

# Minutes of Regular Board Meeting

## The Board of Trustees Kilgore College



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A Regular Board Meeting of the Board of Trustees of Kilgore College was held on December 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  
Jeanne Johnson  
Travis Martin  
Jason Steele  
Erin Yohn

**Absent:** Lon Ford

### 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. PRESENTATIONS

A. Fall 2025 Snapshot – *Appendix A*

**Presenter:** Mrs. Natalie Bryant, Director of Institutional Research

B. KPI (Key Performance Indicator) Trend Data – *Appendix B*

**Presenter:** Mrs. Natalie Bryant, Director of Institutional Research

*Trustees requested clarification regarding the specific circumstances under which Kilgore College receives funding tied to student outcomes. Mrs. DeHoyos expressed appreciation to all individuals involved in the ZogoTech project for their dedication throughout the implementation process and commended the team on the successful results achieved.*

C. Fall 2025 Dual Credit Enrollment Update – *Appendix C*

**Presenter:** Mr. Brandon Walker, Dean of Dual Credit

*Trustees inquired about challenges related to dual credit billing. Mr. Walker reported that CampusWorks has assisted in automating several components of the billing and payment processes. He noted that dual credit billing is complex and subject to numerous state and educational regulations; however, the College is making significant progress toward streamlining and expediting these procedures.*

#### **4. CONSENT AGENDA**

**Presenter:** Mr. Josh Edmonson

- A. To consider approving the minutes of the
  - September 15, 2025, Tax Hearing
  - September 15, 2025, September Regular Board Meeting
  - September 22, 2025, Special Board Meeting — Presidential Search #1
  - October 20, 2025, Special Board Meeting — Presidential Search #2
  - November 3, 2025, Special Board Meeting — Presidential Search #3
- 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:
  - September 2025
  - October 2025
  - November 2025

**Mr. Travis Martin moved to accept the Consent Agenda as presented. Ms. Janice Bagley seconded the motion. The motion passed unanimously.**

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

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

1. ACTION ITEM: To consider approval to (1) allow the President to enter into contract negotiations to relocate the HVAC Program Lab and the Bookstore at KC-Longview to better utilize space, support program growth, and increase operational efficiency, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project. - *Appendix E*

**Presenter:** Mr. Ben Avedikian, Executive Director, Facility Services

*Trustee Bagley inquired about the security measures for the HVAC equipment that will be located outside the Hendrix building. Mr. Ben Avedikian stated that the equipment will be installed on concrete slabs, enclosed by fencing, equipped with lighting, and otherwise properly secured.*

**Mr. Travis Martin moved to (1) allow the President to enter into contract negotiations to relocate the HVAC Program Lab and the Bookstore at KC-Longview to better utilize space, support program growth, and increase operational efficiency, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the**

**College President to sign the contract and any other necessary paperwork related to the same project. Mr. Jason Steele seconded the motion. The motion was passed unanimously.**

2. INFORMATION ITEM: Dodson Project Update – *Appendix F*

**Presenter:** Mr. Ben Avedikian, Executive Director, Facility Services

*Trustee Steele inquired about the need for new lighting and projection equipment. Dr. Martin and Mr. Avedikian reported that a Rangerette Forever donor contributed \$100,000 toward the purchase of a new high-definition projector, two screens, and upgrades to the dressing rooms. Additional donors have expressed interest in supporting the installation of backstage mirrors. Fundraising efforts also continue through the KC Foundation website, where individuals may sponsor seats in the auditorium. They further noted that Phase I funding and associated work are nearing completion, and preliminary planning is underway for additional auditorium renovations as part of Phase II.*

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

1. ACTION ITEM: To consider approval to allocate funding (Budget Amendment 26-BA01) to relocate the HVAC Program Lab and the Bookstore at KC-Longview.

– *Appendix G*

**Presenter:** Ms. Brazy Sammons

**Mr. Jason Steele moved to allocate funding (Budget Amendment 26-BA01) to relocate the HVAC Program Lab and the Bookstore at KC-Longview. Mrs. Erin Yohn seconded the motion. The motion was passed unanimously.**

2. ACTION ITEM: Annual review and to consider approval of the Kilgore College Investment Strategy Policy (TASB Policy: CAK) – *Appendix H*

**Presenter:** Ms. Brazy Sammons

**Ms. Janice Bagley moved to approve the annual review of the Kilgore College Investment Strategy Policy (TASB Policy: CAK). Mr. Kelvin Darden seconded the motion. The motion was passed unanimously.**

3. INFORMATION ITEM: Gregg County Certified Tax Roll – *Appendix I*

**Presenter:** Ms. Brazy Sammons

4. INFORMATION ITEM: Smith County Certified Tax Roll – *Appendix J*

**Presenter:** Ms. Brazy Sammons

5. INFORMATION ITEMS: Financial Updates

**Presenter:** Ms. Brazy Sammons

a. October 2025 Financial Snapshot & Capital Project Report – *Appendix K*

b. PFIA (Public Funds Investment Act) 4th Quarter FY25-26 (June, July, August)

– *Appendix L*

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

1. ACTION ITEM: To consider approval of the addition of the Diagnostic Medical Sonography Associate of Applied Science degree beginning Fall 2026. – *Appendix M*

**Presenter:** Dr. Jennifer Bray

**Mr. Jason Steele moved to approve the addition of the Diagnostic Medical Sonography Associate of Applied Science degree beginning Fall 2026. Mrs. Erin Yohn seconded the motion. The motion passed unanimously.**

2. INFORMATION ITEM: Update on changes to the Homeland Security and Emergency Preparedness Leadership, and Criminal Justice programs. – *Appendix N*  
**Presenter:** Mr. Donny Seals, VP of Student Learning & Success

3. INFORMATION ITEM: Annual Security & Fire Safety Report – *Appendix O*  
**Presenter:** Chief Andre Belaski, KCPD

*Trustee DeHoyos inquired about additional training opportunities for the Kilgore College Police Department (KCPD). Chief Belaski stated that KCPD personnel complete ALERT training annually, as mandated by the Texas Commission on Law Enforcement (TCOLE). He further noted that when a campus shooting occurs anywhere in the country, the department reviews the incident, including available video and reports, and incorporates it as a training and learning opportunity. KCPD also takes advantage of supplemental training opportunities offered by area law enforcement agencies.*

4. INFORMATION ITEM: Annual Title IX CEO Report – *Appendix P*  
**Presenter:** Ms. Lacey Carter, Title IX Officer

D. 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 Q*

- BBI: Board Members: Technology Resources & Electronic Communications
- BCA: Board Internal Organization: Officers and Officials
- BCB: Board Internal Organization: Committees
- BCE: Board Internal Organization: Advisory Committees
- CAK: Appropriations & Revenue Source: Investments
- CDE: Accounting: Financial Ethics
- CG: Safety Program
- CGF: Safety Program: Security Personnel
- CHA: Site Management: Inspections
- CIA: Equipment & Supplies Management: Records Management
- CU: Research
- DIAB: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics (Employees)
- EBA: Alternate Methods of Instruction: Distance Education
- ECC: Instructional Arrangements: Course Load and Schedules
- FAA: Equal Educational Opportunity: Pregnant and Parenting Students
- FFDB: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics (Students)
- FLBC: Student Conduct: Prohibited Organizations and Hazing

**Presenter:** Mr. Josh Edmonson

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

2. ACTION ITEM: To review and consider the annual approval of Kilgore College Mission Statement. – *Appendix R*  
**Presenter:** Dr. Staci Martin, Interim President

**Mr. Kelvin Darden moved to review and approve the Kilgore College Mission Statement. Ms. Janice Bagley seconded the motion. The motion passed unanimously.**

## **6. BOARD PRESIDENT'S NEW BUSINESS/REPORT**

**Presenter:** Mr. Josh Edmonson

A. ACTION ITEM: To consider approval of Resolution R-2026-2 for Kilgore College to cast 184 votes in the Rusk County Appraisal District election for its Board of Directors for the 2026-2027 term. – *Appendix S*

**Presenter:** Mr. Josh Edmonson

**Mr. Josh Edmonson moved to approve Resolution R-2026-2 for Kilgore College to cast 184 votes in the Rusk County Appraisal District election for Mr. Pat McCrory for its Board of Directors for the 2026-2027 term. Mr. Travis Martin seconded the motion. The motion passed unanimously.**

B. ACTION ITEM: To consider approval of Resolution R-2026-3 for Kilgore College to cast 55 votes in the Upshur County Appraisal District election for its Board of Directors for the 2026-2027 term. – *Appendix T*

**Presenter:** Mr. Josh Edmonson

**Mr. Josh Edmonson moved to approve Resolution R-2026-3 for Kilgore College to cast 55 votes in the Upshur County Appraisal District election for Mr. David Fonteno for its Board of Directors for the 2026-2027 term. Ms. Janice Bagley seconded the motion. The motion passed unanimously.**

C. INFORMATION ITEM: Annual Board Training Report – *Appendix U*

**Presenter:** Dr. Staci Martin, Interim President

D. INFORMATION ITEM: Resignation of Mr. Lon Ford from the KC Board of Trustees effective November 11, 2025. -- *Appendix V*

**Presenter:** Mr. Josh Edmonson

*Mr. Josh Edmonson stated the requirements for applicants to replace Mr. Ford. He appointed an ad hoc committee to interview candidates and make a recommendation for a new Trustee at the February 16<sup>th</sup> Board Meeting. Ms. Gina DeHoyos was appointed to serve as chair of the committee, with Mr. Kelvin Darden and Ms. Jeanne Johnson also appointed to serve as members.*

E. UPCOMING EVENTS:

- Friday, January 16, 2026, MLK Dual Credit Scholarship Breakfast
- Monday, February 16, 2026, February Board Meeting
- March 9–13, 2026, Spring Break
- Monday, April 13, 2026, April Board Meeting

**F. IN MEMORIUM:**

*Dr. Mike Jenkins, Kilgore College Executive Vice President of External Collaboration and Strategic Initiatives, recently passed away. Dr. Jenkins served the College for 35 years and was an integral and deeply valued member of the KC community. He was honored during Commencement exercises on Friday, December 13. Dr. Staci Martin reflected on Dr. Jenkins' dedicated service to the College, sharing how he personally mentored and encouraged her and many others throughout his career. She encouraged the College community to come together in his memory and to honor his legacy by demonstrating the same positivity, kindness, and exemplary character that he modeled each day. In recognition of his lasting impact, contributions may be made in his memory to the Rangerette Scholarship or the Athletic Trainer Endowed Scholarship.*

**7. EXECUTIVE SESSION – Moved to Executive Session at 8:30 pm**

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

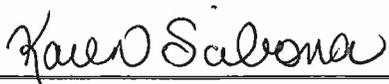
*PERSONNEL: (Government Code 551.074) Consideration of personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.*

**8. RECONVENE IN OPEN MEETING at 8:53 pm**

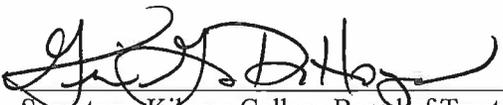
**9. ADJOURNMENT**

**A motion was made by Mr. Jason Steele to adjourn the meeting and was seconded by Ms. Janice Bagley. The motion was unanimously approved and the meeting was adjourned by Mr. Josh Edmonson at 9:00 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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Appendix Q	TASB Policies: Added, Removed, or Updated <ul style="list-style-type: none"><li>○ BBI: Board Members: Technology Resources &amp; Electronic Communications</li><li>○ BCA: Board Internal Organization: Officers and Officials</li><li>○ BCB: Board Internal Organization: Committees</li><li>○ BCE: Board Internal Organization: Advisory Committees</li><li>○ CAK: Appropriations &amp; Revenue Source: Investments</li><li>○ CDE: Accounting: Financial Ethics</li><li>○ CG: Safety Program</li><li>○ CGF: Safety Program: Security Personnel</li><li>○ CHA: Site Management: Inspections</li><li>○ CIA: Equipment &amp; Supplies Management: Records Management</li><li>○ CU: Research</li><li>○ DIAB: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics (Employees)</li><li>○ EBA: Alternate Methods of Instruction: Distance Education</li><li>○ ECC: Instructional Arrangements: Course Load and Schedules</li><li>○ FAA: Equal Educational Opportunity: Pregnant and Parenting Students</li><li>○ FFDB: Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics (Students)</li><li>○ FLBC: Student Conduct: Prohibited Organizations and Hazing</li></ul>
Appendix R	Kilgore College Mission Statement
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### Fall 2025 Snapshot

Difference between Fall 2025 and Fall 2024

	Fall 2025		Fall 2024				
<b>Total Headcount</b>	9,364		8,186		1,178		14%
Credit Students	8,097		7,198		899		12%
Continuing Education Students*	1,267		988		279		28%
<b>CE Headcount by Program *</b>							
Certified Nurse Aide	31		35		-4	-11%	
East Texas Police Academy	416		199		217		109%
Fire Academy	131		191		-60	-31%	
Electric Power Technology	32		41		-9	-22%	
Other	660		522		138		26%
<b>Total CE Headcount</b>	1,267		988		279		28%
<b>Credit Students</b>	8,097		7,198		899		12%
Credit Hours	60,746		55,891		4,855		9%
Contact Hours	1,252,492		1,157,216		95,276		8%
<b>Gender</b>							
Female	4,886	60%	4,288	60%	598		14%
Male	3,211	40%	2,910	40%	301		10%
<b>Race/Ethnicity</b>							
Two or More Races	286	4%	276	4%	10		4%
White	3,289	41%	2,876	40%	413		14%
Black or African American	1,607	20%	1,405	20%	202		14%
Hispanics of any race	2,529	31%	2,218	31%	311		14%
Asian	110	1%	81	1%	29		36%
American Indian or Alaskan Native	31	0%	35	0%	-4	-11%	
U.S. Nonresident	68	1%	47	1%	21		45%
Hawaiian/Pacific Islander	10	0%	15	0%	-5	-33%	
Race and Ethnicity unknown	167	2%	245	3%	-78	-32%	
<b>Age</b>							
Dual Credit	4874	60%	3952	55%	922		23%
Traditional (24 and younger)	2,260	28%	2,254	31%	6		0%
Non-Traditional (25 & older)	963	12%	992	14%	-29	-3%	
Average Age	20		20				
<b>Enrollment Status</b>							
Part-Time	5,998	74%	5,129	71%	869		17%
Full-Time	2,099	26%	2,069	29%	30		1%
<b>Major</b>							
Workforce Majors	1,118	14%	1,236	17%	-118	-10%	
Transfer Majors	6,979	86%	5,962	83%	1,017		17%
<b>First-Time Students</b>							
First-Time-in-College	1,000	12%	1,054	15%	-54	-5%	
First-Time Transfer	321	4%	291	4%	30		10%
Dual Credit/HS Students <sup>Δ</sup>	4,874	60%	3,952	55%	922		23%
Returning Students	1,902	23%	1,901	26%	1		0%
<b>Tuition Status</b>							
In-District	1,377	17%	1,376	19%	1		0%
Out-of-District	6,584	81%	5,719	79%	865		15%
Out-of-State/Country	136	2%	103	2%	33		32%
<b>Area Counties</b>							
Gregg	4,080	50%	3,728	52%	352		9%
Rusk	813	10%	892	12%	-79	-9%	
Upshur	749	9%	445	6%	304		68%
Harrison	636	8%	713	10%	-77	-11%	
Smith	247	3%	222	3%	25		11%
<b>Economically Disadvantaged</b>	2,003	25%	1,994	28%	9		0%
<b>Enrollment by Location <sup>1</sup></b>							
Kilgore Campus	1,822	19%	1,803	20%	19		1%
Longview Campus	321	3%	369	4%	-48	-13%	
UT Tyler Longview Univ. Center	47	0%	88	1%	-41	-47%	
Distance Learning	3,826	39%	3,415	38%	411		12%
High Schools	3,822	39%	3,271	37%	551		17%
Students Taking Courses at Multiple Locations	1,693	21%	1,699	24%	-6	0%	
<b>FTE</b>							
SACSCOC #	4,756		4,377				
IPEDS <sup>◊</sup>	4,112		3,791				

\* Distinct students enrolled Q1 as of 11/24/2025

Δ Does not include Continuing Education students

<sup>1</sup> Some students are enrolled at more than one location. Category totals will sum to more than the total number of unduplicated students enrolled.

