

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 December 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:

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

Absent: Kelvin Darden

1. CALL TO ORDER at 6:30pm

A. Invocation and Pledge of Allegiance

Mr. Jon Rowe called the meeting to order at 6:30 pm. Dr. Mike Jenkins said the Invocation and Mr. Jon Rowe led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following made public comments:

- Alex Pollock – Spoke in support of Kenta Bell
- Wendy Crim – Spoke in support of Kenta Bell
- Glen Jones – Spoke in support of Kenta Bell
- Regi Bell – Spoke in support of Kenta Bell

3. CONSENT AGENDA

Presenter: Mr. Jon Rowe

- A. To consider approving the minutes of the
 - September Property Tax Hearing 9/16/2024
 - September Regular Board Meeting 9/16/2024
 - Board Training Workshop 10/15/2024
- B. To consider approval of personnel items submitted as follows: - *Appendix A*
 - Employee Resignations
 - Employee Retirements
 - Employee Terminations
 - Proposed Change of Employment
 - Offers of Employment
- C. To consider payment of legal fees for September, October, November 2024
 - Ms. Gina DeHoyos moved to accept the Consent Agenda as presented. Mr. Josh Edmonson seconded the motion. The motion passed unanimously.**

4. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee – Ms. Gina DeHoyos, Chair

1. ACTION ITEM: Bi-annual review and to consider approval of KC Tax Abatement Guidelines and Criteria (TASB Policy: CAIB) - *Appendix B*

Presenter: Mr. Terry Hanson

Ms. Gina DeHoyos moved to approve the Kilgore College Tax Abatement Guidelines and Criteria. This motion came from Committee and did not require a second. The motion passed unanimously.

2. ACTION ITEM: Annual review and to consider approval of the Kilgore College's Investment Strategy as required by TASB Policy CAK and state law, and to approve the list of authorized brokers. - *Appendix C*

Presenter: Mr. Terry Hanson

Ms. Gina DeHoyos moved to approve Kilgore College's Investment Strategy (TASB Policy CAK) and the list of authorized brokers. This motion came from Committee and did not require a second. The motion passed unanimously.

3. ACTION ITEM: To consider approval of the Capital Budget Amendment (25-BA01) to finalize completed capital projects, to increase the Stark Hall project budget, and to fund the Dodson Auditorium renovation. - *Appendix D*

Presenter: Mr. Terry Hanson

Ms. Gina DeHoyos moved to approve the Capital Budget Amendment (25-BA01). This motion came from Committee and did not require a second. The motion passed unanimously.

4. ACTION ITEM: To consider updating the previous Board of Trustees directive to hold payment of attorney invoices until after the consent agenda was approved at each Board meeting, and to instead allow staff to process/pay invoices upon receipt.

Presenter: Dr. Brenda Kays

Ms. Gina DeHoyos moved to approve the updated directive regarding attorney invoice payments. This motion did not come from Committee and did require a second. The motion was seconded by David Castles and passed unanimously.

5. INFORMATION ITEM: Update on Audited Financial Report FY24 - *Appendix E*

Presenter: Mr. Terry Hanson

6. INFORMATION ITEM: Financials

Presenter: Mr. Terry Hanson

- a. September 2024 Financial Snapshot & Capital Project Report - *Appendix F*
- b. PFIA (Public Funds Investment Act) 4th Quarter Investment Report - *Appendix G*

B. Property & Facilities Committee - Mr. Travis Martin, Chair

1. ACTION ITEM: To consider approval to (1) engage American Restoration, LLC, to provide labor, materials, equipment and supervision necessary to seal, clean, paint, and repair the exterior of the Rangerette Gym, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College

President to sign the contract for \$90,118.00 and any other necessary paperwork related to the same project. - *Appendix H*

Presenter: Dr. Mike Jenkins

Mr. Travis Martin moved to approve to (1) engage American Restoration, LLC, to provide labor, materials, equipment and supervision necessary to seal, clean, paint, and repair the exterior of the Rangerette Gym, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract for \$90,118.00 and any other necessary paperwork related to the same project. This motion did not come from Committee and did require a second. The motion was seconded by Janice Bagley and passed unanimously.

2. ACTION ITEM: To consider approval to (1) allow the College to use a hybrid approach for securing contractors for the Dodson renovation project, (2) authorize the College President to enter into contract negotiations with contractors approved through purchasing cooperatives for stand-alone pieces of the project (e.g., asbestos abatement and seating), (3) delegate to the College President the authority to issue a request for bids related to the construction and renovation pieces of the project, (4) authorize the College President to negotiate and finalize any remaining terms related to this same project, and (5) authorize the College President to sign contracts and any other necessary paperwork related to the same project.

Presenter: Dr. Mike Jenkins

Trustee DeHoyos asked if the coordination of the fundraising effort would be handled through the KC Foundation, the Rangerettes, or the College. Dr. Jenkins answered that all groups are coordinating their efforts and that all funds will go through the KC Foundation. **Mr. Travis Martin moved to approve to (1) allow the College to use a hybrid approach for securing contractors for the Dodson renovation project, (2) authorize the College President to enter into contract negotiations with contractors approved through purchasing cooperatives for stand-alone pieces of the project (e.g., asbestos abatement and seating), (3) delegate to the College President the authority to issue a request for bids related to the construction and renovation pieces of the project, (4) authorize the College President to negotiate and finalize any remaining terms related to this same project, and (5) authorize the College President to sign contracts and any other necessary paperwork related to the same project. This motion came from Committee and did not require a second. The motion passed unanimously.**

3. ACTION ITEM: To consider approval to (1) allow the President to enter into contract negotiations with Casey Sloane Construction to construct a metal building/garage at the KC Receiving Center, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project.

Presenter: Dr. Mike Jenkins

Mr. Travis Martin moved to approve to (1) allow the President to enter into contract negotiations with Casey Sloane Construction to construct a metal building/garage at the KC Receiving Center, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project. This motion came from Committee and did not require a second. The motion passed unanimously.

4. INFORMATION ITEM: Update on third-party facility maintenance contract

Presenter: Dr. Mike Jenkins

C. Policy & Personnel Committee – Mr. Josh Edmonson, Chair

1. ACTION ITEM: To consider approval of the following TASB policy updates:

Presenter: Mr. Josh Edmonson

- a. DBA (Legal, Local) Credentials and Records - *Appendix I*
- b. DBB (Legal, Local) Medical Examinations & Communicable Diseases - *Appendix J*
- c. DH (Legal, Local) Employee Standards of Conduct - *Appendix K*

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

2. ACTION ITEM: To consider approval by Resolution R-2025-2 regarding wage payments during emergency community college closings (TASB Policy: DEA). - *Appendix L*

Presenter: Ms. Kara Sharman

Trustee DeHoyos asked for additional details on this resolution. Ms. Sharman explained specific situations that might require a college closure such as weather, power issues, etc. that might involve paying an employee who is not at work. **Mr. Josh Edmonson moved for the approval by Resolution R-2025-2 regarding wage payments during emergency community college closings (TASB Policy: DEA). This motion came from Committee and did not require a second. The motion passed unanimously.**

3. ACTION ITEM: To review and consider the annual approval of the Kilgore College Mission Statement - *Appendix M*

Presenter: Dr. Brenda Kays

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

4. INFORMATION ITEM: Administrative Rules updates associated with TASB Policy DEB: Compensation and Benefits: Fringe Benefits - *Appendix N*

- Employee Dependent Scholarship
- Tuition Grants for Full-Time Employees and Retirees

Presenter: Ms. Kara Sharman

Trustee DeHoyos asked for the estimated cost of these new benefits. Ms. Sharman explained that the Employee tuition waivers would include registration, student service, health wellness fees totaling \$105 per semester. With that fee decrease we will probably get additional employees to take advantage of that program. For the Employee Dependent Scholarship KC will also include legal spouses, in addition to employees' children. Last year KC employees used \$15,800 for children's tuition scholarships. We have no way of knowing how many dollars will be used, but Ms. Sharman will track the usage and we can re-evaluate.

D. Student Success Committee - Ms. Janice Bagley, Chair

1. Data Spotlight: Fall 2024 Dual Credit Enrollment Update - *Appendix O*

Presenter: Mr. Brandon Walker

2. Student Success Data Spotlight

- Fall 2024 Snapshot - *Appendix P*
- Key Performance Indicators - *Appendix Q*
- New Student Enrollment - Fall II 2024

Presenter: Dr. Richard Plott

3. INFORMATION ITEM: Update on the Surg Tech Program & Personnel - *Appendix R*

Presenter: Dean Jennifer Bray

4. INFORMATION ITEM: CE Echo Tech Courses

Presenter: Dean Jennifer Bray

5. INFORMATION ITEM: KC Annual Security and Fire Safety Report - *Appendix S*

Presenter: Dr. Staci Martin

6. INFORMATION ITEM: Title IX CEO Annual Report - *Appendix T*

Presenter: Ms. Kara Sharman

5. BOARD ACTION ITEM, UPDATE, AND INFORMATION ITEM

A. INFORMATION ITEM: To discuss and consider the current *Board of Trustees Procedure Manual* (Item 2.6 Board Committees on page 11) and *Organization and By-Laws of the Board of Trustees* (Section 4 Committee Structure) information on Committee Structure.

Presenter: Mrs. Gina DeHoyos

Trustee DeHoyos and Dr. Kays led a discussion on the current committee structure. One issue brought forth at the board training in October was that there was little discussion or board member participation in the meetings and also there are duplicate presentations for the committee meeting and board meeting. Options discussed were (a) we could do a more condensed presentation at the committee level and a fuller presentation at the board level, (b) committee meetings could be a hybrid approach (some join in person and others join by Zoom), (c) as far as the committee meetings themselves, there doesn't have to be a recommendation coming forth from the committee, it can require a second, (d) presentation and discussion for action items at board meetings – not committee meetings. Trustee Keller was concerned that certain issues – such as the financial audit – needed detailed discussion, and if that happens at the board meeting it would lengthen the board meeting considerably. Trustee Castles commented that items brought forward would vary by the subject matter. Trustee Rowe discussed who could make a second (committee member or other) and how that affects the discussion. Trustee Edmonson discussed the detailed discussions on the personnel agenda and updated TASB policy updates. The consensus was to try a hybrid approach to Board committee meetings in the future (a) committee members will have an option to join committee meetings by Zoom (b) some presentations will only happen at the board meeting (c) committees can use their judgement and trial and error methodology to determine a mixture of what the committee brings to the full board that enhances communication at the board level (d) full presentations will continue to be in BoardBook (e) committees will meet only when there are action items.

6. KILGORE COLLEGE FOUNDATION UPDATE REPORT – *Appendix U*

Presenter: Merlyn Holmes

7. BOARD PRESIDENT'S REPORT

A. ACTION ITEM: To consider appointing Karen Scibona as the authority performing the duties of Election Official of the Board of Trustees during the 2025 election period.

Presenter: Mr. Jon Rowe

Mr. Travis Martin moved to appoint Karen Scibona as the authority performing the duties of Election Official of the Board of Trustees for the 2025 election period. Mr. David Castles seconded the motion and it passed unanimously.

B. ACTION ITEM: To call for the Kilgore College Board of Trustees general election set for May 3, 2025 - *Appendix V*

Presenter: Mr. Jon Rowe

Ms. Janice Bagley moved to hold the Board of Trustees' election on May 3, 2025, the uniform election date, for the general election of Board members in alignment with TASB Policy BBB. Mr. Jon Keller seconded the motion and it passed unanimously.

C. ACTION ITEM: To consider approving the Joint Election Agreements

- City of Kilgore - *Appendix W*
- City of Gladewater - *Appendix X*

Presenter: Mr. Jon Rowe

Mr. Travis Martin moved to approve the Joint Election Agreements with the City of Kilgore and the City of Gladewater for the May 3, 2025 General Election. Ms. Janice Bagley seconded the motion and it passed unanimously.

D. INFORMATION ITEM: Annual Board Training Report - *Appendix Y*

Presenter: Mr. Jon Rowe

All Kilgore College Board of Trustee members have completed their required training, in compliance with Texas Education Code, Section 61.084.

8. EXECUTIVE SESSION

The Board went into Executive Session at 8:47pm.

Adjournment to Executive Session pursuant to Texas Government Code Section 551.001 of the Open Meetings Act for the following purpose:

PERSONNEL: Consideration of personnel matters

The Board returned to Open Session at 10:06pm.

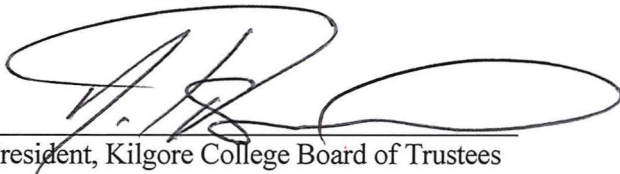
9. ADJOURNMENT

A motion to adjourn was made by Ms. Janice Bagley and seconded by Mr. David Castles. The meeting was adjourned at 10:07pm.

