

# Minutes of Regular Board Meeting

## The Board of Trustees Kilgore College



A Regular Board Meeting of the Board of Trustees of Kilgore College was held on August 12, 2024, beginning at 6:30PM on the 2<sup>nd</sup> floor of the Stewart McLaurin Administration Building, 895 Ross Ave., Kilgore, TX 75662 with the following members present:

Lon Ford, President  
Jon Rowe, Vice President  
Janice Bagley  
David Castles  
Kelvin Darden  
Gina DeHoyos  
Travis Martin

Absent: Josh Edmonson and Jon Keller

### 1. CALL TO ORDER at 6:30pm

#### A. Invocation and Pledge of Allegiance

Mr. Lon Ford called the meeting to order at 6:30 pm. Dr. Mike Jekins said the Invocation and Mr. Lon Ford led the Pledge of Allegiance.

### 2. PUBLIC COMMENT

#### The following made public comments;

Dr. Ben Mack spoke in support of the Nursing Program, Surgical Tech Program, and Dean Jennifer Bray

### 3. PRESENTATIONS

A. Student Spotlight: Recognition of the KC Football team for receiving the Coach Danny Palmer East Texas Team Community Service Award at the 18th Annual East Texas Kick-Off Luncheon.

**Presenter:** Dr. Staci Martin

B. Program Spotlight: Turnover Trends and Updates – *Appendix A*

**Presenter:** Ms. Kara Sharman

Trustee DeHoyos asked questions concerning employee turnover rate. Ms. Sharman shared specific data regarding both Kilgore College and national higher education turnover rates, employee satisfaction, and what Kilgore College is doing to keep quality employees.

C. Student Success Data Spotlight: Summer Enrollment Data (Dual Credit and Overall) – *Appendix B*

**Presenter:** Mr. Brandon Walker

#### **4. CONSENT AGENDA**

**Presenter:** Mr. Lon Ford

- A. To consider approval of minutes of the:
  - June 12th Board Meeting
  - June 29th Board Retreat
  - July 29th Budget Workshop
- B. To consider approval of personnel items submitted as follows: *Appendix C*
  - Employee Resignations
  - Employee Retirements
  - Employee Terminations
  - Proposed Change of Employment
  - Offers of Employment
- C. To consider payment of legal fees for June 2024 and July 2024

**David Castles moved to accept the Consent Agenda as presented. Janice Bagley 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 approval of and to set the proposed Property Tax Rate for the Tax Year 2024 (FY25) – *Appendix D*

**Presenter:** Mr. Terry Hanson

**Mr. Jon Rowe moved to set the Property Tax Rate for the Tax Year 2024 (FY25) at \$0.18000, which is below the voter approval tax rate. This motion came from Committee and did not require a second. The motion passed unanimously.**

- 2. ACTION ITEM: To consider the adoption of the Operating and Capital Budget for Fiscal Year 2025. - *Appendix E*

**Presenter:** Mr. Terry Hanson

**Mr. Jon Rowe moved for the adoption of the Operating and Capital Budget for Fiscal Year 2025. This motion came from Committee and did not require a second. The motion passed unanimously.**

- 3. INFORMATION ITEM: Financials:

- a. May FY24 Financial Snapshot, June FY24 Financial Snapshot, and FY24 Capital Projections – *Appendix F, G, H*

**Presenter:** Mr. Terry Hanson

- b. PFIA 3rd Quarter Investment Report – *Appendix I*

**Presenter:** Mr. Terry Hanson

#### **6. BOARD UPDATES AND INFORMATION ITEMS**

A. Requested Topics for Discussion - Gina DeHoyos, Board Member

- 1. Updates to the TASB CIB policy covering the disposal of records in response to the dumpster incident. – *Appendix J, K*

**Presenter:** Dr. Mike Jenkins

2. Update on the Surgical Tech Program status and the process for evaluating the program in comparison to other community college programs. *Appendix L*

**Presenter:** Dean Jennifer Bray

After Dean Bray's report, several follow-up questions were asked and answered concerning quality of Surgical Tech program; number of times student can test; employment status of KC graduates; softskills, academics and leadership skills required for our graduates; new Surgical Tech Program Director; and plans for the program in the future.

3. Update on the Nursing Program. *Appendix L*

**Presenter:** Dean Jennifer Bray

Dean Bray answered questions regarding qualifications of KC nursing faculty, testing and grading procedures, explanation for attrition rates for nursing, comparison of nursing program with other community colleges, integrity in our nursing program, accreditation, demographics of KC nursing students, KC's admission policy/criteria, rigor of KC nursing program, services available for students, student handbook acknowledgement, nursing scholarships awarded, trustee questions from students.

## **7. BOARD PRESIDENT'S REPORT**

**Presenter:** Mr. Lon Ford

A. Gregg County Appraisal District Board of Directors Nominations – *Appendix M*

**Lon Ford asked if any nominations would be brought to the floor for Gregg County Appraisal District Board of Directors. No additional names were added. Travis Martin moved that A P Merritt be nominated to be on the Gregg County Appraisal District Board of Directors. Jon Rowe seconded. The motion passed unanimously.**

### **B. UPCOMING EVENTS:**

- August 14, 2024, Drive Track Ribbon Cutting 9:00am
- September 16, 2024, Board Dinner 5:15pm, Tax Hearing 5:45pm, Board Meeting 6:30pm

## **8. EXECUTIVE SESSION**

**The Board went into Executive Session at 8:49pm.**


No action was taken in the Executive Session.

**Executive Session ended at 9:45pm.**

## **9. ADJOURNMENT**

**The meeting was called back into open session and a motion to adjourn was made by Janice Bagley and was seconded by Kelvin Darden. The meeting was adjourned at 9:48 pm.**

Respectfully submitted,

  
Karen Scibona, Recording Secretary  
Kilgore College Board of Trustees

  
President, Kilgore College Board of Trustees

  
Vice President, Kilgore College Board of Trustees

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Appendix M	Gregg County Appraisal District Board of Directors Nominations



# Kilgore College

## Human Resources

# 2023-2024 – Academic Year

## **New Hires - 244 total**

- FT Staff: 41
- FT Faculty: 18
- Adjunct Faculty: 19
- Work Study Student: 14
- PT Faculty: 30
- PT Staff: 113 (includes TSF)
- PT Student Assistant: 9

## **2022-2023 Academic Year**

### **New Hires – 265 total**

- FT: 68
- PT: 197

# 2023-2024 – Academic Year

## Turnover – Kilgore College

2022/2023 compared to 2023/2024 as of 8/2/2024

2023-2024 (all known resignations as of 8/31)		
Resignations (voluntary turnover)	41	<i>*includes 4 occurring between 8/5-8/31</i>
Active Employee Count	324	
Turnover	<b>12.65%</b>	No: retirees (5)/terms (4)/non-renewals (2)

2022-2023		
Resignations	46	
Avg Employee Count	311	
Turnover	<b>14.9%</b>	

2023-2024 (all known resignations as of 8/31)		
Resignations	41	
Terminations	5	
Non-Renewal	2	
Active Employee Count	324	
Turnover	<b>14.81%</b>	No retirees (5)

2022-2023		
Resignations	46	
Terminations	4	
Avg Employee Count	311	
Turnover	<b>16.08%</b>	

2023-2024 (all known resignations as of 8/31)		
Resignations	41	
Terminations	5	
Non-Renewal	2	
Retirees	5	
Active Employee Count	324	
Turnover	<b>16.36%</b>	

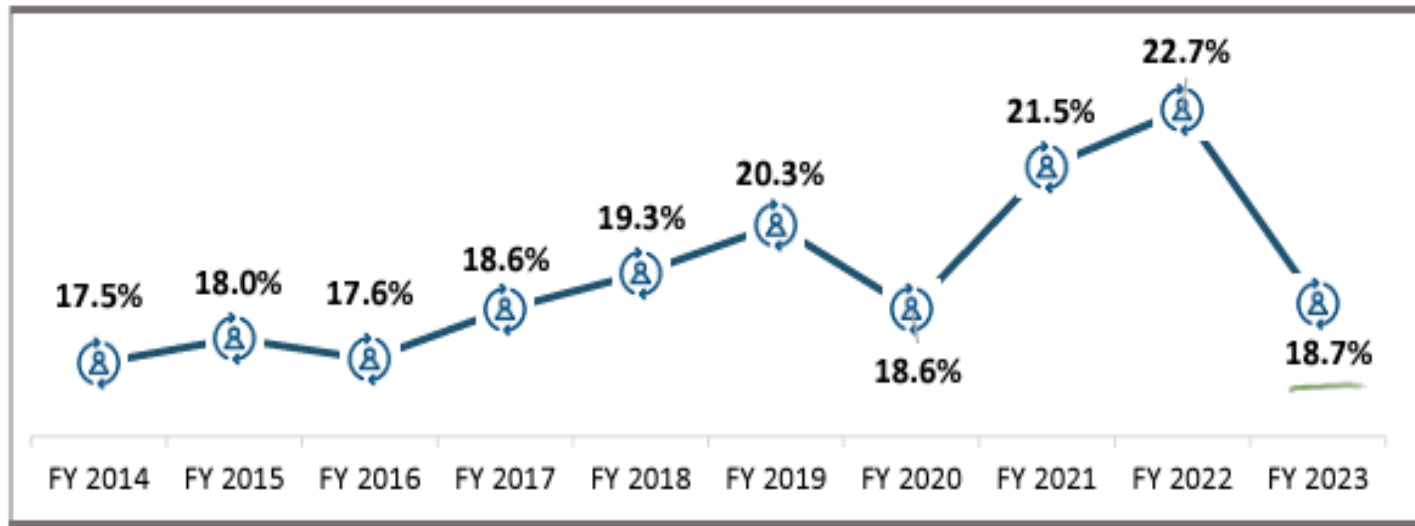
2022-2023		
Resignations	46	
Terminations	5	
Non-Renewal	2	
Other	1	
Retirees	14	
Avg Employee Count	311	
Turnover	<b>21.86%</b>	

# 2023 National and Statewide Turnover

## 2023 State Auditor's Office turnover reports – State Employees

Figure 1

### Statewide Turnover Rates for Classified, Regular Full- and Part-time Employees



Sources: The State Auditor's Office's Electronic Classification Analysis System and State Auditor's Office's turnover reports from fiscal years 2014 to 2023.

*\*includes Voluntary & Involuntary separations*

*\*\*Including interagency transfers, the statewide turnover rate was 20.2%*

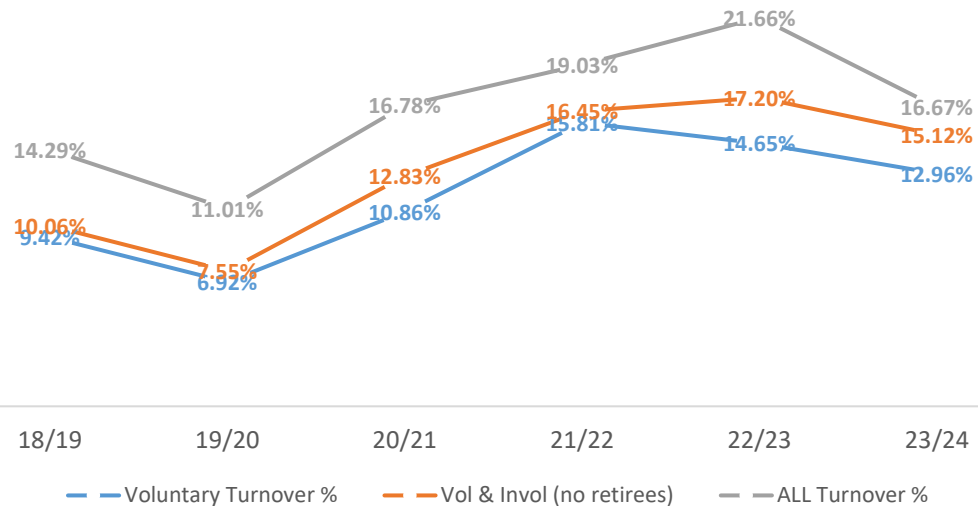
### National Turnover

- Involuntary and voluntary turnover rates in the US (*Mercer 2023 Turnover Survey*)
  - The average turnover rate among US businesses between 2022 and 2023 was 17.3%, (down from 24.7% reported in the 2022 survey.)

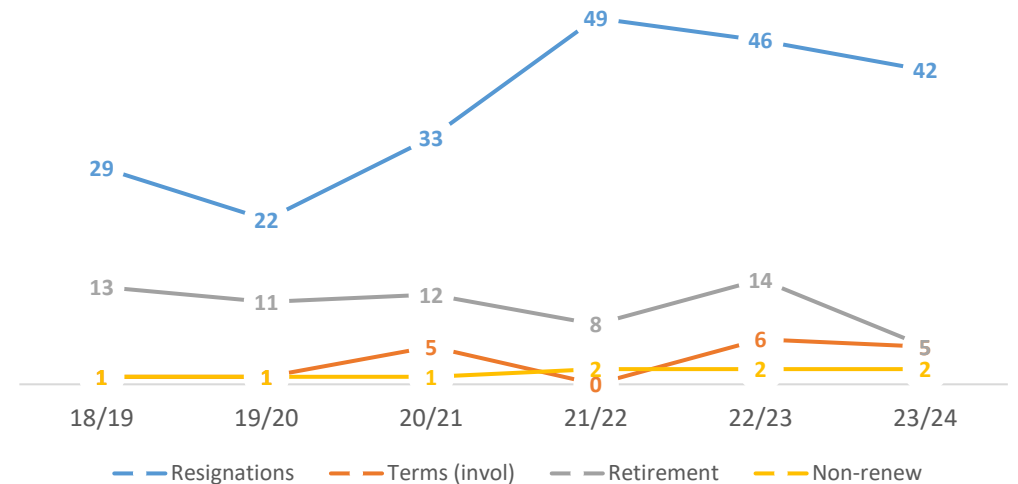
# Year Over Year – Full-Time Turnover

Academic Year	Resignations (voluntary)	Terms (invol)	Retirement	Non-renew	Other	Headcount	Voluntary Turnover %	Vol & Invol (no retirees)	ALL Turnover %
18/19	29	1	13	1		308	9.42%	10.06%	14.29%
19/20	22	1	11	1		318	6.92%	7.55%	11.01%
20/21	33	5	12	1		304	10.86%	12.83%	16.78%
21/22	49	0	8	2		310	15.81%	16.45%	19.03%
22/23	46	5	14	2	1	314	14.65%	16.88%	21.66%
23/24	42	5	5	2		324	12.96%	15.12%	16.67%

TURNOVER PERCENTAGES 2018-2024



TURN OVER BY TYPE





# Average Tenure & Age

## Average Tenure (*years*)

	8/1/2024	9/1/2023	9/1/2022	9/1/2021
<b>25+</b>	18	16	17	19
<b>15-24</b>	39	44	46	46
<b>10-14</b>	41	35	45	38
<b>5-9</b>	80	80	74	82
<b>&gt;5</b>	134	141	139	129
<i>Total count</i>	312	316	321	314
<i>Avg. Years</i>	8.1	7.66	8.3	8.6

## Average Age

	8/1/2024	9/1/2023	9/1/2022	9/1/2021
<b>18-25</b>	3	7	10	12
<b>26-35</b>	45	55	53	49
<b>36-45</b>	102	90	84	73
<b>46-55</b>	74	69	75	79
<b>56-65</b>	61	73	80	81
<b>66+</b>	27	22	19	20
<i>Total count</i>	312	316	321	314
<i>Overall Average</i>	47.68	47.22	47	47.84

# CUPA-HR Higher Education Retention Survey

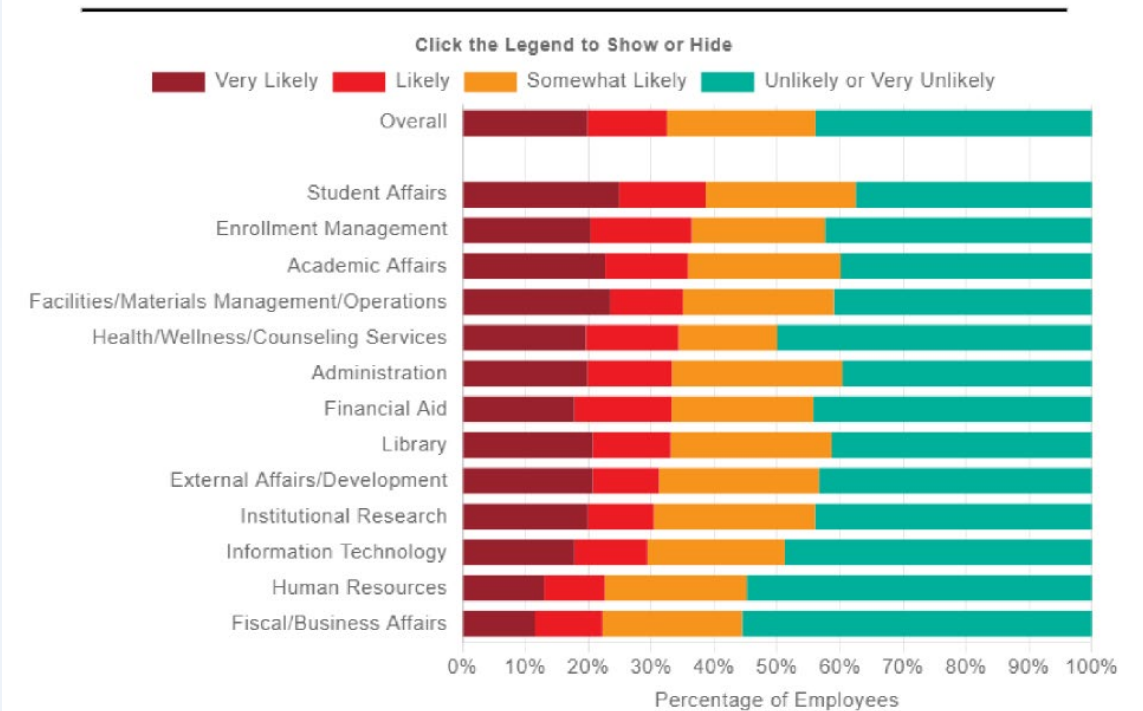
## CUPA-HR (*College and University Professional Association for Human Resources*) 2023 Higher Education Employee Retention Survey, Published - September 2023