Percentages are based on duplicated totals.

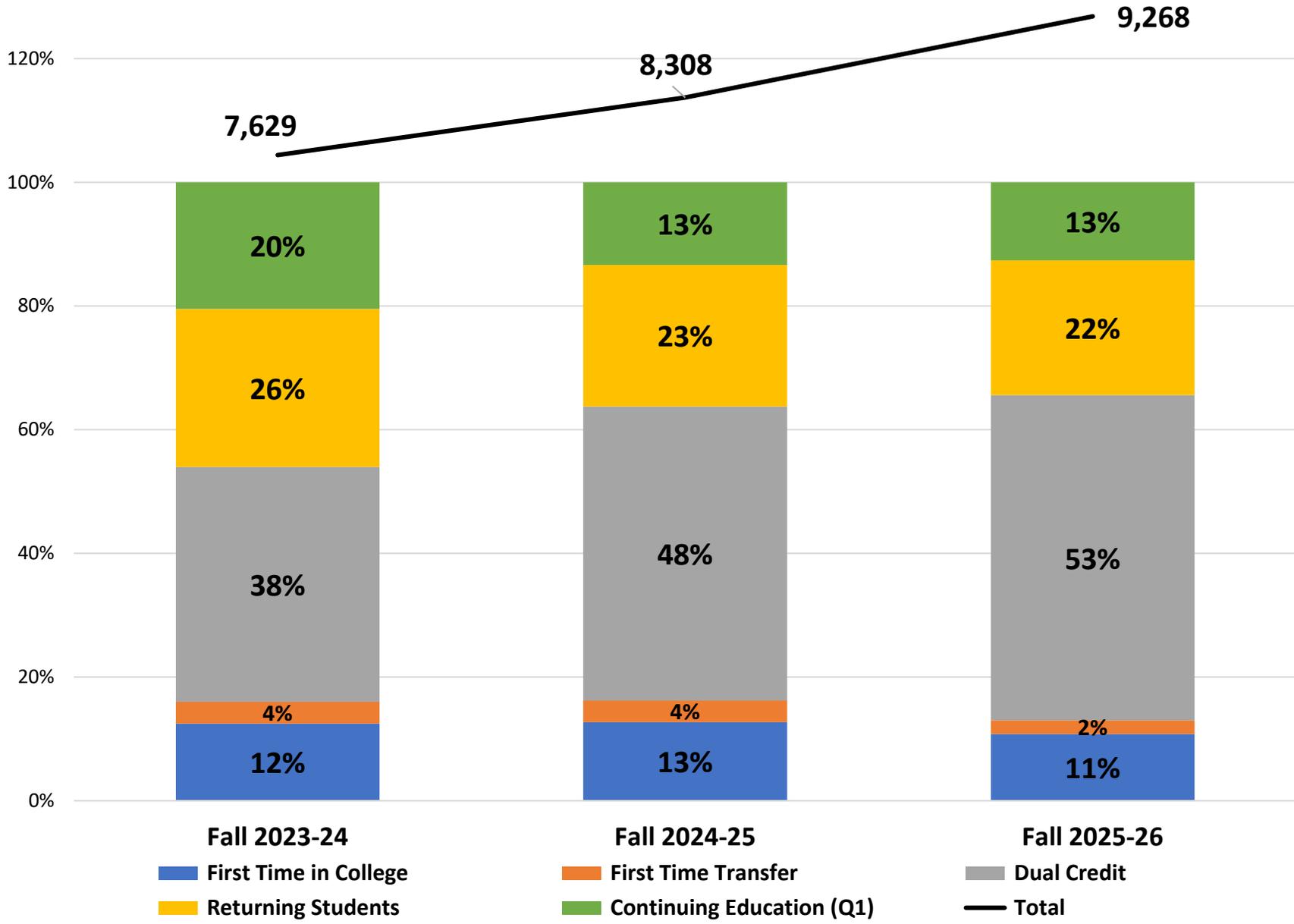
# Total Fall FT Students plus Fall PT Students Credit hours divided by 12

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

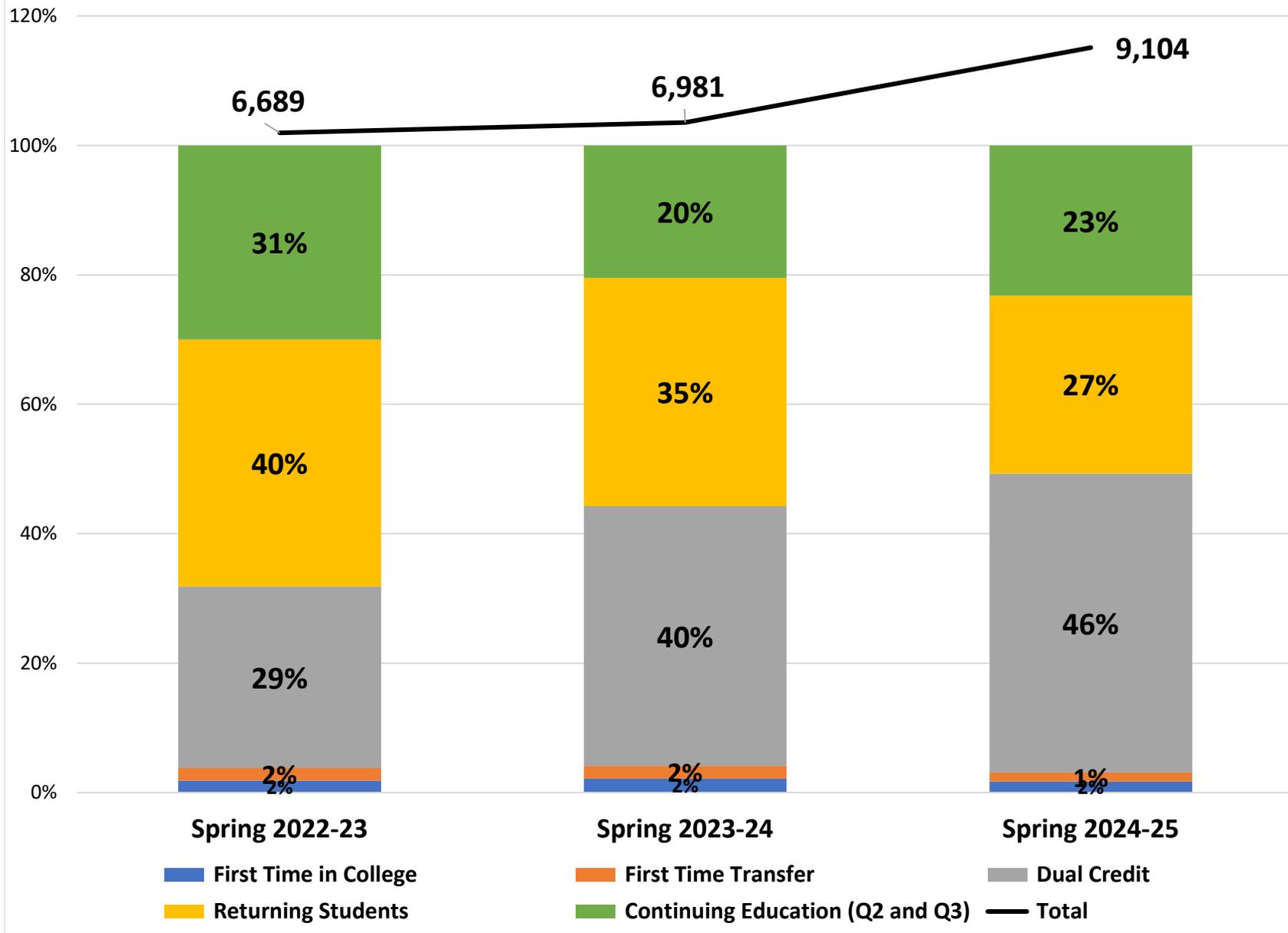
2024 Data Source: Snapshot created from CBMOC1 and Jenzabar tables on 11/12/2024

2025 Data Source: Snapshot created from CBMOC1 and Jenzabar tables on 11/20/2025

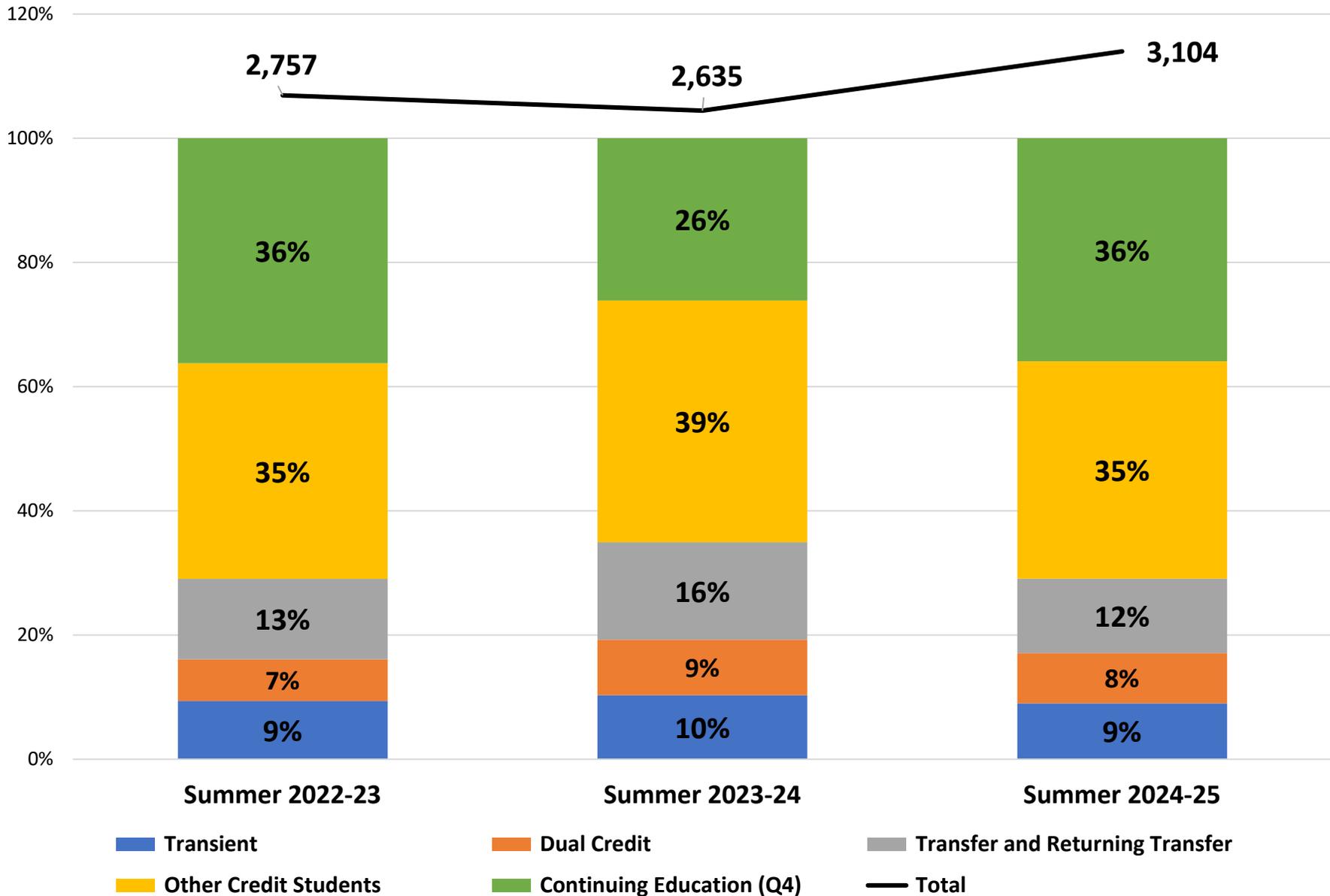
### Fall Enrollment (Credit and CE)



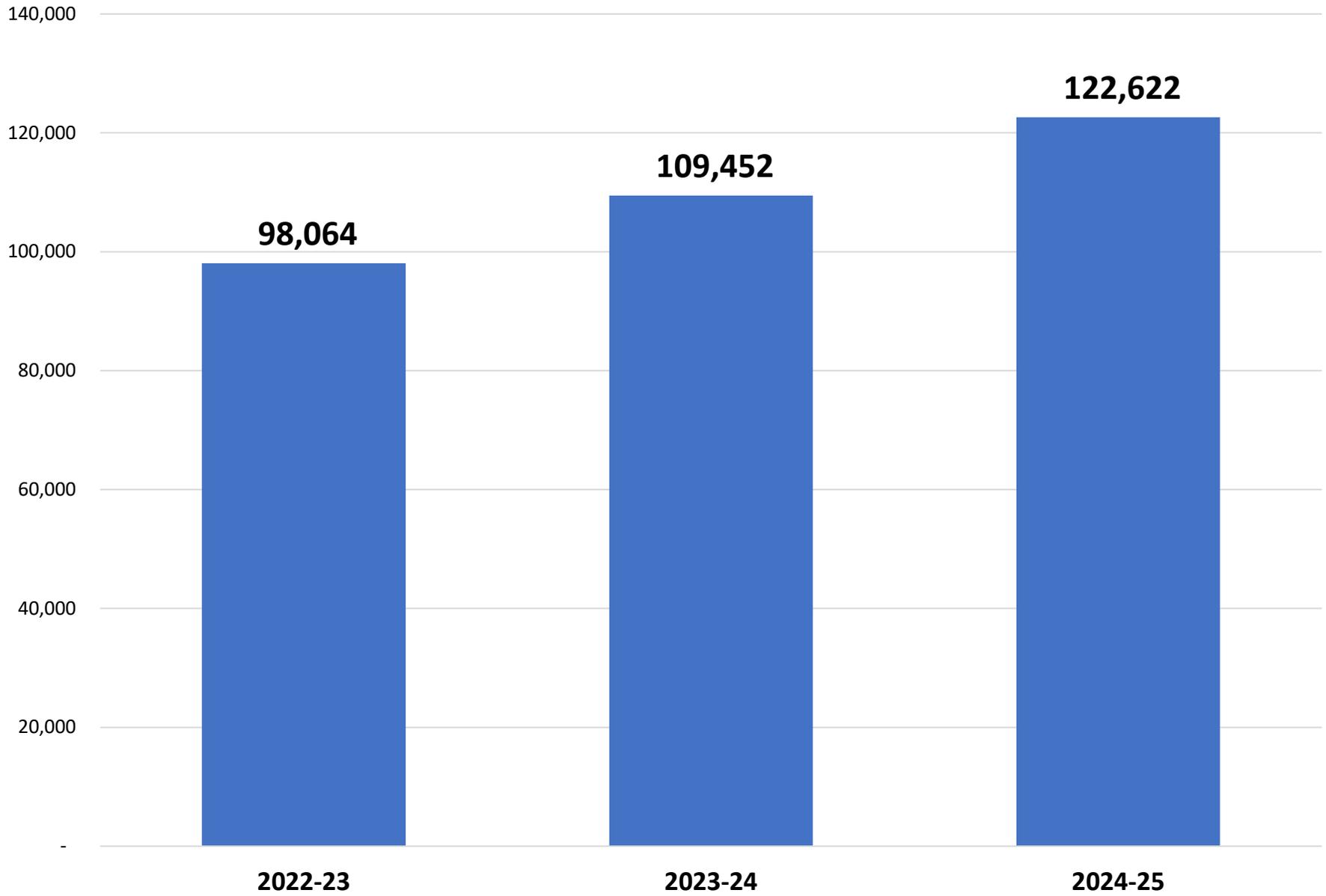
## Spring Enrollment (Credit and CE)



