) on DSHS’s website] *Education Code 51.933; 25 TAC 97.64(b)(4), .65(b)*

**Veterinary Students**

**Rabies Vaccine**

Students enrolled in schools of veterinary medicine whose coursework involves direct contact with animals or animal remains shall receive a complete primary series of rabies vaccine prior to such contact. Serum antibody levels must be checked every two years, with a booster dose of rabies vaccine administered if the rabies virus-neutralizing antibody response is inadequate according to current Centers for Disease Control and Prevention guidelines. *Education Code 51.933; 25 TAC 97.64(d)(1)*

**Hepatitis B Vaccine**

Students enrolled in schools of veterinary medicine whose coursework involves potential exposure to human or animal blood or bodily fluids shall receive a complete series of hepatitis B vaccine prior to such contact. *Education Code 51.933; 25 TAC 97.64(d)(2)*

**Tetanus-Diphtheria Vaccine**

One dose of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap). *Education Code 51.933; 25 TAC 97.64(d)(3)*

**Additional Requirements**

Under Health and Safety Code Chapter 81, Subchapter E, additional vaccinations may be required by DSHS and/or the local health authority in specific situations under the mechanism of a control order containing control measures to prevent the spread of disease. 25 TAC 97.72

**Bacterial Meningitis**

This section applies only to an entering student at an institution of higher education or private or independent institution of higher education. “Entering student” includes:

1. New student—a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution of higher education. A student who was previously exempt under 19 Administrative Code 21.614(a)(2)–(5) will be treated as a new student, should the exception no longer apply.
2. Returning student—a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.

_Education Code 51.9192(b); 19 TAC 21.612(1)_

Definitions

“Health Practitioner”

“Health practitioner” means any person authorized by law to administer an immunization. _Education Code 51.9192(a)(1); 19 TAC 21.612(3)_

“Online and Other Distance Education Course”

“Online and other distance education course” means a course in which the instructor and students are not in the same location. An online course typically involves web-based instruction but might also include correspondence instruction. An online or other distance education course that includes a face-to-face component, including meeting in a testing laboratory with other students, or meeting in a classroom to receive interactive video instruction, does not qualify as an online or other distance education course. _19 TAC 21.612(6)_

Evidence of Vaccination

A student to whom this section applies or a parent or guardian of the student must provide to the institution a certificate signed by a health practitioner or an official immunization record evidencing that the student has received a bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 22 years of age or older by the first day of the start of the semester;

2. The student is enrolled only in online or other distance education courses;

3. The student is enrolled in a continuing education course or a program that is less than 360 contact hours or continuing education corporate training;
4. The student is enrolled in a dual credit course that is taught at a public or private kindergarten–grade 12 facility not located on a higher education institution campus; or

5. The student is incarcerated in a Texas prison.

*Education Code 51.9192(b)–(c); 19 TAC 21.613(a), .614(a)*

### Exception for Medical Reasons or Reasons of Conscience

A student to whom this section applies or a parent or guardian of the student is not required to comply with immunization requirement if the student or a parent or guardian of the student submits to the institution:

1. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student;

2. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the DSHS must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated department or unit no later than the 90th day after the date the affidavit is notarized; or

3. Evidence of submitting a conscientious objection form through a secure, Internet-based process developed and implemented by the DSHS. The Internet form may be used by entering students attending a public junior college. Public junior colleges may use the Internet-based process as the exclusive method to apply for an exemption from the vaccination requirement for reasons of conscience.

The exemption noted at items 2 and 3, above, does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the DSHS and in effect for the location of the college district the student attends.

*Education Code 51.9192(d)-(d-2), (d-4); 19 TAC 21.614(b)–(c)*

### Notification at Registration

Each institution of higher education shall provide, with the registration materials that the institution provides to a student to whom this section applies before the student's initial enrollment in the institution, written or electronic notice of the right of the student or of a parent or guardian of the student to claim an exemption from the
vaccination requirement in the manner prescribed above and of the importance of consulting a physician about the need for immunization to prevent the disease. *Education Code 51.9192(d–6); 19 TAC 21.613(d)*

**Designation of Official**

Each institution of higher education must designate a department or unit to receive from the student evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution. *19 TAC 21.613(b)*

**Presentation of Evidence**

Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the designated department or unit.

Acceptable evidence of vaccination or receiving a booster dose includes:

1. The signature or stamp of a physician or the physician’s designee or public health personnel on a form that shows the month, day, and year the vaccination dose or booster was administered;

2. An official immunization record generated from a state or local health authority; or

3. An official record received from school officials, including a record from another state.

This information shall be maintained in accordance with Family Educational Rights and Privacy Act Regulations, and with the Health Insurance Portability and Accountability Act. *19 TAC 21.613(c)*

**Extension**

Under justifiable circumstances, an administrative official of the designated department or unit of the institution may grant extensions to individual students to extend the compliance date to no more than ten days after the first day of the semester or other term in which the student initially enrolls. *19 TAC 21.613(e)*

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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 LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: FF STUDENT WELFARE
Policy: FFC Student-Support services

