

# Minutes of Special Board Meeting – Presidential Search Meeting #3

## The Board of Trustees Kilgore College



A Special Board Meeting of the Board of Trustees of Kilgore College was held on November 3, 2025, at 5:00 PM on the 2<sup>nd</sup> floor of the Stewart McLaurin Administration Building, 895 Ross Ave., Kilgore, TX 75662 with the following members present:

Josh Edmonson, President  
Janice Bagley, Vice President  
Kelvin Darden  
Lon Ford  
Jeanne Johnson  
Travis Martin  
Jason Steele  
Erin Yohn

Absent: Gina DeHoyos, Secretary

### 1. CALL TO ORDER at 5:00 PM

**Presenter:** Mr. Josh Edmonson, President

A. Invocation

**Presenter:** Ms. Janice Bagley

B. Pledge of Allegiance

**Presenter:** Mr. Josh Edmonson

### 2. PUBLIC COMMENT

**There were no public comments.**

### 3. ACTION ITEM: To consider approval of the Presidential Profile, as recommended by the Presidential Search Committee, outlining the leadership characteristics, qualifications, opportunities, and challenges to be used in the search for the next President of Kilgore College. – *Appendix A*

**Presenter:** Mr. Josh Edmonson

*Dr. Bill Holda presented the draft of the Presidential Profile that was recommended by the Presidential Search Committee. Several Trustees recommended additional updates to the draft document leading to approving a final Presidential Profile.*

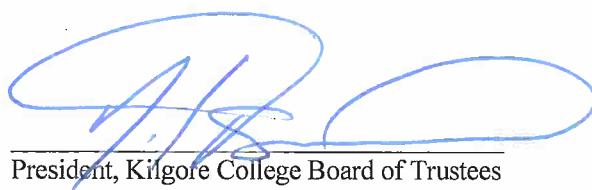
**Mr. Jason Steele moved to approve the updated Presidential Profile outlining the leadership characteristics, qualifications, opportunities, and challenges to be used in the search for the next President of Kilgore College. Ms. Janice Bagley seconded the motion. The motion carried by a vote of 8-0.**

#### **4. ADJOURNMENT**

The meeting was adjourned by Josh Edmonson at 6:10 PM.

*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.*

Respectfully submitted,



President, Kilgore College Board of Trustees

Karen Scibona  
Karen Scibona, Recording Secretary  
Kilgore College Board of Trustees



Secretary, Kilgore College Board of Trustees

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Appendix A      Final Presidential Profile



## Presidential Profile

Founded in 1935, Kilgore College (KC) enjoys a great tradition of preparing students for success, offering high-quality educational opportunities, athletics, residential housing, the Kilgore College Rangerettes, cultural arts, the Texas Shakespeare Festival, the East Texas Oil Museum, Rangerette Showcase and Museum, and a rich history connecting with the community and regional workforce. The Board of Trustees at Kilgore College welcomes applicants to become the tenth President of the institution, following the retirement of Dr. Brenda Kays in February of 2026.

Kilgore College is accredited through the Southern Association of Colleges and Schools, Commission on Colleges, having been reaffirmed in 2019 with the next reaffirmation process in 2029. Kilgore College serves 20 Independent School Districts, with seven of those within the taxing district.

**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.

Nestled in the heart of the beautiful Piney Woods of East Texas, Kilgore offers scenic landscapes featuring year-round greenery, picturesque lakes, and abundant natural beauty. The region combines small-town charm with big-city convenience, providing excellent employment opportunities, an affordable cost of living, and easy access to both the Dallas–Fort Worth Metroplex and the Shreveport, Louisiana, metropolitan area.

### Opportunities and Challenges

The next President should be a student-focused, partnership-oriented leader who embraces the College's hardworking culture and deep appreciation for its traditions, brings proven experience in finance, operations, and coalition building, while leading the institution into the future.

The Kilgore College President is the face of Kilgore College, modeling the way by being highly involved and visible in the regional community, participating actively in community organizations and activities, Kilgore College events, performances and activities and keenly understands and appreciates the unique culture of the East Texas region.

The next President of Kilgore College will continue the implementation of the performance-based funding model for Texas community colleges, as well as the continued demand for more innovative and flexible class offerings.

Dual credit instruction, one component of the new HB8 funding model, has contributed to record enrollments of 8,137 students and an increase in dual credit students of 68% over the past two years. High School Dual Credit enrollment now accounts for 62% of the total enrollment at Kilgore College. Such growth in dual credit naturally creates challenges in staffing, scheduling, and preserving an active student life on campus.