### Survey Highlights (*staff positions only*)

- Turnover is high across the board in higher education institutions, and increasing.
- Younger workers are leaving or 'looking' at a higher rate than other workers.
- Filling positions, and maintaining employee morale are the top 2 issues managers face.
- Only 58% of higher ed employees are generally satisfied with their jobs.
- Only 31% of employees are satisfied with their opportunities for advancement

2023 Employee Retention Survey

#### Likelihood of Looking for Other Employment Within the Next 12 Months

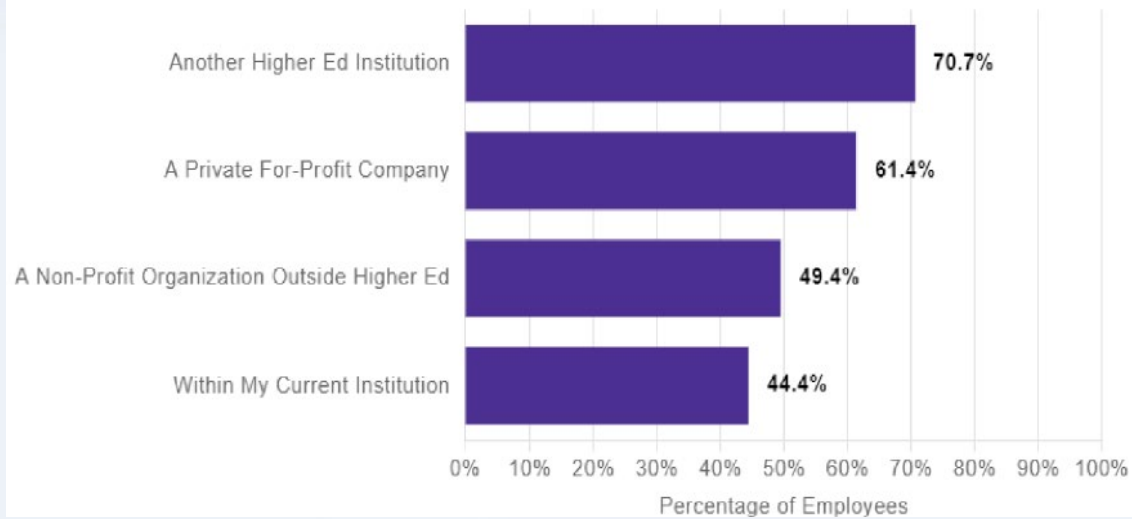


# CUPA-HR Higher Education Retention Survey

## 2023 Employee Retention Survey

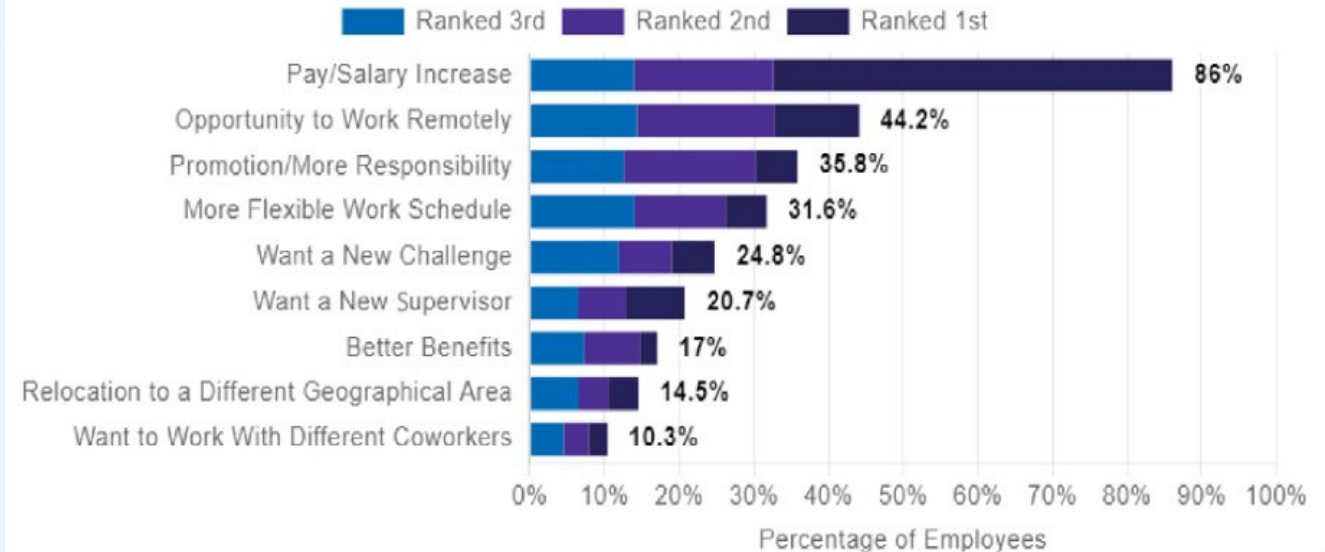
### Where Employees Plan to Look for Other Opportunities

Choose Department: Overall



## 2023 Employee Retention Survey

### Reasons Employees Are Seeking New Opportunities





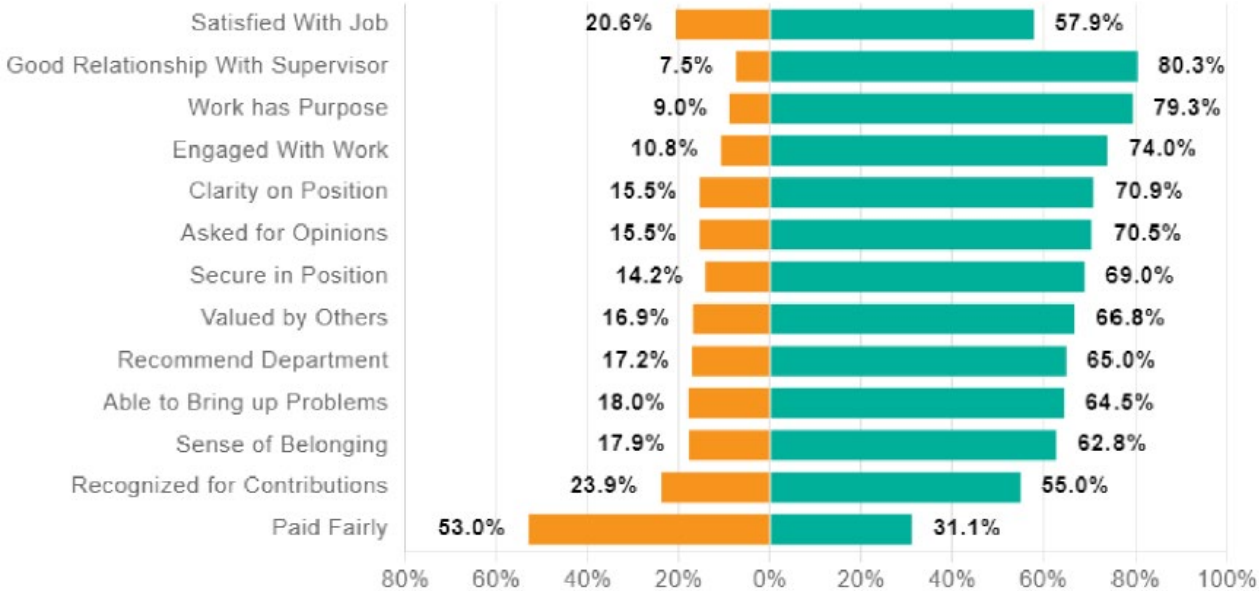
# CUPA-HR Higher Education Retention Survey

2023 Employee Retention Survey

## Satisfaction With Work Environment

Choose Department: Overall

Strongly Disagree or Disagree Agree or Strongly Agree



The full report may be viewed at:

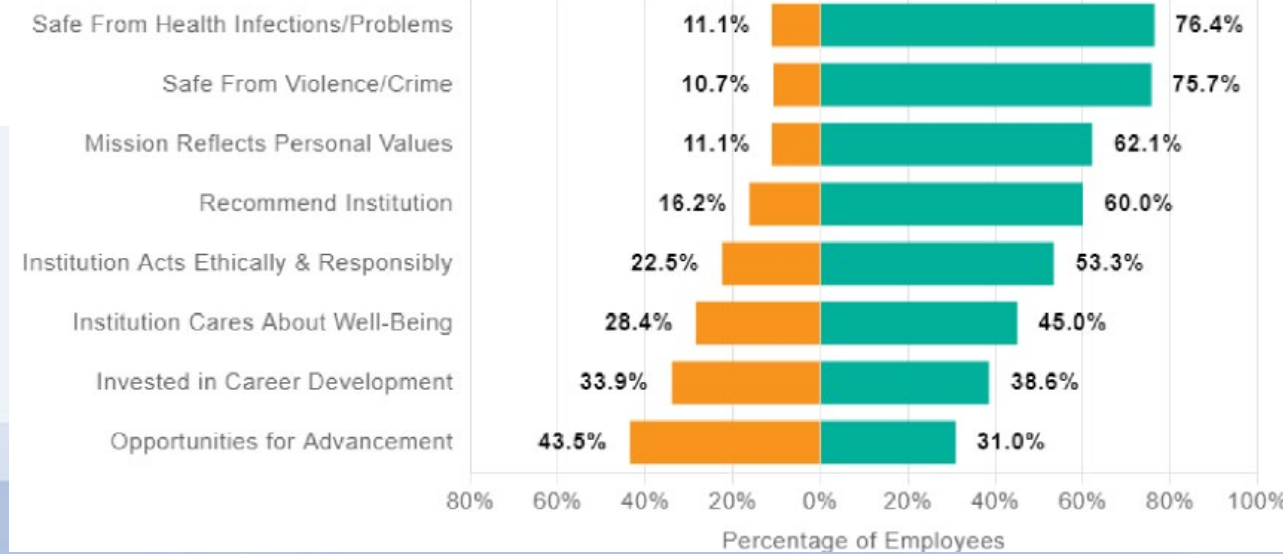
<https://www.cupahr.org/surveys/research-briefs/the-higher-ed-admissions-workforce-april-2023/>

2023 Employee Retention Survey

## Satisfaction With Institutional Environment

Choose Department: Overall

Strongly Disagree or Disagree Agree or Strongly Agree



# JazzHR – Applicant Tracking System

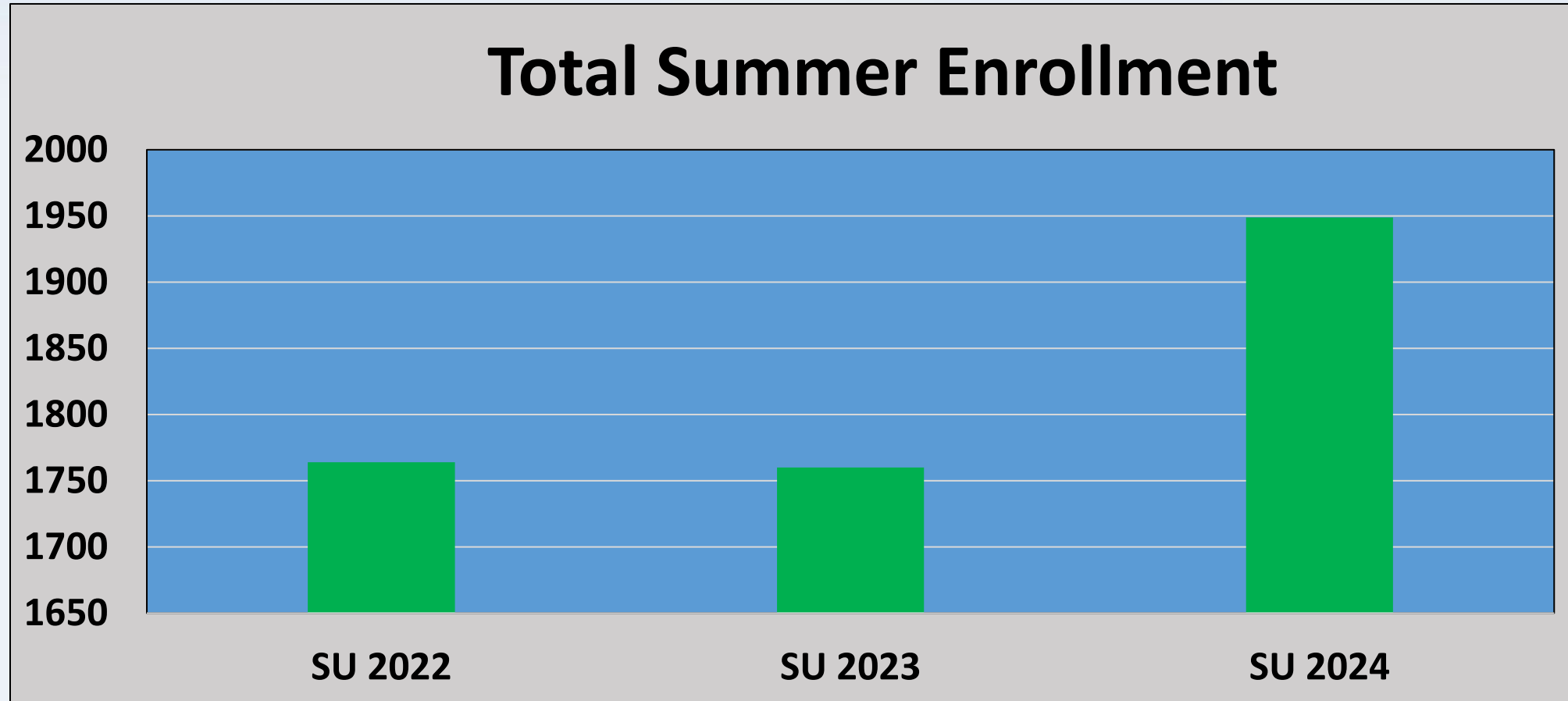
- Received 5,400 applications from 9/1/2023-8/9/2024
- Quality applicants
- Larger reach with syndication to job boards
- 11 FT jobs currently open  
*(several in final stages of hiring process)*
- Reduced time to fill positions



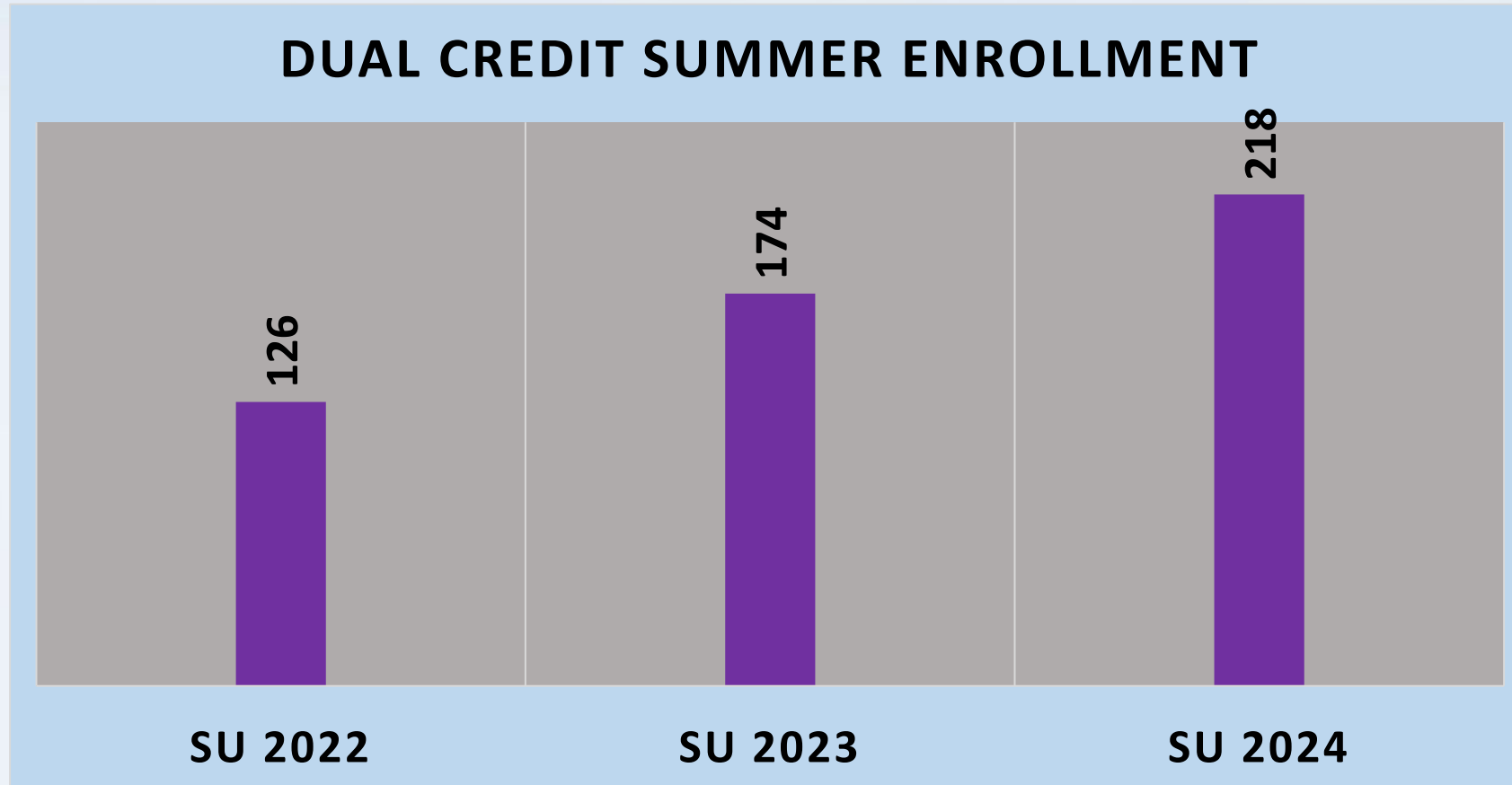
# How to Address Retention & Morale at KC

- Establish Staff Advancement and Promotion policy to formalize opportunities for advancement for Staff
- Implementation of Rank and Promotion policy in 2024/2025 for Faculty Advancement
- Continue to review market data for faculty and staff salaries to ensure competitiveness in the market for pay and total compensation benefits.
- Invest in the employee culture by continuing and expanding employee events such as gingerbread decorating contest, employee bingo, solar eclipse party.
- Management Training to develop leaders who are empowered to lead their people, invest in their development, and retain top talent.
- Develop and perform employee “Retention Interviews” to identify issues that might cause employees to leave employment and offer recommendations on how to retain talent.

