

# Minutes of Regular Board Meeting

## The Board of Trustees Kilgore College



A Regular Board Meeting of the Board of Trustees of Kilgore College was held on September 15, 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, Vice President  
Gina DeHoyos, Secretary  
Kelvin Darden  
Lon Ford  
Jeanne Johnson  
Travis Martin  
Jason Steele  
Erin Yohn

### 1. CALL TO ORDER

**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. SPOTLIGHT PRESENTATIONS

A. Student Success Data Spotlight: Preliminary Enrollment Fall 2025 – *Appendix A*

**Presenter:** Mr. Donny Seals, Vice President of Student Success & Learning

B. Faculty Spotlight: 2025 Beeson Teaching Award – Lori Solley

**Presenter:** Mr. Donny Seals, Vice President of Student Success & Learning

### 4. SWEARING-IN OF NEW BOARD MEMBER

**Presenter:** Mrs. Karen Scibona

A. Statement of Officer: Ms. Erin Yohn – *Appendix B*

B. Oath of Office: Ms. Erin Yohn – *Appendix B*

### 5. CONSENT AGENDA

**Presenter:** Mr. Josh Edmonson

A. To consider approving the minutes of the following board meetings:

- August 18, 2025, Regular August Board Meeting
- August 25, 2025, Special Board Meeting/Election of Trustee

B. To consider approval of personnel items submitted as follows: *Appendix C*

- Employee Resignations
- Employee Retirements
- Employee Terminations
- Proposed Change of Employment
- Offers of Employment

C. To review prepaid legal fees for August 2025

**Mr. Jason Steele moved to accept the Consent Agenda as presented. Mr. Travis Martin seconded the motion. The motion passed unanimously.**

## **6. BOARD COMMITTEE REPORTS & ACTION ITEMS**

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

1. ACTION ITEM: To consider the adoption of the Property Tax rate of \$0.177116, which is effectively a 6.36 percent increase in the tax rate by Resolution #R-2026-1 for the Fiscal Year 2026. *Appendix D*

**Presenter:** Ms. Brazy Sammons

**Mr. Travis Martin moved to adopt the Property Tax rate of \$0.177116, which is effectively a 6.36 percent increase in the tax rate by Resolution #R-2026-1 for the Fiscal Year 2026. Mr. Kelvin Darden seconded the motion. The motion was passed unanimously.**

B. Policy & Personnel Committee - Mr. Josh Edmonson, Chair

1. ACTION ITEM: To consider adding, revising, or deleting (LOCAL) policies as recommended by TASB Community College Services and as reviewed by KC

Administration: *Appendix E*

- BBD: Board Members — Orientation and Training
- CC: Annual Operating Budget
- CDB: Accounting - Audits
- DHB: Employee Standards of Conduct: Child Abuse & Neglect Reporting
- DK: Professional Development
- EBA: Alternate Methods of Instruction: Distance Education
- ECC: Instructional Arrangements: Course Load and Schedules
- FFDA: Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence
- FFDA: (LOCAL) Updated Title IX Contact
- GK: Relations with Educational Accreditation Agencies

**Presenter:** Dr. Staci Martin, VP of Organizational Effectiveness & Excellence

**Ms. Janice Bagley moved to consider adding, revising, or deleting (LOCAL) policies as recommended by TASB Community College Services and as reviewed by KC Administration as listed above. Mr. Lon Ford seconded the motion. The motion passed unanimously.**

2. INFORMATION ITEM: To review the 2024-2027 Strategic Plan Progress – *Appendix F*

**Presenter:** Dr. Staci Martin, VP of Organizational Effectiveness & Excellence

**7. KILGORE COLLEGE FOUNDATION UPDATE REPORT – Appendix G**

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

**8. BOARD PRESIDENT'S REPORT**

**Presenter:** Mr. Josh Edmonson

A. Dr. Brenda Kays - Letter of Retirement – *Appendix H*

**9. EXECUTIVE SESSION – Moved to Executive Session at 7:06 pm**

*Adjournment to Executive Session pursuant to Texas Government Code Section 551.074 of the Open Meetings Act for the following purpose:*

*PERSONNEL: (Government Code 551.074) Consideration of personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.*

**10. RECONVENE IN OPEN MEETING at 8:07 pm**

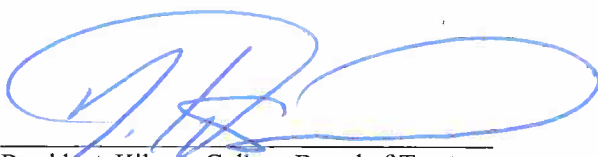
**11. ADJOURNMENT**

The meeting was adjourned by Mr. Josh Edmonson at 8:08 pm.

