

Minutes of Regular Board Meeting

The Board of Trustees Kilgore College



A Regular Board Meeting of the Board of Trustees of Kilgore College was held on June 9, 2025, at 6:30 PM on the 2nd floor of the Stewart McLaurin Administration Building, 895 Ross Ave., Kilgore, TX 75662 with the following members present:

Josh Edmonson, President
Janice Bagley
Gina DeHoyos
Lon Ford
Jeanne Johnson
Travis Martin
Jason Steele

Absent: Kelvin Darden

1. CALL TO ORDER

Presenter: Mr. Josh Edmonson, President

A. Invocation

Presenter: Dr. Mike Jenkins

B. Pledge of Allegiance

Presenter: Mr. Josh Edmonson

2. PUBLIC COMMENT

There were no public comments.

3. SPOTLIGHT PRESENTATIONS

A. Employee Spotlight: 2025 Innovation Grant Award Recipients

- Manny Almanza
- Tammy Wright

Presenter: Dr. Brenda Kays

B. Student Success Data Spotlight: 2025 Spring Snapshot – *Appendix A*

Presenter: Mrs. Natalie Bryant, Director, Institutional Research

4. SWEARING IN OF NEW BOARD OF TRUSTEES

Presenter: Mrs. Karen Scibona

A. Newly elected trustees signed the “Statement of Officer”. - *Appendix B*

- Janice Bagley
- Jeanne Johnson
- Jason Steele

B. Mrs. Karen Scibona administered the "Oath of Office" to the following: *Appendix C*

- Janice Bagley
- Jeanne Johnson
- Jason Steele

5. BOARD OF TRUSTEES OFFICERS 2025-2027

A. Board Officers' Nominating Committee Report

Presenter: Mr. David Castles

Mr. David Castles presented the Nominating Committee slate of officers for 2025-27:

- **Ms. Gina DeHoyos for Secretary**
- **Ms. Janice Bagley for Vice President**
- **Mr. Josh Edmonson for President**

B. Election of Officers: 2025-2027

- **Ms. Gina DeHoyos was elected as Secretary of the Board with 6 votes "Yes" and 0 votes "No".**
- **Ms. Janice Bagley was elected as Vice President of the Board with 6 votes "Yes" and 0 votes "No".**
- **Mr. Josh Edmonson was elected as President of the Board with 5 votes "Yes" and 1 vote "No".**

Presenter: Mr. Josh Edmonson

6. CONSENT AGENDA

Presenter: Mr. Josh Edmonson

- A. To consider approving the minutes of the April 14, 2025, Board Meeting and May 14, 2025, Election Canvass/Special Board Meeting.
- B. To consider approval of personnel items submitted as follows: *Appendix D*
- Employee Resignations
 - Employee Retirements
 - Employee Terminations
 - Proposed Change of Employment
 - Offers of Employment
- C. To review prepaid legal fees for April 2025 and May 2025.

Mr. Lon Ford moved to accept the Consent Agenda as presented. Ms. Janice Bagley seconded the motion. The motion passed unanimously.

7. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee - Mrs. Gina DeHoyos, Chair

1. ACTION ITEM: To consider approving the contract with CliftonLarsonAllen, LLP (CLA) to provide independent audit services for the 2025 and 2026 fiscal years. -

Appendix E

Presenter: Mr. Terry Hanson

Mrs. Gina DeHoyos moved to approve the contract with CliftonLarsonAllen, LLP (CLA) to provide independent audit services for the 2025 and 2026 fiscal years. Ms. Janice Bagley seconded the motion. The motion passed unanimously.

2. ACTION ITEM: To consider for approval the contract with Hagerty Consulting to provide business continuity consulting services for Kilgore College. - *Appendix F*
Presenter: Mr. Terry Hanson

Ms. Janice Bagley moved to approve the contract with Hagerty Consulting to provide business continuity consulting services for Kilgore College. Mr. Travis Martin seconded the motion. The motion passed unanimously.

