

Minutes of Regular Board Meeting

The Board of Trustees Kilgore College



A Regular Board Meeting of the Board of Trustees of Kilgore College was held on February 16, 2026, 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. CONSENT AGENDA

Presenter: Mr. Josh Edmonson

A. To consider approving the minutes of the December 2025 meeting

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

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

C. To review prepaid legal fees for:

- December 2025
- January 2026

Mr. Jason Steele moved to accept the Consent Agenda as presented. Mr. Kelvin Darden seconded the motion. The motion passed unanimously.

4. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Policy & Personnel Committee — Mrs. Erin Yohn, 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 B*

- BA: College District Governance
- BAA: College District Governance — Board Legal Status
- BBE: Board Members — Authority
- BD: Board Meetings
- CDB: Accounting — Inventories
- CL: Facilities Planning
- CM: Facilities Construction
- CS: Information Security Updates 46, 47, & 50
- DC: Employment Practices
- DH: Employee Standards of Conduct
- DHB: Employee Standards of Conduct – Child Abuse and Neglect Reporting
- DJA: Assignment, Workload, and Schedules — Telework
- DM: Termination of Employment
- EGA: Academic Achievement – Grading and Credit
- FC: Registration and Attendance
- FLB: Student Rights and Responsibilities – Student Conduct
- FLBE: Student Conduct – Alcohol and Drug Use

Presenter: Mrs. Erin Yohn

Mr. Jason Steele moved to add, revise, or delete (LOCAL) policies listed and as recommended by TASB Community College Services, and as reviewed by KC Administration. Ms. Janice Bagley seconded the motion. The motion passed unanimously.

2. INFORMATION ITEM: Update on CampusWorks for Technology Managed Services for Kilgore College – *Appendix C*

Presenter: Dr. Staci Martin

Trustee DeHoyos asked if the employees affected have been notified. Dr. Martin responded that all employees have been notified. There was also discussion comparing Campus Works salary & benefits with those of Kilgore College.

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

1. ACTION ITEM: To consider approval to (1) allow the College President to enter into contract negotiations with CampusWorks for Technology Managed Services at Kilgore College, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project.

Presenter: Dr. Staci Martin/Ms. Brazy Sammons

Mr. Travis Martin moved to (1) allow the College President to enter into contract negotiations with CampusWorks for Technology Managed Services at Kilgore College, (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 passed unanimously.

2. ACTION ITEM: To consider approval to (1) allow the President to enter into contract negotiations with ABM Education Services, LLC for facilities, custodial, and landscaping services under a Cooperative Agreement (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 D*

Presenter: Ms. Brazy Sammons

Trustee Dehoyos asked about the bid process. Ms. Sammons said that ABM Education Services is part of a Cooperative Agreement allowing a more simplified bid process. A question was also asked if KC was able to get references from others using ABM for their facilities, custodial, and landscaping services. Yes, TJC and other colleges utilize ABM and gave great reviews and noted they received high levels of corporate support. ABM will be meeting with the current Aramark employees on March 3.

Mr. Jason Steele moved to (1) allow the President to enter into contract negotiations with ABM Education Services, LLC for facilities, custodial, and landscaping services under a Cooperative Agreement (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. Ms. Janice Bagley seconded the motion. The motion passed unanimously.

3. ACTION ITEM: To consider approval of the Tuition and Fee Schedule presented for the 2026-2027 Academic Year. – *Appendix E*

Presenter: Ms. Brazy Sammons

Ms. Janice Bagley moved to approve the Tuition and Fee Schedule presented for the 2026-2027 Academic Year. Mr. Kelvin Darden seconded the motion. The motion passed unanimously.

4. ACTION ITEM: To consider approval of Resolution (R-2026-4) to submit a grant application to the Office of the Governor for participation in the Edward Bryne Memorial Justice Assistance Grant (JAG) Program for the purpose of securing portable computer systems for four Kilgore College Police Department patrol units. – *Appendix F*

Presenter: Dr. Staci Martin

Mr. Kelvin Darden moved to approve by Resolution (R-2026-4) to submit a grant application to the Office of the Governor for participation in the Edward Bryne Memorial Justice Assistance Grant (JAG) Program for the purpose of securing portable computer systems for four Kilgore College Police Department patrol units. Ms. Janice Bagley seconded the motion. The motion passed unanimously.

5. ACTION ITEM: To consider approval by Resolution (R-2026-5) to submit a grant application to the Office of the Governor for participation in the Rifle-Resistant Body Armor Grant program for the purpose of securing four custom-fit rifle-resistant body armor vests for officers of the Kilgore College Police Department. – *Appendix G*

Presenter: Dr. Staci Martin

Trustee Bagley asked about the current officers and their current body armor availability. They also asked about applying for additional grants for security and safety needs for our officers and Kilgore College.

Ms. Janice Bagley moved to approve by Resolution (R-2026-5) to submit a grant application to the Office of the Governor for participation in the Rifle-Resistant Body Armor Grant program for the purpose of securing four custom-fit rifle-resistant body armor vests for officers of the Kilgore College Police Department. Ms. Erin Yohn seconded the motion. The motion passed unanimously.

6. INFORMATION ITEM: Financial Updates

Presenter: Ms. Brazy Sammons

- a. December 2025 Financial Snapshot & Capital Project Report – *Appendix H*
- b. PFIA (Public Funds Investment Act) 1st Quarter FY25-26 (September, October, November) – *Appendix I*

5. PRESIDENT'S REPORT:

Presenter: Dr. Staci Martin, Interim President

A. INFORMATION ITEM: Memo regarding the THECB's new "Office of the Ombudsman" and its "*Students First*" website and complaint portal, created pursuant to Senate Bill 37.
– *Appendix J*

6. BOARD PRESIDENT'S REPORT

A. ACTION ITEM: To consider approval of Mrs. Jennifer Hattaway to fill the unexpired term of Mr. Lon Ford. This Trustee will represent the Central Zone (KISD), Unit #3, Place 6 and will serve until the General Election in May 2029.

Presenter: Ms. Gina DeHoyos

Mr. Kelvin Darden moved to approve Mrs. Jennifer Hattaway to fill the unexpired term of Mr. Lon Ford and represent the Central Zone (KISD), Unit #3, Place 6. This trustee will serve until the General Election in May 2029. Ms. Erin Yohn seconded the motion. The motion passed unanimously.

7. EXECUTIVE SESSION

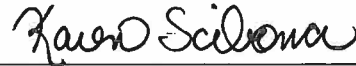
If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001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

The Board of Trustees did not go into Executive Session.

8. ADJOURNMENT

A motion was made by Ms. Janice Bagley to adjourn the meeting and was seconded by Mr. Jason Steele. The motion was unanimously approved and the meeting was adjourned by Mr. Josh Edmonson at 7:31pm.

Respectfully submitted,



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

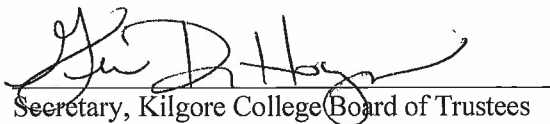

President, Kilgore College Board of Trustees
Secretary, Kilgore College Board of Trustees

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Appendix J	Office of Ombudsman Overview



**Kilgore Junior College District
Personnel Agenda
February 16, 2026**

1. Recommendation to accept employee resignations as follows:

- a. Rogers, Stephanie, Specialist – Foundation, effective January 7, 2026, after 1 year of service. *(spouse new job, relocating out of state)*
- b. Rosas, Maria, Student Success Librarian, effective January 16, 2026, after 1 month of service. *(resignation, commute was too long)*
- c. Durham, Konner, Assistant Professor – CDL, effective February 6, 2026, after 1 year and 7 months of service. *(accepted job in private sector for more pay)*

2. Recommendation to accept employee retirement as follows:

- a. Whitfield, David, Systems Administrator - Unified Communications Support IT, effective February 28, 2026, after 19 years and 8 months of service.

Other – Separations

- a. Berry, Amanda, Dean of Students, effective December 4, 2025, after two and a half months of service. *(position elimination; restructure)*
- b. Hitt, Lindsey, Accountant I – Grants, effective January 2, 2026, after 6 months of service.
- c. Wood, Christa, Liaison – Scholarships, Foundation, effective January 21, 2026, after 2 months of service.