# Summer Enrollment Trends



# Dual Credit Summer Enrollment Trends





# Dual Credit Updates for Fall 2024

- Working with Longview ISD and Hallsville ISD on Data Share Project
- Upgraded Technology at White Oak and Overton
- Increased Number of Course Offerings for TVAH (Texas Virtual Academy at Hallsville)
- Second Virtual School - TOPS (Texas Online Preparatory School)

# Academic Offerings for TOPS/TVAH

- BIOL 1408 & BIOL 1409
- ECON 2301
- ENGL 1301 & ENGL 1302
- ENGL 2322 & ENGL 2326
- GOVT 2305
- HIST 1301 & HIST 1302
- HIST 2321 & 2322
- MATH 1314
- MUSI 1306
- SOCI 1301
- SPCH 1315
- **PSYC 2301 coming in Spring!**

**Kilgore Junior College District  
Personnel Agenda  
August 12, 2024**

**1. Recommendation to accept employee resignations as follows:**

- a. Hardy, Erika, Assistant Registrar, effective 5/31/2024 after 1 year and 8 months of service. *(seeking other opportunities)*
- b. Rutherford, Selena, Coordinator of Counseling, effective 6/14/2024 after 2 years and 7 months of service. *(opportunity for remote employment and increased wages)*
- c. Whitfield, Sara, Instructor – Chemistry, effective 7/5/2024 after 2 years and 9 months of service. *(accepted teaching role at NETX Community College)*
- d. Baldazo, Hannah, Administrative Assistant – PTA/Rad Tech/Substance Abuse, effective 7/11/2024 after 4 months of service. *(accepted position as FT Radiologic Technologist)*
- e. Quattlebaum, Michael, Instructor – CDL, effective 7/2/2024 after 2 years and 2 months of service. *(no reason given)*
- f. Delgadillo, Teleka, Executive Assistant VP Student Life & College Affairs, effective 7/5/2024 after 2 years and 6 months of service. *(other opportunities)*
- g. Venegas, Daniela, Academic Advisor – PSIT, effective 7/15/2024 after 2 years and 10 months of service. *(accepted teaching position at ISD)*
- h. Maples, Tracy, Academic Advisor – PSIT, effective 7/12/2024 after 2 weeks of service. *(job was not what she thought)*
- i. Hammett, Emily, Administrative Assistant – ETPA, effective 8/2/2024 after 1 year and 11 months of service. *(accepted position at university)*
- j. Lee, Yoon, Specialist - International Student Registrar, effective 8/2/2024 after 1 year and 3 months of service. *(personal reasons)*
- k. Vargas, Madison, Athletic Trainer & Instructor – Kinesiology, effective 8/7/2024 after 2 years and 1 month of service. *(accepted position to further expand career)*
- l. Jackson, Miecha, Administrative Assistant I – Testing, effective 7/31/2024, after 2 years and 11 months of service. *(no reason given)*

**Other Separations**

**2. Recommendation to accept employee retirement as follows:**

*None*

**3. Recommendation to change employment as follows:**

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
Jessica Watson	HR Business Partner II	Manager – Human Resources	\$51,000	5/16/2024
Sherri Gillis	Instructor – Nursing	Program Director – Nursing	\$78,888	6/1/2024



Alex Castillo	Instructor – Criminal Justice	Assistant Department Chair & Instructor – Criminal Justice	\$59,500	6/1/2024
Meredith May	Assistant Department Chair & Instructor History	Department Chair Humanities & Social Behavior & Instructor - History	\$62,795	6/16/2024
Staci Martin	Vice President – Student Services	Vice President – Student Life & College Affairs	<i>no change</i>	6/1/2024
Tracy Skopek	Vice President - Instruction & Chief Academic Officer	Vice President - Student Learning, Engagement & Student Success and Chief Academic Officer	<i>no change</i>	6/1/2024
Pauline Bryant	Administrative Assistant I - Registrar	Specialist – Records & Reports, Registrar	\$36,725	7/1/2024
Johnny Zackary	Director – Fire Academy	Associate Dean - Public Services	\$79,400	7/16/2024
Jennifer Williams	Instructor & Clinical Coordinator – EMS	Interim Program Director & Instructor - EMS	\$60,032	7/16/2024
D’Wayne Shaw	Executive Dean – Professional & Career Education	Executive Dean – Professional & Career Education ( <i>add PSIT &amp; AMIT</i> )	\$112,180	7/16/2024
Ebony Allison-Dennis	Dean – Instructional Student Support Services & Retention	Dean – Instructional Student Support Services & Retention ( <i>add Counselling &amp; TRIO</i> )	\$79,244.72	7/16/2024
Kristen Stovall	Instructional Division Dean - Business, Entrepreneurship & Information Tech	Instructional Dean – Business & STEM	\$99,145.35	7/16/2024
Heidi Everett	Assistant Director – TRIO	Assistant Director – TRIO ( <i>reclassification</i> )	\$51,562	7/16/2024
Monica Smith	Liaison – Campus Life	Liaison II– Campus Life	\$45,000	8/1/2024
Jamie Allsop	Instructor – Psychology	Department Chair & Instructor – Psychology	\$6,500 <i>stipend</i>	9/1/2024
Remona Harvey	Instructor – Vocational Nursing	Lead Instructor – Vocational Nursing	\$4,000 <i>stipend</i>	9/1/2024
Kelsey Phillips	Instructor - ADN Nursing	Lead Instructor - ADN Nursing	\$4,000 <i>stipend</i>	9/1/2024
Peter Cunningham	Director of Choral & Vocal Training	Department Chair & Director of Choral & Vocal Training	\$51,217	9/1/2024

**4. Recommendation of employment as follows:**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>SALARY/BASE RATE OF PAY</b>	<b>HIRE DATE</b>
Brandy Lachney	Specialist – Financial Aid	Kilgore	\$36,725	6/3/2024
Amber Paredes	Specialist – Financial Aid	Kilgore	\$36,725	6/10/2024
Robert Huff	Campus Safety Officer	Kilgore	\$33,280	6/24/2024
Alyssa Watson	Administrative Assistant III – Human Resources	Kilgore	\$34,163	7/8/2024
Laura Burrison	Academic Advisor – Arts & Sciences	Kilgore	\$43,888	7/1/2024
Tracey Maples	Academic Advisor - BEIT	Kilgore	\$43,888	7/1/2024
Sidney McKinney	Assistant Director – Facilities	Kilgore	\$62,880	7/1/2024
Ann Berryman	Academic Advisor – Public Services & Industrial Technology	Kilgore	\$43,888	7/8/2024
Gloria Davis	Instructor & Learning Specialist AEL	Longview	\$43,888	7/16/2024
Rosanne Waggoner	Administrative Assistant I - Adult Education and Literacy	Longview	\$30,160	7/16/2024
Konner Durham	Instructor – CDL	Kilgore	\$53,893	7/29/2024
Jessica Covarrubias	Executive Assistant – VP Student Life & College Affairs	Kilgore	\$39,480	7/29/2024
Philip Parnell	Associate Vice President – Student Engagement	Kilgore	\$120,000	7/29/2024
Lori George- Richard	Coordinator – Counseling	Kilgore	\$55,429	8/5/2024
Deanna Reavis	Academic Advisor – BEIT	Longview	\$43,888	8/5/2024
Jenny Melara	Assistant Registrar	Kilgore	\$42,888	8/5/2024
Abbey Hogue	Academic Advisor – BEIT	Longview	\$42,888	8/5/2024

Tracie Marshall	Administrative Assistant I – PTA/Rad Tech/Sub Abuse Counseling	Kilgore	\$30,160	8/12/2024
Laney Urban	Coordinator – Student Activities	Kilgore	\$44,618	8/12/2024
Allison Cope	Instructor – English	Kilgore	\$51,000	9/1/2024
Andrea Briscoe	Instructor – English	Kilgore	\$43,500	9/1/2024
Leigh Kirby	Instructor – Psychology	Kilgore	\$59,160	9/1/2024
Amber Prestidge	Instructor – Psychology	Kilgore	\$43,900	9/1/2024
Ray McMurrey	Instructor – History	Kilgore	\$46,400	9/1/2024
Trevor Davis	Instructor – History	Kilgore	\$43,500	9/1/2024
Ezekial Harber	Instructor – Automotive Technology	Longview	\$46,859	9/1/2024

*Final Publish Date 7/31/2024*

# APPENDIX D

## Certified Property Values and Tax Impacts

As of: 8/5/24

### Property Appraised Values

County	2019 Certified	2020 Certified	2021 Certified	2022 Certified	2023 Certified	2024 Certified	Change	
							Amount	%
Gregg	2,638,644,133	2,567,652,923	2,446,353,869	2,761,349,016	3,264,193,058	3,457,336,649	193,143,591	5.92%
Rusk	1,045,520,013	1,019,890,455	1,031,589,321	1,266,251,657	1,490,208,204	1,531,024,047	40,815,843	2.74%
Upshur	169,846,019	199,618,954	188,863,239	226,519,546	300,050,570	312,640,065	12,589,495	4.20%
Smith	137,981,860	140,900,964	147,501,265	169,487,632	199,550,076	210,201,049	10,650,973	5.34%
<b>Total</b>	<b>3,991,992,025</b>	<b>3,928,063,296</b>	<b>3,814,307,694</b>	<b>4,423,607,851</b>	<b>5,254,001,908</b>	<b>5,511,201,810</b>	<b>257,199,902</b>	<b>4.90%</b>

Property Tax Rates	Total	M&O	I&S
Existing	0.17500	0.140030	0.034970
Proposed Rate	0.18000	0.146278	0.033722
No New Revenue	0.16937	0.135646	0.033722
Voter Approval	0.18022	0.146497	0.033722

### Tax Levy

County	Current	Proposed Rate	Change
Gregg	5,712,338	6,223,206	510,868
Rusk	2,607,864	2,755,843	147,979
Upshur	525,088	562,752	37,664
Smith	349,213	378,362	29,149
<b>Total</b>	<b>9,194,503</b>	<b>9,920,163</b>	<b>725,660</b>

Percent Change from Current **7.89%**

**RESOLUTION NO. R-2025-1**  
**A RESOLUTION OF THE KILGORE COLLEGE**  
**BOARD OF TRUSTEES TO SET THE TAX RATE**

Date: September 16, 2024

On this date, we, the Board of Trustees of Kilgore College, hereby levy or set the tax rate on \$100 valuation for the College for the tax year 2024 at a total tax rate of \$0.18000, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.033722 for the purpose of payment of principal and interest on debts; and

\$0.146278 for the purpose of maintenance and operations.


Such taxes are to be assessed and collected by the tax officials designated by the College.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.


THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.8 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$11.

**ORDERED, APPROVED, AND ADOPTED on the 16th day of September 2024.**

  
\_\_\_\_\_  
President, Kilgore College Board of Trustees

  
\_\_\_\_\_  
Vice President of Administrative  
Services/CFO, Kilgore College

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees



# **FY2025 Recommended Budget**

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**Kilgore College**

**August 12, 2024**



Kilgore College  
Recommended Budget for Fiscal Year 2025  
September 1, 2024 to August 31, 2025  
Revenues and Expenses from Operations

	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Recommended	Increase/Decrease
<b>Credit Tuition</b>						
In-District Tuition	\$ 1,314,135	\$ 1,452,465	\$ 1,400,000	\$ 1,215,000	\$ 1,150,000	\$ (65,000)
Out of District Tuition	\$ 3,066,315	\$ 3,389,085	\$ 3,210,000	\$ 3,010,000	\$ 2,900,000	\$ (110,000)
Out of State Tuition (Texas Non-Resident)	\$ 342,475	\$ 378,525	\$ 385,000	\$ 365,000	\$ 300,000	\$ (65,000)
Early Admission/Dual Credit	\$ 117,306	\$ 833,238	\$ 2,005,500	\$ 773,700	\$ 900,000	\$ 126,300
FAST - Dual Credit	\$ -	\$ -	\$ -	\$ 376,300	\$ 1,100,000	\$ 723,700
<b>Total Credit Tuition:</b>	<b>\$ 4,840,231</b>	<b>\$ 6,053,313</b>	<b>\$ 7,000,500</b>	<b>\$ 5,740,000</b>	<b>\$ 6,350,000</b>	<b>\$ 610,000</b>
<b>Course and Special Fees</b>						
General Education Fee	\$ 3,199,125	\$ 3,535,875	\$ 3,340,000	\$ 3,340,000	\$ 3,045,000	\$ (295,000)
Out of District Fee	\$ 4,833,220	\$ 5,341,980	\$ 5,105,000	\$ 4,650,000	\$ 4,500,000	\$ (150,000)
Course Fees	\$ 1,564,110	\$ 2,205,721	\$ 1,200,000	\$ 2,320,000	\$ 2,513,863	\$ 193,863
All Other Fees	\$ 681,822	\$ 1,043,237	\$ 2,426,740	\$ 1,772,420	\$ 2,233,130	\$ 460,710
<b>Total Course and Special Fees:</b>	<b>\$ 10,278,277</b>	<b>\$ 12,126,814</b>	<b>\$ 12,071,740</b>	<b>\$ 12,082,420</b>	<b>\$ 12,291,993</b>	<b>\$ 209,573</b>
<b>State Appropriations</b>						
State Appropriations - Base Tier	\$ 9,242,271	\$ 9,654,903	\$ 9,654,903	\$ 3,565,647	\$ 4,196,979	\$ 631,332
State Appropriations - Performance Tier	\$ -	\$ -	\$ -	\$ 10,213,083	\$ 10,074,120	\$ (138,963)
State Appropriations - Teacher Retirement System TRS/ORP	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ -
<b>Total State Appropriations:</b>	<b>\$ 9,242,271</b>	<b>\$ 9,654,903</b>	<b>\$ 9,744,903</b>	<b>\$ 13,868,730</b>	<b>\$ 14,361,099</b>	<b>\$ 492,369</b>
<b>District Ad-Valorem Property Taxes</b>						
Property Tax Revenues - M&O	\$ 6,702,258	\$ 6,508,163	\$ 6,498,059	\$ 7,320,392	\$ 7,945,000	\$ 624,608
Property Tax Revenues - I&S			\$ 1,049,722	\$ 1,837,324	\$ 1,847,577	\$ 10,253
Delinquent Tax Collections	\$ 150,000	\$ 150,000	\$ 155,000	\$ 100,000	\$ 100,000	\$ -
<b>Total Ad-Valorem Tax Collections:</b>	<b>\$ 6,852,258</b>	<b>\$ 6,658,163</b>	<b>\$ 7,702,781</b>	<b>\$ 9,257,716</b>	<b>\$ 9,892,577</b>	<b>\$ 634,861</b>
<b>Other Revenue from Operations &amp; Reserves</b>						
Indirect Cost Recovery (from grants/contracts)	\$ 33,000	\$ 33,000	\$ 42,500	\$ 50,000	\$ 50,000	\$ -
Interest/Investment Income	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,058,599	\$ 1,060,000	\$ 1,401
Continuing Education	\$ 1,400,775	\$ 1,460,775	\$ 2,500,000	\$ 2,526,400	\$ 3,253,500	\$ 727,100
Other Revenue from Operations	\$ 414,405	\$ 408,655	\$ 259,050	\$ 233,000	\$ 134,985	\$ (98,015)
Auxiliary Revenues	\$ 6,046,778	\$ 5,948,806	\$ 5,972,984	\$ 6,736,769	\$ 4,839,445	\$ (1,897,324)
KC Plant Fund Reserves for Capital Improvements	\$ 1,428,603	\$ 425,000	\$ 4,512,000	\$ 500,000	\$ -	\$ (500,000)
<b>Total Other Revenue from Operations &amp; Reserves:</b>	<b>\$ 9,548,561</b>	<b>\$ 8,501,236</b>	<b>\$ 13,511,534</b>	<b>\$ 11,104,768</b>	<b>\$ 9,337,930</b>	<b>\$ (1,766,838)</b>

**Kilgore College**  
**Recommended Budget for Fiscal Year 2025**  
**September 1, 2024 to August 31, 2025**  
**Revenues and Expenses from Operations**

	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Recommended	Increase/Decrease
<b>Total Operating Revenues &amp; Reserves</b>	<b>\$ 40,761,598</b>	<b>\$ 42,994,428</b>	<b>\$ 50,031,458</b>	<b>\$ 52,053,634</b>	<b>\$ 52,233,599</b>	<b>\$ 179,965</b>
<b>Operating Expenses</b>						
Salaries & Wages	\$ 18,029,982	\$ 17,938,569	\$ 19,888,551	\$ 20,895,206	\$ 22,213,051	\$ 1,317,845
Employee Benefits	\$ 2,410,570	\$ 2,244,976	\$ 2,792,612	\$ 2,585,354	\$ 2,806,053	\$ 220,699
Other Operating Expenses	\$ 14,752,480	\$ 14,736,723	\$ 13,242,817	\$ 15,785,192	\$ 17,800,815	\$ 2,015,623
Auxiliary Expenses	\$ 6,205,142	\$ 5,955,969	\$ 6,224,968	\$ 6,986,259	\$ 6,076,103	\$ (910,156)
Debt Service - SECO Loans & Maintenance Notes		\$ -	\$ 1,049,722	\$ 1,837,324	\$ 1,847,577	\$ 10,253
Capital Budget		\$ 1,669,161	\$ 5,032,788	\$ 3,299,299	\$ -	\$ (3,299,299)
HB8 Holdback					\$ 500,000	\$ 500,000
Employee Raises		\$ 449,030	\$ 1,800,000	\$ 665,000	\$ 990,000	\$ 325,000
<b>Total Operating &amp; Capital Expenses</b>	<b>\$ 41,398,174</b>	<b>\$ 42,994,428</b>	<b>\$ 50,031,458</b>	<b>\$ 52,053,634</b>	<b>\$ 52,233,599</b>	<b>\$ 179,965</b>
<b>Net Impact on Unrestricted Funds</b>	<b>\$ (636,576)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Kilgore College  
Recommended Budget for Fiscal Year 2025  
September 1, 2024 to August 31, 2025  
Capital Budget

Cash Funded (In Operating Budget)	Amount	Totals
<i>Capital Items</i>		
Capital Maintenance	\$650,000	
<b><i>Subtotal Cash Funded Capital Projects</i></b>		<b><i>\$650,000</i></b>

**Allocation Remaining Deferred Maintenance Funds and Residual Capital**

Masonry Repairs	\$60,000	
Nolan Hall Roof	\$350,000	
ETOM Roof & HVAC	\$215,000	
Masters Gym Bathrooms	\$75,000	
<i>Existing Allocated Funds (already budgeted)</i>		<i>\$700,000</i>
 Dodson Auditorium Baseline Updates	 2,000,000	
<i>Residual Funds to be Re-Allocated in December</i>		<i>\$2,000,000</i>
<b><i>Subtotal One-Time Funded Capital Projects</i></b>		<b><i>\$2,700,000</i></b>
 <b>Total Capital Budget FY2025</b>		<b>\$3,350,000</b>

**Kilgore College**  
**Recommended Budget for Fiscal Year 2025**  
**Property Tax Rate Comparison**  
**Operating (M&O) and Debt (I&S) Tax Rates**

<b>Tax Rates (Rate per \$100 of property valuation)</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025 Proposed</b>	<b>Increase/Decrease</b>	<b>% Change</b>
Operating (Maintenance & Operations)	\$ 0.15127	\$ 0.14003	\$ 0.146278	\$ 0.006248	4.46%
Debt (Interest & Sinking)	\$ 0.02373	\$ 0.03497	\$ 0.033722	\$ (0.001248)	-3.57%
<b>Total Tax Rate</b>	<b>\$ 0.17500</b>	<b>\$ 0.17500</b>	<b>\$ 0.180000</b>	<b>\$ 0.005000</b>	<b>2.86%</b>

### HB 1495 Requirements – Lobbying Expenditures

House Bill 1495 from the 86<sup>th</sup> 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.”

