

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.

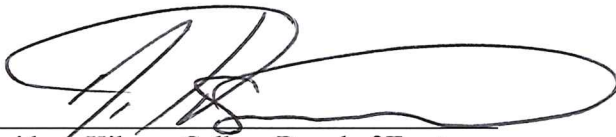
9. ADJOURNMENT

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

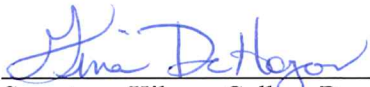
Respectfully submitted,



Karen Scibona, Recording Secretary
Kilgore College Board of Trustees



President, Kilgore College Board of Trustees



Secretary, Kilgore College Board of Trustees

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**Kilgore Junior College District
Personnel Agenda
December 16, 2024**

1. Recommendation to accept employee resignations as follows:

- a. Donna Smith, Accountant I, effective 9/13/2024 after 2 years and 7 months of service. *(no reason given)*
- b. Joseph Cassin, Assistant Professor & Director East Texas Police Academy, effective 10/4/2024 after 10 years and 5 months of service *(moving to the private sector)*
- c. Payton Davis, Manager RangerPRINT, effective 10/24/2024 after 1 year and 11 months of service. *(no reason given)*
- d. Desirae Millard, Assistant Controller, effective 11/8/2024 after 8 months of service. *(no reason given)*

Other – Separations

- a. C. Brooke Cates, Specialist – Financial Aid, effective 9/10/2024, after 3 years and 7 months of service.
- b. Linda Gilstrap, Administrative Assistant I – Foundation, effective 10/18/2024, after 1 month of service.

2. Recommendation to accept employee retirement as follows:

- a. Susan Black, Director Library, effective 12/31/2024, after 16 years and 6 months of service.

3. Recommendation to change employment as follows:

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
Johnathan Santiago	Instructor – Radiologic Science	Assistant Professor & Program Coordinator Radiologic Science	\$65,518.00	9/16/2024
Destiny Foster	Admin Assistant I - Athletics	Admin Assistant II - Athletics	\$33,388.86	9/1/2024
Brian Johnson	Director - Digital Course Development and Online Faculty Training	Director – Instructional Technology and Online Faculty Training	\$74,910.15	9/16/2024
Falecia Halton	Administrative Assistant II – Registrar	Administrative Assistant III- Dual Credit Specialist	\$38,000.00	10/1/2024
Raquel Perez	Administrative Assistant I – Registrar	Administrative Assistant II – Registrar	\$32,574.00	10/1/2024
Andre Belaski	Police Officer	Lieutenant	\$74,000.00	11/1/2024

4. Recommendation of employment as follows:

NAME	POSITION	LOCATION	SALARY/BASE RATE OF PAY	HIRE DATE
Raquel Perez	Administrative Assistant II – Registrar	Kilgore	\$32,574.00	9/3/2024
Linda Gilstrap	Specialist - Foundation Admin/Accounts Specialist	Kilgore	\$37,644.00	9/9/2024
Presleigh Gilbreath	Administrative Assistant I – Cashier	Kilgore	\$30,914.00	9/16/2024
Claudia Carter	Assistant Registrar	Kilgore	\$44,985.00	9/23/2024
Jennifer Roe	Specialist - Registrar	Kilgore	\$37,644	9/23/2024
Gabriela Garcia	Liaison – Foundation: Scholarships	Kilgore	\$44,958	9/23/2024
Michelle Benton	Supervisor – ET Oil Museum	Kilgore	\$34,320	9/23/2024
Jessica Jester	Administrative Assistant I – Counseling, Social Services & ODS	Kilgore	\$30,914	10/16/2024
Elizabeth Sweeney	Specialist - Financial Aid Athletics & Loan	Kilgore	\$37,644	10/28/2024
Stacie Ervin	Administrative Assistant I - BSTEM and Dual Credit	Kilgore	\$31,200	11/1/2024
Cathryn Challis	Administrative Assistant II - RangerPRINT	Kilgore	\$32,574.18	10/28/2024
Sierra Johnston	Production Operator – RangerPRINT	Kilgore	\$32,574.18	10/28/2024
Justina Snipes	Administrative Assistant I – Registrar	Kilgore	\$30,914	11/18/2024
Michael Palafox	Director of Network Administration	Kilgore	\$85,000	11/25/2024

Final Publish Date 11/14/2024



Agenda Item Summary

Approval of Kilgore College Tax Abatement Guidelines and Criteria - CAIB

Overview

This document outlines the Kilgore College Guidelines and Criteria for Tax Abatement, last approved in April 2023. In alignment with state law, this policy enables the college to consider tax abatement agreements on projects that support local economic growth, such as new developments or expansions valued at \$100,000 or more. These guidelines ensure that tax abatements are only granted to projects meeting specific economic impact criteria and are reviewed on a case-by-case basis.

Key Points

Purpose: To encourage economic development in the college district by incentivizing projects that increase the local tax base.

Criteria: Projects must meet specific value requirements and align with economic goals to qualify for consideration.

Approval Process: Applications are reviewed by the administration and presented to the Board of Trustees for final approval.

Duration: The guidelines require re-approval every two years, as per Texas state statute. The next renewal will be December 2026.

Recommendation

Administration recommends the board approve this document as presented, with no changes from the guidelines approved in April 2023. This renewal maintains compliance with state requirements while supporting Kilgore College's role in local economic development.

Administrative Rule

Subject: Guidelines and Criteria for Tax Abatement

TASB Policy: CAIB

Effective Date: April 10, 2023 (Initial Adoption)

Renewal Date: December 16, 2024



I. Purpose and Scope

The Kilgore College District (KC) is committed to the promotion of high-quality education and development within its boundaries, and to an ongoing improvement in the quality of life for its residents. Insofar as these objectives are generally served by the enhancement of the tax base and expansion and diversification of the local economy, KC will, on a case-by case basis, to give consideration to providing tax abatement, pursuant to the Property Redevelopment and Tax Abatement Act, TEXAS TAX CODE ANN. Sections 312.001 et seq., as from time to time amended (the "Act"), as a stimulation for economic growth and diversification in KC district. Consideration will be given to both new facilities and structures and for the expansion or modernization of existing facilities and structures. Proposed tax abatement agreements will be considered in accordance with the guidelines, criteria and procedures outlined in this document. Nothing herein shall imply or suggest that KC is under any obligation to provide tax abatement to any applicant.

According to the Act, a municipality¹ may grant tax abatement on the incremental value of real property (measured against the property's value for the year in which the abatement agreement is entered into) that is improved pursuant to a specific development proposal which meets the economic goals and objectives of the municipality. Pursuant to the Act, a tax abatement may also apply to certain tangible personal property located on the real property subject to the tax abatement agreement after the period covered by the tax abatement agreement.

Based on the general purpose and objectives and in compliance with the intent and tenets of the Act, the municipality may establish reinvestment zones for economic development purposes. The municipality may enter into tax abatement agreements with one or more owners of taxable real property that is located in a designated reinvestment zone.

Pursuant to Section 312.206 of the TEXAS TAX CODE ANN. (the "Code"), KC is authorized to execute a written agreement with the owner of property that KC has jurisdiction over not later than the ninetieth day after the date a tax abatement agreement between the owner of the property and a municipality is executed.

These Guidelines and Criteria are effective for two years from the date adopted. During that period, the Guidelines and Criteria may be amended or repealed only by a vote of three-fourths of the members of the Board of Trustees of the Kilgore Junior College District.

II. Criteria

Any proposed project must conform to the general guidelines specified below:

- Any request for tax abatement must involve a development project with either (i) a minimum incremental increase in value of \$100,000 or (ii) a minimum cost of \$100,000.
- Tax abatements are available for both new facilities and structures and for the expansion or modernization of existing facilities and structures.
- Additionally, a proposed project must satisfy the criteria set forth in the applicable guidelines of the appropriate municipality.

Taxpayers desiring to enter into an abatement agreement with KC must file with KC a copy of the application for tax abatement filed with the municipality. This application should set forth the proposed improvements, employment impact, fiscal impact, community impact and any other information required by the municipality. The information presented in the application filed with the municipality will be used by KC to determine whether it is in the best interest of KC that tax abatement be offered to a particular applicant. Specific considerations will include the degree to which the proposed project furthers the goals and objectives of KC, as well as the relative impact of the project on the KC District.

III. Guidelines

After complying with all statutory and other requirements and if a determination is made that a tax abatement agreement should be entered into with the applicant, the value and term of the abatement will be determined by the following guidelines:

1. The rate of tax abatement with respect to any tax abatement agreement shall not exceed 100% of the incremental increase in value of real property and shall not exceed 100% of the value of tangible personal property other than inventory and supplies (but including inventory and supplies of certificate air carriers) eligible for tax abatement under the Act.
2. Except with respect to property located in an enterprise zone, the agreement must contain terms identical to those contained in the agreement with the municipality providing for the portion of the property that is to be exempt from taxation under the agreement, the duration of the agreement, and the provisions included in the agreement under Section 312.205 of the Code.
3. Pursuant to Section 312.206(e) of the Code, if property taxes on property located in an enterprise zone are to be abated, the agreement may, but is not required to, contain terms that are identical to those contained in the agreement with the municipality, county, or both, and the only terms of the agreement that may vary are the portion of the property that is to be exempt from taxation under the agreement and the duration of the agreement.
4. The tax abatement period shall not exceed 6 years for investments less than \$10 million. The tax abatement period shall not exceed 10 years for investments greater than or equal to \$10 million. Under certain cases the Board of Trustees will consider

abatements for up to 10 years for investments less than \$10 million, if the abatement terms have been previously granted by a municipality.

5. Any tax abatement granted a project will become effective on January 1 of the year following the issuance of a Certificate of Occupancy for the new facilities unless otherwise specified in the tax abatement agreement.
6. In the event that Company (a) allows its ad valorem taxes owed the College to become delinquent, or (b) violates any of the terms and conditions of the Agreement, the Agreement then may be terminated by the College, and all taxes otherwise abated by virtue of the Agreement will be recaptured and paid to the College. As an alternative, the College may, in its discretion, not declare the Agreement terminated, but it must certify to the Gregg or Rusk Appraisal District that Company has failed to qualify for an abatement for the tax year.
7. At any time before its expiration, a tax abatement agreement may be modified by the parties to the agreement pursuant to Section 312.208 of the Code.

IV. Procedures

Any person, partnership, organization, corporation or other entity desiring that KC consider providing tax abatement to it shall be required to comply with the following procedural guidelines. Nothing within these guidelines shall imply or suggest that KC is under any obligation to provide tax abatement in any amount or value to any applicant.

Preliminary Application Steps

1. Applicant shall submit a copy of the application for tax abatement filed with the appropriate municipality or county. In addition, the applicant shall provide KC a copy of the Tax Abatement Agreement entered into between the applicant and the municipality and/or county, or a copy of the proposed agreement if such is not executed at the time of submission to KC.

Application Review Steps

2. All information submitted will be reviewed for completeness and accuracy and additional information may be requested as needed.
3. The application may be distributed to the appropriate individuals, committees or departments for internal review and comments. Additional information may be requested as needed.
4. Copies of the complete documentation submitted and staff comments will be provided to the Board of Trustees.

Consideration of the Application

5. The Board of Trustees will consider the application.

6. The Board of Trustees may consider action authorizing KC to enter into a tax abatement agreement between KC and the applicant (and, if desired by KC, any lessee).
 7. A tax abatement agreement between KC and the applicant must be affirmed of a vote of a majority of the Board of Trustees at a regularly scheduled meeting of the Board. Prior to affirming such agreement, the Board of Trustees must determine that the terms of the agreement and the property subject to the agreement meet the guidelines and criteria as set forth herein.
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Agenda Item Summary

Information Item: Investment Strategy – CAK

Overview

Kilgore College's Investment Strategy, as outlined in the administrative rule, is designed to guide the management of the college's investment portfolio, balancing safety, liquidity, and return on investments. The strategy includes definitions, procedural guidelines, and targeted approaches for achieving an optimal investment portfolio. Annual board review and approval are required under Texas law to ensure the college's investment activities align with regulatory standards and best practices.

Key Points

Annual Review Requirement: Texas law and Board adopted policy mandate that the investment strategy and authorized broker list be reviewed and approved by the board each year.

Changes in Investment Strategy: The Administrative Rule added the list of authorized brokers. This was added to consolidate related activities into one document. Previously, this was approved by separate action by the board. No other changes were made.

Investment Objectives: The strategy targets a diversified portfolio with a balanced approach, employing fixed-income securities through a ladder investment approach to reduce risk, increase liquidity, and diversify credit exposure.

Authorized Brokers: This year's strategy includes four authorized brokers:

- **Returning Brokers:** FHN Financial Capital Markets, Mischler Financial Group
- **New Brokers:** Citizens Financial Group (Cetera Investment Services), Multi-Bank Securities, Inc.

Recommendation

Administration recommends the approval of the investment strategy and authorized brokers to ensure compliance and effective management of Kilgore College's investment portfolio.

Administrative Rule

Subject: Investment Strategy
TASB Policy: CAK INVESTMENTS
Effective Date: December 13, 2021 (Initial Adoption)
Renewal Date: December 16, 2024



I. Purpose and Scope

This rule establishes the Investment Strategy for Kilgore College, to serve as the targeted investment strategy for the College's investment portfolio.

II. Definitions

- A. **Investment Ladder** - is a portfolio of fixed-income securities in which each security has a different maturity date. The purpose of purchasing several smaller bonds with varying dates of maturity rather than one large bond with a single maturity date is to minimize interest-rate risk, increase liquidity, and diversify credit risk.
- B. **Investment Portfolio** – the College's collection of financial investments.
- C. **Rate of return** - is the net gain or loss of an investment over a specified time period, expressed as a percentage of the investment's initial cost. When calculating the rate of return, you are determining the percentage change from the beginning of the period until the end.
- D. **Targeted Investment Strategy** – the diversification of investments and durations of investments aimed to obtain a certain annual rate of return with a desired level of security.
- E. **Weighted Average Maturity** - is the weighted average amount of time until the investments with maturity dates will come due.
- F. **Yield to Maturity** – the rate of return until the full maturity date of an investment.
- G. **Yield to Call** – the rate of return until the next call date of an investment.

III. Procedures

A. Development

The investment officer, College President, and CFO will analyze market conditions, projected cash flows, and resource needs to develop an investment strategy with a targeted rate of return.

B. Adoption

The investment strategy is proposed by the investment officers to the Finance – Investment - Audit Committee. After review and consideration, the Committee may modify, deny or approve the investment strategy. After action is taken, the Committee will report to the Board of Trustees the targeted investment strategy.

C. Investment Strategy

The investment strategy will be attached as an appendix to this administrative rule. The investments made after adoption will be made to move the portfolio to the targeted investment strategy. The investment portfolio may take time to align with the targeted strategy as investments mature at different times and rates on investments are subject to market conditions.

D. Reporting

In addition to the reporting required in the CAK - Investment Policy, the investment officers will report progress and status update on portfolio performance and the implementation of the targeted strategy to the Committee in conjunction with the legally required reporting. The reports will also include key metrics such as yield to maturity, yield to call, and weighted average maturity.

E. Adjustments

If market conditions require deviation from the targeted investment strategy. The investment officers must report the deviation and reason to the Committee. If the market conditions are expected to continue, a revision to the targeted investment strategy should be considered.



Approved Investment Brokers

In compliance with CAK(Legal)

FHN Financial Capital Markets (Previously approved broker)

Mischler Financial Group (Previously approved broker)

CFG (Citizens Financial Group) Investments - Cetera Investment Services (New broker)

Multi-Bank Securities, Inc. (New broker)

Our Story

Over fifteen years ago, CFG Citizens Financial Group Investments was introduced to expand the relationship with our clients by offering an array of financial products through Cetera Investments Services at VeraBank offices. CFG Citizens Financial Group Investments provides excellent service through a professional, experienced, and straightforward staff and products that include brokered CDs, stocks, and bonds. This allows our customers to satisfy their financial products and services needs through someone they already know and trust.

CFG Citizens Financial Group Investments is a marketing name for products and services offered through Cetera, a full service Broker/Dealer. CFG Citizens Financial Group Investments/Cetera and VeraBank have proven to be a great combination. The partnership offers customers the best of both worlds; we're small enough to actually know our customers and service counterparts, but with ability to provide world-class financial resources.

Looking for investment services that will put *you* first? Give CFG Citizens Financial Group Investments a try. We're in it for the long haul – we want to be the last financial services provider you'll ever need!

About Cetera

Cetera Investment Services LLC

Cetera Investment Services is a self-clearing broker-dealer serving the clients of over 500 financial institutions in 50 states. Headquartered in St. Cloud, Minn., Cetera Investment Services delivers innovative investment and insurance solutions. The benefits of working with a Cetera Investment Services financial professional are plentiful. In addition to the insights and recommendations of a financial professional, you also gain access to an expansive assortment of investment and insurance solutions that can be customized to fit your unique needs.

Knowledgeable financial professionals utilize the latest technology and resources to support the entire process making it easier to help you pursue your financial goals.

Products

Mutual Funds

A collection of stocks, bonds, or other securities purchased and managed by an investment company with funds from a group of investors. The return and principal value of mutual funds fluctuate with changes in market conditions. Shares when sold, or redeemed, may be worth more or less than their original cost.

Mutual funds are sold by prospectus. Please consider the investment objectives, risks, charges, and expenses carefully before investing. The prospectus, which contains this and other information about the investment company, can be obtained from your financial professional. Be sure to read the prospectus carefully before deciding whether to invest.

Annuities

Insurance-based contracts that provides future payments at regular intervals in exchange for current premiums. Annuity contracts are usually purchased from banks, credit unions, brokerage firms, or insurance companies. Any guarantees are contingent on the claims-paying ability of the issuing company.

Bonds & Fixed Income

CFG Investments/ Cetera offers fixed-income investments like Corporate & Municipal bonds, and U.S. Treasuries.

Stocks & Exchange-Traded Funds (ETFs)

Trade ETFs and individual securities. ETFs are securities that track an index, commodity or basket of assets like an index fund, but trades like a stock on an exchange.

Insurance

Having inadequate insurance protection undermines the financial foundation of everything you do—from building your career to raising your family. That's why CFG Investments/ Cetera offers all forms of Life, Disability, and Long-Term Care Insurance.

Brokered CDs

Today, you have a greater selection of CD varieties available to you. More options provide flexibility to select the type of CD that best fits your investment choices. CFG Investments/ Cetera offers Traditional CDs, Index CDs and Callable CDs to help you meet your short and long- term cash needs.

Located at

CFG Investments
101 E. Main Street
Henderson, TX 75652
Phone: 903 657-8521

Fax: 903-655-0990

www.cfg-investments.com



MULTI-BANK SECURITIES, INC.®

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2024 Municipal Due Diligence



LUIGI MANCINI

VICE PRESIDENT, FIXED INCOME

PHONE: +1 (800) 967-9049

LMANCINI@MBSSECURITIES.COM

Please send all correspondence to Corporate Headquarters:

Multi-Bank Securities, Inc.

1000 Town Center, Suite 2300 • Southfield, MI 48075 • www.mbssecurities.com

Proudly Veteran-Owned!



Municipal Entity Disclosure: You should consider this communication general information, not an intention to solicit changes in investment decisions, policy, or strategy, nor a provision of “advice” as understood within the Municipal Advisor Rule. Please scan the QR code to learn more.

The information enclosed has been prepared to meet or exceed your regulatory requirements.
Member of FINRA & SIPC; MSRB Registered. MBS 2024 DD Muni eCD E.pdf 04.05.24

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Dear Valued Customers and Prospective Clients,

Thank you for your interest in Multi-Bank Securities, Inc. (MBS). We hope you will find that this package addresses everything necessary for your institution to complete its due diligence on our Firm. We have included information on both MBS and our clearing firm, Pershing LLC, a BNY Mellon company.

MBS is an institutional fixed-income broker-dealer that has been serving institutional clients since 1988. In addition to our investment choices and underwriting capabilities, we are proud to announce that we have expanded to offer investment banking in 2024, including private/public debt and equity obligations.

Here are a few ways our customers experience the MBS difference:

Stability: MBS is a privately held, fixed-income securities broker-dealer with a 36-year history of serving institutional investors. We work with thousands of institutions nationwide and have several offices across the country to serve your needs. Learn more about our Firm's FINRA broker-dealer status at brokercheck.finra.org – our CRD number is 22098.

Veteran Status: We are a veteran-owned firm and are certified as a **Service-Disabled Veteran-Owned Business (SDVOB)** by the National Veteran Business Development Council (NVBDC).

Investment Products: MBS specializes in a broad selection of fixed-income investment products and services, including an array of U.S. Treasuries, agencies and certificates of deposit (CDs). **We traded \$220 billion in principal amount for our clients in 2023.**

Underwriting: MBS is proud to be an approved underwriter of agency debt for Fannie Mae, Freddie Mac, Farmer Mac, the Federal Home Loan Banks and the Federal Farm Credit Banks. MBS is also an active underwriter of CDs, corporate bonds, municipal bonds and mortgage-backed securities.

Proprietary Technology: MBS offers a **proprietary online investment platform**, eConnectDirect®. This tool allows users to easily compare thousands of investment options across a variety of asset classes and submit order requests online.

Value-Added Services: We offer an array of value-added services to our clients, including portfolio analytics and third-party safekeeping through Pershing. Municipalities that invest bond proceeds should have a conversation with their account representative to discuss which services are available.

Please do not hesitate to reach out to me or your account representative if you have any questions or require additional information. You can contact me directly at 1-800-967-9055 or davemac@mbssecurities.com.

Sincerely,



David T. Maccagnone
Chairman and Chief Executive Officer
Multi-Bank Securities, Inc.

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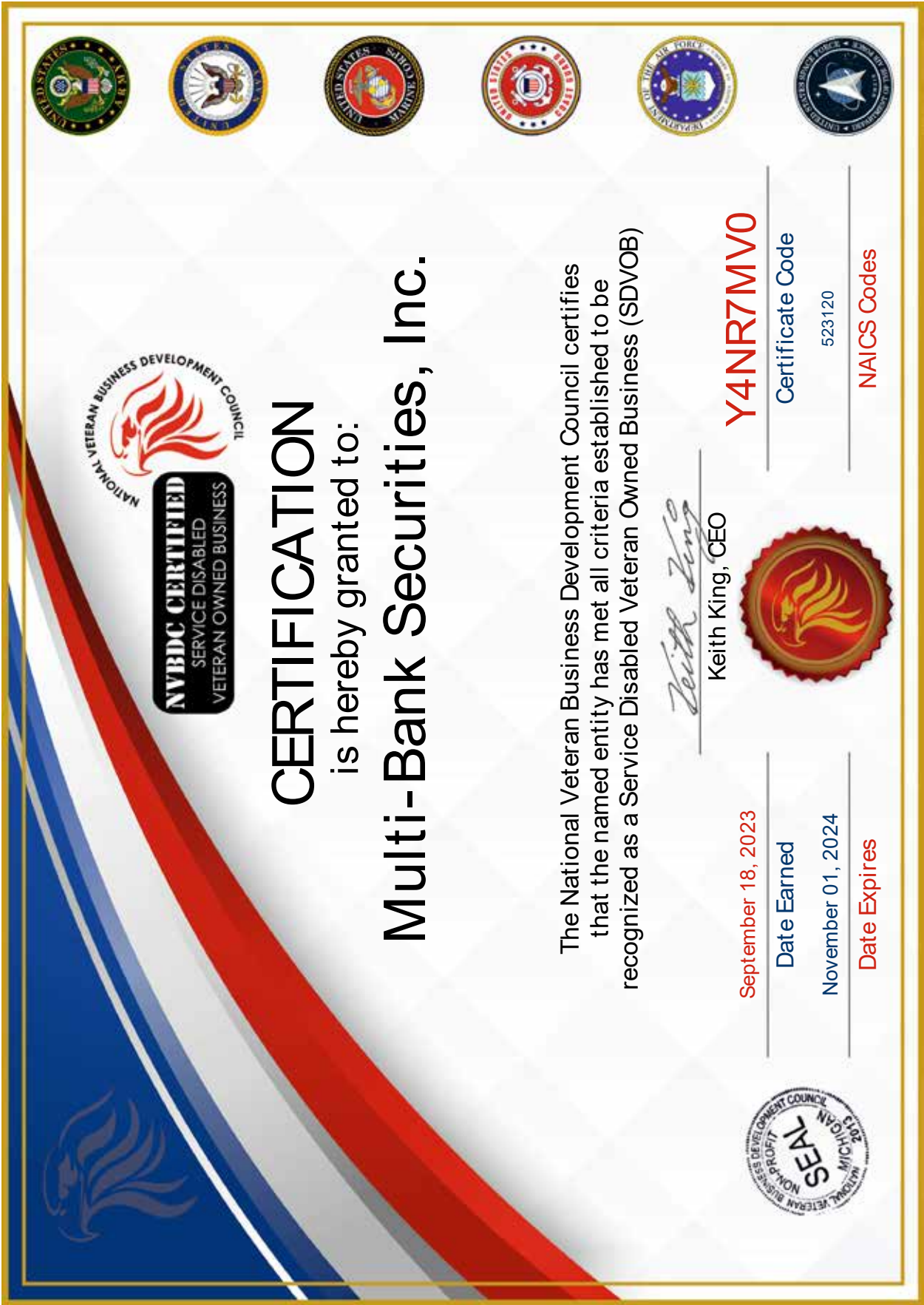
Multi-Bank Securities, Inc. (MBS) is committed to providing you with the highest quality service available. We hope this packet will meet or exceed your due diligence needs and expectations.

MBS has clients in all 50 U.S. states and territories. References are available upon request.

THE FOLLOWING INFORMATION IS PROVIDED TO SUPPORT YOUR DUE DILIGENCE REQUIREMENTS:

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Office of General Services
Division of Service-Disabled
Veterans' Business Development

Multi-Bank Services, LTD and Multi-Bank Securities, Inc.

is hereby certified as a
**New York State Service-Disabled
Veteran-Owned Business**
(SDVOB)

October 01, 2023

181716

Control Number

September 30, 2028

Expiration Date

Executive Director
Division of Service-Disabled Veterans'
Business Development



Kathy Hochul
Governor

Commissioner
New York State Office of
General Services



DATA CURRENT AS OF:

Friday, March 1, 2024

CRD#: 22098

REGULATORY, STATE & TERRITORY REGISTRATIONS

Jurisdiction/SRO	Category	Status	Status As Of Date
AK	Broker Dealer	Approved	03/27/1997
AL	Broker Dealer	Approved	11/07/1994
AR	Broker Dealer	Approved	05/02/1997
AZ	Broker Dealer	Approved	10/11/2001
CA	Broker Dealer	Approved	03/30/1994
CO	Broker Dealer	Approved	04/23/1991
CT	Broker Dealer	Approved	08/20/1998
DC	Broker Dealer	Approved	03/30/1994
DE	Broker Dealer	Approved	10/11/1994
FINRA	Broker Dealer	Approved	12/23/1988
FL	Broker Dealer	Approved	02/05/1991
GA	Broker Dealer	Approved	02/28/1994
HI	Broker Dealer	Approved	04/05/1995
IA	Broker Dealer	Approved	03/31/1994
ID	Broker Dealer	Approved	03/20/1997
IL	Broker Dealer	Approved	07/13/1989
IN	Broker Dealer	Approved	03/24/1997
KS	Broker Dealer	Approved	05/04/1994
KY	Broker Dealer	Approved	03/08/1994
LA	Broker Dealer	Approved	09/07/1994
MA	Broker Dealer	Approved	07/25/1994
MD	Broker Dealer	Approved	03/11/1994
ME	Broker Dealer	Approved	05/24/1994
MI	Broker Dealer	Approved	08/31/1988
MN	Broker Dealer	Approved	09/02/1994
MO	Broker Dealer	Approved	05/02/2002
MS	Broker Dealer	Approved	03/04/1994
MT	Broker Dealer	Approved	02/14/1994
NC	Broker Dealer	Approved	08/02/1994
ND	Broker Dealer	Approved	04/25/1997
NE	Broker Dealer	Approved	11/02/1994

**DATA CURRENT AS OF:** Friday, March 1, 2024 (Continued)**CRD#:** 22098**REGULATORY, STATE & TERRITORY REGISTRATIONS**

Jurisdiction/SRO	Category	Status	Status As Of Date
NH	Broker Dealer	Approved	09/28/1995
NJ	Broker Dealer	Approved	11/09/1994
NM	Broker Dealer	Approved	08/02/1994
NV	Broker Dealer	Approved	05/23/1994
NY	Broker Dealer	Approved	06/05/1996
OH	Broker Dealer	Approved	11/21/1994
OK	Broker Dealer	Approved	06/04/1991
OR	Broker Dealer	Approved	04/04/1997
PA	Broker Dealer	Approved	03/07/1994
PR	Broker Dealer	Approved	02/10/2000
RI	Broker Dealer	Approved	03/02/1994
SC	Broker Dealer	Approved	08/04/1994
SD	Broker Dealer	Approved	03/04/1994
SEC	Broker Dealer	Approved	05/06/1988
TN	Broker Dealer	Approved	08/04/1994
TX	Broker Dealer	Approved	06/29/1990
UT	Broker Dealer	Approved	01/19/1994
VA	Broker Dealer	Approved	05/16/1994
VI	Broker Dealer	Approved	01/30/2012
VT	Broker Dealer	Approved	06/18/1997
WA	Broker Dealer	Approved	10/04/1989
WI	Broker Dealer	Approved	09/06/1991
WV	Broker Dealer	Approved	01/28/1994
WY	Broker Dealer	Approved	08/08/1994



March 1, 2024

To Whom It May Concern:

This letter is to inform you that we at Multi-Bank Securities, Inc. (MBS) do not give accounting, regulatory, tax or legal advice. However, MBS makes every effort to recommend investments we feel are appropriate for our clients. It is our intention to maintain on file an investment policy from every one of our clients.

If you have a written investment policy outlining the types of investments you can and cannot make, please forward it to us at your convenience. We have designed a system of controls to help reduce the risk of inappropriate investments for our clients.

Sincerely,

A handwritten signature in black ink that reads "David T. Maccagnone".

David T. Maccagnone
Chief Executive Officer
Multi-Bank Securities, Inc.

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Luigi Mancini

Vice President, Fixed Income

CRD# 2740646

(800) 967-9049 direct

lmancini@mbssecurities.com

Luigi Mancini joined Multi-Bank Securities, Inc. (MBS) in 2008 as an account executive in the institutional fixed-income industry. Presently, he serves as a vice president of the Firm.

In 1997, he began his career in financial services trading equities at Olde Discount and later at H&R Block. Luigi specializes in fixed-income securities, such as government agencies, certificates of deposit (CDs), mortgage-backed securities, CMOs, corporate bonds and U.S. Treasuries.

Luigi's educational background includes a Bachelor of Science in business from Oakland University and an MBA from Wayne State University. His areas of concentration included finance and economics. He currently holds the following FINRA licenses: a General Securities Representative (Series 7), a General Securities Principal (Series 24), a Municipal Advisor Representative (Series 50) and a Uniform Securities Agent State Law Representative (Series 63).

In his spare time, Luigi enjoys soccer, conversing in Italian, learning Spanish and, most importantly, spending time with his wife and two children.

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UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
Washington, D.C. 20549

ANNUAL REPORTS
FORM X-17A-5
PART III

OMB APPROVAL
OMB Number: 3235-0123
Expires: Nov. 30, 2026
Estimated average burden hours per response: 12

SEC FILE NUMBER
8-39547

FACING PAGE

Information Required Pursuant to Rules 17a-5, 17a-12, and 18a-7 under the Securities Exchange Act of 1934

FILING FOR THE PERIOD BEGINNING 01/01/2023 AND ENDING 12/31/2023
MM/DD/YY MM/DD/YY

A. REGISTRANT IDENTIFICATION

NAME OF FIRM: Multi-Bank Securities, Inc.

TYPE OF REGISTRANT (check all applicable boxes):

- ☒ Broker-dealer ☐ Security-based swap dealer ☐ Major security-based swap participant
☐ Check here if respondent is also an OTC derivatives dealer

ADDRESS OF PRINCIPAL PLACE OF BUSINESS: (Do not use a P.O. box no.)

1000 Town Center Drive Suite 2300

(No. and Street)

Southfield

(City)

Michigan

(State)

48075

(Zip Code)

PERSON TO CONTACT WITH REGARD TO THIS FILING

Jeffery Maccagnone

(Name)

248-291-1100

(Area Code – Telephone Number)

jeffmac@mbssecurities.com

(Email Address)

B. ACCOUNTANT IDENTIFICATION

INDEPENDENT PUBLIC ACCOUNTANT whose reports are contained in this filing*

Carnaghi & Schwark PLLC

(Name – if individual, state last, first, and middle name)

39425 Garfield Road Suite 25

(Address)

Clinton Township

(City)

MI

(State)

48038

(Zip Code)

05/19/2009

(Date of Registration with PCAOB)(if applicable)

3421

(PCAOB Registration Number, if applicable)

FOR OFFICIAL USE ONLY

* Claims for exemption from the requirement that the annual reports be covered by the reports of an independent public accountant must be supported by a statement of facts and circumstances relied on as the basis of the exemption. See 17 CFR 240.17a-5(e)(1)(ii), if applicable.

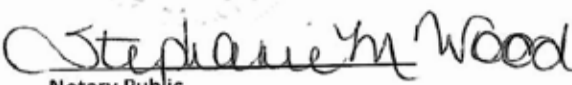
Persons who are to respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB control number.

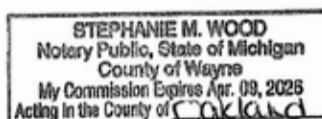
OATH OR AFFIRMATION

I, Jeffery Maccagnone, swear (or affirm) that, to the best of my knowledge and belief, the financial report pertaining to the firm of Multi-Bank Securities, Inc., as of 12/31, 2023, is true and correct. I further swear (or affirm) that neither the company nor any partner, officer, director, or equivalent person, as the case may be, has any proprietary interest in any account classified solely as that of a customer.