Respectfully submitted,



Karen Scibona, Recording Secretary
Kilgore College Board of Trustees



President, Kilgore College Board of Trustees

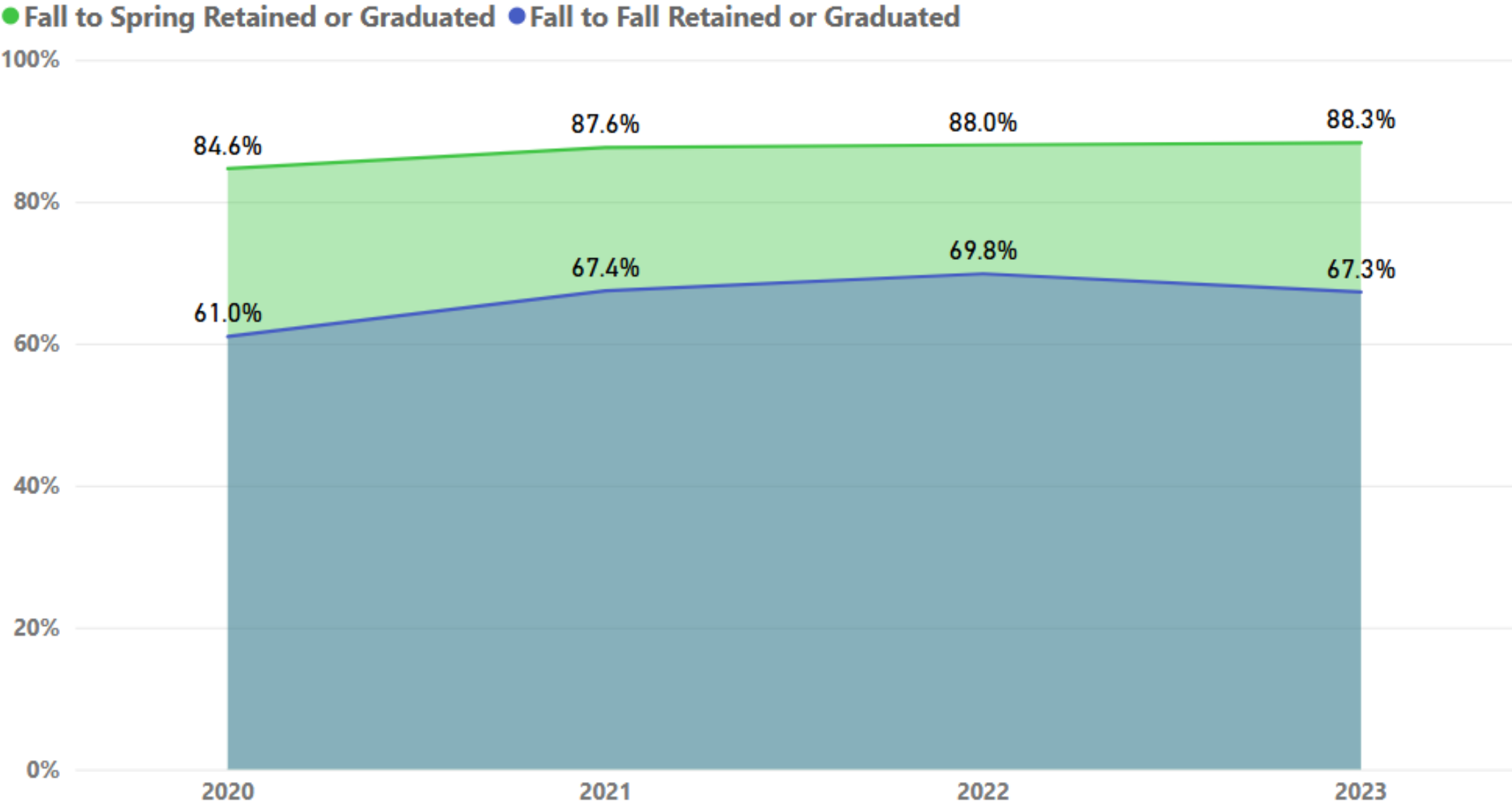


Secretary, Kilgore College Board of Trustees

TABLE OF CONTENTS FOR APPENDICES

Appendix A	Personnel Agenda
Appendix B	TASB Policy CAIB (Administrative Rule) – Tax Abatement Guidelines and Criteria
Appendix C	TASB Policy CAK (Administrative Rule) – Investment Strategy 2024
Appendix D	Capital Budget Amendment 25-BA01, Dodson Renovation 11-19-2024
Appendix E	Update on Audited Financial Report FY24
Appendix F	September FY25 Financial Snapshot and Capital Project Report
Appendix G	PFIA 4 th Quarter Investment Report
Appendix H	American Restoration Bid – Rangerette Gym
Appendix I	TASB Policy DBA (Summary, Legal, Local) – Credentials and Records
Appendix J	TASB Policy DBB (Summary, Legal, Local) – Medical Exam & Communicable Diseases
Appendix K	TASB Policy DH (Summary, Legal, Local) – Employee Standards of Conduct
Appendix L	Resolution No. R-2025-2 - Wage Payments during Emergency
Appendix M	Kilgore College Mission Statement
Appendix N	TASB Policy DEB (Summary, Administrative Rule (2)) – Compensation and Benefits: Fringe Benefits
Appendix O	Data Spotlight – Fall 2024 Dual Credit Enrollment Update
Appendix P	Fall 2024-25 Snapshot
Appendix Q	Key Performance Indicators & New Student Enrollment Fall II 2024
Appendix R	Update on Surg. Tech Program & Personnel
Appendix S	Annual Security & Fire Safety Report
Appendix T	Title IV CEO Annual Report
Appendix U	Kilgore College Foundation Update Report
Appendix V	Call for the Kilgore College Board of Trustees General Election
Appendix W	City of Kilgore 2025 Joint Election Agreement
Appendix X	City of Gladewater 2025 Joint Election Agreement
Appendix Y	Annual Board Training Report

Retention Rates of First-time-in-college, Full-time Cohorts



Fall 2023 Cohort

Fall to Spring Retention Disaggregated

Race/Ethnicity	n	Fall to Spring Retained or Graduated	Fall to Spring Retained or Graduated
Black or African American	131	110	84.0%
Hispanics of any race	195	180	92.3%
White	362	317	87.6%
Other Race/Ethnicities	82	73	89.0%
Total	770	680	88.3%

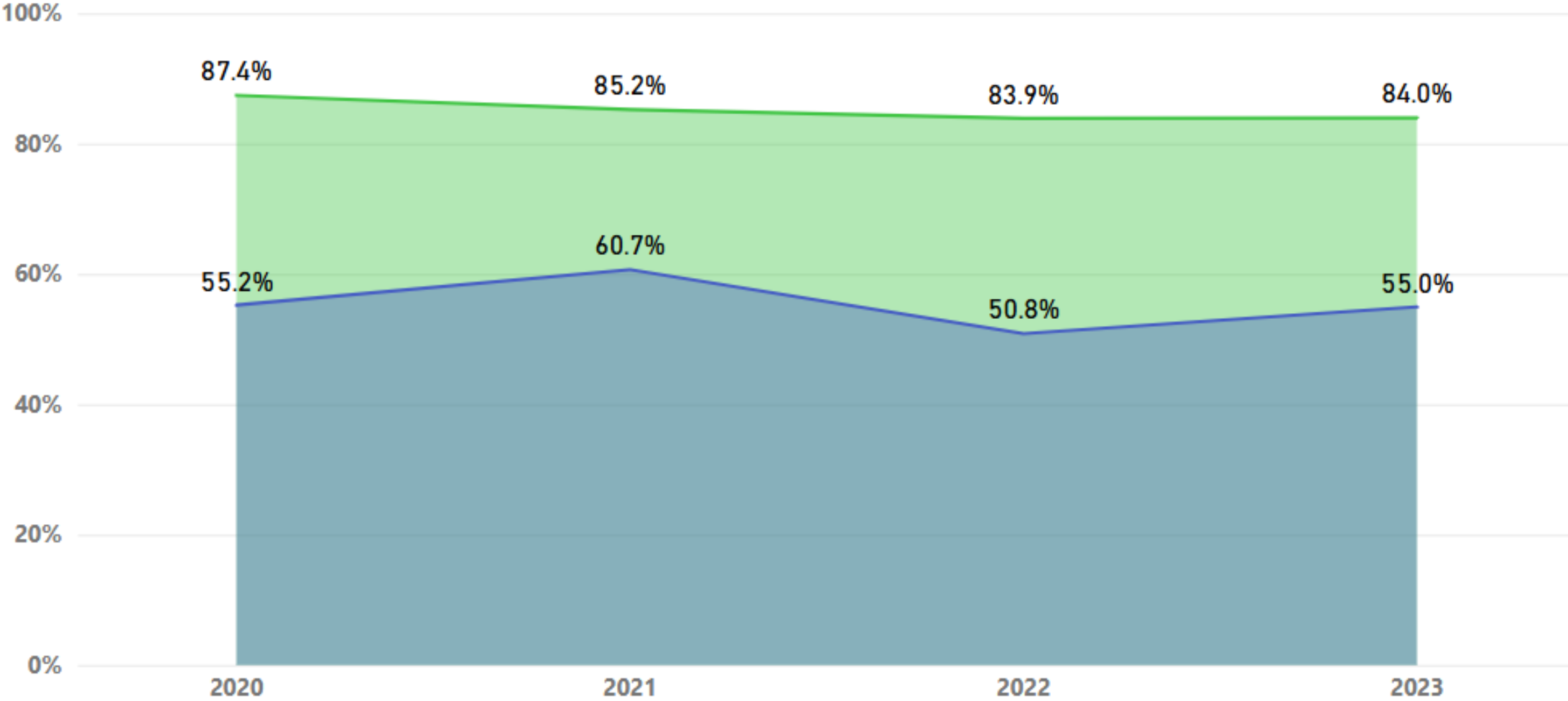
Fall 2023 Cohort Fall to Fall Retention Disaggregated

Race/Ethnicity	n	Fall to Fall Retained or Graduated	Fall to Fall Retained or Graduated
Black or African American	131	72	55.0%
Hispanics of any race	195	150	76.9%
White	362	240	66.3%
Other Race/Ethnicities	82	56	68.3%
Total	770	518	67.3%

Trend of Black or African American Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

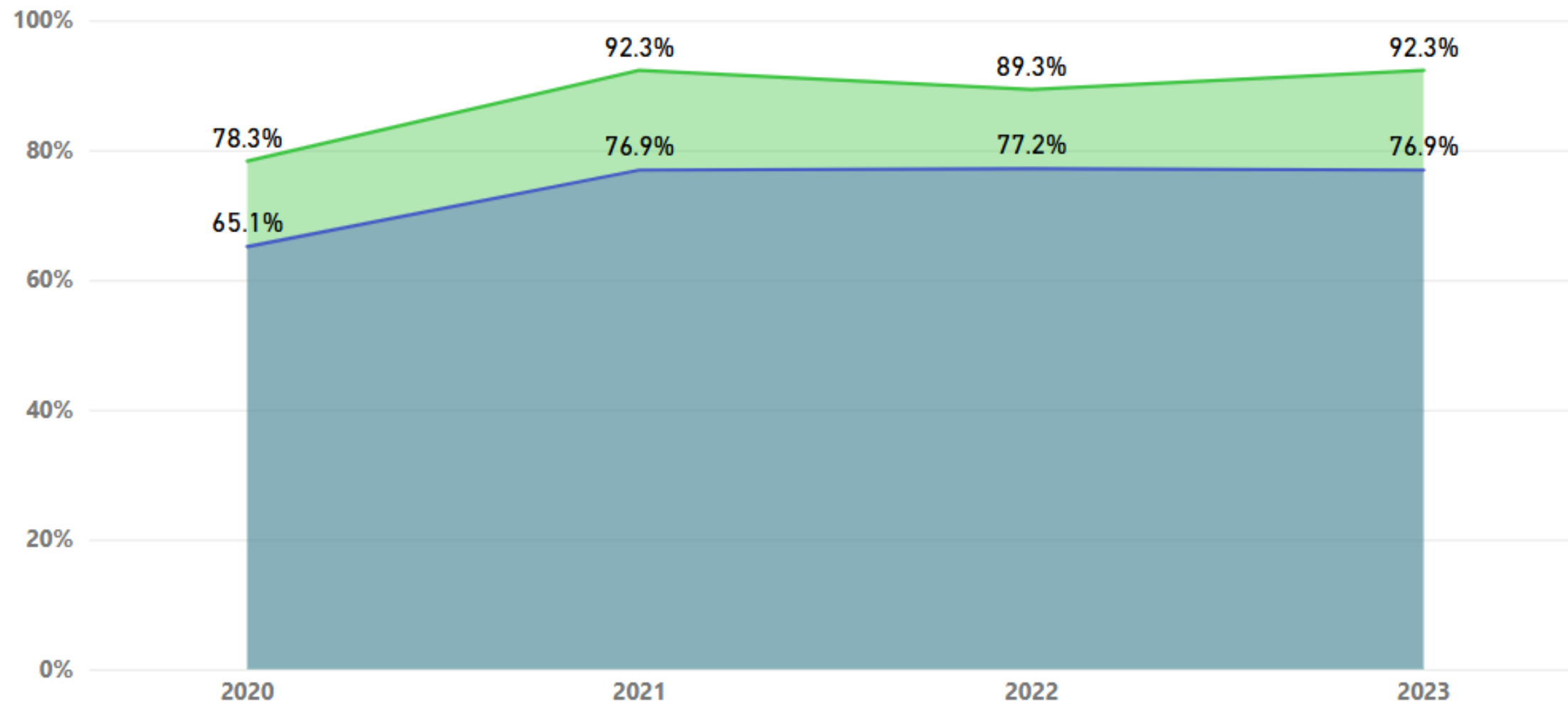
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of Hispanic Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