Institutional Memberships				
Legislative Advocacy Line Item Information				
Proposed in Budget 2024-2025				Prior Year
Membership	Annual Dues	% of dues devoted to Legislative Advocacy	\$ amount devoted to Legislative Advocacy	\$ amount devoted to Legislative Advocacy
TACC	\$ 32,772.00	23.10%	\$ 7,570.33	\$ 5,858.16
TASB, Inc.	\$ 800.00	7.11%	\$ 56.89	\$ 128.00
TCCTA	\$ 425.00	10.00%	\$ 42.50	\$ 35.00
<b>Totals</b>			<b>\$ 7,669.72</b>	<b>\$ 6,021.16</b>

### **SB 17 Statement on DEI Activities**

Kilgore College did not spend any state funds in opposition to SB17 in Fiscal Year 2024. The proposed budget for Fiscal Year 2025 does not contain any budgeted funds that would be in opposition to SB17.



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Terry A. Hanson  
Vice President Administrative Services  
& Chief Financial Officer

August 12, 2024

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Date

**THANK YOU!**

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Kilgore College  
May Financial Snapshot

Fiscal Year 2024 (September 1, 2023 to August 31, 2024)  
Revenues and Expenses from Operations - Excludes Auxillary

	FY 2023 Actual	5/31/2024	Budget Variance	FY 2024 Budget	% of Annual Budget
<b>Credit Tuition</b>					
In-District Tuition	\$1,085,231	\$997,099	(\$217,901)	\$1,215,000	82%
Out of District Tuition	\$2,560,230	\$2,486,247	(\$523,753)	\$3,010,000	83%
Out of State Tuition (Texas Non-Resident)	\$320,471	\$253,580	(\$111,420)	\$365,000	69%
Early Admission/Dual Credit	\$1,836,587	\$1,189,477	\$415,777	\$773,700	154%
<b>Total Credit Tuition:</b>	<b>\$5,802,519</b>	<b>\$4,926,403</b>	<b>(\$437,297)</b>	<b>\$5,363,700</b>	<b>92%</b>
<b>Course and Special Fees</b>					
General Education Fee	\$2,860,708	\$2,877,232	(\$462,768)	\$3,340,000	86%
Out of District Fee	\$4,328,825	\$4,458,702	(\$191,298)	\$4,650,000	96%
Course Fees	\$1,825,608	\$2,477,296	\$157,296	\$2,320,000	107%
All Other Fees	\$988,042	\$1,884,621	\$112,201	\$1,772,420	106%
<b>Total Course and Special Fees:</b>	<b>\$10,003,183</b>	<b>\$11,697,852</b>	<b>(\$384,568)</b>	<b>\$12,082,420</b>	<b>97%</b>
<b>State Appropriations</b>					
State Appropriations - Performance Based Funding		\$7,659,812	(\$2,553,271)	\$10,213,083	75%
State Appropriations - Base Tier Funding	\$9,654,902	\$2,674,235	(\$891,412)	\$3,565,647	75%
State Appropriations - Dual Credit FAST Funding	\$0	\$554,153	\$177,853	\$376,300	147%
State Appropriations - Teacher Retirement System TRS/ORP	\$102,514	\$62,648	(\$27,352)	\$90,000	70%
<b>Total State Appropriations:</b>	<b>\$9,757,416</b>	<b>\$10,950,848</b>	<b>(\$3,294,182)</b>	<b>\$14,245,030</b>	<b>77%</b>
<b>District Ad-Valorem Property Taxes</b>					
Property Tax Revenues M&O	\$6,808,372	\$7,090,243	(\$230,149)	\$7,320,392	97%
Property Tax Revenues I&S	\$1,010,169	\$1,745,868	(\$91,456)	\$1,837,324	95%
Delinquent Tax Collections	\$178,560	\$153,313	\$53,313	\$100,000	153%
<b>Total Ad-Valorem Tax Collections:</b>	<b>\$7,997,100</b>	<b>\$8,989,424</b>	<b>(\$268,292)</b>	<b>\$9,257,716</b>	<b>97%</b>
<b>Other Revenue from Operations</b>					
Indirect Cost Recovery (from grants/contracts)	\$90,297	\$51,476	\$1,476	\$50,000	103%
Interest/Investment Income	\$1,496,267	\$1,274,681	\$216,082	\$1,058,599	120%
Continuing Education	\$2,238,075	\$1,889,752	(\$636,648)	\$2,526,400	75%
Other Revenue from Operations	\$3,303,296	\$293,849	\$60,849	\$233,000	126%
KC Plant Fund Reserves for Capital Improvements	\$11,367,450	\$500,000	\$0	\$500,000	100%
<b>Total Other Revenue from Operations:</b>	<b>\$18,495,384</b>	<b>\$4,009,757</b>	<b>(\$358,242)</b>	<b>\$4,367,999</b>	<b>92%</b>
<b>Total Revenues</b>	<b>\$52,055,602</b>	<b>\$40,574,285</b>	<b>(\$4,742,580)</b>	<b>\$45,316,865</b>	<b>90%</b>
<b>Operating Expenses</b>					
Salaries & Wages	\$18,569,213	\$15,031,639	\$6,489,572	\$21,521,211	70%
Employee Benefits	\$4,024,429	\$1,832,995	\$791,354	\$2,624,349	70%
Other Operating Expenses	\$14,529,697	\$9,284,263	\$6,500,929	\$15,785,192	59%
Debt Service - SECO Loans	\$1,049,898	\$701,985	\$1,135,339	\$1,837,324	38%
Capital Budget	\$12,005,450	\$3,299,299	\$0	\$3,299,299	100%
Employee Raises	\$0	\$0	\$0	\$0.00	
<b>Total Expenses</b>	<b>\$50,178,688</b>	<b>\$30,150,180</b>	<b>\$14,917,195</b>	<b>\$45,067,375</b>	<b>67%</b>
<b>Net Income/(Loss)</b>	<b>\$1,876,914</b>	<b>\$10,424,104</b>	<b>\$10,174,614</b>	<b>\$249,490</b>	



Kilgore College  
May Financial Snapshot  
Fiscal Year 2024 (September 1, 2023 to August 31, 2024)  
Revenues and Expenses from Auxiliary Enterprises (Grouped)

	FY 2023 Actual	5/31/2024	Budget Variance	FY 2024 Budget	% of Annual Budget
Campus Life Revenues	\$2,438,271	\$2,457,633	(\$184,673)	\$2,642,306	93.0%
Campus Life Expenses	\$1,704,530	\$1,401,170	\$354,403	\$1,755,573	79.8%
<b>Net Student Housing Activity</b>	<b>\$733,741</b>	<b>\$1,056,463</b>	<b>\$169,730</b>	<b>\$886,733</b>	
Campus Store Revenues	\$1,731,260	\$874,142	(\$1,703,958)	\$2,578,100	33.9%
Campus Store Expenses	\$1,626,184	\$830,018	\$1,218,274	\$2,048,291	40.5%
<b>Net Bookstore Activity</b>	<b>\$105,076</b>	<b>\$44,124</b>	<b>(\$485,685)</b>	<b>\$529,809</b>	
Rangerette Showcase Revenues	\$86,460	\$84,887	(\$71,913)	\$156,800	54.1%
Rangerette Showcase Expenses	\$57,070	\$119,483	\$16,275	\$135,758	88.0%
<b>Net Rangerette Showcase Activity</b>	<b>\$29,391</b>	<b>(\$34,595)</b>	<b>(\$55,637)</b>	<b>\$21,042</b>	
KCEXCEL Health Club Revenues	\$39,360	\$86,333	(\$175,567)	\$261,900	33.0%
KCEXCEL Health Club Expenses	\$176,735	\$136,536	\$75,964	\$212,500	64.3%
<b>Net Parks Fitness Center Activity</b>	<b>(\$137,374)</b>	<b>(\$50,202)</b>	<b>(\$99,602)</b>	<b>\$49,400</b>	
East Texas Oil Museum Revenues	\$166,079	\$120,922	(\$71,587)	\$192,509	62.8%
East Texas Oil Museum Expenses	\$167,771	\$143,530	\$38,738	\$182,268	78.7%
<b>Net East Texas Oil Museum Activity</b>	<b>(\$1,692)</b>	<b>(\$22,608)</b>	<b>(\$32,849)</b>	<b>\$10,241</b>	
RangerPRINT Revenues	\$225,004	\$208,855	(\$581,145)	\$790,000	26.4%
RangerPRINT Expenses	\$831,006	\$767,722	\$6,278	\$774,000	99.2%
<b>Net Printshop Activity</b>	<b>(\$606,002)</b>	<b>(\$558,867)</b>	<b>(\$574,867)</b>	<b>\$16,000</b>	
Athletics Revenues	\$78,494	\$80,369	(\$34,785)	\$115,154	69.8%
Athletics Expenses	\$1,771,945	\$1,637,241	\$240,628	\$1,877,869	87.2%
<b>Net Athletics Activity</b>	<b>(\$1,693,450)</b>	<b>(\$1,556,872)</b>	<b>\$205,843</b>	<b>(\$1,762,715)</b>	
<b>Total Net Auxiliary Services Activity:</b>	<b>(\$1,570,311)</b>	<b>(\$1,122,558)</b>	<b>(\$873,068)</b>	<b>(\$249,490)</b>	



Kilgore College  
June Financial Snapshot

Fiscal Year 2024 (September 1, 2023 to August 31, 2024)  
Revenues and Expenses from Operations - Excludes Auxillary

	FY 2023 Actual	6/30/24	Budget Variance	FY 2024 Budget	% of Annual Budget
<b>Credit Tuition</b>					
In-District Tuition	\$1,085,231	\$999,373	(\$215,627)	\$1,215,000	82%
Out of District Tuition	\$2,560,230	\$2,488,865	(\$521,135)	\$3,010,000	83%
Out of State Tuition (Texas Non-Resident)	\$320,471	\$259,232	(\$105,768)	\$365,000	71%
Early Admission/Dual Credit	\$1,836,587	\$1,213,748	\$440,048	\$773,700	157%
State Appropriations - Dual Credit FAST Funding	\$0	\$554,153	\$177,853	\$376,300	147%
<b>Total Credit Tuition:</b>	<b>\$5,802,519</b>	<b>\$5,515,371</b>	<b>(\$224,629)</b>	<b>\$5,740,000</b>	<b>96%</b>
<b>Course and Special Fees</b>					
General Education Fee	\$2,860,708	\$2,883,001	(\$456,999)	\$3,340,000	86%
Out of District Fee	\$4,328,825	\$4,467,037	(\$182,963)	\$4,650,000	96%
Course Fees	\$1,825,608	\$2,476,245	\$156,245	\$2,320,000	107%
All Other Fees	\$988,042	\$1,898,283	\$125,863	\$1,772,420	107%
<b>Total Course and Special Fees:</b>	<b>\$10,003,183</b>	<b>\$11,724,567</b>	<b>(\$357,853)</b>	<b>\$12,082,420</b>	<b>97%</b>
<b>State Appropriations</b>					
State Appropriations - Performance Based Funding		\$10,213,083	(\$0)	\$10,213,083	100%
State Appropriations - Base Tier Funding	\$9,654,902	\$3,565,647	(\$0)	\$3,565,647	100%
State Appropriations - Teacher Retirement System TRS/ORP	\$102,514	\$78,397	(\$11,603)	\$90,000	87%
<b>Total State Appropriations:</b>	<b>\$9,757,416</b>	<b>\$13,857,127</b>	<b>(\$11,603)</b>	<b>\$13,868,730</b>	<b>100%</b>
<b>District Ad-Valorem Property Taxes</b>					
Property Tax Revenues M&O	\$6,808,372	\$7,140,977	(\$179,415)	\$7,320,392	98%
Property Tax Revenues I&S	\$1,010,169	\$1,757,069	(\$80,255)	\$1,837,324	96%
Delinquent Tax Collections	\$178,560	\$168,078	\$68,078	\$100,000	168%
<b>Total Ad-Valorem Tax Collections:</b>	<b>\$7,997,100</b>	<b>\$9,066,124</b>	<b>(\$191,592)</b>	<b>\$9,257,716</b>	<b>98%</b>
<b>Other Revenue from Operations</b>					
Indirect Cost Recovery (from grants/contracts)	\$90,297	\$63,543	\$13,543	\$50,000	127%
Interest/Investment Income	\$1,496,267	\$1,363,538	\$304,939	\$1,058,599	129%
Continuing Education	\$2,238,075	\$1,983,501	(\$542,899)	\$2,526,400	79%
Other Revenue from Operations	\$3,303,296	\$319,056	\$86,056	\$233,000	137%
KC Plant Fund Reserves for Capital Improvements	\$11,367,450	\$500,000	\$0	\$500,000	100%
<b>Total Other Revenue from Operations:</b>	<b>\$18,495,384</b>	<b>\$4,229,638</b>	<b>(\$138,361)</b>	<b>\$4,367,999</b>	<b>97%</b>
<b>Total Revenues</b>	<b>\$52,055,602</b>	<b>\$44,392,827</b>	<b>(\$924,038)</b>	<b>\$45,316,865</b>	<b>98%</b>
<b>Operating Expenses</b>					
Salaries & Wages	\$18,569,213	\$16,641,066	\$4,880,145	\$21,521,211	77%
Employee Benefits	\$4,024,429	\$2,029,252	\$595,097	\$2,624,349	77%
Other Operating Expenses	\$14,529,697	\$10,507,394	\$5,277,798	\$15,785,192	67%
Debt Service - SECO Loans	\$1,049,898	\$701,985	\$1,135,339	\$1,837,324	38%
Capital Budget	\$12,005,450	\$3,299,299	\$0	\$3,299,299	100%
Employee Raises	\$0	\$0	\$0	\$0.00	
<b>Total Expenses</b>	<b>\$50,178,688</b>	<b>\$33,178,996</b>	<b>\$11,888,379</b>	<b>\$45,067,375</b>	<b>74%</b>
<b>Net Income/(Loss)</b>	<b>\$1,876,914</b>	<b>\$11,213,830</b>	<b>\$10,964,340</b>	<b>\$249,490</b>	





Kilgore College  
June Financial Snapshot  
Fiscal Year 2024 (September 1, 2023 to August 31, 2024)  
Revenues and Expenses from Auxiliary Enterprises (Grouped)

	FY 2023 Actual	6/30/24	Budget Variance	FY 2024 Budget	% of Annual Budget
Campus Life Revenues	\$2,438,271	\$2,470,471	(\$171,835)	\$2,642,306	93.5%
Campus Life Expenses	\$1,704,530	\$1,434,914	\$320,659	\$1,755,573	81.7%
<b>Net Student Housing Activity</b>	<b>\$733,741</b>	<b>\$1,035,556</b>	<b>\$148,823</b>	<b>\$886,733</b>	
Campus Store Revenues	\$1,731,260	\$898,443	(\$1,679,657)	\$2,578,100	34.8%
Campus Store Expenses	\$1,626,184	\$949,765	\$1,098,526	\$2,048,291	46.4%
<b>Net Bookstore Activity</b>	<b>\$105,076</b>	<b>(\$51,322)</b>	<b>(\$581,131)</b>	<b>\$529,809</b>	
Rangerette Showcase Revenues	\$86,460	\$99,826	(\$56,974)	\$156,800	63.7%
Rangerette Showcase Expenses	\$57,070	\$128,586	\$7,172	\$135,758	94.7%
<b>Net Rangerette Showcase Activity</b>	<b>\$29,391</b>	<b>(\$28,759)</b>	<b>(\$49,801)</b>	<b>\$21,042</b>	
KCEXCEL Health Club Revenues	\$39,360	\$92,366	(\$169,534)	\$261,900	35.3%
KCEXCEL Health Club Expenses	\$176,735	\$149,925	\$62,575	\$212,500	70.6%
<b>Net Parks Fitness Center Activity</b>	<b>(\$137,374)</b>	<b>(\$57,559)</b>	<b>(\$106,959)</b>	<b>\$49,400</b>	
East Texas Oil Museum Revenues	\$166,079	\$139,030	(\$53,479)	\$192,509	72.2%
East Texas Oil Museum Expenses	\$167,771	\$160,899	\$21,369	\$182,268	88.3%
<b>Net East Texas Oil Museum Activity</b>	<b>(\$1,692)</b>	<b>(\$21,869)</b>	<b>(\$32,110)</b>	<b>\$10,241</b>	
RangerPRINT Revenues	\$225,004	\$235,470	(\$554,530)	\$790,000	29.8%
RangerPRINT Expenses	\$831,006	\$860,713	(\$86,713)	\$774,000	111.2%
<b>Net Printshop Activity</b>	<b>(\$606,002)</b>	<b>(\$625,244)</b>	<b>(\$641,244)</b>	<b>\$16,000</b>	
Athletics Revenues	\$78,494	\$81,509	(\$33,645)	\$115,154	70.8%
Athletics Expenses	\$1,771,945	\$1,681,484	\$196,385	\$1,877,869	89.5%
<b>Net Athletics Activity</b>	<b>(\$1,693,450)</b>	<b>(\$1,599,976)</b>	<b>\$162,739</b>	<b>(\$1,762,715)</b>	
<b>Total Net Auxiliary Services Activity:</b>	<b>(\$1,570,311)</b>	<b>(\$1,349,172)</b>	<b>(\$1,099,682)</b>	<b>(\$249,490)</b>	