Signature: 

Title:
President


Notary Public



This filing** contains (check all applicable boxes):

- ☒ (a) Statement of financial condition.
- ☒ (b) Notes to consolidated statement of financial condition.
- ☐ (c) Statement of income (loss) or, if there is other comprehensive income in the period(s) presented, a statement of comprehensive income (as defined in § 210.1-02 of Regulation S-X).
- ☐ (d) Statement of cash flows.
- ☐ (e) Statement of changes in stockholders' or partners' or sole proprietor's equity.
- ☐ (f) Statement of changes in liabilities subordinated to claims of creditors.
- ☒ (g) Notes to consolidated financial statements.
- ☐ (h) Computation of net capital under 17 CFR 240.15c3-1 or 17 CFR 240.18a-1, as applicable.
- ☐ (i) Computation of tangible net worth under 17 CFR 240.18a-2.
- ☐ (j) Computation for determination of customer reserve requirements pursuant to Exhibit A to 17 CFR 240.15c3-3.
- ☐ (k) Computation for determination of security-based swap reserve requirements pursuant to Exhibit B to 17 CFR 240.15c3-3 or Exhibit A to 17 CFR 240.18a-4, as applicable.
- ☐ (l) Computation for Determination of PAB Requirements under Exhibit A to § 240.15c3-3.
- ☐ (m) Information relating to possession or control requirements for customers under 17 CFR 240.15c3-3.
- ☐ (n) Information relating to possession or control requirements for security-based swap customers under 17 CFR 240.15c3-3(p)(2) or 17 CFR 240.18a-4, as applicable.
- ☐ (o) Reconciliations, including appropriate explanations, of the FOCUS Report with computation of net capital or tangible net worth under 17 CFR 240.15c3-1, 17 CFR 240.18a-1, or 17 CFR 240.18a-2, as applicable, and the reserve requirements under 17 CFR 240.15c3-3 or 17 CFR 240.18a-4, as applicable, if material differences exist, or a statement that no material differences exist.
- ☐ (p) Summary of financial data for subsidiaries not consolidated in the statement of financial condition.
- ☒ (q) Oath or affirmation in accordance with 17 CFR 240.17a-5, 17 CFR 240.17a-12, or 17 CFR 240.18a-7, as applicable.
- ☐ (r) Compliance report in accordance with 17 CFR 240.17a-5 or 17 CFR 240.18a-7, as applicable.
- ☐ (s) Exemption report in accordance with 17 CFR 240.17a-5 or 17 CFR 240.18a-7, as applicable.
- ☒ (t) Independent public accountant's report based on an examination of the statement of financial condition.
- ☐ (u) Independent public accountant's report based on an examination of the financial report or financial statements under 17 CFR 240.17a-5, 17 CFR 240.18a-7, or 17 CFR 240.17a-12, as applicable.
- ☐ (v) Independent public accountant's report based on an examination of certain statements in the compliance report under 17 CFR 240.17a-5 or 17 CFR 240.18a-7, as applicable.
- ☐ (w) Independent public accountant's report based on a review of the exemption report under 17 CFR 240.17a-5 or 17 CFR 240.18a-7, as applicable.
- ☐ (x) Supplemental reports on applying agreed-upon procedures, in accordance with 17 CFR 240.15c3-1e or 17 CFR 240.17a-12, as applicable.
- ☐ (y) Report describing any material inadequacies found to exist or found to have existed since the date of the previous audit, or a statement that no material inadequacies exist, under 17 CFR 240.17a-12(k).
- ☐ (z) Other: _____

**To request confidential treatment of certain portions of this filing, see 17 CFR 240.17a-5(e)(3) or 17 CFR 240.18a-7(d)(2), as applicable.

MULTI- BANK SECURITIES, INC

STATEMENT OF FINANCIAL CONDITION

December 31, 2023

Filed Pursuant to Rule 17a-5 (e) (3) Under the Securities Exchange Act of 1934

As a Public Document

Carnaghi & Schwark, PLLC
CERTIFIED PUBLIC ACCOUNTANTS
PRIMA PROFESSIONAL PLAZA
39425 GARFIELD RD, SUITE 25
CLINTON TOWNSHIP, MICHIGAN 48038

Anthony L. Carnaghi, CPA
Douglas W. Schwark, CPA

(586) 779-8010
FAX (586) 317-6135

REPORT OF INDEPENDENT REGISTERED PUBLIC ACCOUNTING FIRM

Board of Directors and Stockholder of Multi-Bank Securities, Inc.
Southfield, Michigan

Opinion on the Financial Statement

We have audited the accompanying statement of financial condition of Multi-Bank Securities, Inc. as of December 31, 2023, and the related notes to the financial statements. In our opinion, the statement presents fairly, in all material respects, the financial position of Multi-Bank Securities, Inc. as of December 31, 2023 in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinion

This financial statement is the responsibility of Multi-Bank Securities, Inc.'s management. Our responsibility is to express an opinion on Multi-Bank Securities Inc.'s financial statement based on our audit. We are a public accounting firm registered with the Public Company Accounting Oversight Board (United States) (PCAOB) and are required to be independent with respect to Multi-Bank Securities, Inc. in accordance with the U.S. federal securities laws and the applicable rules and regulations of the Securities and Exchange Commission and the PCAOB.

We conducted our audit in accordance with the standards of the PCAOB. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether due to error or fraud. Our audit included performing procedures to assess the risks of material misstatement of the financial statement, whether due to error or fraud, and performing procedures that respond to those risks. Such procedures included examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements. Our audit also included evaluating the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that our audit provides a reasonable basis for our opinion.

Carnaghi + Schwark, PLLC

We have served as Multi-Bank Securities, Inc.'s auditor since 1989.
Clinton Township, Michigan
February 22, 2024

MULTI-BANK SECURITIES, INC
STATEMENT OF FINANCIAL CONDITION
December 31, 2023

	<u>ASSETS</u>	<u>2023</u>
Assets:		
Cash		\$14,413,892
Accounts receivable:		
Brokers, dealers and clearing organization		45,874,460
Deposit - clearing organization		2,000,000
Other		53,786
Securities owned, at fair value (Note 3)		1,030,497,600
Prepaid expenses		502,962
Total current assets		<u>1,093,342,700</u>
Other assets:		
Operating Lease Asset (Note 7)		<u>2,457,990</u>
Total other assets		<u>2,457,990</u>
Total Assets		<u><u>\$1,095,800,690</u></u>

LIABILITIES AND STOCKHOLDER'S EQUITY

Liabilities:		
Accounts payable:		
Commissions due sales representatives		\$14,611,427
Other		164,015
Securities sold, not yet purchased, at fair value		944,768,190
Accrued expenses		7,696,782
Total current liabilities		<u>967,240,414</u>
Operating Lease Liability (Note 7)		<u>2,457,990</u>
Total long-term liabilities		<u>2,457,990</u>
Total Liabilities		<u>969,698,404</u>
Stockholder's equity:		
Common stock, par value \$1.00 per share; 50,000 shares authorized; 16,000 shares issued		16,000
Capital in excess of par value		66,192,000
Retained Earnings		59,894,286
Total stockholder's equity		<u>126,102,286</u>
Total Liabilities and Stockholder's equity		<u><u>\$1,095,800,690</u></u>

See accompanying notes.

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 1 - ORGANIZATION

Multi-Bank Securities, Inc., (the "Company") is an institutional fixed-income securities broker-dealer registered with the Financial Industry Regulatory Authority (FINRA) and the U.S. Securities and Exchange Commission. The Company is a wholly owned subsidiary of Multi-Bank Services, Ltd. See Note 4 for transactions with Parent Company.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Securities Transactions and Revenue Recognition

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 606, Revenue from Contracts with Customers, requires that an entity recognize revenue to depict the transfer of services to customers in an amount that reflects the consideration to which the entity expects to be entitled to in exchange for those services. Revenue is recognized when: (a) a contract with a client has been identified, (b) the performance obligation(s) in the contract have been identified, (c) the transaction's price has been determined, (d) the transaction's price has been allocated to each performance obligation in the contract, and (e) the Company has satisfied the performance obligation.

The following represents information on the recognition of the Company's revenue from contracts with customers:

Principal transactions revenue represents the actual mark-up and mark-down on securities sales to accounts and the unrealized gains and losses from securities owned and securities sold, not yet purchased. Principal transactions are recorded on the trade date of the transactions. Management reviewed the impact of any unsettled transactions and determined there are no material differences between the trade date and settlement date positions for the year ended December 31, 2023.

Securities owned and securities sold, not yet purchased are recorded at fair value in accordance with FASB ASC 820, Fair Value Measurements and Disclosures. See Note 3 - Fair Value.

Commissions and fees revenue represents commissions earned from executing customer transactions in equities, mutual funds and certificate of deposit placement fees. These transactions are recorded on a trade date basis.

Net interest trading revenue represents the coupon interest that the Company earns or pays on its securities positions.

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Management Estimates

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Concentration of Credit Risk From Cash Deposits in Excess of Insured Limits

The Company maintains cash balances at financial institutions that at times may exceed federally insured limits. The Company has not experienced any losses in such accounts, and the Company believes it is not exposed to any significant risks on cash.

Receivable from and Payable to Brokers, Dealers, and Clearing Organization

Receivables from and payable to brokers, dealers, and clearing organizations include deposits of cash and/or securities with exchange clearing organizations. In addition, there are receivables and payables from fees and commissions arising from unsettled securities transactions.

Concentrations of Counterparty Credit Risk

The Company is engaged in various trading and brokerage activities with counterparties that primarily include broker-dealers, banks, and other financial institutions. In the event the counterparties do not fulfill their obligations, the Company may be exposed to risk. The risk of default depends on the creditworthiness of the counterparty. The Company monitors its exposure to risk through a variety of control procedures, including daily review of trading positions.

Market Risk

Market risk is the potential loss the Company may incur as a result of changes in the market value of a particular financial instrument. All financial instruments are subject to market risk. The Company's exposure to market risk is determined by a number of factors, including size, duration, composition and diversification of positions held, the absolute and relative level of interest rates, and market volatility and liquidity. The Company manages risk by setting and monitoring adherence to risk limits and by hedging its positions.

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Federal Income Taxes

The Company files a consolidated federal income tax return with its Parent Company. The provision for Federal income tax for the year ended December 31, 2023 is based on a separate return filing.

The Company recognizes and measures its unrecognized tax benefits in accordance with FASB ASC 740, Income Taxes. The primary objective of ASC 740 is to prescribe measurement and disclosure requirements for income tax provisions when uncertainty exists as to whether the reporting entity's tax positions would be sustained in the event of an examination. Company management believes that there are no material uncertainties in which tax positions taken would not be sustained upon examination.

Subsequent Events

The Company has evaluated events and transactions for potential recognition or disclosure through February 22, 2024, which is the same date the financial statements were available to be issued.

Subsequent to year-end, the Company issued a \$2.8 million (\$2,800,000) dividend to its parent on February 6, 2024.

Note 3 - FAIR VALUE

FASB ASC 820 defines fair value, establishes a framework for measuring fair value, and establishes a fair value hierarchy which prioritizes the inputs to valuation techniques. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach, as specified by FASB ASC 820, are used to measure fair value.

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 3 - FAIR VALUE (Continued)

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Company has the ability to access.
- Level 2 inputs are inputs (other than quoted prices included within level 1) that are observable for the asset or liability, either directly or indirectly.
- Level 3 are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability. (The unobservable inputs should be developed based on the best information available in the circumstances and may include the Company's own data).

The inputs or methodologies used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

The following table presents the Company's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of December 31, 2023.

	Level 1	Level 2	Level 3	Total
Assets				
Corporate/Other Debt	-	\$3,338,818	-	\$3,338,818
U.S. Govt. & Agency	-	906,067,177	-	906,067,177
U.S. Treasuries	15,865,849	-	-	15,865,849
Municipal Debt	-	105,225,756	-	105,225,756
Total				
securities owned	\$15,865,849	\$1,014,631,751	-	\$1,030,497,600
Liabilities				
U.S. govt. & agency	-	\$ 829,937,516	-	\$829,937,516
U.S. Treasuries	73,740,714	-	-	73,740,714
Equities	41,089,960	-	-	41,089,960
Total Securities				
sold, not yet				
purchased	\$114,830,674	\$829,937,516	-	\$944,768,190

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 4 - TRANSACTIONS WITH PARENT COMPANY

The Parent Company, Multi-Bank Services, Ltd., provides various administrative services to the Company, including furniture and fixtures. For the year ended December 31, 2023 administrative expenses charged to the Company amounted to \$300,000.

Note 5 - NET CAPITAL REQUIREMENTS

The Company is subject to the Securities and Exchange Commission's Uniform Net Capital Rule (Rule 15c3-1). Based on the provisions of this rule, the Company must maintain net capital equivalent to the greater of \$100,000 or 1/15th of aggregate indebtedness as defined.

At December 31, 2023, the Company's net capital was \$108,808,789 and its required net capital was \$1,498,149. The ratio of aggregate indebtedness to net capital (which may not exceed 15 to 1) was .21 to 1.

Note 6 - EMPLOYEES' BENEFIT PLANS

The Company maintains a defined contribution benefit plan 401(k) to cover all eligible employees of the Company. Under provisions of the Plan, participating employees can elect to contribute to the account a percentage of their compensation not to exceed the limitations imposed by the Internal Revenue Service. In addition, the Company at its discretion may make a matching contribution, which percentage will be determined each year by the Company. For the year ended December 31, 2023 the Company elected not to make a matching contribution.

Note 7 - OPERATING LEASE OBLIGATIONS

The Company is a lessee in several operating leases for office space. Under ASC 842, Leases, a lessee is required to recognize a lease asset and a lease liability for operating lease arrangements greater than 12 months. The Company is a lessee in several operating leases for office space. The Company recognizes a right of use asset and a lease liability at the commencement date of the lease. Right of use assets and liabilities are recognized on the Company's balance sheet based at the present value of future lease payments relating to the use of the underlying asset during the lease terms. The Company uses its incremental borrowing rate as the discount rate in determining the present value of future lease payments since the implicit rate in the lease arrangement is not readily determinable. The incremental borrowing rate is based on the rate of interest it would have to pay on a collateralized basis to borrow an amount equivalent to the lease payments under similar terms and in a similar economic environment. The rate is presently determined to be 6.0%.

MULTI-BANK SECURITIES, INC
NOTES TO STATEMENT OF FINANCIAL CONDITION
December 31, 2023

Note 7 - OPERATING LEASE OBLIGATIONS (Continued)

The Company has operating leases for its primary operating facilities in Southfield, Michigan and Fort Lauderdale, Florida. They also lease facilities in various other states. The future minimum lease payments for these leases are summarized as follows:

<u>Years Ended December 31</u>	<u>Amount</u>
2024	484,863
2025	490,878
2026	493,507
2027	402,064
2028	268,691
2029-2033	<u>1,278,637</u>
Total	3,418,640
Less Imputed Interest	<u>(960,650)</u>
Total Operating Lease Balance	<u><u>\$2,457,990</u></u>

The lease agreements include escalation clauses that increase the minimum rental payment for increased lessor taxes and operating expenses.

For the year ended December 31, 2023, the total lease expense pursuant to the above operating leases amounted to \$804,785.

Furniture and equipment is provided by the Parent Company, the charge for which is included in the administrative charges paid to the Parent Company, see Note 4.

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IMPORTANT COMPLIANCE INFORMATION

USA PATRIOT ACT / ANTI-MONEY LAUNDERING / BANK SECRECY ACT / CIP RULE / KNOW YOUR CUSTOMER

Multi-Bank Securities, Inc. is committed to complying with the U.S. statutory and regulatory requirements designed to combat money laundering and terrorist financing. The USA PATRIOT Act requires all financial institutions to obtain certain identification documents or other information in order to comply with their Customer Identification Procedures (CIP).

When you open an account, we will ask you for your name, address and other information that will allow us to satisfy our Know Your Customer requirements. We also may ask to see your driver's license or other identifying documents. Until you provide the required information or documents, we may not be able to open an account or effect any transactions for you. For additional information, contact Chief Compliance Officer Merlin Elsner, our designated Anti-Money Laundering Compliance Officer, at 1-800-967-9008.

4

The Customer Due Diligence Rule (CDD Rule) from FinCEN, effective May 11, 2018, requires that certain financial institutions are now obligated to disclose the ultimate beneficiary of the company upon new account opening. We will ask that you provide documentation on each individual that owns 25 percent of the equity interests in your institution, or any individual with significant responsibility to control, manage or direct your institution. We will ask for personal information on the CEO, CFO, COO, managing members, general partners, presidents, vice presidents, treasurers, et al. We will seek to retain sufficient information on any individual who regularly performs functions that demonstrate "control." Under the definition provided by FinCEN, we will seek information on beneficial owners using Appendix A to CFR 1010.230 (Beneficial Owner Certification Form).

ORDER ROUTING

Order routing information for your specific orders is available upon request by contacting your account representative. You can also see the most recent quarterly routing information on our corporate website, www.mbssecurities.com, by clicking on Order Routing at the bottom of the home page.

FINRA BROKERCHECK INFORMATION

The FINRA BrokerCheck program is available at www.finra.org and can be accessed by clicking on BrokerCheck at the top of the home page. The site gives background information, registration/license status and disciplinary history of brokers and firms.

SECURITIES INVESTOR PROTECTION CORPORATION (SIPC)

Information about SIPC, including the SIPC brochure, can be obtained by calling SIPC at 1-202-371-8300 or visiting the SIPC website at www.sipc.org.



IMPORTANT COMPLIANCE INFORMATION (CONTINUED)

MUNICIPAL SECURITIES RULEMAKING BOARD (MSRB) RULE G-10 – INVESTOR EDUCATION AND PROTECTION

Multi-Bank Securities, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

The website address for the Municipal Securities Rulemaking Board is www.msrb.org.

A brochure is posted on the website of the Municipal Securities Rulemaking Board. In addition to having investor education materials available, there are also descriptions of the protections provided by MSRB rules and how to file a complaint with FINRA's Investor Complaint Center.

FIRM CONTACT INFORMATION

If you have any concerns about your account, please contact Merlin Elsner at 1-800-967-9008.

Updated March 2024

PRIVACY POLICY

Multi-Bank Securities, Inc. (MBS) respects your right to privacy. We are committed to securing the confidentiality and integrity of your personal information. We are proud of our privacy practices and want our current and prospective clients to understand what information we collect and how we use it.

WHY WE COLLECT YOUR INFORMATION

We gather your information about you and your accounts so we can (1) know who you are and thereby prevent unauthorized access to your information, (2) design and improve the products and services we offer, and (3) comply with the laws and regulations that govern the financial industry.

WHAT INFORMATION WE COLLECT

We may collect the following types of nonpublic personal information about you:

- Information about your identity, such as your name, address and Taxpayer Identification Number.
- Information about your transactions with us.
- Information we receive from you from applications, forms or direct discussions with you.

SOURCES FROM WHICH WE OBTAIN YOUR INFORMATION

We collect nonpublic personal information about MBS's clients from the following sources:

- Information we receive from you from applications, forms or direct discussions with you.
- Information we may obtain via the internet.
- Information we receive from our clearing firm or any third-party vendor for authentication purposes.

WHAT INFORMATION WE DISCLOSE

Your securities account is carried by our clearing firm pursuant to clearing agreements. We may disclose to them all the information we collect regarding your account. Our clearing firm is contractually obligated to keep the information we have provided them confidential and use the information only for the services required and as allowed by applicable law or regulation.

We also may disclose some nonpublic personal information about our customers or former customers to facilitate servicing your account or to our regulators upon proper request, except as permitted by law and noted above. Moreover, we will not release information about our customers or former customers, except as noted above, unless one of the following conditions is met:

- We receive your prior written consent.
- We believe the recipient to be you or your authorized representative.
- We are required by law or regulation to release information to the recipient.



PRIVACY POLICY (CONTINUED)

CONFIDENTIALITY AND SECURITY

We maintain physical, electronic and procedural safeguards to protect your personal account information. We also restrict access to your personal and financial data to authorized associates who have a need for these records. We require all non-affiliated organizations to conform to our privacy standards and are contractually obligated to keep the provided information confidential and used only as requested. Furthermore, we will continue to adhere to the privacy policies and practices described in this notice even after your account is closed or becomes inactive.

CALIFORNIA CONSUMER PRIVACY ACT (CCPA)

If you are a California resident, you may have the right to (1) request access to certain personal information* we have collected about you, or (2) request that we delete certain personal information* we may have collected from you. To exercise any of these rights, please visit www.mbssecurities.com and click the CCPA link in the website footer.

The examples contained within the Privacy Policy are illustrations and are not intended to be exclusive. If there are material changes to this policy, they will be posted on our website at www.mbssecurities.com.

Updated March 2024

**Personal information request exceptions: The CCPA does not apply to personal information that may not be provided or deleted based on other laws, rules or regulations.*



BUSINESS CONTINUITY STATEMENT

In the event of a disruption of service, if you cannot contact us as you usually do through your account representative or your branch office, call our alternative number, 1-800-967-5094, or visit our website at www.mbssecurities.com. If you cannot access us through either of these means, contact our clearing firm, Pershing LLC (Pershing), a BNY Mellon company, directly in one of the following ways:

1. Call 1-201-413-3635. Pershing will process limited trade-related transactions (option No. 1), cash disbursements (option No. 2) and security transfers (option No. 3) on your behalf.
2. Via facsimile at 1-201-413-5368.
3. Via postal service at Pershing LLC, P.O. Box 2065, Jersey City, NJ 07303-2065.

OUR BUSINESS CONTINUITY PLAN

We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the Firm's books and records, and allowing our customers to transact business. In short, our business continuity plan is designed to permit our Firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption. Our business continuity plan addresses the following: data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees and regulators; alternate physical location of employees; critical suppliers, contractors, banks and counter-party impact; regulatory reporting; and assuring our customers' prompt access to their funds and securities if we are unable to continue our business. Our clearing firm, Pershing, backs up our important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by our clearing firm that its objective is to quickly restore its own operations and be able to complete existing transactions and accept new transactions and payments. Your orders and requests for funds and securities could be delayed during the restoration period.

VARYING DISRUPTIONS

Significant business disruptions can vary in their scope, including the business district, the city or the entire region where one or more of our offices are located. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In the event of a disruption to one or more of our offices, we will transfer our operations to an appropriate location when needed and expect to recover and resume full business operations. In the event of a disruption affecting a larger area, we will transfer our operations to a location outside of the affected area when needed and expect to recover and resume full business operations in a timely manner. In either situation, we plan to continue normal business operations, transferring functionality to other offices within our Firm or to our clearing firm if necessary. We will notify our customers in the most prudent and expeditious method. If a significant business disruption is so severe that it prevents us from remaining in business, we will work with our clearing firm to assure our customers receive prompt access to their funds and securities.

Please contact us at businesscontinuity@mbssecurities.com if you have questions about our business continuity planning.

Corporate Headquarters

1000 Town Center, Suite 2300, Southfield, MI 48075
1-800-967-9045 phone
1-248-291-1101 fax

Updated March 2024

March 1, 2024

To Whom It May Concern,

This letter is to inform you that as of the date of this letter, (1) there are no current regulatory sanctions outstanding against Multi-Bank Securities, Inc. (MBS) nor any of its account representatives or officers, and (2) MBS has never had a regulatory customer complaint.

Additionally, MBS confirms we have an Anti-Money Laundering (AML) Program in place with policies and procedures that are reasonably designed to detect and prevent the use of our facilities and services for illegal purposes, including the laundering of monies, the financing of terrorist activities and the proliferation of weapons of mass destruction. This AML Program includes the designation of an AML officer, an ongoing AML employee training program and an annual independent audit to test the effectiveness of the AML Program. The Program is approved by the Board of Directors on an annual basis.

We further attest that we are in compliance:

1. With the Bank Secrecy Act (BSA), as amended by the USA PATRIOT Act, including, without limitation, a system of internal controls for detection and prevention of money laundering and illegal activity, independent testing of the company's BSA program, designation of a qualified individual for coordinating and monitoring day-to-day compliance, and training programs for all employees, officers and directors as appropriate.
2. With regulations and requirements of the Office of Foreign Assets Control (OFAC), including, without limitation, screening in OFAC-prohibited parties databases of all individuals involved in transactions by, through or with your institution, screening of OFAC embargoed country regulations for prevention of transactions involving countries subject to U.S. trade and economic sanctions, comparison of transactions on a daily basis, identification procedures and document retention.
3. With the Customer Identification Program requirements of the BSA, as amended by the USA PATRIOT Act, including, without limitation, risk-based procedures to verify customer identity, a risk assessment of our customer base and products, and due diligence for correspondent accounts.
4. With "Know Your Customer" and monitoring requirements as necessary to ensure effective detection of suspicious transactions and procedures for the filing of Suspicious Activity Reports (SARs) and Currency Transactions Reports (CTRs).

Sincerely,



Merlin Elsner
Chief Compliance Officer
Multi-Bank Securities, Inc.

Dear Multi-Bank Securities, Inc. Client,

Thank you for performing your due diligence on Multi-Bank Securities, Inc. (MBS). We understand that this is a crucial part of building a trusting relationship with your broker, and we are more than happy to provide a response concerning your finding(s).

There are four items on our BrokerCheck report we would like to further explain.

The first incident was initiated by the State of Alabama on June 16, 1994. The incident occurred when MBS submitted a broker-dealer application to the State and incorrectly filled out the paperwork in the process. MBS paid a small fine, and Alabama vacated the denial order following the paperwork corrections.

The second incident was initiated by the Vermont Securities Division on June 12, 1997. MBS was cited for transacting business as an unregistered broker-dealer in Vermont. We paid a small fine, became registered in the State of Vermont and conduct business there today.

In the third incident, as the result of a sweep, FINRA found that our Firm failed to accurately report to TRACE certain inter-dealer transactions in a timely manner.

The citation states,

“Without admitting or denying the findings, the firm consented to the sanctions and to the entry of findings that it failed to report the correct time of trade execution for transactions in Trade Reporting and Compliance Engine (TRACE)-eligible securitized products within 15 minutes of the time of execution to TRACE; and failed to show the correct time of execution on the memorandum of brokerage orders.”

MBS paid a small fine without admitting or denying the facts as presented, and will continue to do business in the market of fixed-income securities. To prevent future events like this, we made changes to our supervisory policies and procedures to reduce redundant supervisory reviews. We reviewed and continue to review our inter-dealer relationships to ensure that trade times are reported, and to ensure that both parties contractually understand and agree to each transaction prior to creating a TRACE reporting obligation.

Finally, as a result of our 2014 and 2016 regular cycle examinations, FINRA took the position that during a specific period of time, on a specific form, there was language that could be potentially confusing to some municipal entities with respect to the capacity in which the Firm would be acting relative to the Municipal Advisor Rule. Additionally, FINRA took the position that the Firm’s Risk Management Controls outside of the Written Supervisory Procedures caused the Written Supervisory Procedures to be inadequate, and that the Firm needed to make specific reference to a particular rule during the annual CEO certification of compliance systems and controls.

We are proud of our customer compliance record and will continue to provide you the best in customer service. We thank you again for the opportunity to provide you with additional details. Should you have any questions or concerns, I can be reached directly at 1-800-967-9008, or by email at melsner@mbssecurities.com.

Sincerely,



Merlin Elsner
Chief Compliance Officer
Multi-Bank Securities, Inc.



CODE OF ETHICAL BUSINESS CONDUCT

MISSION STATEMENT

Multi-Bank Securities, Inc. is a fixed-income securities Firm focused on delivering value to the institutional markets. We seek to earn and preserve the respect, confidence and loyalty of our employees and customers through integrity, professionalism, investment expertise, progressive technology and exceptional personal service.

CODE OF ETHICAL BUSINESS CONDUCT

Our Code of Ethical Business Conduct outlines our principles, ethics and standards to help guide our employees. Every person at our Firm is valuable and fulfills a vital role. Each client's objective can be successfully met when all departments work harmoniously with that singular goal in mind. The following are in addition to the rules required by FINRA and other regulatory authorities.

Commitment: We have made a commitment to operate ethically and to lead with integrity. We are committed to maintain the trust of fellow employees, clients, business partners and other industry professionals. This commitment is embedded in our core values.

Integrity: Is the sum of the collective actions of our employees and how those actions measure up every day to our fundamental values. We are obligated to demonstrate moral and sound judgment in all actions within the office environment and the public. Our reputation is a direct reflection of our culture.

Respect: We support an environment that encourages respect. We do not make false or misleading statements about our customers, business partners or competitors, nor do we misrepresent facts in order to gain a competitive advantage or engage in illegal or unethical business practices.

Professional Growth: Our representatives are instructed to familiarize themselves with all policies, laws and regulations that apply to their jobs – including but not limited to state statutes, bylaws and investment policies – prior to conducting business. We support our representatives' pursuit of professional licenses and certifications.

Accurate Records: It is critical that we properly maintain records and uphold state statutes, bylaws and investment policies at the corporate level, as well as in personal files for each customer. These documents will be updated accordingly or as required by law.

Employee Manual: The Employee Manual is provided to assist employees in being successful at their job. The manual outlines our expectations, employment practices and policies, including the Code of Conduct. It is the responsibility of every employee to be familiar with and understand the contents of the manual. A verification receipt is required to be executed by each employee. We should all work to create a positive and diverse workplace that is free from discrimination and harassment. We are committed to a zero-tolerance policy against harassment or threatening behavior of any kind.

Travel: We strongly encourage building trust and rapport with customers and business partners. Representatives are supported and make every effort to attend board meetings and council/commissioner meetings, including state conferences and chapter meetings, locally and nationally.



MULTI-BANK SECURITIES, INC. ANTI-MONEY LAUNDERING POLICY TEST PROCEDURES

EXECUTIVE SUMMARY

Multi-Bank Securities, Inc. (MBS) has in place an Anti-Money Laundering (AML) policy. Merlin Elsner is our Chief Compliance Officer. Senior management has approved the AML policy as written, and all questions are to be directed to Merlin Elsner. The company's AML policy is available for review upon request.

Merlin Elsner is responsible for ensuring the review of all new accounts and routine transactional surveillance. Additionally, the company's clearing agent Pershing LLC (Pershing), a BNY Mellon company, also reviews each account entity and transaction. Many MBS accounts (credit unions, banks, municipalities and SEC-registered investment advisors) are exempt from full Customer Identification Procedures (CIP). MBS relies on the fact that each of these exempted institutional entities is independently audited to ensure AML program compliance. Whenever practical and/or available, MBS will review external AML policies and independent audit reports made available for compliance with appropriate rules and regulations.

MBS engaged the company controller to perform the annual AML independent testing. The company controller operates fully independent of the Compliance Department and reports directly to the CEO. During the annual independent testing of our AML procedures, randomly selected accounts were checked against the Office of Foreign Asset Control (OFAC) list found at www.ustreas.gov/ofac. The controller verified that as of the most recent test (concluded Nov. 15, 2023), none of the randomly selected accounts were found on the OFAC list. The company controller, upon a review of the processed documentation of account opening files and ongoing review of transactions, found no material deficiencies for 2023.

DAY-TO-DAY OPERATIONS

Merlin Elsner, or his designee, is responsible for making sure that new accounts have appropriate and sufficient information, including but not limited to names, addresses and Taxpayer Identification Numbers requested at the time of account opening. Operations will reject all accounts with improperly filled-out forms or forms missing material information. Pershing systems do not allow for customer accounts to be opened without proper identification information.

Pershing is responsible for verifying new control lists against all existing accounts. They have assured us that they do this task regularly. MBS screens all accounts on a continuous basis through a third-party vendor established as best industry practice.

Merlin Elsner, or his designee, is responsible for deposit and withdrawal review. He follows the AML policy instructions for verifying information and record-keeping. Reviews are performed in a timely manner utilizing in-house CRM reports as well as Pershing system reports to capture all information necessary for AML review. MBS does not accept money or securities from clients at any time. MBS account activity is reviewed systematically against a complex series of dynamic logical rules to screen for potential AML activity through the Pershing platform. This platform produces behavior-based reports, which are reviewed in addition to internal CRM reports. CRM reports are reviewed on a daily basis by executive management. This two-pronged approach ensures that MBS has in place an adequate policy to guard against and detect potential AML activity. Given the sophistication of MBS's internal client account AML policies, MBS considers the risk of an actual AML incident to be extremely low. The risk rating of accounts at MBS is presented in a spectrum to be considered in the overall securities market, and while there may be differences in ratings within the Firm, the overall AML risk remains low when considering the overall market.



MULTI-BANK SECURITIES, INC. ANTI-MONEY LAUNDERING POLICY TEST PROCEDURES (CONTINUED)

Merlin Elsner is also responsible for ensuring the review of the biweekly Financial Crimes Enforcement Network (FinCEN) report and compares them to the MBS customer database in a timely fashion. Evidence of these report reviews is kept extremely confidential and is available for review upon request from FINRA and/or the SEC. MBS screens new accounts (banks, credit unions and municipalities are exempt) against the OFAC database. Pershing screens accounts and transaction beneficiaries against the report for all clearing transactions. MBS performs OFAC screening on an "ongoing" basis in addition to the initial account opening procedures.

Merlin Elsner is responsible for AML training of new and existing employees. The company also holds employee meetings to cover sales practice and compliance issues. The company maintains attendance records and has the record book available for review as necessary. Employees must complete Firm Element continuing education training as well as the FINRA-required continuing education. Merlin Elsner coordinates compliance training for all MBS locations.

The company has procedures in place to maintain files for at least six years. The company maintains documentation for two years on-site. The company also has an off-site storage facility to maintain previous years. The company controller personally verifies the packaging and storage of all relevant documents. The off-site storage facility is subject to an inspection by MBS and all associated files are stored in a safe and secure location with extremely limited access.

Merlin Elsner is responsible for the Suspicious Activity Report (SAR). He is familiar with the SAR form and Bank Secrecy Act (BSA) e-filing procedures. He will file a SAR immediately as applicable. The company does not accept money from clients and therefore does not maintain a Currency Transaction Report (CTR). All customer checks must be payable to Pershing LLC and all money wires go directly to Pershing. Pershing will not accept funds that originate from outside of the U.S.; this includes, but is not limited to, checks and electronic transfers.

Please contact me at 1-800-967-9008 with any questions related to this AML document.

A handwritten signature in black ink, appearing to read "Merlin Elsner", with a stylized flourish at the end.

Merlin Elsner
Chief Compliance Officer
Multi-Bank Securities, Inc.



INFORMATION SECURITY ATTESTATION LETTER

March 1, 2024

In 2023, Multi-Bank Securities, Inc. (MBS) contracted a Qualified Security Assessor Company to perform an External Penetration Test on MBS's internet-facing systems. The objective of this engagement was to identify vulnerabilities in MBS systems and network security that both internal and external adversaries could exploit.

The security assessment occurred during the period from Oct. 26-30, 2023, with a remediation validation scan on Dec. 28-29. The testing process began with an information gathering phase in which the vendor's assessment team conducted steps designed to gather all pertinent information surrounding targeted environment. Automated and manual testing techniques were used to assess the target areas to gauge the level of business risk of any discovered vulnerabilities.

It was the vendor's overall opinion that MBS had taken the appropriate steps to reduce enterprise risk level and mitigate the probability of such an event.