Respectfully submitted,



Karen Scibona, Recording Secretary  
Kilgore College Board of Trustees



President, Kilgore College Board of Trustees



Secretary, Kilgore College Board of Trustees

## **TABLE OF CONTENTS FOR APPENDICES**

Appendix A	Student Success Data Spotlight: Preliminary Enrollment Fall 2025
Appendix B	Statement of Officer & Oath of Office – Erin Yohn
Appendix C	Personnel Agenda
Appendix D	Resolution R-2026-1 Property Tax Rate
Appendix E	<u>TASB Local Policies Update:</u> BBD: Board Members Orientation & Training CC: Annual Operating Budget CDB: Accounting: Audits DHB: Employee Standards of Conduct: Child Abuse and Neglect Reporting DK: Professional Development EBA: Alternate Methods of Instruction: Distance Education ECC: Instructional Arrangements: Course Load and Schedules FFDA: Freedom from Discrimination, Harassment, and Retaliation: Sex/Sexual Violence GK: Relations with Educational Accreditation Agencies
Appendix F	2024-2027 Strategic Plan Progress
Appendix G	KC Foundation Update Report
Appendix H	Dr. Brenda Kays – Letter of Retirement

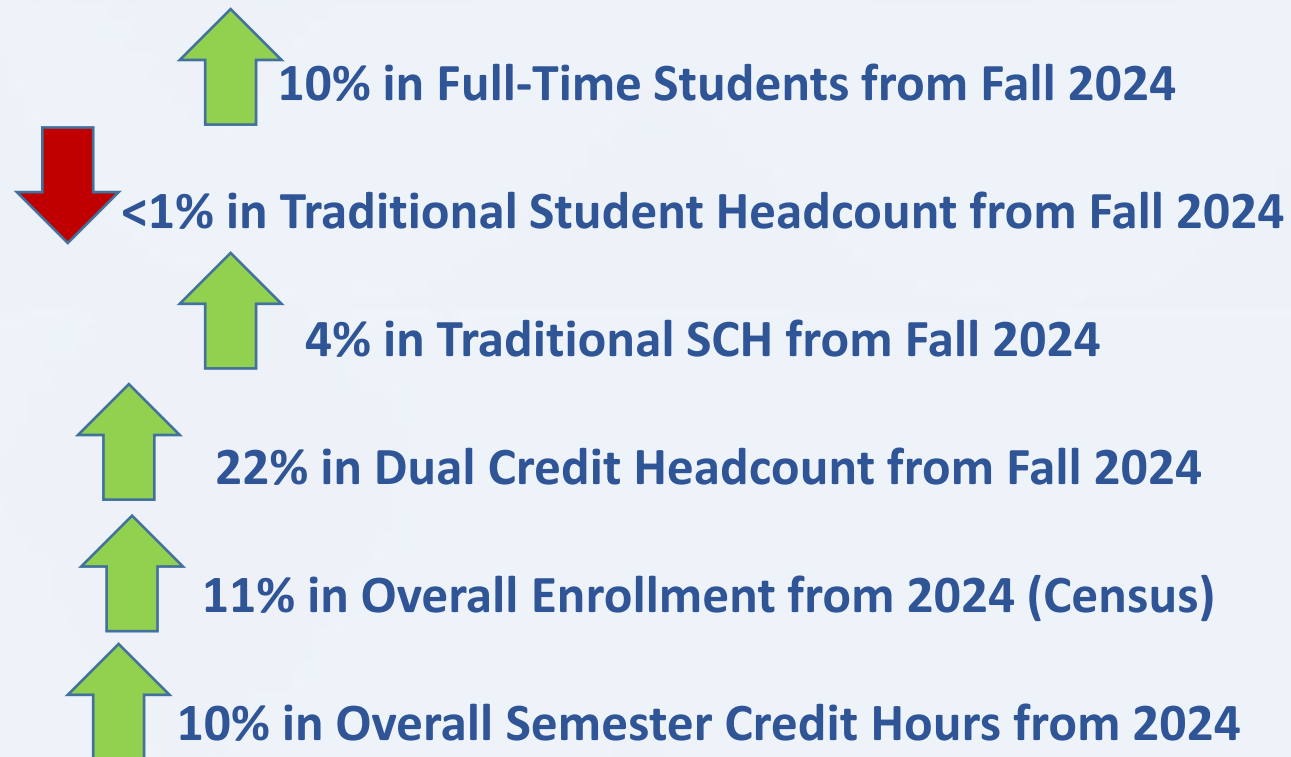
# KEY INDICATORS

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- **Fall 2025 Record Headcount: 8,039**
- **Previous Fall Record Headcount (2024): 7,229**