3. Recommendation to change employment as follows:

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/ RATE OF PAY	EFFECTIVE DATE
Matthew Bammel	Officer, KCPD	Assistant Professor – ETX Police Academy	\$66,500	12/16/2025
Matthew Wickes	Assistant Professor - Math & Asst. Department Chair Math, Physics, and Engineering	Assistant Professor - Math & Department Chair Math, Physics, and Engineering	\$65,718	1/1/2026
Virginia Germany	Assistant Professor - Mathematics	Assistant Professor - Mathematics & Asst Dept Chair Math, Physics, and Engineering	Asst Dept Chair Stipend \$4,500	1/1/2026
Ezekial Harber	Assistant Professor - Automotive Technology	Assistant Professor - Automotive Technology & Lead Instructor	\$57,716	1/2/2026

4. Recommendation of employment as follows:

NAME	POSITION	LOCATION	SALARY/BASE RATE OF PAY	HIRE DATE
Joshua Brooks	Assistant Professor - Diesel Technology	Kilgore	\$58,189	1/5/2026
Josie Gamez	Administrative Assistant I - Cashier's Office	Kilgore	\$31,378	1/12/2026
Angela Turner	Manager – East TX Oil Museum	Kilgore	\$46,420	1/16/2026
Martha Demissie	Accountant I	Kilgore	\$45,660	1/20/2026
Sandy Murrell- Johnson	Dean’s Assistant – Public Services	Kilgore	\$38,208	1/26/2026
Stephen Heim	Assistant Professor - Nursing	Kilgore	\$70,745	1/16/2026

Final Publish Date: 1/27/2026

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

Board Meeting Date

February 16, 2026

A summary of local policies being proposed for adoption are listed below. A summary is also included for policies that have associated legal framework updates.

Full Legal Framework documents for all policies can be viewed at:

<https://pol.tasb.org/PolicyOnline?key=537>

BA – COLLEGE DISTRICT GOVERNANCE

Legal Framework Summary

This legal framework now addresses College District Governance. SB 37 requires a community college to be governed by the principle of Shared Governance.

These provisions are effective January 1, 2026.

Language related to Board Legal Status has been moved to legal framework BAA.

Local Policy Summary

POLICY DELETION

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

In compliance. No impact on current practice.

BAA – COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Legal Framework Summary

Language from BA on Board Legal Status has been moved to this legal framework to accommodate the reorganization of policies related to college district governance.

Local Policy Summary

NEW POLICY

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

In compliance. No impact on current practice.

BBE – BOARD MEMBERS: AUTHORITY

Legal Framework Summary

HB 4310 codifies board members' right to Access to Information when acting in the board members' official capacity. It establishes procedures for granting access to Confidential Information.

Local Policy Summary

POLICY REVISION

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

To address procedural compliance with this policy, a confidentiality agreement will be developed for board members to sign when provided access to confidential information. Once the policy is adopted, other provisions, such as attorney-client privilege and redacting records, will be implemented.

BD – BOARD MEETINGS

Legal Framework Summary

At Time of Notice and Accessibility, HB 1522 updates the requirements for the notice required by the Open Meetings Act before holding a board meeting. The notice must be posted for at least three business days before the scheduled date of the meeting.

The bill requires that, at a Meeting at Which Board Will Discuss or Adopt Budget, the meeting will include a discussion or adoption of the budget, the notice must include a physical copy of the proposed budget, unless the proposed budget is clearly accessible on the college's website. The notice must also include a taxpayer impact statement.

At Meeting to Cancel Bond Election Due to Disaster, HB 2253 addresses procedures for a board meeting convened solely to deliberate whether to cancel a bond election due to the issuance of a disaster declaration.

Local Policy Summary

POLICY REVISION

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members. This revision changes from the current notice requirement of at least 72 hours prior to a meeting.

The Board of Trustees Procedure Manual will need to be updated to reflect this change. In compliance. No impact on current practice.

CDB – ACCOUNTING: INVENTORIES

Local Policy Summary

POLICY REVISION

Recommended revisions address the Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, Fiscal Year 2025, which was recently released by the Coordinating Board. The document updates the definition of capital assets to recommend, rather than require as in prior years, a minimum capitalization threshold of \$5,000. KC's threshold at which assets are capitalized remains at \$5,000.

In compliance. No impact on current practice.

CL: FACILITIES PLANNING

Legal Framework Summary

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires community colleges to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

Local Policy Summary

NEW POLICY

This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by sex consistent with the bill's provisions.

Compliance measures have been implemented, including the creation of an Administrative Rule. Email notification was sent to employees and students on 12/3/2025 outlining the new law and designating where current single use restrooms are available. There are ongoing efforts to identify additional single use restrooms, restrooms that could be reconfigured or reallocated, and the associated costs. Efforts are also continuing to create signage for all restrooms. Signage will include a QR code to direct to the KC Multiple Occupancy Restrooms and Changing Facilities website. Development of the website is ongoing in order to include more extensive information about SB 8 and assure a full list of available single use restrooms on campus. <https://www.kilgore.edu/sb8-multiple-occupancy-restrooms-and-changing-facilities/> In compliance. No impact on current practice.

CM – FACILITIES CONSTRUCTION

Legal Framework Summary

SB 1173 increases the threshold for contracts for which a college is required to utilize a competitive procurement method to apply to Contracts Valued at or Above \$100,000. HB 1620 redesignated several statutes, resulting in citation changes at Experience Modifiers.

At Professional Services, SB 687 adds land surveyors to the indemnification limitations found in Local Government Code Chapter 271.

Local Policy Summary

POLICY REVISION

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above. KC's threshold for facilities contracts is \$100,000.

In compliance. No impact on current practice.

CS – INFORMATION SECURITY

UPDATE 46:

Legal Framework Summary

At Urgent Incident Report, as well as Monthly Incident Report, SB 271 amends provisions that address the notification a state agency must submit to DIR related to a breach of system security.

At Social Media Applications on College District Devices, SB 1893 prohibits certain social media applications and services on devices of a college, essentially codifying an earlier order issued by the governor.

SB 768 requires a college to send notification To the Attorney General of a breach as soon as practicable and not later than the 30th day after discovery, instead of the 60th day as in existing law.

Local Policy Summary

POLICY REVISION

Recommended revisions to this local policy address SB 1893, which prohibits certain social media applications and services on devices of a college, essentially codifying an earlier order issued by the governor. The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social Media Applications on a government-owned or -leased device, with an exception.

In addition, at Security Breach Notification, recommended revisions to this local policy address SB 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

KC does not install the covered social media applications (specifically TikTok) on college-owned equipment. It is blocked at the firewall. Additionally, the college has renewed an Information Security Support contract with Scinary (a third-party vendor) which includes additional software and assistance to improve security on college-owned equipment. This technical solution will prevent installation and remove the software. An administrative rule has been approved by the Strategic Leadership Team to create awareness of the prohibited download, define actions to prevent/remove the download, and specify exception.

In compliance. No impact on current practice.

UPDATE 47:

Legal Framework Summary

At Information Security Assessment, Data Maturity Assessment, and Reporting, language has been updated to reflect amended Administrative Code provisions.

At Risk and Authorization Management Program for Cloud Computing Services, a citation has been updated to reflect amended and newly adopted Administrative Code provisions addressing the Texas Risk and Authorization Management Program (TX-RAMP).

At Financial Information Security Program, language from recently amended federal regulations requiring notification be sent the Federal Trade Commission regarding the unauthorized acquisition of unencrypted customer information has been added.

In addition, changes have been made throughout for clarity and to conform to TASB style.

Local Policy Summary

At Reports, recommended revisions to this local policy have been made due to Administrative Code changes that add an Information Security Assessment and remove a Monthly Reports requirement.

Although this policy update was not adopted previously, KC implemented the requirements for Policy CS, Update 47.

In compliance. No impact on current practice.

UPDATE 50:

Legal Framework Summary

HB 150 establishes the Texas Cyber Command and transfers duties related to cybersecurity to the command from the Department of Information Resources (DIR). A community college is required to have a designated Information Security Officer who possesses the training and experience required to ensure the college complies with requirements from the command. Additional revisions incorporate the redesignation of statutes related to cybersecurity from HB 150.

Local Policy Summary

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

In compliance. No impact on current practice.

DC – EMPLOYMENT PRACTICES

Legal Framework Summary

SB 37 addresses requirements for a board of trustees related to Administrator Hiring. A board of trustees is required to approve or deny individuals for select positions and is permitted to overturn certain hiring decisions. The board must submit a report to the legislature reporting decisions related to hiring, and faculty members are prohibited from having final decision-making authority on the hiring of certain administrative positions. These provisions are effective January 1, 2026.

HB 1620 redesignated several statutes, resulting in a citation change at Hiring of Legal Permanent Resident for TCOLE Licensed Positions.

Local Policy Summary

POLICY REVISION

Language related to dismissal of noncontractual employees has been moved to policy DM to consolidate language related to at-will termination.

Recommended revisions address SB 37, which requires the board to approve hiring decisions for the Vice President of Instruction position. It also allows the board to overturn hiring decisions for vice president, dean, or similar positions.