# APPENDIX H



## Kilgore College June Capital Update Fiscal Year 2024 (September 1, 2023 to August 31, 2024)

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion	Phase
<b>Public Safety</b>										
KCPD Squad Vehicle	40,716	-	46,000	40,716	5,284	89%	89%	11%	100%	Received \$ 27,500 Grant 4/29/24
<b>Program Expansion</b>										
Laird FFE & Parking Lot	1,000,000	-	1,000,000	1,000,000	-	100%	100%	0%	100%	In Process
Laird FFE (HEGI)	1,000,000	-	1,000,000	1,000,000	-	100%	100%	0%	100%	In Process
CDL Track & Facility	2,548,118	-	3,352,674	2,548,118	804,556	76%	76%	24%	75%	In Process
<b>Capital Items</b>										
Quads Demo - Ranger Village Study	-	264,520	868,000	264,520	603,480	0%	30%	70%	0%	
Campus Improvements	7,511	4,950	265,000	12,461	252,539	3%	5%	95%	2%	In Process
Golf Carts	23,458	-	25,000	23,458	1,542	94%	94%	6%	100%	Complete
Box Truck	57,233	-	60,000	57,233	2,767	95%	95%	5%	100%	Complete
LV Reno Machining	175,621	-	400,000	175,621	224,379	44%	44%	56%	100%	Complete
ATC Chiller	167,552	-	175,000	167,552	7,448	96%	96%	4%	100%	Complete
PE Complex Chiller	110,871	-	150,000	110,871	39,129	74%	74%	26%	100%	Complete
<b>Buildings &amp; Structures</b>										
Old Main Class Upgrades	565,269	-	710,000	565,269	144,731	80%	80%	20%	100%	Complete
Print Shop HVAC/Siding	92,941	-	300,000	92,941	207,059	31%	31%	69%	100%	Complete
Pedestrian Bridge	5,182,684	-	5,305,450	5,182,684	122,766	98%	98%	2%	99%	Renovation in process
Student One-Stop Space Study	-	-	35,000	-	35,000	0%	0%	100%	0%	
ATC Roof	307,610	-	323,000	307,610	15,390	95%	95%	5%	100%	Complete
Stark Hall Renovations	2,609,327	-	2,538,625	2,609,327	(70,702)	103%	103%	-3%	100%	Complete
<b>Total</b>	<b>\$ 13,888,912</b>	<b>\$ 269,470</b>	<b>\$ 16,553,749</b>	<b>\$ 14,158,382</b>	<b>\$ 2,395,367</b>					
<b>Debt Funded</b>										
<b>Buildings &amp; Structures</b>										
Roof Repair/Replacement	427,987	510,675	1,525,000	938,662	586,338	28%	62%	38%	61%	In Process
HVAC Repair/Replacement	301,893	-	1,500,000	301,893	1,198,107	20%	20%	80%	5%	In Process
Deferred Maintenance	140,356	439,533	650,000	579,889	70,111	22%	89%	11%	24%	In Process
Unassigned Deferred Maintenance	-	-	457,000	-	457,000	0%	0%	100%	0%	
Roof Repair/ Maint Old Main	123,550	-	595,000	123,550	471,450	21%	21%	79%	20%	In Process
Nolan Fire Alarm	69,130	-	148,000	69,130	78,870	47%	47%	53%	47%	In Process
Carpet Gym Floor	110,626	-	125,000	110,626	14,374	89%	89%	11%	80%	In Process
<b>Total</b>	<b>\$ 1,173,542</b>	<b>\$ 950,208</b>	<b>\$ 5,000,000</b>	<b>\$ 2,123,750</b>	<b>\$ 2,876,250</b>					



TO: Board of Trustees  
Kilgore College

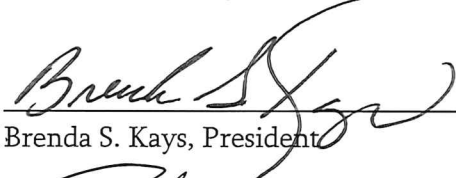
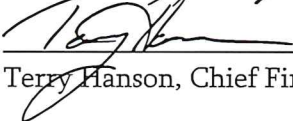
DATE: 07/11/2024

RE: Investment Reporting

The Statement of Cash and Investments as of May 31, 2024 along with the corresponding Schedule of Cash and Investments as of May 31, 2024 has been prepared in accordance with Texas Government Code, Section 2256.023 and the Higher Education Investment Reporting Requirements issued by the State Auditor's Office. Inquiries related to this report may be directed to:

Terry Hanson  
Chief Financial Officer / VP of Administrative Services  
Kilgore College  
1100 Broadway  
Kilgore, TX 75662  
903-983-7495  
thanson@kilgore.edu

The investments are held in compliance with the Kilgore College investment strategy to manage and invest funds with the following objectives listed in order of their priority: safety, suitability, liquidity, diversity and yield.

  
Brenda S. Kays, President  
Terry Hanson, Chief Financial Officer/ VP of Administrative Services

Kilgore Campus  
1100 Broadway • Kilgore, Texas 75662 • 903.983.8209  
KC-Longview  
300 South High Street • Longview, Texas 75601 • 903.753.2642

Kilgore College  
Statement of Cash and Investments  
May 31, 2024

	February 29, 2024 Book Value	February 29, 2024 Market Value	Change	May 31, 2024 Book Value	May 31, 2024 Market Value
<b>Total Cash and Investments</b>					
Bank Deposits (Cash)	\$ 31,235,522	\$ 31,235,522	\$ (9,686,467)	\$ 21,549,056	\$ 21,549,056
Certificate of Deposits	8,225,698	\$ 8,225,698	124,447	8,350,145	8,350,145
TexPool	190,521	\$ 190,521	2,564	193,085	193,085
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 39,651,741</b>	<b>\$ 39,651,741</b>	<b>\$ (9,559,455)</b>	<b>\$ 30,092,286</b>	<b>\$ 30,092,286</b>

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, 2024 was \$29,210,685.27

**Kilgore College**  
**Schedule of Cash and Investments**  
**May 31, 2024**

FUND	Maturity Date	Rate	Operating	Restricted	Endowment	Plant Reserve	Bond Reserve	Agency	Accrued Interest	Totals
<b>BALANCE AS OF 05/31/2024</b>			\$ 32,787,238	\$ 357,402	\$ -	\$ 3,634,373	\$ 2,862,109	\$ -	10,619	\$ 39,851,741
<b>Bank Deposits (Cash)</b>		5.24%	\$ 18,146,961	\$ 357,408	\$ -	\$ 50,000	\$ 2,994,687	\$ -	\$	\$ 21,549,056
Certificates of Deposit										
Operating Reserves CD (91 days) established 11/29/2012	8/15/2024	5.50%	4,763,620						10,767	
Plant Fund Reserve CD (91 days) established 9/15/2010	8/28/2024	5.50%	1,138,000			2,436,681			1,077	
<b>Total Certificates of Deposit</b>			5,901,620	-	-	2,436,681	-	-	11,844	8,350,145
TexPool			134,213			58,872				193,085
<b>Total Cash and Investments</b>			<u>\$ 24,182,794</u>	<u>\$ 357,408</u>	<u>\$ -</u>	<u>\$ 2,545,553</u>	<u>\$ 2,994,687</u>	<u>\$ -</u>	<u>\$ 11,844</u>	<u>\$ 30,092,286</u>

## ***Administrative Rule***

**Subject:** Disposal of College Property

**TASB Policy:** CIB: Equipment and Supplies Management  
Disposal of Property

**Effective Date:** August 12, 2024



- 
- I. Purpose and Scope  
This rule safeguards personal property of Kilgore College that may have historical significance and/or sentimental appreciation.
- II. Definitions
- A. Personal property – refers to materials, equipment, vehicles, and supplies. It does not include real property or business records of the institution.
  - B. Real property – refers to fixed property, such as land and buildings. Disposal of real property is not governed by this rule.
  - C. Records – refers to official information, documentation, and data collected and/or created by the College in the course and scope of business. Records retention and management are not governed by this rule.
- III. Procedures  
CIB Legal and Local outline the policies and procedures for disposing of College personal property that has and that does not have monetary value. However, those processes do not address personal property that may have historical or sentimental significance. To safeguard personal property of Kilgore College that may have historical and/or sentimental value, the following procedures will be followed.
- 1. Personal property that has been deemed unserviceable by faculty or staff, is 25 years of age or older, is in working/functioning/useable condition, and that may have historical or sentimental value will be properly stored until such time that the College can engage an external subject matter expert (SME).
  - 2. The retained SME will evaluate the personal property to determine if there is historical significance and/or sentimental appreciation to the degree to cause the College to retain said property.
  - 3. If the SME determines that the personal property has no historical or sentimental value, said personal property will be disposed of in compliance with CIB Legal and Local.
  - 4. If the SME determines that the personal property has or may have historical significance or sentimental appreciation, the College will engage the SME or another appropriate individual to curate said property for retention by the institution.
-

# APPENDIX K

Kilgore College  
092501

## EQUIPMENT AND SUPPLIES MANAGEMENT DISPOSAL OF PROPERTY

CIB  
(LOCAL)

### **Disposal of College District Property**

The College President or designee is authorized to declare College District personal property, including materials, equipment, vehicles, and supplies, to be unnecessary.

If the unnecessary property has value, the ~~College President or designee~~ **executive vice president or executive director of facility services** shall:

1. Dispose of the unnecessary property for fair market value;
2. Dispose of the unnecessary property through a method expressly authorized by law; or
3. Recommend to the Board for approval an alternative method of disposal for less than fair market value. Before approving the disposal of the unnecessary property for less than fair market value, the Board shall determine that the conveyance is not a gift of public funds by making the following findings:
  - a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
  - b. The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and
  - c. The College District shall receive a return benefit.

If the unnecessary property has no value, the ~~College President or designee~~ **executive vice president or executive director of facility services** may dispose of such property according to administrative discretion.

Items obtained with federal funds or as federal surplus shall be managed according to federal regulations.

### **Disposal of Abandoned or Unclaimed Personal Property**

The vice president of administrative services/CFO is authorized to dispose of a third parties' abandoned and unclaimed personal property in accordance with College District regulations. These regulations shall address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.

EQUIPMENT AND SUPPLIES MANAGEMENT  
DISPOSAL OF PROPERTY

CIB  
(LOCAL)

3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

Any monies realized from disposal of unclaimed or abandoned personal property shall be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]



Kilgore College

# Surgical Technology

# Enrollment & Attrition

KC Surgical Technology Enrollment				
Term	Course	Course		
	SRGT1405 Intro Surg Tech	SRGT1409 Fund Perioperative Con. & Tech	Graduted	Attrition
Spring 2023	22	22	14	33%
Summer 2023	15	15	10	33%
Fall 2023	NA	NA	NA	NA
Spring 2024	22	22		
Summer 2024	5	5		
Fall 2024	12	12		

# Surg Tech Program

## TJC

- Degree Plan
  - 60 hours
  - Clinical Time- M/T/TH
- Application Packet
- Selective Admissions

## KC

- Degree Plan
  - 60 hours
  - Clinical Time- T/TH/F
- No application
- Open Admissions

# Curriculum Comparison- TJC

*Courses titled in bold type represent general education courses and may be taken prior to acceptance into the program.*

*\*[HITT 1305](#), [BIOL 2401](#) and [BIOL 2402](#) are prerequisite courses for all SRGT courses.*

*All SRGT courses must be completed in sequence and completed with a minimum of "C" (75%) in all SRGT courses.*

*Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 75 percent or better on the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.*

*[Selective admissions](#) and retention rules apply. Contact the department chair for details.*

[https://catalog.tjc.edu/preview\\_program.php?catoid=10&poid=1581&returnto=650](https://catalog.tjc.edu/preview_program.php?catoid=10&poid=1581&returnto=650)

## Course Sequence:

### Summer I

- [BIOL 2401 - Anatomy & Physiology I](#) Semester Credit Hours: 4 \*
- [ENGL 1301 - Composition I](#) Semester Credit Hours: 3

### First Semester

- [BIOL 2402 - Anatomy & Physiology II](#) Semester Credit Hours: 4 \*
- [PSYC 2314 - Lifespan Growth & Development](#) Semester Credit Hours: 3
- [HITT 1305 - Medical Terminology I](#) Semester Credit Hours: 3 \*
  
- [SOCL 1301 - Introduction to Sociology](#) Semester Credit Hours: 3
- OR
- [SOCL 1306 - Social Problems](#) Semester Credit Hours: 3

### Second Semester

- [SPCH 1315 - Public Speaking](#) Semester Credit Hours: 3
- OR
- [SPCH 1311 - Introduction to Speech Communication](#) Semester Credit Hours: 3
- OR
- [SPCH 1318 - Interpersonal Communication](#) Semester Credit Hours: 3
- OR
- [SPCH 1321 - Business and Professional Communication](#) Semester Credit Hours: 3
  
- [BIOL 2420 - Microbiology for Non-Science Majors](#) Semester Credit Hours: 4
- [PSYC 2301 - General Psychology](#) Semester Credit Hours: 3

### Third Semester

- [SRGT 1405 - Introduction to Surgical Technology](#) Semester Credit Hours: 4
- [SRGT 1409 - Fundamentals of Perioperative Concepts and Techniques](#) Semester Credit Hours: 4
- [SRGT 1541 - Surgical Procedures I](#) Semester Credit Hours: 5
- [SRGT 1266 - Practicum I \(or Field Experience\) - Surgical Technology/Technologist](#) Semester Credit Hours: 2

### Fourth Semester

- [SRGT 1542 - Surgical Procedures II](#) Semester Credit Hours: 5
- [SRGT 1244 - Technological Sciences for the Surgical Technologist](#) Semester Credit Hours: 2
- [SRGT 2130 - Professional Readiness](#) Semester Credit Hours: 1
- [SRGT 2466 - Practicum \(or Field Experience\) - Surgical Technology/Technologist](#) Semester Credit Hours: 4
  
- xxxx x3xx - Lang., Philosophy and Culture Core Semester Credit Hours: 3
- OR
- Creative Arts Core Semester Credit Hours: 3

**Total Semester Hours: 60**

# Curriculum Comparison- KC

## Note:

\*May be taken prior to acceptance into program.

^ § Course requires a prerequisite course.

The findings of a criminal background check can impact an individual's eligibility for licensure or certification.

1. A minimum grade of C is required in all courses with a minimum overall GPA of 2.5. A course with a grade of D or F must be repeated before graduation with a minimum grade of C. Such a course may only be repeated once. In exceptional circumstances students may petition for a second repetition of the course.
2. Two or more D or F grades within one year may result in dismissal from the program.

[https://catalog.kilgore.edu/preview\\_program.php?catoid=6&poid=626](https://catalog.kilgore.edu/preview_program.php?catoid=6&poid=626)

## First Year

### First Semester

- [BIOL 2401 \(T\) - Human Anatomy and Physiology I](#) ^ §
- [MDCA 1313 \(NT\) - Medical Terminology](#) \*
- [HPRS 2300 \(NT\) - Pharmacology for Health Professions I](#)
- [HPRS 2301 \(NT\) - Pathophysiology](#)

Semester Hours: 13

### Second Semester

- [BIOL 2402 \(T\) - Human Anatomy and Physiology II](#)
- [SRGT 1405 \(NT\) - Introduction to Surgical Technology](#)
- [SRGT 1409 \(NT\) - Fundamentals of Perioperative Concepts and Techniques](#)
- [ENGL 1301 \(T\) - Composition I](#) \*

Semester Hours: 15

## Second Year

### Third Semester

- [BIOL 2420 \(T\) - Microbiology for Non-Science Majors](#)
- [SRGT 1441 \(NT\) - Surgical Procedures I](#)
- [SOCI 1301 \(T\) - Introduction to Sociology](#) \*
- [SRGT 2461 \(NT\) - Clinical - Surgical Technology/Technologist](#)
- [MATH 1314 \(T\) - College Algebra](#) \*

Semester Hours: 18

### Fourth Semester

- [SRGT 1442 \(NT\) - Surgical Procedures II](#)
- [SRGT 2462 \(NT\) - Clinical - Surgical Technology/Technologist](#)
- [PSYC 2314 \(T\) - Lifespan Growth and Development](#) \*
- [MUSI 1306 \(T\) - Music Appreciation](#) \*

Semester Hours: 14

Total Hours: 60

# Program Evaluation- Graduates

## ST Graduate Survey Tool

This Graduate Survey Tool is **required** for use for graduates who completed the program **on or after August 1, 2016**, and may be administered **immediately upon completion of the program**.

<https://arcstsa.org/forms/>

## ARC/STSA GRADUATE SATISFACTION SURVEY CAAHEP-Accredited Surgical Technology Program

Surgical Technology (ST) programs value the opinions of our graduates. The information provided in this survey to improve the quality of the program. Graduate survey return rate and graduate survey satisfaction rate are two of program outcomes reported to the institution's Program Advisory Committee and on the program's Annual Accreditation Report. Thank you for completing and returning this important survey.