Summary of LEGAL Policy:

Note: FFC is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance with this policy and offers services to support its veteran student population.
Support for Veterans

Each institution of higher education, including each college district, shall cooperate with the Texas Veterans Commission to provide information, as permitted by law, related to student veterans at the institution, provide access to veteran resource centers or other student meeting areas, and otherwise support the work of veterans’ education counselors. *Gov’t Code 434.303*
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IN CONSIDERATION OF ADOPTION OF TASB LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: FFC STUDENT-SUPPORT SERVICES
Policy: FFCA Student Assistance Programs/Counseling

Summary of LEGAL Policy:

Note: FFCA is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC is in compliance with this policy and offers student assistance programs and counseling services to its student population.
Students with Disabilities

A postsecondary education program or activity to which 34 C.F.R. Part 104, Subpart E applies shall provide personal academic or vocational counseling, guidance, or placement services to its students without discrimination on the basis of disability. The institution shall ensure that qualified students with disabilities are not counseled toward more restrictive career objectives than are students without disabilities and with similar interests and ability. This requirement does not preclude an institution from providing factual information about licensing and certification requirements that may present obstacles to persons with disabilities in their pursuit of particular careers. 34 C.F.R. 104.47(b)

Discrimination on the Basis of Sex

A recipient of federal funding shall not discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission. 34 C.F.R. 106.36(a)

Mental Health Resources

Each institution to which Education Code 51.9193 applies, including each community college, shall:

1. Create a web page on the institution’s Internet website that is dedicated solely to information regarding the mental health resources available to students at the institution, regardless of whether the resources are provided by the institution, and includes the address of the nearest local mental health authority; and

2. Maintain a conspicuous link on the institution’s Internet website home page to the web page described at item 1.

Not later than August 1 of each year, the president or the president’s designee of an institution to which this section applies shall certify to the Coordinating Board the institution’s compliance with this section.

”Local mental health authority” means an entity to which the Health and Human Services Commission (HHSC) executive commissioner delegates the executive commissioner’s authority and responsibility within a specified region for planning, policy development, coordination, including coordination with criminal justice entities, and resource development and allocation and for supervising and ensuring the provision of mental health services to persons with mental illness in the most appropriate and available setting to meet individual needs in one or more local service areas.

Education Code 51.9193; Health and Safety Code 531.002(13)
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IN CONSIDERATION OF ADOPTION OF TASB LEGAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
August 16, 2022

Kilgore College Board of Trustees Meeting Date:
August 29, 2022

Proposed LEGAL Policy for INFORMATION ONLY:
Section: FK STUDENT ACTIVITIES
Policy: FKA College-Sponsored Publications

Summary of LOCAL Policy:

Note: FKA is a LEGAL policy only. It does not require Board approval. Trustees are being provided with this document for information purposes only.

This LEGAL policy was reviewed by Administration to ascertain compliance. KC does not currently have any student publications; however the College understands that when/if student publications should exist that it may not infringe on free speech unless it is shown to be necessary to maintain order/discipline.
Special circumstances must be present to give an institution of higher education, including a college district, the right to control student publications. An institution of higher education may censor student expression only if it acts consistent with First Amendment constitutional guarantees [see FLA]. An institution may not infringe on free speech when it is not shown to be necessarily related to the maintenance of order and discipline within the educational process. *Schiff v. Williams*, 519 F.2d 257 (5th Cir. 1975)
Surgical Technology AAS

HEALTH SCIENCES
About Surgical Technology AAS Program

- Closed in 2017
  - Budget and Low Enrollment

- Recognized Need in Healthcare System
  - Nationwide Increase in Positions Over Next 10-Years (10,000 new)*
  - Within 5 Year SACSCOC Window

- Within 5-Year SACSCOC Window to Re-Open

- Fall 2022 Start
  - Currently 19 Students Enrolled

*Bureau of Labor Statistics, 2022
About Surgical Technology AAS Program

- Partnership with Christus
  - Dual PT Director
  - Potential to Help Pay for FT Position
  - Longview Clinical Sites
  - Adjunct Instructors

- Spring 2023 Cohort
  - Already Have Interest
  - Marketing

- KC-Longview Location

- Solid ROI
  - Already Have Equipment
  - Scholarships/Funding $500 Per Student
## Program of Study

**KILGORE COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**SURGICAL TECHNOLOGY**

<table>
<thead>
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<th>Course Title</th>
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<td>Anatomy and Physiology I</td>
<td>HNDL 2402</td>
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<tr>
<td>Medical Terminology</td>
<td>MEDC 1403</td>
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<td>Pharmacology for Health Professionals I</td>
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**FIRST SEMESTER (15 SCH)**

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<td>HNDL 2402</td>
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<td>Introduction to Surgical Technology</td>
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<td>Surgical Procedures I</td>
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<td>Clinical - Surgical Technology</td>
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<tr>
<td>Lifespan and Development</td>
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*Courses can be taken online.*

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*Course codes and details may vary, please consult the official catalog for the most accurate information.*
Questions???