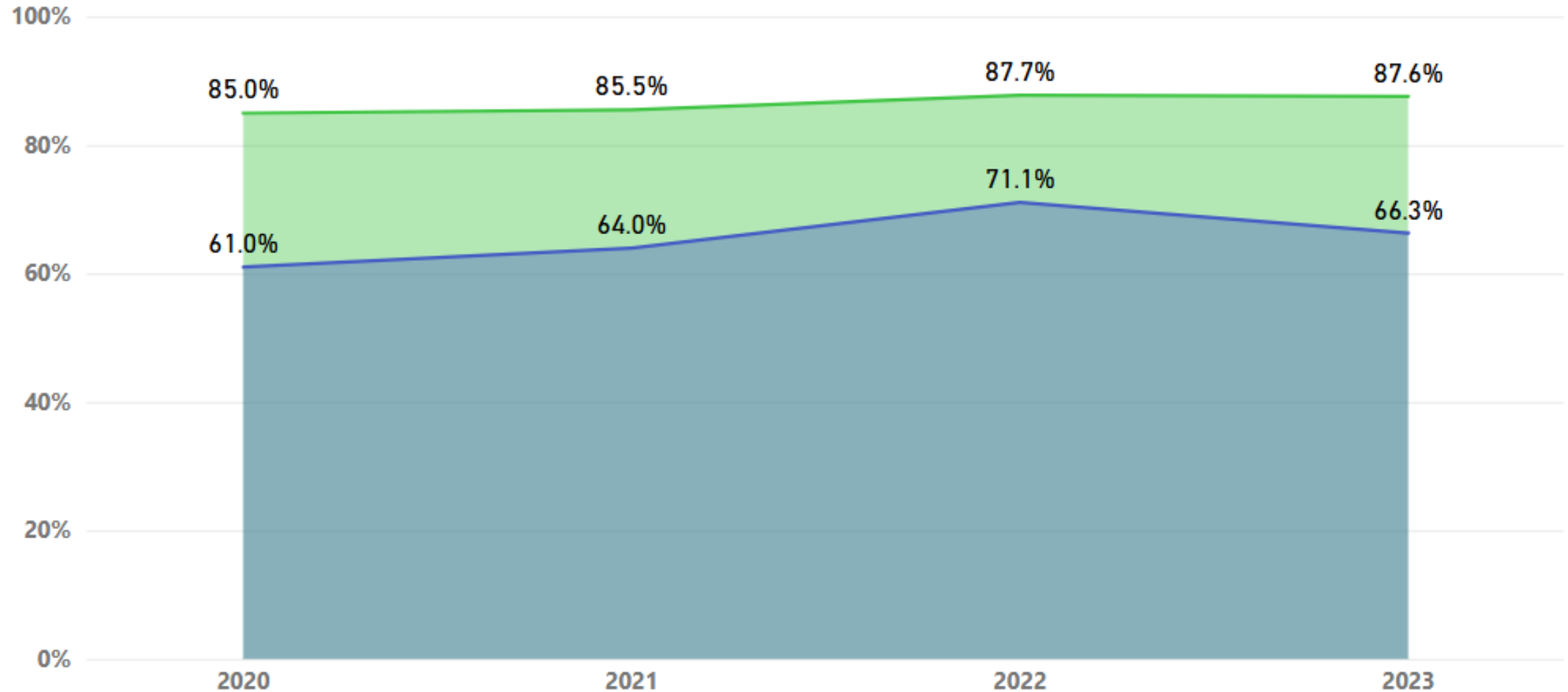
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of White Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

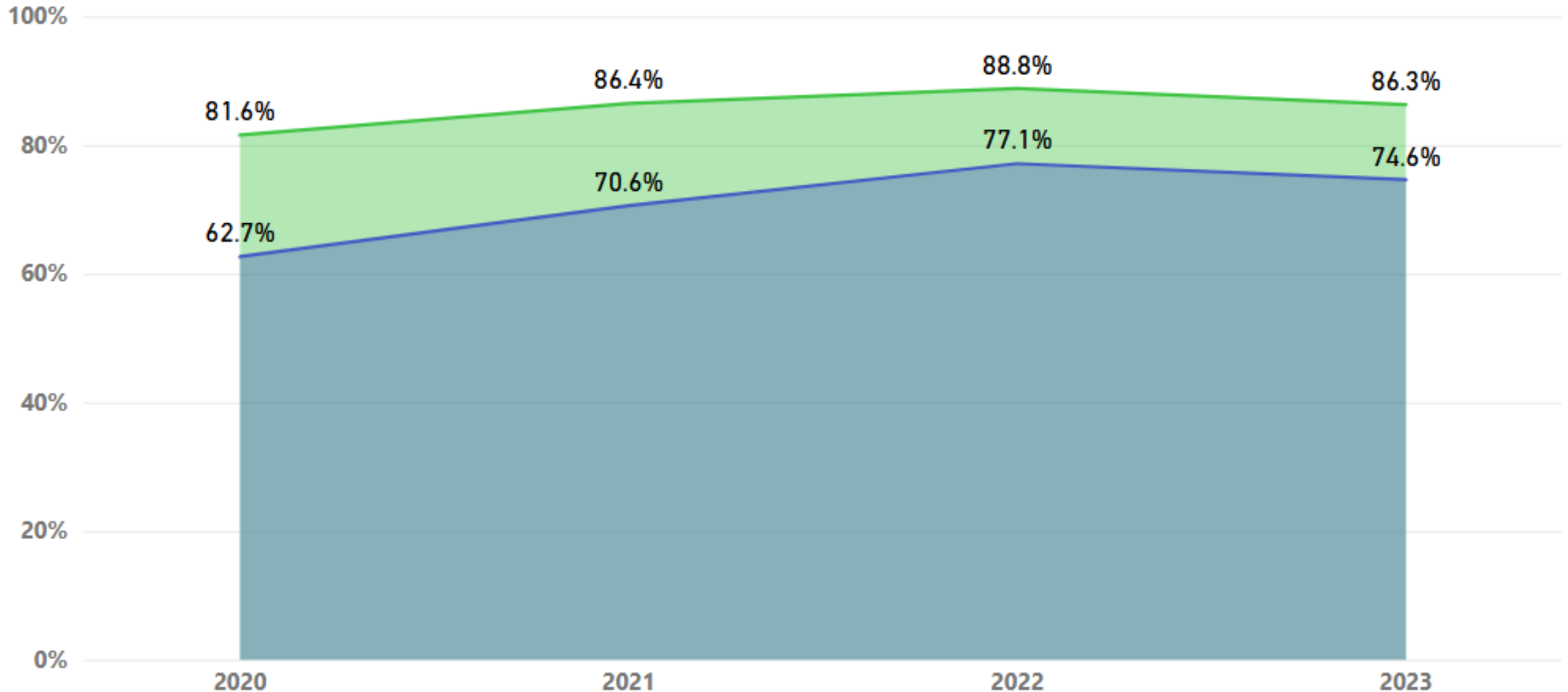
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of Workforce Education Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

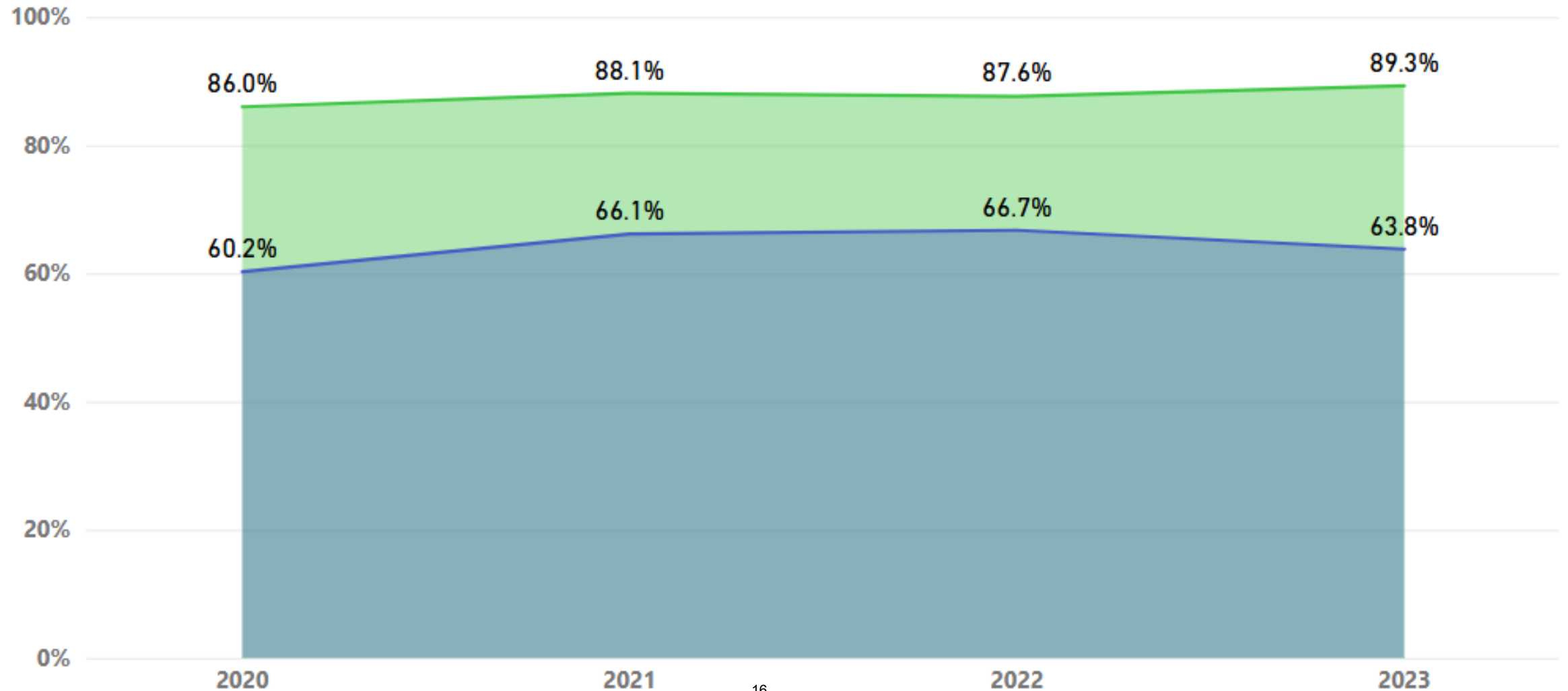
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of Academic Transfer Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

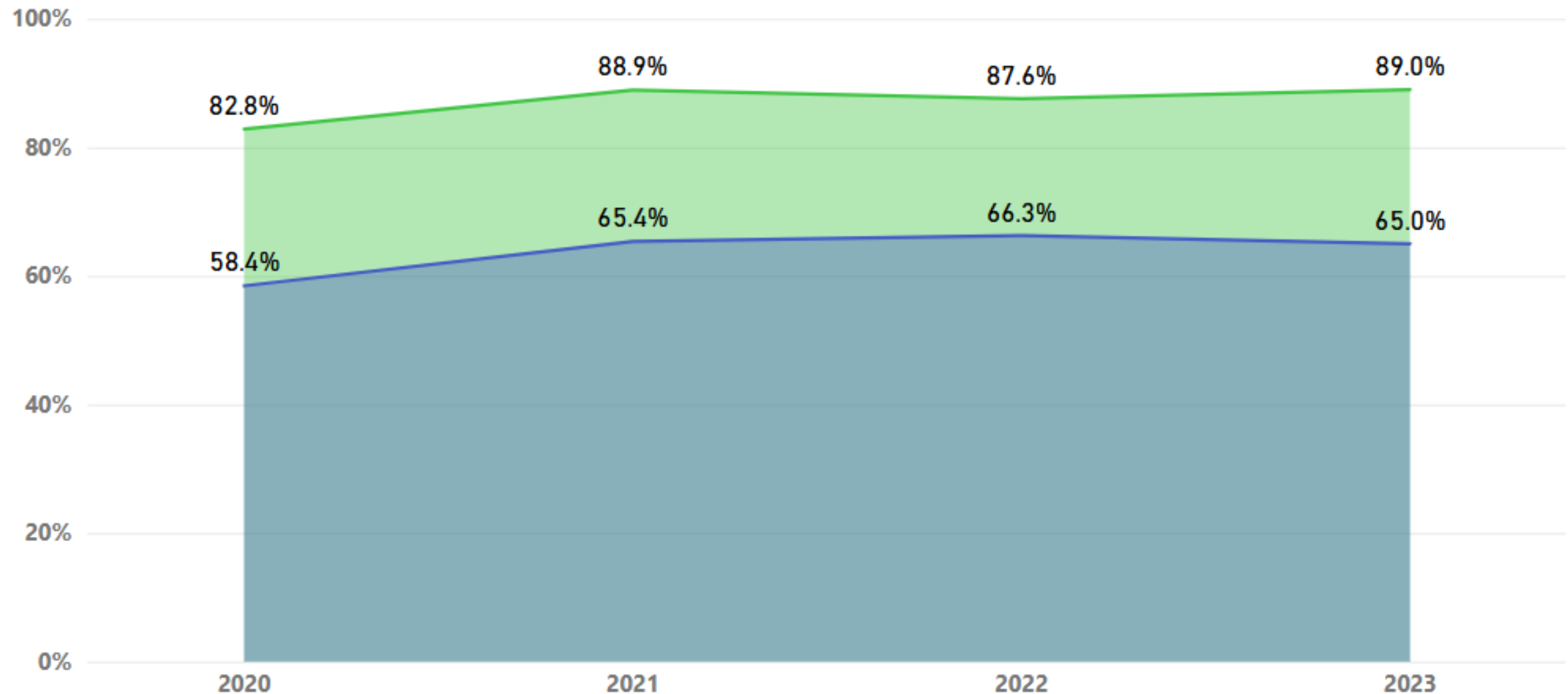
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of Male Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