# KEY INDICATORS

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# 7-Year Trend

## Fall Traditional Student Headcount



# KEY INDICATORS

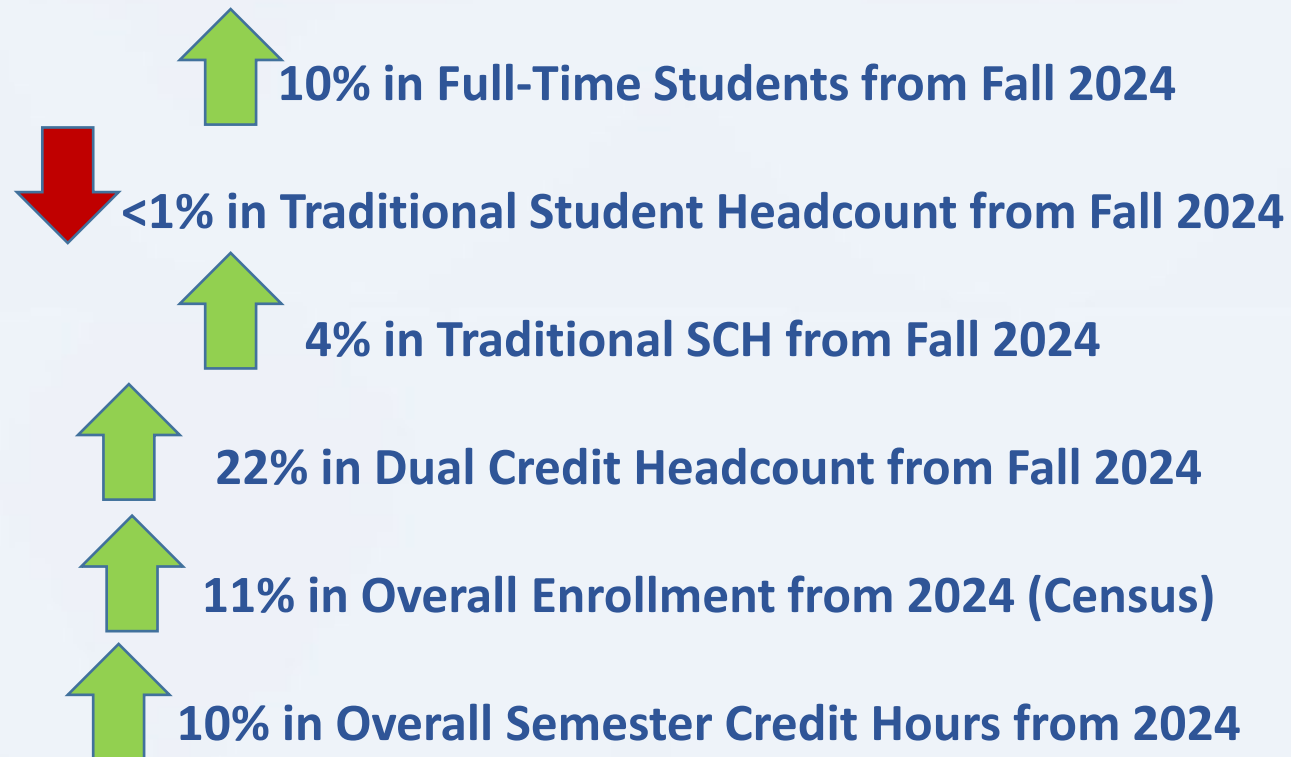
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- **Previous Fall Record Headcount (2024): 7,229**



# KEY INDICATORS

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# 7-Year Trend

## Fall Traditional Student Headcount



Form #2204 Rev 9/2017

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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,

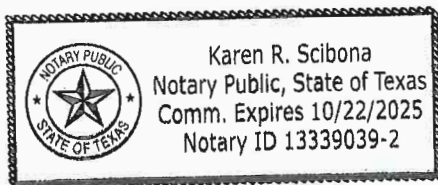
I, Erin Yohn, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Kilgore College Board of Trustees of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me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

Erin Yohn  
Signature of Officer

## Certification of Person Authorized to Administer Oath

State of TexasCounty of Gregg

Sworn to and subscribed before me on this 15th day of September, 2025.



Karen R. Scibona  
Signature of Notary Public

Karen R. Scibona

Printed or Typed Name

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, Erin Yohn, 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/

Kilgore College Board of Trustees, North Zone,

Appointed: Voting Unit #2, Place 2

Execution

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

Date: 09/15/2025

Erin Yohn  
Signature of Officer

**Kilgore Junior College District  
Personnel Agenda  
September 15, 2025**

**1. Recommendation to accept employee resignations as follows:**

- a. Urban, Laney, Coordinator - Student Activities, effective August 7, 2025, after 1 year of service. *(accepted position more aligned with her degree and interests)*
- b. Martin, Margaret, Assistant Professor – Police Academy, effective September 2, 2025 after 8 years and 1 month of service. *(no reason offered)*
- c. Cooper, Valerie, Administrative Assistant I – Library, effective September 5, 2025, after 3 months of service. *(accepted position aligned with experience and more money)*

**2. Recommendation to accept employee retirement as follows:**

- a. Kays, Brenda, President, effective February 28, 2025, after 10 years and 2 months of service.

**Other – Separations**

- a. Mazey, Forrest, Assistant Professor – Kinesiology & Assistant Football Coach, effective August 7, 2025, after 2 months of service.
- b. Williams, Jennifer, Assistant Professor – Interim Program Director - Emergency Medical Technology effective August 31, 2205 after 2 years and 4 months of service. *(contract non-renewal)*

**3. Recommendation to change employment as follows:**

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
Andre Belaski	Police Lieutenant	Director - Public Safety & Risk Management /Police Chief	\$84,250	8/8/2025
Jessica Copeland	Police Sergeant	Police Lieutenant	\$74,000	8/11/2025
Brazy Sammons	Controller	Vice President - Administrative Services & Chief Financial Officer	\$170,000	8/1/2025
Destiny Foster	Administrative Assistant II - Athletics	Coordinator - Student Activities	\$46,420	9/1/2025
D'Wayne Shaw	Executive Dean of Professional & Career Education	Associate Vice President – Student Learning	\$140,000	9/1/2025
Donald Seals	Dean of Liberal & Fine Arts – {Interim VP Student Learning & Success}	Vice President of Student Learning and Success	\$170,000	9/1/2025

**4. Recommendation of employment as follows:**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>SALARY/BASE RATE OF PAY</b>	<b>HIRE DATE</b>
Kristen Cage	Administrative Assistant I – Workforce, Health Sciences CE	Kilgore	\$30,914	8/18/2025
Julie Franklin	Liaison - Workforce Development BSTEM	Kilgore	\$44,985	8/18/2025
Melissa Alvarez	Assistant Professor & Program Director Surgical Technology	Longview	\$64,041	8/18/2025
Julie Franklin	Liaison - Workforce Development BSTEM	Kilgore	\$44,985	8/18/2025
Caleigh Challis	Specialist – Financial Aid	Longview	\$37,644	8/27/2025
Rachel Abouras	Director of Institutional Effectiveness	Kilgore	\$75,000	8/25/2025
Suzanne Yarbrough	Assistant Professor & Program Director Sonography	Kilgore	\$66,912	9/1/2025
A. Bredain Farmer	Assistant Professor - HVAC	Longview	\$57,329	9/1/2025
Candice Williams	Assistant Professor - Workforce Development Health Sciences	Kilgore	\$67,916	9/1/2025
Amanda Berry	Dean of Students	Kilgore	\$84,202	9/4/2025
Clay Flanagan	Director - Enterprise Administrative Systems IT	Kilgore	\$75,000	9/2/2025
Amanda Snow	Administrative Assistant III - Contract Purchasing Administrator	Kilgore	\$36,400	9/8/2025

