

Board of Trustees Procedure Manual

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1. TRUSTEES:

1.1 Oath of Office

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS, I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Kilgore College Trustee of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

1.2 Trustee Roles and Responsibilities

Trustees are responsible for ensuring that the college is an integral part of the communities that it serves. They are tasked with recognizing the ever-changing educational needs of the residents from those communities. They are accountable to the residents of those communities for the performance and welfare of the institution that they govern. The Board of Trustees exists to represent the general public and advocate for quality educational programming for students. Trustees discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process.

Effective Trustees and Boards:

- Focus on student success
- Know community needs and trends
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

Collectively, Trustees form a Board of Trustees. As stewards of the institution, the Board of Trustees advance the mission of the college through policy. Individual Trustees have specific responsibilities to contribute to the effective function of the Board of Trustees as a whole. Trustees are visionary and thoughtful leaders. They understand the college culture and programs, and support the college's pursuit of its mission. Trustees act with integrity and respect, and use their influence appropriately. They avoid situations where there are actual or perceived conflicts of interest. Wise Trustees work together as a team to guide their college to excellence and success.

1.1.1 Act as a Unit

The Board is a corporate body. It governs as a unit with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct college employees or operations. The power of governance is expressed through one voice. As individuals, Trustees make no commitments of behalf of the Board to constituents, nor do they criticize or work against Board decisions.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team toward common goals. Boards have structures and rules for operating that ensure they conduct their business effectively and efficiently, that

Board agendas are clear and informative and Board meetings are run in an appropriate manner.

1.1.2 Commitments

All members of the Board should regularly attend Board meetings and make a serious commitment to actively participate in the deliberations of the Board. All Board members have a responsibility to stay informed about matters that come before the Board; they must prepare themselves for meetings and review and comment on minutes and reports.

Board members should be willing to volunteer for and accept assignments made to them by the Board President and they should strive to complete those assignments completely and on time. Board members should be willing to serve on a committee and to stay informed about the committee matters. Members should strive to know all members of the Board and build a working relationship that leads to a collegial working environment. Members should participate actively in the evaluations of the President, and the Board, and in Board retreats. The Board may also be asked to participate in fundraising and in college events.

1.3 Trustee Job Description

The Governing Board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer. The Board will exercise its control of the college through the President. The President will perform such duties and functions as may be assigned to him/her by the Board of Trustees and will have full authority and responsibility for the administration, management, operation, and development of the college under policies, rules, and regulations adopted by the Board of Trustees and within budgets approved by the Board of Trustees. The President will serve at the pleasure of the Board of Trustees according to the terms of his/her contract of employment with the Board of Trustees.

Trustees, as the governing body of the institution, have the legal authority and responsibility over the key areas of: Institutional Mission, Fiscal Stability of the Institution, and Institutional Policy.

1.3.1 Institutional Mission

The Board is responsible for the annual review and approval of the Kilgore College Mission Statement. Staff present the document to the Board, with any suggested revisions, and the Board reviews the Mission and approves any changes deemed warranted. This responsibility involves a concentration on the “big picture” and a focus on the future educational needs of the constituents served by the institution.

This responsibility challenges the Board to think strategically and reflects the important role that the Board plays in the development, implementation, and evaluation of the institution’s Strategic Plan. The institution’s mission statement guides the strategic direction of the college in accordance with the unique needs of the communities and constituents served by the institution. Progress on the outcomes associated with the Strategic Plan are formally reviewed on an annual basis and are a component of the President’s Evaluation.

1.3.2 Fiscal Stability of the Institution

The Board is responsible for the review and approval of the Kilgore College Budget. Initially, staff present a draft budget document to the Investment, Finance, and Audit Committee for feedback. Suggested revisions are incorporated and the draft budget is then delivered to the entire Board during a budget workshop. Revisions from the workshop are incorporated and the document is then brought before the Board at its regularly called meeting in August of each fiscal year for official approval. The Board further exercises its responsibility for the fiscal stability of the institution as, after the budget is approved and in support of the budget, it sets the annual tax rate for its taxing district at its September meeting.

1.3.3 Institutional Policy

The Board of Trustees collectively formulates and establishes policy and designates policy administration to the President and college staff. In addition, the President and college staff may propose new or revised policy to the Board of Trustees for consideration.

