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 September 16, 2024, beginning at 6:30PM on the 2nd 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 Josh Edmonson, Secretary Jon Keller David Castles Travis Martin

Absent: Janice Bagley, Kelvin Darden and Gina DeHoyos

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 Jenkins said the Invocation and Mr. Lon Ford led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following made public comments;

Brooke Cates spoke on her termination of employement at Kilgore College and requested a Board review and reversal of the termination.

3. PRESENTATIONS

A. Organization & Student Success Data Spotlight: Enrollment – Appendix A Presenter: Dr. Tracy Skopek

B. Employee Spotlight: SOAR - Success Outcomes and Active Relationships: Bringing Educational Silos to Foster Student Success Through a Culture of Care.

Pathways Leadership Institute – Appendix B

Presenter: Kristen Stovall, Dean of Business and STEM

4. CONSENT AGENDA

Presenter: Mr. Lon Ford

- A. To consider approving the minutes of the August 12, 2024, meeting
- 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 August 2024

Mr. David Castles moved to accept the Consent Agenda as presented. Jon Rowe seconded the motion. The motion passed unanimously.

5. BOARD COMMITTEE REPORTS & ACTION ITEMS

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

1. ACTION ITEM: To consider that the property tax rate be increased by the adoption of a tax rate of \$0.1800, which is effectively a 7.8 percent increase in the tax rate - Resolution #R-2025-1. *Appendix D*

Presenter: Mr. Terry Hanson

Mr. Jon Rowe moved that the property tax rate be increased by the adoption of a tax rate of \$0.1800, which is effectively a 7.8 percent increase in the tax rate - Resolution #R-2025-1. This motion came from Committee and did not require a second. The motion passed unanimously.

- B. Policy & Personnel Committee Josh Edmonson, Chair
 - 1. Kilgore College Strategic Plan Appendix E

a. ACTION ITEM: To consider approval of the 2024-27 Kilgore College Strategic Plan **Presenter:** Dr. Richard Plott

Mr. Josh Edmonson moved to approve the 2024-2027 Kilgore College Strategic Plan. This motion came from Committee and did not require a second. The motion passed unanimously.

b. INFORMATION ITEM: To review the 2021-2024 Strategic Plan Final Progress Update – *Appendix F*

Presenter: Dr. Richard Plott

2. TASB Policies: Updates

a. ACTION ITEM: To consider approval of the following updated TASB Policies:

Presenter: Mr. Josh Edmonson

- 1) BCC (Local) Board Internal Organization Attorney Appendix G
- 2) CHA (Local) Site Management: Security Appendix H
- 3) CIB (Local, Administrative Rule) Equipment and Supplies Management: Disposal of Property *Appendix I*
- 4) DIAA (Local) Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence Appendix J
- 5) FFDB (Local) Freedom from Discrimination, Harassment, and Retaliation:

Other Protected Characteristics – Appendix K

- 6) FLBE (Local) A cohol and Drug Use Appendix L
- 7) GCB (Local) Public Information Program: Request for Information *Appendix M*

Mr. Josh Edmonson moved to approve the updated TASB Policies as presented. This motion came from Committee and did not require a second. The motion passed unanimously.

C. Property & Facilities Committee - Travis Martin, Chair

1. ACTION ITEM: To consider granting the City of Kilgore approval for an easement for expansion of an existing storm water drainage pipe located on Kilgore College property near 1225 S. Commerce St., Kilgore, TX. - *Appendix N*

Presenter: Dr. Mike Jenkins

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Mr. Travis Martin moved to approve to grant the City of Kilgore an easement for expansion of an existing storm water drainage pipe located on Kilgore College property near 1225 S. Commerce St., Kilgore, TX. David Castles seconded the motion. The motion passed unanimously.

2. ACTION ITEM: To consider approval for the renovation of the KC Dance Studio and authorization of Naming Rights funded by a donation from Priscilla "Prissy" Abshier Sliva, a former Rangerette, in memory of her uncle, Denard Haden. *Appendix O* **Presenter:** Mrs. Merlyn Holmes

Mr. Travis Martin moved to approve the renovation of the KC Dance Studio and authorization of Naming Rights funded by a donation from Priscilla "Prissy" Abshier Sliva, a former Rangerette, in memory of her uncle, Denard Haden. Mr. Jon Rowe seconded the motion. The motion passed unanimously.

6. KILGORE COLLEGE FOUNDATION UPDATE REPORT – Appendix P

Presenter: Merlyn Holmes

7. BOARD UPDATES AND INFORMATION ITEMS

A. Employee Survey & Assessment of Results

Presenter: Mr. Josh Edmonson

Mr. Josh Edmonson reported that one-third of KC faculty and one-half of KC staff participated in the survey. Key takeaways included overall satisfaction among employees within their teams and departments, positive feedback regarding KC insurance and benefits, and appreciation for the 36-hour work week. Areas identified for improvement include communication between departments and administration, as well as a desire for additional training opportunities.

8. BOARD PRESIDENT'S REPORT

Presenter: Mr. Lon Ford

A. UPCOMING EVENTS:

- December 16, 2024, Board Dinner 5:45pm, Board Meeting 6:30pm
- Jan. 15, 2025, First Day to File for Place on the Ballot for May 3, 2025 General Election

9. EXECUTIVE SESSION

The Board did not go into Executive Session.

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

10. ADJOURNMENT – A motion to adjourn was made by Travis Martin and seconded by David Castles. The meeting was adjourned at 7:31pm.

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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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KEY INDICATORS

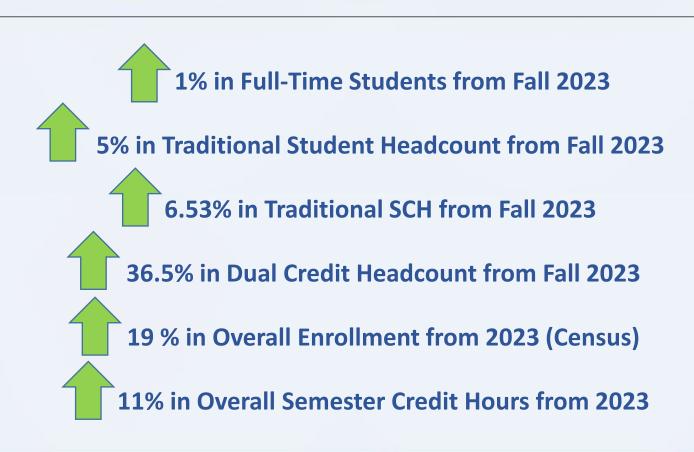
• Fall 2024 Record Headcount: 7,288

Previous Fall Record Headcount (2010): 6,694

• Fall 2023 Headcount: 6,067



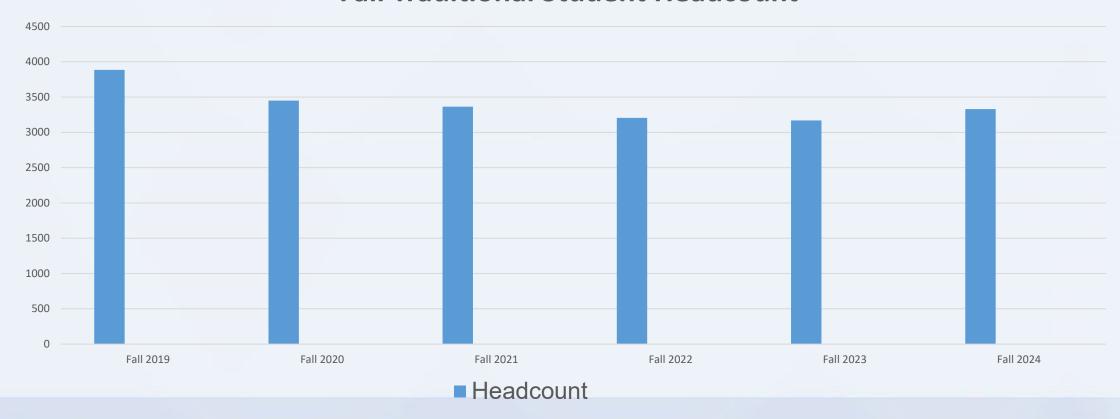
KEY INDICATORS





5-Year Trend

Fall Traditional Student Headcount





Pathways Leadership Institute

S.O.A.R.

Success Outcomes and Active Relationships

Kristen Stovall – Dean of Business and STEM



Inaugural Leadership Academy for Student Success

- Developed in partnership with Texas Success Center (TSC), the National Center for Inquiry and Improvement (NCII) and the Aspen Institute
- One-year leadership development with presentations from Texas college CEOs and senior leaders
- Designed to build a pipeline of mid-level community college leaders to advance the student success agenda









Pathways Institute Project

- Assigned a project group and topic
- Partnered with peers from the Institute
- All projects focused on the Four Pillars of the student experience from the Talent Strong Texas Pathways

1

Map pathways to student end goals

Employer-informed maps from multiple entry & reentry points to completion, transfer, & valuable careers 2

Help students choose and enter a pathway

Academic and social integration & career-focused onboarding to promote college-level success in the 1st year

3

Keep students on their pathway

Proactive supports to improve completion & transfer, enhance belongingness, & address students' basic needs 4

Ensure students are learning

Active & work-based learning with culturally responsive teaching aligned with careers & further education



Pillar 4: Ensuring Students are Learning

 Design a professional development and evaluation plan for faculty to enhance utilization of applied learning techniques and a culture of care in all classrooms

AND

 Design a professional development and evaluation plan for advisors that enhances a culture of care for all students

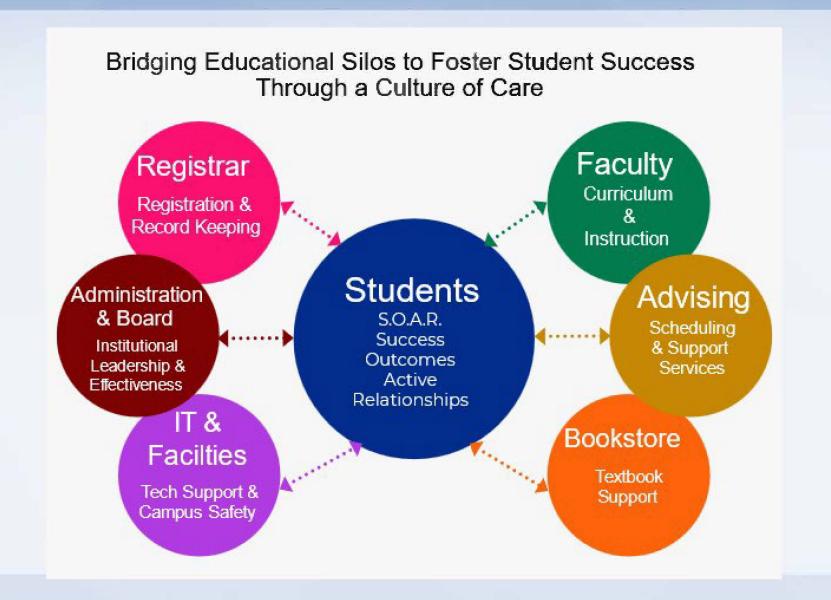


SOAR was developed

- Completed research and a literature review
- Examined relative data across the four colleges represented in the group
- Focused on challenges in instruction and advising and developed reforms
- Developed a year-long professional development and evaluation plan to foster an institutional culture that prioritizes student success









Kilgore Junior College District Personnel Agenda September 16, 2024

1. Recommendation to accept employee resignations as follows:

- **a.** Turner, Ashley, Director Instructional Technology, eLearning, effective 8/6/2024 after 1 year and 9 months of service. (seeking other opportunities)
- **b.** Hogue, Abby, Academic Advisor BEIT, effective 8/9/2024 after 5 days of service. *(position not what she anticipated)*
- **c.** Jenny Melara, Assistant Registrar, effective 8/24/2024 after 3 weeks of service. *(family emergency, leaving the state)*

Other - Contract Non-Renewals Fall 2024:

- a. Odyssa McLean, Program Director Radiologic Technology, after 1 year and 4 months of service.
- b. Jennifer Taylor, Interim Instructor Psychology, after 4.5 months of service.

Other - Separations

a. Alicia Barron, Administrative Assistant I – Cashier, after 2 and a half months of service.