*Final Publish Date: September 10, 2025*

## RESOLUTION NO. R-2026-1

### A RESOLUTION OF THE KILGORE COLLEGE BOARD OF TRUSTEES TO SET THE TAX RATE

Date: September 15, 2025

On this date, we, the Board of Trustees of Kilgore College, hereby levy or set the tax rate on \$100 valuation for the College for the tax year 2025 at a total tax rate of \$0.177116, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.030972 for the purpose of payment of principal and interest on debts; and

\$0.146144 for the purpose of maintenance and operations.

Such taxes are to be assessed and collected by the tax officials designated by the College.

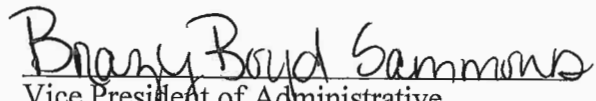
THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 6.36 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY NEGATIVE \$3.00.

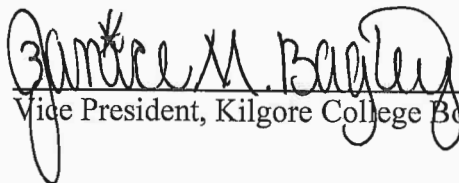
**ORDERED, APPROVED, AND ADOPTED on the 15th day of September 2025.**



President, Kilgore College Board of Trustees

  
Vice President of Administrative  
Services/CFO, Kilgore College

**ATTEST:**



Vice President, Kilgore College Board of Trustees



**KILGORE COLLEGE TASB POLICY UPDATE**  
**Summary of Policies for Proposed Adoption by the Board of Trustees**

**Board Meeting Date**

September 15, 2025

**Summary of Proposed Local Policy Updates**

**BBD: BOARD MEMBERS: ORIENTATION AND TRAINING**

Revisions to this local policy address HB 3033, which requires board members to complete Public Information Act Training if the attorney general determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed. Additional recommended changes have been made to conform to TASB style. *Karen Scibona confirmed this is already in place. No impact on current practice.*

**CDB: ACCOUNTING: INVENTORIES (NEW)**

Documents the capitalization threshold of individual capital assets at \$5,000. *This capitalization threshold is already a part of the accounting principles followed by the Business Office. No impact on current practice.*

**DHB: EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING**

Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report. *Child abuse and neglect requirements are already a part of annual employee training. No impact on current practice.*

**EBA: ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

Recommended revisions to this local policy were made to reflect changes in the Administrative Code. *Minor wording changes. No impact on current practice.*

**ECC: INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES**

Recommended revisions to this local policy address HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student ultimately earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school. *KC already exempts Dual Credit courses from the drop limit. No impact on current practice.*

**FFDA: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE**

Lacey Carter replaced Bindy Tice as Title IX Coordinator. *Employee-specific policy has already been updated; need to update student-specific policy to match. No impact on current practice.*



**GK: RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

Recommended revisions to this local policy have been made in response to Administrative Code changes that permit the college to select an accreditor other than SACSCOC. A fill-in for the name of the college's accreditor has been added so that, if in the future, the college changes accreditors, the policy may be easily updated. The policy issued to the college retains the reference to the college's current accreditor, SACSCOC. *No impact on current practice.*

**CC: ANNUAL OPERATING BUDGET**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college's accreditor is named in GK(LOCAL). *No impact on current practice.*

**DK: PROFESSIONAL DEVELOPMENT**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL). *No impact on current practice.*

BOARD MEMBERS  
ORIENTATION AND TRAINING

BBD  
(LOCAL)

**Orientation**

The Board and the College President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the College President and other administrative personnel designated by the College President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the College President deems useful in fulfilling the role of Board member.

**Annual Training Plan**

The College President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

**Cybersecurity  
Training**

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

**Public Information  
Act Training**

After Election or  
Appointment

The College President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the Public Information Act (PIA) training specified by Government Code 552.012 to be completed no later than the 90th day after the member takes the oath of office.

After a Violation

A Board member who receives written notice from the attorney general that the member must complete the PIA training described

BOARD MEMBERS  
ORIENTATION AND TRAINING

BBD  
(LOCAL)

by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the time-lines described in law.

ANNUAL OPERATING BUDGET

CC  
(LOCAL)

<b>Budget Planning</b>	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
<b>Budget Preparation</b>	The budget shall conform to Coordinating Board requirements and meet the standards of the College District's accreditor [see GK].
<b>Budget Meeting</b>	<p>The annual public meeting to discuss the proposed budget shall be conducted as follows:</p> <ol style="list-style-type: none"><li>1. The presiding officer shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.</li><li>2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.</li><li>3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.</li><li>4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.</li></ol>
<b>Budget Adoption</b>	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee, who shall ensure that funds are expended in accordance with the adopted budget.
<b>Budget Amendments</b>	The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.