3. INFORMATION ITEM: Extension of Aramark contract for comprehensive facility maintenance, grounds maintenance and custodial services until 8/31/2026.
Presenter: Mr. Terry Hanson

4. INFORMATION ITEM: April Financial Snapshot and Capital Report with Summary – *Appendix G*
Presenter: Mr. Terry Hanson

B. Policy & Personnel Committee - Mr. Lon Ford

1. ACTION ITEM: To consider approval of the following faculty members for promotion to "Associate Professor" beginning September 1, 2025, through the Promotion in Rank process: - *Appendix H*

Paul Buchanan
Michele Daniels
Danny Darden
Ginger Dennis
Micah Goodding
Jason Graves
Coy Lothrop
Meredith May
Karen Morris
Julian Redfearn
Jeanine Tagg
Traci Thompson
Lori Truman

Presenter: Dr. Tracy Skopek

Mr. Travis Martin moved to approve the approval of the listed faculty members for promotion to "Associate Professor" beginning September 1, 2025, through the Promotion in Rank process. Mr. Lon Ford seconded the motion. The motion passed unanimously.

C. Property & Facilities Committee – Mr. Travis Martin, Chair

1. INFORMATION ITEM: Update on Dodson Auditorium Renovation
Presenter: Mr. Ben Avedikian, Executive Director, Facility Services

8. SCHOLARSHIP UPDATE

Presenter: Mrs. Merlyn Holmes, Executive Director, KC Foundation & Community Relations

9. BOARD PRESIDENT'S REPORT

Presenter: Mr. Josh Edmonson

A. Appoint an ad hoc committee to lead the search and recommend a candidate to fill the unexpired term of Jon Rowe, which expires in May 2027.

Travis Martin, Ad hoc committee chair
Janice Bagley
Josh Edmonson

B. Board Representation to KC Foundation Board: Josh Edmonson

C. Board of Trustee Committee Assignments 2025-2027 – *Appendix I*

D. David Castles – Recognition of Service

Presenter: Mrs. Gina DeHoyos

E. Annual Training/Agreements – Due June 30

F. Annual Cybersecurity Training - Due June 30

G. Local Government Officer Conflicts Disclosure Statement (Form CIS) - Due June 30

H. KC Information Resources User Agreement

I. Upcoming Events:

- Budget Workshop - July – TBA
- Community College Association of Texas Trustees (CCATT) Annual Conference, Sept. 11-13, 2025, West Lake Hills (Austin). Register by emailing K. Scibona by 8/1
- August Board Meeting - Monday, August 11, 2025

10. EXECUTIVE SESSION

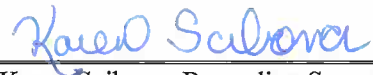
If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001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

The Board of Trustees did not go into Executive Session.

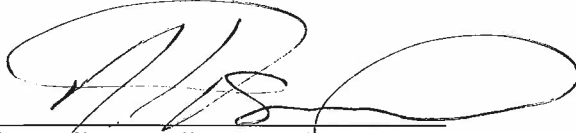
11. ADJOURNMENT

The meeting was adjourned by Mr. Josh Edmonson at 8:14 PM.

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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Spring 2025 Snapshot