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
Cary Challis	College/Career Readiness Coach	Lead College/Career Readiness Coach	\$58,000	9/1/2024
Corey Lokey	Manager – IT Helpdesk	Manager II – IT Helpdesk	\$52,119	8/16/2024
Donna Davis	Admin Assistant – Switchboard	Liaison – Campus Life	\$43,888	8/12/2024
Amanda Hall	Clinical Coordinator – Surgical Technology	Program Director – Surgical Technology	\$6,500 Stipend	9/1/2024

4. Recommendation of employment as follows:

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NAME	Position	LOCATION SALARY/BASE RATE OF PAY		HIRE Date
Brandon Belkin	Associate Dean – Advanced Manufacturing and Industrial Technology	Longview	Longview \$79,400	
Colby Gillette	Campus Safety Officer	ampus Safety Officer Kilgore \$33,280		8/12/2024
Claudia Phillips	Administrative Assistant I – Switchboard	Kilgore	\$30,160	8/16/2024
Jared Slaff	Administrative Assistant I – IT Helpdesk	Kilgore	Kilgore \$30,160	
Jennifer Cross	Administrative Assistant I – Testing	Kilgore	Kilgore \$30,160	
Lea Peninger	Administrative Assistant I – ETX Police Academy	Kilgore	Kilgore \$30,160	
Karl Riley	Instructor – Computer & Information Technology	Kilgore	\$5,1,000	9/1/2024
Gary Schutter	Clinical Coordinator & Instructor Emergency Medical Technology	Longview	\$63,920	9/1/2024
Curt Hill	Instructor – Government	Kilgore \$43,000		9/1/2024
Alec Dohanich	Instructor – History	Kilgore	\$43,000	9/1/2024
Holly McKnight	Clinical Coordinator & Instructor – Surgical Technology	Kilgore	\$63,920	9/1/2024

Final Publish Date 8/27/2024

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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

Strategic Plan 2024-2027





GOAL 1

Provide Agile, Mobile, and User-Friendly Technology

Outcome 1.1

Prioritize the transition to cloud-based platforms for student information, learning management, and administrative functions that follows a phased approach to minimize disruptions and allows for testing, feedback, and gradual adaptation.

Strategy 1.1.1

Vendor Selection and Partnership: Thoroughly evaluate cloud providers based on security, scalability, integration capabilities, and cost-effectiveness.

Key Performance Indicator: Vendor Evaluation Scorecard percentage of completion.

<u>Assigned to:</u> Year 1; President, Vice President of Administrative Services, Chief Information Officer/Executive Dean, and Key Stakeholders

Strategy 1.1.2

Data Migration and Security: Develop a comprehensive data migration plan, ensuring data integrity and security throughout the process. Implement robust security protocols and encryption to safeguard student information and sensitive data.

Key Performance Indicator: Plan present, accounted for, and implemented.

<u>Assigned to:</u> Year 2; President, Vice President of Administrative Services, Chief Information Officer/Executive Dean, and Business Process Improvement Committee.

Strategy 1.1.3

Phased Migration: Phase 1 - Transition less critical functions to the cloud. Phase 2 - Larger and Mission Critical to be completed by year three.

Key Performance Indicator: Improvement to System Uptime percentage(s).

<u>Assigned to:</u> Year 3; President, Chief Information Officer/Executive Dean, and Information Technology

Outcome 1.2

Ensure that all applications are mobile and user friendly.

Strategy 1.2.1

Website Audit: Audit website page layouts and accuracy of information for user friendly access. Establish an annual schedule for updates and improvements.

Key Performance Indicator: Mobile Friendly Scorecard percentage(s).

<u>Assigned to:</u> Year 2; President, Executive Vice President of Internal Collaboration & Strategic Objectives, and Strategic Leadership Team



Strategy 1.2.2

Develop and implement a process which ensures that software purchases are mobile friendly for students and employees of the College.

<u>Key Performance Indicator:</u> Evidence of process to identify the percentage of software that is mobile friendly.

Assigned to: Year 1; President, Chief Information Officer/Executive Dean, and Dean of Instructional Technology

Strategy 1.2.3

Conduct Routine Testing: Develop and implement an annual review process across a wide range of devices and browsers to resolve issues with mobile responsiveness.

<u>Key Performance Indicator:</u> Develop and implement process to test devices and browsers.

Assigned to: Year 2; President, Chief Information Officer/Executive Dean, Dean of Information and Instructional Technology

Outcome 1.3

Implement comprehensive training programs to enhance technology proficiency among faculty, staff, and students.

Strategy 1.3.1

Develop Tailored Training Programs for Jenzabar: Design and deliver training programs that address identified needs, offering a variety of formats (e.g., workshops, online courses, tutorials) to cater to different learning styles.

Key Performance Indicator: Development of programs and the trainee participation rate.

Assigned to: Year 1; President and Strategic Leadership Team

Strategy 1.3.2

Evaluate Training and Support: Survey and provide opportunity for input through survey for the quality and utility of the training programs.

Key Performance Indicator: Training program effectiveness rate from survey of participants.

Assigned to: Year 2; President and Strategic Leadership Team

Strategy 1.3.3

Measure Knowledge Retention and Application: Provide a follow-up survey within 3-6 months of training to assess whether additional targeted training and/or follow-up is needed.

<u>Key Performance Indicator:</u> Knowledge retention rate and percentage of participants needing additional training.

Assigned to: Year 2; President and Strategic Leadership Team



GOAL 2

Develop and Sustain High Quality, High-Demand Academic and Workforce Programming

Outcome 2.1

Develop program pathways to credentials of high value.

Strategy 2.1.1

Market Research and Alignment: Implement an annual review to align current and future programs with the high-demand and high value programs of study provided by the Texas Higher Education Coordinating Board and the needs of the College's extended service region.

<u>Key Performance Indicator:</u> Develop and implement programs aligned with high-demand occupations by the Texas Higher Education Coordinating Board and regional employer demand.

<u>Assigned to:</u> Year 1, 2, & 3; President, Vice President of Student Learning, Engagement, & Success, and Instructional Deans

Strategy 2.1.2

Stackable Credentials: Develop additional stackable credentials, such as certificates and microcredentials, that build upon each other and lead to industry-recognized certifications or degrees.

Key Performance Indicator: Number of new stackable credential pathways developed.

<u>Assigned to:</u> Year 2; President, Vice President of Student Learning, Engagement, & Success, and Instructional Deans

Strategy 2.1.3

Develop New and Maintain Existing Employer Partnerships: Collaborate with employers to develop customized training programs, paid apprenticeships, and work-based training that provide students with hands-on experience and direct pathways to employment.

<u>Key Performance Indicator:</u> Number of students participating in customized training programs, apprenticeships, or work-based learning experiences.

<u>Assigned to:</u> President, Vice President of Student Learning, Engagement, & Success, and Instructional Deans

Outcome 2.2

Expand alternative market driven learning options.

Strategy 2.2.1

Research and act on student preference for course and program formats: develop and implement a survey instrument for Dual Credit, Traditional, and Non-Traditional students which provides actionable information for alternative learning options.



<u>Key Performance Indicator:</u> Develop and implement a student survey to inform of preference for learning (i.e., Online, Hybrid, etc..).

<u>Assigned to:</u> Year 1; President, Chief Information Officer/Executive Dean, and Instructional Deans

Strategy 2.2.2

Accessible Technology and Support: Ensure that online and hybrid learning platforms are accessible to all learners, including those with disabilities. Provide comprehensive technical support and resources to help students navigate the online learning environment. Adopt best practices from early adopters.

<u>Key Performance Indicator:</u> Accessibility Audit Score for online and hybrid learning platforms.

<u>Assigned to:</u> Year 3; President, Dean of Information and Instructional Technology, Director of Human Resources, and Dean of Support Services & Retention

Outcome 2.3

Enhance the student experience.

Strategy 2.3.1

Implement the IMAGINE Strategies: Complete the implementation and subsequent evaluation of the IMAGINE strategies to reduce barriers and increase goal attainment for students.

<u>Key Performance Indicator:</u> Improvement in Student Success Metrics (i.e., retention, graduation rates, etc.)

Assigned to: Year 3; President, The IMAGINE Steering Committee, & All College

Strategy 2.3.2

Evaluate Academic Advising and Student Support: Measure the effectiveness for personalized and holistic academic advising and wrap-around support services to help students stay on track, overcome challenges, and achieve their goals. Establish a retention baseline and plan for addressing improvements/growth based on baseline data.

<u>Key Performance Indicator:</u> Graduating Student Survey for satisfaction with advising and support services, and improvement in student retention and goal attainment rates.

<u>Assigned to:</u> Year 1; President, Vice President of Student Learning, Engagement, & Success, and Dean of Support Services & Retention

Strategy 2.3.3

Centralize Student Support Services: Create the Ranger Achievement Center/One-Stop.

<u>Key Performance Indicator:</u> Completion of Ranger Achievement Center/One-Stop Establishment



<u>Assigned to:</u> Year 3; President, Vice President of Student Learning, Engagement, & Success, Vice President of Administrative Services, Dean of Support Services & Retention, and Executive Director of the Kilgore College Foundation and Community Relations

Strategy 2.3.4

Evaluate Student Activities: Launch and evaluate student activities based on student input. Support existing student organizations such as PTK and other student organizations. Reestablish SGA... maybe in recruiting and retention

Key Performance Indicator: Student Satisfaction with available extracurricular activities

<u>Assigned to:</u> Year 1; President, Vice President of Student Life & College Affairs, and Club and Organization Sponsor

Strategy 2.3.5

Implement a Cheerleading squad for Fall 2025.

Key Performance Indicator: Existence of a Cheerleading Squad

Assigned to: Year 1; President, Vice President of Student Life & College Affairs, and Athletic Director

Strategy 2.3.6

Expand the College's Band and Music activities.

<u>Key Performance Indicator:</u> Increase the number of students participating in band and music activities.

<u>Assigned to:</u> Year 1, 2, & 3; President, Vice President of Student Learning, Engagement, & Success, Dean of Arts and Sciences, and Music Faculty Members



GOAL 3

Support Employer Workforce Needs in Upper East Texas

Outcome 3.1

Deepen employer partnerships through paid apprenticeship programs.

Strategy 3.1.1

Scalable Apprenticeship Programs: Expand apprenticeship programs by partnering with more employers across various industries. Offer flexible apprenticeship models that cater to both traditional and non-traditional learners, promoting on-the-job training and skill development. Seek grant opportunities for funding.

Key Performance Indicator: (a) Number of new employer partnerships for apprenticeships: Track the increase in the number of employers collaborating with Kilgore College for paid apprenticeship programs each year; (b) Amount of grant funding secured for apprenticeships: Monitor the amount of external funding obtained to support and expand apprenticeship programs, demonstrating resourcefulness and sustainability; (c) Flexible apprenticeship programs and participants: Diversify apprenticeship programs to cater to diverse student populations and industry.

<u>Assigned to:</u> Year 2; President, Vice President of Student Learning, Engagement, & Success, and Instructional Deans

Outcome 3.2

Implement a system to measure employer satisfaction and gather feedback on the effectiveness of programs.

Strategy 3.2.1

Regular Surveys: Conduct annual or biannual surveys to gauge employer satisfaction with graduates, program relevance, and overall partnership experience. Use a mix of quantitative and qualitative questions to collect comprehensive feedback. Ask about their current workforce challenges, future talent needs, and desired skillsets in potential hires.

<u>Key Performance Indicator:</u> Develop and implement an "Employer Satisfaction Survey" to measure overall employer satisfaction with graduates, program relevance, and partnership experience.

<u>Assigned to:</u> Year 1; President, Vice President of Student Learning, Engagement, & Success, Chief Information Officer/Executive Dean, Executive Dean of Professional and Career Education, and Instructional Deans

Strategy 3.2.2

Create an employee pipeline by connecting graduating students with employers by creating job boards/fairs with Upper East Texas industry.

<u>Key Performance Indicator:</u> Number of employers participating in job boards/fairs: Track the number of employers actively engaged in the College's job boards and/or career fairs.



<u>Assigned to:</u> Year 1; President, Vice President of Student Learning, Engagement, & Success, Instructional Deans, Career Services, and Program Faculty

Strategy 3.2.3

Alumni Tracking: Track the skill utilization of alumni to assess the long-term impact of Kilgore College programs.

<u>Key Performance Indicator:</u> Skill utilization rate: Assess the percentage of alumni who report using the skills they learned at Kilgore College in their current jobs.

Assigned to: Year 1; President, Vice President of Student Learning, Engagement, & Success, Chief Information Officer/Executive Dean, Instructional Deans, Department Heads, and Faculty

Outcome 3.3

Proactively reach out to employers to identify workforce needs and customize programs accordingly.