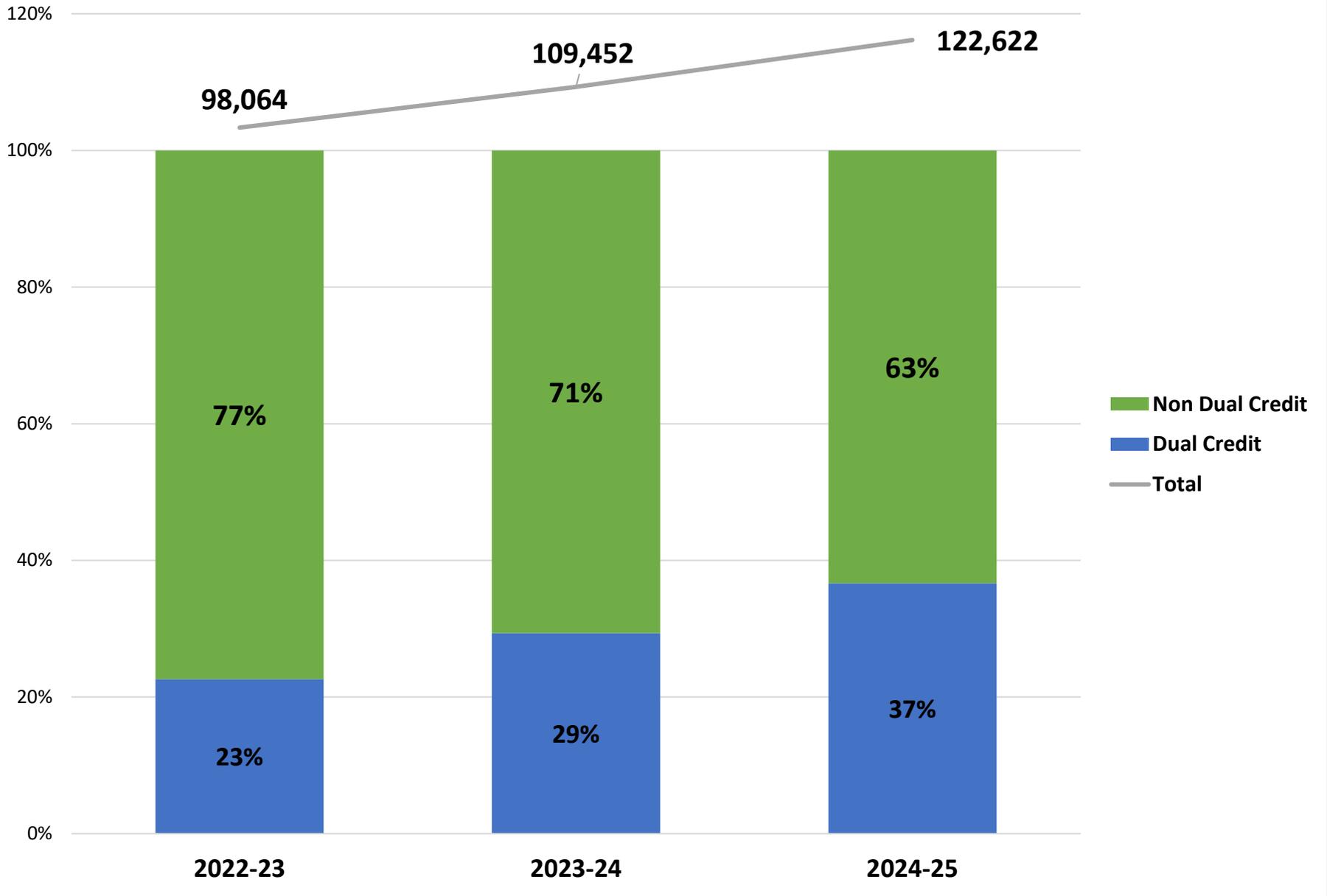
# Summer Enrollment (Credit and CE)



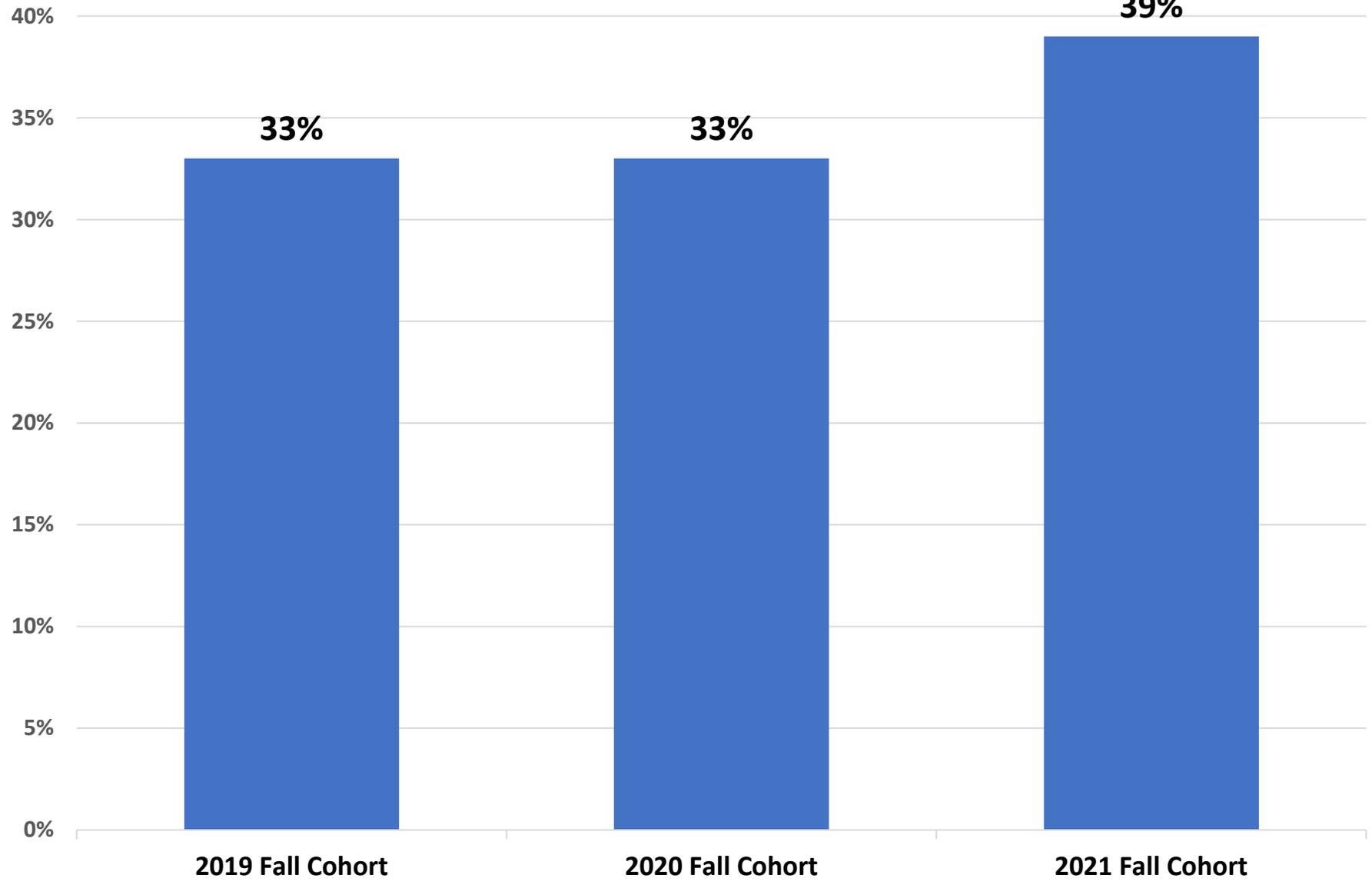
## Student Credit Hours - Yearly



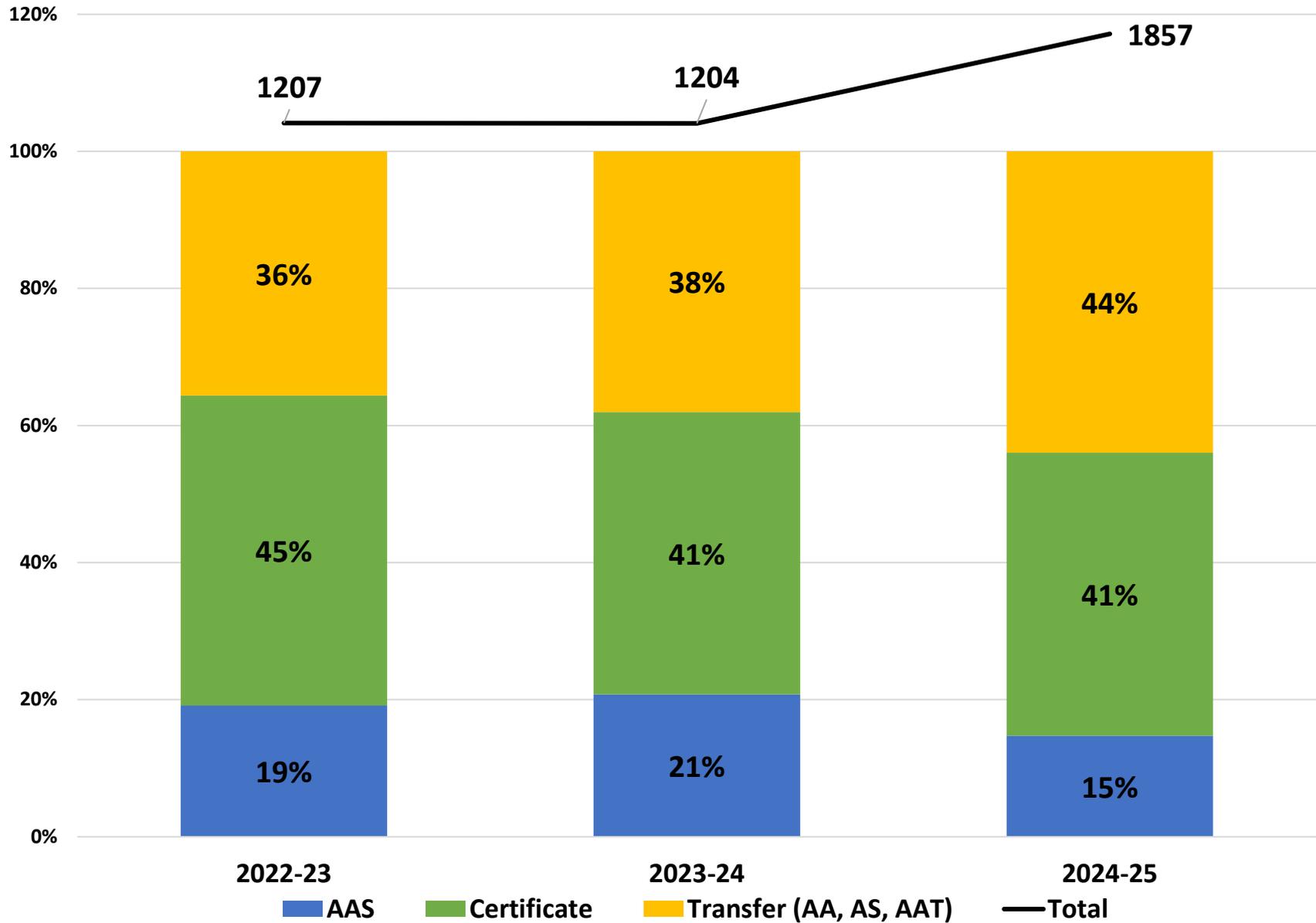
# Student Credit Hours - Yearly



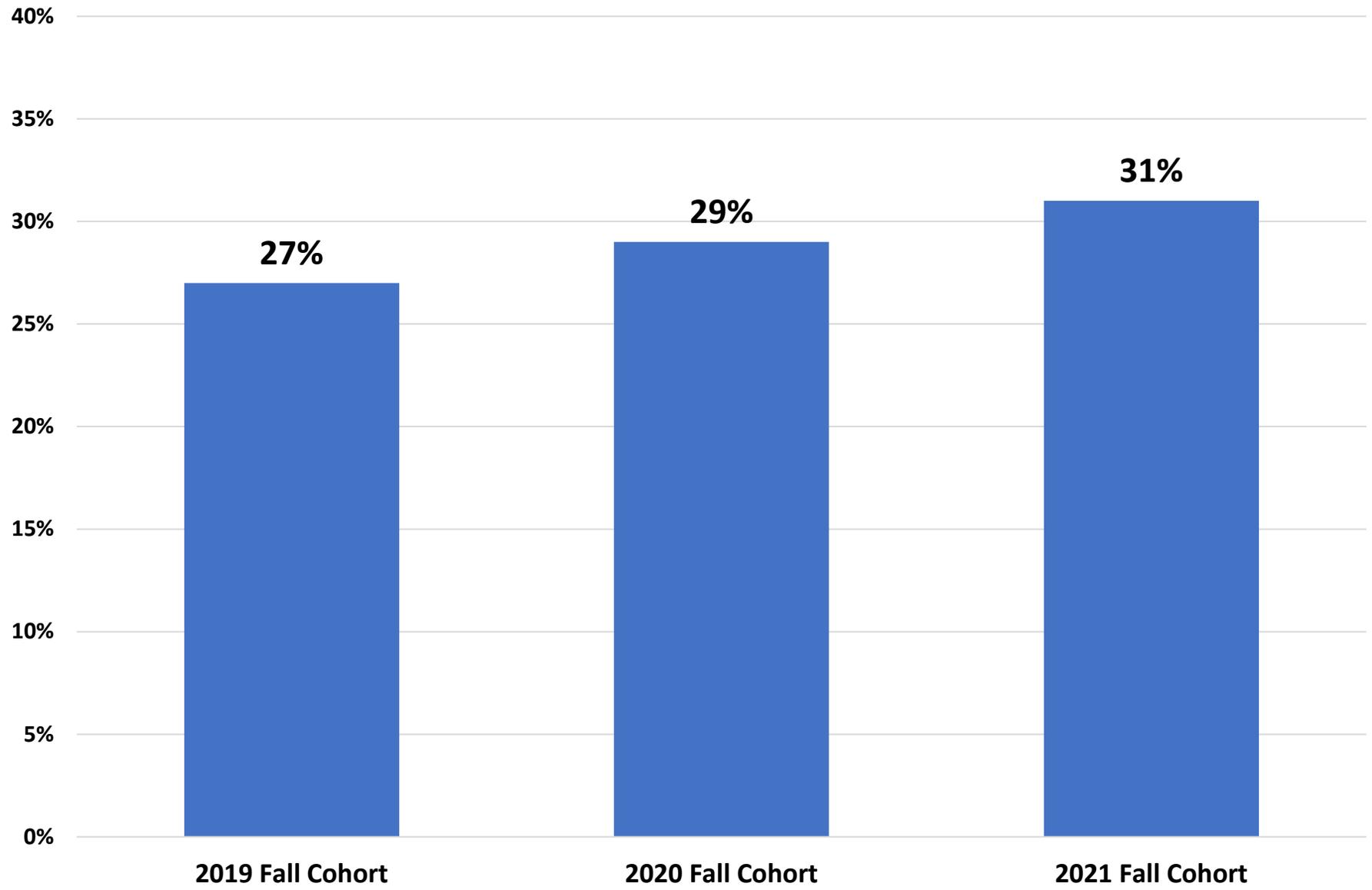
**150% Graduation Rate**  
**First-time-in-college, Full-time Students**