Based on the assessment, MBS has implemented sufficient security controls to ensure the continued operation of business processes. The existing security controls appear to adequately mitigate risks to business processes to ensure the collection of personally identifiable information and critical business data.

As of this date, the chief information security officer attests that no material changes or events, as they relate to this external vendor, have occurred.

Moving forward, MBS will continue diligent efforts on improving its overall security posture.

Should you have any questions regarding this matter, please feel free to contact me directly at 1-800-967-9008 or via email at merlin@mbssecurities.com.

Sincerely,

Merlin Elsner
Chief Compliance Officer
Multi-Bank Securities, Inc.



32 Old Slip
New York, NY 10005-3504
Phone 800-221-5830
Fax 800-383-1852

CONFIRMATION OF INSURANCE

NAMED INSURED
Multi-Bank Securities, Inc. 1000 Town Center Drive, Suite 2300 Southfield, MI 48075

BINDER DATE	BINDER NO.
08/28/2023	n/a

CLIENT CODE	POLICY TYPE
MULTSEC-01	Securities Dealers Bond

ACCOUNT SERVICER
Abigail Escalera

Page 1 of 1

EFFECTIVE DATE	EXPIRATION DATE	POLICY NUMBER	INSURER
11/01/2023	11/01/2024	81940548	Federal Insurance Company
COVERAGE DESCRIPTION AND AMOUNTS/LIMITS			
Coverage: Securities Dealer Blanket Bond Effective Date of Change: 11/01/2023 Description of Change: Renewal It is hereby understood and agreed that the renewal of coverage is bound effective 12:01 a.m. on November 1, 2023 for a one year period as follows: Limit of Liability: \$2,000,000 per loss Deductible: \$20,000 per loss One Year Premium: \$ All other terms and conditions remain the same.			
This confirmation of insurance sets forth the general terms, conditions and subjectivities, if any, of placement effected by Alliant on your behalf and at your direction. This confirmation of insurance will be cancelled, superseded and replaced upon delivery of the insurer's binder of coverage. The insurer's binder will be in effect and control this placement until the receipt of the insurer's formal policy/bond documentation. In addition to the fees and/or commissions received by Alliant for the placement of insurance in certain circumstances other parties, including other intermediaries, may earn and retain usual and customary commissions for their role in providing insurance products or services under their separate contracts with insurers and/or reinsurers. Further, in certain segments of our business, some of our compensation may be derived from supplemental or bonus commissions paid by insurers or intermediaries based on criteria designed by the insurer or intermediary, to value of the policies that we place with it in a particular period.			
Premium: \$		Federal Insurance Company	
Confirmed By:		Authorized Representative: Program	
At Alliant Refer To: Abigail Escalera		Admitted: X	Non-Admitted



SECURITIES INVESTOR PROTECTION CORPORATION

1667 K Street NW Suite 1000

WASHINGTON, D.C. 20006-2215

(202) 371 – 8300 FAX (202) 223 – 1679

WWW.SIPC.ORG

Via E-mail (Melsner@mbssecurities.com)

Merlin Elsner

Chief Compliance Officer

Multi-Bank Securities, Inc.

1000 Town Center, Suite 2300

Southfield, MI 48075

March 19, 2024

8-39547

Dear Mr. Elsner:

In response to your request, please be advised that according to SIPC's records, Multi-Bank Securities, Inc. is registered with the Securities and Exchange Commission as a securities broker or dealer under Section 15(b) of the 1934 Act, (8-39547, 05/06/1988). By operation of the Securities Investor Protection Act of 1970, the corporation is a SIPC member unless (i) its principal business, in the determination of SIPC, taking into account business of affiliated entities, is conducted outside the United States and its territories and possessions; (ii) its business as a broker or dealer consists exclusively of (I) the distribution of shares of registered open end investment companies or unit investment trusts, (II) the sale of variable annuities, (III) the business of insurance, or (IV) the business of rendering investment advisory services to one or more registered investment companies or insurance company separate accounts, or (iii) it effects transactions in security futures products only.

Sincerely,

**Christine
R. King**

Christine R. King

Manager – Member Assessments

Digitally signed by
Christine R. King
Date: 2024.03.19
14:15:45 -04'00'

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PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
The Bank of New York Mellon Corporation)

Statement of Financial Condition

December 31, 2023

(With Report of Independent Registered Public Accounting Firm)

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PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
The Bank of New York Mellon Corporation)

Statement of Financial Condition

December 31, 2023

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Report of Independent Registered Public Accounting Firm

Statement of Financial Condition

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KPMG LLP
345 Park Avenue
New York, NY 10154-0102

Report of Independent Registered Public Accounting Firm

To the Member and Board of Managers
Pershing LLC:

Opinion on the Financial Statement

We have audited the accompanying statement of financial condition of Pershing LLC (the Company) as of December 31, 2023, and the related notes (collectively, the financial statement). In our opinion, the financial statement presents fairly, in all material respects, the financial position of the Company as of December 31, 2023, in conformity with U.S. generally accepted accounting principles.

Basis for Opinion

This financial statement is the responsibility of the Company's management. Our responsibility is to express an opinion on this financial statement based on our audit. We are a public accounting firm registered with the Public Company Accounting Oversight Board (United States) (PCAOB) and are required to be independent with respect to the Company in accordance with the U.S. federal securities laws and the applicable rules and regulations of the Securities and Exchange Commission and the PCAOB.

We conducted our audit in accordance with the standards of the PCAOB. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether due to error or fraud. Our audit included performing procedures to assess the risks of material misstatement of the financial statement, whether due to error or fraud, and performing procedures that respond to those risks. Such procedures included examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement. Our audit also included evaluating the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statement. We believe that our audit provides a reasonable basis for our opinion.

KPMG LLP

We have served as the Company's auditor since 2007.

New York, New York
February 28, 2024

KPMG LLP, a Delaware limited liability partnership and a member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee.

PERSHING LLC
 (An Indirect Wholly Owned Subsidiary of
 The Bank of New York Mellon Corporation)
 Statement of Financial Condition
 December 31, 2023
 (Dollars in millions)

Assets

Cash and cash equivalents	\$ 360
Cash segregated for regulatory purposes	3,015
Collateralized financing agreements:	
Securities borrowed	8,740
Securities purchased under agreements to resell	3,784
Receivables:	
Customers	14,078
Broker-dealers and clearing organizations	3,103
Affiliates	414
Intangible assets	1
Securities owned in fractional shares held by customers, at fair value	329
Financial instruments owned, at fair value	124
Other assets	950
Total assets	\$ 34,898

Liabilities and Member's Equity

Liabilities:	
Overdrafts payable	\$ 519
Collateralized financing agreements:	
Securities loaned	2,317
Securities sold under agreements to repurchase	7,730
Payables:	
Customers	14,444
Broker-dealers and clearing organizations	4,165
Repurchase obligations for fractional shares held by customers, at fair value	329
Affiliates	1,361
Financial instruments sold, not yet purchased, at fair value	2
Accounts payable, accrued expenses and other	614
Total liabilities	31,481
Member's equity:	
Member's contributions	1,104
Accumulated earnings	2,313
Total member's equity	3,417
Total liabilities and member's equity	\$ 34,898

See accompanying notes to statement of financial condition.

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

(1) Organization and Description of Business

Pershing LLC (the Company) is a single member Delaware Limited Liability Company and a wholly owned subsidiary of Pershing Group LLC (the Parent), which is a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon).

The Company is registered as a securities broker-dealer with the Securities and Exchange Commission (SEC) authorized to engage in fully disclosed and omnibus clearing, sales and trading and brokerage services. The Company is a member of the New York Stock Exchange, Inc. (NYSE), Financial Industry Regulatory Authority (FINRA), Chicago Board of Options Exchange, Inc., Securities Investor Protection Corporation (SIPC), and other regional exchanges.

(2) Summary of Significant Accounting Policies

The Company's statement of financial condition are prepared in accordance with accounting principles generally accepted in the United States of America which requires management to make estimates and assumptions that affect amounts reported in the statement of financial condition and accompanying footnotes. Management believes that the estimates utilized in the statement of financial condition are reasonable. Actual results could differ from these estimates. Market conditions could increase the risk and complexity of the judgments in these estimates.

(a) Cash and Cash Equivalents

The Company defines cash and cash equivalents as highly liquid investments with original maturities of three months or less.

(b) Cash and Securities Segregated for Regulatory Purposes

The Company defines cash and securities segregated for regulatory purposes as deposits of cash and qualified securities that have been segregated in special reserve bank accounts for the benefit of customers and the proprietary accounts of brokers (PAB) under Rule 15c3-3 of the SEC. Restricted cash consists of excess client funds and totaled \$3 billion at December 31, 2023. Restricted cash is included in cash and securities segregated for regulatory purposes on the statement of financial condition.

(c) Collateralized Financing Agreements

Securities borrowed and securities loaned are collateralized financing arrangements that are recorded at the amount of cash collateral advanced or received. For securities borrowed, the Company deposits cash or other collateral with the lender. For securities loaned, the Company receives cash collateral that typically exceeds the market value of securities loaned.

Securities sold under agreements to repurchase (repurchase agreements) and securities purchased under agreements to resell (resale agreements) are treated as collateralized financing arrangements and are carried at their contract amount, the amount at which they will subsequently be resold or

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

repurchased, plus related accrued interest. Repurchase and resale agreements are typically collateralized by cash or government and government agency securities and generally have terms from overnight up to three months. The Company nets certain repurchase agreements and resale agreements in the statement of financial condition in accordance with Accounting Standards Codification (ASC) Subtopic 210-20, *Balance Sheet Offsetting*.

It is the Company's policy to take possession of the underlying collateral, monitor its market value relative to the amounts due under the agreements and, when necessary, require prompt transfer of additional collateral or reduction in the loan balance in order to maintain contractual margin protection. In the event of counterparty default, the financing agreement provides the Company with the right to liquidate the collateral held.

The Company has adopted *ASU 2016-13, Financial Instruments – Credit Losses* ("CECL"). Under CECL, the Company has elected to use the collateral maintenance provision practical expedient for its collateralized financing agreements. Collateralized financing agreements are reported net of the expected credit losses, which was not material at December 31, 2023.

(d) Receivables and Payables – Broker-Dealers and Clearing Organizations

Receivables from broker-dealers and clearing organizations include amounts receivable for securities not delivered by the Company to a purchaser by the settlement date (fails to deliver), deposits with clearing organizations and the Company's introducing brokers' margin loans. Payables to broker-dealers and clearing organizations include amounts payable for securities not received by the Company from a seller by the settlement date (fails to receive), clearing deposits from introducing brokers and amounts payable to the Company's introducing brokers.

Under CECL, the Company has elected to use the collateral maintenance provision practical expedient for its margin loans. Margin loans are reported net of the expected credit losses, which was \$120 thousand at December 31, 2023.

(e) Revenue Recognition

The Company's clients are billed based on fee schedules that are agreed upon in each customer contract. Receivables from customers were \$195.3 million at December 31, 2023. An allowance is maintained for accounts receivables which is generally based on the number of days outstanding. Under CECL, a provision of \$6.8 thousand was recorded as of December 31, 2023. Receivables from customers are included in other assets on the statement of financial condition.

Contract assets represent accrued revenues that have not yet been billed to the customers due to certain contractual terms other than the passage of time and were \$7.2 million at December 31, 2022 and \$6.9 million at December 31, 2023. Accrued revenues recorded as contract assets are usually billed on an

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

annual basis. There were no impairments recorded on contract assets in 2023. Contract assets are included in other assets on the statement of financial condition.

Contract liabilities represent payments received in advance of providing services under certain contracts were \$6.2 million at December 31, 2022 and \$6.3 million at December 31, 2023. Contract liabilities are included in accounts payable, accrued expenses and other on the statement of financial condition.

Changes in contract assets and liabilities primarily relate to either party's performance under the contracts.

(f) Fair Value of Financial Instruments Owned and Sold

Financial instruments owned and financial instruments sold, not yet purchased are stated at fair value. See Note 4 to Statment of finacial condition for disclosures with respect to ASC Topic 820.

(g) Fixed Assets and Intangibles

Fixed assets are recorded at cost, net of accumulated depreciation. Depreciation is recorded on a straight-line basis over the useful lives of the related assets, generally two to five years. Leasehold improvements are amortized on a straight-line basis over the lesser of the lease term or 10 years. For internal-use computer software, the Company capitalizes qualifying costs incurred during the application development stage. The resulting asset is amortized using the straight-line method over the expected life, which is generally five years. All other nonqualifying costs incurred in connection with any internal-use software projects are expensed as incurred.

Identifiable intangible assets are amortized on a straight-line basis over their estimated useful life, which is generally 15 years from the date of acquisition and are assessed for impairment indicators pursuant to the provision of ASC Topic 350, *Intangibles – Goodwill and Other*, and ASC Topic 360, *Property, Plant & Equipment*.

(h) Receivables and Payables - Customers

Receivables from and payables to customers include amounts due on cash and margin transactions. Securities owned by customers are held as collateral for receivables. Customer securities transactions are recorded on a settlement date basis, which is generally two business days after trade date. Securities owned by customers, including those that collateralize margin or other similar transactions, are not reflected in the statement of financial condition.

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

(i) *Securities owned in fractional shares held by customers*

The Company offers fractional share trading to customers and maintains an inventory of securities held exclusively for the fractional share program. The Company has determined that fractional shares purchased by customers do not meet the criteria for derecognition under the accounting guidance and should therefore be accounted for as secured borrowings with the underlying financial assets pledged to the customer as collateral. These financial assets are included in securities owned in fractional shares held by customers and a corresponding liability is recorded in repurchase obligations for fractional shares held by customers in the statement of financial condition for the obligation to settle the secured borrowing. In accordance with ASC Topic 825, *Financial Instruments*, the Company has elected the fair value option to measure these financial assets and liabilities. ASC Topic 825 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair values of these financial instruments are based on quoted prices in active markets.

(j) *Restricted Stock Units*

During the year, BNY Mellon issued restricted stock to employees, including certain Company employees. The Company accounts for this plan in accordance with ASC Topic 718, *Compensation – Stock Compensation*, and accordingly compensation cost is measured at the grant date based on the value of the award and is recognized over the vesting period.

As of December 31, 2023, \$33.5 million of total unrecognized compensation cost related to nonvested restricted stock is expected to be recognized over a period of approximately zero to four years.

(k) *Income Taxes*

The Company is included in the consolidated federal and combined state and local income tax returns filed by BNY Mellon. In addition, the Company files stand-alone tax returns in certain jurisdictions including Pennsylvania. Income taxes are calculated using the modified separate return method, and the amount of current tax expense or benefit is either remitted to or received from BNY Mellon, pursuant to a tax sharing agreement between BNY Mellon and the Company.

The Company accounts for income taxes in accordance with ASC Topic 740, *Income Taxes*, which generally requires the recognition of tax benefits or expenses on the temporary differences between the financial reporting and the tax basis of assets and liabilities. If appropriate, deferred tax assets are adjusted by a valuation allowance, which reflects expectations of the extent to which such assets are more likely than not to be realized.

In accordance with ASC Topic 740, *Income Taxes*, the Company uses a two-step approach in recognizing and measuring its uncertain tax benefits whereby it is first determined if the tax position is more likely than not to be sustained under examination. If the tax position meets the more likely than not threshold, the position is then measured at the largest amount of benefit that is greater than 50 percent likely of being realized upon ultimate settlement. A tax position that fails to meet the

(continued)

PERSHING LLC
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Notes to Statement of Financial Condition
December 31, 2023

more likely than not recognition threshold will result in either a reduction of current or deferred tax assets, and/or recording of current or deferred tax liabilities.

(l) Leases

We determine if an arrangement is a lease at inception. Right-of-use (ROU) assets represent our right to use an underlying asset for the lease term and lease liabilities represent our obligation to make lease payments. The ROU assets and lease liabilities are recognized based on the present value of the future minimum lease payments over the lease term at commencement date or at lease modification date for certain lease modifications. For all leases, we use a rate that represents a collateralized incremental borrowing rate based on similar terms and information available at lease commencement date or at the modification date for certain lease modifications in determining the present value of lease payments. In addition to the lease payments, the determination of an ROU asset may also include certain adjustments related to lease incentives and initial direct costs incurred. Options to extend or terminate a lease are included in the determination of the ROU asset and lease liability only when it is reasonably certain that we will exercise that option.

Lease expense for operating leases is recognized on a straight-line basis over the lease term, while the lease expense for finance leases is recognized using the effective interest method. ROU assets are reviewed for impairment when events or circumstances indicate that the carrying amount may not be recoverable. For operating leases, if deemed impaired, the ROU asset is written down and the remaining balance is subsequently amortized on a straight-line basis which results in lease expense recognition that is similar to finance leases.

For all leases, we have elected to account for the contractual lease and non-lease components as a single lease component and include in the calculation of the lease liability.

(3) Receivables from and Payables to Broker-Dealers and Clearing Organizations

Amounts receivable from and payable to broker-dealers and clearing organizations include the following (dollars in millions):

Receivables:	
Brokers and dealers	\$ 1,700
Securities failed to deliver	611
Clearing organizations	792
Total receivables	<u>\$ 3,103</u>
Payables:	
Brokers and dealers	\$ 3,721
Securities failed to receive	444
Total payables	<u>\$ 4,165</u>

(continued)

PERSHING LLC
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(4) Financial Instruments

ASC Topic 820 applies to all financial instruments that are being measured and reported on a fair value basis. This includes those items currently reported in financial instruments owned, at fair value and financial instruments sold, not yet purchased, at fair value on the statement of financial condition.

As defined in ASC Topic 820, fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the Company uses various methods including market and income approaches. Based on these approaches, the Company utilizes certain assumptions that market participants would use in pricing the asset or liability. The Company utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. Based on the observability of the inputs used in the valuation techniques, the Company is required to provide the following information according to the fair value hierarchy. The fair value hierarchy ranks the quality and reliability of the information used to determine fair values. Financial instrument assets and liabilities carried at fair value have been classified and disclosed in one of the following three categories:

Level 1 Quoted market prices in active markets for identical assets or liabilities.

Level 2 Observable market based inputs or unobservable inputs that are derived from or corroborated by market data.

Level 3 Unobservable inputs that are not corroborated by market data.

Level 1 primarily consists of financial instruments whose value is based on quoted market prices such as listed equities.

Level 2 includes those financial instruments that are valued using models or other valuation methodologies calibrated to observable market inputs. These models are primarily industry-standard models that consider various assumptions, including discount margins, credit spreads, discounted anticipated cash flows, the terms and liquidity of the instrument, the financial condition, operating results and credit ratings of the issuer or underlying company, the quoted market price of publicly traded securities with similar duration and yield, time value, yield curve, default rates, as well as other measurements. In order to be classified as Level 2, substantially all of these assumptions would need to be observable in the marketplace and can be derived from observable data or supported by observable levels at which transactions are executed in the marketplace.

Level 3 comprises financial instruments whose fair value is estimated based on internally developed models or methodologies utilizing significant inputs that are unobservable from objective sources. The Company did not have any assets or liabilities classified as Level 3 at December 31, 2023.

(continued)

PERSHING LLC
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Notes to Statement of Financial Condition

December 31, 2023

In determining the appropriate levels, the Company performed an analysis of the assets and liabilities that are subject to ASC Topic 820. The following tables present the financial instruments carried at fair value as of December 31, 2023 (dollars in millions):

Assets at fair value as of December 31, 2023				
	Level 1	Level 2	Level 3	Total
Securities owned in fractional shares held by customers, at fair value	\$ 329	—	—	329
Financial instruments owned, at fair value				
Money market funds	86	—	—	86
Equity instruments	25	—	—	25
Debt instruments	—	4	—	4
Derivatives - foreign exchange	—	9	—	9
Total assets at fair value	\$ 440	13	—	453
Liabilities at fair value as of December 31, 2023				
	Level 1	Level 2	Level 3	Total
Repurchase obligation for fractional shares held by customers	\$ 329	—	—	329
Financial instruments sold, not yet purchased				
Equity instruments	1	—	—	1
Debt instruments	—	1	—	1
Total liabilities at fair value	\$ 330	1	—	331

Estimated Fair Value of Financial Instruments Not Carried at Fair Value

The fair values of the other financial assets and liabilities are considered to approximate their carrying amounts because they have limited counterparty credit risk and are short-term, replaceable on demand, or bear interest at market rates.

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

The table below presents the carrying value and fair value of Pershing LLC's financial instruments which are not carried at fair value (dollars in millions). The table below therefore excludes items measured at fair value on a recurring basis presented in the table above. In addition, the table excludes the values of non-financial assets and liabilities.

December 31, 2023					
	Level 1	Level 2	Level 3	Estimated fair value	Carrying value
Summary of financial instruments:					
Assets:					
Cash and cash equivalents	\$ 360	—	—	360	360
Cash and securities segregated for regulatory purposes	3,015	—	—	3,015	3,015
Securities borrowed	—	8,740	—	8,740	8,740
Securities purchased under agreements to resell	—	3,784	—	3,784	3,784
Receivables from customers	—	14,078	—	14,078	14,078
Receivables from broker-dealers and clearing organizations	—	3,103	—	3,103	3,103
Due from affiliates	—	414	—	414	414
Other assets	—	950	—	950	950
Total	\$ 3,375	31,069	—	34,444	34,444
Liabilities:					
Overdrafts payable	\$ —	519	—	519	519
Securities loaned	—	2,317	—	2,317	2,317
Securities sold under agreements to repurchase	—	7,730	—	7,730	7,730
Payables to customers	—	14,444	—	14,444	14,444
Payables to broker-dealers and clearing organizations	—	4,165	—	4,165	4,165
Due to affiliates	—	1,361	—	1,361	1,361
Accounts payable, accrued expenses other	—	614	—	614	614
Total	\$ —	31,150	—	31,150	31,150

Fair value can vary from period to period based on changes in a wide range of factors, including interest rates, credit quality, and market perceptions of value and as existing assets and liabilities run off and new transactions are entered into.

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

Offsetting Assets and Liabilities

The following table presents financial instruments that are either subject to an enforceable netting agreement or offset by collateral arrangements. There were no financial instruments subject to a netting agreement for which the Company is not currently netting (dollars in millions).

Financial assets subject to enforceable master netting agreements						
December 31, 2023	Gross assets recognized	Gross amounts offset in the statement of financial condition	Net assets recognized on the statement of financial condition	Gross amounts not offset (1)		Net amount
				Financial instruments	Cash collateral received	
Securities borrowed	\$ 8,740	—	8,740	8,471	—	269
Securities purchased under agreements to resell	4,693	909	3,784	3,784	—	—
Total financial assets subject to enforceable master netting agreement	<u>\$ 13,433</u>	<u>909</u>	<u>12,524</u>	<u>12,255</u>	<u>—</u>	<u>269</u>
Financial liabilities subject to enforceable master netting agreements						
	Gross liabilities recognized	Gross amounts offset in the statement of financial condition	Net liabilities recognized on the statement of financial condition	Gross amounts not offset (1)		Net amount
				Financial instruments	Cash collateral pledged	
Securities loaned	\$ 2,317	—	2,317	2,222	—	95
Securities sold under agreements to repurchase	8,639	909	7,730	7,730	—	—
Total financial liabilities subject to enforceable master netting agreement	<u>\$ 10,956</u>	<u>909</u>	<u>10,047</u>	<u>9,952</u>	<u>—</u>	<u>95</u>

(1) The total amount reported in financial instruments is limited to the amount of the related instruments presented in the statement of financial condition and therefore any over-collateralization of these positions is not included.

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
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Repurchase Agreements and Securities Lending

The following table presents the contract value of repurchase agreements and securities lending transactions accounted for as secured borrowings by the type of collateral provided to counterparties.

Repurchase agreements and securities lending transactions accounted for as secured borrowings at December 31, 2023								
(in millions)	Remaining contractual maturity of the agreements							
	Overnight and continuous		Up to 30 days		30 days or more		Total	
Repurchase agreements:								
U.S. Treasury	\$	1,777	\$	—	\$	1,326	\$	3,103
U.S. Government agencies		19		—		53		72
State and political subdivisions		37		38		706		781
Agency commercial MBS		4		1		—		5
Agency RMBS		660		—		398		1,058
Non-agency commercial MBS		—		8		5		13
Non-agency RMBS		—		8		—		8
Commercial paper/CDs		—		163		92		255
Corporate bonds		103		71		1,906		2,080
Equity securities		—		11		1,253		1,264
Total repurchase agreements	\$	2,600	\$	300	\$	5,739	\$	8,639
Securities Lending:								
U.S. Government agencies		1		—		—		1
U.S. Treasury		—		—		—		—
Agency RMBS		111		—		—		111
Agency commercial MBS		1		—		—		1
Corporate bonds		25		—		—		25
Equity securities		2,179		—		—		2,179
Total securities loaned	\$	2,317	\$	—	\$	—	\$	2,317
Total borrowings	\$	4,917	\$	300	\$	5,739	\$	10,956

The Company's repurchase agreements and securities lending transactions primarily encounter risk associated with liquidity. The Company is required to pledge collateral based on predetermined terms within the agreements. If the Company were to experience a decline in the fair value of the collateral pledged for these transactions, additional collateral could be required to be provided to the counterparty, thereby decreasing the amount of assets available for other liquidity needs that may arise.

As of December 31, 2023, the Company has \$1,615 million of collateral related to repurchase agreements that had remaining contractual maturities that exceeded 90 days. In addition, as of December 31, 2023 the

(continued)

PERSHING LLC
 (An Indirect Wholly Owned Subsidiary of
 The Bank of New York Mellon Corporation)
 Notes to Statement of Financial Condition
 December 31, 2023

Company pledged securities with a contract value of \$7,730 million that have been pledged without rehypothecation rights.

(5) Fixed Assets

Fixed assets are included in other assets on the statement of financial condition and consists of the following (dollars in millions):

Capitalized software	\$	375
Leasehold improvements		49
Computer software		12
Computer equipment		1
Other		72
Total		509
Less accumulated depreciation		(214)
Total fixed assets, net	\$	<u><u>295</u></u>

(6) Leasing

The Company has non-cancelable operating leases for office space that expire on various dates through 2037, some of which include options to extend or terminate the lease.

The following table presents the statement of financial condition information related to operating leases.

Statement of financial condition information (dollar in thousands)	December 31, 2023
	Operating leases
Right-of-use assets (a)	\$ 141.6
Lease liability (b)	\$ 175.7

Weighted average:

Remaining lease term	12.7 year
Discount rate (annualized)	2.41%

(a) Included in other assets on the statement of financial condition.

(b) Operating lease liabilities are included in accounts payable, accrued expenses and other on the statement of financial condition.

(continued)

PERSHING LLC
 (An Indirect Wholly Owned Subsidiary of
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 Notes to Statement of Financial Condition
 December 31, 2023

The following table presents cash flow information related to leases.

Cash flow information <i>(in millions)</i>	Year-to-Date ended December 31, 2023
Cash paid for amounts included in measurement of liabilities:	
Operating cash flows from finance leases	\$ –
Operating cash flows from operating leases	15.6
Financing cash flows from finance leases	–
Right-of-use Assets Obtained In Exchange For New Operating Liabilities	4

The following table presents the maturities of lease liabilities.

Maturities of lease liabilities <i>(in millions)</i>	Operating leases
For the year ended December 31, 2023	
2024	15.7
2025	15.3
2026	15.4
2027	16.1
2028	16.9
Thereafter	125.5
Total lease payments	204.9
Less: Imputed interest	29.2
Total	\$ 175.7

(7) Third Party Bank Loans and Lines of Credit

The Company has \$300 million in uncommitted lines of credit with non-affiliated banks as of December 31, 2023. There were no borrowings against these lines of credit at December 31, 2023. Interest on such borrowings is determined at the time each loan is initiated.

(continued)

PERSHING LLC
(An Indirect Wholly Owned Subsidiary of
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Notes to Statement of Financial Condition
December 31, 2023

(8) Income Taxes

The deferred income taxes reflect the tax effects of temporary differences between the financial reporting and tax bases of asset and liabilities. The Company has a gross deferred tax asset of \$76.1 million and a gross deferred tax liability of \$58.4 million at December 31, 2023. The deferred tax asset is primarily attributable to operating lease liabilities, while the deferred tax liability is primarily attributable to operating lease right-of-use assets. The net deferred tax asset is \$17.7 million. The Company has not recorded a valuation allowance because the Company believes it is more likely than not that the deferred tax assets will be realized.

Federal and state taxes payable of \$76.5 million and \$12.6 million, respectively, due to BNY Mellon are included in affiliate payables on the statement of financial condition. State taxes receivable of \$1.3 million are included in other assets on the statement of financial condition.

BNY Mellon's federal consolidated income tax returns are closed to examination through 2016. The New York State and New York City income tax returns are closed to examination through 2014. The Company's New Jersey income returns are closed to examination through 2018.

(9) Related Party Transactions

The Company provides clearing, sales and trading, and brokerage related services to indirect wholly owned subsidiaries of BNY Mellon. Balances due from/to these affiliates related to these services were approximately \$414.0 million and \$94 million, respectively. They are included in receivables from affiliates and payables to affiliates, respectively, on the statement of financial condition. The Company had securities failed to deliver of \$6.2 million and securities failed to receive of \$21.6 million with affiliates. They are included in receivables from broker-dealers and clearing organizations and payables to broker-dealers and clearing organizations, respectively, on the statement of financial condition.

The Company has \$8.1 billion of unsecured loan facilities with the Parent. At December 31, 2023, there were \$1.055 billion borrowings against the loan facilities which are included in payable to affiliates on the statement of financial condition. The Company also has loan agreements with two affiliates. At December 31, 2023, there were borrowings against the loans of approximately \$50 million, which are included in payables to affiliates.

Balances due to BNY Mellon for taxes, payroll, technology and leased equipment were \$162 million and are included in payables to affiliates on the statement of financial condition. The Company maintains a collateralized financing arrangement with an affiliate associated with repurchase agreements, with the maximum facility of \$200 million. At December 31, 2023, the Company did not have any affiliated repurchase agreement transactions. At December 31, 2023, the Company had not entered into securities lending agreements with another affiliate.

For the year ended December 31, 2023, the Company leased furniture and fixtures and computer and other communications equipment from an affiliate.

(continued)

PERSHING LLC
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Notes to Statement of Financial Condition

December 31, 2023

Additionally, the Company contracts through certain related parties acting in their role as agents to facilitate transactions between the Company and certain principal third parties for securities borrowed and tri-party repurchase or reverse repurchase transactions. Any risk assumed in these transactions is solely between the principal third parties and the Company.

(10) Employee Benefit Plans

BNY Mellon sponsors a 401(k) plan (the Plan) for its active employees. The Plan offers the Company's employees the opportunity to plan, save and invest for their future financial needs. The Company makes periodic contributions to the Plan based on the discretion of management.

(11) Pledged Assets and Guarantees

Under the Company's collateralized financing arrangements and other business activities, the Company either receives or provides collateral. In many cases, the Company is permitted to sell or repledge these securities held as collateral. At December 31, 2023, the fair value of securities received as collateral where the Company is permitted to sell or repledge the securities was \$43,798 million and the fair value of the portion that had been sold or repledged was \$26,828 million. The details of these sources and the uses of collateral are noted in the below tables (dollars in millions).

Source of available collateral – received, borrowed or owned:	
Financial instruments owned, at fair value	\$ 113
Securities borrowed	8,588
Securities purchased under agreements to resell	4,706
Margin securities available to sell or re-pledge	30,391
Total source of collateral	\$ 43,798
Use of available collateral – re-pledged, loaned or sold:	
Financial instruments sold, not yet purchased, at fair value	\$ 2
Securities loaned	2,224
Securities sold under agreements to repurchase	8,943
Pledged to clearing corporations	1,296
Short sale covering	10,904
Qualified securities segregated for regulatory purposes	3,459
Total use of collateral	\$ 26,828

The Company also conducts a fully paid lending program, in which customers agree to make available their fully paid securities to be loaned to third parties in exchange for a fee. At December 31, 2023, the fair value of the securities borrowed with an obligation to return securities under this program was \$59 million and is included in securities borrowed and securities loaned on the statement of financial condition and included in the table above.

(continued)

PERSHING LLC
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Obligations under Guarantees

The Company applies the disclosure and recognition requirements for guarantees in accordance with ASC Topic 460, *Guarantees*, whereby the Company will recognize a liability at the inception of a guarantee for obligations it has undertaken in issuing the guarantee, including its ongoing obligation to stand ready to perform over the term of the guarantee in the event that certain events or conditions occur.

The Company provides guarantees to securities clearinghouses and exchanges. Under the standard membership agreement, members are required to guarantee the performance of other members. Under the agreements, if another member becomes unable to satisfy its obligations to the clearinghouse, other members would be required to meet shortfalls. The Company's liability under these arrangements is not quantifiable or limited and could exceed the cash and securities it has posted as collateral. However, management believes the potential for the Company to be required to make payments under these arrangements is remote. Accordingly, no contingent liability is carried on the statement of financial condition for these arrangements.

In connection with its securities clearing business, the Company performs securities execution, clearance and settlement services on behalf of other broker-dealer clients. Management believes the potential for the Company to be required to make unreimbursed payments relating to such services is remote due to the contractual capital requirements associated with clients' activity and the regular review of clients' capital. Accordingly, no contingent liability is carried on the statement of financial condition for these transactions.

(12) Commitments and Contingences

As of December 31, 2023, the Company had commitments with ten clients to lend a maximum total of \$107.7 million for various terms. There were no unfunded commitments as of December 31, 2023.

The Company is involved in various legal proceedings arising in connection with the Company's business activities. Based on currently available information and the advice of counsel, the Company believes that the aggregate results of all such proceedings will not have a material adverse effect on the Company's financial condition. The Company intends to defend itself vigorously against all claims asserted against it. In accordance with applicable accounting guidance, the Company establishes reserves for litigation and settlements for which loss contingencies are both probable and estimable. The Company will continue to monitor all such matters and will adjust the reserve amounts as appropriate.