Strategy 3.3.1

Labor Market Analysis: Conduct regular labor market analyses for Upper East Texas to identify emerging trends, in-demand skills, and potential workforce gaps. Use this data to inform program development, curriculum design, and ROI for students.

<u>Key Performance Indicator:</u> Number of labor market analyses conducted: Track the frequency of labor market analyses to ensure Kilgore College remains current on workforce trends.

<u>Assigned to:</u> Year 1; President, Vice President of Student Learning, Engagement, & Success, Chief Information Officer/Executive Dean, and Instructional Deans

Strategy 3.3.2

Expand Customized and Short-Term Training Solutions: Based on employer feedback and labor market insights, develop customized training programs that address specific workforce needs. Offer flexible scheduling, modular courses, and industry-recognized certifications to attract a wider range of learners.

<u>Key Performance Indicator:</u> Enrollment in customized and short-term training programs: Track the number of students or employees participating in flexible training options.

Assigned to: Year 1; President and Executive Dean of Professional and Career Education



GOAL 4

Empower Employees to Grow and Thrive Through Training and Development for a Collaborative Culture

Outcome 4.1

Invest in professional development, retention, and upward mobility/career advancement.

Strategy 4.1.1

Implement a management training program to train existing supervisors/managers and provide professional development for future leaders.

<u>Key Performance Indicator:</u> Performance Improvement: Measure any observable improvements in managerial skills and leadership capabilities following the training. This could include feedback from direct reports or self-assessments.

Assigned to: Year 1; President, Director of Human Resources, and College Leadership

Strategy 4.1.2

Identify the preferred professional development through interactions with employees and their first line supervisor and offer the preferred professional development to employees.

<u>Key Performance Indicator:</u> (a) Employee Satisfaction with Professional Development Opportunities: Conduct surveys to gauge employee satisfaction with the relevance and quality of the professional development offerings; (b) Skills and Knowledge Acquisition: Assess the acquisition of new skills or knowledge by employees through post-training assessments or self-reported data.

Assigned to: Year 1; President, Director of Human Resources, and College Employees

Strategy 4.1.3

Evaluate existing onboarding processes, create a College-Wide onboarding experience and a departmental specific training. Establish a feedback and review process for continuous improvement.

<u>Key Performance Indicator:</u> (a) New Hire Satisfaction with Onboarding: Collect feedback from new hires regarding their onboarding experience, including the clarity of information, support provided, and overall effectiveness; (b) New Hire Retention Rate: Track the percentage of new hires who remain with the college after a specified period (e.g., one year). A higher retention rate suggests a successful onboarding and integration process.

<u>Assigned to:</u> Year 1 College Wide, Year 2 Departmental; President, Director of Human Resources, and College Employees

Strategy 4.1.4

Continue the ongoing review of compensation and benefit packages to ensure they attract and retain top talent.



<u>Key Performance Indicator:</u> Salary Competitiveness: Benchmark salaries against similar positions in the market to ensure they are competitive and attractive to top talent.

<u>Assigned to:</u> Years 1, 2, & 3; President, Director of Human Resources, Vice President of Administrative Services, and College Employees

Outcome 4.2

Continuous Learning Culture: Foster a culture of continuous learning by encouraging employees to pursue professional development opportunities, attend industry events, and share knowledge with colleagues.

Strategy 4.2.1

Employee Annual Review: Work with employees to create personalized development plans that align with their career goals and aspirations. Offer a variety of training options, such as online courses, workshops, conferences, and job shadowing opportunities. Revise EPA to accommodate the PDP.

<u>Key Performance Indicator:</u> Skill development and application: Assess the acquisition and application of new skills or knowledge by employees through self-assessments, performance reviews, or supervisor feedback.

Assigned to: Year 2; President and Director of Human Resources

Strategy 4.2.2

Develop and implement Promotion in Rank for staff.

<u>Key Performance Indicator:</u> Promotion in Rank policy development and implementation timeline: Monitor the progress of developing and implementing the Promotion in Rank policy, ensuring it is completed within the specified timeframe.

<u>Assigned to:</u> Year 1 Development, Year 2 Implementation; President, Director of Human Resources, and Vice President of Administrative Services.

Outcome 4.3

Retention Interviews

Strategy 4.3.1

Retention/Stay Interviews: Conduct stay interviews with current employees to gauge their satisfaction, identify potential concerns, and address any issues before they escalate.

<u>Key Performance Indicator:</u> Employee perception of action taken: Gather feedback from employees on whether they feel their concerns are being heard and addressed by management based on interview insights.

Assigned to: Year 1; President and Director of Human Resources



Strategy 4.3.2

Develop Actionable Insights: Analyze the data collected from exit interviews to identify trends, address underlying issues, and implement changes that can improve employee retention.

<u>Key Performance Indicator:</u> Employee perception of action taken: Gather feedback from employees on whether they feel their concerns are being heard and addressed by management based on interview insights.

Assigned to: Year 2; President and Director of Human Resources

Outcome 4.4

Promote a Vibrant Human Resource Office

Strategy 4.4.1

Move away from a transactional culture towards performance management though tools, digital resources, and human capital.

<u>Key Performance Indicator:</u> Performance-Based Recognition Rate: Measure the percentage of employee recognition and rewards that are directly tied to performance achievements, as opposed to non-performance factors.

Assigned to: Year 3; President and Director of Human Resources



GOAL 5

Enhance and Grow the Perception of the College's Value

Outcome 5.1

Continue to upgrade and modernize campus infrastructure and facilities.

Strategy 5.1.1

Upgrade and renovate the Dodson Auditorium.

<u>Key Performance Indicator:</u> Project Completion Date: Track the progress of the renovation project against the planned timeline.

<u>Assigned to:</u> Years 1, 2; President and Executive Vice President of Internal Collaboration & Strategic Objectives

Strategy 5.1.2

Technology Integration: Upgrade campus infrastructure to support modern technology needs. This includes high-speed Wi-Fi, audiovisual equipment in classrooms, and smart building systems that optimize energy use and enhance security.

Key Performance Indicator: (a) Wi-Fi Coverage and Speed: Measure the percentage of campus areas with reliable Wi-Fi coverage and the average internet speed; (b) Audiovisual Equipment Functionality: Track the percentage of classrooms equipped with functional and up-to-date audiovisual equipment; (c) Energy Efficiency: Monitor energy consumption data to assess the impact of smart building systems on energy use and cost savings; (d) User Satisfaction with Technology: Conduct surveys to gauge user satisfaction with the availability and performance of campus technology infrastructure.

<u>Assigned to:</u> Years 1, 2, & 3; President, Chief Information Officer/Executive Dean, Dean of Information and Instructional Technology, and Information Technology

Outcome 5.2

Implement a comprehensive marketing and communications strategy to highlight student, faculty, and staff successes and achievements.

Strategy 5.2.1

Storytelling: Develop compelling stories that showcase the achievements of students, faculty, and staff. Use various platforms like the college website, social media, newsletters, and local media to share these stories and create a positive image of the college.

<u>Key Performance Indicator:</u> (a) Social Media Engagement: Monitor metrics such as likes, shares, comments, and reach on social media posts related to these stories; (b) Media Coverage: Track the number of times the college is featured in local media outlets due to these stories.

<u>Assigned to:</u> Year 1; President and Executive Vice President of Internal Collaboration & Strategic Objectives



Strategy 5.2.2

Targeted Campaigns: Create targeted marketing campaigns that highlight specific programs, events, or initiatives. Use data-driven insights to identify the most effective channels and messages for reaching different audiences.

<u>Key Performance Indicator:</u> Conversion Rate: Track the percentage of people who take a desired action (e.g., inquire about a program, register for an event) after being exposed to a campaign.

<u>Assigned to:</u> Year 1; President and Executive Vice President of Internal Collaboration & Strategic Objectives

Strategy 5.2.3

Brand Consistency: Ensure that all marketing and communication materials align with the college's brand identity and messaging. Use consistent visuals, tone of voice, and key messages to reinforce the college's unique value proposition.

<u>Key Performance Indicator:</u> (a) Brand Audit: Conduct regular brand audits to assess the consistency of visuals, tone of voice, and messaging across all marketing and communication materials; (b) Stakeholder Perception: Gather feedback from stakeholders on their perception of the college's brand identity and messaging.

<u>Assigned to:</u> Year 1; President and Executive Vice President of Internal Collaboration & Strategic Objectives

Outcome 5.3

Strengthen alumni relations and engage alumni as ambassadors for the college. Years 1, 2; President, Executive Director of Foundation & Community Relations, Liaison for the Kilgore College Foundation, and Kilgore College Foundation Board

Strategy 5.3.1

Alumni Engagement Programs: Organize regular events like alumni reunions, networking mixers to foster connections among alumni and with the college.

<u>Key Performance Indicator</u>: Alumni Event Attendance: Track the number of alumni attending events such as reunions and networking mixers.

<u>Assigned to:</u> Years 1, 2; President, Executive Director of Foundation & Community Relations, Marketing, and Liaison for the Kilgore College Foundation

Strategy 5.3.2

Alumni Communication Channels: Establish effective communication channels to keep alumni informed about college news, events, and achievements. Use email newsletters and social media to share relevant content and updates.

<u>Key Performance Indicator:</u> Social Media Engagement: Monitor the level of engagement (likes, comments, shares) within alumni social media groups.

<u>Assigned to:</u> Years 1, 2; President, Executive Director of Foundation & Community Relations, Marketing, and Liaison for the Kilgore College Foundation



Strategy 5.3.3

Highlight alumni accomplishments and successes to inspire current students and foster a sense of pride among the alumni community through awards and social media highlights.

<u>Key Performance Indicator:</u> Number of Alumni Recognized: Track the number of alumni receiving awards, scholarships, or other forms of recognition.

<u>Assigned to:</u> Years 1, 2; President, Executive Director of Foundation & Community Relations, Marketing, Liaison for the Kilgore College Foundation, and Scholarship Liaison

Outcome 5.4

Community Communication and Collaborations

Strategy 5.4.1

Continue Semi-Annual Board Listening Sessions.

<u>Key Performance Indicator:</u> (a) Attendance at Board Listening Sessions: Track the number of board members and community stakeholders attending these sessions; (b) Feedback Collected: Monitor the number and nature of feedback and suggestions received during these sessions.

<u>Assigned to:</u> Years 1, 2, 3; President, Chief Information Officer/Executive Dean, and Strategic Leadership Team

Strategy 5.4.2

Forge strategic partnerships with local businesses, organizations, and government agencies. Collaborate on projects that benefit both the college and the community, such as internships, service-learning programs, and workforce development initiatives (Trunk or Treat, TSF, Mobile Mammogram, Rotary Shoe Giveaway, Boomtown Bash, Pickle Ball Clinics, etc.).

<u>Key Performance Indicator:</u> Number of Collaborative Projects: Monitor the number of projects successfully completed in collaboration with community partners.

Assigned to: Years 1, 2, 3; President, Strategic Leadership Team, and College

Strategy 5.4.3

Establish and maintain open communication channels (both internal and external) through Community webpage, social media, monthly news and updates (Facebook, et cetera) with spotlights for faculty and staff.

<u>Key Performance Indicator:</u> (a) Social Media Reach and Engagement: Track the reach and engagement metrics (followers, likes, comments, shares) on the college's social media platforms; (b) Website Traffic: Monitor the number of visitors to the college website and the pages they access.

<u>Assigned to:</u> Years 1, 2, 3; President, Executive Director of Foundation & Community Relations, Marketing, and Director of Communications and Public Relations



Office for Institutional Effectiveness & Research

Years 1-3 Report



Introduction

The Kilgore College Strategic Plan was adopted for implementation throughout the Academic Years ranging from 2021-2024. The plan was implemented in September 2021 with five (5) deliveries for Outcomes with due dates set for:

- 1. January 2022
- 2. August 2022
- 3. January 2023
- 4. August 2023
- 5. August 2024



Overview

In Table 1A, progress to date is shown as for all outcomes in the five due dates of the plan.

Table 1A

	Jan 2022	Aug 2022	Jan 2023	Aug 2023	Aug 2024
Total Outcomes by Achievement Date	12	24	2	13	9
Complete	100% (12)	100% (24)	100% (2)	100% (13)	100% (9)
In Progress	-	-	-	-	-
Paused	-	-	-	-	-

^{*} Outcome 4D.4 has been removed from the August 2024 deliverables due to the Senate Bill 17 enactment by the State of Texas. This reduces the Strategic Plan Outcomes from 61 to 60.