# Credentials Awarded



## Transfer Rate (Students who Transferred within 3 years)



# Dual Credit Overview

## **I. The school districts in the Kilgore College service area are:**

Big Sandy, Carlisle, East Texas Charter School, Gilmer, Gladewater, Hallsville, Henderson, Kilgore, Laneville, Leverett's Chapel, Longview, Mt. Enterprise, New Diana, Overton, Pine Tree, Sabine, Spring Hill, Tatum, Union Grove, West Rusk, White Oak

## **II. Other Partners for Dual Credit:**

Center ISD: Culinary and Graphic Design

Virtual High Schools: Texas Virtual Academy Hallsville and Texas On-line Preparatory School

Fire Academy outside of service area: Edgewood, Grand Saline, Marshall, Wortham, Wills Point, Jasper, Teague, Woodville, Brookeland, Newton

Homeschool Students

Private Schools: St. Mary's Catholic School, Trinity School of Texas

# Dual Credit Overview

## III. Courses We Offer

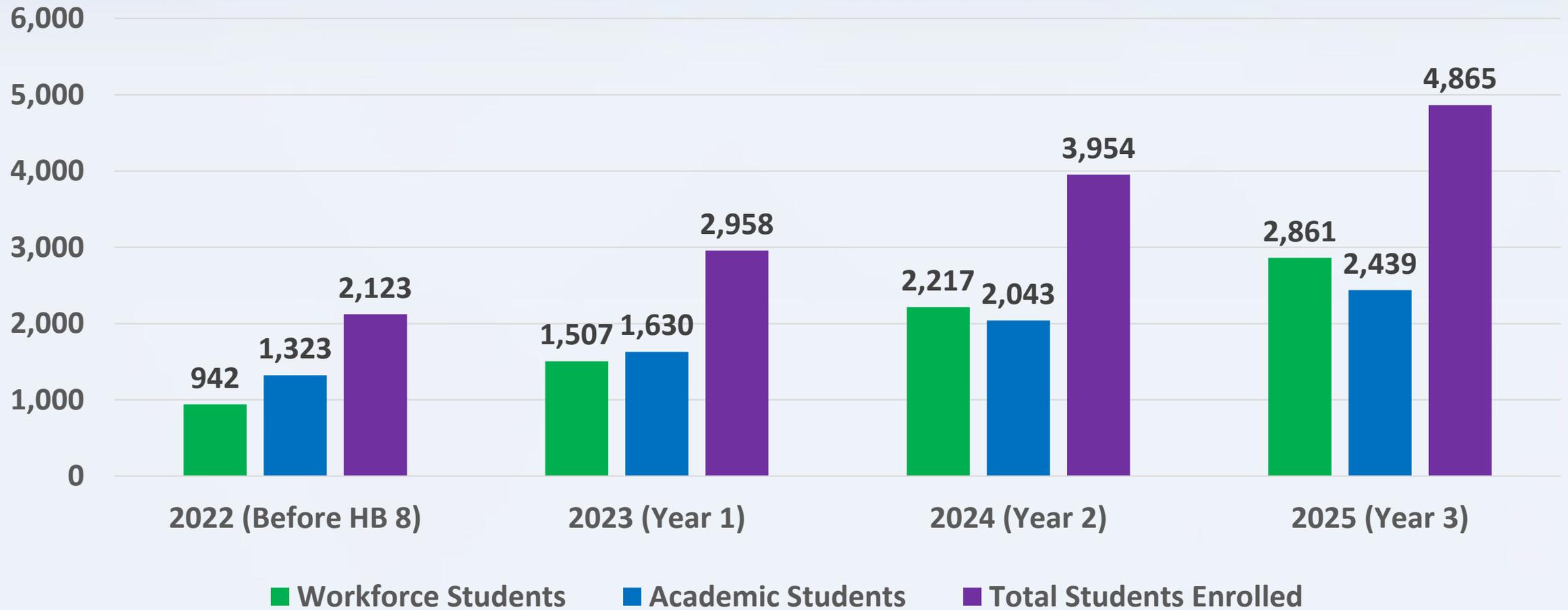
**Academic Courses that transfer to four year universities and can be applied towards an Associate of Arts or Associate of Science at KC:**

Creative Arts, Economics, Education, Government, History, Mathematics, Psychology, Sciences, Sociology, and Speech

**Workforce (CTE) Courses that lead to industry certifications or can be applied towards an Associate of Applied Science Degree at KC:**

Accounting, Audio Visual Technology, Automotive Technology, Business Management, Criminal Justice, Cosmetology, Culinary Arts, Drafting, Fire Protection, Graphic Design, Health Science, HVAC, Manufacturing, Process Technology, and Welding

# Dual Credit Enrollment Trends – Fall Semester



# Dual Credit Enrollment Trends – Fall Semester

<b>Enrollment Comparison</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>% Increase</b>
<b>Workforce Students</b>	<b>942</b>	<b>1,507</b>	<b>2,217</b>	<b>2,861</b>	<b>90%</b>
<b>Academic Students</b>	<b>1,323</b>	<b>1,630</b>	<b>2,043</b>	<b>2,439</b>	<b>50%</b>
<b>Total Students Enrolled</b>	<b>2,123</b>	<b>2,958</b>	<b>3,954</b>	<b>4,865</b>	<b>64%</b>
	<b>Before House Bill 8</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Since Year 1</b>

# Dual Credit Enrollment Numbers – Fall 2025

School	Unduplicated Students	Academic Students*	Workforce Students
Longview High School	1,612	267	1,525
Texas Virtual Academy at Hallsville	645	643	2
Hallsville Independent School District	436	348	137
Pine Tree High School	363	119	272
Gilmer High School	269	89	197
Kilgore High School	222	138	126
Center High School	217		217
Henderson Senior High School	181	134	79
White Oak ISD	118	87	51
Spring Hill High School	106	69	39
Sabine High School	90	71	20
Gladewater High School	88	64	29
Texas Online Preparatory Academy	85	84	1
West Rusk County High School	72	53	34
Union Grove High School	62	45	29
Overton High School	57	46	30

# Dual Credit Enrollment Numbers Fall 2025

School	Unduplicated Students	Academic Students*	Workforce Students
New Diana High School	53	53	
Arp High School	45	43	8
Big Sandy High School	40	22	25
Carlisle High School	26	26	
Leverett's Chapel High School	16	16	
Edgewood High School	11		11
Texas Home Schooled	11	11	
Grand Saline High School	8		8
Marshall Senior High School	5		5
Wortham High School	5		5
East Texas Charter High School	4	4	
St. Mary's Catholic School	4	4	
Wills Point High School	3		3
Harleton High School	2	2	
Jasper High School	2		2
Teague High School	2		2
Woodville High School	2		2
Brookeland High School	1		1
Newton High School	1		1
Tatum High School	1	1	

# House Bill 8 Dual Credit Data

## Spring 2025 Results:

1,412 Students earned at least 15 hours of dual credit by the end of the semester

2,941 of the 4,206 students enrolled were eligible for free dual credit (70%)

25 students graduated with their Associate of Arts Degree

## An example of Industry Certifications Earned

Longview High School started with 68 students in their Patient Care Technician (PCT) Program. There are three certification exams available for students: EKG, Phlebotomy, and PCT

### **Results:**

4 students received only PCT

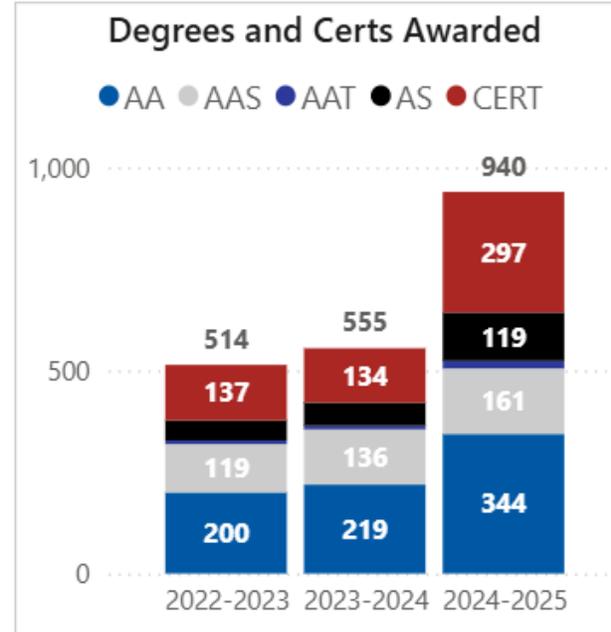
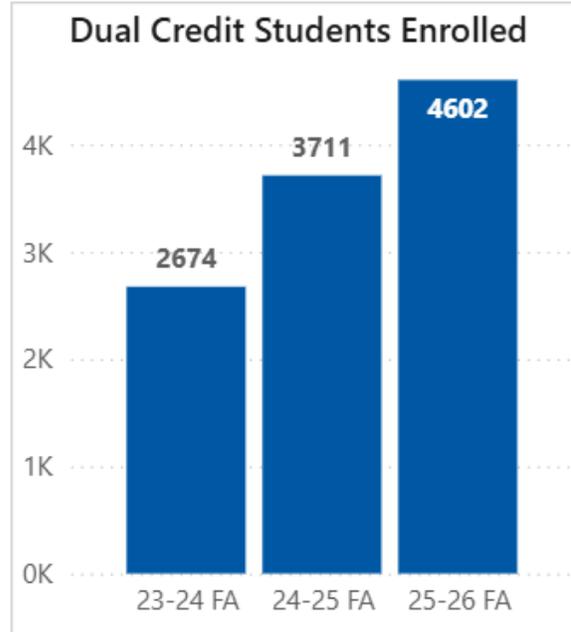
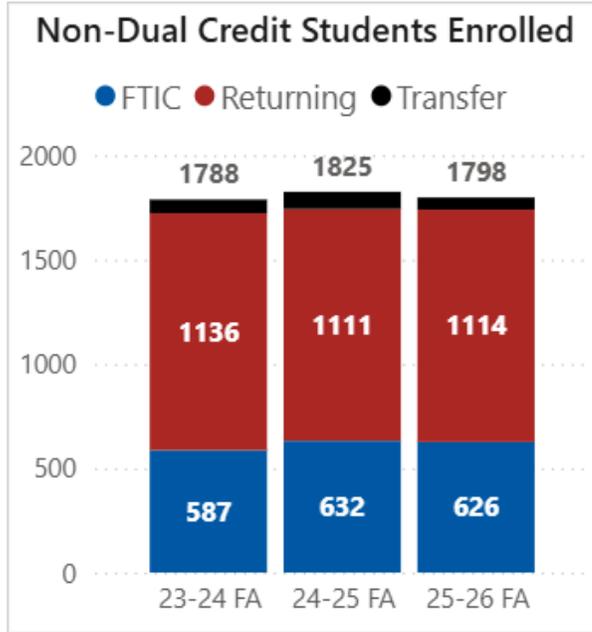
12 students received only Phlebotomy

40 students received both PCT and Phlebotomy

1 student received all three EKG, Phlebotomy, and PCT



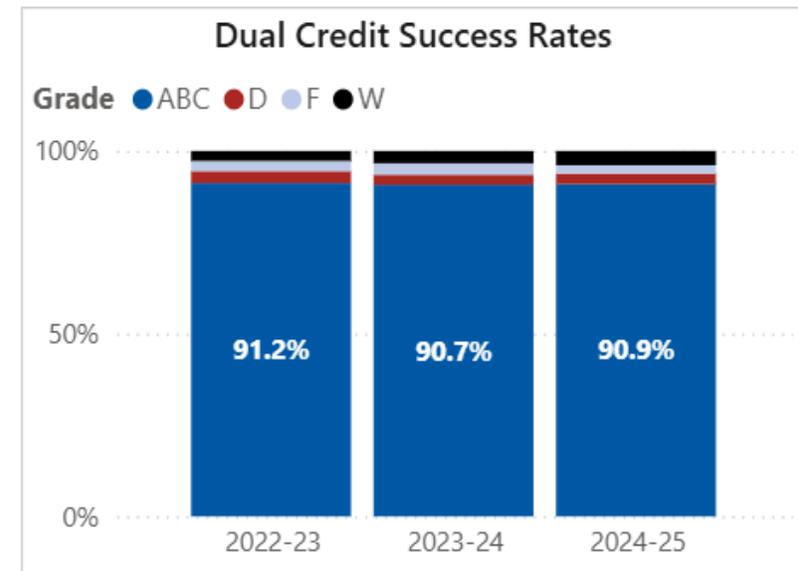
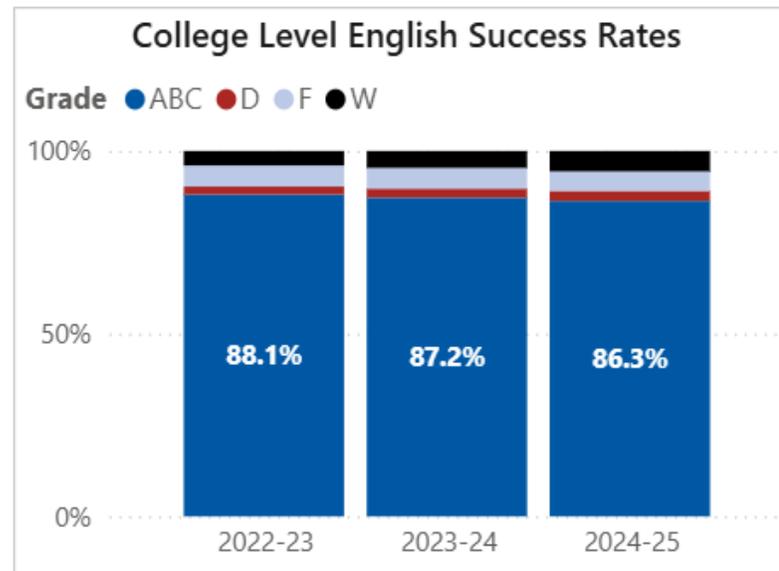
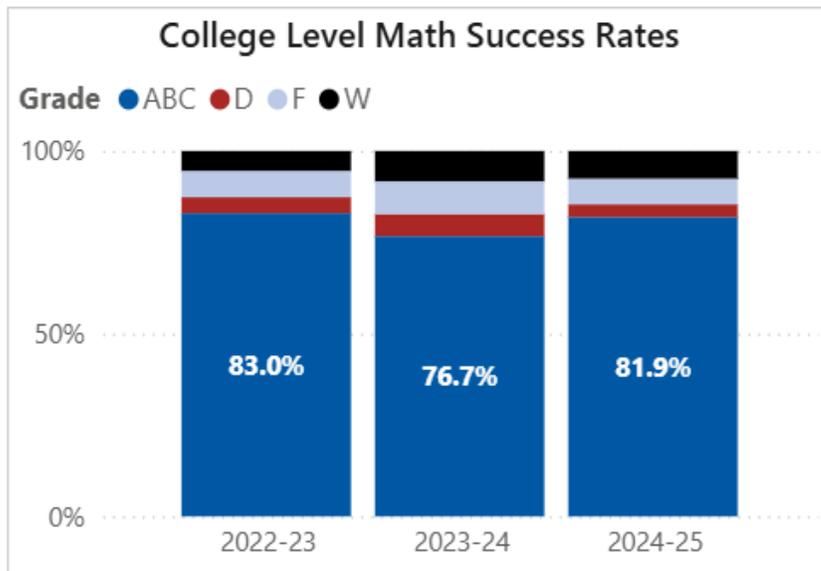
# Kilgore College Data for All Service Area High Schools



Students Enrolled in the last 3 Years who Transferred to a 4-Yr University:  
**2652**

### Top 5 4-Yr Institutions

4-Yr Institution	Students
University Of Texas At Tyler	721
Stephen F. Austin State University	257
Letourneau University	202
Texas A&M University	193
East Texas Baptist University	103