The Personnel Agenda is provided to the Board within the consent agenda for every regular board meeting. Names, for new hires, resignations/retirements/terminations and

*position changes for all FT employees is included. In the event of vacancy of the Vice President of Instruction position, the Board will be notified and asked to approve the new appointment, as designated by law.
In compliance. No significant impact on current practice.*

DH – EMPLOYEE STANDARDS OF CONDUCT

Legal Framework Summary

HB 46 prohibits a community college from restricting the storage of Low-THC Cannabis. SB 37 specifies that only a president or provost or their designees may be involved in decision making regarding the Faculty Discipline process.

Local Policy Summary

POLICY REVISION

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low THC cannabis authorized by state law.

*The majority of changes are clarifying in nature and do not change procedure.
In compliance. No impact on current practice.*

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

Legal Framework Summary

SB 571 revises provisions addressing Reporting Abuse or Neglect to require a professional who has reasonable cause to believe a child has been or may be abused or neglected or a victim of certain offenses to make a report within 24 hours instead of 48 and defines *law enforcement agency* for the purposes of the reporting requirement.

Local Policy Summary

POLICY REVISION

Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of law enforcement agency.

*Employee annual training has been updated to reflect the reporting period as 24 hours.
In compliance. No impact on current practice.*

DJA – ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK

Legal Framework Summary

This new legal framework incorporates SB 2615, which places restrictions on telework by faculty and other staff.

Local Policy Summary

NEW POLICY

This new recommended local policy addresses SB 2615. It permits employees to telework only under certain specified circumstances.

*Telework is governed by Administrative Rule DEC.
In compliance. No impact on current practice.*

DM – TERMINATION OF EMPLOYMENT

Local Policy Summary

POLICY REVISION

Language related to dismissal of noncontractual employees has been moved to this policy to consolidate language related to termination of At-Will Employees. Additional changes have been made for clarity and to align the policy with recommended revisions at DGBA(LOCAL) clarifying the structure of grievance processes.

In compliance; No impact on current practice.

EGA – ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

Legal Framework Summary

At Denial of Transfer Credit, SB 3039 requires a community college to publish a list on the college's website of the five majors or degree or certificate programs with the highest number of courses for which academic credit is denied or not applied and certain related courses.

Local Policy Summary

POLICY REVISION

A cross reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.

In compliance. No impact on current practice.

FC – REGISTRATION AND ATTENDANCE

Legal Framework Summary

HB 102 requires a community college that permits any student to register early for courses to allow Early Registration for Students in Military-Related Programs.

Language from FAA on Registration for Parenting Students has been added to this legal framework to accommodate the reorganization of policies related to registration.

At Religious Holy Days, a citation has been updated in response to the repeal of Coordinating Board rules.

Local Policy Summary

POLICY REVISION

Recommended revisions to this policy address administrative procedures related to registration.

In compliance. No impact on current practice.

FLB – STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

Local Policy Summary

POLICY REVISION

At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of antisemitism required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.

In compliance. No significant impact on current practice.

FLBE – STUDENT CONDUCT: ALCOHOL AND DRUG USE

Legal Framework Summary

HB 46 prohibits a college from restricting the storage of Low-THC Cannabis as authorized by the Health and Safety Code.

Local Policy Summary

POLICY REVISION

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

In compliance. No impact on current practice.

~~The official title of the governing body of the College District shall be the Kilgore College Board of Trustees, herein referred to as "the Board."~~

The official title of the governing body of the College District shall be the Kilgore College Board of Trustees, herein referred to as “the Board.”

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.

An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with law and policy FJ(LOCAL).

Requests for
Records

Individual members shall seek access to records or request copies of records from the College President or other designated custodian of records. When a custodian of records other than the College President provides access to records or copies of records to individual Board members, the provider shall inform the College President of the records provided.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be

provided or may file a request under the Public Information Act.
[See GCA]

Requests for
Reports

No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

Confidentiality

*Request to
Redact*

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.

*Confidentiality
Agreement*

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.

**Referring
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

BOARD MEETINGS

BD
(LOCAL)

**Meeting Place
and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the second Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or
Emergency
Meetings

The Board President shall call a special meeting at the Board President's discretion or on request by five members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or five members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Submission of
Topics

A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is at least 24 hours prior to the Board's Executive Committee meeting date before regular meetings and five days before special meetings.

Preparation

The College President shall compile for review by the Board President all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Board President and the College President shall confer regarding the proposed topics, and the Board President shall determine the topics for the official meeting agenda. The Board President shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

- Notice to Members** Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.
- Closed Meeting** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]
- Order of Business** The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
- Rules of Order** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- Voting Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- Minutes** Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.
- The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.
- Discussions and Limitation** Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
- The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Capitalization
Threshold**

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

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

**Designation and Use
of Private Spaces**

The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law. [See FG for student housing]

The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$100,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM series]

For construction contracts valued at or above \$50,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Project Administration

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

	use of the covered application and the documentation of those measures.
Reports	
Information Security Plan	The College District shall submit a biennial information security plan to DIR in accordance with law.
Effectiveness of Policies and Procedures	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Security Incidents <i>By the College District</i>	The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally	
Security Breach Notification	Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The College District shall give notice by using one or more of the following methods: <ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
Monthly Reports	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third-party report information security incidents to the College District in accordance with law and administrative procedures.

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Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security
Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally
Security Breach
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Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

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Third Parties*

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Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Posting Vacancies The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

Applications All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

Authority for Employment of All Personnel The Board delegates to the College President the final authority for employment of contractual personnel, as well as the final authority to employ noncontractual employees on an at-will basis. [See DCA, DCB, and DCC as appropriate]

Exceptions The Board retains final authority for employment of personnel serving as vice president of student learning and success or associate vice president of student learning.

The Board may overturn any decision made by the College President to employ personnel serving as vice president, dean, or a similar position.

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EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

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

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

Ethical Standards

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

As a Citizen

An employee shall treat all persons with dignity and respect.

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

As an Educator

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

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

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

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

As a Colleague

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

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

As a Member of the
College District

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

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

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

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Record Retention An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

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

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

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

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

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

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

Exceptions

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

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

Paraphernalia

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

Notice

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

Arrests, Indictments, Convictions, and Other Adjudications

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

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;

5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships

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

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

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

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

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

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAMwks2GGy9KoqlR/view>

Reporting

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

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

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 24 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

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

Oral Reports

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

Making a Report

Reports may be made to any of the following:

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

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

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

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

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

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

Confidentiality

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

Immunity

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

Failure to Report

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

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

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

**Responsibilities
Regarding
Investigations**

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

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

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

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

good faith reports child abuse or neglect or participates in a related investigation.

Training

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

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

ASSIGNMENT, WORK LOAD, AND SCHEDULES
TELEWORK

DJA
(LOCAL)

Eligible employees may be permitted to telework in accordance with procedures developed by the College President.

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

Employees Generally The Board delegates to the College President authority to make employment decisions for all employees, which includes hiring and firing authority.

At-Will Employees The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District.

Dismissal

At-will employees who are dismissed generally have no right to a review of that decision. However, if the at-will employee alleges that he or she was terminated due to a discriminatory reason or a reason that was in violation of the law, he or she may request review of that decision through DGBA(LOCAL). Such a request must be made in writing to the College President within five business days of the termination or it is waived. The employee shall receive pay through the end of the last day worked.

Administrative
Leave

The College President may place an at-will employee on administrative leave, at his or her discretion, pending an investigation related to the employee. Such leave may be with or without pay at the College President's discretion.

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB. For transfer of credit under the Academic Fresh Start program, see FB.]

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

The College President shall develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law. The registration and attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

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Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

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1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and
E-cigarettes

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

Misuse of
Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and

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7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled
Substances**

No student shall possess, use, control, store, manufacture, transmit, distribute, sell, or attempt to possess, use, control, store, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

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

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

Exceptions

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

1. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

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

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

CampusWorks IT Managed Services

- ❖ Access to specialized expertise
 - ❖ Predictable, stable costs
 - ❖ 24/7 monitoring and support of our systems along with 24/7 IT Help Desk Support
 - ❖ Faster modernization and improved service quality
- ▶ Importantly, this model preserves institutional control—Kilgore College sets priorities, standards, and expectations.

Impact on Our People

- Current IT staff would be offered roles so they can continue supporting Kilgore College (there are currently 5 vacant positions).
- Key positions would be filled with professionals who live in our community and contribute as local taxpayers.
- This model strengthens—not replaces—the people who already serve our campus.

CampusWorks IT Managed Services

Impact on Students and Staff

- Students will experience more reliable systems, faster support, and improved digital services.
- Staff will see improvements in help desk responsiveness, business systems, and data/reporting.