**Capitalization  
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

**Reporting**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

**Oral Reports**

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

**Making a Report**

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

**Confidentiality**

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failure to Report**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse  
Employment Action  
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHB  
(LOCAL)

**Training**

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

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<sup>1</sup> Texas Abuse Hotline Website: <https://www.txabusehotline.org>



PROFESSIONAL DEVELOPMENT

DK  
(LOCAL)

**Cybersecurity  
Training**

Each employee shall meet the professional development standards described by the College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The College President may remove access to the College District's computer systems and databases for non-compliance with training requirements as appropriate.

The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

ALTERNATE METHODS OF INSTRUCTION  
DISTANCE EDUCATION

EBA  
(LOCAL)

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

**Course Load**

As per the College District catalog and student handbook, during the long semester, the normal course load is five academic courses or 15 to 17 semester hours. In addition to the normal load, students may take up to four semester hours in music-Applied (MUAP) and kinesiology activity (KINE). When students earn a 2.25 grade point average (GPA) or greater during a long semester or summer term, they qualify to take a total of six courses or 18-20 semester hours during the following semester. For classes taken in an eight-week format during the fall and spring semesters, the maximum class load is approximately half of what would be taken during a 16-week format. The maximum course load during a summer term is eight semester hours for each term. Students may enroll in only one mini-term course at a time. Students who are employed or who have family responsibilities are cautioned to consider carefully the course load they take. Students who are overly extended are likely to have scholastic difficulties. Students should contact the dean for their major to request permission to add hours above the maximum scholastic load.

**Limitation on  
Number of Dropped  
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

**Exceptions**  
*Good Cause*

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework; or
9. Other good cause as determined by the College District.

*Reenrolled  
Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

*Course Dropped  
During a  
Bachelor's  
Program*

A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.

*Dual Credit or  
Dual Enrollment  
Course*

A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.

*COVID-19  
Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President, in conjunction with the vice president of instruction/CAO and the vice president of student services, shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

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

FFDA  
(LOCAL)

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**Note:** This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

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

**Definitions**

*Discrimination*

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

*Sexual Harassment  
By an Employee*

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

*By Others*

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

*Sexual Violence*

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

*Dating Violence*

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature

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

FFDA  
(LOCAL)

with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

*Domestic  
Violence*

"Domestic violence" means violence committed by:

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

*Stalking*

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

For the purposes of this definition:

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

*Examples*

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

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

FFDA  
(LOCAL)

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

Gender-Based  
Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

*Examples*

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Prohibited Conduct

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

Complainant

In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

Respondent

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

Confidential  
Employee

A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a

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

FFDA  
(LOCAL)

	nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
<b>Reporting Procedures</b>	A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.
Student Report	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.</p> <p>Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.</p> <p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p>
<i>Exception</i>	Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.
Employee Report	<p>Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.</p> <p>A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<i>Exceptions</i>	A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational
Disclosure at Event	



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

FFDA  
(LOCAL)

institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Employee  
Subject to  
Confidentiality  
Rules

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

Prior Report

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

**Title IX Coordinator**

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

Title IX  
Coordinator: Lacey Carter

Address: 1100 Broadway, Kilgore, TX 75665

Telephone: (903) 983-8682

Email: [Title IX Coordinator email](#)<sup>1</sup>

Webpage: [Title IX/Sexual Misconduct webpage](#)<sup>2</sup>

**Responsible  
Employees**

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

**Timely Reporting**

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

**Consolidate Reports**

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

**Advisor**

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

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

FFDA  
(LOCAL)

<b>Conflict of Interest Prohibited</b>	No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.
<b>Training</b>	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
<b>Days</b>	“Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
<b>Extension of Timelines</b>	Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.
<b>Investigation of the Report</b>	The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form. A formal complaint must be in writing and signed by the complainant or Title IX coordinator, as discussed herein.
Initial Assessment	<p>Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.</p> <p>If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.</p>
<i>Request Not to Investigate</i>	<p>The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.</p> <p>The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College</p>

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

FFDA  
(LOCAL)

	District shall take reasonable steps to protect the health and safety of the College District community.
Formal Complaint	<p>To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report. The Title IX coordinator or designee shall determine if the complaint constitutes a formal complaint under Title IX.</p> <p>If the complaint is a formal complaint, the Title IX coordinator or designee shall send a notice to the parties as set forth below.</p> <p>If the complaint is not a formal complaint, the Title IX coordinator or designee shall offer support measures to the extent possible but shall not conduct a formal investigation or proceed with the formal procedures set forth herein. Informal resolution is not available if there is not a formal complaint.</p>
Notice to Parties	<p>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</p> <p>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</p>
Informal Resolution	The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine if informal resolution is appropriate for the complaint based on the facts and federal laws/guidelines. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution. If the Title IX coordinator does not determine informal resolution to be appropriate, then the formal complaint will be subject to the formal resolution process.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.
Supportive Measures	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and

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

FFDA  
(LOCAL)

others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

College District  
Investigation

The investigation of a formal complaint may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

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

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or  
Regulatory  
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Concluding the  
Investigation**

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

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

FFDA  
(LOCAL)