1.4 Trustee Orientation Training

Each member of a governing Board will attend training as required by state law. All training certificates must be maintained by both the Trustee and in the KC President's Office, and should be available for public inspection upon request.

Additionally, in order to further acquaint new Trustees with the Institution, the President's Office provides a comprehensive orientation and campus tour.

During the first year of service as a Trustee, regardless of being elected or appointed, all Board members must attend a training program that focuses on the official role and duties of the members of governing boards and provides training in the areas of budgeting, policy development, and governance. Attendance at the day-long session, offered annually in the fall as part of the THECB annual Higher Education Leadership Conference, satisfies this legal requirement. Videos from the conference are also available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person. Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement. *(Texas Education Code, Section 61.084)*

1.4.1 Texas Open Government Laws

The Texas Open Meetings Act *(Government Code 551.005)* and the Public Information Act *(Government Code 552.012)* impose mandatory open government educational requirements on elected and appointed officials. Trustees have 90 days to complete Open Government training required by state law.

The Office of the Attorney General offers free online training courses to ensure that all government officials have a good command of both open records and open meetings laws. Upon completion of the online training, members will receive a

code to access a Certificate of Completion. After printing the certificate, Trustees will submit it to the Executive Aide to the President.
https://www.texasattorneygeneral.gov/media/videos/play.php?image=2005openrecords&id=150
https://www.oag.state.tx.us/media/videos/play.php?image=2005openmeetings&id=149

1.4.2 Public Funds Investment Act Training
Elected and appointed Trustees must attend at least one training session relating to his/her responsibilities within six months of taking office.

Training under this section must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. Training may be satisfied by viewing the Public Funds Investment Act Training (provided by the college President's Office). Trustees must sign the "Protecting Public Funds: Your Responsibilities under the Public Funds Investment Act" acknowledgement form and submit it to the Executive Aide to the President. *(Government Code 2256.007)*

1.4.3 Best Practices
New Trustees are required to attend sessions for best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. These sessions provided by the Texas Higher Education Coordinating Board satisfy the training requirement for newly appointed and elected Trustees. *(Education Code 61.084)*

1.5 Trustee Conflicts of Interest

Elected and appointed Trustees will complete a "Local Government Officer Conflicts Disclosure Statement" kept on file in the college President's office. This form will be used to disclose areas of possible conflict of interest where the Trustee must abstain from participation. This form will be updated annually in June, is available for public inspection upon request, and will also be posted on the Board website. *(Local Government Code 171)*

Kilgore College Trustees will not accept or solicit any gift, favor, service or benefit that the Trustee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the Trustee will not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions. Strict adherence to these tenets protects and preserves Kilgore College's independence from outside pressure.

Trustees of Kilgore College will not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of $50.00 or less. *(Texas Penal Code 36.10.a.6)*

b. Excessive entertainment will include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

The Trustee will not solicit an employee for favors, services or other benefits as those will constitute a conflict of interest between the Trustee and the employee.

a. A Trustee must be very careful in any business dealings (outside of college business) with either the college President, college administration, or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.

A Trustee who believes he or she has or may have a conflict of interest will file the updated conflicts disclosure statement with the Executive Aide to the President not later than 5 p.m. on the seventh business day after the date on which the Trustee becomes aware of the facts that require the filing of the statement. *(Local Government Code 176.003 (a))* That Trustee will also notify the Executive Committee of the Board and will recuse himself/herself from any discussion, deliberation, and vote related to this conflict.

In addition to complying with these statutes and guidelines, Trustees will attempt to avoid even the appearance of impropriety during their service on the Board.

1.6 Removal of Trustees from Office

Board members may be removed from office for:

- Attendance: It is a ground for removal of a member of the Board of Trustees of a junior college district that the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

- Incompetence: which means:
  - Gross ignorance of official duties.
  - Gross carelessness in the official discharge of those duties.
  - Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

- Official misconduct: Intentional or unlawful behavior relating to official duties as a Trustee entrusted with the administration of justice or execution of the law.

- Conviction by a legal court-of-law for public intoxication or DWI/DUI.

- Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.