Year "1" January 2022 Deliverables

- Outcome 1B.3: By January 2022, expand Internal and external communication, advertising, and marketing to include additional face-to-face recruiting events, a consistent KC presence in service area communities, and strategic marketing efforts (Complete).
 - A systematic monthly schedule has been established. It is ongoing and inclusive of the specified aspects and activities listed within the outcome.
- Outcome 1B.4: By January 2022, create and implement an enrollment management plan with measurable goals (Complete).
 - The plan has been finalized and adopted. The plan focuses on three target groups: K-12 students, prospective adult students, students who have not completed a credential (any stage of admission or course completion). Multiple strategies are incorporated within the plan to increase Fall 2023 and Fall 2024 headcount, semester credit hours, contact hours (credit and CE), applications and scholarship awards.
- Outcome 2B.2: By January 2022, create a student success syllabus that includes services, resources, and other important information (Complete).
 - o The Student Support Syllabus is housed on the Blackboard Assist page. A link is located within the Blackboard
 - o menu. Students are alerted about the existence of the link when logging in to Blackboard for the first time. Notification messages are also sent to all students via the Remind app at the start of each semester.
- Outcome 2D.3: By January 2022, establish a yearly schedule of administration listening forums as a mechanism to hear student voices (Complete).
 - O A schedule of three (3) annual student listening forums has been created for the 2022-23 academic year. A new schedule will be produced for each academic year moving forward. Two (2) forums will be scheduled during the Fall semester and one (1) in the Spring semester. The Fall sessions will include one (1) session for dual credit students. At the beginning of each academic year, Cabinet members, along with the Student Success Council, will discuss and determine the topics for the year. All appropriate stakeholders for the chosen topics will be consulted for input on student participation, dates, locations and format of each forum. Previous questions utilized during the Strategic Plan process will be consulted and additional questions will be formulated by the stakeholders.



- Outcome 2E.2: By January 2022 conduct an assessment of equipment and software utilized in instruction and student support services and develop a replacement/update and cascade schedule (Complete).
 - A current projector and computer master list used to determine replacement times exists. Software lists are maintained by the respective instructional divisions. Instructional Student Support Service areas review their equipment each budget year for needs. Lists are then created for needs in the Library, The Zone, and Writing Studio.
- Outcome 3A.3: By January 2022, design and implement an outreach plan to re-enroll those who stopped out before earning a credential (Complete).
 - O An extensive plan has been created and implemented. One element of the larger, comprehensive student retention plan was the hiring of 3 additional embedded advisors for Health Sciences, Public Services and Industrial Technologies and Arts and Sciences. The job description for these 3 new positions was rewritten to include specific duties regarding stopped out students. New embedded advisors will be given a specific cell phone to utilize as a texting platform to contact students (until a broader platform is determined for texting). Embedded advisors will also work with Deans and other college entities as follows:
 - o Coordinate with Marketing to deploy robo-texting campaigns to students who have stopped out.
 - o Coordinate with Marketing to create and deploy direct mail pieces to support the efforts of advisors.
 - o Coordinate with Marketing to create and deploy targeted social media messaging.
 - The three listening forums scheduled to hear student voices (Outcome 2D.3) will be leveraged to learn the "why" of stop outs. Information gathered in conjunction with the Enrollment Management Plan (Outcome 18.4) will allow the embedded advisors to identify a niche/target market of students who have stopped out.
- Outcome 4A.2: By January 2022, examine and strengthen the hire and onboard process for new employees (Complete).
 - A survey was created and implemented using Survey Monkey to capture new employee level of satisfaction with their experience of three aspects of the onboarding process: background check, paperwork completion via Docusign, and new employee orientation. Although no previous assessment is available for comparison, the data from the initial assessment using the new survey indicates that greater than 93% of new employees are satisfied or very satisfied with the aspects of the onboarding process that were assessed.
- Outcome 4A.7: By January 2022, establish Human Resource department protocols to guide retiring employees (Complete).
 - A survey question has been created and implemented using Survey Monkey to capture the retiring employees' level of satisfaction with the information provided in the newly created Retiree Module. Current survey data indicates that 100% of individuals completing the Retiree Module are satisfied or very satisfied with the information provided in the Retiree Module.

Aspect Assessed		%	Satisfied	or
		Vei	ry Satisfie	d
Information provided	in	100)%*	
the Retiree Module				



- Outcome 4B.1: By January 2022, develop and implement a capital budget process (Complete).
 - This was accomplished with the FY22 budget and will continue to grow more robust with each passing budget cycle. The FY23 capital budget and the projects contained within will propel KC to new heights during the next academic year.
- Outcome 4B.2: By January 2022, develop a plan for addressing the deferred maintenance needs Identified on the Facilities Condition Assessment (Complete).
 - Plan in place and closely following the Aramark Facilities Condition Assessment (FCA). Critical issues have been addressed. Safety items were addressed mid-fall. Making good progress.
- Outcome 4C.2: For FY22 and moving forward, dedicate enhanced innovation fund dollars to support Implementation of new innovative and entrepreneurial organization-wide priorities (Complete).
 - o The amount available for award was \$25,000 for FY22.
 - The amount designated for award in the FY23 budget is \$60,000.
- Outcome 4D.1: By January 2022, establish a speaker series focused on diversity, equity, and inclusion (DEi) (Complete).
 - A dedicated budget has been established for FY23 to support scheduling of speaker engagements and other DEi training events; The budget was approved by the Board of Trustees on 8/29/2022.

Speaker Series

- September 29, 2022 Mr. David Romero (professional development session)
- October 7, 2022 Equity in the Classroom: faculty and staff DEi panel discussion
- March 3, 2023 (half day) Spring 2023 Equity Training provided by NAPE (National Alliance for Partnerships in Equity)



August 2022 Deliverables

- Outcome IA.1: By August 2022 and ongoing, work with the Texas Virtual Academy at Hallsville (TVAH) to expand academic transfer dual credit opportunities and develop career and technical education dual credit options (Complete).
 - O A contract was signed with Texas Virtual School Network (TXVSN), a state wide high school online network. TXVSN presents opportunity for enrollment of far more students than the Texas Virtual Academy at Hallsville. KC's GOVT 2305 course has been submitted to the TXVSN and is currently under review in the Quality Matters (QM) approval process. Once approved, the GOVT 2305 course will be listed in the TXVSN catalog and available to dual credit students throughout Texas (Spring or Fall 2023, depending on the approval timeline). The ROI on the GOVT 2305 course will be analyzed. If proven viable as projected, additional courses such as Business and Accounting will be submitted to the Quality Matters approval process for inclusion in the TXVSN catalog. Utilization of the TXVSN state wide catalog of courses allows KC to expand course offerings to high schools all over the state and potentially be the sole provider of those online courses (currently only UT-Permian Basin offers courses via TXVSN). This will increase our dual credit enrollments for transfer and CTE and also expand dual credit opportunities for our dual credit students. While the potential transition to TXVSN is pending, course offerings through TVAH are ongoing with preliminary reports of increased enrollment in Fall 2023 first 8-week courses.
- Outcome 1A.2: By August 2022, develop a systematic annual plan for exposing K-12 students to the College through camps, tours, employer career days, participation in service area events, and distribution of promotional materials (Complete).
 - A comprehensive, systematic schedule of outreach activities has been developed for exposing K-12 students to the College. The plan includes internal and external events for service area K-12 students, promotional materials, employer career days, camps and tours. The full schedule of outreach activities has been disseminated to the team members representing the "responsible office" designated within the schedule document.
- Outcome IA.4: By August 2022, develop a mechanism to provide intentional advising knowledge and practices to dual credit students by providing dual credit professional development events for high school counselors (Complete).
 - A Counselors Luncheon was held during Spring 2022 where professional development was provided. Another Counselors Luncheon will be held in Fall 2022. The Associate Dean of Arts and Sciences sends email communications periodically throughout the semester to inform area dual credit counselors about information related to the core curriculum and Guided Pathways. A plan has been developed to send KC advisors to area high schools to meet one on one with high school advisors to help give specific guidance.
 - Both KC dual credit coordinators are:
 - Providing counselors with Guided Pathways information Providing core curriculum information
 - Providing access to career maps/career trees
 - Meeting with them once a semester to discuss schedule (and some advising)



- Outcome 1B.1: By August 2022 and ongoing, create additional continuing education on-ramps in credit courses and streamline processes to convert non-credit to credit (Complete).
 - The Industrial Maintenance and Instrumentation & Electrical programs have employees from industry partners (Crosby and AAON) enrolled in CE versions of credit courses. Students can convert the CE into credit hours to allow them to build credits and enroll in sequential credit courses.
- Outcome IB.2: By August 2022 and ongoing through 2024, create additional level-1 certificates to provide on-ramps to credentials of value through short-term training (Complete).
 - O A new Level 1 certificate in Entrepreneurship (18 hours) was created and is in the catalog for 2022-2023 academic year. The instructional deans continuing to explore additional level-1 certificates and micro-credentialing. Formal industry-recognized micro-credentials and badging ability is forthcoming through Modern Campus (badging companion software projected to be implemented Fall 2023).
- Outcome IC.1: By August 2022, expand access to student services through the launch of a chatbot, extended hours of operation, and the strengthening and expanding of remote service opportunities (Complete).
 - Chatbot has been active since July 30, 2021. It is available 24/7. A live chat feature was launched in April 2022.
 - o The services that are receiving the most inquires via Chatbot have been identified.
- Outcome 2B.1: By August 2022, re-launch the early alert system to effectively identify and follow up with students who are struggling, to include entry of mid-term grades (Complete).
 - o A revamped early alert system is active. Instructors have been provided instructions for making early alert referrals. Within the first two weeks of the Fall semester, 40 early alerts were submitted. The retention team is working diligently to contact these students.
- Outcome 2C.1: By August 2022, institutionalize the hyflex Instructional modality to provide flexible course access.
 - o Fall 2021, hyflex training for faculty held. A new X designation was created for the hyflex course in the scheduling and with registrar. The subsequent spring course schedule included 8 sections (8 lecture and 7 labs) in Arts and Sciences that utilize the hyflex model. The Fall 2022 course schedule contains 28 course sections (28 lecture and 9 lab sections) that are designated as hyflex courses. Another training discussion on hyflex will be held September 16th to 'debrief' spring 2022 hyflex instructors. This information will be used as preparations are made for the Spring 2023 course schedule.
- Outcome 20.1: By August 2022, establish a text messaging application for institution-wide communications and targeted nudges for students (Complete).
 - Launched the texting campaign feature of the chatbot service. First text nudge was sent December 9, 2021, encouraging Spring registration and announcing holiday service hours.



- Outcome 2G.1: By August 2023, develop a one-year course schedule to aid students in long-term planning for completion of educational pathways (Complete).
 - Based on current practice at peer institutions a one-year course schedule is most appropriate. Recommendation is to modify this outcome to reflect a one-year course schedule and move it forward to August 2023. Development of the schedule is continuing. Sequencing is in place; dual credit offerings are not as predictable since high school projections are not forecast far in advance.
- Outcome 3A.1: By August 2022, integrate Adult Education and literacy students into the campus community by providing college email addresses, IDs, and access to activities (Complete).
 - Issues with the MFA process for credit students continue with the start of the fall semester. The process has been initiated for credit students only at this point. Once the majority of the MFA issues have been resolved, attention will be focused on CE/non-credit and AEL student integration into the campus community.
- Outcome 3A.6: By August 2022, develop a plan for expansion opportunities m Gladewater (Complete).
 - O A plan has been established for expansion opportunities in Gladewater. The plan is designed with consideration of existing relationships, needs and geographic location. The plan includes targeted programs, marketing promotions and the technology and resources to facilitate an effective expansion. The plan will evolve with ongoing evaluation of developments and opportunities that present.
- Outcome 3A.7: By August 2022, develop a plan for expansion opportunities in Henderson (Complete).
 - A plan has been established for expansion opportunities in Henderson. The plan is designed with consideration of existing relationships and ISD needs. The plan includes targeted programs, marketing promotions and the technology and resources to facilitate an effective expansion. Development will continue to evolve with ongoing evaluation and opportunities that present themselves. The plan will evolve with ongoing evaluation of developments and opportunities.
- Outcome 3A.8: By August 2022, develop a plan for expansion opportunities in Gilmer (Complete).
 - A plan has been established for expansion opportunities in Gilmer. The plan is designed with consideration of existing relationships, the needs of the ISO and their priorities. The plan includes targeted programs, marketing promotions and the technology and resources to facilitate an effective expansion. The plan will evolve with ongoing evaluation of developments and opportunities that present.
- Outcome 3C.1: By August 2022, establish relationships with key personnel at transfer partner institutions (Complete).
 - An event was held on July 27 at the LUC where Kilgore College and The University of Texas at Tyler (UT Tyler) made their partnership official by signing of a memorandum of understanding. This creates a seamless experience for students from dual credit to an associate degree to a bachelor's degree and higher. The partnership also incorporates coordination of courses, sharing of the LUC for classroom space and streamlining of student services.