Matters Related to R. Allen Stanford

In late December 2005, Pershing LLC ("Pershing") became a clearing firm for Stanford Group Co. ("SGC"), a registered broker-dealer that was part of a group of entities ultimately controlled by R. Allen Stanford ("Stanford"). Stanford International Bank, also controlled by Stanford, issued certificates of deposit ("CDs"). Some investors allegedly wired funds from their SGC accounts to purchase CDs. In 2009, the Securities and Exchange Commission charged Stanford with operating a Ponzi scheme in connection with the sale of CDs, and SGC was placed into receivership. Alleged purchasers of CDs have filed two putative class action proceedings against Pershing: one in November 2009 in Texas federal court, and one in May 2016 in New Jersey federal court. On Nov. 5, 2021, the court dismissed the class action filed in New Jersey and that matter has concluded. Three lawsuits remain against Pershing in Louisiana and New Jersey federal courts, which

(continued)

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were filed in January 2010, October 2015 and May 2016. The purchasers allege that Pershing, as SGC's clearing firm, assisted Stanford in a fraudulent scheme and assert contractual, statutory and common law claims. In March 2019, a group of investors filed a putative class action against The Bank of New York Mellon in New Jersey federal court, making the same allegations as in the prior actions brought against Pershing. On Nov. 12, 2021, the court dismissed the class action against The Bank of New York Mellon; on Dec. 15, 2022, an appeals court reversed the dismissal and returned the case to the trial court for further proceedings. All the cases that have been brought in federal court against Pershing have been consolidated in Texas federal court for discovery purposes. Various alleged Stanford CD purchasers asserted similar claims in Financial Industry Regulatory Authority, Inc. ("FINRA") arbitration proceedings.

Off-Channel Business-Related Communications

The Company has been responding to a request for information from the SEC concerning compliance with recordkeeping obligations relating to business communications transmitted on unapproved electronic communication platforms. SEC Staff has stated that it is conducting similar inquiries into recordkeeping practices at other financial institutions. The Company is cooperating with the inquiry. In April 2023, the Company received a similar request from the Commodity Futures Trading Commission and is cooperating with that inquiry as well.

Pershing Rule 15c3-3 Matter

The Company has been responding to investigative requests for information and records from the SEC concerning Pershing LLC's compliance with its obligations under SEC Rule 15c3-3, among other regulatory rules and statutes. The Company continues to cooperate with the inquiry.

(13) Regulatory Requirements

As a registered broker-dealer, the Company is subject to the Uniform Net Capital Rule under Rule 15c3-1 of the Securities Exchange Act of 1934 and has elected to use the alternative method of computing regulatory net capital requirements provided for in that Rule. Under the alternative method, the required net capital may not be less than two percent of aggregate debit items arising from customer transactions or \$1.5 million, whichever is greater. At December 31, 2023, the Company's regulatory net capital of approximately \$2.5 billion was 17.17% of aggregate debit items and in excess of the minimum requirement by approximately \$2.21 billion.

Advances to affiliates, repayment of borrowings, dividend payments to Parent and other equity withdrawals are subject to certain notification and other provisions of the Rule 15c3-1 and other regulatory bodies.

Pursuant to Rule 15c3-3 of the SEC, the Company may be required to deposit in a Special Reserve Bank Account, cash or acceptable qualified securities for the exclusive benefit of customers. At December 31, 2023, the Company had approximately \$6.3 billion of cash and acceptable qualified securities on deposit in such accounts.

(continued)

PERSHING LLC
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As a clearing broker, the Company is required to compute a reserve requirement for the proprietary accounts of broker-dealers (the PAB Reserve Formula). As of December 31, 2023, the Company had approximately \$190 million of cash deposits and acceptable qualified securities in accounts designated for the exclusive benefit of PAB pursuant to Rule 15c3-3 of the SEC.

(14) Financial Instruments and Related Risks

(a) Customer Activities

Certain market and credit risks are inherent in the Company's business, primarily in facilitating customers' trading and financing transactions in financial instruments. In the normal course of business, the Company's customer activities include execution, settlement, and financing of various customer securities, which may expose the Company to both on and off-balance sheet risk in the event the customer is unable to fulfill its contractual obligations.

The Company's customer securities activities are transacted on either a cash or margin basis. In margin transactions, the Company extends credit to customers, which is collateralized by cash and/or securities in the customer's account. In connection with these activities, the Company executes and clears customer transactions involving securities sold but not yet purchased and option contracts. The Company seeks to control risks associated with its customer activities by requiring customers to maintain margin collateral in compliance with various regulatory, exchange and internal guidelines. The Company monitors required margin levels daily; pursuant to such guidelines, the Company requires the customer to deposit additional collateral or to reduce positions, when necessary. Such transactions may expose the Company to significant off-balance sheet risk in the event the collateral is not sufficient to fully cover losses which customers may incur. In the event the customer fails to satisfy its obligations, the Company may be required to purchase or sell the collateral at prevailing market prices in order to fulfill the customer's obligations.

The Company's customer financing and securities settlement activities may require the Company to pledge customer securities as collateral in support of various secured financing sources, such as securities loaned. Additionally, the Company pledges customer securities as collateral to satisfy margin deposits of the Options Clearing Corporation. In the event the counterparty is unable to meet its contractual obligation to return customer securities pledged as collateral, the Company may be exposed to the risk of acquiring the securities at prevailing market prices in order to satisfy its obligation. The Company controls this risk by monitoring the market value of securities pledged on a daily basis and by requiring adjustments of collateral levels in the event of excess market exposures.

(b) Credit Risk

As a securities broker and dealer, the Company is engaged in various securities trading and brokerage activities servicing a diverse group of domestic and foreign corporations, governments, and institutional and individual investors. A substantial portion of the Company's transactions is executed with and on behalf of institutional investors including other broker-dealers, banks, U.S. government agencies, mutual funds, hedge funds and other financial institutions.

(continued)

PERSHING LLC
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Credit risk is the potential for loss resulting from the default by a counterparty of its obligations. Exposure to credit risk is generated by securities and currency settlements, contracting derivative and forward transactions with customers and dealers, and the holding in inventory of loans. The Company uses various means to manage its credit risk. The creditworthiness of all counterparties is analyzed at the outset of a credit relationship with the Company. These counterparties are subsequently reviewed on a periodic basis. The Company sets a maximum exposure limit for each counterparty, as well as for groups or classes of counterparties. Furthermore, the Company enters into master netting agreements when feasible and demands collateral from certain counterparties or for certain types of credit transactions.

(c) Market Risk

Market risk is the potential loss the Company may incur as a result of changes in the market or fair value of a particular financial instrument. All financial instruments are subject to market risk. The Company's exposure to market risk is determined by a number of factors, including size, duration, composition and diversification of positions held, the absolute and relative level of interest rates and foreign currency exchange rates, as well as market volatility and liquidity. The Company manages market risk by setting and monitoring adherence to risk limits.

Financial instruments sold, not yet purchased represent obligations of the Company to deliver the specified security at the contracted price and thereby, create a liability to purchase the security in the market at prevailing prices. Accordingly, these transactions result in off-balance sheet risk, as the Company's ultimate obligation to satisfy the sale of financial instruments sold, not yet purchased may exceed the amount reflected in the statement of financial condition.

(d) Operational Risk

In providing a comprehensive array of products and services, the Company may be exposed to operational risk. Operational risk may result from, but is not limited to, errors related to transaction processing, breaches of internal control systems and compliance requirements, fraud by employees or persons outside the Company or business interruption due to systems failures or the other events. Operational risk may also include breaches of the Company's technology and information systems resulting from unauthorized access to confidential information or from internal or external threats, such as cyber attacks. Operational risk also includes potential legal or regulatory actions that could arise as a result of noncompliance with applicable laws and/or regulatory requirements. In the case of an operational event, the Company could suffer a financial loss as well as damage to our reputation.

(e) Financial Instruments with Off-Balance-Sheet Risk

The Company may enter into various transactions involving derivatives and other off-balance sheet financial instruments. These financial instruments may include forward foreign exchange contracts that are used to meet the needs of customers. Generally, forward foreign exchange contracts represent future commitments to purchase or sell foreign currency at specific terms at specified future dates.

(continued)

PERSHING LLC
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Notes to Statement of Financial Condition
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(15) Subsequent Events

The Company has evaluated subsequent events from December 31, 2023 through February 28, 2024, the date the Company's statement of financial condition is available to be issued.



KPMG LLP
1601 Market Street
Philadelphia, PA 19103-2499

Independent Service Auditors' Report

To the Audit Committee of The Bank of New York Mellon Corporation:

Scope

We have examined management of BNY Mellon | Pershing's ("Pershing") accompanying description of its introducing firm services and prime services operations system (the System) for processing user entities' transactions throughout the period October 1, 2022 to September 30, 2023 titled "Management of Pershing's Description of its Introducing Firm Services and Prime Services Operations System" (the Description) and the suitability of the design and operating effectiveness of the controls included in the Description to achieve the related control objectives stated in the Description, based on the criteria identified in "Management of BNY Mellon | Pershing's Assertion" (the Assertion). The controls and control objectives included in the Description are those that management of Pershing believes are likely to be relevant to user entities' internal control over financial reporting, and the Description does not include those aspects of the System that are not likely to be relevant to user entities' internal control over financial reporting.

The information included in Section V, "Other Information Provided by Management of BNY Mellon | Pershing", is presented by management of Pershing to provide additional information and is not a part of the Description. Information about relevance of the controls to the user entities; NetX360 Report Center and eAnalytics reports completeness and accuracy; Pershing's enterprise resiliency overview and SEC Rule 206(4)-2 "Custody of Funds or Securities of Clients by Investment Advisers" under the Investment Advisers Act of 1940 has not been subjected to the procedures applied in the examination of the Description and of the suitability of the design and operating effectiveness of controls to achieve the related control objectives stated in the Description and, accordingly, we express no opinion on it.

Pershing uses the subservice organizations identified in Section III to perform some of the services provided to user entities that are likely to be relevant to those user entities' internal control over financial reporting. The Description includes only the control objectives and related controls of Pershing and excludes the control objectives and related controls of the subservice organizations. The Description also indicates that certain control objectives specified by Pershing can be achieved only if complementary subservice organization controls assumed in the design of Pershing's controls are suitably designed and operating effectively, along with the related controls at Pershing. Our examination did not extend to controls of the subservice organizations and we have not evaluated the suitability of the design or operating effectiveness of such complementary subservice organization controls.

The Description indicates that certain control objectives specified in the Description can be achieved only if complementary user entity controls assumed in the design of Pershing's controls are suitably designed and operating effectively, along with related controls at Pershing. Our examination did not extend to such complementary user entity controls, and we have not evaluated the suitability of the design or operating effectiveness of such complementary user entity controls.

Service Organization's Responsibilities

In Section II, Pershing has provided the Assertion about the fairness of the presentation of the Description and suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the Description. Pershing is responsible for preparing the Description and Assertion, including the completeness, accuracy, and method of presentation of the Description and Assertion, providing the services covered by the Description, specifying the control objectives and stating them in the Description, identifying the

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risks that threaten the achievement of the control objectives, selecting the criteria stated in the Assertion, and designing, implementing, and documenting controls that are suitably designed and operating effectively to achieve the related control objectives stated in the Description.

Service Auditors' Responsibilities

Our responsibility is to express an opinion on the fairness of the presentation of the Description and on the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the Description, based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether, in all material respects, based on the criteria in the Assertion, the Description is fairly presented and the controls were suitably designed and operated effectively to achieve the related control objectives stated in the Description throughout the period October 1, 2022 to September 30, 2023. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

An examination of a description of a service organization's system and the suitability of the design and operating effectiveness of controls involves

- performing procedures to obtain evidence about the fairness of the presentation of the description and the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on the criteria in management's assertion
- assessing the risks that the description is not fairly presented and that the controls were not suitably designed or operating effectively to achieve the related control objectives stated in the description
- testing the operating effectiveness of those controls that management considers necessary to provide reasonable assurance that the related control objectives stated in the description were achieved
- evaluating the overall presentation of the description, suitability of the control objectives stated in the description, and suitability of the criteria specified by the service organization in its assertion

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Inherent Limitations

The Description is prepared to meet the common needs of a broad range of user entities and their auditors who audit and report on user entities' financial statements and may not, therefore, include every aspect of the System that each individual user entity may consider important in its own particular environment. Because of their nature, controls at a service organization may not prevent, or detect and correct, all misstatements in processing or reporting transactions. Also, the projection to the future of any evaluation of the fairness of the presentation of the Description, or conclusions about the suitability of the design or operating effectiveness of the controls to achieve the related control objectives stated in the Description is subject to the risk that controls at a service organization may become ineffective.

Description of Tests of Controls

The specific controls tested and the nature, timing and results of those tests are listed in Section IV.

Opinion

In our opinion, in all material respects, based on the criteria described in the Assertion:

- a. the Description fairly presents the System that was designed and implemented throughout the period October 1, 2022 to September 30, 2023



- b. the controls related to the control objectives stated in the Description were suitably designed to provide reasonable assurance that the control objectives would be achieved if the controls operated effectively throughout the period October 1, 2022 to September 30, 2023, and subservice organizations and user entities applied the complementary controls assumed in the design of Pershing's controls throughout the period October 1, 2022 to September 30, 2023
- c. the controls operated effectively to provide reasonable assurance that the control objectives stated in the Description were achieved throughout the period October 1, 2022 to September 30, 2023 if complementary subservice organization controls and complementary user entity controls, assumed in the design of Pershing's controls, operated effectively throughout the period October 1, 2022 to September 30, 2023.

Restricted Use

This report, including the description of tests of controls and results thereof in Section IV, is intended solely for the information and use of management of Pershing, user entities of Pershing's System during some or all of the period October 1, 2022 to September 30, 2023, and their auditors who audit and report on such user entities' financial statements or internal control over financial reporting and have a sufficient understanding to consider it, along with other information, including information about controls implemented by user entities themselves, when assessing the risks of material misstatement of user entities' financial statements. This report is not intended to be and should not be used by anyone other than these specified parties.

KPMG LLP

Philadelphia, Pennsylvania
November 30, 2023

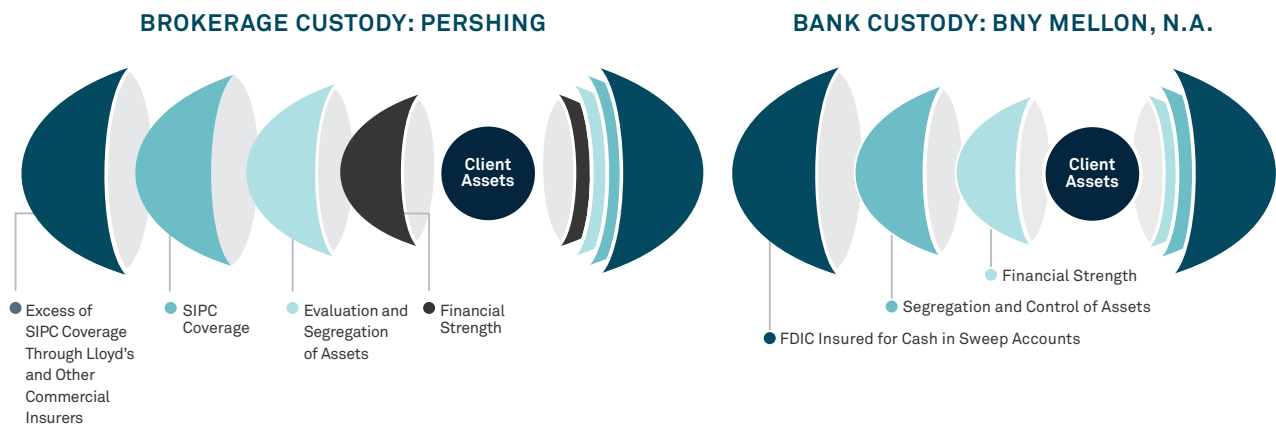
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4Q23 *Strength, Stability and Focus*

Understanding the Protection of Client Assets

Pershing works behind the scenes on behalf of your wealth manager or financial firm to provide a variety of services and custody your assets. Pershing has been a leading global provider of financial business solutions for 85 years, so you can feel confident that your assets are in strong hands. Pershing is the trusted choice of approximately 1,300 firms, representing more than 8 million investors and is committed to the protection, servicing and reporting of assets for investors like you.

The Protection of Client Assets Remains at the Center of Our Focus



Financial Strength— December 31, 2023

BNY MELLON'S PERSHING

\$2.5T

Over \$2.5 trillion in
global client assets

\$2B

Net capital of over
\$2.0 billion—well above
the minimum requirement

THE BANK OF NEW YORK MELLON CORPORATION

\$47.8T

\$47.8 trillion in assets under
custody and/or administration

\$2T

\$2 trillion in assets
under management

Segregation and Control of Assets

BROKERAGE CUSTODY: PERSHING

Pershing's core financial strength provides the first measure of protection for our global client assets. Our parent company, BNY Mellon, is one of the world's largest global custodians. While financial strength does not protect against loss due to market fluctuation, our internal controls and regulatory oversight help maintain our stability and focus.

Pershing protects client assets through rigorous internal control measures. An annual audit by a major independent audit firm and the audit team at our parent company, BNY Mellon, helps to monitor controls that are in place. In addition, a Service Organization Control report conducted by an independent audit firm provides additional evaluation of the design and operating effectiveness of Pershing's internal controls.

Clients' fully paid-for physical assets are segregated from our own, with quarterly vault inspections conducted. In addition, we segregate cash and/or qualifying securities in special reserve bank accounts for the exclusive benefit of clients, to protect clients' funds in the unlikely event of Pershing's failure and liquidation.

Pershing is a FINRA member broker-dealer registered with the U.S. Securities and Exchange Commission (SEC). Pershing is registered in all 50 states as well as the District of Columbia and Commonwealth of Puerto Rico, and certain foreign jurisdictions.

BANK CUSTODY: BNY MELLON, N.A.

BNY Mellon, N.A.'s structure requires clients' securities be segregated from the securities of the bank, and from those of other clients. The securities in a client's account with BNY Mellon, N.A. are the property of that client and are held in nominee name. As clients' assets and accounts are separately accounted for, creditors of The Bank of New York Mellon Corporation and those of BNY Mellon, N.A., and their subsidiaries do not have any rights to the securities in client accounts. Shares of money market mutual funds, as investment securities, also fall within this rule. Any asset, of course, is subject to losses or gains from an investment perspective.

There are also established regulatory controls that cover our institution. As a publicly traded company, The Bank of New York Mellon Corporation periodically files publicly available reports with the SEC. In addition, as a financial holding company, it is regulated by the Board of Governors of the Federal Reserve System. BNY Mellon, N.A. is regulated by the Office of the Comptroller of the Currency, which is part of the U.S. Department of the Treasury.

Additional Protection

BROKERAGE CUSTODY

Securities Investor Protection Corporation® (SIPC®) Coverage

Pershing is a member of SIPC. Securities in your account protected up to \$500,000. For details, please see www.sipc.org.

Excess of SIPC Coverage Through Underwriters at Lloyd's and Other Commercial Insurers

In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits from certain underwriters in Lloyd's insurance market and other commercial insurers. The excess of SIPC coverage is valid through February 10, 2025 for Pershing LLC accounts. It provides the following protection for Pershing LLC's global client assets:

- An aggregate loss limit of \$1 billion for eligible securities— in total for all client accounts custodied at Pershing
- A per-client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion

SIPC and the excess of SIPC coverage do not protect against loss due to market fluctuation.

An excess of SIPC claim would only arise if Pershing failed financially and client assets for covered accounts—as defined by SIPC—cannot be located due to theft, misplacement, destruction, burglary, robbery, embezzlement, abstraction, failure to obtain or maintain possession or control of client securities, or to maintain the special reserve bank account required by applicable rules.

BANK CUSTODY

Federal Deposit Insurance Corporation (FDIC) Protection

BNY Mellon, N.A. clients holding bank cash deposits—which include a sweep account for bank custody products—receive separate protection.

The FDIC standard maximum insurance amount is \$250,000 per depositor, per insured bank, in each account ownership category. The FDIC rules are very specific. For a complete explanation of the FDIC's regulations, we encourage our clients to visit fdic.gov.

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For professional use only. Not intended for use by the general public. Trademark(s) belong to their respective owners. This material does not constitute a guarantee by The Bank of New York Mellon of any kind. This material is for general information purposes only and is not intended to provide legal, tax, accounting, investment, financial or other professional advice on any matter. Pershing is not responsible for updating any information contained within this material and information contained herein is subject to change without notice.

perishing.com

One Pershing Plaza, Jersey City, NJ 07399

WRQ-4668 Pershing Strength and Stability_0224

BNY Mellon Insurance Coverage – U.S. Domestic

All coverage is regularly reviewed and renewed prior to expiration dates. Our policies are stand-alone policies and loss limits are not combined.

The insurance coverage listed provides protection for The Bank of New York Mellon Corporation and all other corporations, companies, firms, enterprises, or entities which are subsidiaries of or affiliated with it and in which the named insured has more than 50% ownership. All carriers identified herein are rated A- or better by A.M. Best.

Financial Institutions Bond / Computer Crime Coverage

Per Loss Limit:	\$150,000,000
Carrier(s):	Lloyd's of London
Coverage Type:	a) Dishonesty of employees b) Forgery of securities, checks, drafts, or other written instruments c) Loss or destruction of cash or securities on or off premises
Expiration:	December 1, 2024

All Risk Money and Securities Coverage – J Form (On Premises and In Transit) Excess of the F. I. Bond

Per Loss Limit:	\$875,000,000
Carrier(s):	Lloyd's of London
Coverage Type:	Loss or destruction of cash or securities on or off premises (including securities of others held in custody or held at sub-custodian)
Expiration:	December 1, 2024

Mail Insurance (Per Envelope Limit)

Per Envelope Limit:	\$100,000,000 non-negotiable \$10,000,000 negotiable
Carrier(s):	Chubb Group of Insurance Companies
Coverage Type:	All risk of physical loss of property sent by registered mail or overnight courier
Expiration:	Continuous

Bankers Professional Liability / Professional indemnity (E&O)

Per Loss Limit:	\$100,000,000
Carrier(s):	AXA XL, WR Berkley, Axis, CV Starr, Nationwide, Markel, and other domestic & international carriers
Coverage Type:	Losses due to errors or omissions
Expiration:	December 1, 2024

Directors and Officers Liability

Per Loss Limit:	Corporate: \$75,000,000 Individual: \$75,000,000
Carrier(s):	AXA XL, AIG, Markel, AWAC & Nationwide
Coverage Type:	Coverage for wrongful acts in respective capacities of Directors or Officers of the Company
Expiration:	December 1, 2024

All Risk Property

Per Loss Limit:	\$800,000,000
Carrier(s):	Lexington Insurance Company (AIG)
Coverage Type:	Physical damage coverage for all real and personal property including Data Processing equipment, Business Interruption, Boiler and Machinery Service Interruption / Extra Expense, Earthquake / Flood, Fine Arts
Expiration:	June 1, 2024
Coverage Type:	Terrorism
Per Loss Limit:	\$800,000,000
Carrier(s):	The Hamilton Insurance Company Corp
Expiration:	June 1, 2024

Enterprise Privacy Liability (Cyber)

Per Loss Limit:	\$15,000,000* Third Party Liability \$15,000,000* Extra Expense
Carrier(s):	Lloyd's of London & other domestic and int'l carriers
Coverage Type:	Privacy breach and internet liability
Expiration:	December 1, 2024

Workers' Compensation / Employers Liability (Domestic)

Per Loss Limit:	Statutory \$1,000,000 – Limit for Employers Liability
Carrier(s):	AIG
Coverage Type:	Job related injuries
Expiration:	April 1, 2025

Primary General Liability (Domestic)

Per Loss Limit:	\$2,000,000
Carrier(s):	Chubb
Coverage Type:	Third party bodily injury / property damage
Expiration:	April 1, 2025

Primary Automobile Liability (Domestic)

Per Loss Limit:	\$2,000,000
Carrier(s):	Chubb
Coverage Type:	Third party bodily injury / property damage
Expiration:	April 1, 2025

Excess / Umbrella Liability

Per Loss Limit:	\$25,000,000
Carrier(s):	AIG & AWAC
Coverage Type:	Liability coverage in excess of primary coverage
Expiration:	April 1, 2025

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*Only Primary Insurance Limits shown for informational purposes. All insurance coverage for the Firm meets client and regulatory expectations.

Information Classification: Public



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Agenda Item Summary

Information Item: Capital Budget Amendment to fund Dodson Auditorium Renovation

Overview

This item presents a budget amendment to close out completed capital projects and reallocate residual funds. The reallocated funds will address the small overage in the Stark Hall Renovation project and establish a \$2 million budget for the Dodson Auditorium Renovation, as presented in the FY2025 budget.

Key Points:

Close-Out of Completed Projects: This amendment closes the budget on the completed projects with the residual budgets totaling \$1,581,857.

Reduction in HVAC Projects: The amount needed for HVAC repairs and replacement has been adjusted, freeing up \$488,845 to be repurposed for Dodson.

Reallocation of Residual Funds: The residual funds from the completed projects and the adjustment to the HVAC dedicated funds are reallocated to:

- Stark Hall – to cover a \$70,702 overrun.
- Dodson Auditorium Renovation – to establish the \$2M project as presented in the FY2025 budget.

No Additional Funding Required: This reallocation efficiently utilizes existing project budgets without additional financial impact on the college.

Recommendation

It is recommended that the board approve the proposed budget amendment to finalize completed projects, reallocate funds to cover the Stark Hall overrun, and establish the Dodson Auditorium Renovation project budget.

Kilgore College Budget Amendment

December 16, 2024

25-BA01

Zero out completed projects and establish Dodson Renovation Project for \$2M.

Project	Previous Budget	Budget Change	Revised Budget
KCPD Squad Vehicle	46,000	(5,284)	40,716
CDL Track & Facility	3,352,674	(138,233)	3,214,441
Golf Carts	25,000	(1,542)	23,458
Box Truck	60,000	(2,767)	57,233
Longview Renovation - Machining	400,000	(224,379)	175,621
ATC Chiller	175,000	(7,448)	167,552
PE Complex Chiller	150,000	(39,129)	110,871
Old Main Class Upgrades	710,000	(144,731)	565,269
Print Shop HVAC/Siding	300,000	(207,059)	92,941
Pedestrian Bridge	5,305,450	(261,880)	5,043,570
ATC Roof	323,000	(15,390)	307,610
Stark Hall	2,538,625	70,702	2,609,327
Roof Repair/Maintenance - Old Main	595,000	(449,930)	145,070
Carpet Gym Floor	125,000	(5,215)	119,785
Nolan Fire Alarm	148,000	(78,870)	69,130
HVAC Repair/Replacement	1,500,000	(488,845)	1,011,155
Dodson Renovation	-	2,000,000	2,000,000
Total Changes	15,753,749	-	15,753,749

Description

The amendment reallocates residual money from completed projects and covers the overrun of the Stark Hall project and establishes the \$2M Dodson Renovation Project as presented in the FY25 Budget.

Financial Impact

No additional funds are needed as this reallocates existing project budgets.



Agenda Item Summary

Information Item: Update on Audit of FY2024

Overview

This item provides an update on the ongoing audits for Kilgore College's Annual Financial Report for Fiscal Year 2024, including the college and the Kilgore College Foundation. The audit process is anticipated to conclude by the end of November, with a formal presentation anticipated for the Board meeting on December 16, 2024.

Key Points

Audit Status: The audits for both the college and the foundation are in progress and are on track for completion in late November.

Previous Audit Finding: Due to recent staff transitions, we were unable to resolve a finding from last year's audit. However, the college is actively developing enhanced training tools and resources to address this finding effectively.

Future Updates: Latest information will be provided at the November committee meeting.

Recommendation

No action is required at this time. This update is informational, and the board is anticipated to receive the full audit presentation in December by Kristy Davis with JRBT. *If the audit is not completed in time for the December board meeting, the audit will be presented at the Finance Committee meeting in January and subsequently presented at the February board meeting.*



Agenda Item Summary

Information Item: September Financial Snapshot and Capital Project Report

Overview

This report provides an update on Kilgore College's financial performance for September, the first 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: September tuition & fee revenues represent are collectively near 50% which is anticipated due to the fall term being the largest enrollment term. The dual credit tuition has seen another large increase 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. Housing saw roughly 50% of their budget achieved with the revenues through September which follows the same cycle as tuition.

Expenses: Operating expenses reflect only 10% of the annual budget, with athletics showing high expenses due to the timing of scholarships and a September insurance premium (86% of athletic expenses). No other expenses are out of line with the first month of the fiscal year.

Challenges: No financial challenges are noted or anticipated at this time.

Capital Projects:

Several capital projects have been completed and were under budget with one exception being Stark Hall (as previously discussed).

The report will be shortened moving forward to include only ongoing or planned projects with all completed projects coming off the list.

A budget amendment (presented later) will be used to repurpose residual budget funds to the Dodson Auditorium Renovation project as presented in the budget.

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
September Financial Snapshot
Fiscal Year 2025 (September 1, 2024 to August 31, 2025)
Revenues and Expenses from Operations - Excludes Auxillary

	FY 2024 Actual	09/30/2024	Budget Variance	FY 2025 Budget	% of Annual Budget
Credit Tuition					
In-District Tuition	\$995,003	\$504,944	(\$645,056)	\$1,150,000	44%
Out of District Tuition	\$2,485,613	\$1,414,101	(\$1,485,899)	\$2,900,000	49%
Out of State Tuition (Texas Non-Resident)	\$264,541	\$127,102	(\$172,898)	\$300,000	42%
Early Admission/Dual Credit	\$1,212,362	\$1,154,297	\$254,297	\$900,000	128%
FAST - Dual Credit	\$554,153	\$0	(\$1,100,000)	\$1,100,000	0%
Total Credit Tuition:	\$5,511,672	\$3,200,444	(\$3,149,556)	\$6,350,000	50%
Course and Special Fees					
General Education Fee	\$2,879,751	\$1,427,189	(\$1,617,811)	\$3,045,000	47%
Out of District Fee	\$4,458,652	\$2,206,079	(\$2,293,921)	\$4,500,000	49%
Course Fees	\$2,463,938	\$1,223,775	(\$1,290,088)	\$2,513,863	49%
All Other Fees	\$1,916,923	\$906,485	(\$1,326,645)	\$2,233,130	41%
Total Course and Special Fees:	\$11,719,264	\$5,763,528	(\$6,528,465)	\$12,291,993	47%
State Appropriations					
State Appropriations - Performance Based Funding	\$10,213,083	\$0	(\$4,196,979)	\$4,196,979	0%
State Appropriations - Base Tier Funding	\$3,565,647	\$0	(\$10,074,120)	\$10,074,120	0%
State Appropriations - Teacher Retirement System TRS/ORP	\$94,246	\$0	(\$90,000)	\$90,000	0%
Total State Appropriations:	\$13,872,976	\$0	(\$14,361,099)	\$14,361,099	0%
District Ad-Valorem Property Taxes					
Property Tax Revenues M&O	\$7,242,842	\$32,371	(\$7,912,629)	\$7,945,000	0%
Property Tax Revenues I&S	\$1,777,216	\$6,479	(\$1,841,098)	\$1,847,577	0%
Delinquent Tax Collections	\$220,154	\$17,830	(\$82,170)	\$100,000	18%
Total Ad-Valorem Tax Collections:	\$9,240,212	\$56,681	(\$9,835,896)	\$9,892,577	1%
Other Revenue from Operations					
Indirect Cost Recovery (from grants/contracts)	\$73,974	\$2,563	(\$47,437)	\$50,000	5%
Interest/Investment Income	\$1,610,744	\$64,991	(\$995,009)	\$1,060,000	6%
Continuing Education	\$2,255,083	\$673,577	(\$2,579,923)	\$3,253,500	21%
Other Revenue from Operations	\$527,718	\$19,442	(\$115,543)	\$134,985	14%
Auxiliary Revenues	\$4,446,234	\$1,679,548	(\$3,159,897)	\$4,839,445	35%
KC Plant Fund Reserves for Capital Improvements	\$500,000	\$0	\$0	\$0	0%
Total Other Revenue from Operations:	\$9,413,753	\$2,440,120	(\$6,897,810)	\$9,337,930	26%
Total Revenues	\$49,757,877	\$11,460,772	(\$40,772,827)	\$52,233,599	22%
Operating Expenses					
Salaries & Wages	\$19,343,030	\$1,687,162	\$20,525,889	\$22,213,051	8%
Employee Benefits	\$2,358,737	\$213,130	\$2,592,923	\$2,806,053	8%
Other Operating Expenses	\$13,596,851	\$2,008,842	\$15,791,973	\$17,800,815	11%
Auxiliary Expenses	\$6,072,861	\$735,572	\$5,340,531	\$6,076,103	12%
Debt Service - SECO Loans & Maintenance Notes	\$2,006,481	\$0	\$1,847,577	\$1,847,577	0%
Capital Budget	\$3,299,299	\$0	\$0	\$0	0%
HB8 Holdback	\$0	\$500,000	\$0	\$500,000	100%
Employee Raises	\$0	\$0	\$990,000	\$990,000.00	
Total Expenses	\$46,677,259	\$5,144,706	\$47,088,893	\$52,233,599	10%
Net Income/(Loss)	\$3,080,618	\$6,316,067	\$6,316,067	\$0	



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

	FY 2024 Actual	09/30/2024	Budget Variance	FY 2025 Budget	% of Annual Budget
Auxiliary Services Revenues					
Campus Life/Housing	\$2,600,767.29	\$1,341,921.50	(\$1,237,429)	\$2,579,350	52.0%
Campus Store	\$1,031,875.61	\$274,819.02	(\$679,781)	\$954,600	28.8%
Rangerette Showcase	\$113,347.39	\$8,280.00	(\$220,419)	\$228,699	3.6%
KCEXCEL Health Club	\$105,365.60	\$6,605.50	(\$139,199)	\$145,804	4.5%
East Texas Oil Museum	\$163,660.08	\$9,713.55	(\$641,083)	\$650,797	1.5%
RangerPRINT	\$328,198.76	\$8,379.87	(\$166,315)	\$174,695	4.8%
Athletics	\$103,018.79	\$29,828.18	(\$75,672)	\$105,500	28.3%
Total Auxiliary Services Revenues:	\$4,446,234	\$1,679,548	(\$3,159,897)	\$4,839,445	34.7%
Auxiliary Services Expenses					
Campus Life/Housing	\$1,648,317.72	\$49,596.17	\$1,808,414	\$1,858,010	2.7%
Campus Store	\$1,066,433.09	\$70,212.79	\$808,671	\$878,884	8.0%
Rangerette Showcase	\$141,472.07	\$12,947.42	\$215,752	\$228,699	5.7%
KCEXCEL Health Club	\$178,336.22	\$4,265.00	\$141,539	\$145,804	2.9%
East Texas Oil Museum	\$188,705.09	\$15,131.65	\$159,563	\$174,695	8.7%
RangerPRINT	\$1,028,562.61	\$59,758.57	\$591,038	\$650,797	9.2%
Athletics	\$1,821,034.13	\$523,660.29	\$1,615,554	\$2,139,214	24.5%
Total Auxiliary Services Expenses:	\$6,072,861	\$735,572	\$5,340,531	\$6,076,103	12.1%
Net Profit/(Loss) from Auxiliary Services	(\$1,626,627)	\$943,976	\$2,180,634	(\$1,236,658)	



Kilgore College
September Capital Update
Fiscal Year 2025 (September 1, 2024 to September 30, 2024)

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion	Phase
Public Safety										
KCPD Squad Vehicle	40,716	-	46,000	40,716	5,284	89%	89%	11%	100%	Received \$ 27,500 Grant 4/29/24
Program Expansion										
Laird FFE & Parking Lot	1,000,000	-	1,000,000	1,000,000	-	100%	100%	0%	100%	Complete
Laird FFE (HEGI)	1,000,000	-	1,000,000	1,000,000	-	100%	100%	0%	100%	Complete
CDL Track & Facility	3,047,558	-	3,352,674	3,047,558	305,116	91%	91%	9%	100%	
Capital Items										
Quads Demo - Ranger Village Study	-	-	868,000	-	868,000	0%	0%	100%	0%	In Progress
Campus Improvements	59,403	-	265,000	59,403	205,597	22%	22%	78%	16%	In Progress
Golf Carts	23,458	-	25,000	23,458	1,542	94%	94%	6%	100%	Complete
Box Truck	57,233	-	60,000	57,233	2,767	95%	95%	5%	100%	Complete
LV Reno Machining	175,621	-	400,000	175,621	224,379	44%	44%	56%	100%	Complete
ATC Chiller	167,552	-	175,000	167,552	7,448	96%	96%	4%	100%	Complete
PE Complex Chiller	110,871	-	150,000	110,871	39,129	74%	74%	26%	100%	Complete
Buildings & Structures										
Old Main Class Upgrades	565,269	-	710,000	565,269	144,731	80%	80%	20%	100%	Complete
Print Shop HVAC/Siding	92,941	-	300,000	92,941	207,059	31%	31%	69%	100%	Complete
Pedestrian Bridge	5,043,570	-	5,305,450	5,043,570	261,880	95%	95%	5%	99%	Complete
Student One-Stop Space Study	-	-	35,000	-	35,000	0%	0%	100%	5%	
ATC Roof	307,610	-	323,000	307,610	15,390	95%	95%	5%	100%	Complete
Stark Hall Renovations	2,609,327	-	2,538,625	2,609,327	(70,702)	103%	103%	-3%	100%	Complete
Total	\$ 14,301,130	\$ -	\$ 16,553,749	\$ 14,301,130	\$ 2,252,619					
Debt Funded										
Buildings & Structures										
Roof Repair/Replacement	998,656	-	1,525,000	998,656	526,344	65%	65%	35%	39%	In Process
HVAC Repair/Replacement	301,643	-	1,500,000	301,643	1,198,357	20%	20%	80%	19%	In Process
Deferred Maintenance	932,637	-	932,637	932,637	-	100%	100%	0%	51%	In Process
Unassigned Deferred Maintenance	-	-	174,363	-	174,363	0%	0%	100%	0%	
Roof Repair/ Maint Old Main	145,070	-	595,000	145,070	449,930	24%	24%	76%	20%	In Process
Nolan Fire Alarm	69,130	-	148,000	69,130	78,870	47%	47%	53%	47%	In Process
Carpet Gym Floor	119,785	-	125,000	119,785	5,215	96%	96%	4%	92%	In Process
Total	\$ 2,566,921	\$ -	\$ 5,000,000	\$ 2,566,921	\$ 2,433,079					



Agenda Item Summary

Information Item: Statement of Cash and Investments as of 8/31/2024

Overview

This quarterly report provides an update on Kilgore College's cash and investment holdings as of August 31, 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: \$24,506,735 as of August 31, 2024, reflecting a decrease from the prior quarter. This reduction is similar to last year's trend when adjusted for the \$5 million in debt proceeds and additional capital projects undertaken.