Actions for the removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Trustee of a felony or official misconduct will order immediate removal. *(Local Government Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e))*

2. THE BOARD

2.1 Board Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of Kilgore College Trustee, a person must:

- Be a qualified (registered) voter in the voting unit to be represented.
- Reside in the voting unit to be represented.
- Take the official oath of office.
- Serve without compensation.

(Education Code 130.082 (d))

A Trustee vacates the office if he or she ceases to reside in the Trustee district he or she represents. *(Education Code 130.0822 (h))*

2.2 Board Vacancies

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. A person appointed to fill a vacancy in a Trustee district must be a resident of that Trustee district. *(Education Code 130.082 (d))*

If a Board seat becomes vacant during its prescribed term, the Board will usually appoint someone to the position. An appointment to the Board may be made with the intent to ensure that the Board is representative of the constituency served by the Board.

The procedure is:

- The Board President will appoint an ad-hoc Nominating Committee.
- The Nominating Committee will advertise for the open position. Any qualified applicant from the correct voting unit can be nominated and apply for the position.
- The Nominating Committee will review the list of applicants. They can request resumes, references, etc. They will interview applicants and may go through any steps they deem appropriate. When they have one preferred nominee, they will present that person to the Board for discussion and a vote.
- An appointed Trustee will only serve until the next regular election. The Trustee must run for the remainder of the term for that seat in a Special Election held at the same time as the next regularly scheduled election.

NOTE: Before voting on a budgetary or personnel matter, each Trustee who holds an appointed position must complete the intensive short orientation course that includes best practices and transparency in trusteeship and governance. The THECB offers a free online Intensive Short Orientation Course. Satisfactory completion of an assessment test (70%) subsequent to completing the course satisfies this legal requirement. *(Texas Education Code, Section 61.0841)*

2.3 Board Officers

The Board will be authorized to elect a President, Vice-President and Secretary at the first regular meeting of the Board following the regular election of members, or at any time thereafter in order to fill a vacancy. *(Education Code 130.082 (d))*

2.3.1 Board President

The Board President will preside at all meetings of the Board of Trustees and the Executive Committee, and will appoint the members of each committee except the Executive Committee, and will serve as an ex-officio member on each committee of the Board of Trustees.

The Board President has authority to sign documents on behalf of the College or the Board as long as the document has been approved by the Board or is otherwise required to be signed on behalf of the College by the Board. If the Board President is physically absent from a board meeting or otherwise, then this authorization to sign on behalf of the College or Board is given to the Vice President and/or Secretary of the Board of Trustees and applies to any and all documents approved by the Board or is otherwise required to be signed on behalf of the College by the Board.

2.3.2 Board Vice-President

The Board Vice-President will preside at all meetings of the Board of Trustees and the Executive Committee in the absence of the Board President, and will perform all functions of the Board President during his/her absence.

2.3.3 Board Secretary

The Board Secretary will oversee the keeping and attest to the accuracy of the minutes of meetings of the Board of Trustees. The Executive Aide to the President will serve as the recording secretary to the Board.

2.4 Election of Officers

In April of each biennium (election year), the Kilgore College Board President will appoint a three-person ad-hoc Nominating Committee to bring a slate of officers for consideration to the Board of Trustees. The Board President will designate one member of the committee to serve as the committee chair. The chair of the Nominating Committee will be responsible for scheduling meeting times/dates and securing consent from potential nominees. The Nominating Committee will present the slate of nominees to the Board of Trustees during the meeting immediately following the election date.

Once the Kilgore College Board of Trustees has received the report from the Nominating Committee at its meeting, the election of officers will then be conducted. Procedurally, the Kilgore College Board President will announce each nominee individually, by office, and ask if there are any nominations from the floor. If there are nominations from the floor, the name of that nominee(s) will be added to the slate of officers presented by the ad-hoc Nominating Committee for said Kilgore College Board Officer. After all nominations from the floor have

been heard, the nominations will be closed and the Kilgore College Board President will conduct the election process for that position. The Kilgore College Board President will read who the nominee(s) for the office are and request a show of hands for each nominee. The nominee with the most votes from the Board of Trustees present at the meeting and constituting a quorum will be deemed as the elected officer. In the case where two or more nominees are slated for a particular office and the vote produces a tie, the two candidates with the most votes will be immediately placed into a run-off vote for the purpose of electing one individual to the office.