# Looking Ahead

- 1. Dual Credit Processes and New Team Members**
- 2. SFA/Agriculture**
- 3. On-line Course Preparation**
- 4. Longview ISD Expanded Partnership**
- 5. CTE Pathways for Virtual High Schools**
- 6. Columbia University/Community College Research Center**

**Kilgore Junior College District  
Personnel Agenda  
December 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. Shaw, Mary, Assistant Professor - Biology A&P, effective September 10, 2025, after 6 years and 9 months of service. *(family moved to Tyler; accepted local job with UT Health)*
- c. Stovall, Kristen, Instructional Division Dean - Business & STEM, effective September 17, 2025 after 3 years and 7 months of service. *(Accepted position at another institution)*
- d. Addie, Mamie, Administrative Assistant I – Registrar, effective September 18, 2025, after 2 months of service. *(Going back to a city job)*
- e. Garcia, Gabriela, Liaison – Scholarships, Foundation, effective September 19, 2025, after 1 year of service. *(no reason given)*
- f. Schutter, Gary, EMS Clinical Coordinator, effective September 24, 2025, after 1 year and 1 month of service. *(Going back to EMS profession, higher pay)*
- g. Fullerton, Stephanie, Accountant I, effective September 25, 2025, after 3 months of service. *(no reason given)*
- h. Temple, Matthew, Student Success Librarian, effective October 13, 2025 after 4 months of service. *(Accepted position back in a Public Library)*
- i. Chaline, Freddy, Police Officer, effective October 16, 2025, after 2 years and 7 months of service. *(Accepted position with another agency)*
- j. Shaw, E. D’Wayne, Associate Vice President of Student Learning, effective October 31, 2025, after 26 years and 2 months of service. *(Accepted position at another institution)*
- k. Benton, Michell, Supervisor – East Texas Oil Museum, effective December 13, 2025, after 1 year and two months of service. *(no reason given)*
- l. Harris, Collin, Assistant Professor - & Department Chair, Welding, Automotive & Diesel Technology, effective December 15, 2025, after 4 years and 9 months of service. *(no reason given)*

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

- a. Reigstad, Daniel, Assistant Professor - Police Academy & Deputy Director ETPA, effective October 31, 2025, after 10 years and 6 months of service.
- b. Martin, Mary, Executive Assistant - Executive Dean Professional and Career Education, effective December 31, 2025, after 26 years and 11 months of service.
- c. Golden, Renee, Administrative Assistant I – Fire Academy, effective December 31, 2025, after 17 years and 9 months of service.
- d. Atkins, Tracy, Assistant Professor - Process Technology, effective December 31, 2025, after 11 years and 4 months.

**Other – Separations**

- a. Lokey, Corey, Supervisor – IT Help Desk, effective October 17, 2025, after 1 year and 6 months of service. *(Resignation in lieu of potential termination)*

- b. Jenkins, Michael, Exec Vice President - Internal Collaboration & Strategic Initiatives, effective November 30, 2025, after 34 years and 4 months of service.

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

<b>NAME</b>	<b>PREVIOUS POSITION</b>	<b>NEW POSITION</b>	<b>NEW SALARY/ RATE OF PAY</b>	<b>EFFECTIVE DATE</b>
Brigida Romano	Admissions Counselor - Workforce Education	Liaison – Dual Credit	\$47,464	10/1/2025
Ce’Ara Latson	Admissions Counselor	Advisor – Health Sciences	\$47,464	10/1/2025
Shelby Ramirez	Advisor – Health Sciences	Advisor – Academic/Career	\$47,464	10/1/2025
Craig Doyle	Campus Safety Officer	KCPD Cadet	\$41,000	11/1/2025
Justin Willoughby	Assistant Professor - Police Academy	Assistant Professor - Police Academy & Deputy Director ETPA	\$5,000 Stipend	11/1/2025
Jared Slaff	Admin Assistant I - IT Helpdesk/Switchboard	Coordinator - Help Desk (IT/Switchboard)	\$46,228	11/16/2025
Stephanie Wallace	Administrative Assistant I - Public Services, EMS & Fire	Course Coordinator - Fire Academy	\$45,660	11/16/2025
Lea Peninger	Administrative Assistant I - ETPA	Deputy Director - Administration ETPA	\$46,420	11/16/2025
Jason Graves	Assistant Professor – English & Department Chair {Interim Dean}	Instructional Dean - Liberal & Fine Arts	\$108,000	11/16/2025
Daniel Rangel	Assistant Professor – Mathematics & Department Chair {Interim Dean}	Instructional Dean - Business & STEM	\$106,500	11/16/2025
Johnny Zackary	Associate Dean – Public Services	Instructional Division Dean - Public Services	\$105,000	12/1/2025
Brandon Belken	Associate Dean - Advanced Manufacturing & Industrial Technology	Instructional Division Dean - Industrial Technology	\$108,000	12/1/2025
Diana Evenson	Admin Assistant I - Registrar	Specialist - Student Records & Reports (Registrar)	\$38,208	12/1/2025
Pauline Bryant	Specialist - Student Records & Reports, Registrar	Dean’s Assistant – Industrial Technology	\$39,718	12/1/2025

Jessica Jones	Administrative Assistant II - Cashier's Office	Administrative Assistant II - EMS	\$35,230	12/1/2025
Matthew Bammel	Police Officer	Assistant Professor – East TX Police Academy	\$66,550	12/16/2025
Sarah Santiago	Assistant Professor - Clinical/Skills Lab Coordinator - Nursing	Assistant Professor - Clinical/Skills Lab Coordinator - Nursing	No Change	1/1/2026
Elizabeth Sweeney	Specialist - Financial Aid Athletics & Loan	Coordinator: Loan & Athletic Coordinator, Financial Aid	\$45,660	1/1/2026
Stephanie Laszik	Assistant Professor - English	Assistant Professor & Assistant Department Chair- English	\$4,500 Asst Stipend	1/1/2026

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

NAME	POSITION	LOCATION	SALARY/BASE RATE OF PAY	HIRE DATE
Kevin Bessey	Assistant Professor - Fire Academy	Kilgore	\$66,500	9/16/2025
Kami Rutherford	Learning Specialist – TRIO	Kilgore	\$45,833	9/16/2025
Bryson Butler	Police Officer	Kilgore	\$60,862	9/29/2025
Briana Brooks	Administrative Assistant II – Athletics	Kilgore	\$31,378	10/1/2025
William Hansard	Administrative Assistant I - Library	Kilgore	\$31,378	10/6/2025
James Barlow	Assistant Professor - Electrical Power Technology/Lineman	Kilgore	\$66,551	10/6/2025
Jackson Massey	Workforce Admissions Counselor	Kilgore	\$45,660	10/6/2025
Carolyn Morales	Director - TRIO Programs	Kilgore	\$66,642	10/6/2025
April Littlefield	Controller	Kilgore	\$96,000	10/13/2025
Anna Halton	Recruiter/Admissions Counselor	Kilgore	\$45,660	10/16/2025
Christa Wood	Liaison – Scholarships, Foundation	Kilgore	\$45,660	11/3/2025

LaRhonda Brooks	Advisor – Health Sciences	Kilgore	\$45,660	11/3/2025
Diana Evenson	Administrative Assistant I – Registrar	Kilgore	\$31,378	11/3/2025
Isaih Frausto	Campus Safety Officer	Kilgore	\$34,624	12/1/2025
Stephanie Fullerton	Specialist - Foundation Admin/Accounts Specialist	Kilgore	\$38,208	12/1/2025
Kassi Gilliam	Assistant Professor - Nursing ADN	Kilgore	\$62,977	12/1/2025
Maria Rosas	Student Success Librarian	Kilgore	\$49,901	12/1/2025
Chad Bittick	Assistant Professor & Clinical Coordinator EMT	Kilgore	\$66,501	12/1/2025
Gerron Walker	Assistant Professor - Process Technology	Longview	\$54,195	12/1/2025
Amber Dean	Administrative Assistant I - KCTI Transportation Institute CDL	Kilgore	\$31,378	12/1/2025
Alexis Di Bella-Jones	Administrative Assistant I - IT Helpdesk/Switchboard	Kilgore	\$31,378	12/1/2025
Nicole Jimmerson	Director – Adult Education and Literacy	Longview	\$57,660	12/1/2025
Marilou Fitch	Administrative Assistant I - ETPA	Longview	\$31,378	12/1/2025
Greta Larry	Assistant Professor - Biology	Kilgore	\$55,997	1/5/2026
Teresa VanSchuyver	Assistant Professor - Biology	Kilgore	\$53,059	1/5/2026

*Final Publish Date: November 11, 2025*

## Recommendation: HVAC Lab Expansion and Bookstore Relocation

### 1. Purpose and Opportunity

- We've identified an opportunity to strengthen both the HVAC program and bookstore operations through a strategic space realignment within the Longview Hendrix campus.
- This plan allows us to better utilize existing space while supporting program growth, student accessibility, and operational efficiency.

### 2. Proposed Relocation Details

- The proposed new bookstore location is Room 116, approximately 1,200 square feet in size.
- This provides a slight increase in space compared to the current 1,000 square foot area, giving the bookstore additional flexibility for displays, inventory, and customer flow.
- The current bookstore is located on the northwest corner of the building; the proposed space is on the northeast corner both offering strong visibility, parking access, and curb appeal for students and visitors.

### 3. Benefits to the HVAC Program

- Relocating the bookstore will open up the current space for the HVAC program expansion, giving them access to an exterior wall.
- This will allow students to quickly access and observe live HVAC systems, improving the hands-on training experience and aligning with industry-based learning standards.
- Additional space for the HVAC lab will also help reorganize and free up other instructional areas within the Hendrix building, optimizing the facility's educational layout.

### 4. Benefits to the Bookstore

- The new space offers a modest increase in square footage and opportunities for a refreshed layout to improve customer experience and retail efficiency.
- With comparable visibility and parking convenience, students and staff will continue to enjoy easy access and familiarity with the bookstore's services.

### 5. Overall Impact

- This relocation represents a win-win scenario enhancing the HVAC program's capacity for experiential learning while providing the bookstore with a slightly larger, well-positioned space.
- The change supports strategic space utilization, program growth, and student success, aligning with the campus's long-term goals for facility improvement and academic excellence.

## 6. Estimated Cost of Project

<b>Hendrix HVAC Lab</b>				
		<b>CONTRACTOR</b>	<b>ESTIMATED</b>	<b>ACTUAL</b>
1	New electrical service for 16 residential unites and 20 trainer units	D&R Electrical Services	\$70,000	
2	Relocate gas lines for 8 units	Baker Brothers Plumbing	\$6,000	
3	Provide and install roof penetrations for 8 gas units	Roof Masters	\$8,000	
4	Concrete pad and fencing for 16 outdoor units	1845 construction	\$15,000	
5	Remove glass partition and office wall	Ace Glass	\$1,500	\$1,250
6	Remove glass wall partition and door	Ace Glass	\$5,000	
7	HVAC program to build the wooden bases for 16 units	KC HVAC	0	
8	HVAC program to move and install 36 units	KC HVAC Program	0	
9	HVAC program to provide and install all thermostats and condensation drains	KC HVAC Program	0	
10	HVAC program to install all ductwork venting for the 8 gas units.	KC HVAC Program	0	
11	HVAC program to install ductwork if needed along with grills and filter bases.	KC HVAC Program	0	
12	to move the bookstore counter and clothing racks and merchandise	Muscle Movers	\$2,500	
			<b>\$108,000</b>	<b>\$1,250</b>

**Note:** This budget does not include any cosmetic upgrades regarding painting, carpeting, or carpentry work to either the new HVAC lab or new Bookstore space. As future funds become available and are designated, we can accomplish those items at that time.



**2025**

DODSON RENOVATION

## Seating Demo



## Painting



# Painting



# Plaster Ceilings



Plaster Ceilings



## Stage Demo



## Stage Addition



## Stage Addition



# HVAC Upgrade



# ADA Seating





# Theater



## Theater

# Theater





## Agenda Item Summary

### Information Item: Investment Strategy – CAK

#### Overview

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

#### Key Points

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

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

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

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

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

#### Recommendation

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

# Administrative Rule

**Subject:** Investment Strategy  
**TASB Policy:** CAK INVESTMENTS  
**Effective Date:** December 13, 2021 (Initial Adoption)  
**Renewal Date:** December 15, 2025

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## I. Purpose and Scope

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

## II. Definitions

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

## III. Procedures

### A. Development

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

### B. Adoption

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

**C. Investment Strategy**

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

**D. Reporting**

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

**E. Adjustments**

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



## **Approved Investment Brokers**

In compliance with CAK(Legal)

**FHN Financial Capital Markets** (Previously approved broker)

**Mischler Financial Group** (Previously approved broker)

**CFG (Citizens Financial Group) Investments - Cetera Investment Services** (Previously approved broker)

**Multi-Bank Securities, Inc.** (Previously approved broker)

**MICHELLE TERRY, PCAC**  
TAX ASSESSOR-COLLECTOR



COLLECTIONS  
903/237-2552  
VEHICLE REGISTRATION  
903/236-8417

**OFFICE OF  
TAX ASSESSOR-COLLECTOR  
GREGG COUNTY  
POST OFFICE BOX 1431  
LONGVIEW, TEXAS 75606-1431**

October 2, 2025

Kilgore College  
Dr. Brenda Kays, President  
1100 Broadway  
Kilgore TX 75662

Re: 2025 Kilgore College Tax Roll

Dear Dr. Kays,

Texas Property Tax Code Section 26.09(e) requires the tax assessor-collector to submit the tax roll to the governing body for approval. Please accept the attached 2025 Certified Tax Roll Report, which reflects the information on the 2025 Tax Roll for Kilgore College (Gregg County), and present it to your governing body for approval.

Thank you,

A handwritten signature in blue ink that reads "Michelle Terry". The signature is written in a cursive style.

Michelle Terry, PCAC  
Gregg County Tax Assessor-Collector

**2025 Certified Tax Roll Report (Including Supplement #1)**

<b>Kilgore College - Parcel Count (Gregg County Only)</b>	<b>162,936</b>
Market Value	4,875,299,125
Ag & Timber Loss	(119,877,348)
Homestead Cap Loss	(159,936,648)
23.231 Cap Loss	(102,954,332)
Assessed Value	<u>4,492,530,797</u>
Less Exemptions	<u>(724,575,316)</u>
2025 Taxable Value	3,767,955,481
2025 Tax Rate	<u>0.177116/\$100</u>
2025 Tax Levy	6,673,652.03
Plus GCAD Penalties	17,567.25
Supplemental Adjustments	<u>19.91</u>
<b>2025 Total Tax Levy</b>	<b><u><u>\$6,691,239.19</u></u></b>

Certified October 1, 2025, by Michelle Terry, Gregg County Tax Assessor-Collector

Michelle Terry  
Signature

10/1/25  
Date





Tax Assessor-Collector  
Property Tax 903-590-2920  
Fax 903-590-2939

Auto Registration 903-590-2900  
Fax 903-590-2908

# COUNTY OF SMITH

Gary B Barber  
Box 2011  
Tyler, Texas 75710-2011

October 27, 2025

## KILGORE COLLEGE

In accordance with Sec. 26.09 (e) of the Tax Code, the 2025 Tax Roll is hereby submitted for approval by your governing board. The tax roll reflects the following values and levy:

2025 Certified Value as of 07-18-2025	231,240,150
Adjusted Certified Value as of 10-17-2025	228,950,139
Total Levy	405,507.34

Please return a signed copy of the 2025 Tax Roll to the Smith County Tax Office. The Tax Code requires a copy to be available for the public.