	Spring 2025		Spring 2024		Difference between Spring 2025 and Spring 2024	
Total Headcount	8,802		6,722		2,080	31%
Credit Students	6,991		5,552		1,439	26%
Continuing Education Students	1,811		1,170		641	55%
CE Headcount by Program*						
Certified Nurse Aide	53		49		4	8%
East Texas Police Academy	252		275		-23	-8%
Fire Academy	272		219		53	24%
Electric Power Technology	64		37		27	73%
Other	1,170		590		580	98%
Total CE Headcount	1,811		1,170		641	55%
Credit Students	6,991		5,552		1,439	26%
Credit Hours	53,564		45,894		7,670	17%
Contact Hours	1,141,144		970,496		170,648	18%
Gender						
Female	4,152	59%	3,362	61%	790	23%
Male	2,839	41%	2,190	39%	649	30%
Race/Ethnicity						
Two or More Race	265	4%	204	4%	61	30%
White	2,768	40%	2,347	42%	421	18%
Black or African American	1,384	20%	925	17%	459	50%
Hispanics of any race	2,148	31%	1,607	29%	541	34%
Asian	95	1%	73	1%	22	30%
American Indian/Alaskan Native	30	0%	25	0%	5	20%
U.S. Nonresident	48	1%	57	1%	-9	-16%
Hawaiian/Pacific Islander	15	0%	6	0%	9	150%
Race and Ethnicity unknown	238	3%	308	6%	-70	-23%
Age						
Dual Credit	4,206	60%	2,801	50%	1,405	50%
Traditional (24 & under)	1,932	28%	1,852	33%	80	4%
Non-Traditional (25 & older)	853	12%	899	16%	-46	-5%
Average Age	20		21			
Enrollment Status						
Part-Time	5,199	74%	3,805	69%	1,394	37%
Full-Time	1,792	26%	1,747	31%	45	3%
Major						
Workforce Majors	1,057	15%	1,019	18%	38	4%
Transfer Majors	5,934	85%	4,533	82%	1,401	31%
First-Time Students						
First-Time-in-College	157	2%	153	3%	4	3%
First-Time Transfer	126	2%	136	2%	-10	-7%
Dual Credit/HS Students ^Δ	4,206	60%	2,801	50%	1,405	50%
Returning Students	2,502	36%	2,462	44%	40	2%
Tuition Status						
In-District	1,214	17%	1,186	21%	28	2%
Out-of-District	5,681	81%	4,273	77%	1,408	33%
Out-of-State/Country	96	1%	93	2%	3	3%
Area Counties						
Gregg	3,884	56%	2,812	51%	1,072	38%
Rusk	749	11%	772	14%	-23	-3%
Upshur	427	6%	339	6%	88	26%
Harrison	686	10%	548	10%	138	25%
Smith	205	3%	180	3%	25	14%
Economically Disadvantaged	1,707	24%	1,661	30%	46	3%
Enrollment by Location[†]						
Kilgore Campus	1,579	18%	1,649	23%	-70	-4%
Longview Campus	266	3%	273	4%	-7	-3%
UT Tyler Longview Univ. Center	29	0%	79	1%	-50	-63%
Distance Learning	3,049	36%	2,807	39%	242	9%
High Schools	3,658	43%	2,305	32%	1,353	59%
Students Taking Courses at Multiple Locations	1,568	22%	1,437	26%	131	9%
FTE						
SACSCOC[#]	4,167		3,527			
IPEDS[◇]	3,537		3,024			

* Estimated distinct students enrolled Q2 or Q3 as of 4/28/2025

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 Spring FT Students plus Spring PT Students' credit hours divided by 12

◇ Total Spring FT Students plus Spring PT Students Multiplied by 0.335737

2025 Data Source for Credit Students: Snapshot taken from Jenzabar on 4/22/2025 (does not match THECB reporting periods)

2024 Data Source for Credit Students: Snapshot taken from Jenzabar on 4/16/2024 (does not match THECB reporting periods)

Form 23-3 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov

Revised 09/2023

Form #23-3 Rev. 09/2023

Submit to:

SECRETARY OF STATE

Government Filings

Section P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Janice Bagley, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Kilgore College Board of Trustees, South Zone,
Voting Unit #1, Place 7

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 06/09/2025

Janice Bagley
Signature of Officer

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Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Jeanne Johnson, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Kilgore College Board of Trustees, Central Zone,
Voting Unit #3, Place 9

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 06/09/2025


Signature of Officer

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Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

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Submit to:

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Government Filings

Section P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None



STATEMENT OF OFFICER

Statement

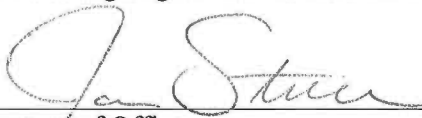
I, Jason Steele, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Kilgore College Board of Trustees, North Zone,
Voting Unit #2, Place 8

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 06/09/2025



Signature of Officer

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

- Gubernatorial appointees
- District attorneys
- Appellate and district court judges
- Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas
- Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code
- Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.