Financial Stewardship

- Rebuilding and sustaining a fully internal IT organization would require significant ongoing investment.
- A managed services model provides predictable costs and reduces long-term financial risk.

Transition and Timeline

- If approved, the transition would begin in March 2026.
- The agreement would span five years, with a phased approach to ensure continuity and minimize disruption.
- The focus throughout the transition will be stability, communication, and support for our campus community.

CampusWorks IT Managed Services

CampusWorks will continue to provide the current set of support services for Kilgore College, including IT Leadership, ERP (Jenzabar) support, and ERP optimization implementation.

Additional Services beyond current CampusWorks support will include:

- Full-time experienced CIO who resides in the Kilgore College area
- Stabilization and training of local Kilgore College IT Staff
- Cybersecurity and compliance
- 24/7/365 IT Help Desk – U.S. based (some in TX), English as first language, Spanish if needed
- Support of Kilgore College systems from network, infrastructure, and applications
- Finish the implementation of optimized business processes leveraging existing Kilgore software

Investment Summary

CAMPUSWORKS

	FY 2026 (Mar-Aug)	FY 2027 (Sep-Aug)	FY 2028 (Sep-Aug)	FY 2029 (Sep-Aug)	FY 2030 (Sep-Aug)	FY 2031 (Sep-Feb)	Total
CampusWorks Annual FY Investment*	\$1,015,885	\$2,031,770	\$2,031,770	\$2,031,770	\$2,031,770	\$1,015,885	\$10,158,852
Kilgore College Cost Offsets							
IT Salary & Fringe of transitioned staff**	(\$751,744)	(\$1,503,489)	(\$1,503,489)	(\$1,503,489)	(\$1,503,489)	(\$751,744)	(\$7,517,444)
Estimated Budgeted Contracted Services***	(\$168,768)	(\$337,536)	(\$337,636)	(\$337,363)	(\$337,363)	(\$168,768)	(\$1,687,678)
Difference	\$95,373	\$190,746	\$190,746	\$190,746	\$190,746	\$95,373	
Deferral of FY 2026 Cost Difference	(\$95,373)	\$21,194	\$21,194	\$21,194	\$21,194	\$10,597	
Revised CampusWorks Annual FY Investment	\$920,512	\$2,052,964	\$2,052,964	\$2,052,964	\$2,052,964	\$1,026,482	\$10,158,852

*Includes the expected transition of identified IT roles, including added IT Leadership, IT services, Cybersecurity, and ERP support services. The annual investment will be adjusted for COAL tied to CPI.

** Includes IT salary, professional development, fringe benefits, and travel costs for transitioned staff. Not inclusive of student workers, capital expenses, institutional IT budget for non-IT labor, software, or services

*** Contracted services offsets include IT budget line items for Cynergy, BlackbeltHelp, Scinary, iSupport, and potential offsets from backup tools, antivirus, and other operational software.



Staci Martin, Ed.D.

Interim President 903.983.8100
smartin@kilgore.edu

February 9, 2026

ABM Education Services LLC
Attn: Ricky Dobbs and Katy Bailey

Re: Letter of Intent to Enter into Contract Negotiations

This Letter of Intent (“LOI”) confirms Kilgore College’s intent to proceed toward entering into a formal services agreement with ABM Education Services LLC (“ABM”), subject to the conditions outlined below.

Kilgore College has completed its evaluation process in connection with a COOP and ABM has been identified as the College’s preferred service provider for the following services:

- Scope of Services (high level): Custodial services, grounds maintenance, and building maintenance
- Facilities/Campuses Covered: Kilgore Campus, Longview Campus and other Ancillary locations

The purpose of this LOI is to outline the parties’ mutual intent to negotiate and finalize a definitive agreement.

The parties anticipate working toward execution of a final agreement with a potential service commencement date of September 1, 2026.

Sincerely,

Staci Martin, Ed.D.
Interim President Kilgore College

Kilgore Campus
1100 Broadway • Kilgore, Texas 75662 • 903.983.8209

Recommended FY2027 Tuition & Fees

Kilgore College - February 2026



Brazy Sammons - Vice President Administrative Services & Chief Financial Officer

Tuition & Fees

Governor Abbott's Tuition Freeze

- No increases allowed for general tuition and general charges
- Can adjust “pass-through” fees
- Importance is placed on continued support of the new funding model

Course Fees

Summary of Significant Changes

- Removal of 7 fees that are being covered by grants for FY27, have gone OER, or no longer applicable to the course
- Added inclusive access fees to 2 Biology courses
- Added distance learning fees to 19 online courses
- Adjusted testing, software, and course fees for ~90 Health Sciences courses
 - Added 18 new fees applicable to the Sonography program
- Adjusted 9 pass-thru fees, primarily for the Public Services division
- Adjusted 5 other course fees for realignment with similar courses
- Increase cost for transcripts from \$6 to \$7 for third-party costs from Parchment

Course Fee Changes

DIVISION	COURSE	CURRENT FEE	PROPOSED FEE	PROPOSED FEE JUSTIFICATION
Business & STEM				
	CPMT 2250 - Industry Certification Preparation	\$168	\$0	Certification Fee is being paid for by the NSF grant next year (and course will likely be eliminated from program after that)
	POFM 1327 - Medical Insurance	\$0	\$50	Administrative Office Professional course not currently being charged a fee (all other ACP courses have a course fee of \$50)
	POFM 1300 - Basic Medical Coding	\$0	\$50	Administrative Office Professional course not currently being charged a fee (all other ACP courses have a course fee of \$50)
	POFM 1417 - Medical Administrative Support	\$0	\$50	Administrative Office Professional course not currently being charged a fee (all other ACP courses have a course fee of \$50)
	MDCA 1205 - Medical Law and Ethics	\$0	\$50	Administrative Office Professional course not currently being charged a fee (all other ACP courses have a course fee of \$50)
	MATH 1342 - Elementary Statistics	\$76	\$0	Removal of Inclusive Access Fee, switching to MyOpenMath
	MATH 2414 - Calculus 2	\$66	\$0	Removal of Inclusive Access Fee, switching to MyOpenMath
	MATH 2415 - Calculus 3	\$66	\$0	Removal of Inclusive Access Fee, switching to MyOpenMath
	TECM 1343 - Technical Algebra and Trigonometry	\$66	\$0	Removal of Inclusive Access Fee, switching to MyOpenMath
	BIOL 2401 - Human Anatomy and Physiology I	\$130 course fee	\$130 course fee + \$47 IA fee	Add McGraw-Hill Inclusive Access
	BIOL 2402 - Human Anatomy and Physiology II	\$130 course fee	\$130 course fee + \$47 IA fee	Add McGraw-Hill Inclusive Access
	CSME 1430 - Orientation in Nail Technology	\$400	\$420	Increase in Nail Kit cost. Pass-through fee for kit purchase.
Liberal & Fine Arts				
	ENGL 0307 Integrated Reading and Writing	\$35 lab+ \$80 IA=\$115	\$35	Course has moved to OER. No Inclusive Access Needed.
Industrial Technologies				
	AUMT 1410 Automotive Brake Systems	Student ASE Testing Fee \$45	Remove Fee=\$0	Transfer the ASE testing fee to AUMT 2321, allowing dual credit students transferring from LISD or HISD to take the ASE tests. These students complete AUMT 1410 during high school.
	AUMT 2321 Automotive Electrical Diagnosis & Repair	Multimeter Fee \$75	Multimeter Fee \$75 and Student ASE Testing Fee \$45	
	INMT 2345 Industrial Troubleshooting	Software Fee \$55	Remove Software Fee=\$0	This fee is no longer necessary.
Public Services				
Fire Academy	Basic Fire Academy Spear Fee/ Fire Field	\$125	\$150	To ensure students continue to train in a safe and well-maintained environment, we are requesting an increase to the SPEAR field fee from \$125 to \$150 per student. This adjustment reflects rising maintenance costs for the barn structure and will allow us to sustain hands-on training opportunities that are critical to student success.
Fire Academy	Basic Fire Academy Uniform	\$130	\$200	To promote a professional and consistent appearance while addressing student feedback, we propose adding a pull-over style job shirt to the uniform package. This garment has been requested by students and will provide a warmer, more comfortable layer. With this addition, the uniform fee would increase from \$130 to \$200.
KC East Police Academy	Basic Peace Officer Course	\$2,000	\$2,500	Increased cost of expendable supplies, increased cost of instruction (Cost of BPOC Supplemental classes, Spanish On Patrol and hiring of part-time instructors), increased cost of administration (Aladtech, Defensive Tactics equipment, scenario training equipment)
KC East Police Academy	Basic Peace Officer Course	\$75	\$150	Increased cost of required maintenance and increased cost to repair aging facilities, primarily the driving track. This will also align with the Fire Academy Spear fee.
KCEPT Line Man Courses	Live Line Training and Underground class	\$0	\$300	Adding an equipment use fee will help offset the ongoing cost to provide safe reliable Digger, Bucket Trucks service. It will also help with the underground excavator rising cost.
EMS-Paramedic-EMT	EMSP - Equip usage fee	\$125	\$200	The fee increase will support replacement, maintenance, and upgrading of training equipment, as well as replenishment of consumable supplies required for hands-on EMT and Paramedic instruction. This ensures students train with current, industry-standard equipment and supports program sustainability and instructional quality.
EMS-Paramedic	EMSP - Contract Training(cert fee)	\$275	\$450	The fee supports the integration of TLS and other required contract-based certifications into the Paramedic program, including instructional resources, certification costs, and administrative coordination necessary to deliver these credentials within the program.
EMT Programs	Uniform fee	n/a	\$40	The uniform fee covers required program shirts and allows them to be included with tuition, reducing first-day-of-class financial stress for students and ensuring uniforms are prepared and issued at the start of the program.
Health Sciences				
		Testing Fee: \$130, Software Fee \$85, Licensure Exam Review Fee \$ 275	\$140 = Testing fee; Software fee- \$85, Licensure review fee \$275	increase in vendor for mock exam
PTA	PTHA 2233 - Professional Issues	Course Fee \$100, Course Supply Fee \$95	Course Fee \$100, Course Supply Fee \$105	increase in vendor cost for the student kit
	PTHA 1405 - Basic Patient Care Skills	Course Fee \$100, Course Supply Fee \$95	Course Fee \$100, add software fee of \$100	This software (MedBridge) fee will cover a database to produce HEPs for student's courses - this software is used by therapists in a number of our clinical partners.
Rad Science	PTHA 2509 - Therapeutic Exercise	Course Fee \$100, Course Supply Fee \$95	Course Fee \$100, add software fee of \$100	This software (MedBridge) fee will cover a database to produce HEPs for student's courses - this software is used by therapists in a number of our clinical partners.
	RADR 1201- Introduction to Radiography	Course Fee \$220	\$0	remove \$220
	RADR 1202- Radiographic Image Evaluation	No Fee	add distance learning fee	add distance learning fee
	RADR 1203 - Patient Care	Course Fee \$100	Course Fee \$100 Software Fee \$236	software fee is used to pay for clinical tracking software
	RADR 1311- Basic Radiographic Procedures	Course Fee \$100	Course Fee \$100 Software Fee \$38	The software fee is used to pay for access to ASRT modules
	RADR 2217- Radiographic Pathology	No Fee	add distance learning fee	add distance learning fee
	RADR 2233- Advanced Medical Imaging	0	Software Fee: \$180 add distance learning fee	moved course fee from RADR 1201
	RADR 1266- Practicum I	Course Fee \$75	Course Fee \$75 Add liability insurance coverage of \$30	Course Fee: \$75 Insurance \$30
	RADR 2301- Intermediate Radiographic Procedures	0	Course Fee \$50	fee used for X-ray machine maintenance
	RADR 2313- Radiation Biology and Protection	0	Testing Fee \$225 License Fee \$140	add testing and license fee to make sure students are able to test and get licensed for work
	RADR 2335- Radiologic Technology Seminar	Seminar Fee: \$230 software fee \$30	Seminar Fee: \$230 software fee \$30, add distance learning fee	Add distance learning fee, seminar fee increased by \$10
	RADR 2340 Sectional Anatomy for Medical Imaging	0	add distance learning fee	add distance learning fee
	MDCA 1313- Medical Terminology	Inclusive access fee \$100	Distance Learning Fee	remove \$100