Name of Institution \_\_\_\_\_

Graduate's Name \_\_\_\_\_ Graduation Date \_\_\_\_\_

Please select one response from the KEY below and circle the corresponding number at the end of each question.

KEY: 0=Does Not Apply, 1=Not Satisfied, 2=Slightly Satisfied, 3=Satisfied, 4=Very Satisfied, 5=Extremely Satisfied

### Theory Course/s

1. How satisfied are you with the learning opportunities provided by the program in both health and technological sciences (e.g., anatomy, physiology, medical terminology, pathophysiology, microbiology, pharmacology, anesthesia, electricity, information technology, and robotics)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

2. How satisfied are you with the learning opportunities provided by the program in perioperative case management for both the sterile and non-sterile roles (e.g., principles of asepsis, patient preparation, safety considerations, disinfection, sterilization, etc.)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

3. How satisfied are you with the program resources associated with your lectures (e.g., classroom facilities, computer resources, instructional reference materials, models, etc.)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

### Laboratory Course/s

4. How satisfied are you with the learning opportunities provided by the program for surgical laboratory skills and clinical setting preparation in both the sterile and non-sterile roles (e.g., scrubbing, gowning, gloving, case preparation, prepping, draping, mock surgical procedures, cumulative practicum, etc.)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

5. How satisfied are you with the program resources associated with your labs (e.g., lab facilities, supplies both disposable and non-disposable, instrumentation, equipment, etc.)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

### Clinical Course/s

6. How satisfied are you with the learning opportunities provided by the program to obtain surgical case experience and meet surgical case requirement guidelines as defined by the Association of Surgical Technologists *Core Curriculum for Surgical Technology*?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

7. How satisfied are you with the learning opportunities provided by the program for professionalism (e.g., employability skills, communication, teamwork, accountability, flexibility, functioning under pressure, physical environment, healthcare organization/management, and all hazards preparation)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

## ARC/STSA GRADUATE SATISFACTION SURVEY CAAHEP-Accredited Surgical Technology Program

### General Questions

8. How satisfied are you with the program's frequency of evaluation (e.g., quizzes, exams, laboratory evaluations, clinical evaluations)?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

9. Overall, how satisfied are you with the instructional opportunities provided by the program to prepare you for the national CST Exam?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

10. Overall, how satisfied are you with the learning opportunities provided by the program to prepare you for entry-level employment?

0 1 2 3 4 5  
[ ] [ ] [ ] [ ] [ ] [ ]

Please comment on areas above where you were less than satisfied and/or on how the program can improve the overall quality of its surgical technology educational program.

### Current Employment Status (please select only one status by checking or *clicking* the appropriate box ☐)

a. ☐ Employed as surgical technologist.  
Employer: \_\_\_\_\_

b. ☐ Employed in a healthcare-related field but not as surgical technologist.  
Employer: \_\_\_\_\_

c. ☐ Not employed as surgical technologist or in a healthcare-related field.

d. ☐ Continuing higher education - (please list state, institution name and degree being pursued)  
\_\_\_\_\_

e. Date this survey was completed \_\_\_\_\_

f. Graduate's email address \_\_\_\_\_

g. Signature of person completing the survey \_\_\_\_\_

h. Graduate's primary contact phone number \_\_\_\_\_

### End of Survey

Thank you!

# Post Grad Survey

Please comment on areas above where you were less than satisfied and/or on how the program can improve the overall quality of its surgical technology educational program.

future students need more lab time, and hands on opportunities.  
Students should only take the program courses.

Please comment on areas above where you were less than satisfied and/or on how the program can improve the overall quality of its surgical technology educational program.

~~1/2~~ Having more structured lab time would benefit everyone.



# Program Evaluation- Employer

## ST Employer Survey Tool

This Employer Survey Tool is **required** for use for graduates who completed the program **on or after August 1, 2016**, and may be administered **immediately upon placement**.

<https://arcstsa.org/forms/>

 **ARC/STSA EMPLOYER SATISFACTION SURVEY**  
CAAHEP-Accredited Surgical Technology Program

Surgical technology (ST) programs value the opinions of employers of our graduates. The information provided in this survey is critical to continuous quality improvement of the program. Employer survey return rate and Employer survey satisfaction rate are two of the program outcomes reported to the institution's Program Advisory Committee and on the program's ARC/STSA Annual Report. Thank you for completing and returning this important survey.

School Sponsoring ST Program \_\_\_\_\_

School City \_\_\_\_\_ State \_\_\_\_\_

Graduate's Name \_\_\_\_\_ Graduation Date \_\_\_\_\_

Employer \_\_\_\_\_ Dept. \_\_\_\_\_

Date of employment \_\_\_\_\_ Length of Employment (months or years) \_\_\_\_\_

Please select one response from the KEY below and circle the corresponding number at the end of each question.

**KEY:** 0=Does Not Apply, 1=Not Satisfied, 2=Slightly Satisfied, 3=Satisfied, 4=Very Satisfied, 5=Extremely Satisfied

**Knowledge (Cognitive Preparation)** - How satisfied are you with this graduate's entry-level knowledge of:

- basic sciences (e.g., anatomy, physiology, medical terminology, pathophysiology, microbiology, pharmacology, and anesthesia)?  
0 1 2 3 4 5  
☐ ☐ ☐ ☐ ☐ ☐
- preoperative concepts (e.g., case preparation, scrubbing, gowning, gloving, and counting)?  
0 1 2 3 4 5  
☐ ☐ ☐ ☐ ☐ ☐
- intra-operative concepts (e.g., operative sequence, supplies, instrumentation, equipment, and specimen handling)?
- postoperative concepts (e.g., case breakdown/room turnover, transfer/transport, decontamination, disinfection, and sterilization)?

**Psychomotor Skills** - How satisfied are you with this graduate's entry-level:

- ability to anticipate, manage a surgical procedure, and handle instrumentation, supplies, and equipment?
- practice of asepsis, standard precautions, and sharps safety?

**Professional Behaviors** - How satisfied are you with this graduate's entry-level:

- work ethic (e.g., attendance, punctuality, time management, and accountability)?
- interpersonal skills (e.g., communication, teamwork, and conflict management)?
- adaptive behaviors (e.g., flexibility, receptiveness to critique, and responsiveness to stressful situations)?
- Overall, how satisfied are you with this graduate's preparation for entry-level employment?

Please comment on areas above where you were less than satisfied and/or on how the program can improve the overall quality of its graduates (optional).

Date this survey was completed \_\_\_\_\_

Name of person completing survey \_\_\_\_\_

Job Title of person completing survey \_\_\_\_\_

Signature of person completing survey \_\_\_\_\_

Email address \_\_\_\_\_ Primary phone number \_\_\_\_\_

**End of Survey**

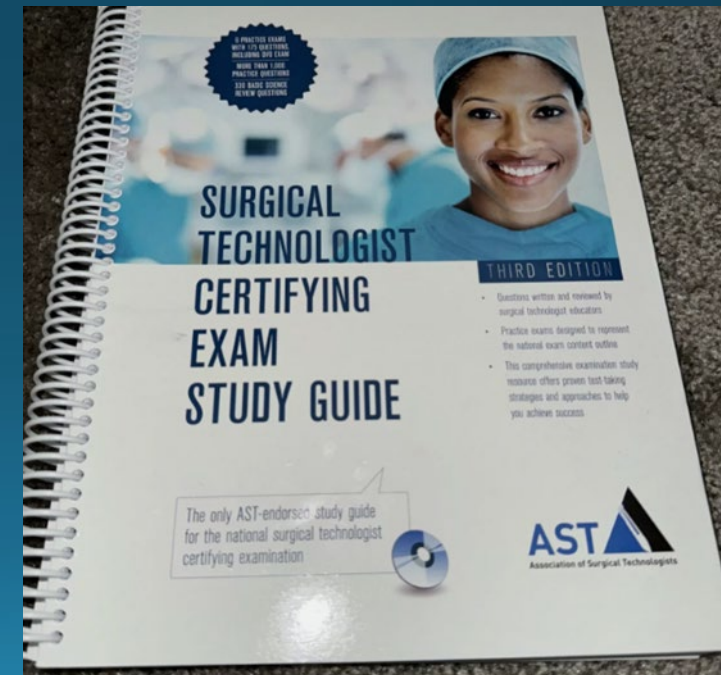
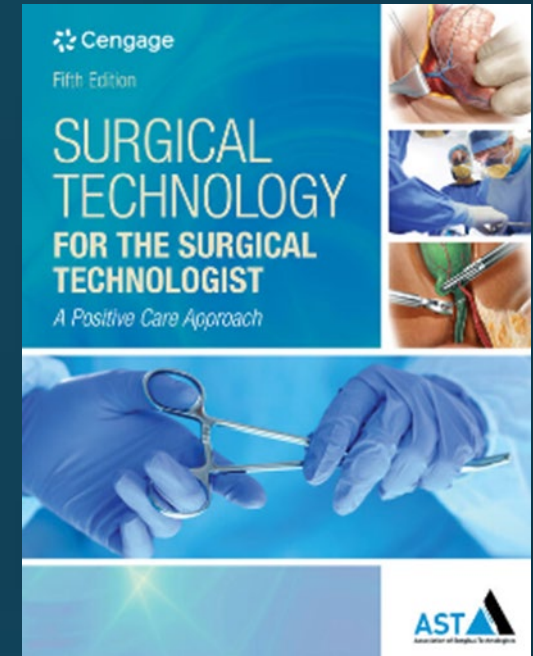
Thank you!

# Faculty Evaluation

- Review of student course evals of instruction each term
- In-Class observations
- Moving to Annual evaluation process

# Program Changes

- Effective 8/10/24 new program director
- Partner LRMC for clinical instructor (s)
  - Instructor for Fundamentals of Peri-Op
- SRGT 1409- Fundamentals of PeriOp- Lab
- Revision to Last semester for Certification Prep
  - Week 12- 1<sup>st</sup> PSI practice exam
  - Week 13 – day – intense review course
  - Week 14- 2<sup>nd</sup> PSI practice exam
  - Week 15- Certification Exam @ KC
- Curriculum Revision-SP 25
- Selective Admission-SP 25



# Status of Graduates

Student	Employer	Took the practice test	Certificaiton Exam date
1	None		8/15/2024
2	None	yes	8/27/2024
3	Trinity Mother Francis	yes	waiting on approval to test
4	Christus Good Shepherd not in the field of Surgical Technology	yes	
5	CTMF- L&D	yes	8/12/2024
6	no job yet, lots of interviews		waiting on approval to test
7	CTMF		
8	CTMF		waiting on approval to test
9	None	yes	
10	None, NA in cath lab at LRMC	yes	PASSED
Student	Employer	Took the practice test	Certificaiton Exam date
1	Christus Good Shepherd Longview		PASSED
2	Longview Regional	yes	waiting on approval to test
3	UT Health Tyler Main		has NOT registered w/NBSTA to test
4	N/A		
5	Christus Trinity Mother Francis	yes	"plans to take it a week from tomorrow"
6	Christus Trinity Mother Francis		
7	UT Tyler Main		waiting on approval to test
8	UT Tyler Main		
9	Christus Trinity Mother Francis		waiting on approval to test
10	Christus Trinity Mother Francis		waiting on approval to test
11	Heaton Eye Laser & Surgery Center		waiting on approval to test
12	UT Tyler Olympic Plaza- day surgeon	yes	PASSED
13	N/A		
14	Longview Regional MC L&D	yes	PASSED
Testing sites:		test scheduled	
1-Bossier		passed	
1- Shreveport	NAME: red font	No response	
1- Tyler			

# Communication with Students & Employers

Dean Email	Call dates	Call dates	Call dates	Call dates	Call dates	Call dates	Call dates	Call dates	Dean Texting	Dean Emailed Employers (TMF, GSMC-LGV, Heaton Eye, UT Health-Tyler, LPMC)	Dean Texting	
6/21/2024	6/24/2024	7/1/2024	7/5/2024	7/9/2024	7/12/2024	7/16/2024	7/23/2023	7/28/2024	7/28/2024	8/9/2024		

Contact dates:

6/21,  
6/24,  
7/1,  
7/5,  
7/9,  
7/12,  
7/23,  
7/28,  
8/9

# Questions

Kilgore College

# Nursing Programs: ADN & VN



# Nurse Practice Act

## **Nursing Practice Act, Nursing Peer Review Act, & Nurse Licensure Compact**

Texas Occupations Code and Rules Regulating the  
Practice of Nursing  
Effective September 2023

### **Agency Mission**

The mission of the Texas Board of Nursing (BON or Board) is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in this state is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing educational programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession, or any special interest group.

### **Notice**

The 88th Regular Session of the Texas Legislature passed five bills which amended the Nursing Practice Act (NPA).

House Bill (HB) 2187, relates to increased penalties for conviction for abandoning or endangering of elderly or disabled individual(s). HB 2187 amends Subchapter G, Chapter 301, Occupations Code, Section 301.4535(a). Following passage of this bill, the Board shall suspend a nurse's license or refuse to issue a license to an applicant on proof that the nurse or applicant has been initially convicted of abandoning or endangering of an elderly or disabled individual under Section 22.041, Penal Code.

HB 4123 amends Chapter 301, Occupations Code, Sections 301.2511(a) and (c). HB 4123 expands and clarifies the BON's ability to obtain criminal history record information (CHRI) from the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI), and what the agency is permitted to do with that data. Criminal Justice Information Services (CJIS) security guidelines are already in place at the agency to address handling of this data.

Senate Bill (SB) 1343 amended Sections 301.051(a) and 301.464(b). SB 1343 also added new Sections 301.457(b-1),(h),(i), and new Section 301.4575. SB 1343 increase the size of the Board to 15 members. The two new positions on the Board will include an additional APRN representative and an additional consumer representative. Requires the Board to adopt rules to appoint APRNs to review and assist with complaints and investigations related to alleged standard of care violations by APRNs. The APRN reviewer must practice within the same role and population focus and must provide for the report of the expert reviewer to be included with notice of informal proceedings. The rules required by this section must be adopted no later than February 1, 2024.

SB 1429 added new Section 301.1571 to the NPA. SB 1429 prohibits the use of a standardized examination as a graduation requirement or to deny students an affidavit of graduation. New Section 301.1571 lists acceptable uses of standardized examinations and requires rules related to the use of standardized exams to be adopted as soon as practicable after the effective date.

SB 1659 amended Section 301.003 of the NPA. SB 1659 postpones review of the BON and other agencies by the Sunset Advisory Commission from the 2028-2029 review cycle to the 2032-2033 review cycle.

For further information on HB 2187, HB 4123, SB 1343, SB 1429, and SB 1659, visit Texas Legislature Online at [www.capitol.texas.gov](http://www.capitol.texas.gov).

# TBON Rules & Regulations

## PREFACE

During the 19th century, the public became aware of the value of nursing as an indispensable ally of the medical arts and sciences and as an occupation predicated upon formal education. The first nursing laws were enacted in the United States in 1903.

The original Nursing Practice Act of Texas was passed March 28, 1909. The passage of this Act marked a milestone in the health care of the citizens of the State of Texas as nursing was formally recognized as a vital service to society. The purpose of the Act is to provide that the privilege and responsibility of practicing nursing be entrusted only to those persons duly licensed and practicing under the provisions of the Act. The Act provides for the creation of a Board of Nursing (Board) empowered with the responsibility and legal authority for ensuring competent practitioners of nursing. The Board fulfills this responsibility by licensing qualified practitioners, controlling the practice of nursing in the interest of society by licensure, by investigation of violations of the Act, by initiating appropriate legal action when necessary, and by establishing minimum standards for educational programs in nursing. Without legal regulation of nursing practices, the public has no assurance that the nurses who provide nursing care as a part of the total health care plan are qualified to do so. The Board meets regularly to execute its responsibilities for administering the law governing nurse practice. Professional and nonprofessional personnel are employed to carry out the provisions of the law, and the policies and regulations established by the Board. Legal counsel is retained by the Board as provided by the law, to represent it in matters pertaining to the implementation of the law.

It is the responsibility of the Board to establish standards for nursing education in the State of Texas. The Board shall approve such nursing education programs that meet its requirements, and shall deny or withdraw approval from schools of nursing and educational programs which fail to meet the prescribed course of study or other standards. The intent of the approval process is to improve the educational programs and stimulate continuous self-study, evaluation, innovation, and appropriate changes within the programs. The Board provides guidance to nursing programs so that a high quality education for the preparation of practitioners is ensured. The preparation of a practitioner competent to practice, however, is the responsibility of the school. The services of the Board are available to the faculty of educational programs, to staff of health agencies utilizing nursing services, and to practitioners of nursing as the need may arise.

The Board conducts regularly scheduled meetings which are open to the public. The

# Vocational Nursing Faculty Qualifications

- Texas Board of Nursing, Rule 214.7

- (c) A vocational nursing education program shall employ sufficient faculty members with educational preparation and expertise necessary to enable the students to meet the program goals. The number of faculty members shall be determined by such factors as:
  - (1) The number and level of students enrolled;
  - (2) The curriculum plan;
  - (3) Activities and responsibilities required of faculty;
  - (4) The number and geographic locations of affiliating agencies and clinical practice settings; and
  - (5) The level of care and acuity of clients.
- (d) **Faculty Qualifications.**
  - (1) Documentation of faculty qualifications shall be included in the official files of the program.
  - (2) Each nurse faculty member shall:
    - (A) Hold a current license or privilege to practice nursing in the State of Texas;
    - (B) Have been actively employed in nursing for the past three (3) years or have advanced preparation in nursing, nursing education, and/or nursing administration;
    - (C) Have had three (3) years varied nursing experiences since graduation; and
    - (D) Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility.

# KC-Vocational Nursing Instructor Qualifications

**Educational Requirements:** BSN preferred or equivalent in Nursing Service and/or Nursing Education, ADN acceptable.

**Licensure:** Current Texas License to practice professional nursing. Requires instructor approval through BON.

**Clinical Requirements:** Three years of varied nursing experience; actively employed in nursing during the year prior to appointment.

12. Maintains appropriate office hours and clinical hours and is accessible for guidance and counseling of students with learning needs, demonstrating concern for student progress.

13. Participates in Continuing Education and Faculty Development programs. Maintains membership in a professional organization.