  
 \_\_\_\_\_  
 Signature of Board President

12/2/2025  
 \_\_\_\_\_  
 Date



## Agenda Item Summary

### Information Item: October Financial Snapshot and Capital Project Report

#### Overview

This report provides an update on Kilgore College's financial performance for October, the second month of Fiscal Year 2026, 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:** October tuition & fee revenues collectively represent nearly 47% which is anticipated due to the fall term being the largest enrollment term. Non dual credit enrollment is slightly lower compared to prior year. However, the dual credit tuition has seen another large increase with a third year of growth in dual credit enrollment. State appropriations and property taxes are based are cyclical and are within the normal cycle. Housing saw roughly 51% of their budget achieved with the revenues through October which approximately follows the same cycle as tuition.

**Expenses:** Operating expenses reflect 20% of the annual budget, primarily due to IT related expenses and athletics expenses due to the timing of scholarships and insurance premiums. No other expenses are out of line with the second month of the fiscal year.

**Challenges & Opportunities:** It was discovered through initiatives with Campus Works that some course fees need to be updated to reflect the board approved rates. The Business Office is working closely with Campus Works to reconcile variances in the course fees.

#### Capital Projects:

Several capital projects have been completed and were under budget.

Upon approval of the KC-Longview Bookstore/HVAC Lab Program project, a proposed budget amendment (presented later) will be used to re-purpose residual budget funds to fund the project.

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

#### Recommendation

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



Kilgore College  
October Financial Snapshot

Fiscal Year 2026 (September 1, 2025 to August 31, 2026)  
Revenues and Expenses from Operations - Excludes Auxillary

	FY 2025 Actual	10/31/2025	Budget Variance	FY 2026 Budget	% of Annual Budget
<b>Credit Tuition</b>					
In-District Tuition	964,648	439,144	(595,856)	1,035,000	42%
Out of District Tuition	2,502,355	1,351,810	(1,578,190)	2,930,000	46%
Out of State Tuition (Texas Non-Resident)	251,754	146,178	(213,822)	360,000	41%
Early Admission/Dual Credit	1,638,077	1,463,068	97,258	1,365,810	107%
FAST - Dual Credit	842,693		(1,117,481)	1,117,481	0%
<b>Total Credit Tuition:</b>	<b>\$ 6,199,528</b>	<b>\$ 3,400,200</b>	<b>\$ (3,408,091)</b>	<b>\$ 6,808,291</b>	<b>50%</b>
<b>Course and Special Fees</b>					
General Education Fee	2,877,167	1,302,218	(1,724,682)	3,026,900	43%
Out of District Fee	4,676,304	2,126,131	(2,312,969)	4,439,100	48%
Course Fees	2,552,701	1,181,115	(1,366,256)	2,547,371	46%
All Other Fees	1,872,285	912,546	(1,529,919)	2,442,465	37%
<b>Total Course and Special Fees:</b>	<b>\$ 11,978,458</b>	<b>\$ 5,522,009</b>	<b>\$ (6,933,827)</b>	<b>\$ 12,455,836</b>	<b>44%</b>
<b>State Appropriations</b>					
State Appropriations - Performance Based Funding	10,610,652	6,047,672	(4,925,712)	10,973,384	55%
State Appropriations - Base Tier Funding	4,420,503	2,393,785	(1,949,692)	4,343,477	55%
State Appropriations - Teacher Retirement System TRS/ORP	93,639	14,405	(75,595)	90,000	16%
<b>Total State Appropriations:</b>	<b>\$ 15,124,794</b>	<b>\$ 8,455,862</b>	<b>\$ (6,950,999)</b>	<b>\$ 15,406,861</b>	<b>55%</b>
<b>District Ad-Valorem Property Taxes</b>					
Property Tax Revenues M&O	7,948,275	1,368,141	(7,338,063)	8,706,204	16%
Property Tax Revenues I&S	1,814,359	288,587	(1,556,517)	1,845,104	16%
Delinquent Tax Collections	131,935	53,957	(46,043)	100,000	54%
<b>Total Ad-Valorem Tax Collections:</b>	<b>\$ 9,894,569</b>	<b>\$ 1,710,685</b>	<b>\$ (8,940,623)</b>	<b>\$ 10,651,308</b>	<b>16%</b>
<b>Other Revenue from Operations</b>					
Indirect Cost Recovery (from grants/contracts)	80,882	5,434	(44,566)	50,000	11%
Interest/Investment Income	979,193	82,532	(667,468)	750,000	11%
Continuing Education	3,871,320	810,517	(2,700,365)	3,510,882	23%
Other Revenue from Operations	384,944	161,090	(80,500)	241,590	67%
Auxiliary Revenues	4,331,829	1,799,168	(3,021,305)	4,820,473	37%
KC Plant Fund Reserves for Capital Improvements	500,000	-	-	-	0%
<b>Total Other Revenue from Operations:</b>	<b>\$ 10,148,168</b>	<b>\$ 2,858,742</b>	<b>\$ (6,514,203)</b>	<b>\$ 9,372,945</b>	<b>30%</b>
<b>Total Revenues</b>	<b>\$ 53,345,516</b>	<b>\$ 21,947,498</b>	<b>\$ (32,747,743)</b>	<b>\$ 54,695,241</b>	<b>40%</b>
<b>Operating Expenses</b>					
Salaries & Wages	21,970,989	4,072,911	19,718,931	23,791,842	17%
Employee Benefits	2,657,054	554,660	2,685,379	3,240,039	17%
Other Operating Expenses	15,596,330	4,419,106	13,386,326	17,805,432	25%
Auxiliary Expenses	6,535,475	1,492,503	4,770,489	6,262,992	24%
Debt Service - SECO Loans & Maintenance Notes	1,847,450	-	1,845,104	1,845,104	0%
Capital Budget	-	-	75,000	75,000	0%
HB8 Holdback	500,000	500,000	-	500,000	100%
Employee Raises	-	-	1,174,832	1,174,832	0%
<b>Total Expenses</b>	<b>\$ 49,107,298</b>	<b>\$ 11,039,180</b>	<b>\$ 43,656,061</b>	<b>\$ 54,695,241</b>	<b>20%</b>
<b>Net Income/(Loss)</b>	<b>\$ 4,238,219</b>	<b>\$ 10,908,319</b>	<b>\$ 10,908,319</b>	<b>\$ -</b>	



**Kilgore College**  
**October Financial Snapshot**  
**Fiscal Year 2026 (September 1, 2025 to August 31, 2026)**  
**Revenues and Expenses from Auxiliary Services**

	FY 2025 Actual	10/31/2025	Budget Variance	FY 2026 Budget	% of Annual Budget
<b>Auxiliary Services Revenues</b>					
Campus Life/Housing	\$2,705,403	\$1,365,428	(\$1,300,885)	\$2,666,313	51.2%
Campus Store	\$798,954	\$290,033	(\$572,324)	\$862,357	33.6%
Rangerette Showcase	\$136,665	\$10,157	(\$148,843)	\$159,000	6.4%
KCEXCEL Health Club	\$134,630	\$17,121	(\$157,879)	\$175,000	9.8%
East Texas Oil Museum	\$168,752	\$20,828	(\$175,963)	\$196,791	10.6%
RangerPRINT	\$303,565	\$44,682	(\$605,318)	\$650,000	6.9%
Athletics	\$83,860	\$50,918	(\$60,094)	\$111,012	45.9%
<b>Total Auxiliary Services Revenues:</b>	<b>\$4,331,829</b>	<b>\$1,799,168</b>	<b>(\$3,021,305)</b>	<b>\$4,820,473</b>	<b>37.3%</b>
<b>Auxiliary Services Expenses</b>					
Campus Life/Housing	\$1,812,313	\$377,188	\$1,470,178	\$1,847,366	20.4%
Campus Store	\$837,299	\$115,876	\$705,623	\$821,499	14.1%
Rangerette Showcase	\$163,756	\$31,040	\$113,642	\$144,682	21.5%
KCEXCEL Health Club	\$225,433	\$23,007	\$126,993	\$150,000	15.3%
East Texas Oil Museum	\$262,451	\$46,872	\$211,913	\$258,785	18.1%
RangerPRINT	\$1,123,861	\$108,395	\$639,150	\$747,545	14.5%
Athletics	\$2,110,362	\$790,126	\$1,502,989	\$2,293,115	34.5%
<b>Total Auxiliary Services Expenses:</b>	<b>\$6,535,475</b>	<b>\$1,492,503</b>	<b>\$4,770,489</b>	<b>\$6,262,992</b>	<b>23.8%</b>
<b>Net Profit/(Loss) from Auxiliary Services</b>	<b>(\$2,203,646)</b>	<b>\$306,665</b>	<b>\$1,749,184</b>	<b>(\$1,442,519)</b>	



Kilgore College  
 October Capital Update  
 Fiscal Year 2025

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion Phase
<b>FY 24 Projects</b>									
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
<b>Total</b>	<b>\$ 386,831</b>	<b>\$ -</b>	<b>\$ 1,133,000</b>	<b>\$ 386,831</b>	<b>\$ 746,169</b>				
<b>FY25 Buildings &amp; Structures</b>									
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	509,763	1,513,063.00	2,000,000.00	2,022,826	(22,826)	25%	101%	-1%	95% In Process
<b>Total</b>	<b>\$ 1,078,808</b>	<b>\$ 1,513,063</b>	<b>\$ 2,700,000</b>	<b>\$ 2,591,871</b>	<b>\$ 108,129</b>				
<b>FY26 Projects</b>									
Diesel Tech - Heavy-Duty Truck	-	-	75,000.00	-	75,000	0%	0%	100%	0% In Process
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>				
<b>Debt Funded</b>									
<b>Buildings &amp; Structures</b>									
Roof Repair/Replacement	998,656	-	1,525,000	998,656	526,344	65%	65%	35%	100% In Process
HVAC Repair/Replacement	498,082	-	1,011,155	498,082	513,073	49%	49%	51%	80% In Process
Deferred Maintenance	648,939	-	849,385	648,939	200,446	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%	100% In Process
Dodson Auditorium (Debt Funded)	105,000	-	1,022,860	105,000	917,860	10%	10%	90%	100% Complete
<b>Total</b>	<b>\$ 2,584,659</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 2,584,659</b>	<b>\$ 2,415,341</b>				



## Agenda Item Summary

**Information Item: Statement of Cash and Investments as of 8/31/2025**

### Overview

This quarterly report provides an update on Kilgore College's cash and investment holdings as of August 31, 2025. The report is prepared in compliance with Texas Law and the Higher Education Investment Reporting Requirements. It details the college's total cash and investment positions, including bank deposits, certificates of deposit, and pooled investments.

### Key Points

**Total Cash and Investments:** \$19,125,206 as of August 31, 2025, reflecting a decrease from the prior quarter. This reduction trends with last year's \$5.6 million decrease when adjusted for the capital projects undertaken in the prior year.

**High Interest Rates:** The report highlights interest rates exceeding 4% on general deposits and certificates of deposit:

- Bank Deposits (General Rate): 4.24%
- Operating Reserve CD: 4.40%
- Plant Fund Reserve CD: 4.35%

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

### Recommendation

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



TO: Board of Trustees  
Kilgore College

DATE: 12/01/2025  
RE: Investment Reporting

The Statement of Cash and Investments as of August 31, 2025 along with the corresponding Schedule of Cash and Investments as of August 31, 2025 has been prepared in accordance with Texas Government Code, Section 2256.023 and the Higher Education Investment Reporting Requirements issued by the State Auditor's Office. Inquiries related to this report may be directed to:

Brazy Boyd Sammons  
Chief Financial Officer / VP of Administrative Services  
Kilgore College  
1100 Broadway  
Kilgore, TX 75662  
903-983-8205  
bsammons@kilgore.edu

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

Staci Martin, Ed.D. President

Brazy Boyd Sammons, Chief Financial Officer/ VP of Administrative Services

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

**Kilgore College**  
**Statement of Cash and Investments**  
**August 31, 2025**

	May 31, 2025 Book Value	May 31, 2025 Market Value	Change	August 31, 2025 Book Value	August 31, 2025 Market Value
<b>Total Cash and Investments</b>					
Bank Deposits (Cash)	\$ 13,516,018	\$ 13,516,018	\$ (3,466,732)	\$ 10,049,286	\$ 10,049,286
Certificate of Deposits	8,771,433	8,771,433	99,816	8,871,249	8,871,249
TexPool	202,466	202,466	2,205	204,671	204,671
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 22,489,917</b>	<b>\$ 22,489,917</b>	<b>\$ (3,364,711)</b>	<b>\$ 19,125,206</b>	<b>\$ 19,125,206</b>

**Notes:**

Kilgore College does not employ outside investment advisors or managers and does not have soft dollar arrangements.  
 Kilgore College is associated with the Kilgore College Foundation, a 501(c) 3 corporation.  
 The market value of the Kilgore College Foundation as of Aug 31, 2025 was \$33,255,837.80

**Kilgore College**  
**Schedule of Cash and Investments**  
**August 31, 2025**

FUND	Maturity Date	Rate	Operating	Restricted	Endowment	Plant Reserve	Bond Reserve	Agency	Interest	Totals
BALANCE AS OF 05/31/2025			\$ 13,409,614	\$ 376,004	\$ -	\$ 3,867,525	\$ 4,826,952	\$ -	\$ 9,823	\$ 22,489,917
Bank Deposits (Cash)		4.24%	\$ 4,771,622	\$ 348,522	\$ -	\$ 50,000	\$ 4,879,143	\$ -	\$ -	\$ 10,049,286
Certificates of Deposit										
Operating Reserves CD (91 days) established 11/29/2012	11/14/2025	4.40%	5,062,603						9,765	
Plant Fund Reserve CD (91 days) established 9/15/2010	11/28/2025	4.35%	1,138,000			2,659,976			905	
<b>Total Certificates of Deposit</b>			6,200,603	-	-	2,659,976	-	-	10,670	8,871,249
TexPool			142,266			62,405				204,671
<b>Total Cash and Investments</b>			<u>\$ 11,114,491</u>	<u>\$ 348,522</u>	<u>\$ -</u>	<u>\$ 2,772,381</u>	<u>\$ 4,879,143</u>	<u>\$ -</u>	<u>\$ 10,670</u>	<u>\$ 19,125,206</u>



# Diagnostic Medical Sonography

New Associate of Applied Science Degree  
Start Date: **Fall 2026**

# DMS Program General Information



## Sonography Program Director:

Suzanne Yarbrough, BA, RDMS (AB) (OB/GYN) (BR), RVT

Cip Code: 51.0910

Number of Required Semester Credit Hours (SCH): **61**

**38** DMS + **24** Prerequisites Cumulative = **Total: 61**

***Note:** 61-hour is acceptable for all Texas DMS Programs (as previously approved by Texas CoBoard)*

Delivery: Face-to-face & Hybrid

Implementation Date: Fall 2026

CAAHEP Accreditation Timeline: June 2027: Submission of Self-Study  
December 2027: Projection Date for Receiving Accreditation



(A) The program has institutional and governing board approval; **Pending**

(B) The institution has researched and documented current job market needs for the program and/or that the program would lead to opportunities for further education;

- **Diagnostic Medical Sonographers in Texas represent a middle-skill occupation requiring an associate's degree. The Texas Workforce Commission projects employment in this field will grow by approximately 28 percent between 2022 and 2032, increasing from 6,690 to an estimated 8,580 technologists, and **generating around 580 annual job openings statewide.****
- **Meanwhile, the median annual salary for sonographers in Texas is around \$84,900, with the 90th percentile reaching over \$104,000, peaking at \$115,400 in the Dallas region. These figures highlight both the demand and earning potential in the field.**



(C) There is recent evidence of both short-term and long-term student demand for the program;

- In East Texas, a critical shortage of sonographers has significantly limited local diagnostic capacity and led to delays in patient care.
- Opportunities to upskill existing healthcare professionals remain scarce due to the absence of an accessible diagnostic medical sonography program in the region.