Course Fee Changes

DIVISION	COURSE	CURRENT FEE	PROPOSED FEE	PROPOSED FEE JUSTIFICATION
Nursing-ADN				
	RNSG 1209 Introduction to Nursing	Course Fee: \$150	distance learning fee, remove course fee	online only course
	RNSG101 Pharmacology	Software Fee: \$350		() Prerequisite - does not use software
	RNSG 1209-Introduction to Nursing	Course Fee: \$150		() Prerequisite - does not use supplies
		Software Fee: \$350	Software Fee: \$300	ATI
	RNSG 1343-Complex Concepts of Adult Health w/lab	Course Fee: \$150	Course Fee: \$150	Instructional Supplies
		Software Fee: \$300	Software Fee: \$300	ATI
	RNSG 2381-Clinical Complex Concepts of Adult Health	Course Fee: \$150	Course Fee: \$150	Instructional Supplies
		Software Fee: \$300	Software Fee: \$300	ATI
	RNSG 2207-Adaptation to Role of Professional Nurse	Course Fee: \$150	Licensure Fee: \$300	TBON & NCSBN Fee
		Software Fee: \$350	Course Fee: \$150	Instructional Supplies
	RNSG 1412-Nursing Care of the Childbearing and Childbearing Family	Software Fee: \$350	Software Fee: \$300	ATI
		Course Fee: \$150	Course Fee: \$150	Instructional Supplies
		Course Fee: \$150	Software Fee: \$300	ATI
	RNSG 2461-Clinical Capstone	Insurance Fee: \$30	Course Fee: \$150	Instructional Supplies
		Software Fee: \$350	Insurance Fee: \$30	Liability insurance
	RNSG 1413-Foundations for Nursing Practice	Course Fee: \$150	Software Fee: \$300	ATI
		Software Fee: \$350	Course Fee: \$150	Instructional Supplies
	RNSG 1200-Health Assessment	Software Fee: \$350	Software Fee: \$300	ATI
		Course Fee: \$150	Course Fee: \$150	Instructional Supplies
	Insurance Fee: \$30	Software Fee: \$300	ATI	
RNSG 1260-Clinical Foundations of Nursing Practice	Software Fee: \$350	Course Fee: \$150	Instructional Supplies	
	Certification Fee: \$250	Insurance Fee: \$30		
RNSG 2213-Mental Health Nursing	Software Fee: \$350	Software Fee: \$300	ATI	
	Course Fee: \$150	Certification Fee: \$250	Instructional Supplies	
RNSG 1441-Common Concepts of Adult Health w/Lab	Software Fee: \$350	Course Fee: \$150	SAMA Training	
	Course Fee: \$150	Software Fee: \$300	ATI	
	Course Fee: \$150	Course Fee: \$150	Instructional Supplies	
RNSG 1160- Clinical Mental Health	Course Fee: \$150	Software Fee: \$300	ATI	
	Course Fee: \$150	Course Fee: \$150	Instructional Supplies	
RNSG 2161- Clinical Nursing care of the childbearing & childbearing family	Course Fee: \$150	Software Fee: \$300	ATI	
	Course Fee: \$150	Course Fee: \$150	Instructional Supplies	
RNSG 1261- Clinical Common Concepts of Adult Health	Course Fee: \$150	Software Fee: \$300	ATI	
	Software Fee: \$160	Course Fee: \$150	Instructional Supplies	
Nursing-VN		Software Fee: \$160	Software Fee: \$200	ATI
	VNSG 1204 Foundations of Nursing	Software Fee: \$160	Software Fee: \$200	ATI
		Software Fee: \$160	Software Fee: \$200	ATI
	VNSG 1260 Clinical-Practical Nurse- Introductory	Insurance Fee: \$30	Software Fee: \$200	ATI
		Simulation Fee: \$100	Insurance Fee: \$30	Supply fee
		Software Fee: \$160	Course Fee: \$100	
		Software Fee: \$160	Software Fee: \$200	ATI
	VNSG 1423 Basic Nursing Skills	Supply Fee: \$200	Software Fee: \$200	ATI
		Lab Fees \$100	Course Fee: \$100	Supply fee
		Software Fee: \$200	Software Fee: \$200	ATI
		Supply Fee: \$200	Course Fee: \$100	Supply Fee
		Lab Fees \$100		
	VNSG 1362 Clinical - Practical Nurse - Intermediate	Software Fee: \$200	Software Fee: \$200	ATI
		Simulation Fee: \$100	Software Fee: \$200	Sim lab upkeep & supplies
		Software Fee: \$160	Course Fee: \$100	
	Licensure Fee \$300	Software Fee: \$200	ATI	
	Software Fee: \$160	Licensure Fee \$300	NCSBN & TBON	
	Licensure Fee \$250	Software Fee: \$200	ATI	
	Software Fee: \$160	Certification Fee \$250	SAMA	
	Software Fee: \$160	Software Fee: \$200	ATI	
VNSG 1361 Clinical - Practical Nurse- Advanced	Software Fee: \$160	Software Fee: \$200	ATI	
	Simulation Fee: \$100	Software Fee: \$200	supplies	
	Software Fee: \$160	Course Fee: \$100		
	Software Fee: \$160	Software Fee: \$200	ATI	
Substance Abuse		\$0	Software Fee: 100, Liability Insurance \$30, Course Fee: \$30	software fee is used to pay for clinical tracking software; professional liability insurance; course fee covers drug screen and background checks prior to clinical rotations.
	DAAC 1304- Pharmacology of Addiction	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 1305- Co-Occuring Disorders	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 1309- Assessment of Substance Related and Addictive Disorders	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 1311- Counseling Theories	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 1317- Basic Counseling Skills	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 1319- Substance related and addictive disorders	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 2301 Therapeutic Communities in Criminal Justice Setting	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 2307- Addicted Family Intervention	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 2330 Multicultural Counseling	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 2354- Dynamics of Group	\$0	Distance Learning Fee	Add distance learning fee
	DAAC 2360 Clinical II- Substance Abuse/Addiction Counseling	\$0	Software Fee: 100, Liability Insurance \$30, Course Fee: \$30	software fee is used to pay for clinical tracking software; professional liability insurance; course fee covers drug screen and background checks prior to clinical rotations.
	DAAC 2341 Counseling of Substance Use Disorders	NEW COURSE	Distance Learning Fee	NEW COURSE 2026-2027
	DAAC 2343 Current Issues	NEW COURSE	Distance Learning Fee	NEW COURSE 2026-2027