The institution has unlimited opportunities to serve as a catalyst for economic development, working with local and regional entities and leaders, local school districts, and elected and appointed officials in a coordinated effort to expand a qualified workforce that meets the needs of local business and industry.

The tenth President will foster a culture and an environment that promotes employee training and continuing education, and empowers employees to participate in distributed decision-making. The applicant will demonstrate a behavior of transparency and excellent communication. The next President will understand the challenges of serving a rural service area with off-site instruction at its Longview campus (KC-Longview) and in the neighboring communities, while at the same time continuing to develop strategies to assist first generation, underserved, and academically and economically challenged students.

### **Essential Qualities and Characteristics:**

- Exhibit a capability to build a strong, cohesive team by fostering collaboration, resolving conflicts, and creating an environment where everyone can thrive; this is to include shared governance among employees at all levels.
- Possess excellent communication skills; be able to speak, write, and present transparent and understandable explanations for shaping the direction of the College
- Demonstrate strong support for athletics and the cultural arts and is committed to maintaining and advancing Kilgore College's longstanding traditions in these programs
- Exhibit an openness to receiving input from all levels of the College stakeholders, welcoming ideas that challenge the status quo
- Collaboratively develop and articulate a clear and inspiring vision of the future of Kilgore College
- Demonstrate integrity, honesty, trustworthiness, and a strong moral compass of high ethical standards
- Exhibit a spirit of empathy, understanding, and caring about the needs of the staff and the students
- Model accountability by taking responsibility for decisions and actions, maintaining personal and employee accountability for performance and results
- Possess analytical and critical thinking skills and the utilization of data to make informed decisions that identify and address challenges, while inspiring and implementing solutions

- Demonstrate a proven track record improving student success, including improvements in access, retention, completion, transfer, and entry into the workforce
- Possess an understanding of low-income, non-traditional, first-generation college students, and underserved student populations
- Demonstrate knowledge, experience and success interacting with state and locally elected officials, and state agencies
- Exhibit a track record of successful development and growth of workforce programs within various segments of the workforce
- Possess a knowledge of current technological competence, awareness, and applications
- Demonstrate a proven track record in working with a college foundation, along with proven success in creating alternate revenue sources, including grants and philanthropic activities
- Develop rapport with business/community leaders and proactively pursue the training needs of business, industry, and the community
- Illustrate experience with dual-credit programs and working with public and private school systems

## **Qualifications:**

- Minimum of 3-5 years of senior level administrative experience with increasing responsibility in higher education, preferably at the community college level
- Community college instructional experience is highly preferred
- An earned doctorate from a regionally accredited institution is strongly preferred.

## **Links to the history, programs, and various facets of Kilgore College:**

Kilgore College History: [www.kilgore.edu/history](http://www.kilgore.edu/history)

Kilgore College Programs and Significant Initiatives: [www.kilgore.edu/majors](http://www.kilgore.edu/majors)

Kilgore College News: [www.kilgore.edu/newsandevents](http://www.kilgore.edu/newsandevents)

School districts served by Kilgore College: [https://www.kilgore.edu/wp-content/uploads/2023/04/Kilgore College-Service-Area-Map-2015.pdf](https://www.kilgore.edu/wp-content/uploads/2023/04/Kilgore%20College-Service-Area-Map-2015.pdf)

Kilgore College Foundation: <https://giving.kilgore.edu/>

Kilgore College Rangerettes: [www.Rangerette.com/](http://www.Rangerette.com/)

Texas Shakespeare Festival: [www.texasshakespeare.com/](http://www.texasshakespeare.com/)

East Texas Oil Museum: <https://easttexasoilmuseum.kilgore.edu/>

KC Athletics: [www.kcrangernation.com](http://www.kcrangernation.com)

## **How to Apply:**

This is a confidential search process. To ensure full consideration, application materials should be received no later than **January 16, 2026**. The position will remain open until filled.

To apply go to the link on [www.kilgore.edu](http://www.kilgore.edu) or directly to ACCT at <http://www.acctsearches.org> and upload your documents.

Candidates will need to have the following information or materials available to complete the application:

1. A letter of application (not to exceed 5 pages) that succinctly addresses the opportunities and challenges identified in the Position Profile and demonstrates

how the candidate's experience and professional qualifications prepare them to serve as the President of Kilgore College.

2. A current resume including an email address and cellular telephone number.
3. A list of eight references: example, two to three supervisors, two to three direct reports, and two to three faculty and/or staff members from current and former institutions.

For additional information, nominations or confidential inquiries please contact:

- Bill Holda, Ed.D., ACCT Search Consultant, [wmholda@gmail.com](mailto:wmholda@gmail.com)  
or (903) 987-3332 (mobile)