(D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;

- The projected enrollment reflects verified student demand and has been designed to support the long-term financial self-sufficiency of the Diagnostic Medical Sonography program as it reaches full implementation.



(E) Basic and career technical/workforce skills have been integrated into the curriculum;  
Yes.

- Clinical practicum experiences will begin in the second semester and continue through four subsequent semesters, ensuring students apply classroom learning in real-world healthcare settings.
- Graduates will be workforce-ready and capable of immediate entry into practice.
- The program provides a defined pathway to earn ARDMS Abdomen and OB/Gyn credentials.

(F) The institution has an enrollment management plan for the program;

- 10 initial Cohort and increase by 2 until a maximum of 14.
- This number is due to clinical placement in the region without broaching Smith County.



(G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions; **In progress**

(H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements; **Yes**

(I) The program would not unnecessarily duplicate existing programs at other institutions; **The proposed program does not constitute unnecessary duplication of existing educational offerings. At present, Tyler Junior College is the only institution in the region offering a Diagnostic Medical Sonography program. KC's proposed program is intended to expand educational access and respond to documented workforce shortages, addressing the growing regional need for credentialed sonographers.**



(J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;

- Collaboration with Christus Good Shepherd Health System has been an integral partner for the development of the DMS program.
- The imminent need of ultrasonographers in Gregg County began with meetings, recommendations, and group collaboration for the past year to ensure the degree plan, clinical /practicum experience has been met.
- The first DMS advisory committee meeting in the end of October, and local clinical sites have been invited to review goals and outcomes.

(K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program; Yes

(L) New costs during the first five years of the program would not exceed \$2 million; Yes



(M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years; **No**

(N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement; **Yes**

(O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; **Pending**

(P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program. **Yes**



Questions?

# Diagnostic Medical Sonography



Coming Fall 2026!

## Timeline

- May 15th: **Information Session**
- May 21st: **Application Deadline**
- June 20th: **Interview Top 20**
- August 3rd: **Mandatory Orientation for Selected Students**

**Location:** 1610 S. Henderson - Torrence Health Science Building Kilgore , Tx 75662  
**Start Date:** Fall 2026  
**Admission Requirement:** This program admits students through a selected admission. Visit the program's webpage to view all requirements. [www.kilgore.edu/sono](http://www.kilgore.edu/sono)  
**Financial Aid Eligible:** Yes. LINK <https://www.kilgore.edu>

## Program Description

As a graduate of the Diagnostic Medical Sonography program, you can choose to work in a variety of healthcare settings, including clinics, hospitals, private practice physician offices, and public health facilities and laboratories. You perform routine sonographic (ultrasound) examinations of the body to include the abdomen, small parts, vascular, obstetrics and gynecology. You work closely with physicians and may assist in the performance of invasive procedures. This program will transfer to numerous four-year colleges and universities.

## Career Outlook

The high demand for diagnostic medical sonographers indicates strong employment opportunities. [US Labor Statistics](#)

## Program Learning Outcomes (but not limited to)

- Collaborate with members of the healthcare team
- Model professional best practices and work ethics
- Demonstrate knowledge and application of patient care
- Document sonographic findings for communication with interpreting physician/practitioners
- Demonstrate understanding of the principles of sonographic physics and instrumentation and image optimization
- Obtain, evaluate, document, and communicate relevant information related to sonographic examinations
- Identify anatomy, relational anatomy, anatomic variants, and sonographic appearances of normal anatomical structures.

**Please Contact KC Admission  
for Guidance**

**903-983-8134**



Complete Program Details  
Email: [sono@kilgore.edu](mailto:sono@kilgore.edu)



**CHANGES TO HOMELAND  
SECURITY/EMERGENCY  
PREPAREDNESS (HSEP) &  
CRIMINAL JUSTICE (CRIJ)  
A.A.S. PROGRAMS**

# WHY?

- **LOW ENROLLMENT IN HSEP  
A.A.S. PROGRAM**

- ❖ **Averaged 3.3 students per  
course over several years**



# WHAT?

## FALL 2024:

- **DIVISION DEAN DECISION TO SUNSET HSEP & MERGE IT WITH CRIJ A.A.S. TO FORM LAW ENFORCEMENT & EMERGENCY MANAGEMENT (LEMA) A.A.S. PROGRAM & LEMC (LEVEL 1 CERTIFICATE)**
  - ❖ **GOAL: CREATE A MORE MARKETABLE CREDENTIAL**

## SPRING 2025:

- **APPROVAL BY PROGRAM ADVISORY BOARD & KC ACADEMIC AFFAIRS COMMITTEE**
- **4/5 STUDENTS SEEKING THE A.A.S. IN HSEP GRADUATED, & THE FINAL STUDENT DECIDED TO PAUSE SCHOOLING TEMPORARILY**

## FALL 2025:

- **LEMA/LEMC PROGRAMS BEGAN**
  - ❖ **10 STUDENTS ENROLLED**

2025



# **Annual Security & Fire Safety Report**

**KILGORE COLLEGE**  
*Kilgore & Longview*

*Statistics for 2022-2024 / Published September 2025*



# KILGORE COLLEGE

## Crime Statistics

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

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the KC community obtained from the following sources: the KC Police Department (KCPD), the Kilgore Police Department (KPD), the Longview Police Department, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law), and to the Vice President of Organizational Effectiveness & Excellence.

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

KCPD provides notification to every enrolled student and current employee on an annual basis. The notification includes a brief summary of the contents of the publication. The notification also includes the address for the KCPD website where the publication can be found online <https://www.kilgore.edu/about/police-department-kcpd> and information about how to request a hard copy of the document.



**KILGORE  
COLLEGE**

# CRIMINAL OFFENSES

## Kilgore Campus and Surrounding Area

- Theft of Motor Vehicle - 1 On Campus, 1 Public Property.
- Aggravated Assault - 1 On Campus, 4 Public Property.
- Weapons Offense - 1 On Campus.
- Drug Abuse Violation - 0 On Campus, 10 Public Property.
- Arson - 1 Public Property.

# DISCIPLINARY ACTIONS

- All Listed Incidents-  
(CLERY Reportable)  
Disciplinary Actions Taken  
by College - 4

# Longview Campus Incidents

- 0 Incidents on Campus & Surrounding Area.

# Other CLERY Categories Reported

- Hate Crimes - 0
- VAWA - 1 Dating Violence, 3 Domestic Violence on Public Property.
- Fires - 1 at Nolen Hall (Washing Machine).

## Chief Executive Officer Report

TO: Kilgore College Board of Trustees  
FROM: Dr. Brenda Kays, Chief Executive Officer  
DATE: October 8, 2025  
RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

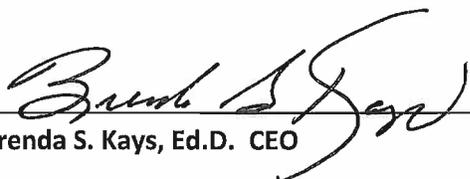
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Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> includes all of the required reporting information to the **Kilgore College Board of Trustees** for the time period of **September 1, 2024** through **August 31, 2025**. The summary data report is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the institution's website as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.kilgore.edu/additional-resources/title-ix/>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

  
Brenda S. Kays, Ed.D. CEO

10/8/2025  
Date

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<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

**CEO Summary Data Report**  
**September 1, 2024 through August 31, 2025**

<b>Texas Education Code, Section 51.252</b>	
<b>Number of reports received under Section 51.252</b>	<b>11</b>
Number of confidential reports <sup>2</sup> under Section 51.252	1
<b>Number of investigations conducted under Section 51.252</b>	<b>8</b>
Disposition <sup>3</sup> of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	5
b. Concluded, with Employee Disciplinary Sanction	1
c. Concluded, with Student Disciplinary Sanction	3
d. <b>SUBTOTAL</b>	<b>9</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	<b>2</b>

<b>Texas Education Code, Section 51.255</b>	
<b>Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)</b>	<b>0</b>
Any disciplinary action taken, regarding failure to report or false reports to the institution under <b>Section 51.255(c)</b> :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

<sup>2</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>3</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

# Chief Executive Officer Annual Certification to THECB

**Kilgore College**  
for the time period of  
**September 1, 2024 through August 31, 2025**

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Under Texas Education Code (TEC), Section 51.258, the institution's Chief Executive Officer is required to annually certify in writing to the Coordinating Board that the institution is in substantial compliance with TEC, Title 3, Subtitle A, Chapter 51, Subchapter E-2. Per THECB Rule 3.19, this certification is made annually in October of each year.

By signing this statement, I certify that **Kilgore College** is in substantial compliance with TEC, Title 3, Subtitle A, Chapter 51, Subchapter E-2.

As evidence of the institution's compliance with Subchapter E-2:

1. The annual Chief Executive Officer Report was submitted to the institution's governing board on **October 8, 2025.**
2. A summary data report is posted on the institution's website at <https://www.kilgore.edu/additional-resources/title-ix/>.

Signature of CEO:



Printed Name:

Brenda S. Kays Ed.D.

Date:

October 8, 2025

## **KILGORE COLLEGE TASB POLICY UPDATE**

### **Summary of Policies for Proposed Adoption by the Board of Trustees**

#### **Board Meeting Date**

December 15, 2025

#### **Summary of Proposed Local Policy Updates**

##### **BBI – BOARD MEMBERS: TECHNOLOGY RESOURCES & ELECTRONIC COMMUNICATIONS** ***POLICY REVISION***

In the Note, a cross reference to CS, which covers Information Security, has been recommended.  
*No impact on current practice.*

##### **BCA – BOARD INTERNAL ORGANIZATION: BOARD OFFICERS AND OFFICIALS** ***NEW POLICY***

This new recommended local policy addresses the selection of board officers and provides information about the duties and responsibilities of the officers. Language in this policy is applicable to community colleges that use the term "Board President."

##### **BCB – BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES** ***NEW POLICY***

This new recommended local policy addresses the formation and authority of board committees, which are committees composed exclusively of members of the board and make non-binding recommendations in an area of specified responsibility.

##### **BCE – BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES** ***NEW POLICY***

This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the board within an area of specified responsibility.

##### **CAK – APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS** ***POLICY REVISION***

At Sellers of Investments, recommended revisions apply the required qualifications applicable to representatives of brokers/dealers to representatives with distributors of investment pools and indicate representatives with distributors of investment pools must be registered in good standing with the Municipal Securities Rulemaking Board. *No impact on current practice.*

##### **CDE – ACCOUNTING: FINANCIAL ETHICS** ***POLICY REVISION***

At Federal Awards Disclosure, recommended revisions to the disclosure requirements are to align the text with amendments to the OMB Guidelines reflected in CAAB. A reference to policy CAA has been added for more information related to awards and grants.  
*No impact on current practice.*

##### **CG – SAFETY PROGRAM** ***POLICY REVISION***

Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program.

References have been added to policies that provide more information related to emergency response procedures and the community college's information security program.  
*No impact on current practice.*

### **CGF – SAFETY PROGRAM: SECURITY PERSONNEL** **NEW POLICY**

Language from CHA has been moved to this new local policy to accommodate the reorganization of policies related to security personnel. Language has been added addressing an Interlocal Agreement for Mutual Aid and Body-Worn Cameras. Additional changes have been made for clarity.  
*No impact on current practice. KCPD does not have drones or video monitoring in vehicles, but will follow the stipulations in this policy if those are acquired in the future.*

### **CHA – SITE MANAGEMENT: INSPECTIONS** **DELETE POLICY**

Language in this policy has been moved to policy CGF to accommodate the reorganization of policies related to security personnel.

### **CIA – EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT** **POLICY REVISION**

Recommended revisions to this local policy update a citation and address recently revised Administrative Code provisions related to the management of Electronic Records, including language detailing requirements for procedures. Texas State Library and Archives Commission stated that the submission of a local policy based on the TASB model policy CIA(LOCAL) satisfies the requirement to submit the college district's records management policy and any amendments to that policy.  
*New Administrative Rule adopted to outline procedures to ensure compliance.*

### **CU: RESEARCH** **NEW POLICY**

This new recommended local policy addresses SB 1565, which requires a community college board to establish a policy framework promoting Research Security while mitigating foreign espionage and interference risks. The bill also requires the board to designate a research security officer. *The research security officer designated in the policy is the position of Police Chief & Public Safety Director. KC does not currently have any research projects that are addressed in this policy.*

### **DIAB – FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS (Employees)** **POLICY REVISION**

Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and the applicability of the prohibition on false claims to students.  
*No impact on current practice.*

### **EBA: ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION** **POLICY REVISION**

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.*

## **ECC – INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES** **POLICY REVISION**

Recommended revisions reflect amendments to Coordinating Board rules for applying Exceptions to the limit of courses a student may drop and to allow Appeals. Additional changes have been made for clarity. *No impact on current practice.*

## **FAA: EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS** **NEW POLICY; COMBINES UPDATES 46 AND 48.**

UPDATE 46: This new recommended local policy addresses multiple bills, including:

- SB 412, which provides enrollment protections and required accommodations for pregnant and parenting students. The bill applies beginning Spring 2024;
- SB 459, which requires colleges to provide early registration for pregnant and parenting students if the opportunity is provided to another group of students; and
- HB 1361, which requires each college to designate an employee to serve as a liaison for current and incoming students who are parents or guardians of minors.

*Although this was policy update was not adopted previously, KC implemented the requirements of the policy as required by state law. The liaison is the Accommodations Coordinator, Title IX & Compliance Officer.*

UPDATE 48: Recommended revisions to this local policy have been made to reflect the new Coordinating Board rules relating to the pregnant and parenting students Liaison and the Publication of information regarding the liaison and the community college's pregnant and parenting student procedures on the college's website. Additional changes have been made for clarity.

*KC is in compliance.*

## **FFDB – FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS (Students)** **POLICY REVISION**

Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements. *No impact on current practice.*

## **FLBC – STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING** **NEW POLICY**

New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to Hazing Prohibited, Reporting Procedures, Investigation of the Report, and Access to Policy, Procedures, and Related Materials. *This new information has been incorporated into existing student conduct procedures.*

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**Note:** For employee, student, and community use of College District technology resources, see CR. For information security, see CS.

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**Technology Resources**

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the College District’s technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

*Limited Personal Use*

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

**Records Retention**

A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA, and GCB]

BOARD INTERNAL ORGANIZATION  
BOARD OFFICERS AND OFFICIALS

BCA  
(LOCAL)

**Board Officers**

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

**Duties**

Board President

In addition to the duties required by law, policy, and Board action, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.

Board Vice President

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

Board Secretary

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

**Board Committees**

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting  
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

BOARD INTERNAL ORGANIZATION  
ADVISORY COMMITTEES

BCE  
(LOCAL)

**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting  
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

**Investment Authority** The College President, chief financial officer, or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved Investment Instruments** From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.
10. Cash management and fixed income funds as permitted by Government Code 2256.020.
11. Negotiable certificates of deposit as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

12. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and Maturity**

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Funds / Strategies</b>	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers and representatives with distributors of investment pools shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools shall also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB).</p>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

**Soliciting Bids for  
CDs**

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

**Interest Rate Risk**

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

**Internal Controls**

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

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**Note:** See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
    - for Board members—BBF
    - for employees—DH
  - Financial conflicts of interest:
    - for public officials—BBFA
    - for all employees—DBD
    - for vendors—CFE
  - Compliance with state and federal grant and award requirements: CAA, CAAB
  - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
  - Systems for monitoring the College District's investment program: CAK
  - Budget planning and evaluation: CC
  - Compliance with accounting regulations: CDC
  - Criminal history record information for employees: DC
  - Disciplinary action for fraud by employees: DCC and DM series
- 

### **Fraud and Financial Impropriety**

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

#### Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See CAA, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls and Oversight**

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

**Fraud Prevention**

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the

College President or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from Retaliation*

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

**Fraud Investigations**

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the College President, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards Disclosure

The College District shall promptly disclose in writing whenever, in connection with the federal award, which includes any activities or subawards, the College District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. [See CAAB]

**Analysis of Fraud**

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

**Comprehensive  
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies and disasters. [See CGC and CGE]
2. Fire safety and prevention programs.
3. Program activities intended to reduce the frequency of accident and injury, including:
  - a. Inspecting work areas and equipment.
  - b. Training frontline and supervisory staff.
  - c. Establishing safe work and instructional procedures and regulations.
  - d. Reporting, investigating, and reviewing accidents.
  - e. Promoting responsibility for College District property on the part of students, employees, and the community.
4. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
5. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
6. Driver education programs, when available.
7. Vehicle safety programs.
8. Traffic safety programs and studies related to employees, students, and the community.