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

- Bank Deposits (General Rate): 5.21%
- Operating Reserve CD: 5.61%
- Plant Fund Reserve CD: 5.62%

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

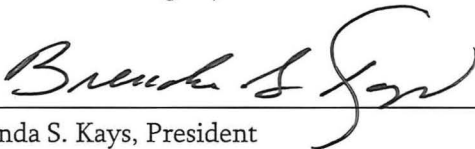
DATE: 09/18/2024

RE: Investment Reporting

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

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

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


Brenda S. Kays, President


Terry Hanson, Chief Financial Officer/ VP of Administrative Services

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

Kilgore College
Statement of Cash and Investments
August 31, 2024

	May 31, 2024 Book Value	May 31, 2024 Market Value	Change	August 31, 2024 Book Value	August 31, 2024 Market Value
Total Cash and Investments					
Bank Deposits (Cash)	\$ 21,549,056	\$ 21,549,056	\$ (5,702,934)	\$ 15,846,122	\$ 15,846,122
Certificate of Deposits	8,338,301	8,338,301	126,631	8,464,932	8,464,932
TexPool	193,085	193,085	2,595	195,681	195,681
TOTAL CASH AND INVESTMENTS	\$ 30,080,442	\$ 30,080,442	\$ (5,573,707)	\$ 24,506,735	\$ 24,506,735

Notes:

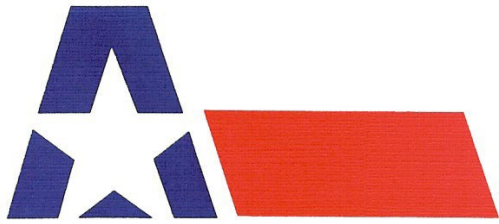
Kilgore College does not employ outside investment advisors or managers and does not have soft dollar arrangements.

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

The market value of the Kilgore College Foundation as of August 31, 2024 was \$28,517,102.21

Kilgore College
Schedule of Cash and Investments
August 31, 2024

FUND	Maturity Date	Rate	Operating	Restricted	Endowment	Plant Reserve	Bond Reserve	Agency	Accrued Interest	Totals
BALANCE AS OF 05/31/2024			\$ 23,044,794	\$ 357,408	\$ -	\$ 3,683,553	\$ 2,994,687	\$ -	11,844	\$ 30,092,286
Bank Deposits (Cash)		5.21%	\$ 12,407,122	\$ 357,408	\$ -	\$ 50,000	\$ 3,031,593	\$ -		\$ 15,846,122
Certificates of Deposit										
Operating Reserves CD (91 days) established 11/29/2012	11/15/2024	5.61%	4,828,940						11,133	
Plant Fund Reserve CD (91 days) established 9/15/2010	11/28/2024	5.62%	1,138,000			2,485,742			1,116	
Total Certificates of Deposit			5,966,940	-	-	2,485,742	-	-	12,249	8,464,932
TexPool			136,017			59,663				195,681
Total Cash and Investments			<u>\$ 18,510,079</u>	<u>\$ 357,408</u>	<u>\$ -</u>	<u>\$ 2,595,406</u>	<u>\$ 3,031,593</u>	<u>\$ -</u>	<u>\$ 12,249</u>	<u>\$ 24,506,735</u>



AMERICAN RESTORATION LLC.

November 18, 2024

Killgore College
1100 Broadway Blvd
Killgore, TX 75662

Dear Mr. Avedikian,

Pursuant to our walk around, we are submitting our proposal to provide labor, material, equipment and supervision for the above referenced project. Our detailed scope of work is as follows.

Seal the window perimeters.
Seal cap stone joints.
Pressure wash and apply brick sealer to façade.
Clean and paint lintels.
Replace 10 bricks.

The investment for this project is **\$90,118.00**.
TIPPS # 23010401.

Please let us know if you need any other information.

Best regards,

Blair Dillinger

Blair Dillinger
American Restoration
bdillinger@aricorp.net
512-808-7903

KILGORE COLLEGE TASB POLICY CONVERSION

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

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

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

Revised: November 20, 2024

Kilgore College Board of Trustees Meeting Date:

Revised: December 16, 2024

Proposed LEGAL Policy

Section: DB Employee Requirements and Restrictions

Policy: DBA Credentials and Records

Summary of LEGAL Policy:

This LEGAL policy was updated with the requirements for model policy for Personnel Files of Persons Licensed Under Occupations Code 1701 (Peace Officers). SB 1445 requires a law enforcement agency to adopt a model policy to be issued by the Texas Commission on Law Enforcement (TCOLE) or a substantively similar policy on a license holder's personnel file. The bill also addresses Requests for Information regarding a license holder's personnel file.

Proposed LOCAL Policy for Adoption:

Section: DBA (BJC)

Policy: Credentials and Records

Summary of LOCAL Policy:

This LOCAL DBA stipulates the college district shall implement regulations in regards to PO's personnel files. These required regulations are developed and held by the KC Chief of Police and will follow TCOLE regulations. Kilgore College is in compliance with this new regulation.

**Access to Employee
Records**

With regard to public access to information in personnel records, custodians of such records shall adhere to the requirements of the Texas Public Information Act (PIA). [See GCA] *Gov't Code 552*

Information is excepted from the requirements of the PIA if it is information in a personnel file, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Each employee of a governmental body, including a college district, and each former employee of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.

Gov't Code 552.024(a), .102(a)

**Employee Right of
Access**

All information in the personnel file of an employee of a governmental body is to be made available to that employee or the employee's designated representative as public information is made available under Government Code Chapter 552 (PIA).

A person or a person's authorized representative has a special right of access, beyond the right of the general public, to information held by a governmental body that relates to the person and that is protected from public disclosure by laws intended to protect that person's privacy interests. A governmental body may not deny access to information to the person, or the person's representative, to whom the information relates on the grounds that the information is considered confidential by privacy principles under the PIA but may assert as grounds for denial of access other provisions of the PIA or other law that are not intended to protect the person's privacy interests.

If a governmental body determines that information subject to a special right of access under Government Code 552.023 is exempt from disclosure under an exception of Government Code Chapter 552, Subchapter C, other than an exception intended to protect the privacy interest of the requestor or the person whom the requestor is authorized to represent, the governmental body shall, before disclosing the information, submit a written request for a decision to the attorney general under the procedures of Government Code Chapter 552, Subchapter G. If a decision is not requested, the governmental body shall release the information to the person with special right of access not later than the 10th business day after the request for information is received.

Gov't Code 552.023, .102(a), .307

Personnel Files of
Persons Licensed
Under Occupations
Code Chapter 1701

A law enforcement agency shall adopt a model policy described by this section or a substantively similar policy. A policy adopted by a law enforcement agency under this section must be submitted to the Texas Commission on Law Enforcement (TCOLE), and TCOLE shall maintain a copy of the policy.

TCOLE shall adopt a model policy regarding personnel files maintained with respect to a license holder. The policy must:

1. Require the head of a law enforcement agency or the head's designee to maintain a personnel file on each license holder employed by the agency that contains any letter, memorandum, or document relating to:
 - a. A commendation, congratulation, or honor bestowed on the license holder by a member of the public or by the employing agency for an action, duty, or activity that relates to the license holder's official duties;
 - b. Any misconduct by the license holder if the letter, memorandum, or document is from the employing agency and the misconduct resulted in disciplinary action by the employing agency; and
 - c. The periodic evaluation of the license holder by a supervisor; and
2. Provide that:
 - a. A letter, memorandum, or document relating to alleged misconduct by the license holder may not be placed in the license holder's personnel file if the employing agency determines that there is insufficient evidence to sustain the charge of misconduct;
 - b. If a negative letter, memorandum, document, or other notation of negative impact is included in a license holder's personnel file:
 - (1) The agency head or the head's designee shall, not later than the 30th day after the date of the inclusion, notify the affected license holder by certified mail; and
 - (2) The license holder may, on or before the 30th day after the date of receipt of the notification, file a written response to the negative letter, memorandum, document, or other notation;

- c. Information contained in a license holder's personnel file may not be released without the license holder's written permission, unless the release is required by law;
- d. A license holder is entitled, on request, to a copy of any letter, memorandum, or document placed in the license holder's personnel file; and
- e. An employing agency may charge the license holder a reasonable fee not to exceed the actual cost of any copies described by item 2d.

Occupations Code 1701.4535(a)-(b)

Requests for Information

A law enforcement agency may not release any information contained in a license holder's personnel file to any other agency or person requesting information relating to the license holder unless required by law [see GCA]. The agency shall refer the person or agency requesting the information to the agency head or the head's designee. *Occupations Code 1701.4535(c)*

Exceptions

A law enforcement agency shall provide a license holder's personnel file to TCOLE not later than the 30th day after the date the license holder separates from the agency, or on request by TCOLE as part of an ongoing investigation relating to the license holder.

As provided by Occupations Code 1701.451, a law enforcement agency hiring a license holder is entitled to view the contents of the license holder's personnel file. [See DC]

Occupations Code 1701.4535(d)-(e)

Participant in the Address Confidentiality Program

The Address Confidentiality Program (ACP) assists victims of family violence, sexual offenses, stalking, child abduction, and trafficking of persons by authorizing the use of an attorney general-maintained confidential mailing address.

A state or local agency, including a college district, must accept the substitute post office box address designated by the attorney general if the substitute address is presented to the agency by a participant in place of the participant's true residential, business, or school address.

A state or local agency that accepts an ACP participant's substitute post office box address is responsible for the administration of its rules and regulations in compliance with Code of Criminal Procedure Chapter 58. [See GCA]

Code of Criminal Procedure 58.053(a); 1 TAC 64.3(a), .4, .8

Exception

An agency may seek an exemption determination from the Office of the Attorney General (OAG) to require a participant to provide the participant's true residential, business, or school address. To seek an exemption determination, the agency must file an OAG Request for Agency Exemption form that includes, but is not limited to, the following information:

1. The name of the agency along with an explanation and supporting documentation that shows the exemption is necessary for the agency to perform a duty or function that is imposed by law or administrative requirement;
2. The name and title of the individual authorized to make the request on behalf of the agency;
3. Verification that the requestor will maintain the confidentiality of the participant's true residential, business, or school address; and
4. Verification by the agency representative affirming that the information submitted is correct.

An agency may submit a request for an exemption determination at any time even if there is no current need for the exemption at the agency. An agency previously denied an exemption may reapply in the event of new information.

Code of Criminal Procedure 58.053(b); 1 TAC 64.40(a), (d)-(e)

**Confidentiality
Guidelines**

Each state agency, including each college district, shall develop and implement guidelines regarding confidentiality of AIDS- and HIV-related medical information for employees of the agency. The confidentiality guidelines shall be consistent with guidelines published by the Department of State Health Services (DSHS) and with state and federal law and regulations. [See DBB] *Health and Safety Code 85.115(a), (c)*

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

Social Security Number	The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.
<u>Law Enforcement Personnel Files</u>	<u>The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunications.</u>

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Style Definition: TOC 2: Do not check spelling or grammar, Tab stops: 4.54", Right,Leader: ...

KILGORE COLLEGE TASB POLICY CONVERSION

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

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

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:

Revised: November 20, 2024

Kilgore College Board of Trustees Meeting Date:

Revised: December 16, 2024

Proposed LEGAL Policy

Section: DB Employee Requirements and Restrictions

Policy: DBB Medical Examination and Communicable Diseases

Summary of LEGAL Policy:

This LEGAL policy was updated to outline a required model for medical examinations for Persons Licensed or an Applicant for a License Under Occupations Code 1701. SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy prescribing standards and procedures for the medical and psychological examination of a license holder or person for whom a license is sought by the law enforcement agency.

Proposed LOCAL Policy for Adoption:

Section: DBB

Policy: Medical Examination and Communicable Diseases (BJC) (Update 47)

Summary of LOCAL Policy:

This LOCAL DBB has been updated to with procedures for fitness-for-duty examinations for peace offices. These required regulations are developed and held by the KC Chief of Police and will follow TCOLE regulations. Kilgore College is in compliance with this new regulation.

Pre-Employment Examination and Inquiries

Note: For the definition of individuals with disabilities and related terms and concepts addressed in this policy, see DAA(LEGAL).

Except as provided below, a covered entity, including a college district, shall not conduct a medical examination or make inquiries of a job applicant as to whether such applicant is an individual with a disability or as to the nature or severity of a disability. A covered entity may make pre-employment inquiries into the ability of an applicant to perform job-related functions and/or may ask an applicant to describe or to demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. *42 U.S.C. 12112(d)(2); 29 C.F.R. 1630.14(a)*

A covered entity may require a medical examination (and/or inquiry) after making an offer of employment to a job applicant and before the applicant begins his or her employment duties, and may condition an offer of employment on the results of such examination (and/or inquiry), if all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

The results of such examination shall not be used for any purpose inconsistent with 42 U.S.C. Chapter 126, Subchapter I, or 29 C.F.R. Part 1630. Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record, except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations, and first-aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

42 U.S.C. 12112(d)(3); 29 C.F.R. 1630.14(b)

Medical examinations conducted in accordance with this section do not have to be job-related and consistent with business necessity. However, if certain criteria are used to screen out an employee or employees with disabilities as a result of such an examination or inquiry, the exclusionary criteria must be job-related and consistent with business necessity, and performance of the essential job functions cannot be accomplished with reasonable accommodation as required in 29 C.F.R. Part 1630. *29 C.F.R. 1630.14(b)(3)*

**Examination and
Inquiries of
Employee**

Required

A covered entity, including a college district, may require a medical examination (and/or inquiry) of an employee that is job-related and consistent with business necessity. A covered entity may make inquiries into the ability of an employee to perform job-related functions.

Information obtained regarding the medical condition or history of any employee shall not be used for any purpose inconsistent with 42 U.S.C. Chapter 126, Subchapter I or 29 C.F.R. Part 1630. Information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record, except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations, and first-aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

42 U.S.C. 12112(d)(3)-(4); 29 C.F.R. 1630.14(c)

Voluntary

A covered entity may conduct voluntary medical examinations and activities, including voluntary medical histories, which are part of an employee health program available to employees at the work site.

Information obtained regarding the medical condition or history of any employee shall not be used for any purpose inconsistent with 42 U.S.C. Chapter 126, Subchapter I or 29 C.F.R. Part 1630. Information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record, except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations, and first-aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

42 U.S.C. 12112(d)(3), (4)(B)-(C); 29 C.F.R. 1630.14(d)

**Medical and
Psychological
Examination of a
Person Licensed or
an Applicant for a
License Under
Occupations Code
Chapter 1701**

Each law enforcement agency in this state shall adopt the model policy described by this section or a substantively similar policy. A policy adopted by a law enforcement agency under this section must be submitted to Texas Commission on Law Enforcement (TCOLE), and TCOLE shall maintain a copy of the policy.

TCOLE, with input from an advisory committee, shall adopt a model policy prescribing standards and procedures for the medical and psychological examination of a license holder or person for whom a license is sought by a law enforcement

agency to ensure the license holder or person is able to perform the duties for which the license is required.

The model policy must:

1. Apply to examinations of:
 - a. A person to whom Occupations Code 1701.306 applies;
 - b. A person licensed as an officer who is appointed as an officer after the 180th day after the person's last date of service as an officer;
 - c. School marshals, as described by Occupations Code 1701.260; and
 - d. A license holder, if ordered by the law enforcement agency employing the license holder for just cause;
2. Require, for an examination described by item 1d, that the employing agency:
 - a. Provide to the license holder written notice of the examination that includes the reasons for the examination not later than the 10th business day before the deadline to submit to the examination; and
 - b. Report to TCOLE, in the manner prescribed by TCOLE, the refusal of the license holder to submit to the examination within the period provided by item 2a; and
3. Require the reporting to TCOLE, in the manner prescribed by TCOLE, of a license holder's failed examination, unless the license holder submits to and successfully completes an applicable treatment program within a reasonable time, as prescribed by TCOLE.

The providing of notice by a law enforcement agency to TCOLE of a license holder's refusal to submit to an examination does not preclude the agency employing the license holder from taking disciplinary action against the license holder, including termination of the license holder's employment with the agency.

Records relating to a request or order of TCOLE or a hearing or examination conducted under this section, including, if applicable, the identity of the person notifying TCOLE that a license holder may not meet the standards required by the policy adopted by the law enforcement agency are confidential

HIV / AIDS
Testing

and not subject to disclosure under Government Code Chapter 552.

Occupations Code 1701.167(a)–(c), (i)

A person, including a college district, may not require another person, such as an employee, to undergo a medical procedure or test designed to determine or help determine if a person has AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS unless:

1. The medical procedure or test is necessary:
 - a. As a bona fide occupational qualification, and there is not a less discriminatory means of satisfying the occupational qualification. “Bona fide occupational qualification” means a qualification that is reasonably related to the satisfactory performance of the duties of the job and for which there is reasonable cause to believe that a person of the excluded group would be unable to perform satisfactorily the duties of the job with safety.
 - b. In relation to a particular person under Health and Safety Code Chapter 81.
 - c. To manage accidental exposure to blood or other bodily fluids, but only if the test is conducted under written infectious disease control protocols adopted by a health-care facility. The protocols must clearly establish procedural guidelines with criteria for testing that respect the rights of the person with the infection and the person who may be exposed to that infection. The protocols may not require the person who may have been exposed to be tested and must ensure the confidentiality of the person with the infection in accordance with Health and Safety Code Chapter 81.
2. A medical procedure is to be performed on the person that could expose health-care personnel to AIDS or HIV infection, according to Texas Department of State Health Services’ (DSHS) guidelines defining the conditions that constitute possible exposure to AIDS or HIV infection, and there is sufficient time to receive the test result before the procedure is conducted.

Health and Safety Code 81.102

Each institution of higher education, including each college district, shall make available the institution’s policy on HIV infection and AIDS to faculty and staff members by including the policy in the

Confidentiality of
AIDS Testing

personnel handbook if practicable or by any other method. *Education Code 51.919(b)*

"Test result" means any statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS, including a statement or assertion that the individual is positive, negative, at risk, has, or does not have a certain level of antibodies.

A test result is confidential. A person who possesses or has knowledge of a test result may not release or disclose the test result or allow the test result to become known except as provided by this section. A test result may be released to:

1. DSHS.
2. A local health authority if reporting is required under Health and Safety Code Chapter 81.
3. The Centers for Disease Control and Prevention of the United States Public Health Service if reporting is required by federal law or regulation.
4. The physician or other person authorized by law who ordered the test.
5. A physician, nurse, or other health-care personnel who have a legitimate need to know the test result in order to provide for their protection and to provide for the patient's health and welfare.
6. The person tested or a person legally authorized to consent to the test on the person's behalf.
7. The spouse of the person tested if the person tests positive for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS.
8. A person authorized to receive the test results under Code of Criminal Procedure 21.31 (regarding testing of persons indicted for or who waive indictment for certain crimes), concerning a person who is tested as required or authorized under that article.
9. A person exposed to HIV infection as provided by Health and Safety Code, Section 81.050.
10. A county or district court to comply with Health and Safety Code Chapter 81 or rules relating to the control and treatment of communicable diseases and health conditions.

11. A designated infection control officer of an affected emergency response employee or volunteer.

A person tested or a person legally authorized to consent to the test on the person's behalf may voluntarily release or disclose that person's test results to any other person, and may authorize the release or disclosure of the test results. An authorization must be in writing and signed by the person tested or the person legally authorized to consent to the test on the person's behalf. The authorization must state the person or class of persons to whom the test results may be released or disclosed.

An employee of a health-care facility whose job requires the employee to deal with permanent medical records may view test results in the performance of the employee's duties under reasonable health practices.

Health and Safety Code 81.103(a)–(b), (d), (i)

HIV Education

Each state agency, including each college district, shall provide to each state employee an educational pamphlet about methods of transmission and methods of prevention of HIV infection, and state laws relating to the transmission of HIV infection, and conduct that may result in the transmission of HIV infection. The educational pamphlet shall be provided to a newly hired state employee on the first day of employment. The educational pamphlet shall be based on the model developed by DSHS and shall include the workplace guidelines adopted by the state agency. DSHS shall prepare and distribute to each state agency a model informational pamphlet that can be reproduced by each state agency to meet the requirements of this section. *Health and Safety Code 85.111*

HIV / AIDS
Workplace
Guidelines

Each state agency shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infection. The workplace guidelines shall, at a minimum, incorporate the model workplace guidelines developed by DSHS. *Health and Safety Code 85.112*

**Bloodborne
Pathogen Control**
Definitions

*Bloodborne
Pathogens*

"Bloodborne pathogens" means pathogenic microorganisms that are present in human blood and that can cause diseases in humans. The term includes hepatitis B virus, hepatitis C virus, and human immunodeficiency virus. *Health and Safety Code 81.301(1)*

Sharp

"Sharp" means an object used or encountered in a health-care setting that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident, including a needle device, a scalpel, a lancet, a piece of broken glass, a broken capillary tube, an exposed end of a dental wire, or a dental knife, drill, or bur. *Health and Safety Code 81.301(5)*

Minimum Standards

The minimum standards apply to a governmental unit, including a college district, that employs employees who provide services in a public or private facility providing health-care-related services, including home health-care organizations, or otherwise have a risk of exposure to blood or other potentially infectious material containing bloodborne pathogens in connection with exposure to sharps. The exposure control plan developed by DSHS is adopted as a model plan to achieve the minimum standard to implement Health and Safety Code 81.304. The plan is designed to minimize exposure of employees as described in 25 Administrative Code 96.201 and includes policies relating to occupational exposure to bloodborne pathogens, training and educational requirements for employees, measures to increase vaccination of employees, and increased use of personnel protective equipment by employees.

Employers should review the plan for particular requirements applicable to their specific situation. The employer may modify the plan appropriately to its practice settings. Employers will need to include provisions relevant to their particular facility or organization in order to develop an effective, comprehensive exposure control plan specific to their facility or organization. Employers will annually review their exposure control plan, update when necessary, and document when accomplished.

Health and Safety Code 81.302, .304; 25 TAC 96.201-.203

Note: Copies of the [exposure control plan](#)¹ are available on the DSHS website and at the DSHS regional offices.

DSHS-Ordered Tests

A person whose occupation or whose volunteer service is included in one or more of the categories listed at Health and Safety Code 81.050, including a law enforcement officer, may request the DSHS or a health authority to order testing of another person who may have exposed the person to a reportable disease, including HIV infection. A request under this section may be made only if the person has experienced the exposure in the course of the person's employment or volunteer service; believes that the exposure places the person at risk of a reportable disease, including HIV infection; and presents to the DSHS or health authority a sworn affidavit that delineates the reasons for the request. *Health and Safety Code 81.050(b)–(c)*

Cost of Reportable Disease Testing After Accidental Exposure

This section applies only in a case of accidental exposure of certified emergency medical services personnel, an emergency response employee or volunteer as defined by Health and Safety Code 81.003(1-a) (see below), or a first responder who renders assistance at the scene of an emergency or during transport to the

hospital to blood or other body fluids of a patient who is transported to a licensed hospital. The hospital receiving the patient, following a report of the exposure incident, shall take reasonable steps to test the patient for hepatitis B, hepatitis C, HIV, or any reportable disease if the report shows there is significant risk to the person exposed. The organization, including a college district, that employs the person or for which the person works as a volunteer in connection with rendering the assistance is responsible for paying the costs of the test. *Health and Safety Code 81.095(b)*

Genetic Information

If a covered entity, including a college district, uses language described at 29 C.F.R. 1635.8(b)(1)(i)(B), any receipt of genetic information in response to the request for medical information will be deemed inadvertent. [See DAAA] 29 C.F.R. 1635.8(b)(1)(i)(A)–(B)

Designated Infection Control Officer

An entity that employs or uses the services of an emergency response employee or volunteer shall nominate a designated infection control officer and an alternate designated infection control officer to:

1. Receive notification of a potential exposure to a reportable disease from a health-care facility;
2. Notify the appropriate health-care providers of a potential exposure to a reportable disease;
3. Act as a liaison between the entity's emergency response employees or volunteers who may have been exposed to a reportable disease during the course and scope of employment or service as a volunteer and the destination hospital of the patient who was the source of the potential exposure;
4. Investigate and evaluate an exposure incident, using current evidence-based information on the possible risks of communicable disease presented by the exposure incident; and
5. Monitor all follow-up treatment provided to the affected emergency response employee or volunteer, in accordance with applicable federal, state, and local law.

The entity that employs or uses the services of an emergency response employee or volunteer is responsible for notifying the local health authorities or local health-care facilities, according to any local rules or procedures, that the entity has a designated infection control officer or alternate designated infection control officer.

A “designated infection control officer” is the person serving as an entity's designated infection control officer who has a health-care professional license or specific training in infection control, acts as

liaison between the entity and the destination hospital, and monitors all follow-up treatment provided to the affected emergency response employee or volunteer.

"Emergency response employee or volunteer" means an individual acting in the course and scope of employment or service as a volunteer as emergency medical service personnel, a peace officer, a detention officer, a county jailer, or a fire fighter.

Health and Safety Code 81.003(1-a), .012; 25 TAC 97.11

¹ Exposure control plan: http://www.dshs.texas.gov/IDCU/health/infection_control/bloodborne_pathogens/Resources.doc

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

**Examinations During
Employment**

The College President or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The College District may designate the physician to perform the examination. If the College District designates the physician, the College District shall pay the cost of the examination. The College District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the College President or designee shall determine whether the employee has an impairment. If so, the College President or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the College President or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the College President or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

Other Requirements

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. [See DBA]

**Medical and
Psychological
Examination of a
Peace Officer or
Telecommunicator**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the fitness-for-duty examination of a peace officer or telecommunicator who is licensed, or a person for whom the College District police department seeks a license, under Occupations Code Chapter 1701. The regulations must address:

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

1. The criteria for requiring an examination;
2. The provision of notice to the license holder or applicant that includes the reasons for the examination;
3. The examination procedures;
4. The determination of the license holder's or applicant's duty status during and following the examination;
5. Appeals of the application or interpretation of the regulations; and
6. The submission of a report to the Texas Commission on Law Enforcement (TCOLE):
 - a. If the license holder or applicant refuses to submit to the examination; or
 - b. Absent the successful completion of a treatment program, if the license holder or applicant fails the examination.

KILGORE COLLEGE TASB POLICY CONVERSION

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

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

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

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

IN CONSIDERATION OF ADOPTION OF TASB LOCAL POLICY

Kilgore College Board Policy and Personnel Committee Meeting Date:
November 20, 2024

Kilgore College Board of Trustees Meeting Date:
December 16, 2024

Proposed LOCAL Policy for Adoption:

Section: D Personnel
Policy: DH Employee Standards of Conduct

Previously Adopted Local: 8/14/2023, 6/11/2024

Summary of LEGAL Policy:

This Local policy was approved by the Board on 6/11/2023. The revised Legal policy outlines the requirement of a model policy for investigating misconduct of peace officers. KC Chief of Police has developed policies and procedures as required and outlined in the Policy.

Summary of LOCAL Policy:

The revised Local policy has updated formatting and basic language in the employee standards of conduct section. No Substantiative change has been made in content or application. New language has been added regarding investigations for allegations of misconduct by peace officers. These required regulations are developed and held by the KC Chief of Police in line with TCOLE requirements. Kilgore College is in compliance with this new regulation. Due to this being a Local policy, it must be approved by the board.

Public Servants	All college district employees are public servants and therefore subject to Title 8 of the Penal Code, regarding offenses against public administration, including bribery and corrupt influence (Chapter 36), perjury and other falsification (Chapter 37), obstructing governmental operation (Chapter 38), and abuse of office (Chapter 39). [See DBD and BBFA] <i>Penal Code 1.07(a)(41), Title 8</i>
Hair Texture and Style	An employer, including a college district, commits an unlawful employment practice if the employer adopts or enforces a dress or grooming policy that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. "Protective hairstyle" includes braids, locks, and twists. [See DAA] <i>Labor Code 21.1095</i>
Low-THC Cannabis	A municipality, county, or other political subdivision, including a college district, may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the cultivation, production, dispensing, or possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487.201. <i>Health and Safety Code 487.201</i>
Hemp	A municipality, county, or other political subdivision of this state, including a college district, may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the cultivation, handling, transportation, or sale of hemp as authorized by Agriculture Code Chapter 122. <i>Agriculture Code 122.002</i>
Dextromethorphan	A political subdivision of this state, including a college district, may not adopt or enforce an ordinance, order, rule, regulation, or policy that governs the sale, distribution, or possession of dextromethorphan. An ordinance, order, rule, regulation, or policy described by this section is void and unenforceable. <i>Health and Safety Code 488.005</i>
Drug and Alcohol Abuse Program	A person other than an individual shall not receive a grant from a Federal agency unless the person agrees to provide a drug-free workplace by:
Federal Drug-Free Workplace Act	1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of the prohibition [see DI(EXHIBIT)]; 2. Establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug-free workplace;

available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by item 1;
4. Notifying the employee in the statement required by item 1 that as a condition of employment in the grant the employee will abide by the terms of the statement; and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the granting agency within ~~ten~~10 days after receiving notice under item 4 from an employee or otherwise receiving actual notice of a conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by 41 U.S.C. 8104; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of items 1 to 6.

41 U.S.C. 8103(a)(1)

**Sex Offender
Registration**

Not later than the later of the seventh day after the date on which the person begins to work or the first date the applicable authority by policy allows the person to register, a person required to register under Code of Criminal Procedure Chapter 62 who is employed or carries on a vocation at a public or private institution of higher education in this state shall report that fact to:

1. The authority for campus security for that institution; or
2. If an authority for campus security for that institution does not exist the local law enforcement authority of:
 - a. The municipality in which the institution is located; or
 - b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh

day after the date of termination of the person's status as a worker at the institution.

The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person under Code of Criminal Procedure 62.153 and any information received from the Texas Department of Public Safety under Code of Criminal Procedure 62.005.

This section does not impose the requirements of public notification or notification to public or private primary or secondary schools on:

1. An authority for campus security; or
2. A local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Code of Criminal Procedure Chapter 62 to make notifications.

Code of Criminal Procedure 62.153(a)-(d), (f) [See also GCA]

**Misconduct by a
Person Licensed
Under Occupations
Code 1701**

A law enforcement agency shall adopt the model policy described by this section or a substantively similar policy. A policy adopted by a law enforcement agency under this section must be submitted to the Texas Commission on Law Enforcement (TCOLE), and TCOLE shall maintain a copy of the policy.

TCOLE shall adopt a model policy establishing procedures applicable to a law enforcement agency investigating alleged misconduct by a license holder employed by the agency.