14. Assists in the orientation of new faculty and recruitment of applicants as needed.

15. Maintains proof of licensure, proof of BON CE requirements, annual immunizations and CPR instructor credentials.

16. Participates in staff meeting to review and evaluate program curriculum and student issues.

17. Communicate with director reporting all issues of concern and safety.

**Educational Requirements:** BSN preferred or equivalent in Nursing Service and/or Nursing Education, ADN acceptable.

**Licensure:** Current Texas License to practice professional nursing. Requires instructor approval through BON.

**Clinical Requirements:** Three years of varied nursing experience; actively employed in nursing during the year prior to appointment.

**Hazards:** Exposure to infectious diseases, strains, various minor injuries.

**Physical Demands:** Standing and walking most of the day in clinical area; lifting light to medium weight.

**Reports To:** LVN/NA Coordinator

**Supervises:** Student Vocational Nurses

## Kilgore College Vocational Nursing Program Job Description for the position of Instructor

### Summary of Responsibility:

The Instructor is responsible for assessing, planning, implementing and evaluating the clinical experience and the instructional program within a given area of curriculum, and in keeping with the institutional philosophy of the LVN Program and the philosophy and objectives of Kilgore College.

### Specific Responsibilities:

1. Participates in maintaining program compliance with BON and other governing agencies.
2. Assists students in learning by formulating course outlines, preparing lesson plans, devising theoretical evaluation tools, correcting and evaluating.
3. Utilizes a variety of teaching and learning aids including: computer technology (SIMS, Computer Presentations), guest lectures, tours, observational experiences, community resources, and research assignments.
4. Identifies instructor and student roles and interprets same to students, staff and others. Recognizes students as adult learners treating all equally and fairly, maintaining friendly and professional atmosphere in classroom
5. Formulates clinical objectives and plans appropriate clinical experiences in consultation with Nursing Service personnel. Assists students in interpreting the prescribed therapeutic regimes for patients; keeps adequate anecdotal records; prepares clinical evaluations. Conducts individual evaluation sessions; conducts clinical conferences and/or assists students to conduct conference.
6. Participates in the formulation and implementation of the philosophy and objectives of the school. Participates in the evaluation of school policies, clinical objectives and experiences, and curriculum.
7. Acts as a liaison between affiliating agencies and the school; facilitating a positive relationship with our clinical facilities and their staff; interprets affiliating agency policies for students. Works in coordination with the Nursing Service Department for the betterment of patient care, and provides adequate supervision of students during clinical experiences..
9. Maintains classroom and lab equipment, tools, repairing and replacing as needed.
10. Is appropriately groomed for teaching class and clinicals.
11. Shows a positive attitude toward Kilgore College, its students, staff and varied instructors.

# KC VN Faculty

## Full-Time

- 1- MSN, RN
- 1- ADN, RN

## Adjuncts

- 1- BSN, RN
  - Working on her MSN now
- 1- ADN, RN



# Professional Nursing Faculty Qualifications

- Texas Board of Nursing, Rule 215.7

- (c) A professional nursing education program shall employ sufficient faculty members with educational preparation and expertise necessary to enable the students to meet the program goals. The number of faculty members shall be determined by such factors as:
  - (1) The number and level of students enrolled;
  - (2) The curriculum plan;
  - (3) Activities and responsibilities required of faculty;
  - (4) The number and geographic locations of affiliating agencies and clinical practice settings; and
  - (5) The level of care and acuity of clients.
- (d) Faculty Qualifications.
  - (1) Documentation of faculty qualifications shall be included in the official files of the program.
  - (2) Each nurse faculty member shall:
    - (A) Hold a current license or privilege to practice as a registered nurse in the State of Texas;
    - (B) Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility;
    - (C) Hold a master's degree or doctoral degree, preferably in nursing;
    - (D) A nurse faculty member holding a master's degree or doctoral degree in a discipline other than nursing shall hold a bachelor's degree in nursing from an approved or accredited baccalaureate program in nursing; and
      - (i) if teaching in a diploma or associate degree nursing program, shall have at least six (6) graduate semester hours in nursing appropriate to assigned teaching responsibilities, or
      - (ii) if teaching in a baccalaureate level program, shall have at least twelve (12) graduate semester hours in nursing appropriate to assigned teaching responsibilities.

# KC-Nursing Instructor Qualifications

## B. ACADEMIC BACKGROUND

1. Hold a current license of privilege to practice as a registered nurse in the State of Texas;
2. Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in subject area of teaching responsibility.
3. Hold a master's degree or doctorate degree, in nursing.
4. A minimum of 3 years of associated work experience.

Title: NURSING INSTRUCTOR  
Immediate Authority: Director of ADN Nursing Program

## A. JOB DESCRIPTION

The Associate Degree Nursing Instructor assumes responsibility for performance of all functions generally identified by the college as within the realms of the instructor. In addition, the instructor:

1. Participates in planning, implementing and evaluating the teaching-learning process in the classroom and laboratory setting.
2. Maintains accurate and complete course records as required by KC.
3. Takes an active part in college activities by serving on departmental and college-wide committees.
4. Attends departmental meetings and participates in planning, implementing and evaluating assigned courses for continued development of the nursing curriculum and completes assigned areas of the Master Plan for Program Evaluation.
5. Keeps abreast of current trends in education and nursing practice to improve his/her instructional ability.
6. Participates in the selection of textbooks, library, audio-visual acquisitions and other instructional support materials.
7. Maintains public relations with assigned clinical agencies to include assessing the adequacy of available clinical learning experiences.
8. Written clinical objectives shall be shared with the clinical preceptors or clinical teaching assistants prior to or concurrent with the clinical learning experience.
9. Participates in student recruitment, advisement and registration.
10. Checks out equipment and supplies to students for use in the laboratory.
11. Refers students to appropriate references when indicated.
12. Sets up and operates audio-visual equipment when needed.
13. Faculty shall be readily available to students, clinical preceptors, or clinical teaching assistants during clinical learning experiences.
14. Performs other duties as requested by the Program Director.

## B. ACADEMIC BACKGROUND

1. Hold a current license of privilege to practice as a registered nurse in the State of Texas;
2. Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in subject area of teaching responsibility.
3. Hold a master's degree or doctorate degree, in nursing.
4. A minimum of 3 years of associated work experience.

## C. PERSONAL REQUIREMENTS

1. The designated faculty member shall meet periodically with the clinical preceptors or clinical teaching assistants and students for the purpose of monitoring/evaluating clinical learning experiences.
2. Is willing to work within the philosophical framework of Kilgore College and the Associate Degree Nursing Program.
3. Works effectively within a group or independently.
4. Is student oriented and able to meet deadlines?
5. Establish and maintain professional relationships with peers, colleagues and students.
6. Creates climate conducive to student learning and peer relationships.
7. Possesses a realistic estimate of own strengths and weaknesses and a willingness to seek assistance appropriately.
8. Evaluates the learning situation and implements decisions in the best interest of the students.
9. Is an active member of college committees and functions



# KC ADN Faculty

## Full-Time -10

- 2- Doctorate of Nursing Practice, RN
- 8- Masters of Nursing, RN

## Adjunct -4

- 3- Masters of Nursing, RN
- 1- Doctorate of Nursing Practice, RN

\*\*\*Program Director, has a Doctorate of Nursing Practice, RN

\*\*\*Exceeds the faculty qualifications

# Faculty Evaluation Policy

- KC Nursing Department
- Exceeds KC Policy

## Full-time Faculty Evaluation

Full-time faculty members are evaluated every year through in-class observation (or online observation utilizing Blackboard) and a number of factors, which include student evaluations, grade distribution, student retention (grades of W), instructor insights, and documentation of professional development. The Program Director or the assistant director, if applicable, is responsible for ensuring the evaluation is carried out. The divisional dean can assist when needed.

In the case of in-class observation, the full-time faculty member will be notified prior to the event of an in-class observation. The department chair or the assistant department chair will sit in on a class period and monitor classroom activity.

The Program Director and Assistant Director are assigned monitoring rights for all Blackboard courses in their division.

Instructor Insights and the Professional Development Report is filled out by the Faculty member and submitted as part of the evaluation process. The planned professional development is projected for the upcoming year. The conference is documented on the PR&A form, completed with signatures, and submitted to HR. Any supplemental materials, including but not limited to in-classroom visitation appraisal or Blackboard, student evaluations, grade distribution, performance improvement plans, and progressive disciplinary documents, are attached and submitted as needed.

A copy of the PR&A form and other supporting documentation is made available to the employee and department chair/assistant department chair for their files.

# Nursing Exam/Testing Policy

## EXAM/TEST POLICIES

This policy applies to all instructor-made exams except for dosage calculation proficiency quizzes and standardized exams.

### Exam Construction, Administration and Evaluation

#### Purpose:

1. To provide guidelines for construction, administration, evaluation, and storage of tests.
2. To orient faculty toward consistent practices and procedures related to testing.
3. To improve the reliability and validity of the test items used.
4. To establish a valid and reliable test bank for faculty use.

#### Exam Construction:

1. The initial step in the preparation of a test is a test plan or blueprint. It shall be:
  - a. Based on course and unit/module objectives
  - b. Balanced according to time allotted to class content
  - c. Faculty should periodically review the NCLEX test plan structure in order to revise the construction balance on the faculty made test. Link: <https://www.ncsbn.org/testplans.htm>

#### Procedure:

1. Each theory exam must contain a minimum of one Next Gen scenario with associated six questions. One is required on every test.
2. Exams may reflect items that the NCSBN uses on the NCLEX examinations. These formats may include but are not limited to: multiple-choice, multiple response, fill-in-the-blank, calculation, hot spots, exhibit, ordered response, audio and graphics. All item types may include multimedia, such as charts, tables, graphics, and audio. There should be alternate format questions on each test at each level. Faculty should include these formats on quizzes and assignments. Alternate format questions on faculty-made exams should be:

# Nursing Exam Evaluation (Grading and Item Analysis)

## Exam Evaluation (Grading and Item Analysis)

The Test Analysis report should be used as a tool to assess the effectiveness of a test via reliability, validity parameters of a particular test and each test item on a test.

1. Computerized item analysis will be performed on exams, except for student feedback which will be performed manually.
2. We should aim to have a Cronbach's Alpha / KR20 with a reliability coefficient at a 0.65 or higher. The range for this is 0.01 (very unreliable) to 0.99 (very reliable).
3. Item Analysis evaluates each question on its ability to discriminate how well it can determine who knows the content assessed and who does not.
  - a. **Difficulty** is the percentage of students who answered the question correctly. (Test questions that are too hard or too easy will affect the test's reliability because it lacks demonstrating discrimination). This value reflects the question's difficulty. The optimal difficulty value is above 0.63, which is 63%. A recommended goal is to achieve
    - i. **100% correct questions** = less than 10% of the questions. A certain percent of questions should reflect an expected/essential body of knowledge and 100% of students should get these questions correct.
    - ii. **30% to 90% correct** = aim for the majority of questions.
    - iii. **Less than 30% correct** = demonstrates no discrimination and may be adjusted statistically. This question may need to be rewritten.
  - b. **Correlation / Point biserial** identifies an item's ability to discriminate based on the whole test. These values can be interpreted as:

Correlation	Interpretation
Negative correlation	The question may need to be rewritten
Below 0.09	Poor item (carefully review, adjust, and rewrite)
0.10- 0.14	Marginal item but should be considered for rewrite
0.15-0.19	Acceptable item
0.20- 0.29	Good item
0.3 or more	Excellent item
  - c. **Outcome Analysis** describes how often the distracters were chosen. It reveals how effective the alternatives to the correct response were in discrimination. If a distractor is not or is seldom chosen, it may be considered for revision. If a distractor is chosen more than the correct response, then it may also need to be reviewed for revision.
  - d. Revision of questionable test items will be continuous based on analysis data.
4. Adjustments to test grades may be made following consultation with the Program Director according to course team assessment of the test and test items. Scoring may be adjusted to include giving more than one correct answer, deleting the question from the exam, giving those who selected the correct answer

additional points up to a total of 100, giving additional questions to be utilized when a question needs to be deleted or nullified, etc.

5. Test grades will be entered in the gradebook to two decimal points (hundredths).
6. Exams and exam statistics will be stored on an appropriately secure server for three years.

# Attrition- Defined

In the context of nurse education, Glossop (2002, p. 337) defines attrition as “the difference between the number of students beginning each cohort and the numbers who completed that cohort”, while Taylor (2005) gives a similar if rather looser definition: “where students leave a programme of study for any reason”.

[files.eric.ed.gov › fulltext › EJ1252119](https://files.eric.ed.gov/fulltext/EJ1252119)

## Failure to Complete BSN Nursing Programs: Students' Views - ed

According to the National League for Nursing, the national dropout rate for nursing programs in the United States is **20%**, and this high attrition rate is considered problematic. The National League fo...

Texas Board of Nursing, Dr. Janice Hooper, Lead Education Consultant, “We do not collect attrition data. We don’t even collect graduation rates because every school calculates them differently.”

# ACEN- Program Completion Rate

## Program Completion Rate

Created 16 October, 2023 • 1 min read

### Expected Level of Achievement (ELA)

*A measurable index identified by the faculty that reflects a desired outcome. An ELA should be high enough as to be genuine and encourage continuous improvement but not so high as to be idealistic and, thus, unachievable.*

#### Program Completion Rate

*Program completion rate calculation for students who complete the program of study ontime begins with calculating enrollment on the first day of the first nursing course and ends with completion of course required for conferral of a certificate, diploma, or degree. Must be reported in aggregate for program as a whole.*

Enter the program's ELA as a percentage as a whole number (e.g., XX.XX)

Please note: the lower bound of the box is 2. If you do not have a completion rate to report, please enter the number 9999.

Then answer whether or not the completion rate for the reporting period was at or above the program's ELA for program completion by marking either "Yes" or "No" and answer the subsequent questions pertaining to completion rate

# Nursing Program History

**TEXAS BOARD OF NURSING**  
**National Council for State Boards of Nursing (NCSBN)**  
**Licensure Examination - Registered Nurse (RN) Pass Rates for Last 5 Years**  
First-Time Test Takers (Passed/Overall Totals)

	2023		2022		2021		2020		2019	
Kilgore College	36/36	100.00%	55/68	80.88%	54/74	72.97%	48/66	72.73%	52/59	88.14%

December 2022 – 100%

May 2023- 100%

December 2023- 100%

May 2024- 100%



# KC NSG Program Completion Rates

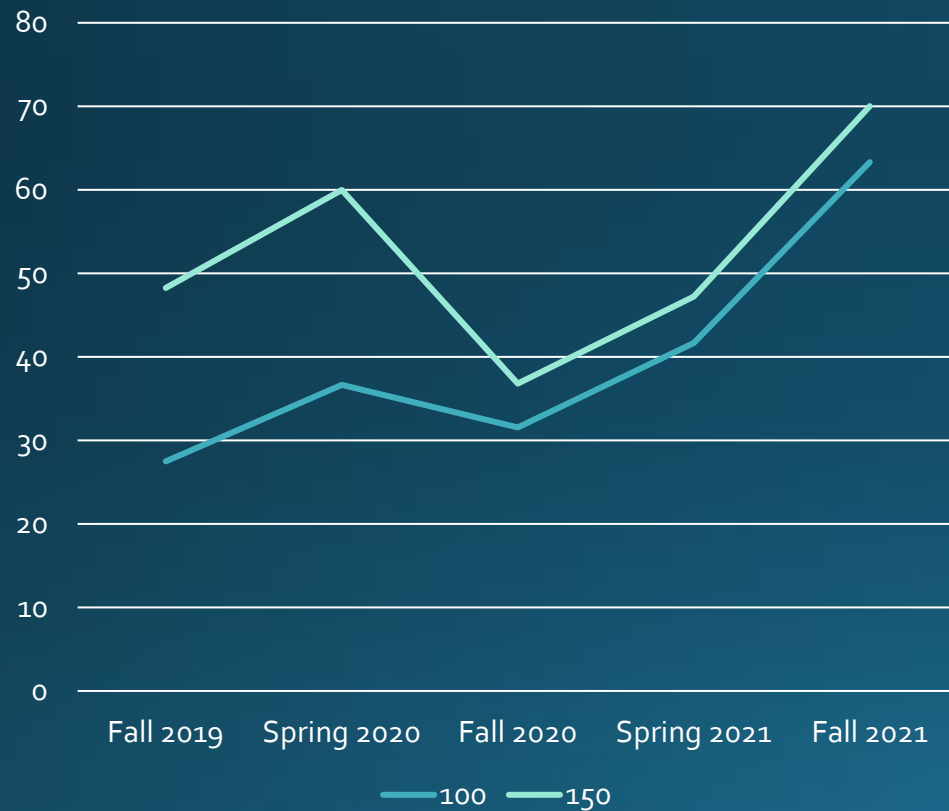
Year	Term	Option	Admits	Graduates 6/4 (150%)	Graduates 4/4 (100%)	Aggregated	NCLEX Pass Rates
FY18-19	FA18	Traditional	42	34 (81%)		(72/84) 85.7%	2019 88.14%
	SP19	Traditional	31	27 (87%)			
	SP19	Transition	11	11 (100%)			
FY19-20	FA19	Traditional	38	29 (76%)		(69/85) 81.17%	2020 72.73%
	SP20	Traditional	28	23 (82%)			
	SP20	Transition	19	17 (89%)			
FY20-21	FA20	Traditional	48	35 (73%)		(83/105) 79%	2021 72.97%
	SP21	Traditional	38	30 (79%)			
	SP21	Transition	19	18 (95%)			
FY21-22	FA21	Traditional	33		13 (39%)	(35/79) 44.3%	2022 80.88%
	SP22	Traditional	46		22 (48%)		
	SP22	Transition	n/a				
FY22-23	FA22	Traditional	55	20 (40%)	13 (23.6%)		2023 100%