- Outcome 3C.4: By August 2022, establish a lease agreement with Kilgore ISO for use of R.E. St. John Stadium (Complete).
 - o A lease agreement with Kilgore ISO for use of R.E. St. John Stadium was signed on 12/9/2021.
- Outcome 3C.5: By August 2022, establish apprenticeship opportunities with local business and industry (Complete).
 - o The transition of the Advanced Manufacturing Academy in Longview to the KC AMIT Industry Council is currently underway. Discussions are set to begin with area industries and COG's to begin creating the KC version including an Advisory Council.
- Outcome 4A.1: By August 2022, conduct a formal salary study (Complete).
 - The results of the salary study continue to be under review. In the coming months, the data will be analyzed and applied. The salary increases of 4% for all employees was approved by the board at the August board meeting for FY23. This will be implemented at the start of the fiscal year. Additional funds were allocated and approved for salary increases as deemed appropriate for positions as indicated by the analysis of the salary study results.
 - o Pending approval by the KC BOT at the February 2023 board meeting, implementation of the additional salary increases are projected by March 2023. This will allow achievement of wage parity to build upon in the future.
- Outcome 4A.3: By August 2022, develop policies and procedures governing remote work opportunities and environments (Complete).
 - An initial plan with appropriate policy, procedure and administrative rule resources is in place and will continue to develop as the need for modification/addition is revealed through implementation. Discussions and considerations are ongoing and evaluation is continuing.
- Outcome 4A.4: By August 2022, enhance student success through professional development on high impact practices and incorporate those practices into the learning environment (Complete).
 - Professional development opportunities for online training certification for Basic and Developer courses were identified and a calendar was created; Design Institute kick off was held during the summer to develop high impact/engagement practices in online courses.
- Outcome 48.3: By August 2022, develop a plan to address the refurbishment of Stark Hal (Complete).
 - Construction documents with Johnson & Pace were finalized on July 20, 2022. An invitation for bids was released on July 24, 2022. It is anticipated that a contractor will be selected by the Board of Trustees in September and renovation work will begin in December.
- Outcome 48.4: By August 2023, develop a plan for construction of a new residence hall facility (Complete).
 - Deferral of action for this outcome is recommended. Recent developments and discussions have guided the decision to postpone plans for the new residence hall until further analysis can be conducted. This will allow thoughtful and strategic planning to assure the new resident facility design and location best fits the evolving needs of the College.



- Outcome 4C.1: By August 2022, develop a 5-year revenue/expense forecast based on analysis of trend data (Complete).
 - The 5-Year Forecast has been developed with various revenue and expense variables. The model will be used to project different scenarios and the resulting impact. It is expected to become a more robust tool with each fiscal year after implementation.
- Outcome 4C.3: By August 2022 and ongoing, develop and enculturate an entrepreneurial college mindset (Complete).
 - Entrepreneurial Activities:
 - Parks Fitness Center re-opening (June) under new business model
 - Game Day Store operations at KC sporting events
 - KC Event trailer for mobile sales, community/student engagement, and outreach (marketing)
 - ETOM is developing audio tours as an additional revenue stream and has remodeled the gift shop to improve customer experience and sales
 - Rental of KC Longview North 1st floor to ETCOG for Texas Workforce Development
 - Remodeling of the KC Bookstore to a Kilgore College Store
 - New Full-Service Print Shop expanded services and capacity to offer services outside of KC in time beginning phases
 - Exploring opportunities to rent unique equipment to local entities (Lights/stage equipment)
 - Parchment, a 3rd party vendor is now being utilized for electronic transcript delivery. Students/graduates are assessed a fee for their transcript request. Revenue from transcripts is being allocated to pay for Parchment diploma services, which expedites printing and shipping of diplomas, plus includes digital diplomas for use on social media platforms.
- <u>Outcome 4D.2</u>: By August 2022, implement DEI education and professional development faculty and staff (Complete).
 - A budget has been established for FY23 to support scheduling of educational and professional development events. The budget was approved by the Board of Trustees on 8/29/2022.
- Outcome 4D.3: By August 2022, launch marketing strategies designed to resonate with students of color and populations of students who are underrepresented and underserved (Complete).
 - o Use of Spanish language has expanded in marketing. Strategies are being identified to resonate with all populations.
 - A new commercial has been developed that features the diversity of our student body and workforce education programs. Strategies that tie geography and messaging together are being refined to better resonate with prospective students.
 - A segmented marketing plan has been created and the strategies listed therein are being deployed. Additionally, the College has contracted with Forbes & Butler marketing to further assist in identifying strategies, messaging and campaigns that resonate with these population groups.



Year "2" January 2023 Deliverables

- Outcome 3A.2: By August 2022, develop a suite of course offerings designed to fit the needs of working adults and processes for evaluation of prior learning experiences to facilitate timely completion of a degree (Complete).
 - We have paused work on the Prior Learning Experience aspect of this outcome <u>pending the outcome for Statewide Shared Services</u>. There may be possible funding from the state and we do not want to duplicate or mirror services provided by the state.
 - A suite of courses for working adults is under development and making progress as demonstrated by the launch of the Manufacturing Technologies Program.

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- Outcome 1C.3: By January 2023, provide additional automated services within the Business Office (Complete).
 - o KC has contracted with Transact Payments to replace the current payment processor. This new vendor will improve student payment options and offer greater flexibility, allowing for partial payments online, customizable payment plans, automated billing and invoice notifications. This has been fast tracked and should be available for students for the Spring semester.
 - In addition, the Business Office has implemented electronic invoicing and payment processing. This initiative will be expanded to more and more activities to eventually include automatic billing and reminders for third party billing. The Business Office has also improved the back-office processes of automatic processing for discounts; reducing the time spent on the drop process; daily receipting process improvements saving 2-3 hours a day; and Cashier Office phone prompts for peak times to answer simple questions and routing to key contacts typically during final registration.
- Outcome 2E.1: By January 2023, establish help desk to facilitate responsiveness to student tech support needs (Complete).
 - The helpdesk moved from the Student Support building tutoring lab to the Woodfin Technology building at the end of the Title III grant. The helpdesk is now staffed with one full time person and 2- 3 student workers. These team members work phone calls, walk-ins, and online tickets from Black Belt Help (BBH). BBH is our current afterhours and holiday helpdesk.



August 2023 Deliverables

- Outcome 1C.2: By August 2023, improve financial aid services by implementing an unmet needs assessment process and proactively marketing the award of undistributed scholarship dollars (Complete).
 - o Purchased Regent Scholarship software that will automate the awarding of scholarships and ensure the highest level of distribution of scholarship dollars. The software is scheduled for implementation in December 2023.
- Outcome 2A.1: By August 2023, enhance student success through more affordable and accessible course resources (Complete).
 - o KC has an AA degree fully online and most of an AS degree fully online or via hyflex (science courses). KC faculty continue to work toward providing online labs where possible, to allow for maximum flexibility in lab science curriculum. Most courses have moved to OER (Math, English, Sociology, ECON, CHEM, PHYS, SPCH, DRAM, MUSIC, BIOL, GOVT) to allow for students to have no cost for a text book. Courses in the class schedule will be designated as "low cost or no cost" textbook and materials. Areas that are more difficult to move to OER, such as Accounting and Business are currently using less expensive Inclusive Access products. Low cost is defined as course textbook or materials that total \$50 or less. Hyflex courses offer all 3 modes of instruction as the same time, allowing the student maximum flexibility from class time to class time. Hyflex courses are designed in the online course schedule with an X designation. KC has held multiple professional development on hyflex and has upgraded all of the classrooms in Old Main to Zoom rooms. In addition, all classroom buildings have at least one zoom room and faculty are equipped with mobile cameras to make any space a zoom room.
- Outcome 2F.1: By August 2023, as warranted, expand offerings of high demand courses (Complete).
 - Kilgore College has identified its current slate of high demand programs and courses. Expansion in areas has begun and will continue as KC adds and adjusts programs.
 - Rad Tech program moved to 8-week semesters Fall 2023 to allow for additional students and cohorts to move through the program and graduate.
 - o LVN program has been added back as a stand-alone program per the needs of the regional hospitals.
 - o Surg Tech has been added as an in-demand program starting Fall 2022.
 - o Advanced Manufacturing has been added as a program and approved by SACSCOC to begin August 2023.
 - Endorsed by the Advanced Manufacturing Industry Technology (AMIT) Council which are Industry Trade Leaders from Gilmer, Longview, and Kilgore.
- Outcome 2F.2: By August 2023, expand online summer course offerings (Complete).
 - o Summer online course offerings have expanded including the May mini. We are in discussions to add an August mini for next year (online).



- Additionally, new online course offerings for summer include Kinesiology, EMS/EMT, as well as expanded offerings online (instead of face-to-face) in KC's university transfer area.
- Outcome 2G.1: By August 2023, develop a two-year course schedule to aid students in long-term planning for completion of educational pathways (Complete).
 - O Conversion to a full 1-year schedule will be in place for academic year 24-25 (beginning fall 2024). Currently, all courses are sequenced and listed as to when they are offered throughout the academic year, allowing for students and advisors to plan a student pathway to completion. Schedules will be built for summer 2024, fall 2024 and spring 2025 beginning in February of 2024. Student Services will be part of the schedule building since students will be able to enroll in a full, year-long schedule at one time. This will require some schedule adjustments as the semester progresses, should a student fail a course and not be able to continue in the sequence. Financial aid will be brought in on the planning fall 2023.
- Outcome 2I.1: By Fall Semester 2023 (August 2023), require each first-time-in-college student to take EDUC 1300-Learning Framework in their first semester of enrollment. *Due date adjusted to August 2024.* (Complete).
 - Discussions are continuing regarding a mandatory first semester (institutional requirement) EDUC 1100 (one hour instead of 3 hours) course for AA and AS degree students. This course would be built around career exploration and goal attainment for students. Currently, KC is researching the financial aid implications for students and how other colleges (such as Amarillo College) are paying for the course.
 - The College has implemented the voluntary enrollment for EDUC-1300. The Texas Higher Education Coordinating Board prohibits semester credit hours which exceed "60" for a two-year degree award.
- Outcome 3A.4: By August 2023, expand continuing education course offerings for those professions requiring continuing education units (CEUs) (Complete).
 - o CE mirrored courses were added to both industrial maintenance and instrumental and electrical courses. These are used by the Crosby Group for apprenticeships.
 - CE certificate was built for AAON Coil. This is a certification used to upskill foreman and leaders from within the company. We had as many as 17 in that program.
 - o New online offering of CNA.
 - o Sterile Processing program is currently full with 12 students and has a wait list for the spring.
 - New Executive Dean position for CE created and filled to enable continued expansion in CE and CEU's for KC's current and future industry partners.
 - O Substance Abuse Counseling program is holding an annual (2 years plus now) conference in the spring that counts for CEU's.