The policy adopted under this section must:

1. **Require a law enforcement agency to:**
 - a. **Initiate an appropriate administrative or criminal investigation into alleged misconduct of a license holder employed by the law enforcement agency at the time the agency becomes aware of the alleged misconduct;**
 - b. **Complete the investigation described by item 1a in a timely manner, as prescribed by TCOLE;**
 - c. **Report an investigation into alleged criminal misconduct for which criminal charges are filed against the license holder to TCOLE in a timely manner after the investigation is completed;**

- d. Complete an administrative investigation of alleged misconduct and prepare and submit to TCOLE a summary report on the investigation, including the disposition of the investigation and any informational findings, in a format prescribed by TCOLE, in a timely manner but not later than the 30th day after the date of the license holder's separation from the agency, if applicable;
 - e. Include documentation of the completed investigation in the personnel file, as described by Occupations Code 1701.4535, of the license holder maintained by the agency [see DBA]; and
 - f. Submit to TCOLE each report of a completed investigation.
2. Provide that an investigation into the alleged misconduct of a license holder may not be terminated by the resignation, retirement, termination, death, or separation from employment of the license holder; and
 3. Specify that a license holder under investigation for misconduct is entitled to any internal due process procedures provided by the investigating agency to contest the investigation or completed report.

TCOLE shall maintain each report received under a policy adopted under this section as part of the license holder's record in the licensing status database established under Occupations Code 1701.168. [See DC]

"Misconduct" means a violation of law or any of the following that have been sustained by a law enforcement agency employing a license holder:

1. A violation of a law enforcement agency policy for which the agency may suspend, demote, or terminate a license holder's employment; or
2. An allegation of untruthfulness against a license holder.

Occupations Code 1701.001(2-a); .4522(a)-(d)

Disqualification from Retirement Annuity for Conviction of Certain Felonies

A person is not eligible to receive a service retirement annuity from the Teacher Retirement System of Texas (TRS) if the person is convicted of a qualifying felony the victim of which is a student.

"Qualifying felony" means an offense that is punishable as a felony under the following sections of the Penal Code:

1. Section 21.02 (continuous sexual abuse of young child or disabled individual);
2. Section 21.12 (improper relationship between educator and student);
3. Section 22.011 (sexual assault) or Section 22.021 (aggravated sexual assault); or
4. Section 43.24 (sale, distribution, or display of harmful material to minor).

The term includes any federal offense that contains elements that are substantially similar to the elements of a felony offense described above.

Gov't Code 824.009(a)-(c)

**Public Information
on a Privately-
Owned Device**

A current or former officer or employee of a governmental body who maintains public information on a privately-owned device shall:

1. Forward or transfer the public information to the governmental body or a governmental body server to be preserved as provided by Government Code 552.004(a); or
2. Preserve the public information in its original form in a backup or archive and on the privately-owned device for the time described under Government Code 552.004(a).

Gov't Code 552.004(b) [See CIA and GCB]

**Diversity, Equity,
and Inclusion
Initiatives**

The governing board of an institution of higher education, including a college district, shall ensure that each unit of the institution adopts policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Education Code 51.3525(b)(1) [see BG, DAA, and FA]. *Education Code 51.3525(b)(2)*

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ~~following~~ ethical standards set out in this policy.

~~All employees of Kilgore College will hold themselves and each other to the following code of ethics and ethical standards. The Code of Conduct shall apply to all faculty members, staff, and volunteers both while they are on the premises of the College District and when they are away representing the College District or attending a College District function.~~

~~The goal shall be to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees. The Code of Conduct shall be as follows:~~

~~1. Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic information.~~

Strive~~As a Citizen~~

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

~~2.~~ An employee shall strive to help each student realize ~~his or her~~ the student's full potential as a learner and as a human being.

~~3.~~ By An employee shall by example and action, encourage and defend the unfettered pursuit of truth by ~~employees~~ all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of ~~aca-demic~~ academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

~~4.~~ WorkAn employee shall work to enhance cooperation and collegiality among students, faculty, administrators, ~~Board members,~~ and other personnel.

EMPLOYEE STANDARDS OF CONDUCT

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As a Colleague

~~Recognize~~An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

~~5.~~ An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor ~~that, which~~ might damage, ~~or~~ embarrass, or violate the privacy of any other person.

~~6.~~ Maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

~~Work cooperatively and respectfully with all Board members, employees, and students, and act in the best interest~~An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

7. As a Member
of the College
District ~~as a whole.~~

~~8.~~ MakeAn employee shall make the most judicious and effective use of the College District's time and resources.

~~9.~~ FulfillAn employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which ~~we are~~the employee is not qualified nor assign tasks to unqualified persons.

~~10.~~ SupportAn employee shall support the goals and ideals of the College District and shall act in public ~~and private~~ affairs in such a manner as to bring credit to the College District.

~~11.~~ Refrain from acceptingAn employee shall not engage in unlawful discrimination or soliciting any gift, favor, service, or benefit that we should reasonably know is offered with the intent to influence our decisions or actions. Likewise, refrain from soliciting, accepting, or agreeing to accept any unauthorized personal gifts, services, or other benefits from having exercised the powers and responsibilities of our official positions.

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	12. Refrain from engaging in sexual harassment or sexual violence of students, or colleagues, or any other person, including at off-campus activities and events, and shall adhere to the College District's <u>Antiharassment and Complaint Policy</u>on unlawful discrimination and harassment and other conduct. 13. Observe<u>An employee shall observe</u> the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner. 14. Support the right of all employees to academic freedom and due process. 15. Refrain from supporting the continuation of employment by the College District of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process. 16. Participate<u>An employee shall participate</u> in the governance of the College District by accepting a fair share of committee and institutional responsibilities. <u>REFERENCE: derived from the Texas Community College Teachers Association Code of Professional Ethics (PDF).</u>¹
Violations	Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]
<u>Misconduct by Certain Law Enforcement Personnel</u>	<u>The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.</u>
Electronic Media	Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.
Record Retention	An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]
Personal Use	Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public

EMPLOYEE STANDARDS OF CONDUCT

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conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Tobacco and
E-cigarettes**

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

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

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

EMPLOYEE STANDARDS OF CONDUCT

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

An employee need not be legally intoxicated to be considered “under the influence” of alcohol or a controlled substance.

Exceptions

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

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

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

Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify the employee’s immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if

EMPLOYEE STANDARDS OF CONDUCT

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any two or more acts are committed within any 12-month period; or

6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships

Consensual dating, romantic, or sexual relationships between employees, or an employee and a student, can create significant problems, conflicts of interest, and/or appearances of impropriety that impair the workplace or educational environment. The College District strongly discourages such relationships and any conduct that might reasonably be expected to lead to a dating, romantic, or sexual relationship.

Consensual dating, romantic, or sexual relationships between individuals in unequal positions are inherently problematic, may lead to potential claims of sexual or other harassment, and are potentially inconsistent with the College District's mission and purpose. A College District employee is prohibited from engaging in any consensual romantic or sexual relationship with:

1. A student or student-employee to whom the employee has responsibilities to teach, advise, coach, supervise, counsel, evaluate, or otherwise facilitate the student's academic career or any extracurricular activity; or
2. Any employee or member of the College District community in which the employee has any direct or indirect supervisory responsibilities.

A violation of this policy may be cause for disciplinary or corrective action up to and including termination of employment.

Complaints may be initiated by any student, employee, or other member of the College District community who is or has been in a romantic or sexual relationship or who is or has been the subject of overt romantic or sexual advances, or by third parties who allege they have been specifically adversely affected by such a relationship. [See DGBA and DIAA]

¹ [Texas Community College Teachers Association Code of Professional Ethics \(PDF\): https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KoqlR/view](https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KoqlR/view)

RESOLUTION NO. R-2025-2
A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
REGARDING WAGE PAYMENTS DURING EMERGENCY
COMMUNITY COLLEGE CLOSINGS

WHEREAS, the Board is authorized by law to expend funds of Kilgore College for College operations;

WHEREAS, the Board acknowledges that during an emergency closing, most Community college employees are instructed not to report for work;

WHEREAS, the Board finds that a need exists to address wage payments for employees who are idled;

WHEREAS, the Board determines that employees who are instructed not to report to work may suffer a loss of pay if the Community college is closed; and

WHEREAS, the Board concludes that continuing wage payments to all regular full-time employees — contractual and noncontractual, salaried and non-salaried — who suffer a loss in pay due to an emergency closing serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of Community college staffing when colleges reopen;

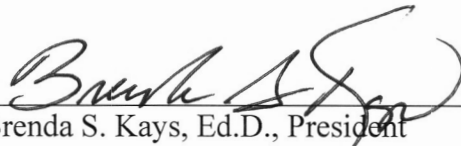
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Kilgore College authorizes continued wage payments to all regular full-time employees — contractual and noncontractual, salaried and non-salaried — who are instructed not to report to work during an emergency closing.

The authority granted by this resolution to continue wage payments to idled employees is effective as of the date below unless the Board takes action to revoke or revise such authorization.

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



President
Kilgore College Board of Trustees



Brenda S. Kays, Ed.D., President
Kilgore College

ATTEST:


Vice President
Kilgore College Board of Trustees



Mission Statement

Kilgore College provides a learner-centered environment that focuses on student access, success, completion, and post-completion success, via collaborative partnerships.

- Kilgore College promotes access through its open-door admission, distance learning opportunities, dual credit courses, developmental education, continuing education, and comprehensive scholarship and financial aid programs.
- Kilgore College promotes success through high quality innovative instruction and holistic student support services and activities.
- Kilgore College promotes completion and post-completion success by providing a foundation for students to seamlessly transition either through university transfer or entry into the workforce as highly skilled and technologically advanced employees.
- Kilgore College leads and promotes partnerships through outreach to area schools and universities, small business/entrepreneurial expansion, adult education and literacy, responsiveness to economic development needs, and promotion of social and cultural advancement.

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies

KILGORE COLLEGE TASB POLICY CONVERSION

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

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

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

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

IN CONSIDERATION FOR REVIEW OF CHANGE TO ADMINISTRATIVE RULES

Kilgore College Board Policy and Personnel Committee Meeting Date: December 16, 2024

Kilgore College Board of Trustees Meeting Date: November 20, 2024

Administrative Rule Update for *INFORMATION ONLY*:

Section: DEB

Policy: Compensation and Benefits – Fringe Benefits

Admin Rules: Employee Dependent Scholarship & Tuition Grants for Full-Time Employees and Retirees

Summary of *Change to Administrative Rules*:

- Employee Dependent Scholarship Administrative Rule has been updated to allow a “Legal Spouse” the same access to the Dependent Scholarship at Kilgore College. The benefit provided has not changed, only that in that legal spouses will be allowed to apply for this scholarship.
 - Only in-district tuition and general education fees will be paid; out-of-district fees, course specific fees, books, uniforms, supplies, etc. will not be covered.”*
 - 1) *A maximum of 60 attempted semester credit hours (or equivalent continuing education certificate clock hours) will be covered.*
 - 2) *Participants will be limited to one degree or certificate except in the case of stackable credentials where the certificate is a direct segue into the associate’s degree occurring without loss of hours.*

These changes are being implemented due to feedback from employees, especially those without children, who would like a spouse to be able to have a benefit when enrolling in classes at Kilgore College. The cost for adding this benefit is not determinable but will be tracked to ensure funding is available for the program. For Academic Year 2023-2024 \$15,889 was used for the Dependent Child Scholarship program.
- Tuition Grants for Full-Time Employees and Retirees Administrative Rule has been updated to reflect that Tuition Grants will now cover registration fee, student services fee, security fee, and health and wellness fee.

These changes are being made after hearing feedback from employees that fees can often be prohibitive for employees when enrolling in a course. The fees identified to waive under the Employee Scholarship will amount to a savings of \$105 each enrollment for the employee. Based on 2023-2024 utilization of the Employee Tuition grants, the costs that would have been waived would amount to \$1,575. In total, \$8,200 was utilized in 2023-2024.

Both of these changes contribute to the comprehensive fringe and benefit package offered by the college and mirrors other institution policies keeping KC competitive within Higher Education.

Administrative Rule

Subject: Employee Dependent Scholarship

TASB Policy: DEB

Effective Date: December 11, 2023

Revisions: December 16, 2024



I. Purpose and Scope

Dependent children and lawful spouses of full-time employees may be eligible to receive an institutional scholarship in an amount equivalent to the in-district tuition and general education fee costs. Application for this scholarship and eligibility determination must occur annually.

II. Definitions

Eligible Employee: A full-time employee who has completed a minimum of one year of service and is in good standing with the institution will be considered eligible.

Dependent Child: Dependency must be documented through one of the following:

- 1) The student is claimed as a dependent on the employee's most recent IRS tax return; or
- 2) The student is covered by the employee's Kilgore College sponsored insurance plan; or
- 3) The employee is currently paying child support to/on behalf of the student; or
- 4) The student lists dependency to the employee on their FAFSA application.

Lawful Spouse: Eligibility must be document through one of the following:

- 1) Government-issued marriage license; or
- 2) Declaration of Informal Marriage with the county courthouse and current joint federal tax return with both parties' names listed; or
- 3) Declaration of Informal Marriage with the county courthouse and a joint ownership document limited to a mortgage statement, credit card statement, property tax statement, or residential leasing agreement with both parties' names listed.

III. Procedures

Prospective scholarship recipients must file the annual Free Application for Federal Student Aid (FAFSA) application and receive their Student Aid Report (SAR) before scholarship eligibility can be determined. NOTE: Students claiming independent status when filing their FAFSA have waived their dependency rights and are not eligible for this scholarship. Dual credit/early admission students need not file the FAFSA.

This scholarship will have the following limitations:

- 1) A maximum of 60 attempted semester credit hours (or equivalent continuing education certificate clock hours) will be covered.
- 2) Participants will be limited to one degree or certificate except in the case of stackable credentials where the certificate is a direct segue into the associate's degree occurring without loss of hours.

Only in-district tuition and general education fees will be paid; out-of-district fees, course specific fees, books, uniforms, supplies, etc. will not be covered.

This will be a non-liquidated scholarship; thus, no cash will accrue to the student.

Tuition grant can only be applied to classes being taken in the current semester and cannot be retroactively applied to past courses taken at Kilgore College.

Students will maintain satisfactory progress and must meet 2.5 Satisfactory Academic Progress (SAP). A student who is meeting SAP will have a 2.5 cumulative grade point average or above.

Eligible employees shall apply for this benefit through the KC Financial Aid Office.

Exceptions to this policy can only be made with the approval of the President.

Administrative Rule



Subject: Tuition Grants for Full-Time Employees and Retirees

TASB Policy: DEB

Effective Date: December 11, 2023

Revisions: December 16, 2024

I. Purpose and Scope

Kilgore College values an educated workforce and strives to help its employees in the pursuit of continuing their education. Regular full-time employees and college retirees are eligible for tuition, general education fee, out-of-district fee, registration fee, student services fee, security fee, and health and wellness fee grants for courses taken at Kilgore College.

II. Definitions

Eligible Employee: A full-time employee who has completed a minimum of six (6) months of service and are in good standing with the institution will be considered eligible.

Eligible Retiree: A former full-time employee who retired as a TRS or ORP retiree of the College.

Semester: Fall, Spring, Summer shall be defined as encompassing a semester. Courses falling in each designated semester will count towards the employee maximum per semester.

III. Procedures

The following procedures will be followed in the enrollment and consideration of approval for tuition grant courses.

1. The course(s) to be taken should not conflict with the employee's official work day, unless otherwise approved by the employee's supervisor and appropriate Vice President.
2. The employee will be limited to a maximum of two credit or CE courses per semester. Approval for additional courses will be based upon job related expectations and must be approved by the appropriate Vice President or the President.
3. Tuition grants do not include three-peat charges; these charges are the responsibility of the employee/retiree.
4. Tuition grants do not include e-service fees, distance learning fees, or course specific fees.
5. The employee/retiree must maintain satisfactory progress and must meet 2.0 Satisfactory Academic Progress (SAP). An employee/retiree who is meeting SAP will have a 2.0 cumulative grade point average or above.

Unofficial transcripts are required and are to be attached to the tuition enrollment form.

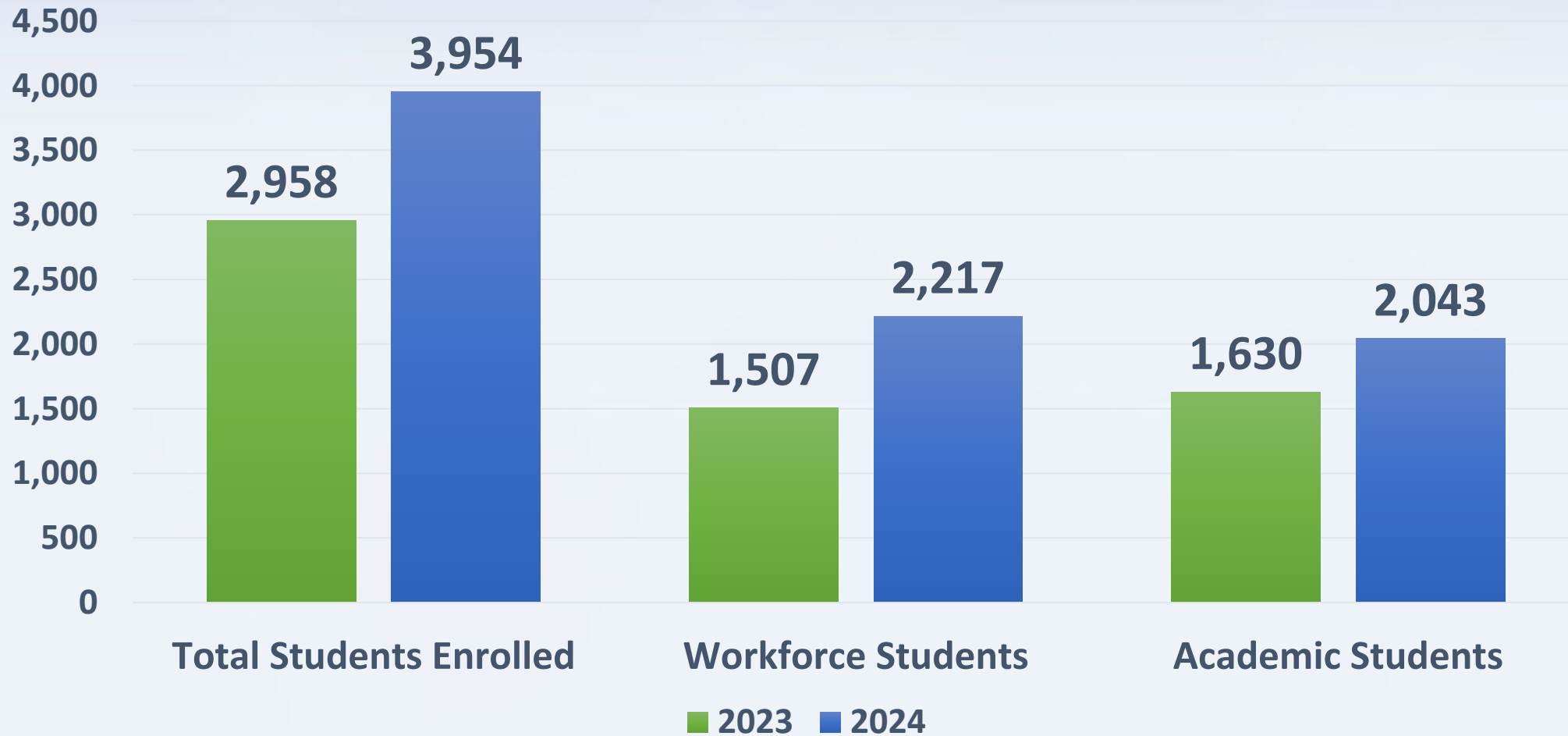
6. The enrollment of an employee in a course as a tuition-grant student will not be a factor in determining if the course is offered. The course must have sufficient tuition-paying students to justify its offering. Courses will be canceled in the absence of a sufficient number of tuition-paying students.
7. Auditing of classes will not be allowed.

A Tuition Grant Request form must be completed each semester designating courses to be taken, employee work schedule and signatures of the employee, Supervisor/Chair/Director, Vice President, and Director of Human Resources. Completed forms will be submitted to the Financial Aid Office for processing.

Exceptions to this policy can only be made with the approval of the President.

Exhibit: Tuition Grant Employee Request Form

Dual Credit Enrollment Trends – Fall Semester



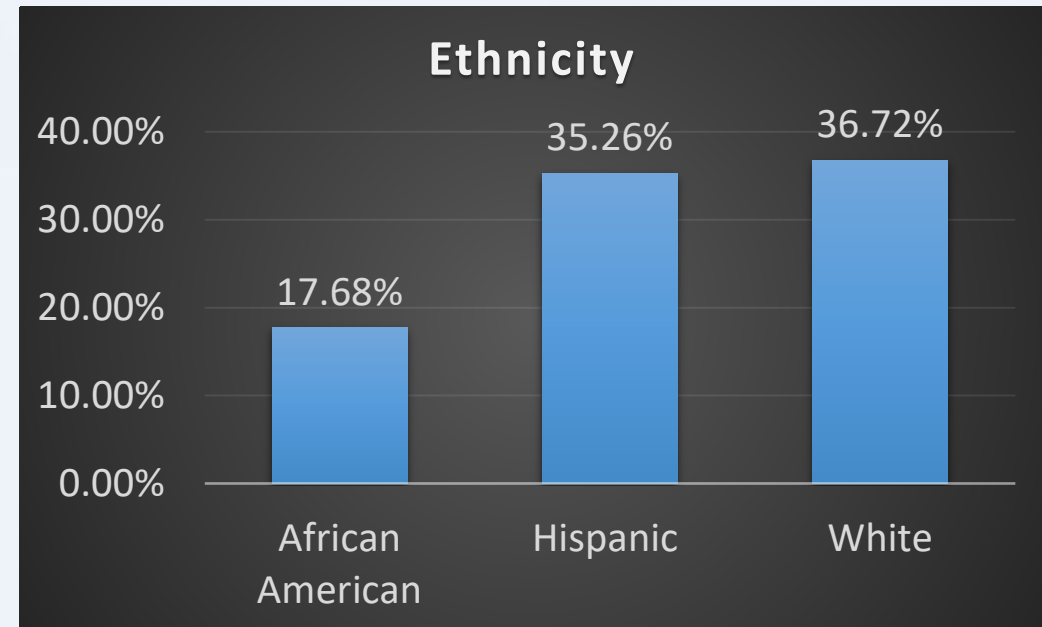
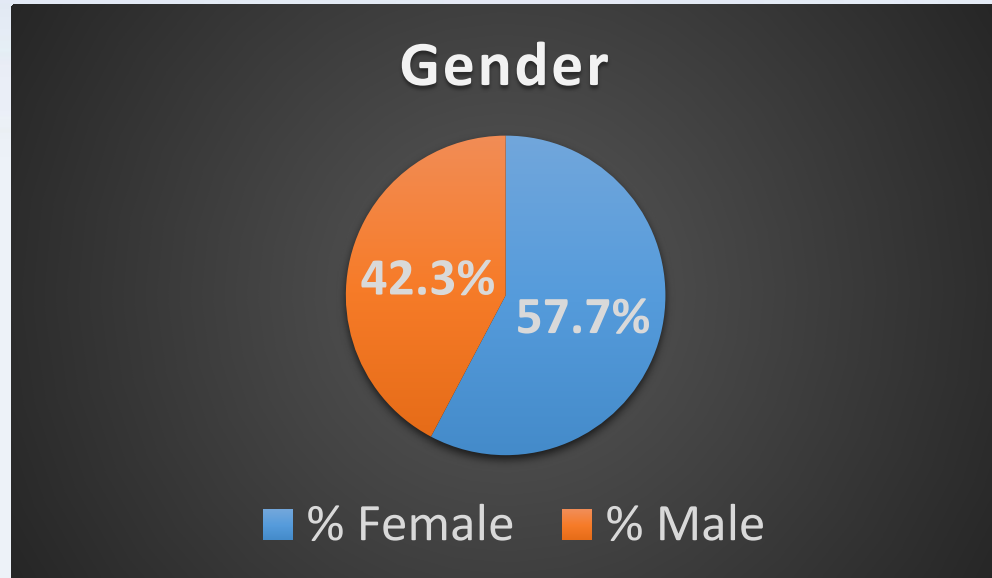
Dual Credit Enrollment Trends – Fall Semester

	2020	2021	2022	2023	2024	% Increase
Total Students Enrolled	1,758	1,925	2,123	2,958	3,954	34%
Workforce Students	799	821	942	1,507	2,217	47%
Academic Students	1,130	1,245	1,323	1,630	2,043	25%
Total Semester Credit Hours	10,729	12,786	13,401	15,741	20,557	31%
Workforce Semester Credit Hours	4,044	5,199	5,549	6,680	9,850	47%
Academic Semester Credit Hours	7,022	7,588	7,852	9,061	10,707	18%
Total Contact Hours	195,360	211,726	235,506	309,368	395,776	28%
Workforce Contact Hours:	86,462	86,190	106,602	160,120	221,600	38%
Academic Contact Hours	104,792	125,546	128,904	149,248	174,176	17%

High School Rankings

Rank	School	Un-Duplicated Students	Academic Students	Workforce Students
1	Longview High School	1,504	228	1,415
2	Hallsville High School	471	379	150
3	Texas Virtual Academy at Hallsville	375	373	2
4	Pine Tree High School	262	107	159
5	Kilgore High School	240	154	127
6	Henderson High School	214	153	92
7	Overton Center (Arp, Carlisle, Leverett's Chapel, Overton, West Rusk)	203	199	15
8	Center High School	200	0	200
9	White Oak Center (Gladewater, Union Grove, White Oak)	164	155	29
10	Sabine High School	94	89	5
11	Gilmer High School	68	67	1
12	Spring Hill High School	47	47	0
13	New Diana High School	39	39	0
14	Big Sandy High School	29	29	0

Demographic Data



TEA Health Science Career Cluster

Grade 9:
Principles of Health
Science

Grade 10:
Medical Terminology

Grade 11:
Health Science Theory +
Clinical Option

OPTION A

Grade 12: Certified Medical
Assistant

OPTION B

Grade 12: Patient Care Technician

OPTION C

Grade 12: Pharmacy Technician

OPTION D

Grade 12: Nursing Assistant

Digital Communications Program of Study

Grade level	ISD Classes	TEA PEIMS Code	KC Classes	KC Course Code & (Term)	Misc.
9	Principles of Arts, A/V Technology, and Communications – 1 Credit	13008200	Convergence of Electronic Media	RTVB 1317	
10	Audio/Video Production I – 1 credit	13008500	Computer Applications for Media Production	RTVB 1302	
11	Audio/Video Production II – 1 credit	13008600	Audio Production I	RTVB 1309	*TEA Prerequisite: Audio/Video Production I /Lab
12	Practicum in Audio/Video Production – 2 credits	13008700 /13008710	Business Aspects of the Media Industry Portfolio Development	RTVB 2338 RTVB 2340	*TEA Prerequisite: Audio/Video Production II /Lab

Notes: This dual-credit pathway earns 15 college credit hours upon successful completion.

Graphic Design & Interactive Media Program of Study

Grade level	ISD Classes	TEA PEIMS Code	KC Classes	KC Course Code & (Term)	Misc.
9	Principles of Arts, A/V Technology, and Communications – 1 credit	13008200 13009970	Introduction to Technical Animation and Rendering	ARTV 1302	
10	Animation I/Lab – 1 credit	13008300 N1300994	Basic Animation	ARTV 1303	
11	Animation 2/Lab – 1 credit	13008400 03580830	Storyboard	ARTV 1311	*TEA Prerequisite Animation I
12	Practicum in Animation – 2 credits	13008450/13008460	Team Program Production I Portfolio Development for Animation	ARTV 2320 ARTV 2335	*TEA Prerequisite Graphic Design & Illustration

Notes: This dual-credit pathway earns 15 college credit hours upon successful completion.

Manufacturing Technology Program of Study - 9th and 10th grade

Grade level	ISD Classes	TEA PEIMS Code	KC Classes	KC Course Code	Misc.
9	Principles of Manufacturing – 1 credit	1303220			
10	Agricultural Mechanics and Metal Technologies - 1 credit	13002200			
	Agricultural Mechanics and Metals Technologies/Lab – 1 or 2 credits	13002200/13002310			
	Welding I – 2 credits	13032300			

Manufacturing Technology Program of Study - 11th grade

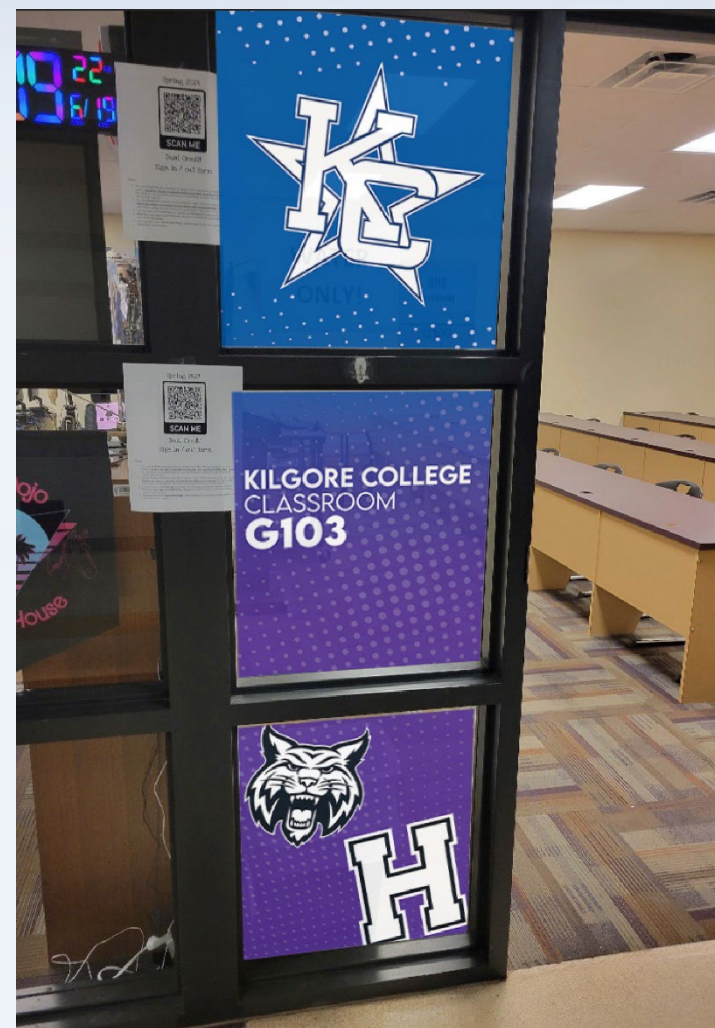
11	Blueprint Reading for Manufacturing Applications – 1 credit	N1303684	Manufacturing Processes Blueprint Reading & Sketching	INMT 1319 DFTG 1325	*Certification: MSSC CPT and CPT+
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Manufacturing Technology Program of Study - 12th grade

12 EL	Practicum in Manufacturing (First Time Taken)– 2 or 3 credits	13033000	Safety & Ergonomics / Analog Controls II Programmable Logic Controllers I / Automated Manufacturing	ENTC 1347 / INTC 1353 ELPT 2319 / MFGT 1404	*Certification: NCCER Electrical Level 1 *OSHA 30 Certification awarded upon successful completion
12 MA	Practicum in Manufacturing (First Time Taken)– 2 or 3 credits	13033000	Safety & Ergonomics / Analog Controls II Hydraulics & Pneumatics / Pumps, Compressors & Mechanical Drives	ENTC 1347 / INTC 1353 HYDR 1345 / INMT 2303	*Certification: NCCER Electrical Level 1 *OSHA 30 Certification awarded upon successful completion
12 ME	Practicum in Manufacturing (First Time Taken)– 2 or 3 credits	13033000	Precision Tools & Measuring / Basic Machine Shop I Fundamentals of Computer Numerical Controlled (CNC) Machine Controls / Operation of CNC Machining Centers	MCHN 1320 / MCHN 1338 MCHN 2303 / MCHN 2334	

Manufacturing Technology Program of Study Final Notes

- All students complete the Junior pathway. During the Senior year, students choose Electrical, Machining or Mechanical Pathway based on personal career goals.
- Embedded instruction, generally Fridays, to include work ethic, soft skills, industry tours, industry guest speakers, resume writing and mock interviews.
- This is a complete program! Students enroll in morning session (8:30 am to 11:30) or afternoon session (12:30 to 3:30 pm) at Kilgore College Longview Center.





Fall 2024 Snapshot

	Fall 2024		Fall 2023		Difference between Fall 2024 and Fall 2023		
Total Headcount	8,186		7,557		629		8%
Credit Students	7,198		6,067		1,131		19%
Continuing Education Students*	988		1,490		-502	-34%	
CE Headcount by Program *							
Certified Nurse Aide	35		21		14		67%
East Texas Police Academy	199		804		-605	-75%	
Fire Academy	191		129		62		48%
Electric Power Technology	41		29		12		41%
Other	522		507		15		3%
Total CE Headcount	988		1,490		-502	-34%	
Credit Students	7,198		6,067		1,131		19%
Credit Hours	55,891		51,213		4,678		9%
Contact Hours	1,157,216		1,058,272		98,944		9%
Gender							
Female	4,288	60%	3,665	60%	623		17%
Male	2,910	40%	2,402	40%	508		21%
Race/Ethnicity							
Two or More Races	276	4%	215	4%	61		28%
White	2,876	40%	2,604	43%	272		10%
Black or African American	1,405	20%	1,042	17%	363		35%
Hispanics of any race	2,218	31%	1,731	29%	487		28%
Asian	81	1%	84	1%	-3	-4%	
American Indian or Alaskan Native	35	0%	27	0%	8		30%
U.S. Nonresident	47	1%	62	1%	-15	-24%	
Hawaiian/Pacific Islander	15	0%	10	0%	5		50%
Race and Ethnicity unknown	245	3%	292	5%	-47	-16%	
Age							
Dual Credit	3952	55%	2898	48%	1,054		36%
Traditional (24 and younger)	2,254	31%	2,163	36%	91		4%
Non-Traditional (25 & older)	992	14%	1,006	17%	-14	-1%	
Average Age			21				
Enrollment Status							
Part-Time	5,129	71%	4,010	66%	1,119		28%
Full-Time	2,069	29%	2,057	34%	12		1%
Major							
Workforce Majors	1,236	17%	1,185	20%	51		4%
Transfer Majors	5,962	83%	4,882	80%	1,080		22%
First-Time Students							
First-Time-in-College	1,054	15%	951	16%	103		11%
First-Time Transfer	291	4%	269	4%	22		8%
Dual Credit/HS Students ^Δ	3,952	55%	2,898	48%	1,054		36%
Returning Students	1,901	26%	1,949	32%	-48	-2%	
Tuition Status							
In-District	1,376	19%	1,375	23%	1		0%
Out-of-District	5,719	79%	4,578	75%	1,141		25%
Out-of-State/Country	103	1%	114	2%	-11	-10%	
Area Counties							
Gregg	3,728	52%	2,960	49%	768		26%
Rusk	892	12%	883	15%	9		1%
Upshur	445	6%	390	6%	55		14%
Harrison	713	10%	574	9%	139		24%
Smith	222	3%	191	3%	31		16%
Economically Disadvantaged	1,994	28%	1,874	31%	120		6%
Enrollment by Location [†]							
Kilgore Campus	1,803	20%	1,959	25%	-156	-8%	
Longview Campus	369	4%	282	4%	87		31%
UT Tyler Longview Univ. Center	88	1%	119	2%	-31	-26%	
Distance Learning	3,415	38%	3,160	40%	255		8%
High Schools	3,271	37%	2,301	29%	970		42%
Students Taking Courses at Multiple Locations	1,699	24%	1,579	26%	120		8%
FTE							
SACSCOC [#]	4,377		3,951				
IPEDS [◊]	3,791		3,403				

* Distinct students enrolled Q1 as of 11/12/2024

Δ Does not include Continuing Education students

† Some students are enrolled at more than one location. Category totals will sum to more than the total number of unduplicated students enrolled.