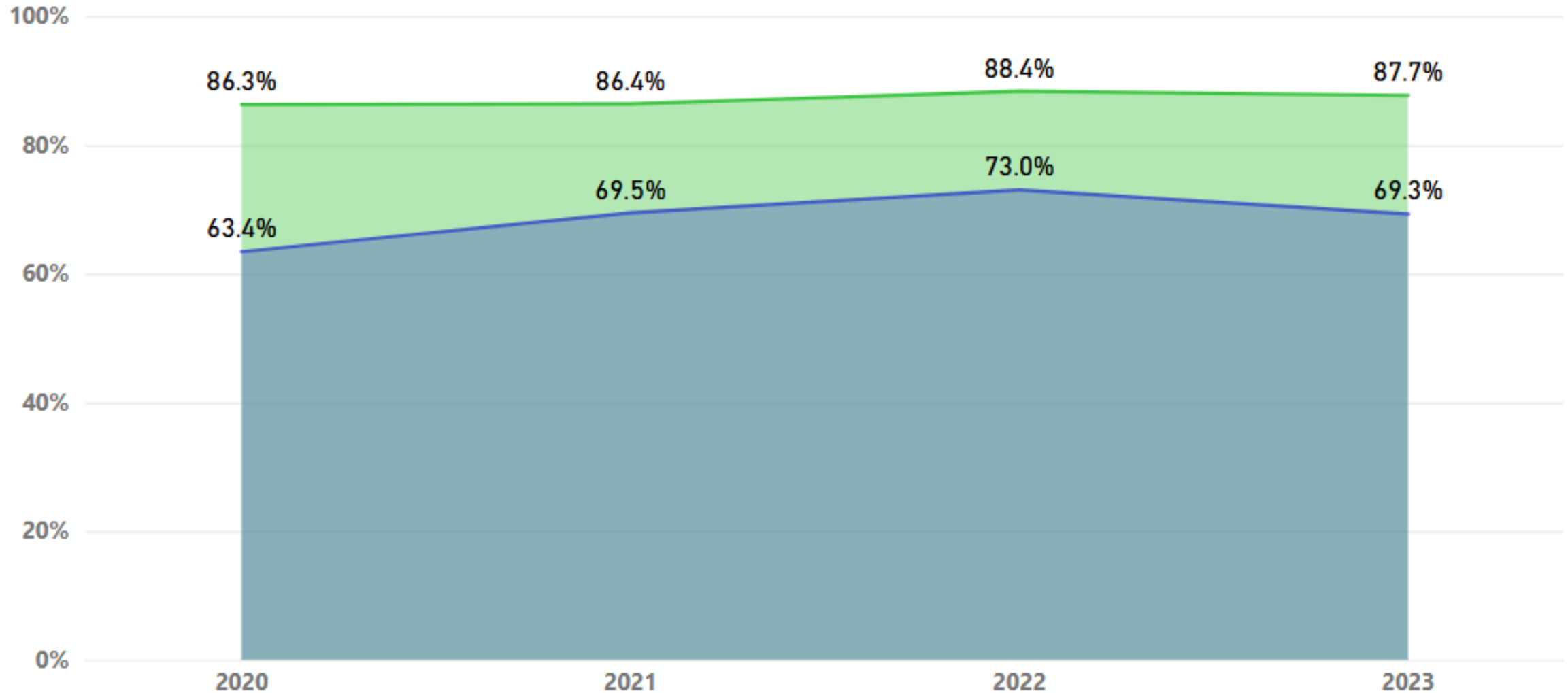
● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



Trend of Female Student Retention

Retention Rates of First-time-in-college, Full-time Cohorts

● Fall to Spring Retained or Graduated ● Fall to Fall Retained or Graduated



**Kilgore Junior College District
Personnel Agenda
February 24, 2025**

1. Recommendation to accept employee resignations as follows:

- a. Akvan, Courtney, Associate Professor – Radiologic Sciences, effective 1/12/2025 after 3 years and 4 months of service. *(relocation due to spouse job)*
- b. Morey, April, Administrative Assistant I LVN Nursing, effective 1/3/2025 after 6 months of service *(accepted position at grandson's school)*
- c. Barnes, Lametra, Administrative Assistant II - Cashier KC Longview, effective 1/10/2025 after 5 years and 1 month of service *(no reason given)*
- d. Laura Field, Accountant III – Grants, effective 1/17/2025, after 7 months of service. *(health reasons)*
- e. Judy Gumm, Specialist – Health Sciences, effective 2/14/2025, after 1 year and 10 months of service. *(going to Nursing School full time)*
- f. Angela Cooper, Learning Specialist – TRIO, effective 2/20/2025, after 11 months of service. *(needs to be closer to children daycare, accepted remote position)*

Other – Separations

- a. Brandon Edney, Associate Professor – CDL, effective 1/22/2025 after 11 months of services.
- b. Cathryn Challis, Administrative Assistant II – RangerPRINT, effective 1/22/2025 after 2.5 months of service.
- c. Shannon Charvis, Police Officer KCPD, effective 1/31/2025 after 6 years and 3 months of service.

2. Recommendation to accept employee retirement as follows:

- a. Sandy Teel, Assistant Coordinator – Special Populations, effective 1/31/2025, after 23 years and 9 months of service.
- b. W. Jerry Morris, Specialist – System Support, IT, effective 2/28/2025, after 13 years and 7 months of service.

3. Recommendation to change employment as follows:

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
Madison Foote	Production Operator – RangerPRINT	Lead Production Operator – RangerPRINT	\$46,764	11/16/2024
Natalie Bryant	Coordinator – Institutional Research	Director – Institutional Research	\$70,000	1/2/2025
Holly Foster	Admin Assistant I – Special Populations	Assistant Coordinator – Special Populations	\$35,017	2/1/2025
Traci Thompson	Assistant Professor - Office Professional Technology & Lead Instructor	Assistant Professor - Office Professional Technology & Assistant Department Chair	\$68,866.67	1/2/2025

4. Recommendation of employment as follows:

NAME	POSITION	LOCATION	SALARY/BASE RATE OF PAY	HIRE DATE
Allison Ross	Assistant Professor – Nursing LVN	Kilgore	\$59,564.80	1/6/2025
April Jones	Academic Advisor – BEIT & STEM	Longview	\$43,888	1/6/2025
Matthew Bammell	Police Officer	Kilgore	\$64,163	1/20/2025
Stephanie Rogers	Accountant I	Kilgore	\$45,000	1/21/2025
Warren Egerton	Director – East TX Police Academy	Kilgore	\$69,700	2/14/2025
Rachel Ford	Administrative Assistant I – ADN Nursing	Kilgore	\$30,914	2/10/2025

Final Publish Date _2/10/2025



Agenda Item Summary

Action Item: Delegate Authority to College President to Issue Requests for Qualifications

Overview

This action item seeks Board approval to **delegate authority to the College President** to issue **Requests for Qualifications (RFQs)** for the following critical services:

1. **Business Continuity/Disaster Recovery Consulting Services** – To enhance preparedness and response capabilities for potential disruptions.
2. **Annual Contract for Independent Audit Services** – To maintain compliance with state and federal auditing requirements and ensure financial transparency.

By delegating this authority, the College President can finalize and issue the RFQ while maintaining compliance with procurement policies and ensuring the timely engagement of qualified service providers.

Key Points

- The issuance of RFQs follows established procurement policies and procedures to ensure a competitive and transparent selection process and complies with state laws.
- **Business Continuity/Disaster Recovery Consulting Services** will assist the College in developing and improving contingency plans to mitigate risks and sustain operations in case of emergencies.
- **Independent Audit Services** RFQ will ensure the selection of a qualified firm to perform the **annual financial audit**, as required by state and federal regulations.
- The **Board will retain final approval** for contract awards following the RFQ evaluation process.

Recommendation

Approve the delegation of authority to the College President to issue RFQs for the following services:

Business Continuity/Disaster Recovery Consulting Services

Annual Contract for Independent Audit Services



Agenda Item Summary

Information Item: December Financial Snapshot and Capital Project Report

Overview

This report provides an update on Kilgore College's financial performance for December, the fourth month of Fiscal Year 2025, and a summary of the status of ongoing capital projects. The report is at a high college level with a breakout for auxiliary enterprises.

Financial Snapshot:

Revenues: Year-to-date tuition & fee revenues are 84% and 72% (respectively) of budget due to the fall term being the largest enrollment term and a significant amount of spring term enrolled. Dual credit tuition continues its solid performance with a second year of large growth in dual credit enrollment. State appropriations and property taxes are based are cyclical and are within the normal cycle.

Expenses: Operating expenses reflect only 30% of the annual budget in comparison to being 33% into the year.

Challenges: The shift to OER has continued to severely impact the Campus Store revenues – management is controlling costs to mitigate. KCExcel has seen a 50% increase in revenues associated with memberships and sales from 2023 to 2024. A health fair is planned for April and November in partnership with Humana and pickleball activity continues to grow. RangerPRINT sales efforts will intensify as we have finished training new staff.

Capital Projects:

The report reflects the revised budget after the December Board meeting that closed several finished projects and allocated funds to Dodson renovations.

\$1,022,860 of the \$2M Dodson renovation was funded from the deferred maintenance debt issued in 2023.

Recommendation

This update is informational, and no action is required at this time. Additional updates and context for variances will be provided in future reports.



Kilgore College
December Financial Snapshot
Fiscal Year 2025 (September 1, 2024 to August 31, 2025)
Revenues and Expenses from Operations

	FY 2024 Actual	12/31/2024	Budget Variance	FY 2025 Budget	% of Annual Budget
Credit Tuition					
In-District Tuition	\$995,003	\$795,898	(\$354,102)	\$1,150,000	69%
Out of District Tuition	\$2,485,613	\$2,292,609	(\$607,391)	\$2,900,000	79%
Out of State Tuition (Texas Non-Resident)	\$264,541	\$204,311	(\$95,689)	\$300,000	68%
Early Admission/Dual Credit	\$655,952	\$1,991,322	\$1,091,322	\$900,000	221%
FAST - Dual Credit	\$1,110,563	\$33,880	(\$1,066,120)	\$1,100,000	3%
Total Credit Tuition:	\$5,511,672	\$5,318,020	(\$1,031,980)	\$6,350,000	84%
Course and Special Fees					
General Education Fee	\$2,879,751	\$2,205,536	(\$839,464)	\$3,045,000	72%
Out of District Fee	\$4,458,652	\$3,505,337	(\$994,663)	\$4,500,000	78%
Course Fees	\$2,463,938	\$1,821,903	(\$691,960)	\$2,513,863	72%
All Other Fees	\$1,916,923	\$1,322,907	(\$910,223)	\$2,233,130	59%
Total Course and Special Fees:	\$11,719,264	\$8,855,682	(\$3,436,311)	\$12,291,993	72%
State Appropriations					
State Appropriations - Performance Based Funding	\$10,213,083	\$2,098,490	(\$2,098,489)	\$4,196,979	50%
State Appropriations - Base Tier Funding	\$3,565,647	\$5,037,060	(\$5,037,060)	\$10,074,120	50%
State Appropriations - Teacher Retirement System TRS/ORP	\$94,246	\$31,457	(\$58,543)	\$90,000	35%
Total State Appropriations:	\$13,872,976	\$7,167,007	(\$7,194,092)	\$14,361,099	50%
District Ad-Valorem Property Taxes					
Property Tax Revenues M&O	\$7,242,842	\$3,273,019	(\$4,671,981)	\$7,945,000	41%
Property Tax Revenues I&S	\$1,777,216	\$751,294	(\$1,096,283)	\$1,847,577	41%
Delinquent Tax Collections	\$220,154	\$47,062	(\$52,938)	\$100,000	47%
Total Ad-Valorem Tax Collections:	\$9,240,212	\$4,071,375	(\$5,821,202)	\$9,892,577	41%
Other Revenue from Operations					
Indirect Cost Recovery (from grants/contracts)	\$73,974	\$11,535	(\$38,466)	\$50,000	23%
Interest/Investment Income	\$1,610,744	\$343,625	(\$716,375)	\$1,060,000	32%
Continuing Education	\$2,255,083	\$1,601,044	(\$1,652,456)	\$3,253,500	49%
Other Revenue from Operations	\$527,718	\$65,126	(\$69,859)	\$134,985	48%
Auxiliary Revenues	\$4,446,234	\$2,252,801	(\$2,586,644)	\$4,839,445	47%
KC Plant Fund Reserves for Capital Improvements	\$500,000	\$500,000	\$500,000	\$0	0%
Total Other Revenue from Operations:	\$9,413,753	\$4,774,131	(\$4,563,799)	\$9,337,930	51%
Total Revenues	\$49,757,876	\$30,186,216	(\$22,047,383)	\$52,233,599	58%
Operating Expenses					
Salaries & Wages	\$19,343,030	\$7,211,743	\$15,991,308	\$23,203,051	31%
Employee Benefits	\$2,358,737	\$872,150	\$1,933,903	\$2,806,053	31%
Other Operating Expenses	\$13,596,851	\$4,570,617	\$13,230,198	\$17,800,815	26%
Auxiliary Expenses	\$6,072,861	\$2,334,998	\$3,741,105	\$6,076,103	38%
Debt Service - SECO Loans & Maintenance Notes	\$937,151	\$235,754	\$1,611,823	\$1,847,577	13%
Capital Budget	\$3,299,299	\$0	\$0	\$0	0%
HB8 Holdback	\$0	\$500,000	\$0	\$500,000	100%
Employee Raises	\$0	\$0	\$0	\$0.00	
Total Expenses	\$45,607,929	\$15,725,261	\$36,508,338	\$52,233,599	30%
Net Income/(Loss)	\$4,149,947	\$14,460,955	\$14,460,955	\$0	