The Office of the Secretary of State does NOT file Statements or Oaths from the following persons: Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Form #2204 Rev 9/2017

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SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Janice Bagley, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Kilgore College Board of Trustees of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

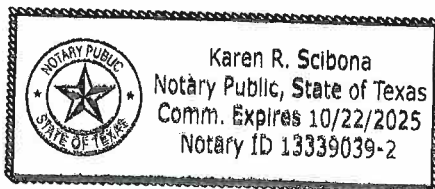
Janice Bagley
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Gregg

Sworn to and subscribed before me on this 9th day of June, 2025.



Karen R. Scibona
Signature of Notary Public

Karen R. Scibona

Printed or Typed Name

**Kilgore Junior College District
Personnel Agenda
June 9, 2025**

1. Recommendation to accept employee resignations as follows:

- a. Huff, Robert, Campus Security Officer, effective April 3, 2025, after 8 months of service. *(Returning to school to become EMT)*
- b. Doss, Haley, Administrative Assistant I – Library, effective April 11, 2025, after 1 year and 11 months. *(Going to school FT out of state)*
- c. Gillette, Colby, Campus Safety Officer, effective April 5, 2025, after 8 months of service. *(Was requesting different shift KC could not accommodate)*
- d. Burgos, Paul, Assistant Professor - Kinesiology & Assistant Football Coach, effective June 1, 2025, after 3 years and 2 months of service. *(Going to another institution to teach/coach)*
- e. Cisneros, Jorge, Programmer/Analyst ERP – IT, effective April 21, 2025, after 1 year and 10 months of service. *(No reason given)*
- f. Carter, Claudia, Assistant Registrar, effective May 29, 2025, after 8 months of service. *(Returning to teach full-time)*
- g. Plott, Richard, Executive Dean of Institutional Effectiveness and Research & Chief Data Officer, effective May 2, 2025, after 2 years and 2 months of service. *(Accepted CIO position out-of-state)*
- h. Roe, Jennifer, Specialist - Community Education & International Student Support, effective May 15, 2025, after 8 months of service. *(No reason given)*
- i. Terry Hanson, Vice President of Administrative Services and Chief Financial Officer, effective July 14, 2025, after 4 years and 2 months of service. *(Job opportunity at another institution)*
- j. Aguirre Johnson, Danielle, Assistant Professor - Biology A&P, effective May 10, 2025, after 1 year and 8 months of service. *(Family situation, moved to south Texas)*
- k. Ramirez, Uriel, Programmer/Analyst ERP – IT, effective May 29, 2025, after 7 years and 4 months of service. *(No reason given)*
- l. Jones, Chris, Systems Administrator – Network Support, effective 5/30/2025, after 15 years and 6 months of service. *(No reason given)*
- m. Skopek, Tracy, Vice President - Student Learning, Engagement & Student Success & Chief Academic Officer, effective June 27, 2025, after 3 years and 10 months of service. *(Job opportunity at another institution)*

Other – Separations

- a. Bell, Kenwood, Manager- Fitness Center, effective April 15, 2025, after 2 years and 7 months of service. *(Position eliminated as part of a restructure of the Ancillary Services at KC)*
- b. Romano, Robin, College/Career Readiness Coach, effective July 31, 2025, after 3 years 8 months of service. *(Position eliminated; the rootEd grant for the Gladewater high school was not renewed for 25/26)*

2. Recommendation to change employment as follows:

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
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Stephanie Wallace	Administrative Assistant III- Accounting	Administrative Assistant I - Public Services, EMS & Fire	\$33,000	4/15/2025
Jacquelyn Rambo	Student Success Librarian	Director – Library	\$70,000	4/16/2025
Jessica Jones	Administrative Assistant I – Business Office	Administrative Assistant II – Business Office	\$34,204	5/16/2025
Stephanie Rogers	Accountant 1	Administrative Assistant - Institutional Advancement	\$37,644	5/1/2025
Hope “Nicci” Cox	Accountant 2	Manager - Accounting	\$61,076	5/1/2025

Temporary/Interim Assignments:

1. Donny Seals – Interim Vice President - Student Learning, Engagement & Student Success & Chief Academic Officer, effective 6/16/2025
2. Jason Graves – Interim Dean Liberal & Fine Arts, effective 6/1/2025
3. Lori Truman – Assistant Professor & Interim Department Chair – English, effective 6/1/2025
4. Brazy Sammons – Interim CFO