	<p>The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.</p>
Notification of the Report	<p>The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given 10 days to respond to the report.</p>
College District Action	<p>The Title IX coordinator shall submit the investigation report and any response from the parties to the hearing panel promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.</p> <p>The hearing panel or designee shall schedule the Title IX hearing within a reasonable time that is at least 10 days following the receipt of the investigation report. The hearing shall be conducted by a hearing panel in accordance with law and College District procedures. The hearing panel will consist of a minimum of three trained College District employees selected from faculty and staff. One member of the hearing panel will serve as chair.</p> <p>After the hearing, the hearing panel shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and any appropriate disciplinary or corrective action. In making the determination, the hearing panel shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The hearing panel shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.</p>
Hearing Procedures	<p>The College District will provide equal opportunity to both sides to present evidence and witnesses and will provide equal access to any such evidence. Failure of the complainant to appear may result in dismissal of the complaint, or the College District may conduct the hearing without the complainant, at its discretion. Dismissal does not apply in instances where the Title IX coordinator filed the formal complaint. Reasonable time limits shall be imposed by the College District, and the College District will impose and apply reasonable procedural rules that will be made available to the parties in advance.</p> <p>The party will represent himself. An advisor's role is limited to advising the party and cross-examination. Only relevant questions may be asked in cross-examination. The hearing panel will make</p>

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

FFDA  
(LOCAL)

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

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

Disciplinary or  
Corrective Action

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

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

- Implementing the disciplinary measures described in FM for students or DH and DMA for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty; Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;

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

FFDA  
(LOCAL)

- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

*Exception*

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

*Improper  
Conduct*

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

**Dismissal of  
Complaint**

**Mandatory  
Dismissal**

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

**Permissive  
Dismissal**

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

A complaint may be dismissed if the respondent is no longer an employee or student or for any other reason allowed under applicable law.

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

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

**Notice of Dismissal**

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

**Confidentiality**

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

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

FFDA  
(LOCAL)

**Retaliation**

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

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

**Examples**

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

**Failure to Report and False Claims**

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

**Appeal**

Discipline or  
Corrective Action

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

*Students*

Suspension

1. A procedural irregularity that affects the outcome;
2. New evidence not reasonably available at the time of the determination regarding responsibility or dismissal; and
3. A conflict of interest or bias on the part of the Title IX coordinator, investigator, or decision-maker against a party.

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

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

If a term/contractual employee is the respondent and suspension without pay or termination of employment is the final decision, then



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

FFDA  
(LOCAL)

the appropriate College District policy and procedure related to termination of a term/contractual employee will apply to the extent the respondent invokes same. There is no automatic appeal or application of these policies. If not timely invoked by the respondent, according to the applicable policy/procedure, then the final decision stands.

If a student is the respondent and expulsion is the final decision, then the appropriate College District policy and procedures related to expulsion of a student will apply, to the extent that the respondent invokes same. There is no automatic appeal or application of these policies. If not timely invoked by the respondent, according to the applicable policy/procedure, then the final decision stands.

Complaints Filed  
with OCR

A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

**Records Retention**

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

**Access to Policy,  
Procedures, and  
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

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<sup>1</sup> Title IX Coordinator email: <mailto:lcarter1@kilgore.edu>

<sup>2</sup> Title IX/Sexual Misconduct webpage: <https://www.kilgore.edu/additional-resources/title-ix/>

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK  
(LOCAL)

The College District shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District shall maintain other national and state accreditations as required for specific programs.