- Outcome 3A.5: By August 2023, become eligible for Title V Hispanic-Serving Institution status through strategic outreach to the Hispanic community (Complete).
 - o Designated as a Developing Hispanic Serving Institution.
 - o Bilingual employees in multiple Student Services departments
 - o Bilingual employees participating in events at high schools
 - o Signage and other materials printed in Spanish
 - o Promotion of TASFA financial aid availability at financial aid events at high schools
- Outcome 3A.9: By August 2023, research and identify a convenient path to completion of baccalaureate degrees in nursing, computer information technology, and applied arts and sciences through either a KC credential or through a partner institution (Complete).
 - o Graduates of the Kilgore College Nursing program receive an Associate Degree in Nursing and upon successfully passing the NCLEX-RN licensure exam will obtain a Registered Nurse license. The Program requires successful completion of a minimum of 60 semester credit hours of approved coursework and must be completed within six years. Other requirements include 30 additional hours of nursing courses to complete the Bachelor of Science degree in Nursing. Up to 12 credit hours of appropriate coursework may be transferred into the program from an accredited institution and if taken within the last six years.
 - The program is considered as a "high demand" by the Texas Legislature and is highly favored to pass the approval process due to high need which may allow us to bypass the \$6 Billion Dollar tax base requirement for offering a Baccalaureate program. We expect to receive additional information on this during the 89th Texas Legislature in 2025.
 - The Curriculum has been developed and Kilgore College has five faculty working on their terminal degrees in Nursing.
- Outcome 3B.2: By August 2023, compile a demand occupation list and evaluate all existing programs to determine if they produce a
 credential of value (Complete).
 - Texas Workforce Commission and National Student Clearinghouse data were combined to create a benchmark Return on Investment (ROI) for students. Current data show that the average annual wage for all Degree/Certificate completers is \$44,000.00 with those earning an Associate of Applied Science earning an annual average of \$60,000.00.
 - o Data will be assembled each year moving forward for the prior year graduating class.
- Outcome 4A.5: By August 2023, establish a President's Leadership Academy to grow and foster leaders/leadership potential (Complete).
 - The Leadership Academy cohort and training schedule has been established. Members will begin the program in the 2023-2024 Academic Year. The first-class date is September 22, 2023



- Outcome 4C.4: By August 2023, strengthen financial position of auxiliary enterprises through entrepreneurial activities (Complete).
 - OER & Digital Books/Materials and shifting to more retail. Fitness Center establishing a corporate membership plan and robust live class schedules. RangerPRINT is still implementing the workflow program and preparing to open operations to peer entities and the public. The renovations of Stark are nearing completion and will restore rental capacity for on- campus living. The higher quality of the facility allowed us to increase the cost by 42% for the 2023- 2024 academic year. In addition, we are implementing a \$150 refundable deposit for 2023-2024 for all residence halls that will help fund costs related to damage caused by residents. The Game Day Store (part of Campus Store) has increased the presence at events and have established a food truck program for events enhancing the experience and generating revenue from renting the spaces.



Year "3"

Carry Over

At the time of the initial Year "1" report (September 2022), there were two outcomes "moved forward" as in-progress or pending progress. The status for these outcomes is:

- Outcome 4A.6: By August 2023, complete conversion to Texas Association of School Boards (TASB) policies, devise administrative rules for implementation of those policies, and establish an ongoing process for adoption of new/revised policies (Complete).
 - TASB policy conversions are complete and an ongoing process for adoption of new/revised policies is housed in the Office of Institutional Effectiveness.
- Outcome 3A.1: By August 2023, integrate Adult Education and Literacy (AEL) students into the campus community by providing college email addresses, IDs, and access to activities. (Moved to August 2024, Complete).
 - o AEL students have KC email access and the program has been relocated to Continuing Education. Bridges from CE to Credit bearing coursework have been established.
 - AEL students are assigned IDs and have access to student email (emails are assigned as part of the ERP (Jenzabar) upon registration).
 - AEL students have access to activities such as STAR Day, Career Day, FAFSA Palooza and other student activities such as the Crawfish Boil and Solar Eclipse Day.



Year "3" Completed Outcomes

- Objective 1A.3: By August 2024, embed success coaches at service-area high schools utilizing best practices and return on investment analyses gleaned from the rootEd and T.L.L. Temple Foundation grant programs (Complete).
 - The rootEd partnership is ongoing and continues to grow and include additional service-area high schools. The funders are now requiring that the IDS's participate in cost sharing and Ms. Burlingame has secured commitments from almost all of our original partners to do that.
 - o Recently, New Diana has been added to the service region.
- Objective 2D.2: By August 2024, establish a call center to facilitate responsiveness to student service needs (Complete).
 - o The Call Center is complete and located in the Woodfin Center.
- Objective 2H.1: By August 2024, employ a benefits navigator to provide help to students in obtaining assistance with food insecurity, housing, childcare, utility bills, car repair, etc. (Complete).
 - o A Social Services Benefits Navigator was hired in Fall 2023. Duties include all items in Objective 2H and Social Work and Counseling Interns have been established and placed as part of the initiative.
- Objective 3B.1: By August 2024, launch at least one new program or partnership related to economic development activities or new industries in the College's service area (Complete).
 - Industrial Manufacturing was approved in Summer 2023 by the Regional Accreditor SACSCOC. The program is open and actively recruiting students. The program is now located at the KC Longview facility and partnered with UT-Tyler.
- Objective 3C.2: By August 2024, increase the number of university courses (Jr/Sr) offered to KC students (Complete).
 - o UT-Tyler Co-Admissions was signed into effect in Spring 2024 and will go into effect for the Fall 2024 Semester. A list of courses has been developed by both parties and KC advisors are trained and ready to assist students in the coming Fall term.
- Objective 3C.3: By August 2024, establish an Early College High School with Kilgore ISD (Complete).
 - Kilgore ISD received a planning grant from TEA to start a Pathways in Technology Early College High School (PTECH) program. During the planning there was resistance from school counselors. When the ISD calculated what it would cost in tuitions, the ISD decided to discontinue pursuit of the ECHS.
- Objective 4B.4: By August 2024, develop a plan for construction of a new residence hall facility (Complete).
 - The College continues to be able to accommodate all residents with existing facilities; however, should the need arise there is a conceptual plan for additional residence facilities.



- Stark Hall received a total renovation to the facility which included dorm rooms, showers, bathrooms, hallways, common areas, windows, and security cameras.
- Objective 4B.5: By August 2024, resolve/have in progress/complete all existing facilities projects, to include McKinstry Energy Management, pedestrian bridge, Health Sciences Education Center, and renovation of W. L. Dodson Auditorium (Complete).
 - o The McKinstry Energy Management, pedestrian bridge, and Health Sciences Education Center are complete.
 - The Renovation of W.L. Dodson Auditorium was placed on hold to evaluate the potential of a new auditorium. It was determined a new building would not be financially feasible and renovation to the existing facility has been re-engaged. Based on this evaluation and decision to re-engage renovations, the adjusted timeline for completion will be early 2026.
 - A new roof for the Dodson Auditorium is scheduled to begin in August 2024.
 - Interior renovations to the Dodson Auditorium are scheduled to begin in May 2025.

KILGORE COLLEGE TASB POLICY CONVERSION

Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

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

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

Revised: September 3, 2024 Original: September 15, 2022

Kilgore College Board of Trustees Meeting Date:

Revised: September 16, 2024 Original: September 26, 2022

Proposed LOCAL Policy for Adoption:

Section: BC BOARD INTERNAL ORGANIZATION

Policy: BCC Attorney

Summary of LOCAL Policy:

The policy outlines that the KC Board of Trustees have the authority to retain an attorney or attorneys as necessary to provide legal services.

Procedures:

- Individual Board members will channel legal inquiries through the College President and/or the KC Board of Trustees President, as appropriate, when advice or information from the College District's legal counsel is sought.
- Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President, Director of Human Resources, or appropriate Vice President with copy to the College President.

The Board shall retain an attorney or attorneys, as necessary, to serve as the College District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

In accordance with the written contract, individual Board members shall channel legal inquiries through the College President or Board President, as appropriate, when advice or information from the College District's legal counsel is sought.

Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President, Director of Human Resources, or appropriate Vice President with copy to the College President.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

DATE ISSUED: 4/2/2012

UPDATE 27 BCC(LOCAL)-AJC

KILGORE COLLEGE TASB POLICY CONVERSION

Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

September 3, 2024

Kilgore College Board of Trustees Meeting Date:

Original: August 14, 2023

Revised: September 16, 2024

Proposed LOCAL Policy for Adoption:

Section: CH Site Management

Policy: CHA Security

Summary of LOCAL Policy:

The policy outlines how the College will ensure security and protection of students, staff and property. The Board authorizes the formation of a College Police Department and employment of commissioned police officers with corresponding jurisdictions in all counties that property is owned, leased, rented or otherwise under the control of the College District. Furthermore, the policy outlines that the KC Chief of Police is responsible for establishing Memorandums of Understanding (MOU) with overlapping jurisdictions that outlines communication and coordination efforts among the department and agencies. These MOUs will be approved by the KC Board. The KC Chief of Police and the VP of Student Life & Campus Affairs (serving as the College President's designee) will review the departments' General Orders annually and make any appropriate revisions.

Procedures:

• This policy was originally adopted in August 2023, but it was not the latest revision. TASB Update 47 also included language addressing the application of SB1445 to the Employment of Peace Officers and Telecommunication, Medical and Psychological Examinations, Misconduct Investigations, and Personnel Files. VP of Student Life and Human Resources Manager met with KCPD Chief and determined that KC is in compliance with new sections and all current sections of this policy

SITE MANAGEMENT SECURITY

CHA (LOCAL)

College District Police Department

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

- 1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
- 2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
- 3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
- 4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
- 5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
- 6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
- 7. Carry weapons as directed by the chief of police and approved by the College President.
- 8. Carry out all other duties as directed by the chief of police or College President.

SITE MANAGEMENT SECURITY

CHA (LOCAL)

Temporary Assignment

College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.

Employment of Peace Officers and Telecommunicators

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

Limitations on Outside Employment

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.

Relationship with Outside Agencies

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

By Drone

The College District shall not use force by means of a drone.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Video Monitoring

Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.

Access to Recordings

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.

Officer Training

All College District officers shall receive at least the minimum amount of education and training required by law.

Medical and Psychological Examinations

For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

DATE ISSUED: 5/10/2024

UPDATE 47 CHA(LOCAL)-AJC SITE MANAGEMENT SECURITY

CHA (LOCAL)

Leave For provisions regarding mental health leave for peace officers and

telecommunicators and quarantine leave for peace officers, see

DEC.

Complaints Complaints against a College District police officer shall be in writ-

ing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accord-

ance with DGBA, FLD, or GB, as appropriate.

Misconduct Investigations For provisions regarding the investigation of allegations of miscon-

duct by peace officers and telecommunicators, see DH.

Personnel Files For provisions regarding personnel files maintained with respect to

peace officers and telecommunicators, see DBA.

Department Regulations Manual

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make

any appropriate revisions.

Racial Profiling The chief of police shall develop and implement regulations to en-

sure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law en-

forcement action based on an individual's race, ethnicity, or

national origin.

DATE ISSUED: 5/10/2024

UPDATE 47 CHA(LOCAL)-AJC

KILGORE COLLEGE TASB POLICY CONVERSION

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

Revised: September 3, 2024 Original: December 1, 2021

Kilgore College Board of Trustees Meeting Date:

Revised: September 26, 2024 Original: December 14, 2021

Proposed LOCAL Policy for Adoption:

Section: CI Equipment and Supplies Management

Policy: CIB Disposal of Property

Summary of LOCAL Policy:

This policy authorizes the College President the authorization to declare College District property, including materials, equipment, vehicles and supplies, to be unnecessary. The policy determines how to dispose of unnecessary property, what can be disposed of, what can be donated, and how any monies realized shall be used.

The policy was reviewed by Administration to ascertain compliance.

Revised: September 3, 2024

LOCAL: This policy has been updated to identify person who is responsible for making decisions about disposing of college property when property either has monetary value or when property has historical significance and/or sentimental appreciation. This update also defined that if unnecessary property has value, the executive vice president or executive director of facility services shall make the decision about disposal.

Procedures: An Administrative Rule was added in September 2024 to safeguard personal property of Kilgore College that may have historical significance and/or sentimental appreciation. Per M. Jenkins: KC is in compliance.

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 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;
 - 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 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 [C authorized administrator] 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:

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

DATE ISSUED: 4/9/2019 UPDATE 36

EQUIPMENT AND SUPPLIES MANAGEMENT DISPOSAL OF PROPERTY

CIB (LOCAL)

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]

DATE ISSUED: 4/9/2019

UPDATE 36 CIB(LOCAL)-AJC

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.

KILGORE COLLEGE TASB POLICY CONVERSION

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

September 3, 2024

Kilgore College Board of Trustees Meeting Date:

September 16, 2024

Proposed LOCAL Policy for Adoption:

Section: DI Employee Welfare. Freedom from Discrimination, Harassment, and

Retaliation

Policy: DIAA Sex and Sexual Violence

Summary of LOCAL Policy:

DIAA Local policy was approved by the Board of Trustees on December 11, 2023. This policy has only been updated on page 4 to reflect the new Title IX Coordinator for Kilgore College, Lacey Carter. Lacey's name has now been listed and her contact information provided as required by Title IX procedures.

For Board Approval:

Approval of LOCAL Policy DIAA(BJC)

Note:

This policy addresses complaints of sex and gender discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting employees. For additional legally referenced material relating to discrimination, harassment, and retaliation, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting students, see FFDA.

Statement of Nondiscrimination

The College District prohibits discrimination including harassment, against any employee on the basis of sex. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Employee

Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex that adversely affects the employee's employment.