3. Recommendation of employment as follows:

NAME	POSITION	LOCATION	SALARY/BASE RATE OF PAY	HIRE DATE
Brice Winters	Assistant Professor Kinesiology & Athletic Trainer (12 month)	Kilgore	\$64,096	6/1/2025
Anthony Dean	Interim Assistant Professor – CDL	Kilgore	\$57,424.60	5/1/2025
Tiarah Wheat	Administrative Assistant I – Support Services & Retention	Kilgore	\$30,914	5/12/2025
Valerie Cooper	Administrative Assistant I – Library	Kilgore	\$30,914	5/19/2025
Kimberly Childers	Campus Safety Officer	Kilgore	\$34,112	5/26/2025
Riley Miller	Campus Safety Officer	Kilgore	\$34,112	5/26/2025

Final Publish Date 5/28/2025



Agenda Item Summary

Action Item: To consider and approve the contract with CliftonLarsonAllen (CLA) to provide independent auditing services for the 2025 and 2026 fiscal years.

Overview

In February 2024, the board authorized the issuance of an RFQ/RFP for Independent Audit Services. The college solicited bids through Beacon Bid and notified area and regional CPA firms focusing on those who audit other regional colleges.

Key Points

Two Responses Received: The college received two responses to the solicitation, one from our current auditors Jaynes, Reitmeier, Boyd & Therrell, P.C. (JRBT) and one from CliftonLarsonAllen, LLP (CLA).

Evaluation of Proposals: The evaluation criteria for the proposals were:

Evaluation Criteria	Weights
Vendor qualifications	35%
1. Auditing experience in Texas colleges, particularly Texas community colleges (10)	
2. Auditing experience in government entities (10)	
3. Auditing experience with entities utilizing Jenzabar (5)	
4. Qualifications of supervisory personnel, consultants, and the field auditing team (10)	
a. Education, including continuing education courses taken in the past 2 years	
b. Years and types of experience	
The extent to which the goods and/or services meet the college's needs	25%
1. Size and structure of the firm, including audit staff positions (5)	
2. Comprehensiveness of the audit work plan (10)	
3. Realistic time estimates of each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned. (10)	
The quality of the vendor's goods and/or services	20%
1. General Direction and Supervision to be exercised over the audit team by the firm's management team. (15)	
2. Oral interviews, if necessary (5)	
Reasonable cost of services	20%
	100%

Three evaluators participated in the review and independently scored each proposal. In addition, reference checks were also done as part of the evaluation process.

Evaluation Results: The evaluation identified CLA as the highest scored proposal, with a strong background auditing many colleges and universities, including another Texas community college.

Recommendation

The recommendation is to select the highest scored proposal, approving the contract with CLA for independent auditing services for the 2025 and 2026 fiscal years.



Agenda Item Summary

Action Item: To consider and approve the contract with Hagerty Consulting to provide business continuity consulting services for Kilgore College.

Overview

In February 2024, the board authorized the issuance of an RFQ/RFP for Business Continuity Consulting Services. These services will enhance institutional preparedness, ensure operational resilience, and support the College’s effort to maintain critical operations during emergencies and disruptions. The college solicited bids through Beacon Bid allowing national exposure to the solicitation.

Key Points

Four Responses Received: The college received four responses to the solicitation from BerryDunn; Centurion Solutions LLC; Hagerty Consulting; and HELP Paradigm.

Evaluation of Proposals: The evaluation criteria for the proposals were:

1. Background Information		30 points
2. Scope of Work		30 points
3. Cost Summary		15 points
4. Quality of Proposal		5 points
5. References Review		20 points
	Total Points Possible	100 points

Four evaluators participated in the review and independently scored each proposal. In addition, reference checks were also done as part of the evaluation process.

Evaluation Results: The evaluation identified Hagerty Consulting as the highest scored proposal, including work done at another Texas community college.

Recommendation

The recommendation is to select the highest scored proposal, approving the contract with Hagerty Consulting for business continuity consulting services.