After an officer has been elected, the Kilgore College Board President will continue the election of the other officers in the manner prescribed and until all officers have been elected. Each newly elected officer will serve a two-year term and automatically become a member of the Kilgore College Board of Trustees Executive Committee. Any member of the Kilgore College Board of Trustees is eligible to serve multiple terms as an elected Board officer. Upon an officer's resignation or removal from the Kilgore College Board of Trustees, the Kilgore College Board President will appoint a member to fulfill the remainder of the officer's term.

2.5 Plan for Succession

The President of the Board of Trustees will be succeeded by the Vice-President of the Board in case the President is no longer able to perform his/her duties due to resignation, sudden incapacity or death.

2.6 Removal of Officers

The Board may vote to remove an officer of the Board during his/her term for any valid reason. The process for such removal shall be as follows:

1. A Trustee add the removal of the officer to the Board agenda.
2. The removal is discussed at a regular or specially called meeting of the Board and a vote is taken.
3. If the majority vote of the quorum present is in favor of such removal, then the Trustee will be automatically removed as an officer as of the date of the meeting. The officer will continue to be a Trustee.
4. The officer that is the subject of the vote may cast a vote, or may choose to resign as an officer prior to such vote.
5. The succession plan set forth in Section 2.5 will be utilized in the event that the Board votes for removal of any officer.

2.7 Board Committees

Board Committees will meet regularly. Committees' meetings will be scheduled prior to the regular Board meetings as necessary, usually during the months of September, October, November, January, March, and May. Service on a committee will mean additional meetings and Trustees may be asked to serve on more than one committee.

Committees include:
Executive Committee (President, Vice President and Secretary of the Board)

Investment, Finance & Audit Committee
Policy & Personnel Committee
Property & Facilities Committee
Student Success Committee
Other committees may be formed as needed

Board Committees always contain less than a quorum of members so they are not subject to the Open Meetings Act and committee meetings do not need to be posted. However, if the Board of Trustees grants a committee the authority to supervise public business, or more than a quorum of members will be participating in the meeting, then that Committee meeting must be posted. (For instance, if the Committee is authorized to finalize a contract for the Board).

2.7.1 Executive Committee

Membership of this committee is composed of the officers of the Board of Trustees. The Executive Committee meets regularly with the college President and other staff as needed to review Board agenda items and to facilitate planning, coordination, and communication with the entire Board.

2.7.2 Investment, Finance & Audit Committee

The Committee will advise the college's Board of Trustees with regard to:

- any amendments or revisions of the college's investment policy
- an investment strategy for the transition of investments
- account balances and strategic budgetary advice
- structure and findings of internal and external audits

2.7.3 Policy & Personnel Committee

The Committee will advise the college's Board of Trustees with regard to:

- proposed policy
- amendments or revisions to current college policy
- amendments or revisions to Board Bylaws and Procedure Manual
- personnel issues, including the evaluation of the college President

2.7.4 Property & Facilities Committee

The Committee will advise the college's Board of Trustees with regard to:

- available and current real estate, property and facility needs
- future direction for property and facilities
- strategic facilities planning

2.7.5 Student Success Committee

The Committee will advise the college's Board of Trustees with regard to:

- student success initiatives
- data related to student success
- Guided Pathways Initiatives
- Institutional annual and strategic planning

3. MEETINGS

3.1 Regular Meeting Structure

Regular Board meetings are usually held on the second Monday of the month. According to State Statute, regular meetings of the Board of Trustees will be held no fewer than four times per year. The Kilgore College Board usually meets 7 times per year: September, December, February, April, June, July (Budget Workshop), and August. The Executive Aide to the President will forward, via email, a Trustee availability request for meetings. Trustees are asked to indicate whether they are able to attend the specified meetings. Emergency meetings are allowed as prescribed by state laws.

3.2 Notice of Regular Meetings

The place of all regular meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. *(Texas Government Code 551.041).*

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu; through local media outlets including the *Flare*; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. *(Texas Government Code 551.055, 551.056 and Education Code, Chapter 130).*

3.3 Special Meetings

Special Board meetings are held if needed. The Executive Aide to the President will forward, via email, a Trustee availability request for special meetings. Trustees are asked to indicate whether they are able to attend the specified meetings.