Kilgore College
December Financial Snapshot
Fiscal Year 2025 (September 1, 2024 to August 31, 2025)
Revenues and Expenses from Auxiliary Services

	FY 2024 Actual	12/31/2024	Budget Variance	FY 2025 Budget	% of Annual Budget
Auxiliary Services Revenues					
Campus Life/Housing	\$2,600,767.29	\$1,648,930.49	(\$930,420)	\$2,579,350	63.9%
Campus Store	\$1,031,875.61	\$379,443.41	(\$575,157)	\$954,600	39.7%
Rangerette Showcase	\$113,347.39	\$34,201.78	(\$111,602)	\$145,804	23.5%
KCEXCEL Health Club	\$105,365.60	\$21,051.29	(\$153,644)	\$174,695	12.1%
East Texas Oil Museum	\$163,660.08	\$42,256.38	(\$186,443)	\$228,699	18.5%
RangerPRINT	\$328,198.76	\$68,810.07	(\$581,987)	\$650,797	10.6%
Athletics	\$103,018.79	\$58,107.69	(\$47,392)	\$105,500	55.1%
Total Auxiliary Services Revenues:	\$4,446,234	\$2,252,801	(\$2,586,644)	\$4,839,445	46.6%
Auxiliary Services Expenses					
Campus Life/Housing	\$1,648,317.72	\$622,239.07	\$1,235,771	\$1,858,010	33.5%
Campus Store	\$1,066,433.09	\$309,355.39	\$569,529	\$878,884	35.2%
Rangerette Showcase	\$141,472.07	\$55,006.84	\$90,797	\$145,804	37.7%
KCEXCEL Health Club	\$178,336.22	\$65,719.39	\$108,976	\$174,695	37.6%
East Texas Oil Museum	\$188,705.09	\$72,385.03	\$156,314	\$228,699	31.7%
RangerPRINT	\$1,028,562.61	\$255,945.76	\$394,851	\$650,797	39.3%
Athletics	\$1,821,034.13	\$954,346.05	\$1,184,868	\$2,139,214	44.6%
Total Auxiliary Services Expenses:	\$6,072,861	\$2,334,998	\$3,741,105	\$6,076,103	38.4%
Net Profit/(Loss) from Auxiliary Services	(\$1,626,627)	(\$82,196)	\$1,154,462	(\$1,236,658)	



Kilgore College
December Capital Update
Fiscal Year 2025

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion	Phase
Buildings & Structures										
Masonry Repairs	43,975		60,000	43,975	16,025	73%	73%	27%	100%	Complete
Nolan Hall Roof	244,770		350,000	244,770	105,230	70%	70%	30%	100%	Complete
ETOM Roof & HVAC	188,000		215,000	188,000	27,000	87%	87%	13%	100%	Complete
Masters Gym Bathrooms	66,300		75,000	66,300	8,700	88%	88%	12%	100%	Complete
Dodson Auditorium Baseline Updates	48,293		2,000,000	48,293	1,951,707	2%	2%	98%	5%	In Process
Total	\$ 591,338	\$ -	\$ 2,700,000	\$ 591,338	\$ 2,108,662					
Debt Funded										
Buildings & Structures										
Roof Repair/Replacement	998,656	-	1,525,000	998,656	526,344	65%	65%	35%	100%	In Process
HVAC Repair/Replacement	301,643	-	1,011,155	301,643	709,512	30%	30%	70%	80%	In Process
Deferred Maintenance	1,064,897	-	849,385	1,064,897	(215,512)	125%	125%	-25%	51%	In Process
Unassigned Deferred Maintenance	-	-	257,615	-	257,615	0%	0%	100%	0%	
Roof Repair/ Maint Old Main	145,070	-	145,070	145,070	-	100%	100%	0%	100%	In Process
Nolan Fire Alarm	69,130	-	69,130	69,130	-	100%	100%	0%	100%	In Process
Carpet Gym Floor	119,785	-	119,785	119,785	-	100%	100%	0%	92%	In Process
Total	\$ 2,699,181	\$ -	\$ 3,977,140	\$ 2,699,181	\$ 1,277,959					
Debt Funded Portion of Dodson			1,022,860							
Grand Total Debt Funded			5,000,000							



Agenda Item Summary

Information Item: Statement of Cash and Investments as of 11/30/2024

Overview

This quarterly report provides an update on Kilgore College's cash and investment holdings as of November 30, 2024. The report is prepared in compliance with Texas Law and the Higher Education Investment Reporting Requirements. It details the college's total cash and investment positions, including bank deposits, certificates of deposit, and pooled investments.

Key Points

Total Cash and Investments: \$27,497,198 as of November 30, 2024, reflecting an increase from the prior quarter. This increase is similar to last three-year trend.

Interest Rates: The report highlights interest rates around 5% on general deposits and certificates of deposit:

- Bank Deposits (General Rate): 4.51%, down slightly from last quarter
- Operating Reserve CD: 5.43%
- Plant Fund Reserve CD: 5.33%

Investment Objectives: Kilgore College follows a conservative investment strategy, prioritizing safety, suitability, liquidity, diversity, and yield.

Recommendation

It is recommended that the board review the quarterly investment report, meeting the state reporting requirement and providing an update on the college's financial positioning. No action is necessary as this is an information item.



TO: Board of Trustees
Kilgore College

DATE: 02/10/2025


RE: Investment Reporting

The Statement of Cash and Investments as of November 30, 2024 along with the corresponding Schedule of Cash and Investments as of November 30, 2024 has been prepared in accordance with Texas Government Code, Section 2256.023 and the Higher Education Investment Reporting Requirements issued by the State Auditor's Office. Inquiries related to this report may be directed to:

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

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

Brenda S. Kays, President



Terry Hanson, Chief Financial Officer/ VP of Administrative Services

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

Kilgore College
Statement of Cash and Investments
November 30, 2024

	August 31, 2024 Book Value	August 31, 2024 Market Value	Change	November 30, 2024 Book Value	November 30, 2024 Market Value
Total Cash and Investments					
Bank Deposits (Cash)	\$ 15,846,122	\$ 15,846,122	\$ 2,878,268	\$ 18,724,390	\$ 18,724,390
Certificate of Deposits	8,464,932	8,464,932	109,777	8,574,709	8,574,709
TexPool	195,681	195,681	2,418	198,098	198,098
TOTAL CASH AND INVESTMENTS	\$ 24,506,735	\$ 24,506,735	\$ 2,990,463	\$ 27,497,198	\$ 27,497,198

Notes:

Kilgore College does not employ outside investment advisors or managers and does not have soft dollar arrangements.

Kilgore College is associated with the Kilgore College Foundation, a 501(c) 3 corporation.

The market value of the Kilgore College Foundation as of November 30, 2024 was \$30,040,064.63

Kilgore College
Schedule of Cash and Investments
November 30, 2024

FUND	Maturity Date	Rate	Operating	Restricted	Endowment	Plant Reserve	Bond Reserve	Agency	Accrued Interest	Totals
BALANCE AS OF 08/31/2024			\$ 17,372,079	\$ 357,408	\$ -	\$ 3,733,406	\$ 3,031,593	\$ -	12,249	\$ 24,506,735
Bank Deposits (Cash)		4.51%	\$ 14,529,882	\$ 357,402	\$ -	\$ 50,000	\$ 3,787,106	\$ -		\$ 18,724,390
Certificates of Deposit										
Operating Reserves CD (91 days) established 11/29/2012	2/15/2024	5.43%	4,892,989						10,191	
Plant Fund Reserve CD (91 days) established 9/15/2010	2/28/2024	5.33%	1,138,000			2,532,993			536	
Total Certificates of Deposit			6,030,989	-	-	2,532,993	-	-	10,727	8,574,709
TexPool			137,698			60,400				198,098
Total Cash and Investments			<u>\$ 20,698,570</u>	<u>\$ 357,402</u>	<u>\$ -</u>	<u>\$ 2,643,393</u>	<u>\$ 3,787,106</u>	<u>\$ -</u>	<u>\$ 10,727</u>	<u>\$ 27,497,198</u>

2.6 Removal of Officers

The Board may vote to remove an officer of the Board during his/her term for any valid reason. The process for such removal shall be as follows:

1. A Trustee adds the removal of the officer to the Board agenda.
2. The removal is discussed at a regular or specially called meeting of the Board and a vote is taken.
3. If the majority vote of the quorum present is in favor of such removal, then the Trustee will be automatically removed as an officer as of the date of the meeting. The officer will continue to be a Trustee.
4. The officer that is the subject of the vote may cast a vote, or may choose to resign as an officer prior to such vote.
5. The succession plan set forth in Section 2.5 will be utilized in the event that the Board votes for removal of any officer.



Board of Trustees Procedure Manual

TABLE OF CONTENTS

1. TRUSTEES.....	4
1.1 Oath of Office	
1.2 Trustee Roles and Responsibilities	
1.1.1 Act as a Unit	
1.1.2 Commitments	5
1.3 Trustee Job Description	
1.3.1 Institutional Mission	
1.3.2 Fiscal Stability of the Institution	6
1.3.3 Institutional Policy	
1.4 Trustee Orientation Training	
1.4.1 Texas Open Government Laws	
1.4.2 Public Funds Investment Act Training	7
1.4.3 Best Practices	
1.5 Trustee Conflicts of Interest	
1.6 Removal of Trustees from Office.....	8
2. THE BOARD.....	9
2.1 Board Eligibility	
2.2 Board Vacancies	
2.3 Board Officers.....	10
2.3.1 Board President	
2.3.2 Board Vice-President	
2.3.3 Board Secretary	
2.4 Election of Officers	
2.5 Plan for Succession.....	11
2.6 Removal of Officers	
2.7 Board Committees	
2.7.1 Executive Committee.....	12
2.7.2 Investment, Finance & Audit Committee	
2.7.3 Policy & Personnel Committee	
2.7.4 Property & Facilities Committee	
2.7.5 Student Success Committee	
3. MEETINGS.....	13
3.1 Regular Meeting Structure	
3.2 Notice of Regular Meetings	
3.3 Special Meetings	
3.4 Notice of Special Meetings	
3.5 Emergency Meetings.....	14
3.6 Notice of Emergency Meetings	
3.7 Quorum	

3.8 Participation Other Than in Person	
3.9 Agenda.....	15
3.10 Placing an Item on the Agenda	
3.11 Open Meetings	
3.12 Citizen Comments	16
3.13 Board Dinner.....	17
4. OTHER.....	17
4.1 Board Website	
4.2 College ID/Parking Permits	
4.3 Mileage	
4.4 Travel	
4.5 Invitations to College Events	
4.6 College Commencement Participation.....	18
4.7 Media, Including the Use of Social Media, Recommendations for Trustees	
4.8 Changes to the Kilgore College Board of Trustees Procedure Manual	19

1. TRUSTEES:

1.1 Oath of Office

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS, I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Kilgore College Trustee of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

1.2 Trustee Roles and Responsibilities

Trustees are responsible for ensuring that the college is an integral part of the communities that it serves. They are tasked with recognizing the ever-changing educational needs of the residents from those communities. They are accountable to the residents of those communities for the performance and welfare of the institution that they govern. The Board of Trustees exists to represent the general public and advocate for quality educational programming for students. Trustees discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process.

Effective Trustees and Boards:

- Focus on student success
- Know community needs and trends
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

Collectively, Trustees form a Board of Trustees. As stewards of the institution, the Board of Trustees advance the mission of the college through policy. Individual Trustees have specific responsibilities to contribute to the effective function of the Board of Trustees as a whole. Trustees are visionary and thoughtful leaders. They understand the college culture and programs, and support the college's pursuit of its mission. Trustees act with integrity and respect, and use their influence appropriately. They avoid situations where there are actual or perceived conflicts of interest. Wise Trustees work together as a team to guide their college to excellence and success.

1.1.1 Act as a Unit

The Board is a corporate body. It governs as a unit with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct college employees or operations. The power of governance is expressed through one voice. As individuals, Trustees make no commitments of behalf of the Board to constituents, nor do they criticize or work against Board decisions.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team toward common goals. Boards have structures and rules for operating that ensure they conduct their business effectively and efficiently, that

Board agendas are clear and informative and Board meetings are run in an appropriate manner.

1.1.2 Commitments

All members of the Board should regularly attend Board meetings and make a serious commitment to actively participate in the deliberations of the Board. All Board members have a responsibility to stay informed about matters that come before the Board; they must prepare themselves for meetings and review and comment on minutes and reports.

Board members should be willing to volunteer for and accept assignments made to them by the Board President and they should strive to complete those assignments completely and on time. Board members should be willing to serve on a committee and to stay informed about the committee matters. Members should strive to know all members of the Board and build a working relationship that leads to a collegial working environment. Members should participate actively in the evaluations of the President, and the Board, and in Board retreats. The Board may also be asked to participate in fundraising and in college events.

1.3 Trustee Job Description

The Governing Board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer. The Board will exercise its control of the college through the President. The President will perform such duties and functions as may be assigned to him/her by the Board of Trustees and will have full authority and responsibility for the administration, management, operation, and development of the college under policies, rules, and regulations adopted by the Board of Trustees and within budgets approved by the Board of Trustees. The President will serve at the pleasure of the Board of Trustees according to the terms of his/her contract of employment with the Board of Trustees.

Trustees, as the governing body of the institution, have the legal authority and responsibility over the key areas of: Institutional Mission, Fiscal Stability of the Institution, and Institutional Policy.

1.3.1 Institutional Mission

The Board is responsible for the annual review and approval of the Kilgore College Mission Statement. Staff present the document to the Board, with any suggested revisions, and the Board reviews the Mission and approves any changes deemed warranted. This responsibility involves a concentration on the “big picture” and a focus on the future educational needs of the constituents served by the institution.