Agenda Item Summary

Information Item: April Financial Snapshot and Capital Project Report

Overview

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

Financial Snapshot:

Revenues: Year-to-date tuition & fee revenues are 93% and 91% (respectively) of budget with most of the college's revenue accounted for as this includes both Fall and Spring terms. Dual credit tuition exceeds the budget for the year highlighting the strong increase in dual credit enrollment. State appropriations and property taxes are based on cyclical and are within the normal cycle. Continuing education revenue is at 95% of the budget showing a significantly higher performance than last year.

Based on performance to date and assuming similar performance to last year, most revenues will meet or exceed their budget.

Expenses: Operating expenses reflect only 62% of the annual budget in comparison to being 66% into the year.

Challenges: Auxiliary expenses are higher than 11% higher than a straight line spend primarily due to timing of purchases for seasonal activity and inventory.

Capital Projects:

Capital projects are under budget and in progress. The projects will continue to be monitored with any residual funds to be reallocated in the future to other projects. The reallocation will be brought before the board at a future meeting for approval.

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

	FY 2024 Actual	4/30/2025	Budget Variance	FY 2025 Budget	% of Annual Budget
Credit Tuition					
In-District Tuition	\$995,003	\$905,596	(\$244,404)	\$1,150,000	79%
Out of District Tuition	\$2,485,613	\$2,326,870	(\$573,130)	\$2,900,000	80%
Out of State Tuition (Texas Non-Resident)	\$264,541	\$230,935	(\$69,066)	\$300,000	77%
Early Admission/Dual Credit	\$655,952	\$2,377,372	\$1,477,372	\$900,000	264%
FAST - Dual Credit	\$1,110,563	\$33,880	(\$1,066,120)	\$1,100,000	3%
Total Credit Tuition:	\$5,511,672	\$5,874,653	(\$475,347)	\$6,350,000	93%
Course and Special Fees					
General Education Fee	\$2,879,751	\$2,726,141	(\$318,859)	\$3,045,000	90%
Out of District Fee	\$4,458,652	\$4,435,246	(\$64,754)	\$4,500,000	99%
Course Fees	\$2,463,938	2,208,299.60	(\$305,563)	\$2,513,863	88%
All Other Fees	\$1,916,923	\$1,754,920	(\$478,210)	\$2,233,130	79%
Total Course and Special Fees:	\$11,719,264	\$11,124,606	(\$1,167,387)	\$12,291,993	91%
State Appropriations					
State Appropriations - Performance Based Funding	\$10,213,083	\$8,097,409	(\$1,976,711)	\$10,074,120	80%
State Appropriations - Base Tier Funding	\$3,565,647	\$3,373,461	(\$823,518)	4,196,979	80%
State Appropriations - Teacher Retirement System TRS/ORP	\$94,246	\$62,348	(\$27,652)	\$90,000	69%
Total State Appropriations:	\$13,872,976	\$11,533,218	(\$2,827,881)	\$14,361,099	80%
District Ad-Valorem Property Taxes					
Property Tax Revenues M&O	\$7,242,842	\$7,634,647	(\$310,353)	\$7,945,000	96%
Property Tax Revenues I&S	\$1,777,216	\$1,748,325	(\$99,252)	\$1,847,577	95%
Delinquent Tax Collections	\$220,154	\$131,398	\$31,398	\$100,000	131%
Total Ad-Valorem Tax Collections:	\$9,240,212	\$9,514,370	(\$378,207)	\$9,892,577	96%
Other Revenue from Operations					
Indirect Cost Recovery (from grants/contracts)	\$73,974	\$37,156	(\$12,844)	\$50,000	74%
Interest/Investment Income	\$1,610,744	\$674,641	(\$385,359)	\$1,060,000	64%
Continuing Education	\$2,255,083	\$3,087,907	(\$165,593)	\$3,253,500	95%
Other Revenue from Operations	\$527,718	\$195,771	\$60,786	\$134,985	145%
Auxiliary Revenues	\$4,446,234	\$3,630,509	(\$1,208,936)	\$4,839,445	75%
KC Plant Fund Reserves for Capital Improvements	\$500,000	\$0	\$0	\$0	0%
Total Other Revenue from Operations:	\$9,413,753	\$7,625,983	(\$1,711,947)	\$9,337,930	82%
Total Revenues	\$49,757,876	\$45,672,831	(\$6,560,768)	\$52,233,599	87%
Operating Expenses					
Salaries & Wages	\$19,343,030	\$14,150,323	\$9,052,728	\$23,203,051	61%
Employee Benefits	\$2,358,737	\$1,711,264	\$1,094,789	\$2,806,053	61%
Other Operating Expenses	\$13,596,851	\$11,163,071	\$6,637,744	\$17,800,815	63%
Auxiliary Expenses	\$6,072,861	\$4,686,509	\$1,389,594	\$6,076,103	77%
Debt Service - SECO Loans & Maintenance Notes	\$937,151	\$235,754	\$1,611,823	\$1,847,577	13%
Capital Budget	\$3,299,299	\$0	\$0	\$0	0%
HB8 Holdback	\$0	\$500,000	\$0	\$500,000	100%
Employee Raises	\$0	\$0	\$0	\$0.00	
Total Expenses	\$45,607,929	\$32,446,922	\$19,786,677	\$52,233,599	62%
Net Income/(Loss)	\$4,149,947	\$13,225,909	\$13,225,909	\$0	