Course Fee Changes

DIVISION	COURSE	CURRENT FEE	PROPOSED FEE	PROPOSED FEE JUSTIFICATION
Surgical Tech				
	SRGT 1405 Intro to Surgical Technology	Course Fee: \$50 Lab Supplies Fee: \$100 Software Fee: \$200 Testing Fee: \$50	Course Fee: \$50 Lab Supplies Fee: \$100 Software Fee: \$230	Cengage software increase Removing testing fee \$50
	SRGT 1409 Fundamentals of Perioperative Concepts and Techniques	Course Fee: \$50 Insurance Fee: \$30 Lab Supplies Fee: \$100 Testing Fee: \$50	Course Fee: \$50 Insurance Fee: \$30 Lab Supplies Fee: \$100 Platinum Planner Software: \$75	Platinum Planner Softw are added Removing testing fee \$50
	SRGT 1541 Surgical Procedures I	Course Fee: \$50 Software Fee: \$150 Testing Fee: \$100	Course Fee: \$50 Lab Supply Fee: \$100	Remove software fee \$150
	SRGT 1542 Surgical Procedures II	Course Fee: \$50 Software Fee: \$150 Testing Fee: \$100 Certification Fee: \$274	Lab Supply Fee: \$150	Software Fee: Remove Remove certification fee \$274
	SRGT 2462 Clinical	Clinical Course Fee: \$150	0	remove course fee
Sonography				
	DMSO 1210 Introduction to Sonography	not in current catalog	No fee	
	DMSO 1341 Abdominopelvic Sonography	not in current catalog	Lab Supply fee: \$50; Software Fee: \$150	NEW PROGRAM FEES
	DMSO 1302 Basic Ultrasound Physics	not in current catalog	Distance learning fee	NEW PROGRAM FEES
	DMSO 2340 Advance Ultrasound Physics	not in current catalog	Distance learning fee; Exam fee: \$150	NEW PROGRAM FEES
	DMSO 2341 Sonography of Abdominopelvic Pathology	not in current catalog	Lab Supply fee: \$50; Software Fee: \$150	NEW PROGRAM FEES
	DMSO 2368 Practicum DMS	not in current catalog	Liability Insurance: \$30; Software: \$150	NEW PROGRAM FEES
	DMSO 2306 Sonography of OB/GYN	not in current catalog	Lab Supply fee: \$50; Software Fee: \$150	NEW PROGRAM FEES
	DMSO 2367 Practicum of DMS	not in current catalog	Software fee \$150	NEW PROGRAM FEES
	DMSO 1200 Principles of Vascular Technology	not in current catalog	Lab Supply fee: \$50	NEW PROGRAM FEES
	DMSO 2342 Advanced Obstetrics Sonography	not in current catalog	Lab Supply fee: \$50; Software Fee: \$150	NEW PROGRAM FEES
	DMSO 2366 Practicum DMS	not in current catalog	Liability Insurance: \$30; Software: \$150	NEW PROGRAM FEES
	DMSO 2230 Advance Ultrasound and Review	not in current catalog	Certification exam fee \$550	NEW PROGRAM FEES
	DSYT 2200 Vascular Technology Applications	not in current catalog	Lab Supply fee: \$100	NEW PROGRAM FEES
	DSMO 2367 Practicum DMS	not in current catalog	Software fee \$150	NEW PROGRAM FEES
Continuing Education				
Medication Administration				
	MURA 1013 Medication Administration	Books/Supplies: \$138.00 Testing Fees: \$25.00 Other: Fingerprint Background Check: \$38.25	Books: \$200.00 Testing Fees: \$25.00 Other: Fingerprint Background Check: \$38.25	Textbook Price increased from 138 to 200
Sterile Processing				
	SRGT 1040 Sterile Processing Lecture	Books/Supplies: \$180	Lab Supply Fee: \$150; Books 200.00; HSPA Certification Fee: \$140	
	SRGT 1060 Sterile Processing Clinical	Other: Drug Screen \$18, Background Check \$30	Drug Screen \$18, Background Check \$30 Insurance Fee: \$30, Distance Learning Fee	It was not posted in catalog, but it is charged when registered
Phlebotomy				
	PLAB 1023 Phlebotomy Lecture	Books/Supplies: \$171.39 Testing Fees \$123	Books: \$55 Lab Supply Fee: \$100	Went to different textbook
	PLAB 1060 Phlebotomy Clinical	Other: Drug Screen \$18, Background Check \$30 Insurance: \$30 Uniform: \$40	Distance Learning Fee Testing Fees \$123; Insurance: \$30 Drug Screen \$18, Background Check \$30	
Pharmacy Technician				
	PHRA 1001 - Introduction to Pharmacy	Books/Supplies: \$402.96 Screening, Drug Screen \$18, Background Check \$30, Fingerprinting \$40	Books: \$245.07; Lab Supply Fees \$100 Screening, Drug Screen \$18, Background Check: \$30, Fingerprinting \$40	Dropped Textbook
	PHRA 1013 - Community Pharmacy Practice	Uniform: \$40	Distance Learning Fee	Was never included
	PHRA 1005 - Applying Pharmacology	CPhT Certification Test: \$129 Text Center Fees \$36 Insurance: \$30	Pre-PTCE Exam \$29; PTCE Practice Bank \$65 CPhT Certification Test: \$129; Text Center Fees \$36; Insurance: \$30	Additional Resources added this year to have a better pass rate on cert exams
Medical Coding				
	POFM 1000 - Medical Coding	Books/Supplies: \$500	Books: \$319.94 / AAPC Fees: \$305 Distance Learning Fee	The Fees paid to AAPC were not included, \$155 Student Membership Fee, \$150 Hybrid Student Fee
Community Health Worker				
	CHLT 1001 - Intro to Community Health		Insurance: \$30	Insurance Fee was not posted in catalog, but has been charged for Practicum
	CHLT 1002 - Wellness & Health Promotions		Distance Learning Fee	Hybrid course fee was never included
	CHLT 2060 - Practicum			
Clinical Medical Assistant				
	MDCA 1013 - Medical Terminology	NHA Medical Assistant Certification Test: \$165	Distance Learning Fee	Distance learning, supply fee was not included, this a hybrid course
	MDCA 1043 - Medical Insurance	Books: \$87.50	Supply Fee: \$150	
	HPRS 2000 - Pharmacology for Health Professions	Screening, Drug Screen \$18, Background Check \$30	Software Fee (Elsevier): \$105	Software used for Medical Charting
	MDCA 1021 - Administrative Procedures	Uniform: \$40	NHA Medical Assistant Certification Test: \$165	
	MDCA 1052 - Laboratory Procedures	Insurance: \$30	Books: \$87.50; Uniform: \$40; Insurance: \$30	
	MDCA 1060 - Clinical Externship		Screening, Drug Screen \$18, Background Check: \$30	
Diagnostic Cardiovascular Technology				
	DSAE 1008 Principles of Echocardiography	New Course not in Catalog	Books: \$170	
	DSAE 1003 Introduction to Cardiac Sonography Techniques	New Course not in Catalog	Lab Supply Fees: \$150	
	DSAE 2004 Cardiac Sonography Pathophysiology I	New Course not in Catalog	AROMS Exam Fee: \$300	
	DSAE 2055 Advanced Cardiac Sonography and Review	New Course not in Catalog	Insurance: \$30	
	DSAE 1060 Clinical Diagnostic Medical Sonography Technician	New Course not in Catalog	Distance Learning Fee	

Action Item

Adopt the fees as proposed

- Adjust course fees as presented

FYI - Dual Credit Rates

State adjusted FAST Maximum Tuition Rate

- Increases the rate from \$58.52 to \$60.10 (+2.7%)
- Calculated based on the Consumer Price Index
- In 2024, the board adopted the Maximum Tuition Rate perpetually
 - Automatically adjusts when State adjusts the rate

No Action Needed

FYI - Other

- If we are granted the ability to adjust other fees due to rising costs, we will look at:
 - eServices Fee - address technology costs
 - Campus Security Fee - address security enhancements
 - Health & Wellness Fee - address student support services
- Updates to about 30% of the fees in the billing system to capture previously approved fee changes, including an increase the meal plan by 3% from \$1,998 to \$2,058 as approved last year.