Percentages are based on duplicated totals.

Total Fall FT Students plus Fall PT Students Credit hours divided by 12

◊ Total Fall FT Students plus Fall PT Students Multiplied by 0.335737

2023 Data Source: Snapshot created from CBMOC1 and Jenzabar tables on 11/20/2023

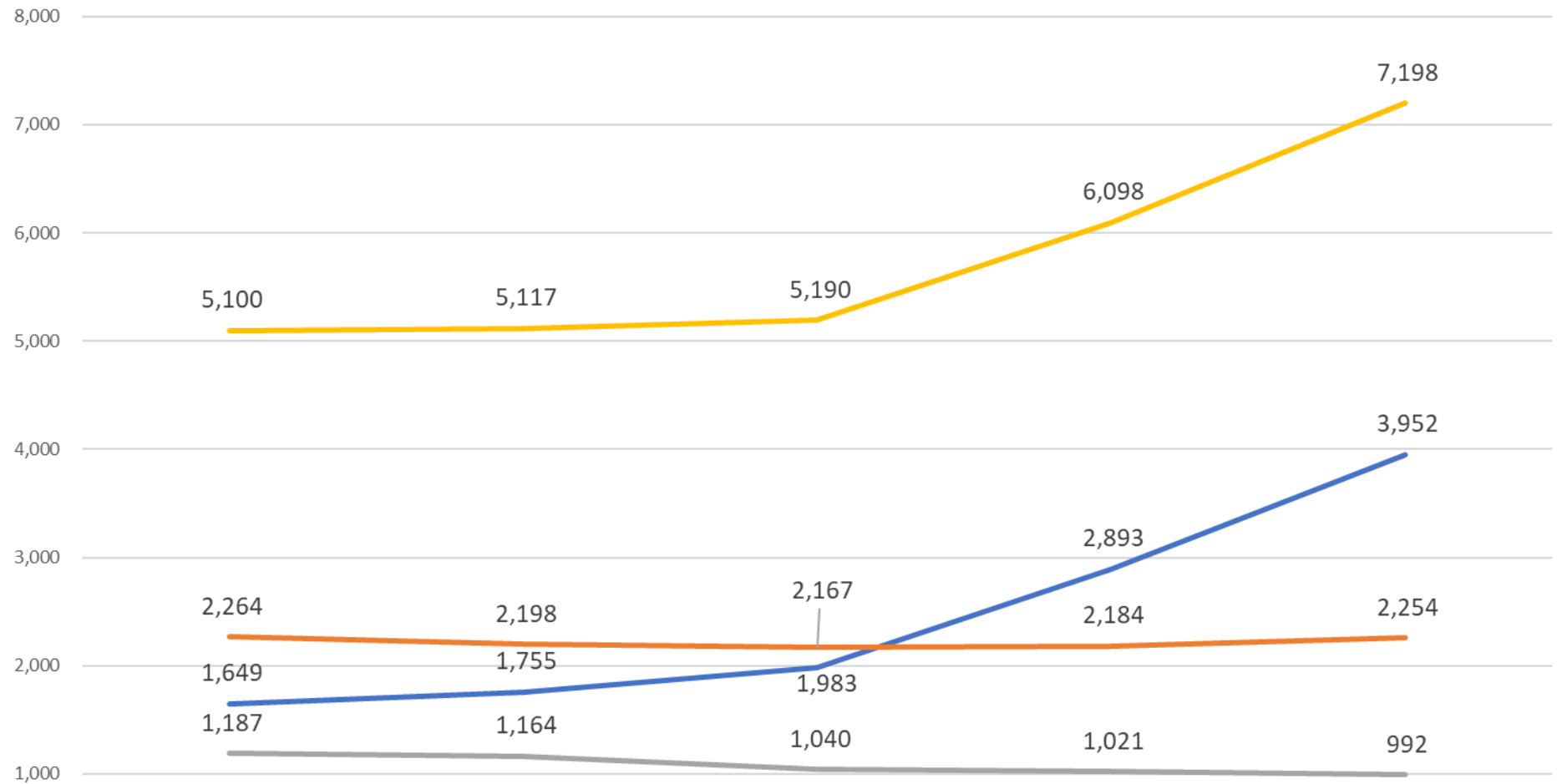
2024 Data Source: Snapshot created from CBMOC1 and Jenzabar tables on 11/12/2024

KEY PERFORMANCE INDICATORS

December 16, 2024

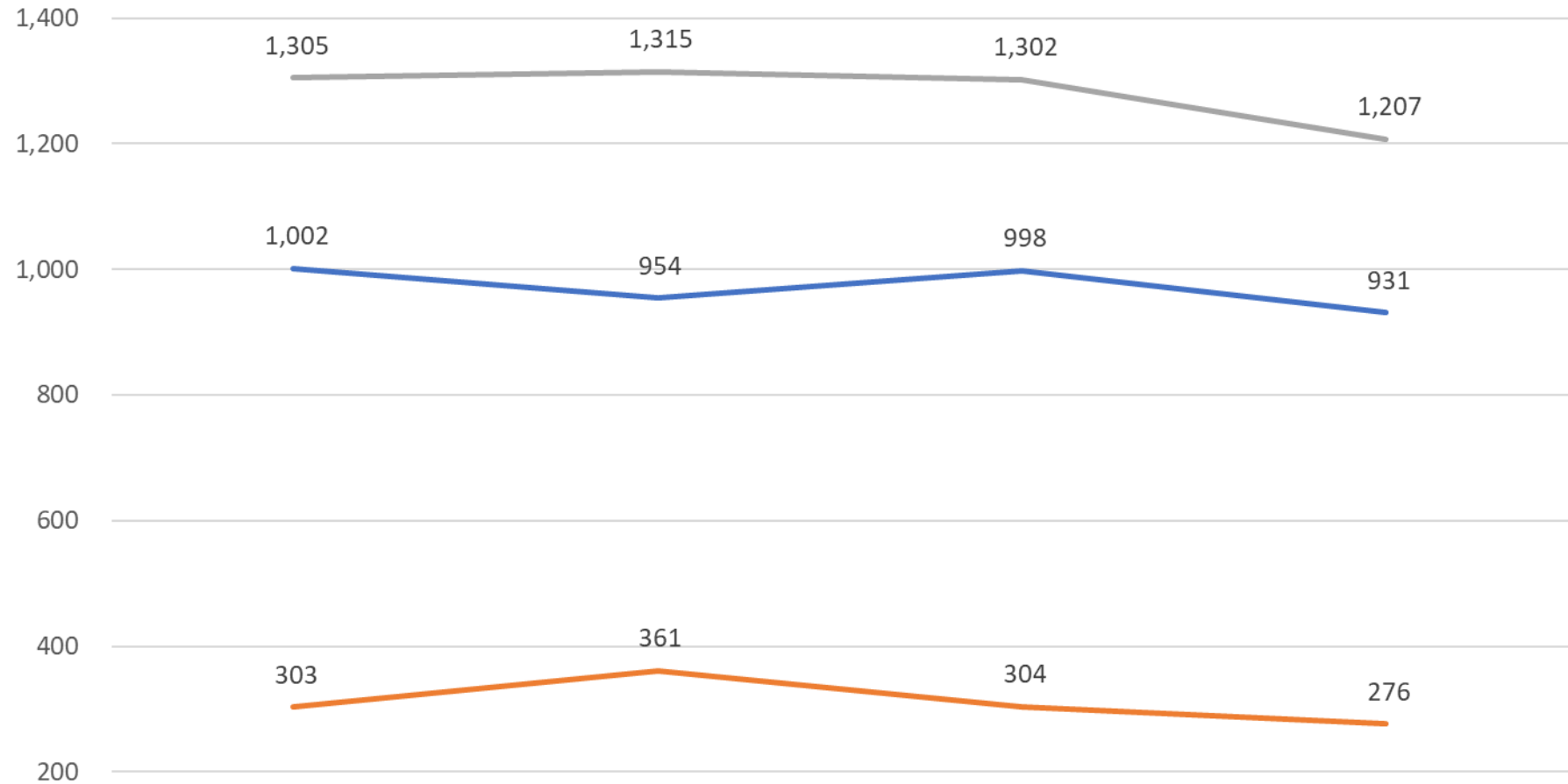


Fall Enrollments



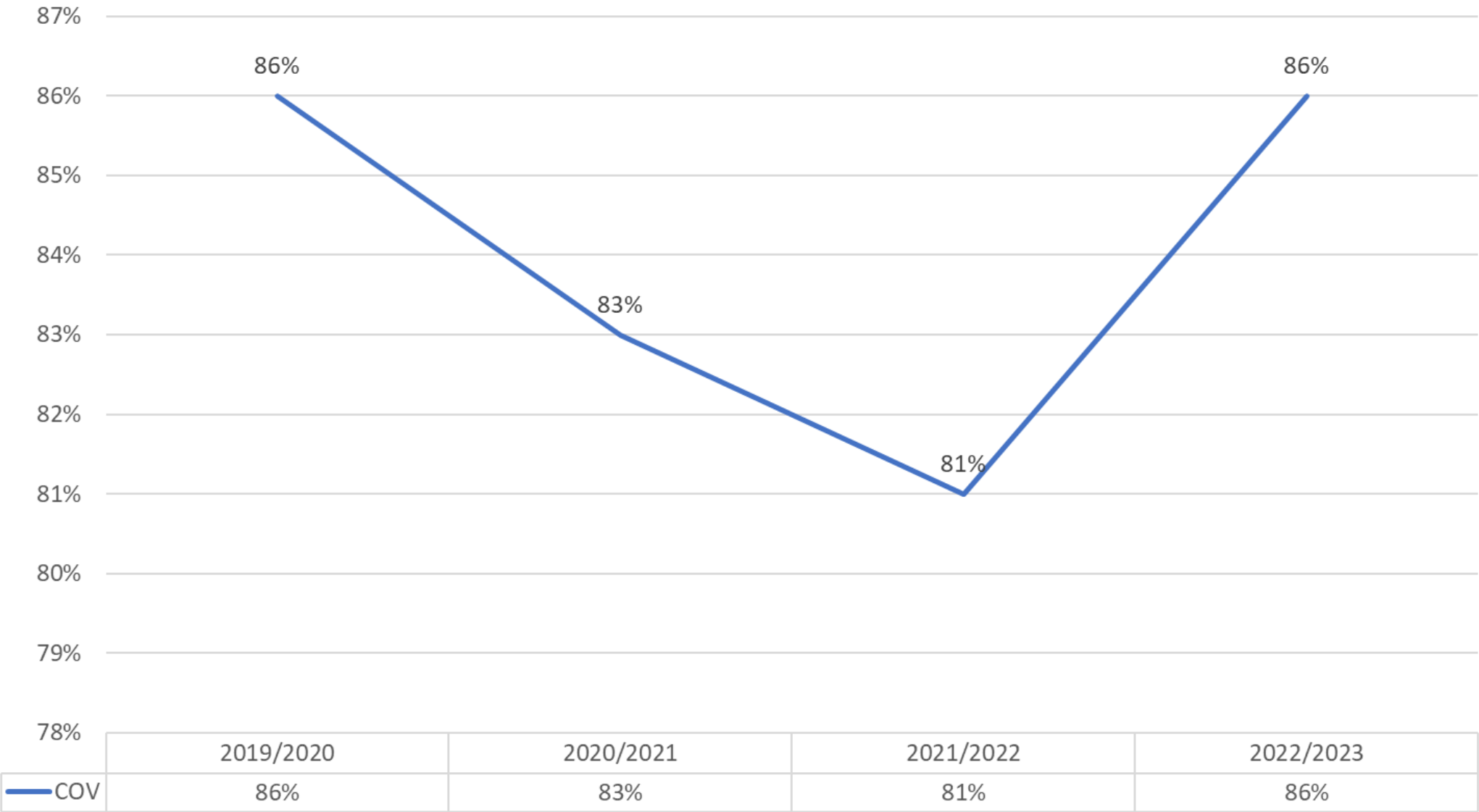
	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Dual Credit Students	1,649	1,755	1,983	2,893	3,952
Traditional Students	2,264	2,198	2,167	2,184	2,254
Non-Traditional Students	1,187	1,164	1,040	1,021	992
All Students	5,100	5,117	5,190	6,098	7,198

Credentials of Value: HB-8 (Awards)

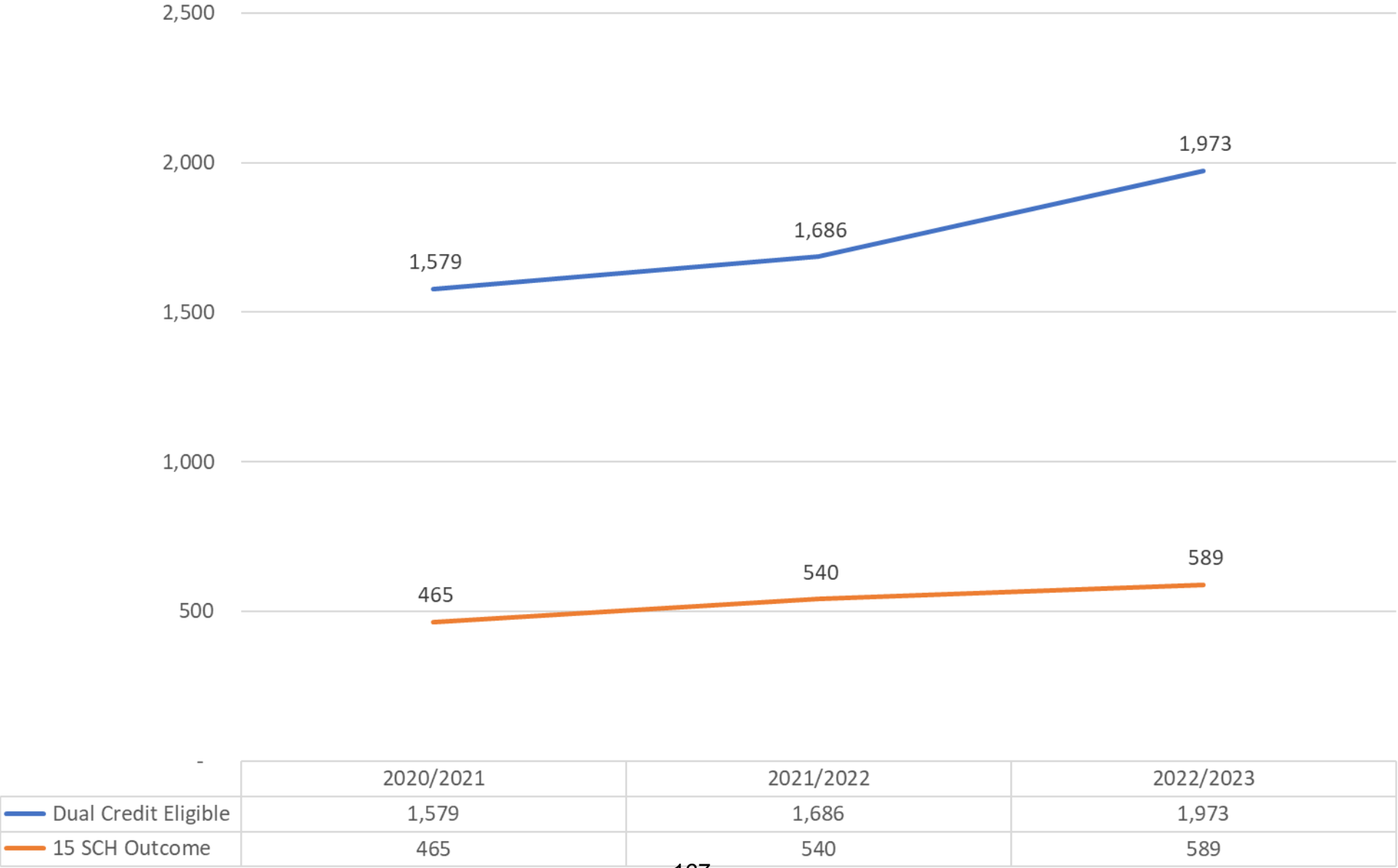


	2019/2020	2020/2021	2021/2022	2022/2023
COV	1,002	954	998	931
COV-High Demand	303	361	304	276
Total	1,305	1,315	1,302	1,207

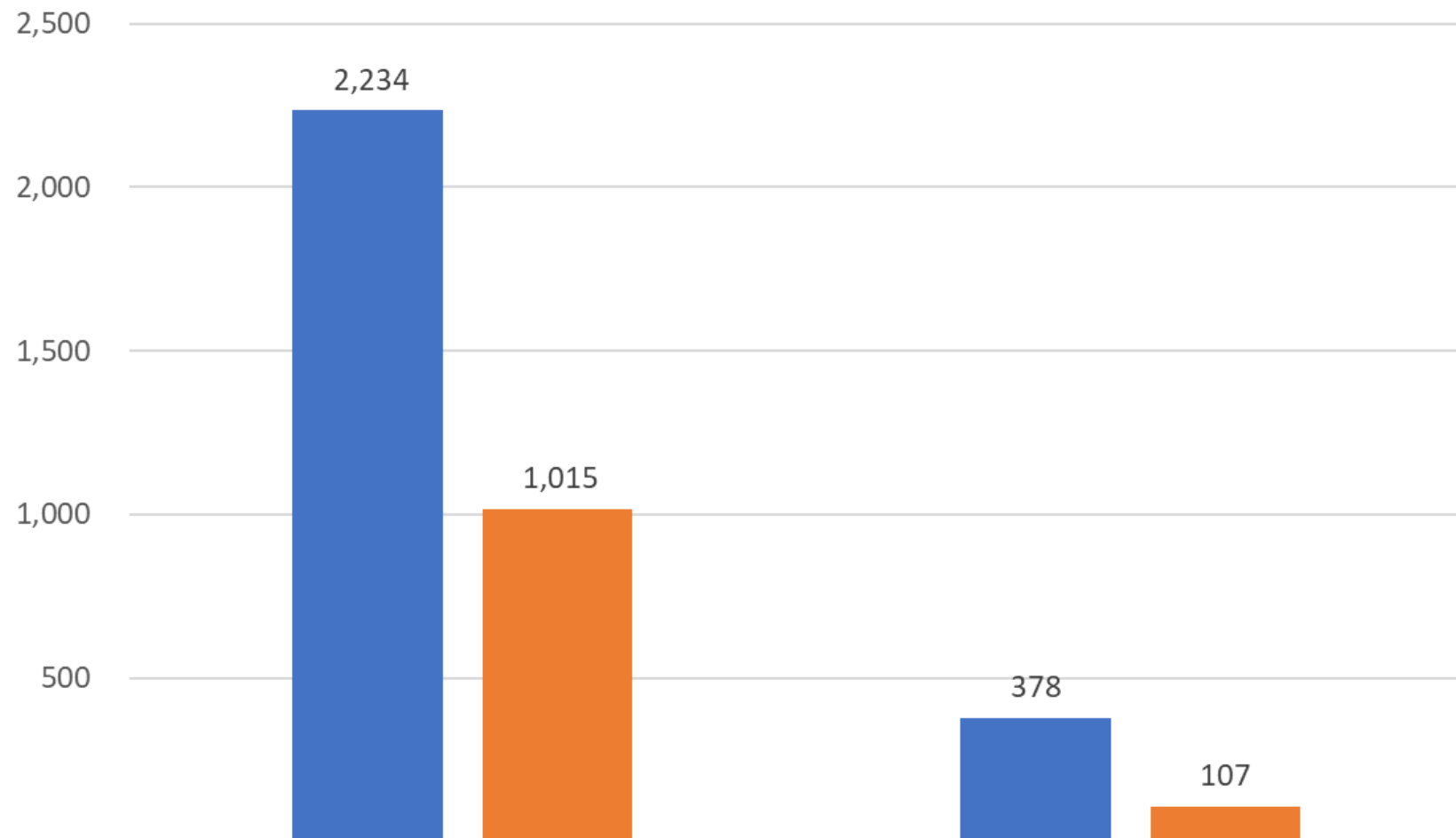
Licensure: HB-8



Dual Credit Outcomes: HB-8



2021-2022 EligibleTransfer: HB-8



	Eligible	Transferred
Traditional Student	2,234	378
Non-Traditional Student	1,015	107

Traditional Student Non-Traditional Student

HEALTH SCIENCE UPDATES

Dean: Jennifer Bray, RN

SURGICAL TECHNOLOGY

DECEMBER 15TH COHORT - 14 GRADS

12 TESTED

- 8 PASSED
- 4 FAILED
- 2 students remain to test

MAY 10TH COHORT - 10 GRADS

7 TESTED

- 4 PASSED
- 3 FAILED
- 3 students remain to test

PROGRAM REVISIONS

- New Director, Mrs. Amanda Hall--effective August 10th
- New Clinical Coordinator, Mrs. Holly McKnight
- 2 Adjuncts hired
- ARC/STSA Program Director & Clinical Coordinator Training – Oct. 2024
- Revised Curriculum- approved by PAC 12/24
- Selective Admission Application Process- approved by PAC 12/24
 - Fall and Spring – 16 per cohort
 - All clinical sites are reviewing their clinical placements
- Certification exam included in curriculum
- Exam Prep
 - Reviews sessions in class,
 - 2 Practice PSI exams,
 - CST Exam Prep App
 - Certification exam on KC Campus

ECHO TECH CONTINUE EDUCATION PROGRAM

OBJECTIVE

- **Address Workforce Shortages and Enhance Regional Healthcare:** Mitigate the critical shortage of qualified sonographers in East Texas by creating a pipeline of skilled professionals, particularly in the specialized field of cardiac sonography, to support local healthcare providers and improve the availability of highly trained sonographers, ensuring better patient care quality and timeliness.
- **Support Workforce Development:** Collaborate with regional healthcare facilities to fill critical vacancies and strengthen the healthcare infrastructure in East Texas.
- **Promote Advanced Competencies:** Equip sonographers with skills beyond entry-level competencies, enabling them to perform advanced cardiac imaging and contribute to improved patient outcomes.
- **Respond to Growing Demand and Align with Labor Market Projections:** Address the increasing need for specialized diagnostic professionals driven by an aging population and expanding healthcare needs, while supporting the projected 11% growth in employment for diagnostic medical sonographers and cardiovascular technologists by 2033, as reported by the Bureau of Labor Statistics (2024).
- **Enhance Educational Opportunities:** Establish Kilgore College as a leader in specialized sonography education by providing a focused Advanced Technical Certificate program tailored to the needs of the East Texas community.

CURRICULUM

1. Prerequisites:

- Current licensure as a general or vascular sonographer.

2. Curriculum:

- ONLINE- Didactic
- Length of program- work in progress with Christus
 - Estimate 3 terms, 8-week courses
 - Advanced Technical Certificate ~700 contact hours
- INPERSON- clinical rotations

3. Practicum and Clinical Rotations:

- Hands-on clinical experience in affiliated hospitals and diagnostic centers; under the supervision of licensed experienced professionals.
- Estimate 192 clinical hours/clinical course

INSTRUCTION

Faculty and Staff Requirements:

- Qualified instructional staff with advanced credentials and experience in cardiac sonography

ECHO TECH SALARY

Echo Tech Salary in Texas

How much does an Echo Tech make in Texas? The salary range for an Echo Tech job is from \$73,103 to \$90,799 per year in Texas. Click on the filter to check out Echo Tech job salaries by hourly, weekly, biweekly, semimonthly, monthly, and yearly.

FILTER Per year  View Average Salary for the United States  Select City

Average base salary

updated at November 01, 2024

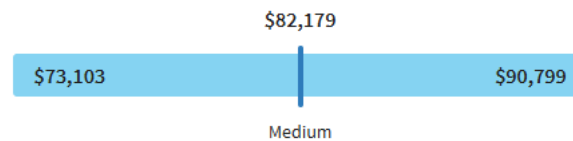
\$82,179

Previous
Job
Per Year

The average salary for an Echo Tech is \$82,179 per Year in Texas.

Individually reported data submitted by users of our website

Base Salary



Highest Paying Cities for Echo Tech in Texas

Here are the top eight that pay the highest Echo Tech salary in TX. Due to the cost of living in different locations, the Echo Tech salary will also be different. Houston with the highest wage for the Echo Tech in Texas has a high living wage too. Explore more salary information by clicking the city name.

1	Houston, TX	\$84,193 Per Year
2	Pasadena, TX	\$83,857 Per Year
3	Galveston, TX	\$83,774 Per Year
4	Austin, TX	\$83,102 Per Year
5	Dallas, TX	\$82,850 Per Year
6	Plano, TX	\$82,850 Per Year
7	Carrollton, TX	\$82,850 Per Year
8	Garland, TX	\$82,850 Per Year

QUESTIONS

Thank you!!!



Annual Security & Fire Safety Report

KILGORE COLLEGE
Kilgore & Longview

Statistics for 2021-2023 / Published September 2024

KILGORE COLLEGE MISSION STATEMENT

Kilgore College provides a learner-centered environment that focuses on student access, success, completion, and post-completion success, via collaborative partnerships.

- Kilgore College promotes **access** through its open-door admission, distance learning opportunities, dual credit courses, developmental education, continuing education, and comprehensive financial aid programs.
- Kilgore College promotes **success** through high quality innovative instruction and holistic student support services and activities.
- Kilgore College promotes **completion and post-completion success** by providing a foundation for students to seamlessly transition either through university transfer or entry into the workforce as highly skilled and technologically advanced employees.
- Kilgore College leads and promotes **partnerships** through outreach to area schools and universities, small business/entrepreneurial expansion, adult education and literacy, responsiveness to economic development needs, and promotion of social and cultural advancement.

The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.

The Kilgore College main campus is located in Kilgore, Texas with a second campus located in Longview, Texas. KC has maintained a reputation for being a safe campus for its community members, but no campus is crime-free; therefore, all members of the KC community should take reasonable precautions. KC is committed to working with all members of the community to make its campuses safe and secure. The College has developed a series of policies and procedures to assist in these efforts.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in providing for your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act. KC has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crimes are serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their property.

The Kilgore College Police Department

The major responsibility for the safety and well-being of students, faculty and staff members at Kilgore College rests with the Campus Police Department. The department recognizes that it has a wider mission than that of other law enforcement agencies, adding significantly to its responsibilities.

Department personnel are sensitive to the unique nature of the college community, a diverse group of students, faculty and staff. This situation calls for a safe and orderly environment so that all members of the community can fulfill their individual missions.

The Kilgore College Police Department (KCPD) is a State-Certified police agency. The officers at Kilgore College are certified peace officers under art. 2.12 of the Code of Criminal Procedure and are commissioned by the Board of Trustees of Kilgore College under section 51.203, subchapter E, Chapter 51 of the Education Code. They provide protection 24 hours-a-day, every day of the year. Their authority extends to the Kilgore College-Longview campus and any property owned or leased by Kilgore College. KCPD officers carry all the powers, privileges, and immunities granted any other law enforcement official in the State of Texas. The officers are empowered to write citations, make arrests, and investigate all criminal incidents on campus.

As a service to the students, staff and visitors, campus police will assist with minor vehicle problems such as jump-starting low batteries and accidental lock outs.

Working Relationships with Other Law Enforcement Agencies

The KCPD cooperates with other law enforcement agencies at the local, county, state and federal level. This includes communications and the coordination of special events. The KCPD is part of the City of Kilgore Police Department communications system which provides for immediate mutual assistance in Kilgore. Additionally, the KCPD has direct communications with the City of Longview Police Department to maintain an immediate response capability at the KC-Longview campus.

Training

All KCPD officers have met the minimum training standards as established by the Texas Commission on Law Enforcement Standards and Education and are required to obtain a minimum of 40 hours continuing education/training every two years.

Reporting Procedures

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to KCPD in a timely manner. This publication focuses on KCPD because it patrols the majority of the Kilgore Campus and the KC-Longview Campus. However, the respective local law enforcement agencies should be contacted when incidents, emergencies, or crimes occur off of the campus in either location.

To report a crime, an emergency, or a non-emergency security or public safety-related matter, on the Kilgore Campus, call KCPD at extension 8650 or, from outside the KC phone system, 903-983-8650. This number will be answered 24 hours a day 365 days a year.

To report a crime, an emergency, or a non-emergency security or public safety related matter, on the KC-Longview Campus, an individual should call KCPD at extension 2011 or, from outside the KC phone system, 903-236-2011. This number will be answered anytime this campus is open.

Callers should dial 911 for all emergencies involving any in progress crime, crimes involving imminent bodily injury, serious threat to life, or death. 911 System: In Kilgore, the 911 center is located at the Kilgore Police Department; in Longview, it is located at the Longview Police Department. When a 911 call is placed using a cell phone, the call will be routed to the 911 call center in the appropriate jurisdiction and will not be simultaneously routed to the KCPD office.

Notification to the KC Community about Reported Crimes

In an effort to provide timely notice to the KC community, and in the event of a serious incident which may pose an ongoing threat to members of the KC community, a campus-wide alert is sent via a RAVE Alert, a text messaging system that is sent to all members of the campus community who have subscribed to the service. These alerts are generally written by the Vice President of Student Services who will authorize these messages via the PIO. These messages may also be sent out by the Chief of Police.

Updates to any of the KC community about a particular case resulting in a campus-wide alert may be distributed by a blast e-mail to all students and staff or may be posted on the campus web site.

In the event of criminal activity taking place on campus, Crime Alert posters may also be posted by the KCPD in campus buildings when deemed necessary.

When crime alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s) for seven days.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/ National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offense are considered on a case-by-case basis, depending on the facts of the case and the information known by KCPD. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other KC community members and a Crime Alert would not be distributed.

The KC Police Chief or his designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review at the KCPD office at Kilgore main campus.

Statistical Disclosure of Reported Incidents

Incidents reported to the KCPD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by the KCPD.

Reporting Methods Available on Campus

KCPD can be contacted from on-campus telephones by dialing extension 8650 for the Kilgore campus or 903-983-8650 from non-campus phones. KCPD Longview can be contacted from campus phones by dialing extension 2011 or 903-236-2011 from non-campus phones. The KCPD website – [Police Department \(KCPD\) - Kilgore College](#) - has an online reporting tool that allows the public to make reports anonymously. (See email address on referenced site.)

Reporting a Crime to the local police agencies

Following are contact numbers for local law enforcement agencies in the KC campus areas:

Kilgore Police Department: 903-983-1559
Longview Police Department: 903-237-1199
Gregg County Sheriff's Dept.: 903-236-8400
Rusk County Sheriff's Dept.: 903-657-3581
Texas Department of Public Safety: 903-236-4844
Gladewater Police Department: 903-845-2166
Gilmer Police Department: 903-843-5545
Henderson Police Department: 903-657-3512

Off-Campus Crime

Local law enforcement agencies currently notify the KCPD about criminal activity which occurs off campus and involving KC students; however, there are no official policies in place requiring that local law enforcement agencies do so. Students in these cases are subject to arrest by the local law enforcement agencies, and these cases may be forwarded to the office of the Dean of Students for judicial review.

Access to Campus Facilities at the Kilgore Campus

Academic Buildings and Administration

Access to College buildings and facilities is available to students, employees, guests of employees, and visitors during normal business hours, Monday through Friday. Access on Saturdays will also be available at designated campuses during regularly scheduled office hours and special events.

Each semester, employees involved with student organizations should submit a list of students authorized to enter a college building after normal business hours, on weekends, or during holidays. This building entry request should be forwarded to the KCPD each semester and will be used to allow or deny access to buildings.

Employees entering or leaving after normal business hours should notify the KCPD; this notification will assist the department in maintaining a secure environment.

Residence Halls

Access to housing facilities is monitored by college housing personnel until visitation hours end. Access by residents to their housing facilities after hours can be obtained only by contacting housing personnel or the KCPD for entry. Identification will be required before entry is allowed. All visitors and guests entering residence halls must check in when entering a hall and check out when leaving by contacting the housing employee on duty at that hall. There will be no after-hour entry allowed for non-registered guests.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazards on our campuses. The KCPD regularly patrols both campuses and reports malfunctioning lights and other unsafe physical conditions to the college's maintenance contractor for maintenance and/or repair. All members of the KC community are encouraged to report any equipment problems to the KCPD or the maintenance contractor.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the KC community obtained from the following sources: the KC Police Department (KCPD), the Kilgore Police Department (KPD), the Longview Police Department, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law), and to the Vice President of Student Services.

KCPD submits the annual crime statistics published in this document to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. (CSSA Survey)

KCPD provides notification to every enrolled student and current employee on an annual basis. The notification includes a brief summary of the contents of the publication. The notification also includes the address for the KCPD website where the publication can be found online [Police Department \(KCPD\) - Kilgore College](#) and information about how to request a hard copy of the document.

Specific Information about Classifying Crime Statistics

The statistics in this document are published in accordance with the standards and guidelines used by the *FBI Uniform Crime Reporting Handbook* and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/ Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicate the number of people referred to the office of the Vice President of Student Services for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that results in a student being charged by Student Services and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Specific Information about the Crime Statistics Reported by KC

Statistics for “Residential Facilities” are also counted in the “On-Campus” crime category. The law requires institutions to break out the number of “On-Campus” crimes that occur in residential facilities.

Crime statistics for the categories of larceny and simple assault are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at KC.

Statistics under the heading of “Disciplinary Action” include those individuals referred to the Office of Student Services for disciplinary action. The numbers include incidents that are reported via KCPD incident reports and reports provided directly to Student Services from other members of the KC community. Referrals include the number of people referred for disciplinary action and found responsible for violating those specific student conduct rules. Being “found responsible” is defined above.