Data reported at the April 2024 KC NSG Advisory Board Meeting

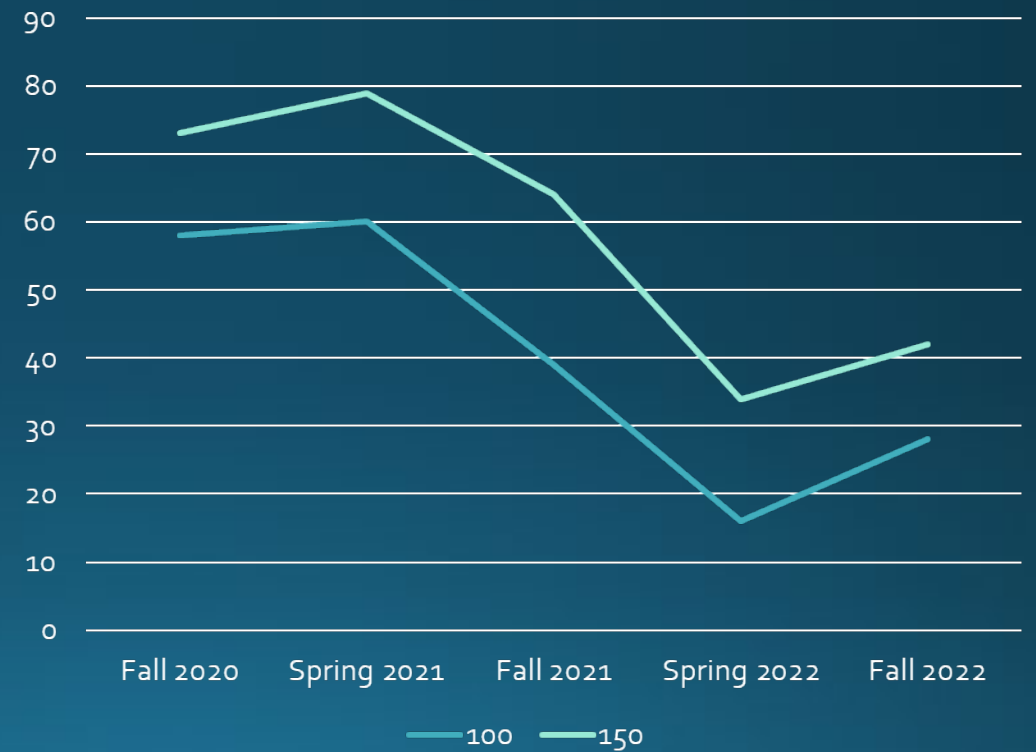


# Panola Retention

Panola College Retention Rates



Kilgore College Retention Rates



## Attrition Rates

TERM	Level 1	Level 2	Level 3	Level 4	Transition	Comments
Fall 2022	55/30 45%		32/29 9%	18/18 0%	13/4 69%	graduated 24; level one students not ready for NSG school; admission criteria adjusted
Spring 2023	42/25 40%	29/23 21%		18/11 17%	4/ 1 75%	level one students not ready for NSG school; admission criteria adjusted again.
					New cohort started 19/5 74%	level 4- 3 failed math competency and 4 -W/D for not meeting a 75% test average;
						transition- 3 failed math competency
						New Transition cohort- 14 did not meet the 75% test average.
Summer 2023		25/19 24%	21/19 10%			Level 3- 3 W/D not meeting 75% test avg., 1- W/D for personal reasons
						2-transitions failed math competency
Fall 2023	44/25 43%		21/14 33%	21/19 10%	3/3 0%	graduating 22;
						level one students not ready for NSG school; admission criteria adjusted again.
						level 4 - 2 did not meet 75% test average
						Level 3- 3 W/D not meeting 75% test avg., 1- W/D for personal reasons
Spring 2024	41/15 63%	28/14 50%		14/14 0%		Level 1- 3 failed math competency, 11 transferred to VN program due to not meeting 75% exam average, 12 did not met 75% exam average
						Level 2- 14 withdrew due to not meeting 75% exam average,
						Level 4 - 14 Students started and graduated level 4
Summer 2024					12/TBD	Transition Cohort - 12 started, 1 never attended, 2 dropped related to work schedule

# NSG Enrollment & Completion by Cohort

## Fall 2021 Cohort

Admit	33	
Progressed as Expected	13	39%
Repeat a level	8	24%
Failed out	10	30%
withdrew	2	7%

Graduated: 13

Attrition: 61%

## Spring 2022 Cohort

Admit	50	
Progressed as Expected	8	16
Repeat a level	9	18
Failed out/Dismissed	16	32
withdrew	17	34
Total	50	100
	100%	150%
Graduated	8	17
Attrition	84%	66%

# NSG Enrollment & Completion by Cohort

Fall 2022 Cohort

Admit	40	
Progressed as Expected	11	28
Repeat a level	6	15
Failed out/Dismissed	7	18
withdrew	16	40
Total	40	100
	100%	150%
Graduated	11	17
Attrition	72%	58%

Spring 2023 Cohort

Admit	36		
Progressed as Expected	5	14	
Repeat a level	5	14	
Failed out/Dismissed	10	28	
withdrew	16	44	
Total	36	100	
	100%	150%	
Graduated	5	10	
Attrition	86%	72%	(expected)

# NSG Enrollment & Completion by Cohort

Fall 2023 Cohort

Admit	34	
Progressed as Expected	12	35
Repeat a level	3	9
Failed out/Dismissed	3	9
withdrew	16	47
Total	34	100
	100%	150%
Graduated	TBD	TBD
Attrition	65%	64%

Spring 2024 Cohort

Admit	36	
Progressed as Expected	17	47
Repeat a level		0
Failed out/Dismissed	7	19
withdrew	12	33
Total	36	100
	100%	150%
Graduated	TBD	TBD
Attrition	53%	TBD

# NSG Admission Policy

- Fall 2022- previous admission criteria
- Spring 2023- previous admission criteria
- Fall 2023-
  - Increased Science GPA to 2.67 (2.5)
  - Increased TEAS score in Reading, Math, and Science to 58.7 % Proficient level (58.7)
  - Applicant Interviews
- Spring 2024- Same as Fall 2024
- Fall 2024
  - TEAS Score 58.7% in all 3 categories (no change)
  - No interviews, subjective
- Spring 2024
  - TEAS Score 58.7% in all 3 categories (no change)
    - Holistic Admission Process- ATI Rubric

# KC NSG Admission Criteria



## KILGORE COLLEGE SCHOOL OF NURSING APPLICATION

**Deadline: April 1 for Fall Admission & August 1 for Spring Admission**  
(Application to Kilgore College <https://prod.applytexas.org/> is required **before** submitting a Nursing Application)

STUDENT APPLYING FOR: Fall \_\_\_\_\_ Spring \_\_\_\_\_  
KC Student ID #/Email: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle/Maiden (Any other names records may appear)

MAILING ADDRESS: \_\_\_\_\_  
(Street or P.O. Box) City State Zip Code

Phone #: \_\_\_\_\_ Other phone #: \_\_\_\_\_

(Attach Additional Paper if Needed):

- Are you currently enrolled in college? \_\_\_\_ yes \_\_\_\_ no. If yes, where? \_\_\_\_\_
- Please provide the name(s) and attendance dates of all previously attended colleges \_\_\_\_\_
- Have you ever been accepted into a **Nursing** Program? \_\_\_\_ yes \_\_\_\_ no. If yes, where/when: \_\_\_\_\_
- Do you hold any health care related license or certificates? (Not CPR) \_\_\_\_ yes \_\_\_\_ no. If yes; provide a copy of your license with application.
- Health Care Work/Health Care Volunteer History: \_\_\_\_\_ (yes or no) If yes, provide a letter from the HR department or Volunteer Coordinator regarding your tenure and job duties. **Must be on company letterhead and included in your application packet to receive points.**
- Are you receiving VA benefits? \_\_\_\_ yes \_\_\_\_ no

### PLEASE READ THE FOLLOWING AND SIGN/DATE:

*Kilgore College does not discriminate on the basis of race, color, religion, national origin, sex, handicap, marital status, or veteran status. I hereby certify that the information contained in this Application Packet is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from the college*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only				
Category	Explanation		Possible Points	Points Rec
Total Science GPA All science grades and attempts, taken within 5 years. (Minimum GPA 2.67)	BIOL 2401 (A&P I) Grade _____	BIOL 2404 (A&P refresher) Grade _____	SGPA 4.00= 10 pts	
	BIOL 2402 (A&P II) Grade _____	BIOL 2420 (Microbiology) Grade _____	SGPA 3.99-3.00= 6 pts	
			SGPA 2.99-2.67 = 2pt SGPA Below 2.67= 0 pts	
Pre-requisites: GPA (points awarded per course)	PSYCH (Life Span) Grade _____		A = 4 pts	
	040 Course: Grade _____		B= 3 pts	
	ENGL 1301 (Composition I) Grade _____ Intro to NSG 1209 Grade _____		C= 2 pts D/F/W = 1/0/0 pts	
ATI TEAS (points awarded per subject)	Must be at proficiency level to qualify		Exemplary: < 90.7 = 10 pts	
	Reading _____ Math _____ Science _____ ≥50.0		Advanced: 78.0-90.6 = 5 pts	
			Proficient: 58.7-77.3 = 1pts	
Health Care Work or Volunteerism	Must include a letter on company letterhead from the HR department or volunteer coordinator included with application packet.		> 2 years= 2 pts	
			0-2 years = 1 pt	
Core Curriculum	ENGL 1302, MATH 1342, Creative Arts, PSYC 2301, HIST 1302, GOVT 2305, GOVT 2306, SPCH 1315, SPCH 1318, BIOL 1322, KINE 1306, MATH 1314, BCIS 1305, MDCA 1313		½ point/course	
Nurse Aide / LVN	Nurse Aide or LVN taken at Kilgore College		2 points	
Total Points divided by 80*100= "Grade" percentage points.				

# Spring 2025- Holistic Admission Rubric

## Kilgore College School of Nursing Admission Rubric

Applicant Name: \_\_\_\_\_ KC ID \_\_\_\_\_ Term applying for \_\_\_\_\_

	Exceeds Standard	Meets Standard	Below Standard	Points
Pre-nursing Courses GPA	4.0 - 3.4 15 points	3.3 - 2.75 10 points	< 2.75 0 points	
Pre-nursing science Courses GPA	4.0 - 3.4 20 points	3.3 - 2.75 15 points	< 2.75 0 points	
Course Repeats	No course repeats 15 points	1 course repeat 10 points	> 1 course repeat 5 points	
TEAS Results	Exemplary/Advanced 15 points	Proficient 10 points	Basic/Developmental 5 points	
Attributes: Use the essay prompt and the Attributes Rubric to determine the individual student points.	Attributes Rubric 15-20 points 20 points	Attributes Rubric 9-14 points 15 points	Attributes Rubric 4-8 points 5 points	
Essay: How have you shown accountability/responsibility, collaboration, and professionalism through your community service opportunities, work experiences, and/or cultural experiences?	Essay Rubric 13-15 points 15 points	Essay Rubric 9-12 points 10 points	Essay Rubric 3-8 points 5 points	
Total Points				/100



# KC Nursing Student Handbook

- Handbook is reviewed by faculty annually
  - Revisions are made each academic year;
    - Unless warranted to change in the middle of the academic year.
- All students receive access to the handbook in each NSG course in BB.
- The handbook is reviewed each term in Student Orientation, Fall/Spring/Summer
- All students sign an acknowledgment each year
- Any addendums made is posted in BB, reviewed with students, and a new acknowledgement is signed
- All acknowledgements are placed in the student file in Nursing Office

*Kilgore College  
ADN Nursing Program*



***STUDENT HANDBOOK***

***2023-2024***

## Kilgore College Nursing-Handbook Receipt

- Please sign below and turn in this receipt at Orientation. Your signature indicates that you:
  - Have received a copy of the 2023-2024 Kilgore College Associate Degree Nursing Program Student Handbook.
  - Understand that these policies supplement and/or complement the Kilgore College Catalog and the Kilgore College Student Handbook.
  - Have read, understand, and/or have an opportunity to ask questions.
  - Agree to abide by these policies and the contents of this Handbook.
  - Are responsible for this information, as well as the information in the individual course syllabus.

Student Full Name: \_\_\_\_\_  
(print legibly): (first) (middle initial) (last)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kilgore College Nursing Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Kilgore College. Enrolled students will be issued a written copy of any changes.

# Nursing Scholarships

- Ida Riddle Nursing Scholarship
- Margaret Matlock Nursing Scholarship
- Ruby Boren Dean Nursing Fund
- Helen Bass Leonard Associate Degree Nursing Scholarship
- Gail and Kerry Hargrave Nursing Scholarship
- G. P. Goodfried Scholarship for Opportunities in Medical Education
- Dr. Charles Crumpler Scholarship eligible 25-26 school year
- Stephanie Fugate Nursing Scholarship eligible 26-27 school year

# Scholarships Awarded 2021-2022

2021 - 2022	Student	Fall	Spring	Summer	Total Award
Ida Riddle Nursing Scholarship	1	x			\$ 721.00
Margaret Matlock Nursing Scholarship	0				
Ruby Boren Dean Nursing Fund	1			x	\$ 2,250.00
	1	x			\$ 750.00
	1	x			\$ 750.00
	1		x		\$ 1,500.00
	1	x			\$ 750.00
	1	x			\$ 750.00
	1			x	\$ 2,250.00
	1		x		\$ 1,500.00
Helen Bass Leonard Associate Degree Nursing Scholarship	1	x			\$ 1,500.00
	1	x			\$ 1,273.00
	1	x			\$ 1,500.00
Gail and Kerry Hargrave Nursing Scholarship eligible 23-24 school year	0				
G. P. Goodfried Scholarship for Opportunities in Medical Education eligible 24-25 school year	0				
Dr. Charles Crumpler Scholarship eligible 25-26 school year	0				
Stephanie Fugate Nursing Scholarship eligible 26-27 school year	0				
					<b>\$ 15,494.00</b>

# Scholarships Awarded 2022-2023

2022 - 2023	Student	Fall	Spring	Summer	Total Award
Ida Riddle Nursing Scholarship	1	x			\$ 348.00
Margaret Matlock Nursing Scholarship	1	x			\$ 997.00
Ruby Boren Dean Nursing Fund	1	x			\$ -
	1		x		\$ 1,500.00
	1	x			\$ 750.00
	1	x			\$ 750.00
	1	x			\$ 750.00
Helen Bass Leonard Associate Degree Nursing Scholarship	1		x		\$ -
	1		x		\$ 1,230.00
	1		x		\$ 1,230.00
	1	x			\$ 615.00
	1		x		\$ 1,230.00
	1		x		\$ 1,230.00
	1	x			\$ 615.00
	1		x		\$ 1,230.00
	1		x		\$ 1,230.00
	1		x		\$ -
	1		x		\$ -
	1		x		\$ 1,230.00
	1		x		\$ 1,230.00
Gail and Kerry Hargrave Nursing Scholarship eligible 23-24 school year	0				
G. P. Goodfried Scholarship for Opportunities in Medical Education eligible 24-25 school year	0				
Dr. Charles Crumpler Scholarship eligible 25-26 school year	0				
Stephanie Fugate Nursing Scholarship eligible 26-27 school year	0				
					<b>\$ 16,165.00</b>

# Scholarships Awarded 2023-2024

2023 - 2024	Student	Fall	Spring	Summer	Total Award
Ida Riddle Nursing Scholarship	1	x			\$ 679.00
Margaret Matlock Nursing Scholarship	1	x			\$ 850.00
	1	x			\$ 1,000.00
Ruby Boren Dean Nursing Fund	1		x		\$ 6,000.00
	1		x		\$ 6,000.00
Helen Bass Leonard Associate Degree Nursing Scholarship	1		x		\$ 2,200.00
	1	x			\$ 2,200.00
	1	x			\$ 1,100.00
	1	x			\$ 1,100.00
	1		x		\$ 2,200.00
	1		x		\$ 2,200.00
	1		x		\$ 2,200.00
Gail and Kerry Hargrave Nursing Scholarship eligible 23-24 school year	0				
G. P. Goodfried Scholarship for Opportunities in Medical Education eligible 24-25 school year	0				
Dr. Charles Crumpler Scholarship eligible 25-26 school year	0				
Stephanie Fugate Nursing Scholarship eligible 26-27 school year	0				
					\$ <b>27,729.00</b>

# Questions



## GREGG APPRAISAL DISTRICT

**4367 W Loop 281  
Longview, TX 75604  
(903) 238-8823  
FAX (903) 238-8830**

**Mark A. Cormier, RPA, CCA, CTA**  
Chief Appraiser

July 10, 2024

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

Dear Dr. Kays,

There have been new Legislative changes to the Board of Directors election under Tax Code Section 6.03 and new Section 6.0301 that has altered when elections take place. Hence why we are having another Board of Director's election this year.

Each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the Board of Directors under Section 6.03(g) Each unit must return any nominees for the Board of Directors before October 13th. (5 total members)

Current Directors that have agreed to serve another term if nominated are Keith Honey, Anthony Tanner, AP Merritt, Rev. Lonnie Murphy, and Jon Cromer. Find enclosed a nomination Resolution for your use to file your nominations.

Follow-up letters will be sent at a later date with your ballot. **Your voting entitlement is 123 votes.** If you have any questions or if I can be of assistance, please feel free to call.

Sincerely,

Mark A. Cormier, RPA, CCA, CTA  
Chief Appraiser



**NOMINATION FOR GREGG APPRAISAL DISTRICT BOARD OF DIRECTORS  
RESOLUTION # \_\_\_\_\_**

**A RESOLUTION BY \_\_\_\_\_ NOMINATING CANDIDATE FOR  
THE BOARD OF DIRECTORS OF THE GREGG APPRAISAL DISTRICT.**

**WHEREAS**, the Property Code, Section 6.03(g) provides that the governing body of a taxing unit may nominate, by resolution, adopted by its governing body one candidate for each position to be filled on the Board of Directors; and

**WHEREAS**, the governing body of \_\_\_\_\_ desires to exercise its privilege to nominate candidates for the Board of Directors of the Gregg Appraisal District.

**NOW, THEREFORE, BE IT RESOLVED**, by the adoption of this resolution, that on the \_\_\_\_\_  
day of \_\_\_\_\_, 2024 hereby nominates \_\_\_\_\_

\_\_\_\_\_ as its candidates for the Board of Directors of the Gregg Appraisal District.

**ADOPTED AND SIGNED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( EACH ENTITY: signatures needed per your requirements)

**ATTEST:**

\_\_\_\_\_