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

	FY 2024 Actual	4/30/2025	Budget Variance	FY 2025 Budget	% of Annual Budget
Auxiliary Services Revenues					
Campus Life/Housing	\$2,600,767.29	\$2,506,181.33	(\$73,169)	\$2,579,350	97.2%
Campus Store	\$1,031,875.61	\$619,084.75	(\$335,515)	\$954,600	64.9%
Rangerette Showcase	\$113,347.39	\$94,676.03	(\$51,128)	\$145,804	64.9%
KCEXCEL Health Club	\$105,365.60	\$59,895.78	(\$114,799)	\$174,695	34.3%
East Texas Oil Museum	\$163,660.08	\$102,940.51	(\$125,758)	\$228,699	45.0%
RangerPRINT	\$328,198.76	\$179,506.59	(\$471,290)	\$650,797	27.6%
Athletics	\$103,018.79	\$68,223.84	(\$37,276)	\$105,500	64.7%
Total Auxiliary Services Revenues:	\$4,446,234	\$3,630,509	(\$1,208,936)	\$4,839,445	75.0%
Auxiliary Services Expenses					
Campus Life/Housing	\$1,648,317.72	\$1,279,905.15	\$578,105	\$1,858,010	68.9%
Campus Store	\$1,066,433.09	\$723,124.75	\$155,759	\$878,884	82.3%
Rangerette Showcase	\$141,472.07	\$121,704.12	\$24,100	\$145,804	83.5%
KCEXCEL Health Club	\$178,336.22	\$152,976.53	\$21,718	\$174,695	87.6%
East Texas Oil Museum	\$188,705.09	\$157,576.51	\$71,122	\$228,699	68.9%
RangerPRINT	\$1,028,562.61	\$546,789.72	\$104,007	\$650,797	84.0%
Athletics	\$1,821,034.13	\$1,704,432.70	\$434,781	\$2,139,214	79.7%
Total Auxiliary Services Expenses:	\$6,072,861	\$4,686,509	\$1,389,594	\$6,076,103	77.1%
Net Profit/(Loss) from Auxiliary Services	(\$1,626,627)	(\$1,056,001)	\$180,657	(\$1,236,658)	



Promotion in Rank-Associate Professor

Dr. Tracy Skopek

Purpose

- Support professional growth and development of full-time faculty
- Recognize contributions to department and college
- Create formal titling process and merit pay
 - Current title-Instructor
 - Change from Instructor to Assistant Professor
 - Rank Promotion from Assistant to Associate to Full Professor
 - Drafted and approved by faculty stakeholders-Deans, Faculty Senate

Criteria for Promotion

- Hold appropriate SACSCOC required credentials for position
- Complete 6 consecutive years as full-time faculty at KC
- Be in good standing



Successful Candidates

Submit portfolio based on:

- Demonstrated commitment to KC's Mission
- Demonstrated effective approaches to teaching
- Commitment to high academic standards
- Demonstrated service to the Department/College
- Demonstrated service to the profession
- Engagement in related professional development