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- 2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Dating Violence

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

- "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of an employee may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or derogatory language

DATE ISSUED: 6/23/2020

UPDATE 39

directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the employee, the employee's family members, or members of the employee's household; destroying the employee's property; threatening to commit suicide or homicide if the employee ends the relationship; tracking the employee; attempting to isolate the employee from friends and family; threatening an employee's spouse or partner; or encouraging others to engage in these behaviors.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, sexual harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term "complainant" refers to an employee who is alleged to have experienced prohibited conduct.

Respondent

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential Employee A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures

Reporting by Alleged Victim

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

An employee who believes that he or she has experienced prohibited conduct may report the alleged acts to his or her immediate supervisor, to the Title IX coordinator, or to the College President or designee.

Reports against the Title IX coordinator may be directed to the College President. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, the employee may report electronically through the College District's website.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Reporting by Other Employees

Any employee who believes that another employee has experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Exceptions

Disclosure at Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct unless the person has authority to institute corrective measures on behalf of the College District.

Employee Subject to Confidentiality Rules Absent the employee's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the employee's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Lacey Carter Coordinator:

DATE ISSUED: 6/23/2020

UPDATE 39 DIAA(LOCAL)-BJC Address: 1100 Broadway, Kilgore, TX 75665

Telephone: 903-983-8682

Email: lcarter1@kilgore.edu

Webpage: https://www.kilgore.edu/additional-resources/title-

ix/

Responsible **Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance

with Title IX.

Timely Reporting A failure to immediately report prohibited conduct may impair the

College District's ability to investigate and address the conduct.

Consolidate Reports When the allegations underlying two or more complaints arise out

of the same facts or circumstances, the College District may con-

solidate the complaints.

Advisor Each party to a complaint may be assisted by an advisor of the

party's choice who may participate in the proceedings in a manner

consistent with College District procedures.

Conflict of Interest

Prohibited

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training A person designated as the Title IX coordinator, a deputy Title IX

investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College

District procedures.

Days "Days" shall mean College District business days, unless otherwise

noted. In calculating timelines under this policy, the day a docu-

Extension of Timelines

ment is filed is "day zero." The following business day is "day one."

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined to be necessary so as not to impede a criminal or regulatory investigation shall constitute good cause for an extension of timelines

established by this policy and associated procedures.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee may reduce the report to written form. A formal complaint must be in writing and signed by the complainant or Title IX coordinator, as discussed herein.

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Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

Request Not to Investigate

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report. The Title IX coordinator or designee shall determine if the complaint constitutes a formal complaint under Title IX.

If the complaint is a formal complaint, the Title IX coordinator or designee shall send a notice to the parties as set forth below.

If the complaint is not a formal complaint, the Title IX coordinator or designee shall offer support measures to the extent possible but shall not conduct a formal investigation or proceed with the formal procedures set forth herein. Informal resolution is not available if there is not a formal complaint.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition

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on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator shall determine if informal resolution is appropriate for the complaint based on the facts and federal laws/guidelines. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution. If the Title IX coordinator does not determine informal resolution to be appropriate, then the formal complaint will be subject to the formal resolution process. This informal resolution process is not available in situations where an employee is alleged to have sexually harassed a student.

Formal Resolution

If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.

Supportive Measures

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include work accommodations, such as leaves of absence and administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.

College District Investigation

The investigation of a formal complaint may be conducted by the Title IX coordinator or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the complainant, respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence obtained by the College District and to inspect and review any directly related evidence so that the parties

may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Concluding the Investigation

The investigation shall be completed within a reasonable time, generally not to exceed 90 days from the date of the report, though exceptions may be made if necessary.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

College District Action

The Title IX coordinator shall submit the investigation report and any response from the parties to the hearing panel promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

Title IX Hearing

The hearing panel or designee shall schedule the Title IX hearing within a reasonable time, that is at least ten days following the receipt of the investigation report. The hearing shall be conducted by a hearing panel in accordance with law and College District procedures. The hearing panel will consist of a minimum of three trained College employees selected from faculty and staff. One member of the hearing panel will serve as chair.

After the hearing, the hearing panel shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the hearing panel shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The hearing panel shall create a written determination regarding responsibility in accordance with law and College District procedures within five days

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following the hearing and submit the determination to the parties simultaneously.

Hearing ProceduresThe College District will provide equal opportunity to both sides to present evidence and witnesses, and will provide equal access to any such evidence. Failure of complainant to appear may result in dismissal of the complaint or the College District may conduct the hearing without the complainant, in its discretion. Dismissal does not apply in instances where the Title IX coordinator filed the formal complaint. Reasonable time limits shall be imposed by the College District and the College District will impose and apply reasonable procedural rules that will be made available to the parties in advance.

The party will represent themselves. An advisor's role is limited to advising the party and cross-examination. Only relevant questions may be asked in cross-examination. The hearing panel will make relevance determinations during cross-examination. Cross-examination is allowed but must be conducted by a third-party advisor or representative; it may not be conducted by the respondent or complainant. If a party refuses to be cross-examined, the panel cannot infer guilt. As a general rule, no questions regarding the complainant's sexual history will be allowed. Some limited statutory exceptions shall apply. A preponderance of the evidence burden of proof will apply, and the respondent will be presumed innocent. Expert witnesses are allowed. The Title IX coordinator and/or investigator may provide evidence, testimony or clarify any aspect of the written report to the panel at the live hearing. Upon request by either party in advance of the hearing, the parties will be put in separate rooms for the hearing with technology available to hear the other side. The hearing is not public. The hearing will be recorded by the College District and no other recording devices are allowed.

The panel shall announce its decision in writing simultaneously to both sides and such determination shall explain the rationale for the decision and assign sanctions, if any. This decision shall be reduced to writing within five (5) days of the hearing and provided to both parties simultaneously.

Disciplinary or Corrective Action

If the hearing panel determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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Examples of disciplinary or corrective action may include (as examples only) but not limited to:

- Implementing the disciplinary measures described in DH and the DM series for employees or FM for students;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving employees in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the hearing panel determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

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Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

A complaint may be dismissed as described at "Formal Complaint" above.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA, as appropriate.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Failure to Report and False Claims

An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

Appeal

Discipline or Corrective Action

Either the complainant or respondent may appeal (a) a dismissal of a formal complaint or (b) a determination of responsibility on the following bases, if those bases affected or could affect the outcome:

- 1. a procedural irregularity that affects the outcome;
- 2. new evidence not reasonably available at the time of the determination regarding responsibility or dismissal; and

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An appeal must be filed in writing with the Title IX coordinator within three days from the determination of responsibility or dismissal or it is invalid and is waived. Notice of the filing of the appeal must be given to both parties, and both parties must have a reasonable opportunity to submit a written statement supporting or challenging the outcome.

The appeal will be considered by a Vice President of the College District. A Vice President will issue a written decision to both parties at the same time that includes the result and basic rationale for same. This decision is final, and there is no further appeal or right to grieve, except as set forth specifically below.

Employees

Suspension Without Pay or Termination of Contract Employees If a term/contractual employee is the respondent and suspension without pay or termination of employment is the final decision, then the appropriate College District policy and procedure related to termination of a term/contractual employee will apply to the extent respondent invokes same. There is no automatic appeal or application of these policies. If not timely invoked by respondent, according to the applicable policy/procedure, then the final decision stands.

Complaints Filed with State or Federal Agencies

A party shall be informed of any right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLENCE

DIAA (LOCAL)

maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

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KILGORE COLLEGE TASB POLICY CONVERSION

Summary of Policy for Proposed Adoption by the Kilgore College Board of Trustees

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

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

September 3, 2021

Kilgore College Board of Trustees Meeting Date:

September 16, 2024

Proposed LOCAL Policy for Adoption:

Section: FFD Freedom from Discrimination, Harassment, And Retaliation

Policy: FFDB Other Protected Characteristics

Summary of LOCAL Policy:

This LOCAL policy outlines the responsibilities and requirements for abiding with Title II of the Americans with Disabilities Act, Section 504 and designates the Compliance Officer and the College ADA/Section 504 Coordinator. It outlines the procedures the College will follow when receiving a report of prohibited conduct.

For Board Approval:

Approval of the LOCAL Policy, FFDB (AJC).

Note:

This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation

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regarding discrimination or harassment shall be subject to appropriate disciplinary action.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]

Responsible Employee

For purposes of this policy, a "responsible employee" is an employee:

- 1. Who has the authority to remedy prohibited conduct.
- Who has been given the duty of reporting incidents of prohibited conduct.
- 3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College District Officials

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lacey Carter

Position: Compliance Officer

Address: 1100 Broadway

Kilgore, TX 75662

Telephone: 903-983-8682

Other Antidiscrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

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Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of the Outcome

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

College District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

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Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

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KILGORE COLLEGE TASB POLICY CONVERSION

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IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

Revised: September 3, 2024 Original: November 13, 2023

Kilgore College Board of Trustees Meeting Date:

Revised: September 26, 2024 Original: December 11, 2023

Proposed LOCAL Policy for Adoption:

Section: F STUDENTS

Policy: FLBE Student Conduct - Alcohol and Drug Use

Summary of LOCAL Policy:

This policy was reviewed by Administration to ascertain compliance. KC is in compliance and posts the required information in college gymnasium facilities (steroid usage signage), the College Catalog and Student Handbook, the Annual Security & Fire Safety Report, and the website. Other requirements are met through various programs and activities of KCPD the Office of Campus Life, and the Counseling Center.

The policy states Kilgore College's prohibition of student use of alcohol and controlled substances on College District premises and at College District-sponsored activities. Notice is given to students through email distribution of the Annual Security & Fire Safety Report each fall. This information is also posted in the College Catalog and Student Handbook and on a designated page on the website.

Revised: September 3, 2024

An older version of this local policy was mistakenly adopted 12.11.2023. This most recent version of FLBE Local (dated 2/12/2024) has been reviewed by Dr. Staci Martin and she verified that no additional changes need to be made. KC is in compliance.

Procedures: None

STUDENT CONDUCT ALCOHOL AND DRUG USE

FLBE (LOCAL)

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- 2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- 3. Any performance-enhancing substance, including steroids.
- Any designer drug.
- 5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the student:

- Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
- Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
- 3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
- 4. Possesses, sells, or distributes Dextromethorphan.

STUDENT CONDUCT ALCOHOL AND DRUG USE

FLBE (LOCAL)

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is

prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

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KILGORE COLLEGE TASB POLICY CONVERSION

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

September 3, 2024

Kilgore College Board of Trustees Meeting Date:

September 16, 2024

Proposed LOCAL Policy for Adoption:

Section:

G

COMMUNITY AND GOVERNMENTAL RELATIONS

Policy:

GCB

PUBLIC INFORMATION PROGRAM

REQUESTS FOR INFORMATION

Summary of LOCAL Policy:

The policy outlines the responsibility of the College to promptly respond to requests for public information.

Procedures:

- Requests for public information shall be made via hand delivery, by U.S. mail sent to the College's mailing address, or to an email account established for the purpose of receiving such requests
- The College President shall designate up to 10 nonbusiness days per calendar year in compliance with the Texas Public Information Act.
- In the event of a catastrophe, the KC Board of Trustees may suspend the applicability of the Public Information Act.
- Kilgore College will charge a requestor for additional personnel time spent producing information after the College has expended 36 hours of time in a single fiscal year or 15 hours of time in a one-month period.

Requests for public information shall be made to the College District by one of the following methods:

- 1. Hand delivery;
- 2. U.S. mail to: Public Information Requests, Kilgore College, 1100 Broadway Blvd., Kilgore, TX 75662; or
- 3. Email at: PublicInformationRequests@kilgore.edu.

Nonbusiness Days

The College President may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The College President may designate at most 10 nonbusiness days each calendar year.

Suspension of Public Information During a Catastrophe

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the PIA, the Board shall suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

Charging for Personnel Time

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

- 1. Thirty-six hours of time during the College District's fiscal year; or
- 2. Fifteen hours of time during a one-month period.

EASEMENT FOR DRAINAGE PIPE

THIS EASEMENT AGREEMENT is made and entered into this 9th day of September, 2024, by and between Kilgore College ("Grantor"), and the City of Kilgore, Texas ("Grantee").

WITNESSETH:

WHEREAS, Grantor is the owner of certain real property located in the County of Gregg, State of Texas, more particularly described in Exhibit "A" attached hereto and made a part hereof (the "Property"); and

WHEREAS, Grantee desires to obtain a blanket easement over, under, and across the Property for the purpose of constructing, installing, operating, maintaining, inspecting, repairing, and replacing a drainage pipe and related facilities.