KILGORE CAMPUS INFORMATION

KILGORE CAMPUS – CRIMINAL OFFENSES

Criminal Offenses - On campus			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	1	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	3	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Criminal Offenses - On-Campus Student Housing Facilities			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	3	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Criminal Offenses - Public Property			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	1	0
k. Arson	0	0	0
Criminal Offenses - Non-Campus Property			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	1	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	3	0
j. Motor vehicle theft	0	0	1
k. Arson	0	0	0

KILGORE CAMPUS – WEAPON, DRUG, & ALCOHOL OFFENSES

Arrests - On campus			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	1
b. Drug abuse violations	0	2	1
c. Liquor law violations	0	1	0
Arrests - On-Campus Student Housing Facilities			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests - Public Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	2	0
b. Drug abuse violations	0	8	9
c. Liquor law violations	0	3	0
Arrests - Non-Campus Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	1	0
b. Drug abuse violations	0	9	11
c. Liquor law violations	0	0	0
Disciplinary Actions - On Campus			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	1	0	0
b. Drug abuse violations	0	1	1
c. Liquor law violations	0	0	0
Disciplinary Actions - On-Campus Student Housing Facilities			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	1	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	0
Disciplinary Actions - Public Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions - Non-Campus Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	1	0
b. Drug abuse violations	0	8	0
c. Liquor law violations	0	0	0

KILGORE CAMPUS – HATE CRIMES

Hate Crimes - On Campus									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0

k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
Hate Crimes - On Campus Student Housing Facilities									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0

i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0

n. Intimidation	0	0	0	0	0	0	0	0	0
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Hate Crimes - Public Property									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0

g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0

Hate Crimes - Non-Campus Property									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0

e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0

KILGORE CAMPUS – VIOLENCE AGAINST WOMEN ACT OFFENSES

VAWA Offenses - On Campus			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	1	0
b. Dating violence	0	1	0
c. Stalking	0	0	0
VAWA Offenses - On-Campus Student Housing Facilities			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses - Public Property			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses - Non-Campus Property			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	1	2
b. Dating violence	0	1	0
c. Stalking	0	0	0

LONGVIEW CAMPUS INFORMATION

LONGVIEW CAMPUS – CRIMINAL OFFENSES

Criminal Offenses - On campus			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	1
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Criminal Offenses - On-Campus Student Housing Facilities			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Criminal Offenses - Public Property			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
Criminal Offenses - Non-Campus Property			
<i>Criminal Offense</i>	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

LONGVIEW CAMPUS – WEAPON, DRUG, & ALCOHOL OFFENSES

Arrests - On campus			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests - On-Campus Student Housing Facilities			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests - Public Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests - Non-Campus Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions - On Campus			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions - On-Campus Student Housing Facilities			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions - Public Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions - Non-Campus Property			
Law Violation	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

LONGVIEW CAMPUS – HATE CRIMES

Hate Crimes - On Campus									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0

k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus Student Housing Facilities									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0

j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
Hate Crimes - Public Property									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0

i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
Hate Crimes - Non-Campus Property									
2021									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2022									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
2023									
<i>Criminal Offense</i>	<i>Total</i>	<i>Race</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Gender</i>	<i>Gender Identity</i>	<i>Disability</i>	<i>Ethnicity</i>	<i>National Origin</i>
a. Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0

h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0

LONGVIEW CAMPUS – VIOLENCE AGAINST WOMEN ACT OFFENSES

VAWA Offenses - On Campus			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses - On-Campus Student Housing Facilities			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses - Public Property			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses - Non-Campus Property			
<i>Crime</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Emergency Response

The KC Emergency Operations Plan is available online: [Emergency Operations Plan - Kilgore College](#)

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measure, the president or the Incident Command Team may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large scale disorder, and (2) large scale natural or man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

The Chief of Police or his/her designee serves as the Emergency Management Coordinator during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response. In such situations, the Emergency Management Coordinator or designee will inform the president of the college regarding the status of a given situation. Definitions of emergencies are as follow:

MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Individuals should report these immediately to the Campus Police Department and the Police Officer on duty.

MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crisis. Individuals should report all major emergencies immediately to the Campus Police Department.

DISASTER: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident that has the potential to generate external media attention concerning campus resources and/or the instrumentality of the college should be promptly reported to the Chief of Police, the Vice President of Student Services, and the KC Public Information Officer.

- **Notification to the KC Community about an Immediate Threat**

In the event of a serious incident which may pose an imminent or ongoing threat to members of the KC community, a campus-wide alert is sent via a RAVE Alert, a text messaging system that is sent to all members of the campus community who have subscribed to the service. Additionally, an alert may

be posted on the KC Facebook site to ensure the information is accessible to non-campus community members.

- **Emergency Evacuation Procedures**

An evacuation drill is conducted each semester in each of the residence halls. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility. The purpose of the drills is to prepare building occupants for an organized evacuation in case of fire or another emergency. Drills are monitored by the College's Incident Command Team, KCPD, and members of the Campus Life department to evaluate egress and behavioral patterns. Reports are prepared by participating departments to identify deficient equipment or other issues.

- **Shelter-in-Place Procedures – What it means to “Shelter-in-Place”**

If an incident occurs and the surrounding buildings or areas become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose individuals to that danger. Thus, to “Shelter-in-Place” means to take shelter in the building that one is in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside again.

- **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building is not damaged, individuals should stay inside an interior room until they are told it is safe to come out. If the building is damaged, individuals should take personal belongings (purse, wallet, Ranger Card, etc.) and follow the evacuation procedures for their building (close the door, proceed to the nearest exit, and use the stairs instead of elevators). Once they have evacuated, they should seek shelter at the nearest KC building quickly. If police, fire, or other emergency responders are on scene, they should follow their directions.

- **How People Will Know to “Shelter-in-Place**

A shelter in place notification may come from several sources, including KCPD, housing staff members, other KC employees, the state or federal government, Kilgore or Longview PD, or other authorities utilizing the KC emergency communication tools.

- **How to “Shelter-in-Place”**

No matter where an individual is, the basic steps of shelter in place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency.
2. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on scene.
3. Locate a room to shelter inside of. It should be an interior room, above ground level, and without windows or a limited number of windows. If there is a large group of

people inside a particular building, several rooms may be necessary.

4. Shut and lock all windows and close exterior doors.
5. Turn off air conditioners, heaters, and fans. Close vents to the ventilation systems if you are able.
6. Make a list of people with you and ask someone to call the list in to KCPD so they know where you are sheltering.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Annual Fire Safety Report

If a fire occurs in a KC building, community members should immediately dial 911 and notify KCPD. To report fires at the Kilgore campus, call 8650 or 903-983-8650, and Longview at 2011 or 903- 236-2011. The KCPD will then initiate a response with the appropriate fire department. If members of the campus community discover evidence that a fire has occurred and has been extinguished but is not sure whether KCPD has been notified, they should notify KCPD so they can investigate the incident.

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. They should use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety of all involved!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the buildings. If individuals are caught on an elevator, they should push the emergency phone button. The emergency phones in elevators typically ring to the KCPD.

KCPD publishes this fire safety report as part of its annual Clery Act Compliance document, via this document, which contains information with respect to the fire safety practices and standards for KC. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

- **Fire Protection Equipment/Systems**

The majority of the campus buildings are equipped with fire detection and/or suppression systems. Reference the following pages in regards to fire safety amenities for the detection system and notification systems in the KC residential facilities.

- **Health and Safety Inspections**

Fire safety and detection systems are monitored by the safety officer for Kilgore College. Additionally, the buildings on campus meet the requirements of local codes and are periodically inspected by the offices of the Fire Marshal.

Residential facilities on campus are also inspected on an ongoing basis by the KC Campus Life. Inspections are conducted a minimum of five times per calendar year, twice during the fall and spring semesters and once during the summer. These health and safety inspections are designed primarily to find and eliminate safety violations.

Students living in residential facilities are apprised of the safety rules during housing orientation and are required to read the housing rules which include health and safety rules and regulations. The inspections include but are not limited to a visual inspection of electrical systems, smoke detection and carbon monoxide detection systems, fire extinguishers, and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated.

- **Fire Safety Tips and Policies**

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. RESIDENTS SHALL NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of KC Campus Life rules.
- Almost 75% of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any KC building.
- To enhance fire safety in residence halls, the possession and/or use of appliances that contain heating elements (examples include space heaters, hot plates, etc.) and/or any open flame such as candles are NOT PERMITTED in any KC building.
- To further educate residents on fire safety, biennial mandatory housing meetings are held that include information and education on fire safety, review of fire safety related policies and fire safety related prohibitions, building evacuation and other critical topics. These meetings are conducted at the beginning of the Fall and Spring semesters.
- Fire drills are conducted in each residence hall at least once during the Fall and Spring semesters. Students are required to participate and follow necessary administrative directives.

Fire Safety Amenities in KC Residential Facilities

Kilgore College Residential Facilities	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (Fire) Drills Per Calendar Year
Stark	X			X	X	X	2
Quads	X			X	X	X	2
Nolen	X			X	X	X	2
Davis	X		X	X	X	X	2

Fire Statistics - Summary												
	2021				2022				2023			
FACILITY	FIRES	INJURIES	DEATHS	DETAILS	FIRES	INJURIES	DEATHS	DETAILS	FIRES	INJURIES	DEATHS	DETAILS
Davis	0	0	0		0	0	0		0	0	0	
Nolan	0	0	0		0	0	0		0	0	0	
Stark	0	0	0		0	0	0		0	0	0	
Quads	0	0	0		1	0	0	A	0	0	0	
TOTAL	0	0	0		1	0	0		0	0	0	

(A) Smoke coming from a trash can outside, no damage no fire present.

Education of Members of the College Community

Campus security and safety measures are provided during online new student orientation session by the KCPD. Additionally, residential housing orientations are held at the beginning of each semester where the same issues are discussed as well as fire safety.

During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at KC; fire safety information; AND information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. In addition, KCPD will organize and set up crime prevention and education presentations when requested to do so. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

Victim Assistance Services

If a member of the KC community becomes a victim of a crime, the KCPD will make the student or employee aware of services that are available as identified further in this document. In addition to outside sources, such as victim services and the Crime Victim's Compensation Act, KC has counselors who can provide support to members of the KC community.

Responsibilities of the College Community

Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to KCPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call KCPD or local law enforcement for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Notification of Missing Students

If a member of the KC community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify KCPD at 903- 983-8650. KCPD will generate a missing person report and initiate an investigation.

After investigating the missing person report, should KCPD determine that the student is missing and has been missing for more than 24 hours, KC will notify the Kilgore Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, KC will notify the student's parent or legal guardian immediately after, but not more than 24 hours after, KCPD has determined the student is missing.

In addition to registering an emergency contact, students living in residential housing have the option to identify, confidentially, an individual to be contacted by KC in the event that the student is determined to have been missing for more than 24 hours. If a student has identified such an individual, KC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through KC Campus Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Alcohol/Intoxicating Substances and Drug Policies

Absolutely no alcoholic beverages or other intoxicating substances are allowed on the Kilgore College campus, except for events where alcohol may be served with Presidential approval and no students are allowed. Students found drinking or in possession of alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law. ***Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit consumption or possession of alcohol by a minor.*** Penalties for violation of either of these codes on the Kilgore College Campus could result in arrest and an appearance in Municipal Court with a fine.

It is the responsibility of the college to maintain an environment which is conducive to teaching and learning and to personal and professional growth. Since irresponsible use of alcohol, intoxicating substances, and drugs is detrimental to the maintenance of an educational environment, it is the intent of the college and its Board of Trustees to establish practices and procedures which discourage using alcohol, intoxicating substances, and/or drugs which ensure compliance with local, state and federal laws by all individuals on college property or facilities or property under control or jurisdiction of the college. Administrative officials shall develop and implement in accordance with Board Policy, administrative guidelines and local, state and federal law (with education as the means of prevention), an on-going alcohol/drug awareness and prevention program for students and employees of Kilgore College. Information on KC's Drug and Alcohol Abuse Prevention Program can be found at [Drug & Alcohol Information - Kilgore College](#)

- **Drug Policy**

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Kilgore College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

- **Illicit Drugs and Alcohol Abuse**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), Kilgore College endeavors to provide an environment for students that is free from illicit drugs and the abuse of alcohol or other intoxicating substances. Accordingly, the college provides information through the college Nurse's Office.

State and federal laws also apply to the unlawful possession, use or distribution of alcohol, inhalants or illegal drugs. The fines can range from not less than \$25.00 to imprisonment for life and a fine of up to \$250,000.

The health risks of using illegal drugs or inhalants may cause a person to become chemically and psychologically dependent, may alter the mechanisms of his/her body, and may cause a person to lose contact with reality and ultimately, death.

Resources:

On-Campus: KC Counseling services can provide short term counseling to members of the KC community. Counseling services may be reached by calling extension 8203 from a campus phone or (903) 983-8203 from a non-campus phone.

Off- Campus:

East Texas Council on Alcoholism and Drug Abuse- Longview- 903-753-7663

<http://www.etcada.com/>

Firearms and Weapons Policies

Students may not possess handguns of any type on college property, including college residence halls unless they possess a valid handgun license. Licensees must abide by the college's concealed carry policy and all applicable state laws. Licensees must observe all handgun exclusion zones. The college's concealed carry policy can be found at [Police Department \(KCPD\) - Kilgore College](#)

Students may not possess dangerous, prohibited or illegal weapons on college property. This includes, but is not limited to unlicensed handguns, other firearms (rifles, shotguns, flare guns, etc.), pellet/BB/air guns, stun guns, sling shots, arrows, bows, axes, machetes, nun-chucks, throwing stars, rifles, handguns, and knives. Hazardous chemicals and/or flammable liquids are also prohibited.

The sale, use, or possession of fireworks or explosives is also prohibited. Any firearms, explosives or weapons found in a student's possession will be confiscated by the college police. It is unlawful to interfere with the normal activities, the normal occupancy, or normal use of any building or portion of the college campus by exhibiting or using or threatening to exhibit or use a firearm or weapon.

Possession of weapons or explosives may lead to disciplinary action, including suspension. Moreover, a person who violates this section is guilty of a felony and upon conviction is punishable by a fine or imprisonment in the state penitentiary or both.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations immediately, by dialing 911 and to KCPD. For the Kilgore campus this is done by calling 8650 from a campus phone or 903-983-8650 from a non-campus phone. For the Longview campus this is done by calling 2011 from a campus phone or 903-236-2011 from a non-campus phone or by calling 911.

KCPD officers will respond to the scene of the emergency and will coordinate the response from emergency medical services.

All non-campus medical emergencies should be reported by calling 911.

Sex Offenses

Campus Security Authorities (CSA)

Faculty, staff and students are encouraged to report any criminal offenses within the campus environment directly to Campus Police. However, as an option, you may also report criminal offenses to any KC Campus Security Authority.

A Campus Security Authority (CSA) is a Clery specific term that encompasses the following groups of individuals and organizations associated with an institution whose functions involve relationships with students such as:

- security and law enforcement officers,
- academic advisors,
- student activities personnel,
- deans (or other senior student administrative personnel),
- athletic coaches,
- residence hall staff,
- overseers and advisors to student clubs and organizations, and
- staff involved in student discipline and campus judicial proceedings.

An easy way to contact a CSA is by searching the Kilgore College employee directory online at <https://www.kilgore.edu/faculty/directory>.

Professional and pastoral counselors are exempt from the reporting requirement while working within the scope of a license or certification. Although exempt from the reporting requirements of the Clery Act, they are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident may pose an ongoing threat to the campus community.

CSAs have an important role in complying with the law. CSA crime reports are used by the college to: fulfill its responsibility to annually disclose Clery crime statistics, and to issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If a reporting party needs assistance, a CSA will explain how to get help, and let a victim know that

help is available even if he or she does not want an investigation conducted. The decision to act on this option is the victim's. In the midst of an emergency situation, such as physical assault, however, a CSA will contact campus police or call 911, as appropriate.

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on the online Crime Statistic Report Form/Anonymous Report and submit the report to the Kilgore College Police Department in a timely manner. The online form can be found at [Anonymous Report - Kilgore College](#)

CONTACTS FOR REPORTING		
TITLE	PHONE NUMBER	LOCATION
Title IX Coordinator	903-988-7590	Devall Student Center 110
Director of Public Safety/Chief of Police	903-983-8657	KCPD Bldg 01
Vice President, Student Services	903-983-8651	Devall Student Center 165
Vice President, Instruction	903-983-8207	McLaurin Administration Bldg
Director of Human Resources	903-983-8102	McLaurin Administration Bldg
General Academic or Mental Health Counselor	903-983-8206	Devall Student Center 245

Other Considerations

The Vice President of Student Services (or designee) can assist victims with issues including, but not limited to: class schedule changes, withdrawal procedures, or campus housing relocations, if desired and available.

Sexual Assaults

KC's Student Rights, Responsibilities and Code of Conduct Policy at [Sexual Misconduct - Kilgore College](#) prohibits sexually violent acts, termed "Sexual Misconduct", which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While KC utilizes different standards and definitions than the State of Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

While most victims of sexual assault are women, some men are also victims. Male victims at KC receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Legal Definitions

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of a disability or alcohol or other drugs.

Under Texas law, rape is no longer utilized as a term, and the term sexual assault is used in its place. The term sexual assault is generally defined as any non-consensual, unwanted sexual contact against another person involving penetration:

- where the victim is prevented from resisting due to alcohol or drugs.
- where the assailant uses physical force or the threat of force to overpower and control the victim.
- where the victim fears that she or he or another will be injured if the victim does not submit.
- where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- where the assailant uses force, fear or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

The complete Texas rape and sexual assault offense definitions are in the Texas Penal Code, Section 22.11. Sexual Assault.

Procedures for Filing Sex Offense Crimes

Complaints

Complaints may be filed online at [Sexual Misconduct - Kilgore College](#) or by contacting one of the following:

1. Campus Police Officers
2. Director of Human Resources
3. Vice President of Student Services
4. Counseling Services
5. Title IX Coordinator

Complaints filed against faculty and staff (including student employees)

A complaint filed against a staff member shall be directed to their supervisor and the Director of Human Resources or the Title IX Coordinator.

The Title IX Coordinator will determine the most appropriate means for addressing the report. Options available include informal resolution or appoint an investigator to determine whether or not the alleged assault occurred. The appropriate Vice President shall either dismiss the complaint or institute appropriate disciplinary procedures. Disciplinary procedures shall follow institutional policy.

Complaints against a student

A complaint against a student shall be directed to the Vice President of Student Services who shall either dismiss the complaint or initiate disciplinary proceedings pursuant to the Code of Student Conduct.

Complaints and disciplinary actions, unless otherwise provided, are considered confidential and are subject to the provisions of the Family Educational Rights and Privacy Act. (Public Law 93-389).

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence do occur, KC takes the matter very seriously. The College employs interim protection measures such as interim suspension and/or no-contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, they are subject to administrative action by the college. A student wishing to officially report such an incident may do so by contacting the KC Police Department at 903-983-8650, the Title IX Coordinator at 903-988-7590 or a Counseling Specialist at 903-983-8203. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately. Upon the request of a student victim of an alleged sex offense, the Vice President of Student Services (or designee) can assist victims with issues including, but not limited to: class schedule changes, withdrawal procedures, or campus housing relocations, if desired and available.

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact KC Police at 903-983-8650, if you are on campus, or call 911, if you are off campus.
- Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis. KC Counseling services can provide short term crisis intervention counseling to members of the KC community. Counseling services may be reached by calling extension 8203 from a campus phone or 903-983-8203 from a non-campus phone. The East Texas Crisis Center (903-595-5591 or 800-333-0358) can provide longer-term assistance.

- If you are on campus during regular business hours, you may go to Counseling Services in the Devall Center, Room 246 for support and guidance.
- For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The exam is performed by a Sexual Assault Nurse Examiner (SANE). For the KC area, SANE exams are performed at Good Shepherd Medical Center located at 700 East Marshall Avenue, Longview, Texas 903-315-1800. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Individuals who have been the victim of a sexual assault and suffered some type of injury should be transported to the hospital by ambulance to ensure the medical safety of the victim. KCPD officers will transport victims to the hospital if there are no physical injuries.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify KC's Police Department (903-983-8650) or the campus Title IX Coordinator. At KC, the Title IX Coordinator (903-988-7590) is located in the Devall Student Center on the second floor.
- Even after the immediate crisis has passed, consider seeking support from KC Counseling Services and/or the East Texas Crisis Center 903-595-5591 or 800-333-0358.
- Contact Campus Police if you need assistance with college-related concerns, such as no-contact orders or other protective measures. The Police Department will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other resources as needed by a victim.

- Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

Sexual Harassment:

KC's Anti-Harassment & Complaint Policy can be found at [Sexual Misconduct - Kilgore College](#)

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the College that sexual harassment is prohibited. All members of the College community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. "Sexual harassment" is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- (b) submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of one of the following: The Director of Human Resources, Title IX Coordinator, Vice President of Instruction, or the Vice President of Student Services.

Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Vice President of Student Services or the Title IX Coordinator. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Vice President of Student Services or the Title IX Coordinator, the student may inquire or complain to any Department Chair or any officer of the College at the level of Dean or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the College for serious or repeated violations.

Other Sexual Offenses

Besides rape, other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another).

KC's policy and definitions of sex offenses are located here: [Sexual Misconduct - Kilgore College](#)

KC Police information is located here: [Police Department \(KCPD\) - Kilgore College](#)

For offenses including sexual misconduct or other gender-based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment. [Sexual Misconduct - Kilgore College](#)

Family Violence

The Texas Family Code defines Family Violence as an act by a member of a family or household against another member that is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member in fear of imminent physical harm. Senate Bill 68 of the 77th Legislature amended the Family Code to include "Dating Violence". The "Dating Relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Victim Resources

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the campus Title IX Coordinator and/or Director of Human Resources is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in hope of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found online here: [Sexual Misconduct - Kilgore College](#)

The coordinator is ultimately responsible to assure in all cases that the behavior is ended, the College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The coordinator is also responsible to assure that training is conducted annually for all

advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be informed in writing in a timely manner and will be notified when the results of the resolution process become final.

Sexual Assault Prevention

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction and prevention programming.

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention and discuss institutional policies on sexual misconduct as well as the State of Texas' definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of emails, guest speakers and events.

KC's Human Resources Department informs all employees of the policy on sexual assault which covers information relating to sexual harassment, Title IX, and other EEO Training. This training must be completed within the first fifteen working days of employment at KC.

Student Services is responsible for educating students on KC's sexual assault policy, including precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime and the disciplinary process involved in investigating such crimes. This education is provided through a combination of presentations in new student orientation, workshops, student activities, and other programs throughout the year.

Registered Sex Offender Information

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed, or volunteering on campus.

This Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. Information regarding registered sex offenders is available by accessing the Texas Department of Public Safety Sex Offender website at: TXDPS Sex Offender Registry (<https://publicsite.dps.texas.gov/SexOffenderRegistry> .)

In addition to the above notice to the State of Texas, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Police Department no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Protecting Minors on Campus

Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the KC Police Department. Any person who has reason to believe that a child's physical or mental health and welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to all members of the

college community, including faculty, administrators, staff, and students.

In addition, there are special reporting obligations for certain employees defined “professionals.” Professionals including, “teachers, nurses, doctors, day care employees and employees of a clinic or health care facility that provides reproductive services” have a specific duty to make a report no later than 48 hours after suspecting that a child has been or may be abused or neglected or a victim of indecency with a child. A “child” is a person under 18 years of age.

Neither Texas law nor any college policy allows individuals to delegate the duty to report child abuse or neglect. While employees are encouraged to report incidents of abuse or suspected abuse to a supervisor or responsible college official, their first obligation is to protect the child by reporting to law enforcement or DFPS. Any person who knowingly fails to report suspected child abuse or neglect commits a Class A misdemeanor which is punishable by up to 1 year in jail and/or a fine of up to \$4000. For more information or to make a report of suspected child abuse or neglect, contact:

- KC Police at 903-983-8650,
- a local law enforcement agency, and/or
- Texas Department of Family and Protective Services at its toll-free, 24-hour Family Violence hotline at 800-252-5400.

- **Reporting to the KC Police Department**

This report can be done immediately by following the procedures addressed previously in this document. The reasons for reporting to KCPD are as follows:

1. take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety;
2. apprehend the assailant;
3. seek justice for the wrong that has been done to you; and
4. have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a KCPD officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember: you can choose whether or not to participate in proceedings at any point.

- **College Disciplinary Action**

If you have been sexually assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the VP of Student Services. This will allow you a chance to review the procedures should you decide to file a formal complaint through the College’s disciplinary/judicial system. This discussion does not obligate you to pursue official action. Charges may either be filed directly by you or by KC on the basis of your written statement.

Such a charge will be handled in accordance with the procedures relating to violations of the *KC Code of Student Conduct* regulations. Individuals could be subject to disciplinary action pending review by KC. Those students found responsible for violating the *Code* in this way could be suspended or expelled.

Pursuant to KC disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

- **Criminal Investigation and Charges**

If you want to press criminal charges, the KCPD will conduct a criminal investigation and file charges if the incident occurred on KC property. If the incident occurred off of KC property, KCPD will notify the appropriate law enforcement agency to conduct the investigation or the complainant may contact them directly.

If it is possible for the assailant to be apprehended, the suspect will be taken by police to jail and he or she will be arraigned by a magistrate. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect may not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call KCPD or the local police. Under some circumstances bail may be revoked and additional charges may be filed if necessary.

RESOURCES

KC Police Department

On-campus emergency (24 hours Kilgore –Main campus) 8650 or 903-983-8650
Longview Campus (During business hours) 2011 or 903-236-2011

Medical Treatment

On-campus

KC Nurse- 8632 or 903-983-8632
Ambulance- KCPD as above and/or 911

Off-Campus

Ambulance 911

Police and Legal Information

Kilgore Police Department: 903-983-1559
Longview Police Department: 903-237-1199
Gregg County Sheriffs Dept.: 903-236-8400
Rusk County Sheriffs Dept.: 903-657-3581
Texas Department of Public Safety: 903-236-4844
Gladewater Police Department: 903-845-2166
Gilmer Police Department: 903-843-5545
Henderson Police Department: 903-657-3512

Emotional Support

KC Counseling Center 8206 or 903-983-8206
Women's Center of East Texas Henderson 903-657-7363
Women's Center of East Texas Longview 903-295-7846

Student Services Offices

Vice President of Student Life and College Affairs 8651 or 903-983-8651
Campus Life 8191 or 903-983-8191

For Information and Referral Services in the East Texas Area *Call 211*

<http://uwsmithcounty.org/2-1-1-east-texas/>

APPENDIX

Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

SEX OFFENSES—FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

SEX OFFENSES—NON-FORCIBLE

Unlawful, non-forcible sexual intercourse.

- **Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

As Per the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Offense Definitions relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The KC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Chief Executive Officer Report

TO: Kilgore College Board of Trustees
 FROM: Dr. Brenda Kays, Chief Executive Officer
 DATE: October 22, 2024
 RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ includes all of the required reporting information to the **Kilgore College Board of Trustees** for the time period of **September 1, 2023** through **August 31, 2024**. The summary data report is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the institution's website as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.kilgore.edu/about/institutional-information/title-ix>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.



Dr. Brenda Kays, CEO



Date

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

CEO Summary Data Report
September 1, 2023 through August 31, 2024

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	16
Number of confidential reports ² under Section 51.252	
Number of investigations conducted under Section 51.252	1
Disposition ³ of any disciplinary processes for reports under Section 51.252:	0
a. Concluded, No Finding of Policy Violation	
b. Concluded, with Employee Disciplinary Sanction	
c. Concluded, with Student Disciplinary Sanction	
d. SUBTOTAL	
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	16

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	0
a. Employee termination	
b. Institutional intent to termination, in lieu of employee resignation	--
	--

² "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

³ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

Kilgore College Foundation

December 16, 2024

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

2024 Scholarship Luncheon



Upcoming Events

January 17, 2025

MLK Scholarship Breakfast

Devall Ballroom – 7:30 a.m.

March 22, 2025

Blue Star Gala

Maude Cobb Convention Center

April 12, 2025

Alumni & Friends Easter Egg Hunt

Miller Plaza – 2 p.m. – 4 p.m.

WIN THIS TRUCK!



ONLY
600
TICKETS
SOLD!

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

Must be 18 or older to win.
Valid ID and insurance required.

Drawing Date: March 22, 2025
Need not be present to win.

\$100
PER TICKET

**KILGORE
COLLEGE
FOUNDATION**

PATTERSON
KILGORE CHEVROLET CHRYSLER DODGE JEEP RAM



March 22, 2025
Maude Cobb Convention Center

Save The Date

**Reserve Your
Table
NOW!!!**



AN EVENING CELEBRATING KILGORE COLLEGE STUDENT SUCCESS

MARCH
22, 2025

MAUDE COBB CONVENTION CENTER 6PM-11PM

**DINNER, DANCING,
ENTERTAINMENT,
SILENT & LIVE AUCTION**



- **Sponsorships Available**
 - **Tables Available**
- **Auction Items Needed**

High Definition





Dr. Brenda S. Kays
KC President
(903) 983-8100
bkays@kilgore.edu

1100 Broadway
Kilgore, TX 75662
www.kilgore.edu

MEMORANDUM

DATE: December 16, 2024
TO: Dr. Brenda S. Kays
FROM: Karen R. Scibona
SUBJECT: 2025 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 3, 2025 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. A special election on the same date as the general election should be called should it be needed.

Kilgore College will have three positions on the Board of Trustees to be filled on that date. The three positions are for six-year terms.

Current board positions whose terms expire in May 2025 are:

- Voting Unit #1, Place 7, South Zone (currently held by Janice Bagley)
- Voting Unit #2, Place 8, North Zone (currently held by Jon Keller)
- Voting Unit #3, Place 9, Central Zone (currently held by David Castles)

May 3, 2025 - Uniform Election Dates – General Election Local Political Subdivision – Kilgore College

Monday, December 16, 2024	Deadline to post notice of candidate filing deadline
Wednesday, January 15, 2025	First Day to File for Place on General Election Ballot
Friday, February 14, 2025 at noon	Last Day to File for Place on General Election Ballot
Tuesday, February 18, 2025 at 5pm	Last Day to File a Write-in Candidacy on General Election Ballot
Monday, April 21, 2025	First Day of Early Voting by Personal Appearance
Tuesday, April 29, 2025	Last Day of Early Voting by Personal Appearance
Saturday, May 3, 2025	Election Day – Polls are open 7:00AM – 7:00PM Last day to Receive Ballot by Mail if carrier envelope is not postmarked, OR Monday, May 5, 2025 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election

Trustees whose terms expire on May 3, 2025:

- Janice Bagley South Zone, Voting Unit #1, Place 7
- Jon Keller North Zone, Voting Unit #2, Place 8
- David Castles Central Zone, Voting Unit #3, Place 9

ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS

An election is hereby ordered to be held on ____/____/____ for the purpose of voting on:
(date)

(Por la presente se ordena celebrar una elección el ____/____/____ con el propósito de votar sobre.)
(fecha)

List Offices/Propositions/Measures on the ballot (Enúmere los puestos/proposiciones/medidas oficiales en la boleta)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad)

Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Presiding Officer (Firma del Dirigente que Preside)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

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(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS

An election is hereby ordered to be held on ____/____/____ for the purpose of voting on:
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Location (sitio) Hours (horas)

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Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

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(date)(fecha)

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_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Presiding Officer (Firma del Dirigente que Preside)

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(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

____/____/____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

____/____/____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Presiding Officer (Firma del Dirigente que Preside)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

JOINT ELECTION AGREEMENT

**Between
Kilgore College and the
City of Kilgore**

BY THE TERMS OF THIS AGREEMENT, Kilgore College (KC), a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General Election of KC Board of Trustees and the General Election of the Kilgore City Council to be held on May 3, 2025 at Kilgore City Hall, 815 N. Kilgore Street, Kilgore, Texas.

KC and the City shall share equally according to the percentages set forth in the Joint Election Contract prepared by Gregg County in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions to provide election services. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned, with the City paying all expenses for conducting the election.

This Agreement shall be valid for all elections held jointly by City and KC from the date of the last of KC and City to sign below, and shall continue until one of the Entities party to this Agreement gives a 30-day notice to the other Entity party that it no longer wishes to participate in the Agreement.

APPROVED by vote of the KC Board of Trustees on the 16th day of December, 2024.

KILGORE COLLEGE



President, Board of Trustees

APPROVED by vote of the City Council of the City of Kilgore on the ____ day of _____, 20____.

ATTEST:

CITY OF KILGORE

RACHEL ROWE, CITY CLERK

R. E. SPRADLIN, III, MAYOR

APPROVED AS TO FORM AND EFFECT:

JOSH BROCKMAN-WEBER, CITY ATTORNEY

JOINT ELECTION AGREEMENT

Between
**Kilgore College (KC) and the
 City of Gladewater (City)**

BY THE TERMS OF THIS AGREEMENT, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 3, 2025.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

This Agreement shall be valid until one of the Entities gives a 30-day notice to the other Entity that it no longer wishes to participate in the Agreement.

APPROVED by vote of the KC Board of Trustees on the 16th day of December, 2024.

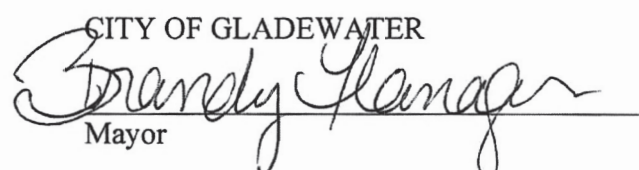
KILGORE COLLEGE



 President, Board of Trustees

APPROVED by vote of the City of Gladewater on the 21 day of November, 2024.

CITY OF GLADEWATER



 Mayor



1100 Broadway
Kilgore, Texas
75662-3204
www.kilgore.edu

DATE: November 20, 2024
TO: Dr. Brenda S. Kays
FROM: Karen R. Scibona
SUBJECT: Board of Trustee Training

House Bill 2563 from the 2007 Texas Legislative Session requires that the Board meeting minutes for the last regular meeting of the calendar year reflect whether each board member has fulfilled training required to be completed as of that meeting date.

In 1993, the Texas Legislature mandated under TEC 61.084 (Training for Board Members) that each governing board member who holds either an elective or appointive position must attend, during the member's first year of service as a member of a governing board, a training program that is focused on the official role and duties of the members of governing boards that provides training in the areas of budgeting, policy development, and governance.

This memo is to certify that as of November 20, 2024 all Kilgore College Board of Trustee members have completed their required training, in compliance with Texas Education Code, Section 61.084.