This responsibility challenges the Board to think strategically and reflects the important role that the Board plays in the development, implementation, and evaluation of the institution’s Strategic Plan. The institution’s mission statement guides the strategic direction of the college in accordance with the unique needs of the communities and constituents served by the institution. Progress on the outcomes associated with the Strategic Plan are formally reviewed on an annual basis and are a component of the President’s Evaluation.

1.3.2 Fiscal Stability of the Institution

The Board is responsible for the review and approval of the Kilgore College Budget. Initially, staff present a draft budget document to the Investment, Finance, and Audit Committee for feedback. Suggested revisions are incorporated and the draft budget is then delivered to the entire Board during a budget workshop. Revisions from the workshop are incorporated and the document is then brought before the Board at its regularly called meeting in August of each fiscal year for official approval. The Board further exercises its responsibility for the fiscal stability of the institution as, after the budget is approved and in support of the budget, it sets the annual tax rate for its taxing district at its September meeting.

1.3.3 Institutional Policy

The Board of Trustees collectively formulates and establishes policy and designates policy administration to the President and college staff. In addition, the President and college staff may propose new or revised policy to the Board of Trustees for consideration.

1.4 Trustee Orientation Training

Each member of a governing Board will attend training as required by state law. All training certificates must be maintained by both the Trustee and in the KC President's Office, and should be available for public inspection upon request.

Additionally, in order to further acquaint new Trustees with the Institution, the President's Office provides a comprehensive orientation and campus tour.

During the first year of service as a Trustee, regardless of being elected or appointed, all Board members must attend a training program that focuses on the official role and duties of the members of governing boards and provides training in the areas of budgeting, policy development, and governance. Attendance at the day-long session, offered annually in the fall as part of the THECB annual Higher Education Leadership Conference, satisfies this legal requirement. Videos from the conference are also available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person. Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement. (*Texas Education Code, Section 61.084*)

1.4.1 Texas Open Government Laws

The Texas Open Meetings Act (*Government Code 551.005*) and the Public Information Act (*Government Code 552.012*) impose mandatory open government educational requirements on elected and appointed officials. Trustees have 90 days to complete Open Government training required by state law.

The Office of the Attorney General offers free online training courses to ensure that all government officials have a good command of both open records and open

meetings laws. Upon completion of the online training, members will receive a code to access a Certificate of Completion. After printing the certificate, Trustees will submit it to the Executive Aide to the President.

<https://www.texasattorneygeneral.gov/media/videos/play.php?image=2005openrecords&id=150>

<https://www.oag.state.tx.us/media/videos/play.php?image=2005openmeetings&id=149>

1.4.2 Public Funds Investment Act Training

Elected and appointed Trustees must attend at least one training session relating to his/her responsibilities within six months of taking office.

Training under this section must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. Training may be satisfied by viewing the Public Funds Investment Act Training (provided by the college President's Office). Trustees must sign the "Protecting Public Funds: Your Responsibilities under the Public Funds Investment Act" acknowledgement form and submit it to the Executive Aide to the President. (*Government Code 2256.007*)

1.4.3 Best Practices

New Trustees are required to attend sessions for best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. These sessions provided by the Texas Higher Education Coordinating Board satisfy the training requirement for newly appointed and elected Trustees. (*Education Code 61.084*)

1.5 Trustee Conflicts of Interest

Elected and appointed Trustees will complete a "Local Government Officer Conflicts Disclosure Statement" kept on file in the college President's office. This form will be used to disclose areas of possible conflict of interest where the Trustee must abstain from participation. This form will be updated annually in June, is available for public inspection upon request, and will also be posted on the Board website. (*Local Government Code 171*)

Kilgore College Trustees will not accept or solicit any gift, favor, service or benefit that the Trustee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the Trustee will not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions. Strict adherence to these tenets protects and preserves Kilgore College's independence from outside pressure.

Trustees of Kilgore College will not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

- a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of \$50.00 or less. (*Texas Penal Code 36.10.a.6*)

- b. Excessive entertainment will include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

The Trustee will not solicit an employee for favors, services or other benefits as those will constitute a conflict of interest between the Trustee and the employee.

- a. A Trustee must be very careful in any business dealings (outside of college business) with either the college President, college administration, or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.

A Trustee who believes he or she has or may have a conflict of interest will file the updated conflicts disclosure statement with the Executive Aide to the President not later than 5 p.m. on the seventh business day after the date on which the Trustee becomes aware of the facts that require the filing of the statement. (*Local Government Code 176.003 (a)*) That Trustee will also notify the Executive Committee of the Board and will recuse himself/herself from any discussion, deliberation, and vote related to this conflict.

In addition to complying with these statutes and guidelines, Trustees will attempt to avoid even the appearance of impropriety during their service on the Board.

1.6 Removal of Trustees from Office

Board members may be removed from office for:

- Attendance: It is a ground for removal of a member of the Board of Trustees of a junior college district that the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.
- Incompetence: which means:
 - Gross ignorance of official duties.
 - Gross carelessness in the official discharge of those duties.
 - Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.
- Official misconduct: Intentional or unlawful behavior relating to official duties as a Trustee entrusted with the administration of justice or execution of the law.
- Conviction by a legal court-of-law for public intoxication or DWI/DUI.
- Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.

Actions for the removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Trustee of a felony or official misconduct will order immediate removal. (*Local Government Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e)*)

2. THE BOARD

2.1 Board Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of Kilgore College Trustee, a person must:

- Be a qualified (registered) voter in the voting unit to be represented.
- Reside in the voting unit to be represented.
- Take the official oath of office.
- Serve without compensation.

(Education Code 130.082 (d))

A Trustee vacates the office if he or she ceases to reside in the Trustee district he or she represents. *(Education Code 130.0822 (h))*

2.2 Board Vacancies

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. A person appointed to fill a vacancy in a Trustee district must be a resident of that Trustee district. *(Education Code 130.082 (d))*

If a Board seat becomes vacant during its prescribed term, the Board will usually appoint someone to the position. An appointment to the Board may be made with the intent to ensure that the Board is representative of the constituency served by the Board.

The procedure is:

- The Board President will appoint an ad-hoc Nominating Committee.
- The Nominating Committee will advertise for the open position. Any qualified applicant from the correct voting unit can be nominated and apply for the position.
- The Nominating Committee will review the list of applicants. They can request resumes, references, etc. They will interview applicants and may go through any steps they deem appropriate. When they have one preferred nominee, they will present that person to the Board for discussion and a vote.
- An appointed Trustee will only serve until the next regular election. The Trustee must run for the remainder of the term for that seat in a Special Election held at the same time as the next regularly scheduled election.

NOTE: Before voting on a budgetary or personnel matter, each Trustee who holds an appointed position must complete the intensive short orientation course that includes best practices and transparency in trusteeship and governance. The THECB offers a free online Intensive Short Orientation Course. Satisfactory completion of an assessment test (70%) subsequent to completing the course satisfies this legal requirement. *(Texas Education Code, Section 61.0841)*

2.3 Board Officers

The Board will be authorized to elect a President, Vice-President and Secretary at the first regular meeting of the Board following the regular election of members, or at any time thereafter in order to fill a vacancy. (*Education Code 130.082 (d)*)

2.3.1 Board President

The Board President will preside at all meetings of the Board of Trustees and the Executive Committee, and will appoint the members of each committee except the Executive Committee, and will serve as an ex-officio member on each committee of the Board of Trustees.

The Board President has authority to sign documents on behalf of the College or the Board as long as the document has been approved by the Board or is otherwise required to be signed on behalf of the College by the Board. If the Board President is physically absent from a board meeting or otherwise, then this authorization to sign on behalf of the College or Board is given to the Vice President and/or Secretary of the Board of Trustees and applies to any and all documents approved by the Board or is otherwise required to be signed on behalf of the College by the Board.

2.3.2 Board Vice-President

The Board Vice-President will preside at all meetings of the Board of Trustees and the Executive Committee in the absence of the Board President, and will perform all functions of the Board President during his/her absence.

2.3.3 Board Secretary

The Board Secretary will oversee the keeping and attest to the accuracy of the minutes of meetings of the Board of Trustees. The Executive Aide to the President will serve as the recording secretary to the Board.

2.4 Election of Officers

In April of each biennium (election year), the Kilgore College Board President will appoint a three-person ad-hoc Nominating Committee to bring a slate of officers for consideration to the Board of Trustees. The Board President will designate one member of the committee to serve as the committee chair. The chair of the Nominating Committee will be responsible for scheduling meeting times/dates and securing consent from potential nominees. The Nominating Committee will present the slate of nominees to the Board of Trustees during the meeting immediately following the election date.

Once the Kilgore College Board of Trustees has received the report from the Nominating Committee at its meeting, the election of officers will then be conducted. Procedurally, the Kilgore College Board President will announce each nominee individually, by office, and ask if there are any nominations from the floor. If there are nominations from the floor, the name of that nominee(s) will be added to the slate of officers presented by the ad-hoc Nominating Committee for said Kilgore College Board Officer. After all nominations from the floor have

been heard, the nominations will be closed and the Kilgore College Board President will conduct the election process for that position. The Kilgore College Board President will read who the nominee(s) for the office are and request a show of hands for each nominee. The nominee with the most votes from the Board of Trustees present at the meeting and constituting a quorum will be deemed as the elected officer. In the case where two or more nominees are slated for a particular office and the vote produces a tie, the two candidates with the most votes will be immediately placed into a run-off vote for the purpose of electing one individual to the office.

After an officer has been elected, the Kilgore College Board President will continue the election of the other officers in the manner prescribed and until all officers have been elected. Each newly elected officer will serve a two-year term and automatically become a member of the Kilgore College Board of Trustees Executive Committee. Any member of the Kilgore College Board of Trustees is eligible to serve multiple terms as an elected Board officer. Upon an officer's resignation or removal from the Kilgore College Board of Trustees, the Kilgore College Board President will appoint a member to fulfill the remainder of the officer's term.

2.5 Plan for Succession

The President of the Board of Trustees will be succeeded by the Vice-President of the Board in case the President is no longer able to perform his/her duties due to resignation, sudden incapacity or death.

2.6 Removal of Officers

The Board may vote to remove an officer of the Board during his/her term for any valid reason. The process for such removal shall be as follows:

1. A Trustee add the removal of the officer to the Board agenda.
2. The removal is discussed at a regular or specially called meeting of the Board and a vote is taken.
3. If the majority vote of the quorum present is in favor of such removal, then the Trustee will be automatically removed as an officer as of the date of the meeting. The officer will continue to be a Trustee.
4. The officer that is the subject of the vote may cast a vote, or may choose to resign as an officer prior to such vote.
5. The succession plan set forth in Section 2.5 will be utilized in the event that the Board votes for removal of any officer.

2.7 Board Committees

Board Committees will meet regularly. Committees' meetings will be scheduled prior to the regular Board meetings as necessary, usually during the months of September, October, November, January, March, and May. Service on a committee will mean additional meetings and Trustees may be asked to serve on more than one committee.

Committees include:

Executive Committee (President, Vice President and Secretary of the Board)

Investment, Finance & Audit Committee
Policy & Personnel Committee
Property & Facilities Committee
Student Success Committee
Other committees may be formed as needed

Board Committees always contain less than a quorum of members so they are not subject to the Open Meetings Act and committee meetings do not need to be posted. However, if the Board of Trustees grants a committee the authority to supervise public business, or more than a quorum of members will be participating in the meeting, then that Committee meeting must be posted. (For instance, if the Committee is authorized to finalize a contract for the Board).

2.7.1 Executive Committee

Membership of this committee is composed of the officers of the Board of Trustees. The Executive Committee meets regularly with the college President and other staff as needed to review Board agenda items and to facilitate planning, coordination, and communication with the entire Board.

2.7.2 Investment, Finance & Audit Committee

The Committee will advise the college's Board of Trustees with regard to:

- any amendments or revisions of the college's investment policy
- an investment strategy for the transition of investments
- account balances and strategic budgetary advice
- structure and findings of internal and external audits

2.7.3 Policy & Personnel Committee

The Committee will advise the college's Board of Trustees with regard to:

- proposed policy
- amendments or revisions to current college policy
- amendments or revisions to Board Bylaws and Procedure Manual
- personnel issues, including the evaluation of the college President

2.7.4 Property & Facilities Committee

The Committee will advise the college's Board of Trustees with regard to:

- available and current real estate, property and facility needs
- future direction for property and facilities
- strategic facilities planning

2.7.5 Student Success Committee

The Committee will advise the college's Board of Trustees with regard to:

- student success initiatives
- data related to student success
- Guided Pathways Initiatives
- Institutional annual and strategic planning

3. MEETINGS

3.1 Regular Meeting Structure

Regular Board meetings are usually held on the second Monday of the month. According to State Statute, regular meetings of the Board of Trustees will be held no fewer than four times per year. The Kilgore College Board usually meets 7 times per year: September, December, February, April, June, July (Budget Workshop), and August. The Executive Aide to the President will forward, via email, a Trustee availability request for meetings. Trustees are asked to indicate whether they are able to attend the specified meetings. Emergency meetings are allowed as prescribed by state laws.

3.2 Notice of Regular Meetings

The place of all regular meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. (*Texas Government Code 551.041*).

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu; through local media outlets including the *Flare*; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. (*Texas Government Code 551.055, 551.056 and Education Code, Chapter 130*).

3.3 Special Meetings

Special Board meetings are held if needed. The Executive Aide to the President will forward, via email, a Trustee availability request for special meetings. Trustees are asked to indicate whether they are able to attend the specified meetings.