# **Strategic Plan 2024-2027 Year 1 Update**

**Dr. Staci Martin  
VP of Organizational Effectiveness &  
Excellence**

**September 15, 2025**

## **Goal 1**

### **Agile, Mobile, and User-Friendly Technology**

#### **1.1 Transition to Cloud-based Platforms**

1.1.1 Vendor Selection and Partnership ✓

#### **1.2 All Applications are Mobile and User-Friendly**

1.2.2 Purchase Mobile-Friendly Software ✓

#### **1.3 Training Programs**

1.3.1 Develop Tailored Training Programs for  
Jenzabar ✓

**Year 1 Strategies 100% Complete**

**Goal 2:**  
**High Quality, High-Demand Academic and Workforce  
Programming**

**2.1 Pathways to Credentials of High Value**

2.1.1 Market Research and Alignment ✓

**2.2 Alternative Market Driven Learning Options**

2.2.1 Student Preference for Course and Program  
Formats ✓

**2.3 Enhance Student Experience**

2.3.2 Evaluate Academic Advising and Student  
Support *In Progress*

2.3.4 Evaluate Student Activities ✓

2.3.5 Cheerleading ✓

2.3.6 Band and Music ✓

**Year 1 Strategies 83% Complete**

## Goal 3:

### Support Employer Workforce Needs

#### 3.2 Employer Satisfaction and Feedback

3.2.1 Regular Surveys *In Progress*

3.2.2 Employee Pipeline to Industry ✓

3.2.3 Alumni Tracking *In Progress*

#### 3.3 Identify Workforce Needs and Customize Programs

3.3.1 Labor Market Analysis ✓

3.3.2 Customized and Short-Term Training ✓

## Year 1 Strategies 60% Complete

## **Goal 4:**

### **Empower Employees**

#### **4.1 Professional Development, Retention, and Upward Mobility/Career Advancement**

4.1.1 Management Training ✓

4.1.4 Compensation and Benefits Package ✓

#### **4.2 Continuous Learning Culture**

4.2.2 Promotion in Rank for Staff *Move to Year 3*

**Year 1 Strategies 100% Complete**

## **Goal 5:**

### **Perception of the College's Value**

#### **5.1 Upgrade and Modernize Infrastructure and Facilities**

5.1.2 Technology Integration ✓

#### **5.4 Community Communication and Collaborations**

5.4.1 Board Listening Sessions ✓

5.4.2 Partnerships/Strategic Collaborations with  
Business, Organizations, Government Agencies ✓

## **Year 1 Strategies 100% Complete**





# **Strategic Plan 2024-2027**

## **Year 1 Strategies:**

**84% Complete**

# Kilgore College Foundation



KILGORE COLLEGE ALUMNI ASSOCIATION  
PRESENTS



**10 OCT  
2025**

**TEMPEST GOLF CLUB**

568 E. Wilkins Rd · Gladewater · TX · 75647  
Registration at 8am, Shotgun start at 9am



**KILGORE  
COLLEGE**

ALUMNI ASSOCIATION

kcalumni@kilgore.edu | 903.988.7531

**TITLE SPONSOR**

**energy**  
WELDFAB

**TOURNAMENT  
FEES  
\$700**  
4 PERSON TEAM  
INCLUDES

Tournament entry, cart fees,  
range balls, food & drink  
provided on the course.

- 2 mulligans per player
- 1 buy a drive per player
- 1 putting contest per player

**CONTESTS**

1st, 2nd, and 3rd place teams awarded

- Putting Contest
- Closest to the Hole
- Longest Putt

**HOLE IN ONE  
SPONSORED BY**

**PATTERSON**  
KILGORE CHEVROLET CHRYSLER DODGE JEEP RAM

Send forms and payments to the Kilgore College Foundation, 1100 Broadway Blvd., Kilgore, TX 75662

Company Name _____	Payment Options
Name _____	Cash _____ <input type="checkbox"/> Visa
Address _____	Check # _____ <input type="checkbox"/> Discover
City _____ State _____ Zip _____	Card number _____ <input type="checkbox"/> AmExp
E-mail _____ Phone _____	Expiration Date _____ <input type="checkbox"/> MC
	CV code _____

**RANGER CHAMPIONSHIP SPONSOR**  
\$5,000 – 1 AVAILABLE : 2 GOLF TEAMS, 8 PLAYERS

- Title logo on various marketing
- 2 hole sponsorships
- 1 hole flag sponsorships
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player
- Company logo on tournament swag

**RANGER LEGACY SPONSOR**  
\$3,500 – 3 AVAILABLE : 2 GOLF TEAMS, 8 PLAYERS

- 1 hole sponsorship
- 1 hole flag sponsorship
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**RANGER SPIRIT SPONSORS**  
\$2,000 – 5 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- 1 hole flag sponsorship
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**RANGER FAN SPONSORS**  
\$1,500 – 10 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**BEER SPONSORS**  
\$1,000 – 5 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**FOOD SPONSOR**  
\$1,000 – 3 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- Full ad/logo on cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**BEVERAGE CART SPONSOR**  
\$1,000 – 2 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- Logo on beverage cart
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**SCORECARD SPONSOR**  
\$1,000 – 1 AVAILABLE : 1 GOLF TEAM, 4 PLAYERS

- 1 hole sponsorship
- Logo on scorecard
- 2 mulligans per player
- 1 putting contest per player
- 1 buy a drive per player

**PRIZE SPONSORS**  
\$1000

**FLAG SPONSORS**  
\$500 – 18 AVAILABLE

**HOLE SPONSORS**  
\$200



**KILGORE  
COLLEGE**  
ALUMNI ASSOCIATION

kcalumni@kilgore.edu | 903.988.7531

All proceeds will benefit the Kilgore College Alumni Association.  
To be featured in the golf brochure you must send in  
sponsorship by July 1<sup>st</sup>, 2025.

# ALUMNI AND FRIENDS GOLF TOURNAMENT

- Teams Sold Out
- Holes Signs 61
- Flags 5 Available
- Prize Sponsorships Available
  - 75 + Local Support
- Clement's Challenge – Simulator Contest
  - 3 Contest and Raffles
  - 5 Cookers on the Course





KILGORE COLLEGE  
FOUNDATION

*cordially invites you to the*

# *Annual Scholarship* **LUNCHEON**

## ILLUMINATING POTENTIAL



**11.19.2025 | 11:30 AM**

*Kilgore College Devall Ballroom*  
1100 Broadway Kilgore, TX 75662

*RSVP by November 13th*

Gabriela Garcia | [ggarcia@kilgore.edu](mailto:ggarcia@kilgore.edu) | 903.988.7523



KILGORE COLLEGE  
FOUNDATION

*cordially invites you to the*

# *Annual Scholarship* **LUNCHEON**

## ILLUMINATING POTENTIAL



**11.20.2025 | 11:30 AM**

*Kilgore College Devall Ballroom*  
1100 Broadway Kilgore, TX 75662

*RSVP by November 13th*

Gabriela Garcia | [ggarcia@kilgore.edu](mailto:ggarcia@kilgore.edu) | 903.988.7523