No Action Needed



Agenda Item Summary

Information Item: December Financial Snapshot and Capital Project Report

Overview

This report provides an update on Kilgore College's financial performance for December, the fourth 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: December year-to-date tuition & fee revenues collectively represent nearly 48% due to the fall term being the largest enrollment term. Due to improvements in reporting from the collaborative efforts of the Business Office and Campus Works, tuition revenue for the spring term will show up beginning next month as it is currently held in a preliminary billing status. Non dual credit enrollment is flat compared to prior year. However, the dual credit tuition continues to grow for a third year with growth in dual credit enrollment. State appropriations and property taxes are based on cyclical and are within the normal cycle.

Expenses: Operating expenses reflect 34% of the annual budget and on target fiscal year-to-date.

Challenges & Opportunities: RangerPRINT profitability continues to lag as lease cost on primarily the Grand printer and second Ricoh general printer continue to exceed the revenues generated on those printers.

Capital Projects:

The report reflects the revised budget after the December Board meeting that closed several finished projects and allocated funds to KC Longview Bookstore/HVAC Lab program.

Recommendation

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



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

	FY 2025 Actual	12/31/2025	Budget Variance	FY 2026 Budget	% of Annual Budget
Credit Tuition					
In-District Tuition	964,648	430,688	(604,312)	1,035,000	42%
Out of District Tuition	2,502,355	1,326,015	(1,603,985)	2,930,000	45%
Out of State Tuition (Texas Non-Resident)	251,754	142,470	(217,530)	360,000	40%
Early Admission/Dual Credit	1,638,077	494,489	(871,321)	1,365,810	36%
FAST - Dual Credit	842,693	1,142,486	25,005	1,117,481	102%
Total Credit Tuition:	\$ 6,199,528	\$ 3,536,148	\$ (3,272,143)	\$ 6,808,291	52%
Course and Special Fees					
General Education Fee	2,877,167	1,277,160	(1,749,740)	3,026,900	42%
Out of District Fee	4,676,304	2,085,233	(2,353,867)	4,439,100	47%
Course Fees	2,552,701	1,166,426	(1,380,945)	2,547,371	46%
All Other Fees	1,872,285	912,520	(1,529,945)	2,442,465	37%
Total Course and Special Fees:	\$ 11,978,458	\$ 5,441,339	\$ (7,014,497)	\$ 12,455,836	44%
State Appropriations					
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	28,840	(61,160)	90,000	32%
Total State Appropriations:	\$ 15,124,794	\$ 8,470,297	\$ (6,936,564)	\$ 15,406,861	55%
District Ad-Valorem Property Taxes					
Property Tax Revenues M&O	7,948,275	4,514,030	(4,192,174)	8,706,204	52%
Property Tax Revenues I&S	1,814,359	953,722	(891,382)	1,845,104	52%
Delinquent Tax Collections	131,935	83,297	(16,703)	100,000	83%
Total Ad-Valorem Tax Collections:	\$ 9,894,569	\$ 5,551,049	\$ (5,100,259)	\$ 10,651,308	52%
Other Revenue from Operations					
Indirect Cost Recovery (from grants/contracts)	80,882	23,941	(26,059)	50,000	48%
Interest/Investment Income	979,193	238,592	(511,408)	750,000	32%
Continuing Education	3,871,320	1,185,853	(2,325,029)	3,510,882	34%
Other Revenue from Operations	384,944	607,686	366,096	241,590	252%
Auxiliary Revenues	4,331,829	1,895,349	(2,925,124)	4,820,473	39%
KC Plant Fund Reserves for Capital Improvements	500,000	-	-	-	0%
Total Other Revenue from Operations:	\$ 10,148,168	\$ 3,951,422	\$ (5,421,523)	\$ 9,372,945	42%
Total Revenues	\$ 53,345,516	\$ 26,950,254	\$ (27,744,987)	\$ 54,695,241	49%
Operating Expenses					
Salaries & Wages	21,970,989	7,963,762	15,828,080	23,791,842	33%
Employee Benefits	2,657,054	1,084,527	2,155,512	3,240,039	33%
Other Operating Expenses	15,596,330	6,458,713	11,346,719	17,805,432	36%
Auxiliary Expenses	6,535,475	2,338,348	3,924,644	6,262,992	37%
Debt Service - SECO Loans & Maintenance Notes	1,847,450	238,120	1,606,984	1,845,104	13%
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%
Total Expenses	\$ 49,107,298	\$ 18,583,471	\$ 36,111,770	\$ 54,695,241	34%
Net Income/(Loss)	\$ 4,238,219	\$ 8,366,783	\$ 8,366,783	\$ -	



Kilgore College

December Financial Snapshot

Fiscal Year 2026 (September 1, 2025 to August 31, 2026)

Revenues and Expenses from Auxiliary Services

	FY 2025 Actual	12/31/2025	Budget Variance	FY 2026 Budget	% of Annual Budget
Auxiliary Services Revenues					
Campus Life/Housing	\$2,705,403	\$1,363,415	(\$1,302,898)	\$2,666,313	51.1%
Campus Store	\$798,954	\$318,304	(\$544,053)	\$862,357	36.9%
Rangerette Showcase	\$136,665	\$14,288	(\$144,712)	\$159,000	9.0%
KCEXCEL Health Club	\$134,630	\$30,998	(\$144,002)	\$175,000	17.7%
East Texas Oil Museum	\$168,752	\$35,491	(\$161,300)	\$196,791	18.0%
RangerPRINT	\$303,565	\$69,216	(\$580,784)	\$650,000	10.6%
Athletics	\$83,860	\$63,639	(\$47,373)	\$111,012	57.3%
Total Auxiliary Services Revenues:	\$4,331,829	\$1,895,349	(\$2,925,124)	\$4,820,473	39.3%
Auxiliary Services Expenses					
Campus Life/Housing	\$1,812,313	\$715,425	\$1,131,941	\$1,847,366	38.7%
Campus Store	\$837,299	\$241,423	\$580,076	\$821,499	29.4%
Rangerette Showcase	\$163,756	\$46,064	\$98,618	\$144,682	31.8%
KCEXCEL Health Club	\$225,433	\$46,016	\$103,984	\$150,000	30.7%
East Texas Oil Museum	\$262,451	\$86,445	\$172,340	\$258,785	33.4%
RangerPRINT	\$1,123,861	\$216,996	\$530,549	\$747,545	29.0%
Athletics	\$2,110,362	\$985,979	\$1,307,136	\$2,293,115	43.0%
Total Auxiliary Services Expenses:	\$6,535,475	\$2,338,348	\$3,924,644	\$6,262,992	37.3%
Net Profit/(Loss) from Auxiliary Services	(\$2,203,646)	(\$442,999)	\$999,520	(\$1,442,519)	