3.4 Notice of Special Meetings

The place of all special meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. (*Texas Government Code 551.041*).

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu; through local media outlets including the *Flare*; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. (*Texas Government Code 551.055, 551.056 and Education Code, Chapter 130*).

3.5 Emergency Meetings

Emergency Meetings are allowed as prescribed by state law. Public notice of an emergency meeting must be in accordance with Texas Government Code Section 551.045. An emergency or urgent public necessity exists only if immediate action is required by the Board of Trustees because of an imminent threat to public health and safety, or a reasonably unforeseeable situation.

The Board of Trustees will clearly identify the emergency or urgent public necessity in the notice or supplemental notice. The Board of Trustees may hold a meeting by telephone conference if an emergency or urgent public necessity exists and convening at one location is difficult or impossible. The Board of Trustees determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

3.6 Notice of Emergency Meetings

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with Section 551.045 is sufficient if it is posted for at least two hours before the meeting is convened. Notice of emergency meetings or supplemental notice of an emergency item added to the agenda of a meeting of the Board of Trustees to address a situation described above must be given to members of the news media as provided by Section 551.047 not later than one hour before the meeting.

3.7 Quorum

The Kilgore College Board of Trustees is a nine-member Board, serving staggered six-year terms. A majority of the Board, five members of a nine-member Board, regardless of the number of vacancies, constitutes a quorum for a meeting of the Board. (*Government Code 551.001(6), 311.013(b)*)

No business will be transacted without an affirmative vote of at least five members of the Board of Trustees. The President of the Board of Trustees will determine the method of voting. No proxy votes will be counted. Trustees should be aware of a “walking quorum”. Trustees commit an offense if a member, or group of members, knowingly conspires to circumvent the Texas Open Meetings Act by meeting in numbers less than a quorum for the purpose of secret deliberations in violation of the Act. (*Government Code, Section 551.143*)

3.8 Participation other than in Person

The Board of Trustees will permit any, but not all, Trustees to participate in any meeting by a telephone conference call. A meeting held by a telephone conference call may be held only if a quorum of the board is physically present at the location where meetings of the board are usually held. Each part of the telephone conference call meeting that is required to be open to the public will be audible to the public at the location where the quorum is present and will be recorded. The recording will be made available to the public. The location of the meeting will provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference will be clearly stated before the party speaks. A board

member who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of *Education Code, Section 130.0845. (Texas Government Code 551.122)*

3.9 Agenda

The official agenda is prepared by the Board President. Suggested agenda items may be submitted to the Board President with a copy to the Executive Aide to the President. The draft agenda will be reviewed by the college President and the Executive Committee of the Board. The college attorney will be consulted if needed. The official agenda and supporting documentation will be distributed electronically to Board members via BoardBook prior to the meeting to give Trustees ample time to consider their decisions whenever possible.

3.10 Placing an Item on the Agenda

The Executive Committee of the Board and the college President generally meet a week before a scheduled meeting to finalize the agenda. Meeting times will vary, so members are advised to consult with the President's Office for exact date and time.

The college President or the Board President may place items on the agenda for presentation to the Board.

Any Trustee may request to the Board President any item they wish to have considered for placement on the agenda. The Board President must be notified of the item no later than noon of the day preceding the scheduled Executive Committee Meeting. Notification must be made in writing through written correspondence or email. The Board President may work with the Trustee proposing the item and the college attorney if needed to clarify the item and to ensure the item complies with applicable laws.

The Board President will ensure that any topics the Board or individual Trustees have requested be addressed are either on that agenda or are scheduled for deliberation at a subsequent meeting to occur no later than the next regularly scheduled Board meeting.

In accordance with Texas Open Meetings laws, no Board member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by the Texas Government Code.

3.11 Open Meetings

In accordance with the Texas Public Information Act, all meetings will be open to the public, unless consistent with the requirements of *Texas Government Code, Section 551. Texas Government Code, Section 551* allows the Board to exclude the public from a meeting only when a closed session is required to accomplish one of the following purposes:

- (1) Personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. This does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. (*Sec. 551.074*)

- (2) Deliberation regarding purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. (*Sec. 551.072*)
- (3) Consult with an attorney on pending or contemplated litigation; or a settlement offer. (*Sec. 551.071*) NOTE: The Board of Trustees may use a conference call to consult with its attorney provided the attorney is not an employee of the college.
- (4) Deliberation of a negotiated contract for a prospective gift or donation to the college if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. (*Sec. 551.073*)
- (5) Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. (*Sec. 551.076*)

3.12 Citizen Comments

During the “Public Comments” section of the Board agenda, any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes. A speaker may not accrue time from another speaker. (*Government Code 551.007 per HB2840*)

The Board does not comment or deliberate on the “Public Comments” except as authorized by *Government Code 551.042*. (*Government Code 551.042*)

Public Comment Procedures:

A speaker who signs up to address the Board on an item listed on the agenda, shall:

1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to an item listed on the KC board meeting agenda and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if the presiding officer determines in his/her discretion that a time limit is necessary);
5. Not accrue time from another speaker;
6. Not use profane or vulgar language during his or her presentation;
7. Remain in the area designated for speaking during his or her presentation;
8. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.
9. Be allowed to address the Board before its consideration.

The presiding officer shall have the authority to suspend the speaker’s time if he or she does not comply with the listed procedures.

3.13 Board Dinner

The Board dinner is a time-honored tradition at Kilgore College and is a time for the Board to meet in fellowship with each other and members of the college administration. It is a time to build better working relationships that lead to a collegial working environment. Dinner is usually provided before each regular meeting at 5:45p.m. The dinner meeting is usually a social function, but it is posted on the agenda. Occasionally, there will be an educational presentation at the dinner and the subject matter will be included in the posting. Trustees will receive an email from the Executive Aide to the President to ascertain attendance. Please respond quickly so that plans may be made accordingly.

4. OTHER

4.1 Board Website

The Board website may be found at:

<https://www.kilgore.edu/additional-resources/board-of-trustees/>

Trustee Information, Trustee Organization and By-Laws, Regular Meeting Dates, Meeting Agendas, and Meeting Minutes may be found on the website.

4.2 College ID/Parking Permits

All Trustees will be given a college ID badge and a college parking permit. These are maintained through the Kilgore College Police Department.

4.3 Mileage

Trustees will be reimbursed for attending meetings/events by personal automobile at the state approved rate. Trustees are encouraged to submit a "Reimbursement Worksheet" form on a regular basis (period: not to exceed 60 days). The Executive Aide to the President has the forms and will process completed forms.

4.4 Travel

Trustees may attend local, state, regional, and national conferences. Travel arrangements are coordinated by the Executive Aide to the President. The Executive Aide to the President will forward information to Trustees regarding upcoming conferences and will confirm hotel and conference registration. Trustees are required to submit a "Reimbursement Worksheet." Out-of-pocket expenses may be included on this form. Board members will be reimbursed for reasonable actual expense for meals at conferences. For reimbursement of such expenses, the Board member will submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed. The Executive Aide to the President has the forms and processes receipts and completed forms.

4.5 Invitations to College Events

Trustees are encouraged to attend college special events. The Executive Aide to the President will inform the Trustees via email of any special college events.

4.6 College Commencement Participation

All Trustees are invited and encouraged to attend the Kilgore College commencement ceremonies. Kilgore College has a ceremony at the end of the fall, spring, and summer semesters. The Executive Aide to the President will provide information to the Trustees on dates and receptions.

4.7 Media, Including the Use of Social Media, Recommendations for Trustees

Upon being contacted by the media, Trustees are encouraged to advise and consult with the Board President and/or with the college President for assistance with an informed and accurate response.

- Determine if the issue is an “operational” matter or a “policy” matter. Trustee comments on policy matters are entirely appropriate. On operational questions, it frequently is best to refer those to the college President’s office to check the status of the matter, including finding out whether or not Kilgore College is aware of the issue.
- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The college President’s office or Kilgore College’s Public Information office can help you work through this process.
- Keep your comments to the point, and look to reinforce key Kilgore College messages about the high quality of education offered at Kilgore College, Kilgore College’s commitment to the community not only to offer a high quality of education but also to be a good steward of public trust and tax dollars, and to the openness and accountability of the college, its Trustees and administrators.
- If you feel you are being drawn into a “gotcha” or “ambush” situation, ask the reporter, again, what the story is about and consider referring the matter back to college personnel.

The Kilgore College Board of Trustees has adopted a Social Media Policy outlining rules and procedures for the use of official Kilgore College social media sites as well as private accounts of Kilgore College Trustees, Administrators, Faculty and Staff. Trustees are encouraged to acquaint themselves with the official Board Policy, specifically:

- Be aware of your association with Kilgore College when posting on social media. Your content should be consistent with the educational goals and mission of Kilgore College and should not undermine the effectiveness or the inclusiveness of the College to all individuals.
- Be sure that all postings, comments, pictures, or other content do not appear to be affiliated with or express the views of Kilgore College, and are clearly your personal views and/or speech. Do not use Kilgore College branding or logos in your personal online posts without prior express written authorization. The only exception being that all members of the College community are encouraged to include on their personal social media any official Kilgore College message originally communicated via an official KC social media platform.

4.8 Changes to the Kilgore College Board of Trustees Procedure Manual

All changes to this manual must be presented to and approved by the Board during a regularly scheduled meeting.

1ST UPDATE APPROVED 3/14/16 (Section 2.7 Citizens Comments)

2nd UPDATE APPROVED 5/9/16 (Section 1.7 Board Committees)

Entire Document Revised/Approved 12/12/16

4th UPDATE APPROVED 3/8/19 (section 4.7 Media, Including the Use of Social Media, Recommendations for Trustees)

5th UPDATE APPROVED 4/13/2020 (section 3.12 Public Comments)

6th UPDATE APPROVED 9/14/2020 (section 2.3.1 Board President)

7th UPDATE APPROVED 8/14/2023 (section 3.12 Citizen Comments)

8th UPDATE APPROVAL PENDING 2/24/2025 (Add Section 2.6 Removal of Officers)



BLUE *Star* GALA

AN EVENING CELEBRATING KILGORE
COLLEGE STUDENT SUCCESS

The Ranger Achievement Center

Your support of the Blue Star Gala is the first step in KC's ability to create the Ranger Achievement Center. The Ranger Achievement Center (RAC) is a comprehensive, wrap-around student support hub that fosters student success through holistic services. This center provides a one-stop solution for academic advising, career counseling, accessibility services, tutoring, and personal development resources (i.e., mental counseling, social services, TRiO, and EOC). It will offer a warm and welcoming environment where students can access tailored support, connect with professionals, and participate in workshops to enhance their educational journey. The Ranger Achievement Center is committed to empowering students to achieve their academic and personal goals, ensuring they have the tools and guidance to thrive in their educational pursuits.





WIN THIS TRUCK!

THANK YOU TO OUR SPONSORS!

PATTERSON
KILGORE CHEVROLET CHRYSLER DODGE JEEP RAM



VERABANK



MARCO
Inspection Services, LLC.

\$100
PER TICKET
ONLY 600
TICKETS

2025 SLATE GRAY
CHEVY SILVERADO 1500
BLACK CUSTOM WHEELS
VALUE: \$48,000

KILGORE
COLLEGE
FOUNDATION

The poster features a vibrant blue background with a decorative border of colorful Easter eggs, daisies, and other spring flowers. A cartoon Easter bunny is peeking out from the right side. The text is arranged in a central blue box with white and yellow lettering.

KILGORE COLLEGE
ALUMNI ASSOCIATION PRESENTS

ALUMNI & FRIENDS

EASTER EGG *Hunt*

APRIL 12 | 2PM-4PM

AGES PRE-K TO 3RD GRADE

BOUNCE HOUSE ● EGG HUNT
CHARLIE'S SNO-BALLS
EASTER BUNNY ● FACE PAINTING
E-5 FAMILY FARM PETTING ZOO

LEE MALL / MIKE MILLER PLAZA
KILGORE COLLEGE CAMPUS

CALL FOR MORE INFO 903.988.7531

**SAVE THE
DATE**

October 10, 2025

Tempest Golf Club



QUIT CLAIM DEED

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

DATE OF SALE: 2/24, 2025

GRANTOR/TAXING UNIT(S): Gladewater Independent School District, Trustee and County of Gregg, Texas, Trustee and Kilgore College, Trustee

GRANTEE: City of Gladewater

GRANTEE'S MAILING ADDRESS: PO Box 1725, Gladewater, Texas 75647

PROPERTY: Parcel of Land being 50 feet x 114 feet, more or less, out of the Martha Dillard Survey, Gregg County, Texas, and being known as Lot 6 and Lot 7, Johnson Addition to the City of Gladewater, Gregg County, Texas, Volume 2927, Page 259, Deed Records, Gregg County, Texas (Account No. 000015134/000654535)

CONSIDERATION: \$10.00 and other good and valuable consideration

TAX FORECLOSURE LAWSUIT: Cause No. 021801-CCL2, Gladewater Independent School District v. Lonie Mae Coxson Jefferies Austin, et al, County Court at Law No. 2

The PROPERTY was acquired by the GRANTORS at a Sheriff's Sale held pursuant to a Judgment Decree of the County Court at Law No. 2 in the TAX FORECLOSURE LAWSUIT that ordered foreclosure and sale of the PROPERTY for nonpayment of delinquent property taxes, penalties, interest and costs due GRANTORS.

The GRANTORS, acting through the presiding officer of its governing body, hereunto duly authorized by resolution and order of each respective governing body which is duly recorded in their official minutes, for and in consideration of the amount set out above, and subject to the reservations from and exceptions to conveyance, and other good and valuable consideration paid by the GRANTEE, the receipt and sufficiency of which are acknowledged by grantors, quitclaims to the grantee all of the right, title and interest, of grantors in the property acquired by the tax foreclosure sale held under the tax foreclosure lawsuit referenced above.