# CONTINUING THE DREAM THROUGH EDUCATION

*Martin Luther King, Jr.  
Dual Credit Scholarship  
Breakfast*

*January 16, 2026  
7:30 a.m.*

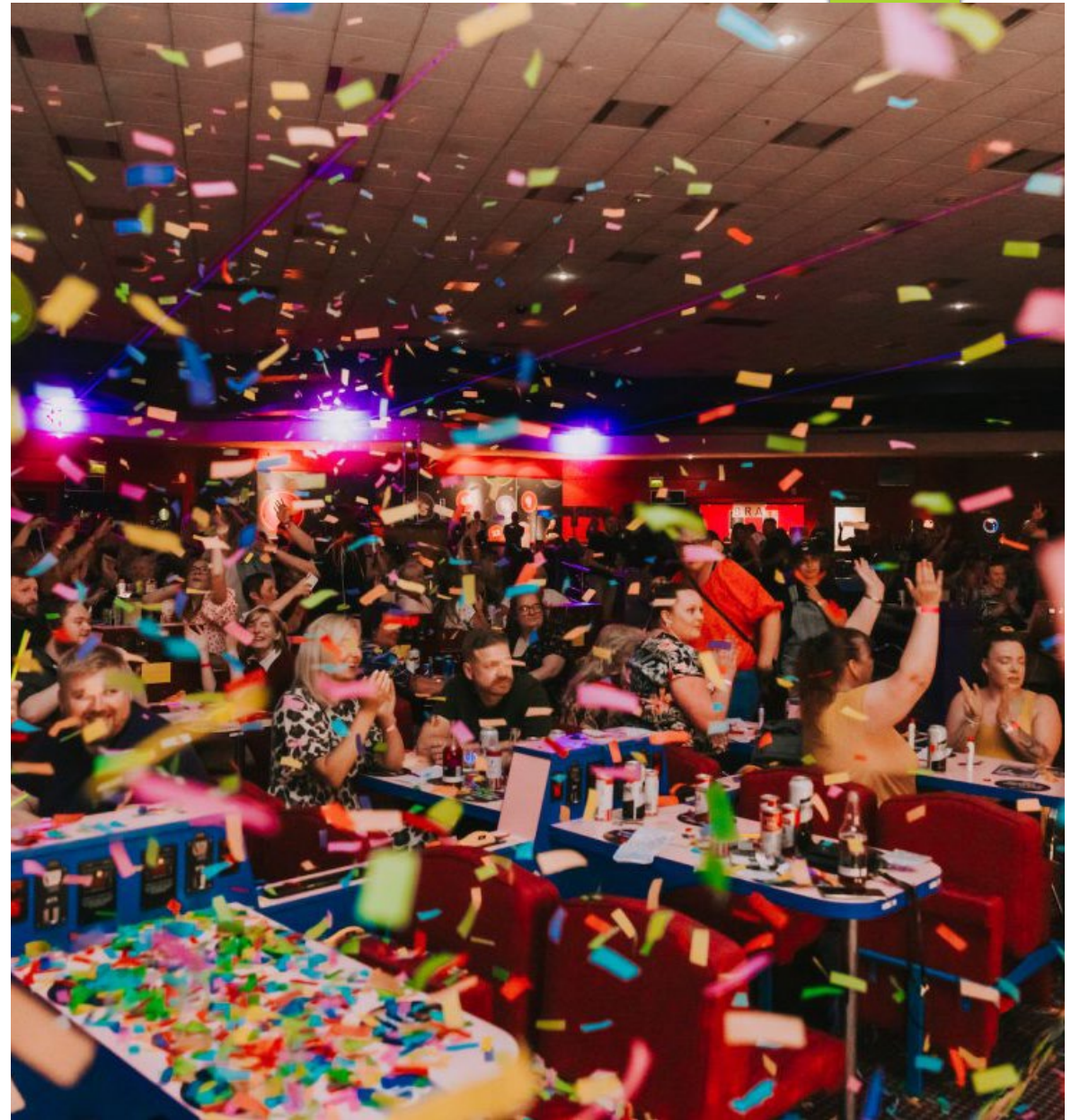




# Save the Date

## Purse Bingo

- February 10<sup>th</sup>
- Maude Cobb Convention Center





Kilgore College Foundation  
903-988-7521



## APPENDIX H

September 8, 2025

Dear Colleagues and Friends,

As I share my plans to transition into the next phase of my career and retire from the presidency of Kilgore College, I find myself reflecting on what has truly been the privilege of a lifetime — serving as your president. For more than forty years, I have dedicated my life and career to community college students, and that will continue well into the future. However, these last years here with you have been among the most rewarding and meaningful.

From my very first day on campus, I knew this college was something special. What makes it extraordinary is not the buildings, projects, or even the record enrollments; though those are impressive accomplishments we can all be proud of. What truly matters are the people: the students who arrive on our campus full of hope and determination, the faculty who dedicate themselves to inspiring curiosity and developing skills, the staff who support every detail that makes our mission possible, and the colleagues who motivate each other with their ideas, energy, and unwavering commitment to student success.

Together, we have achieved so much: innovative programs, new facilities, new partnerships, and new opportunities for the communities we serve. But what I will cherish most are the moments that revealed who we are as a college. When students discovered their potential, when teams collaborated across departments to create something better, and when our community looked to us as a trusted partner, that sense of shared purpose is what makes this college so exceptional, and I believe it will continue to flourish long after I step away.

As I look forward to this next chapter in my life and the opportunities it will bring to engage in broader post-secondary areas like policy, student success, and workforce development, I carry countless memories with me: commencement days where we watched dreams come true, meetings when creative ideas led to groundbreaking programs, and quiet moments when I saw individual lives change forever because of the work we do. These moments remind me that this has never been just a career; it has always been my calling.

I will continue to serve with energy and passion, as your president, until February 28, 2026. During that time, I remain as committed as ever to supporting you and ensuring a smooth transition. After that, I will cheer you on from a new vantage point, confident in the knowledge that Kilgore College is strong, vibrant, and ready for even greater things ahead!

Thank you. Thank you for your trust, your collaboration, your friendship, and most of all, for your devotion to our students. I am proud to have been a part of this chapter in the college's story, and I will always carry a piece of KC in my heart.

With deepest gratitude,  
Brenda