Kilgore College
December Capital Update
Fiscal Year 2025

Project	Posted Balance	Encumbrances	Budget	Total Cost	(Over) Under Budget	% Spent	% Unavailable	% Available	% Completion Phase
FY 24 Projects									
Campus Improvements	73,978	-	265,000	73,978	191,022	28%	28%	72%	28% In Process
Quads Demo - Ranger Village Study	312,853	-	868,000	312,853	555,147	36%	36%	64%	100% In Process
Total	\$ 386,831	\$ -	\$ 1,133,000	\$ 386,831	\$ 746,169				
FY25 Buildings & Structures									
Masonry Repairs	43,975		43,975	43,975	-	100%	100%	0%	100% Complete
Nolan Hall Roof	244,770		267,596	244,770	22,826	91%	91%	9%	100% Complete
ETOM Roof & HVAC	214,000		214,000	214,000	-	100%	100%	0%	100% Complete
KC Longview Bookstore/HVAC Lab	0.00		108,129	-	108,129	0%	0%	100%	0% In Process
Masters Gym Bathrooms	66,300		66,300	66,300	-	100%	100%	0%	100% Complete
Dodson Auditorium Baseline Updates	1,870,690	129,310.00	2,000,000	2,000,000	-	94%	100%	0%	99% In Process
Total	\$ 2,439,735	\$ 129,310	\$ 2,700,000	\$ 2,569,045	\$ 130,955				
FY26 Projects									
Diesel Tech - Heavy-Duty Truck	-	.00	75,000	-	75,000	0%	0%	100%	0% In Process
Total	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000				
Debt Funded Buildings & Structures									
Roof Repair/Replacement	998,656	-	1,525,000	998,656	526,344	65%	65%	35%	100% In Process
HVAC Repair/Replacement	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
Total	\$ 2,479,659	\$ -	\$ 3,977,140	\$ 2,479,659	\$ 1,497,481				
Debt Funded Portion of Dodson			1,022,860						
Grand Total Debt Funded			5,000,000						



Agenda Item Summary

Information Item: Statement of Cash and Investments as of 11/30/2025

Overview

This quarterly report provides an update on Kilgore College's cash and investment holdings as of November 30, 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: \$24,562,011 as of November 30, 2025, reflecting a increase from the prior quarter. This increase trends higher than last year by \$2.4 due to collections for state appropriations and property tax.

High Interest Rates: The report highlights an average interest rate of 4% on general deposits and certificates of deposit:

- Bank Deposits (General Rate): 4.24%
- Operating Reserve CD: 4.03%
- Plant Fund Reserve CD: 3.75%

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: 01/12/2026

RE: Investment Reporting

The Statement of Cash and Investments as of November 30, 2025 along with the corresponding Schedule of Cash and Investments as of November 30, 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

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Kilgore College
Statement of Cash and Investments
November 30, 2025

	August 31, 2025 Book Value	August 31, 2025 Market Value	Change	November 30, 2025 Book Value	November 30, 2025 Market Value
Total Cash and Investments					
Bank Deposits (Cash)	\$ 10,049,286	\$ 10,049,286	\$ 5,338,806	\$ 15,388,092	\$ 15,388,092
Certificate of Deposits	8,871,249	8,871,249	95,885	8,967,134	8,967,134
TexPool	204,671	204,671	2,113	206,784	206,784
TOTAL CASH AND INVESTMENTS	\$ 19,125,206	\$ 19,125,206	\$ 5,436,805	\$ 24,562,011	\$ 24,562,011

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 November 30, 2025 was \$33,549,848.85.

Kilgore College
Schedule of Cash and Investments
November 30, 2025

FUND	Maturity Date	Rate	Operating	Restricted	Endowment	Plant Reserve	Bond Reserve	Agency	Accrued Interest	Totals
BALANCE AS OF 11/30/2025			\$ 9,948,906	\$ 376,107	\$ -	\$ 3,910,381	\$ 4,879,143	\$ -	\$ 10,670	\$ 19,125,206
Bank Deposits (Cash)		4.24%	\$ 11,123,712	\$ 413,021	\$ -	\$ 50,000	\$ 3,801,359	\$ -	\$ -	\$ 15,388,092
Certificates of Deposit										
Operating Reserves CD (91 days) established 11/29/2012	2/13/2026	4.03%	5,118,139						9,042	
Plant Fund Reserve CD (91 days) established 9/15/2010	2/27/2026	3.75%	1,138,000			2,701,166			788	
Total Certificates of Deposit			6,256,139	-	-	2,701,166	-	-	9,829	8,967,134
TexPool			143,735			63,049				206,784
Total Cash and Investments			<u>\$ 17,523,586</u>	<u>\$ 413,021</u>	<u>\$ -</u>	<u>\$ 2,814,215</u>	<u>\$ 3,801,359</u>	<u>\$ -</u>	<u>\$ 9,829</u>	<u>\$ 24,562,011</u>



Office of the Ombudsman Overview

Last week, the Texas Higher Education Coordinating Board (THECB) formally launched the new Office of the Ombudsman and its “*Students First*” website and complaint portal, created pursuant to Senate Bill 37 (89R).

Jurisdiction of the Office of the Ombudsman under Senate Bill 37 (2025)

SB 37 amends Texas Education Code § 61.031 to establish the Texas Higher Education Coordinating Board Office of the Ombudsman as an intermediary among the Legislature, the public, and all public institutions of higher education, including community colleges.

The Office’s jurisdiction is limited to alleged failures by an institution to comply with the following statutes:

- **§ 51.315 – General Education Curriculum Review**
Governing boards must periodically review the institution’s general education curriculum and report to THECB on that review.
- **§ 51.3522 – Faculty Council or Senate**
Establishes requirements for how a governing board may create and structure a faculty council or senate, reinforcing that such bodies are advisory to the board and institutional leadership.
- **§ 51.3525 – Diversity, Equity, and Inclusion Initiatives (SB 17)**
This is the 2023 DEI statute adopted in SB 17. It limits certain DEI offices and activities and places responsibility on governing boards to ensure compliance, subject to several statutory exceptions.
- **§ 51.3541 – Responsibility of President or Chief Executive Officer**
Requires the president/CEO to conduct annual evaluations of key academic and student affairs leaders and to report to the governing board regarding any decision to remove those individuals.
- **§ 51.9431 – Grievance, Hiring, and Discipline Decision-Making Authority**
Limits who may have decision-making authority in faculty grievances, discipline processes, and hiring decisions for faculty and certain leadership positions (e.g., preserving decision-making with the president/CEO, provost, or their designees, rather than faculty bodies).



Texas Association of Community Colleges

- **§ 61.0522 – General Education Curriculum Advisory Committee**

Governs THECB's general education curriculum advisory committee and related institutional obligations.

The Ombudsman's Office only investigates alleged noncompliance with these provisions (and DEI requirements as codified in § 51.3525). It is *not* a general-purpose grievance office. THECB's own description emphasizes that other kinds of concerns (including many matters related to classroom instruction) may be more appropriately handled through the Office's feedback portal or via THECB's existing student complaint process, rather than as a statutory complaint.

Funding consequences

SB 37 gives the Ombudsman a significant enforcement lever:

- If, after an investigation and report, an institution does not resolve identified noncompliance within 180 days, the Office must submit a report of unresolved noncompliance to the Ombudsman and the State Auditor.
- Based on that report, the Ombudsman may recommend to the Legislature that the institution not be allowed to spend state appropriations for a state fiscal year until the governing board certifies compliance and the State Auditor confirms it.

In other words, for matters within its statutory jurisdiction, the Office's findings can ultimately be tied to the institution's ability to expend state funding.

What happens if a statutory complaint is filed?

The new **"Students First"** website (studentsfirst.texas.gov) outlines the Ombudsman complaint process, which closely tracks the timelines and steps set forth in § 61.031, as amended by SB 37.

Who may file a statutory complaint?

- Only students, faculty, or staff of the institution may file a statutory complaint alleging a violation of the specific statutes listed above.
- Parents, alumni, or other members of the public may still submit feedback about an institution through the site, but those submissions are handled outside the statutory complaint process.
- A complainant may not file a statutory complaint with the Ombudsman if they have already filed a lawsuit or an administrative complaint with another state or federal agency based on the same facts. The Office must dismiss complaints filed in that situation.



Practical implications for community colleges

Although the recent media coverage has focused heavily on public universities, the statute and THECB's own materials are clear that the Office's authority extends to all public institutions of higher education in Texas, including community colleges.

From a practical standpoint, SB 37, and the launch of the "Students First" portal suggest several immediate priorities for institutional leadership:

- Ensuring that your governing board, president/CEO, and relevant senior staff understand:
 - The specific statutory provisions within the Ombudsman's jurisdiction; and
 - The timelines and documentation requirements that apply once a complaint is filed.
- Reviewing and, where needed, strengthening your institution's internal policies, documentation, and decision-making processes related to:
 - General education curriculum review;
 - Faculty councils/senates and shared governance;
 - Implementation of SB 17/§ 51.3525;
 - Faculty grievances, discipline, and hiring authority; and
 - Evaluation and oversight of key academic and student-affairs leaders.
- Clarifying campus protocols so that, in the event of a complaint, your institution can respond within the statutory timeframes and demonstrate a thoughtful, well-documented approach to compliance.

TACC will continue tracking the implementation of SB 37 and the Ombudsman's work, and will explore where additional guidance, convenings, or technical assistance may be helpful to our colleges. In the meantime, I hope this memo provides a clear starting point as you brief your boards and leadership teams.

We encourage you to consult with your institution's general counsel to discuss any aspect of SB 37 or the Ombudsman process in more detail.