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, bargain, sell, convey, and confirm unto Grantee, its successors and assigns, a perpetual blanket easement (the "Easement") over, under, and across the Property for the purposes of constructing, installing, operating, maintaining, inspecting, repairing, and replacing a drainage pipe and any related facilities as Grantee may deem necessary or convenient (the "Drainage Pipe").

- 1. Grant of Easement. Grantor hereby grants and conveys to Grantee, its successors and assigns, a perpetual, non-exclusive blanket easement over, under, and across the Property for the purposes of constructing, installing, operating, maintaining, inspecting, repairing, and replacing the Drainage Pipe.
- 2. Right of Entry. Grantee, its employees, agents, contractors, and assigns, shall have the right of ingress and egress to, from, and across the Property for the purposes of constructing, installing, operating, maintaining, inspecting, repairing, and replacing the Drainage Pipe.
- 3. Restrictions on Use. Grantor agrees not to construct or place any buildings, structures, or other obstructions over the Drainage Pipe, nor shall Grantor plant any trees or shrubs with deep root systems that could interfere with the Drainage Pipe. Grantor further agrees not to take any action that would restrict or impede Grantee's access to the Drainage Pipe.
- 4. Restoration. Grantee shall, upon completion of any construction, installation, maintenance, inspection, repair, or replacement work, restore the surface of the Property as nearly as practicable to the condition it was in immediately prior to such work, subject to the presence of the Drainage Pipe and any related facilities.

- 5. Indemnification. Grantee agrees to indemnify, defend, and hold harmless Grantor from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Grantee's use of the Easement, except to the extent caused by the negligence or willful misconduct of Grantor.
- 6. Binding Effect. This Easement shall run with the land and be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, and assigns.
- 7. Governing Law. This Easement shall be governed by and construed in accordance with the laws of the State of Texas.

IN WITNESS WHEREOF, the parties hereto have executed this Easement as of the day and year first above written.

GRANTOR:

Kalgore College Representative

GRANTEE:

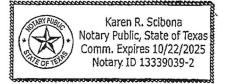
City of Kilgore, Texas

Ronald E Spradlin III, Mayor City of Kilgore

ACKNOWLEDGMENT

STATE OF TEXAS COUNTY OF GREGG

This instrument was acknowledged before me on this 17 day of Sept. 2024 by Laren Scioona Grantor.



Notary Public, State of Texas

My commission expires:

10/22/2025

ACKNOWLEDGMENT

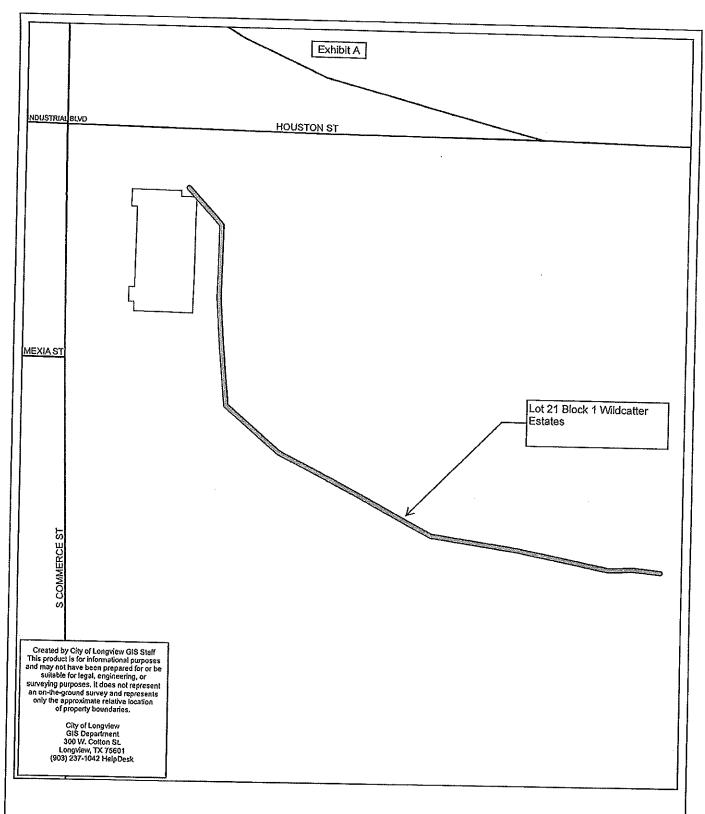
STATE OF TEXAS COUNTY OF GREGG

This instrument was acknowledged before me on this 10 day of Julie 20 2 by Achel Rowe Grantee.

RACHEL L ROWE
NOTARY PUBLIC
STATE OF TEXAS
ID # 11796693
My Comm. Expires 11-15-2027

Notary Public, State of Texas

My commission expires:



Storm SewerKilgore Parcels

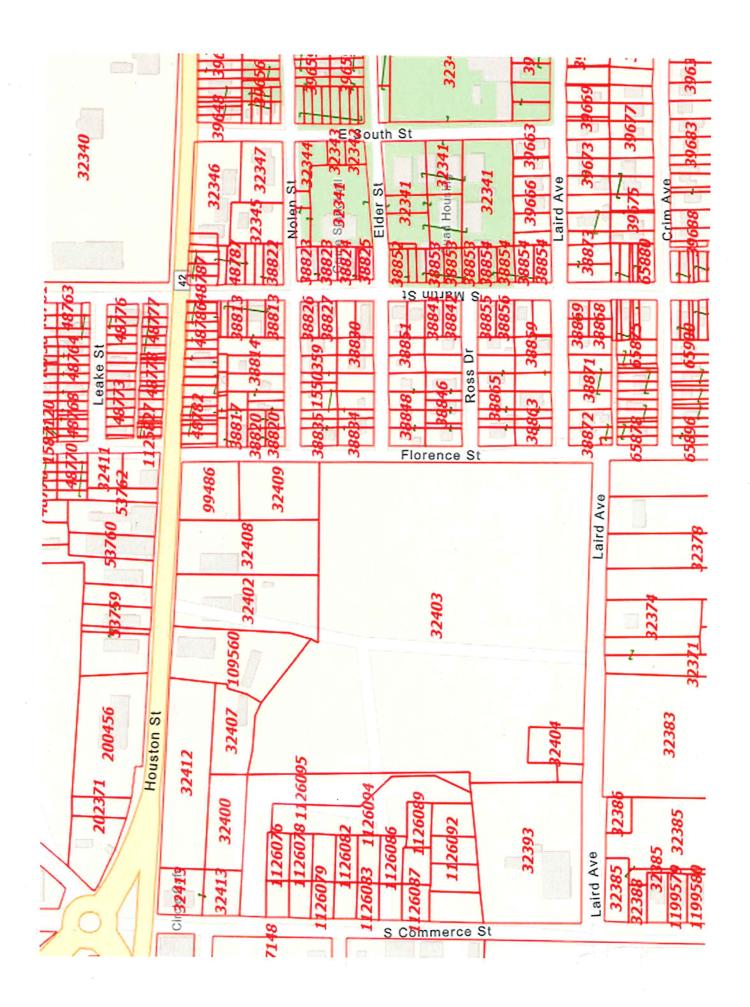
Exhibit A
Storm Sewer
Easement





1 inch = 60 feet

20240814GIS10DD_Storm_Sewer_Easement





1100 Broadway Kilgore, Texas 75662-3204 (903) 988-7521 www.giving.kilgore.edu DATE:

September 10, 2024

TO:

Dr. Brenda S. Kays, President

FROM:

Merlyn Holmes, Executive Director of the Foundation and

Community Relations

SUBJECT:

Dance Studio Naming Request

Donor Information

Priscilla "Prissy" Abshier Sliva, a former Rangerette and Rangerette Forever, who has generously endowed three Rangerette scholarships, has requested naming rights for the Dance Studio housed in the Joe H. Turner building. She would like to name it after her uncle, Denard Haden. A monetary gift will accompany the naming right.

Denard Haden became the first Rangerette choreographer in 1948. He created the Rangerette style using innovative patterns and steps and developed many original ideas that are still used by dance and drill teams today. A very creative choreographer, Mr. Haden was also a well-known dance instructor all over East Texas. He retired in 1978 and passed away in 1983.





Renovation Cost Estimates

Bids received for renovation of the 1,800-square-foot studio:

Company	Service/Item		Cost
FloodOut Restoration	New Ceiling Tiles/Lights		\$ 23,491.10
VitaBarre	New Movable Dance Bars		\$ 2,493.83
Amazon	Fans		\$ 1,000.00
RFS Sports	Harlequin Floor & Install		\$ 89,607.00
	Mirror Repair	Est.	\$ 6,000.00
	Donor Signage	Est.	\$ 3,000.00
	Wrap (30'x 32") (2-60' x 32") (8'x4')	Est.	\$ 2,000.00
		Total	\$127,591.93



1100 Broadway Kilgore, Texas 75662-3204 (903) 988-7521 www.giving.kilgore.edu

Facility and Time Frame for Renovation

The Joe H. Turner Building/Dance Studio was built in 1978 and is over 45 years old. During a renovation process, some "surprise" issues may be discovered, therefore, the actual cost may increase slightly.

Ben Avedikian and I discussed the time frame for the facility's renovation. He estimated it would be possible to start the work in December and complete it by the end of the month. I spoke with Angela Aulds (Dance Instructor) regarding her classes during the renovation. She stated that she could move her classes to the Rangerette Gym, and if the renovation ran over into January, that would be fine as well.



Naming Rights: \$250,000.00 Naming Gift

Depending on the stock market, the gift is expected to produce an endowment of approximately \$122,408, calculating a 4% yearly expense of almost \$4,900.00

Naming Gift	\$250,000.00
Renovation Costs	\$127,591.93
Amount Remaining in Endowment for ongoing maintenance	\$122,408.07
Approximate Annual Amount Available for Studio Upgrades	\$4,900.00

Please let me know if you have any questions or need further information.

Merlyn Holmes

Executive Director of the Foundation

and Community Relations

mholmes@kilgore.edu





- 1 5 current facility
- 5 Move electrical outlets

6 & 7 Example of possible wrap, but done in black and white.





Kilgore College Foundation

Merlyn Holmes, Executive Director of the Kilgore College Foundation and Community Relations

2023 - 2024 Celebration's

Groundbreakings...Ribbon Cuttings... New Partnerships...GROWTH!!!





New Gifts/Donations Over \$2,800,000.

Kilgore College TORRENCE

Health Science Education Center



Single Largest Donation

2023 – 2024 New Endowed Scholarships

John W. 'Buster' Cupit Scholarship Kade Evans Fire Academy Scholarship Dr. Charles Crumpler Scholarship The Buddy and Billy Humphrey Memorial Scholarship Larry and Judy Perkins Band Scholarship Hamman – Sharman Rangerette Scholarship Mitchell Family Scholarship J.W. Silvertooth Scholarship Dr. John Stuart Crutchfield Scholarship Denny and Mickey Smith Endowed Scholarship Stephanie Fugate Nursing Scholarship Clemmie Belle Richards Rangerette Scholarship Priscilla Sliva Head Swingster Scholarship Priscilla Sliva Right Center Scholarship Sidney Faust Scholarship

\$225,000.

KILGORE COLLEGE GRANTS

Humanities Texas Grant Voices Unveiled \$5,000.

Greater Texas Foundation Grant
Emergency Student Aid and Technical
Assistance
\$150,000.

High-Demand Job Training Grant \$68,292 with Matching Funds of \$71,706 from Kilgore, Longview, White Oak, Gladewater & Marshall EDC's \$139,998.

National Science Foundation's Advanced Technological Education Grant \$349,818.

Summerlee Foundation Grant ETOM Digitizing Historic Photos and Documents \$8,000.

THECB TRUE Grant
Short-term Healthcare Training
\$177,120.

Humanities Texas Foundation Grant ETOM for Supplies and Advertising for Event \$1,285.

Texas Higher Education Coordinating
Board Grant
Nursing Shortage Reduction Program
\$8,429.

TWC Grant
High-Demand Job Training
\$61,577.

\$840,266.

Upcoming Events

October 8, 2024
Kilgore College Foundation Board Meeting

October 11, 2024
Kilgore College Alumni and Friends Golf
Tournament

November 19th & 20th, 2024 Scholarship Luncheons

January 17, 2025 MLK Scholarship Breakfast

> March 22, 2025 Blue Star Gala



Kilgore College Alumni and Friends Golf Tournament

October 11, 2024 Tempest Golf Club





March 22, 2025

Maude Cobb Convention Center