Timeline

- August-VPI invites all instructors who are eligible to apply
- August-November-hold workshops for those interested in applying
- February (2nd Monday)-Portfolios are due
- February-April-Committee meets and reviews
- April 30-No later than this date, candidates will be notified
- Unsuccessful candidates will have meetings to discuss
- Invited to resubmit the following year, if applicable



Committee

- Made up of faculty and administration
- Designated alternates
- Balance between faculty and administrators
- Based on those who have been through the process (beginning 2nd year)
- Committee First Year:

Committee Members (Voting)

- Dean Kristen Stovall
- Dean D'Wayne Shaw
- Dr. Joe Kirchhoff
- Professor David Rangel
- Dr. Leigh Kirby
- Professor Collin Harris
- Dean Donny Seals
- Dr. Sheri Gillis
- Dr. Jennifer Bray

Non-Voting Chair: Dr. Tracy Skopek

Promotion in Rank AY 2025-2026

- 61 Eligible to Apply
- 15 Applied
- 13 Granted Promotion
- Title of Associate Professor
- Awarded \$2500 to base pay starting Sept. 2025



Promotion in Rank AY 2025-2026

Congratulations!

- Paul Buchanan
- Michele Daniels
- Danny Darden
- Ginger Dennis
- Micah Goodding
 - Jason Graves
 - Coy Lothrop
- Meredith May
- Karen Morris
- Julian Redfearn
 - Jeanine Tagg
- Traci Thompson
 - Lori Truman

QUESTIONS?



Kilgore College
April Capital Update
Fiscal Year 2025

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion	Phase
FY 24 Projects										
Campus Improvements	73,978	-	265,000	73,978	191,022	28%	28%	72%	16%	In Process
Quads Demo - Ranger Village Study	312,853	-	868,000	312,853	555,147	36%	36%	64%	0%	In Process
Total	\$ 386,831	\$ -	\$ 1,133,000	\$ 386,831	\$ 746,169					
FY25 Buildings & Structures										
Masonry Repairs	43,975	-	60,000	43,975	16,025	73%	73%	27%	100%	Complete
Nolan Hall Roof	244,770	-	350,000	244,770	105,230	70%	70%	30%	100%	Complete
ETOM Roof & HVAC	214,000	-	215,000	214,000	1,000	100%	100%	0%	100%	Complete
Masters Gym Bathrooms	66,300	-	75,000	66,300	8,700	88%	88%	12%	100%	Complete
Dodson Auditorium Baseline Updates	167,620	-	2,000,000	167,620	1,832,380	8%	8%	92%	5%	In Process
Total	\$ 736,665	\$ -	\$ 2,700,000	\$ 736,665	\$ 1,963,335					
Debt Funded										
Buildings & Structures										
Roof Repair/Replacement	998,656	-	1,525,000	998,656	526,344	65%	65%	35%	100%	In Process
HVAC Repair/Replacement	458,104	-	1,011,155	458,104	553,051	45%	45%	55%	80%	In Process
Deferred Maintenance	647,039	-	849,385	647,039	202,346	76%	76%	24%	51%	In Process
Unassigned Deferred Maintenance	-	-	257,615	-	257,615	0%	0%	100%	0%	
Roof Repair/ Maint Old Main	145,070	-	145,070	145,070	-	100%	100%	0%	100%	In Process
Nolan Fire Alarm	69,130	-	69,130	69,130	-	100%	100%	0%	100%	In Process
Carpet Gym Floor	119,782	-	119,785	119,782	3	100%	100%	0%	92%	In Process
Total	\$ 2,437,781	\$ -	\$ 3,977,140	\$ 2,437,781	\$ 1,539,359					
Debt Funded Portion of Dodson			1,022,860							
Grand Total Debt Funded			5,000,000							

Board of Trustee Committee Assignments 2025-2027

Investment/Finance/Audit

Gina DeHoyos (Chair)
Janice Bagley
Jason Steele

Student Success

Janice Bagley (Chair)
Jeanne Johnson

Property & Facilities

Travis Martin (Chair)
Lon Ford

Policy & Personnel

Josh Edmonson (Chair)
Kelvin Darden