Information  
Management

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

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**Note:** For provisions addressing the College District's information security program, see CS.

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**College District  
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

**Jurisdiction**

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Police Authority**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

**Employment of  
Peace Officers and  
Telecommunicators**

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

**Limitations on  
Outside Employment**

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee. College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.

**Relationship with  
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.

Interlocal  
Agreement for  
Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

**Use of Force**

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

By Drone

The College District shall not use force by means of a drone.

**High-Speed Pursuit**

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

**Video Monitoring**

Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.

Access to  
Recordings

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.

**Body-Worn Cameras**

A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College District and in accordance with the provisions of the College District police department's body-worn camera program. Each College

	District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.
<b>Officer Training</b>	All College District officers shall receive at least the minimum amount of education and training required by law.
<b>Medical and Psychological Examinations</b>	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
<b>Leave</b>	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
<b>Complaints</b>	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CGFA(LEGAL)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
<b>Misconduct Investigations</b>	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
<b>Personnel Files</b>	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
<b>Department Regulations Manual</b>	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

SITE MANAGEMENT  
SECURITY

CHA  
(LOCAL)

**College District  
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

**Jurisdiction**

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Police Authority**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

**SITE MANAGEMENT  
SECURITY**

**CHA  
(LOCAL)**

<del>Temporary Assignment</del>	<del>College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.</del>
<del><b>Employment of Peace Officers and Telecommunicators</b></del>	<del>For additional provisions regarding the employment of peace officers and telecommunicators, see DC.</del>
<del><b>Limitations on Outside Employment</b></del>	<del>No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.</del>
<del><b>Relationship with Outside Agencies</b></del>	<del>The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.</del>
<del><b>Use of Force</b></del>	<del>The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.</del>
<del>By Drone</del>	<del>The College District shall not use force by means of a drone.</del>
<del><b>High-Speed Pursuit</b></del>	<del>Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.</del>
<del><b>Video Monitoring</b></del>	<del>Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.</del>
<del>Access to Recordings</del>	<del>Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.</del>
<del><b>Officer Training</b></del>	<del>All College District officers shall receive at least the minimum amount of education and training required by law.</del>
<del><b>Medical and Psychological Examinations</b></del>	<del>For provisions regarding the fitness for duty examination of a peace officer or telecommunicator, see DBB.</del>

**SITE MANAGEMENT  
SECURITY**

**CHA  
(LOCAL)**

<b>Leave</b>	<del>For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.</del>
<b>Complaints</b>	<del>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]  Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</del>
<b>Misconduct Investigations</b>	<del>For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.</del>
<b>Personnel Files</b>	<del>For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.</del>
<b>Department Regulations Manual</b>	<del>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.</del>
<b>Racial Profiling</b>	<del>The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.</del>

The College President shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA, CIA, and CFE]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GCB]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

**Local Government  
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

Local Government  
Record

Records  
Management  
Officer

The library director – college records specialist shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file the officer’s name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control  
Schedules

The records management officer shall file with the TSLAC a written certification that the College District has adopted records control

schedules that comply with records retention schedules issued by the TSLAC as provided by law.

**Website Postings**

The College District's records management program shall address the length of time records will be posted on the College District's website when the law does not specify a posting period.

**Records Destruction Practices**

All local government records shall be considered College District property, and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

**Research Security**

The College District shall promote the security of the College District's academic research so as to achieve the highest level of compliance with applicable ethical, legal, regulatory, contractual, and College District standards and requirements for securing and protecting the College District's research portfolios.

Research Security  
Officer

The director of public safety and risk management/police chief shall serve as the research security officer (RSO) and shall be responsible for administering the College District's research security program consistent with law, this policy, and associated administrative procedures. The RSO shall maintain classified information, maintain controlled unclassified information, conduct foreign influence reporting, maintain the export control program, and coordinate the National Security Presidential Memorandum 33 (NSPM-33) requirements. The RSO shall also be the point of contact for communication with federal and state agencies on research security matters.

The RSO shall attend the annual academic security and counter exploitation program seminar offered by Texas A&M University.

Research Security  
Program

The RSO shall develop, administer, and annually review and approve a research security program designed in accordance with law and applicable standards to address the security of College District research against unauthorized disclosure or foreign interference. The program shall include procedures for risk assessment and mitigation, research security awareness education for employees when hired and periodically thereafter, and advising College District employees and officials on research security practices.

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

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**Statement of Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

**Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

**Prohibited Conduct**

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

DIAB  
(LOCAL)

**Reporting  
Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

**Definition of College  
District Officials**

ADA / Section 504  
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kara Sharman  
Position: Director of Human Resources  
Address: 1100 Broadway, Kilgore, TX 75662  
Telephone: (903) 983-8102

Other Anti-  
discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative  
Reporting  
Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

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.

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

**Notice of Report**

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

**Investigation of the  
Report**

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official 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 College District official shall refer the complaint for consideration under the appropriate policy.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, 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.

**Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**College District Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in or-

der to conduct a thorough investigation and comply with applicable law.

**Retaliation**

The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or another employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding 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 FFDB, as appropriate.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**False Claims**

An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

**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 annually to College District employees and 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 shall also be prominently published on the College District's website, 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 an employee who makes a report.

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 College District's accreditor [see GK]; and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

**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.

**Limitations on  
Number of Dropped  
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the following conditions:

1. The student was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript indicates or will indicate the student was enrolled in the course past the census date; and
3. The student did not drop or is not dropping the course to withdraw from the institution.

Exceptions  
*Good Cause*

A student shall be permitted to exceed the limit on the number of dropped courses if good cause exists for the student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. Responsibility for the care of a sick, injured, or needy person, the provision of which 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 such a sufficiently close relationship to the student, as defined by law, that the person’s

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

death is considered to be a showing of good cause, as determined on a case-by-case basis;

5. The student's active-duty military service;
6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
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.

Appeals

A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.

*Exception*

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may ap-

peal the decision in accordance with the College District's procedures addressing disability accommodations for students.

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**Note:** For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

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**Procedures**

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration and leaves of absence.

**Liaison**

The College President shall designate a pregnant and parenting students liaison for current or incoming students at the institution who are the parents or guardians of children younger than 18 years of age. The liaison shall provide the students information regarding support services and other available resources and serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

**Publication**

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website.

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited  
Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that 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.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; 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, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting  
Procedures**

Student Report

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 a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

*Exceptions*

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]

Responsible  
Employee

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College  
District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA / Section 504  
Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lacey Carter  
Position: Compliance Officer  
Address: 1100 Broadway, Kilgore, TX 75662  
Telephone: (903) 983-8682

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

FFDB  
(LOCAL)

Other Anti-discrimination Laws	The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>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.</p>
<b>Timely Reporting</b>	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.
<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 College District official shall reduce the report to written form.
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official 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 College District official shall refer the complaint for consideration under the appropriate policy.</p>
Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the</p>

	<p>allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
<p>Criminal Investigation</p>	<p>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.</p>
<p><b>Concluding the Investigation</b></p>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<p><i>Notification of the Outcome</i></p>	<p>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.</p>
<p><b>College District Action</b></p>	
<p>Prohibited Conduct</p>	<p>If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].</p>
<p><i>Corrective Action</i></p>	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, 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, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.</p>
<p>Improper Conduct</p>	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disci-</p>

iplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Retaliation**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced prohibited conduct or another student or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding 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 DIAB, as appropriate.

**Examples**

Examples of retaliation may include threats, intimidation, coercion, 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 or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] 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.

**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 annually to College District employees and 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 shall also be prominently published on

the College District's website, 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.

STUDENT CONDUCT  
PROHIBITED ORGANIZATIONS AND HAZING

FLBC  
(LOCAL)

<b>Hazing Prohibited</b>	Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.
<b>Reporting Procedures</b>	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the dean of students, the College President, or another employee.
Student Report	
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the dean of students in accordance with FMA.
<i>Exceptions</i>	A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.  A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.
<b>Investigation of the Report</b>	Allegations of hazing shall be investigated under FMA.
Exception	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
<b>Access to Policy, Procedures, and Related Materials</b>	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 College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.



## MISSION STATEMENT

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



Kilgore College promotes access through its open-door admission, distance learning opportunities, dual credit courses, developmental education, continuing education, and comprehensive scholarship and financial aid programs.



Kilgore College promotes success through high quality innovative instruction and holistic student support services and activities.



Kilgore College promotes completion and post-completion success by providing a foundation for students to seamlessly transition either through university transfer or entry into the workforce as highly skilled and technologically advanced employees.



Kilgore College leads and promotes partnerships through outreach to area schools and universities, small business/entrepreneurial expansion, adult education and literacy, responsiveness to economic development needs, and promotion of social and cultural advancement.

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

*Approved by the KC Board of Trustees on Dec. 16, 2024*

**RESOLUTION NO. R-2026-2  
A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
CASTING VOTES FOR CANDIDATES  
FOR  
THE RUSK COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Rusk County Appraisal District have the right and responsibility to cast votes for the Board of Directors of the Rusk County Appraisal District for 2026-2027 term and

**WHEREAS**, this governing body desires to exercise its right to cast votes for candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following votes are cast for election for positions on the board of directors of the Rusk County Appraisal District to be filled by those eligible taxing units participating in the Rusk County Appraisal District for a two-year term of office commencing on January 1, 2026:

**184 votes for Pat McCrory**

**PASSED, ADOPTED AND APPROVED** this 15<sup>th</sup> day of December, 2025.



A large, stylized handwritten signature in blue ink, likely belonging to the President of the Kilgore College Board of Trustees.

\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees



# RUSK COUNTY APPRAISAL DISTRICT

P.O. BOX 7 – HENDERSON, TEXAS 75653-0007  
(903) 657-3578 FAX (903) 657-9073

October 14, 2025

Mr. Josh Edmonson, President, Board of Trustees  
Kilgore College  
1100 Broadway  
Kilgore, Texas 75662-3204

Dear Mr. Edmonson:

In accordance with the provisions of the TEXAS PROPERTY TAX CODE, Section 6.03(j), enclosed you will find a ballot listing the nominees, in alphabetical order, for the Board of Directors of the Rusk County Appraisal District for the term of 2026 - 2027.

Section 6.03(k) of the code provides that the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit the results to the Chief Appraiser **before December 15, 2025**. Please remember that your entity may cast all its votes for a single nominee or your votes may be distributed among the nominees.

Kilgore College's voting entitlement is 184 (One Hundred Eighty-Four) votes.

I respectfully request that this item be placed on the agenda for the next scheduled Trustee's meeting. Should you have any questions pertaining to the procedure, please call.

Respectfully,

Rusk County Appraisal District

Weldon R. Cook, RPA, CCA  
Chief Appraiser

CC: Dr. Brenda Kays, President

Enclosure



# RUSK COUNTY APPRAISAL DISTRICT

P.O. BOX 7 – HENDERSON, TEXAS 75653-0007  
(903) 657-3578 FAX (903) 657-9073

## BALLOT

FOR  
RUSK COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS 2026 - 2027

NOMINEES

NUMBER OF VOTES

1. Butler, Drew

\_\_\_\_\_

2. Eby, Dennis

\_\_\_\_\_

3. Harkless, Clifford

\_\_\_\_\_

4. McCrory, Pat

\_\_\_\_\_

5. Partin, Nisha

\_\_\_\_\_

The above vote for the Rusk County Board of Directors passed by resolution on this the \_\_\_\_\_  
day of \_\_\_\_\_, 2025.

Kilgore College

\_\_\_\_\_  
Presiding Officer

**RESOLUTION NO. R-2026-3  
A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
CASTING VOTES FOR CANDIDATES  
FOR  
THE UPSHUR COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Upshur County Appraisal District have the right and responsibility to cast votes for the Board of Directors of the Upshur County Appraisal District for 2026-2027 term and

**WHEREAS**, this governing body desires to exercise its right to cast votes for candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following votes are cast for election for positions on the board of directors of the Upshur County Appraisal District to be filled by those eligible taxing units participating in the Upshur County Appraisal District for a two-year term of office commencing on January 1, 2026:

**55 votes for David Fonteno**

**PASSED, ADOPTED AND APPROVED** this 15<sup>th</sup> day of December, 2025.



  
\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees



## Upshur County Appraisal District

105 Diamond Loch Road  
Gilmer, Texas 75644-9372  
Telephone: (903) 843-3041  
Fax: (903) 843-5764

### MEMO

TO: All Voting Taxing Entities in Upshur County

FROM: Amanda Thibodeaux, Chief Appraiser

DATE: October 29, 2025

RE: Upshur County Appraisal District Ballot for Board of Directors for 2026 - 2027

Please find the enclosed ballot for the 2026-2027 Upshur County Appraisal District Board of Directors. Please keep in mind that votes must be cast by resolution. Resolutions with vote distribution must be returned by December 14, 2025.

If you have any questions, please call.

BALLOT FOR UPSHUR COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS 2026-2027

NOMINEES	Upshur County	City of Gilmer	City of Ore City	City of Glade-water	City of Big Sandy	City of East Mtn.	Kilgore College	Big Sandy ISD	Gilmer ISD	Ore City ISD	Union Hill ISD	Harmony ISD	New Diana ISD	Pittsburg ISD	Union Grove ISD	Glade-water ISD	Total
# of Votes to Cast	1677	236	37	118	38	8	55	234	1216	222	96	223	414	22	202	201	4999
Trey Beahm																	0
Joyce Brod																	0
David Fonteno																	0
Richard Gage																	0
Roe Ann Logan																	0
Mike Spencer																	0

0

1. Place the number of votes you wish to cast for a candidate in the block beside that name under your entity heading.

2. Attach this ballot to the adopted resolution and return to this office by **December 14, 2025**.



1100 Broadway  
Kilgore, Texas  
75662-3204  
www.kilgore.edu

**DATE:** December 9, 2025  
**TO:** Dr. Staci Martin  
**FROM:** Karen Scibona  
**SUBJECT:** Board of Trustee Training

House Bill 2563 from the 2007 Texas Legislative Session requires that the Board meeting minutes for the last regular meeting of the calendar year reflect whether each board member has fulfilled training required to be completed as of that meeting date.

In 1993, the Texas Legislature mandated under TEC 61.084 (Training for Board Members) that each governing board member who holds either an elective or appointive position must attend, during the member's first year of service as a member of a governing board, a training program that is focused on the official role and duties of the members of governing boards that provides training in the areas of budgeting, policy development, and governance.

This memo is to certify that as of December 9, 2025 all Kilgore College Board of Trustee members have completed their required training, in compliance with Texas Education Code, Section 61.084.





Outlook

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**[Warning: External Email] Resignation**

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**From** Lon Ford <lonford@cablelynx.com>

**Date** Tue 11/4/2025 6:55 AM

**To** Karen Scibona <KScibona@kilgore.edu>

EXTERNAL SENDER

Karen,

Due to personal reasons I'm stepping down as a KC Board member. This is my official resignation effective November 11, 2025.

Respectfully,

Lon Ford