TO HAVE AND TO HOLD all of its right, title and interest in and to the PROPERTY unto the said GRANTEE, the GRANTEE'S successors and assigns forever without warranty of any kind, so that neither the GRANTORS, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the property, premises or appurtenances, or any part thereof.

GRANTORS excludes and excepts any warranties, express or implied, regarding the PROPERTY, including, without limitation, any warranties arising by common law or Section 5.023 of the Texas Property Tax Code or its successor.

GRANTOR has not made, and does not make any representations, warranties or covenants of any kind or character whatsoever, whether express or implied, with respect to the quality or condition of the PROPERTY, the suitability of the property for any and all activities and uses which GRANTEE may conduct thereon, compliance by the PROPERTY with any laws, rules, ordinances or regulations of any applicable governmental authority or habitability, merchantability or fitness for a particular purpose, and specifically, GRANTOR does not make any representations regarding hazardous waste, as defined by the Texas Solid Waste Disposal Act and the regulations adopted thereunder, or the U.S. Environmental Protection Agency regulations, or the disposal of any hazardous or toxic substances in or on the property.

The Property is hereby sold, transferred, and assigned to GRANTEE "as is" and "with all faults". This conveyance is expressly subject to all easements and restrictions of record. When the context requires, singular nouns and pronouns include the plural.

This Deed is executed pursuant to Resolutions passed by the Kilgore College Board of Trustees on 2/24, 2025.

IN TESTIMONY WHEREOF Kilgore College, Trustee has caused these presents to be executed this the 24th day of February, 2025.

KILGORE COLLEGE, TRUSTEE

By Brenda S. Kays
President, Kilgore College

THE STATE OF TEXAS

§

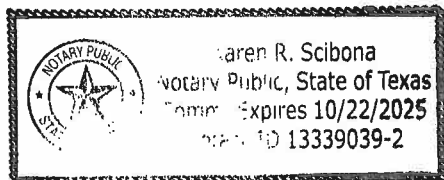
§

COUNTY OF GREGG

§

Before me, the undersigned authority, on this day personally appeared Brenda S. Kays, Ed.D., President, Kilgore College, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same in the official capacity indicated and for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 24th day of February, A.D., 2025



Karen Scibona
Notary Public, State of Texas
My commission expires 10/22/2025

RESOLUTION NO. R-2025-5
A RESOLUTION OF THE KILGORE COLLEGE BOARD OF TRUSTEES
AND
STATE OF TEXAS AND COUNTY OF GREGG

RESOLUTION AUTHORIZING TRANSFER OF PROPERTY TO
THE CITY OF GLADEWATER

WHEREAS, the Gladewater Independent School District, Trustee, the City of Gladewater, Kilgore College, and the County of Gregg, Texas, hold certain property identified below in trust pursuant to a Sheriff's Deed recorded in Document 202013811 of the Official Public Records of Gregg County, Texas; and

WHEREAS, The City of Gladewater, Texas, desires to utilize that certain property for the public purpose of community redevelopment and the creation of affordable housing; and

WHEREAS, the public purposes to which The City of Gladewater, Texas, intends to apply the property inures to the benefit of all citizens; and

WHEREAS, Kilgore College Board of Trustees finds it to be in the public interest to authorize the transfer of the below described property to The City of Gladewater, Texas, in fee in consideration of the public benefit to be derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY KILGORE COLLEGE BOARD OF TRUSTEES THAT:

The Board President is hereby authorized and directed to execute, on behalf of Kilgore College, a deed in the for annexed hereto as Exhibit A conveying:

PROPERTY: Parcel of Land being 50 feet X 114 feet, more or less, out of the Martha Dillard Survey, Gregg County, Texas, and being known as Lot 6 and Lot 7, Johnson Addition to the City of Gladewater, Gregg County, Texas (Account No. 0000015134/000654535)

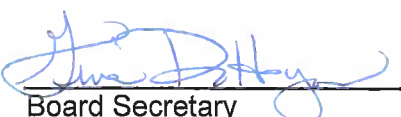
To The City of Gladewater, Texas

THE FOREGOING RESOLUTION WAS MOVED AND SECONDED AND FINALLY ADOPTED BY MAJORITY VOTE AT A MEETING OF KILGORE COLLEGE BOARD OF TRUSTEES ON 2/24, 2025



Board President
Kilgore College

ATTEST:



Board Secretary
Kilgore College



RESOLUTION NO. R-2025-4
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES

Regarding Support
for Continued Investment in the Dynamic Community College Funding Model

Whereas, the State of Texas has demonstrated its commitment to student success and workforce development through the implementation of the outcomes-based funding model established by House Bill 8 during the 88th Legislature;

Whereas, this funding model represents a transformative approach to empowering community colleges to deliver measurable results in alignment with state workforce and educational goals;

Whereas, the funding model prioritizes student outcomes, including the attainment of credentials of value, dual credit opportunities, successful transfer to a four-year university, and support for economically disadvantaged students and adult learners;

Whereas, continued investment in this dynamic funding model will ensure Texas community colleges remain equipped to provide affordable, high-quality education that drives economic growth and mobility;

Whereas, Texas community colleges have requested support for formula funding recommendations made by the Texas Higher Education Coordinating Board for the FY 2026-2027 biennium, alongside a supplemental appropriations request for the current biennium to sustain progress and innovation;

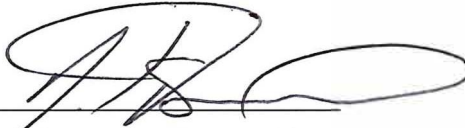
Whereas, amendments to the state funding Performance Tier to include students transferring to private or independent institutions in Texas will strengthen student success pathways and acknowledge the key role these institutions play in the state's higher education and workforce development ecosystem;

THEREFORE, BE IT RESOLVED, the Board of Trustees of Kilgore College officially declares its support for:


1. Continued investment in the outcomes-based funding model established by House Bill 8.
2. Full funding for the supplemental appropriations request for the FY 2024-2025 biennium.
3. Formula funding recommendations for the FY 2026-2027 biennium as proposed by the Texas Higher Education Coordinating Board.
4. Amendments to the Performance Tier to include students who transfer to private or independent institutions of higher education in Texas.

BE IT FURTHER RESOLVED, that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS 24th day of February, 2025, by the Board of Trustees of Kilgore College.



Josh Edmonson, Vice President
Board of Trustees



Gina DeHoyos, Secretary
Board of Trustees



APPENDIX I

13-1

Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/2023

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body

Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 3, 2025

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 3 de mayo de 2025

List offices and names of candidates:

Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)

Candidate(s) Candidato(s)

Kilgore College Board of Trustees
South Zone, Voting Unit 1, Place #7

Janice M. Bagley

Karen R. Scibona

Signature (Firma)

Karen R. Scibona

Printed name (Nombre en letra de molde)

Kilgore College Election Officer

Title (Puesto)

2/24/2025

Date of signing (Fecha de firma)

(Seal) (sello)



*See reverse side for instructions
(Instrucciones en el reverso)*

Instructions for certification of unopposed candidates:

The authority responsible for preparing the ballot must certify the unopposed status to the authority responsible for ordering the election. This document is filed with the presiding officer of the political subdivision. The governing body must meet, accept this certification, and issue an order or ordinance declaring the election cancelled and the unopposed candidates elected. To complete the cancellation process, a copy of the order or ordinance canceling the election must be posted on Election Day at each polling place that would have been used in the election. See sample Order of Cancellation and outlines for additional instructions.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;

This means:

- In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
- In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para la certificación de una elección con candidatos únicos:

La autoridad a cargo de preparar la boleta de votación debe certificar los candidatos únicos sin oposición a la autoridad encargada de ordenar la elección. Este documento se debe presentar al presidente de la subdivisión política. La entidad gobernante debe reunirse, aceptar esta certificación y emitir una orden o una ordenanza en la que declara la cancelación de la elección y la elección de los candidatos únicos sin oposición. Para completar el proceso de cancelación, se debe exhibir el Día de la Elección una copia de la orden u ordenanza de cancelación de la elección en todos los sitios de votación que se hubieran utilizado en la elección. Vea el ejemplo Orden de Cancelación y el resumen para más instrucciones.

Una elección* puede ser cancelada si:

- 1) *la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,*
- 2) *no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y*
- 3) *Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;*

Esto significa:

- *En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.*
- *En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).*

Nota: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on May 3, 2025 in accordance with Section 2.053(a) of the Texas Election Code.

The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Sindicos por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 5 de mayo de 2025 de conformidad, con (fecha en que se hubiera celebrado la elección) la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:


Candidate (Candidato)**Office Sought (Cargo al que presenta candidatura)**


Janice M. Bagley

Kilgore College Board of Trustee (Kilgore College Junta de Sindicos)
South Zone, Voting Unit 1, Place 7 (zona sur, unidad de votacion 1, lugar 7)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.


President (Presidente)


Secretary (Secretario)

2/24/2025

Date of adoption (Fecha de adopción)



Instructions for sample order of cancellation:

To cancel an election, the governing body must first receive and accept the Certification of Unopposed Candidates form (or the authority may create its own form) from the authority responsible for preparing the ballot. The cancellation order/ordinance must be adopted in an open meeting. The candidates are not required to be present. Certificates of election should be prepared for each unopposed candidate; however, the certificates of election should not be issued until after Election Day, as follows. Section 2.053 provides that the certificate of election shall be issued "in the same manner and at the same time" as for a candidate elected at an election. Therefore, the candidates, who have been declared "elected" at the meeting ordering the cancellation, must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties. Candidates may complete the Statement of Elected Officer prior to Election Day. The Statement should be kept locally; it does not need to be sent to the Secretary of State's Office. Copies of this order/ordinance must be posted on Election Day at each polling place that would have been used had the election not been cancelled.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;

This means:

- In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
- In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para el ejemplo de orden de cancelación:

Para cancelar una elección, la entidad gobernante primero debe recibir y aceptar, de la autoridad responsable para preparar la boleta, el formulario de Certificación para Candidatos Sin Oposición (o la autoridad puede crear su propio formulario) de la autoridad responsable para preparar la boleta. La orden/ordenanza de cancelación debe ser adoptada en una reunión abierta. No se requiere que los candidatos estén presentes. Se debe preparar un certificado de elección para cada candidato sin oposición; sin embargo, los certificados de elección no se deben emitir hasta el Día de las Elecciones, así como se detalla a continuación. La sección 2.053 indica que el certificado de elección será publicado "en la misma manera y al mismo tiempo" para un candidato elegido en una elección. Por lo tanto, los candidatos que hayan sido declarados "elegido" en la reunión de la cancelación, deben esperar hasta después del día oficial de elecciones (aunque no se hayan llevado una elección) y no antes del período prescrito de la campaña política (aunque no se lleve a cabo la campaña política) a ser jurados y asumir sus deberes. Los candidatos pueden llenar la Declaración de Funcionario Elegido antes del Día de las Elecciones. Este documento se debe mantener en los archivos locales. No es necesario enviarlo a la Oficina del Secretario de Estado. El Día de las Elecciones se debe exhibir una copia de esta orden/ordenanza en todos los sitios de votación que se hubieran utilizado en la elección si no hubiera sido cancelada.

Una elección* puede ser cancelada si:

- 1) la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,
- 2) no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y
- 3) Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;

Esto significa:

- En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.
- En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay

City of Kilgore
Tax Abatement / Job Creation Summary
As of 12-31-24

Company Name	First Year of Abatement	Current Year	Length of Abatement	Percent Abated	Jobs				Investment				Compliance This Year?	Investment Over & Above	Total Exceeded	Jobs Over	Add'l Investment = Substitute Jobs #
					Base Jobs	Jobs to be Created	Prior To	Actual Job Creation	Base Investment	Required Investment	Prior To	Actual Investment					
Composite Piping Technology	2024	1	6	100%	4	15	12/31/2029	16 8 w/hours	R=\$289,900 P=\$620,980	R=\$4,363,000 P=\$9,963,000	3/31/2025 12/31/2029	R=\$4,410,768 P=\$9,931,000	Yes	\$47,768	\$47,768		
Orgill, Inc.	2019	6	10	100%	224	83	12/31/2029	484 429 w/hours	R= \$17,995,000 P= \$44,496,840	R= \$15,100,000 P= \$14,000,000	12/31/2029	R=\$74,842,900 P=\$75,313,230	Yes	\$41,747,900 \$16,816,390	\$58,564,290	177 122 w/hours	
Skeeter Products, Inc	2023	2	6	100% Rec. 88%*	350	7	2/20/2026	295 309 w/sub. CapEx	R=\$838,000 P=\$0	R & P=\$6,758,000	2/20/2026	R & P=\$10,504,333	Yes	\$1,182,263 Add'l CapEx \$1,949,880 GCAD Value Increase	\$1,182,263		14 jobs sub. CapEx
WagnerTuning, Inc.	2020	5	10	50%	0	30	12/31/2030	7	R=\$180,320 P=\$0	R=\$4,325,000 P=\$1,700,000	12/31/2030	R=\$5,531,140 P=\$667,331	Yes	\$1,025,820 0	\$1,025,820		

Total Exceeded to Date \$60,820,141 177

R=Real
P=Personal

*Based on actual CapEx over required spend, Skeeter can offset 14 jobs. (If payroll increases were considered, an additional 17 could be considered) GCAD increased the property value tied to this project by almost \$2MM. It is recommended that Skeeter be allowed an abatement of 88% for this year vs. 100%, based on performance and considerations of above.