3.4 Notice of Special Meetings

The place of all special meetings of the Board will be the second floor of the Stewart McLaurin Administration Building unless the notice of the meeting indicates otherwise. The Board of Trustees will give public notice of the date, hour, place, and subject of the meeting at least 72 hours before the regularly scheduled meeting. *(Texas Government Code 551.041).*

Notice of each meeting will be posted at the Gregg County Courthouse; in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus; be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu; through local media outlets including the *Flare*; and as desired at another place convenient to the public. Posting notice is mandatory, and actions taken at a meeting for which notice was posted incorrectly will be voidable. *(Texas Government Code 551.055, 551.056 and Education Code, Chapter 130).*

3.5 Emergency Meetings

Emergency Meetings are allowed as prescribed by state law. Public notice of an emergency meeting must be in accordance with Texas Government Code Section 551.045. An emergency or urgent public necessity exists only if immediate action is required by the Board of Trustees because of an imminent threat to public health and safety, or a reasonably unforeseeable situation.

The Board of Trustees will clearly identify the emergency or urgent public necessity in the notice or supplemental notice. The Board of Trustees may hold a meeting by telephone conference if an emergency or urgent public necessity exists and convening at one location is difficult or impossible. The Board of Trustees determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

3.6 Notice of Emergency Meetings

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with Section 551.045 is sufficient if it is posted for at least two hours before the meeting is convened. Notice of emergency meetings or supplemental notice of an emergency item added to the agenda of a meeting of the Board of Trustees to address a situation described above must be given to members of the news media as provided by Section 551.047 not later than one hour before the meeting.

3.7 Quorum

The Kilgore College Board of Trustees is a nine-member Board, serving staggered six-year terms. A majority of the Board, five members of a nine-member Board, regardless of the number of vacancies, constitutes a quorum for a meeting of the Board. *(Government Code 551.001(6), 311.013(b))*

No business will be transacted without an affirmative vote of at least five members of the Board of Trustees. The President of the Board of Trustees will determine the method of voting. No proxy votes will be counted. Trustees should be aware of a “walking quorum”. Trustees commit an offense if a member, or group of members, knowingly conspires to circumvent the Texas Open Meetings Act by meeting in numbers less than a quorum for the purpose of secret deliberations in violation of the Act. *(Government Code, Section 551.143)*

3.8 Participation other than in Person

The Board of Trustees will permit any, but not all, Trustees to participate in any meeting by a telephone conference call. A meeting held by a telephone conference call may be held only if a quorum of the board is physically present at the location where meetings of the board are usually held. Each part of the telephone conference call meeting that is required to be open to the public will be audible to the public at the location where the quorum is present and will be recorded. The recording will be made available to the public. The location of the meeting will provide two-way communication during the entire telephone conference call meeting, and the identification of each party to the telephone conference will be clearly stated before the party speaks. A board

member who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of *Education Code, Section 130.0845*. *(Texas Government Code 551.122)*

3.9 Agenda

The official agenda is prepared by the Board President. Suggested agenda items may be submitted to the Board President with a copy to the Executive Aide to the President. The draft agenda will be reviewed by the college President and the Executive Committee of the Board. The college attorney will be consulted if needed. The official agenda and supporting documentation will be distributed electronically to Board members via BoardBook prior to the meeting to give Trustees ample time to consider their decisions whenever possible.

3.10 Placing an Item on the Agenda

The Executive Committee of the Board and the college President generally meet a week before a scheduled meeting to finalize the agenda. Meeting times will vary, so members are advised to consult with the President's Office for exact date and time.

The college President or the Board President may place items on the agenda for presentation to the Board.

Any Trustee may request to the Board President any item they wish to have considered for placement on the agenda. The Board President must be notified of the item no later than noon of the day preceding the scheduled Executive Committee Meeting. Notification must be made in writing through written correspondence or email. The Board President may work with the Trustee proposing the item and the college attorney if needed to clarify the item and to ensure the item complies with applicable laws.

The Board President will ensure that any topics the Board or individual Trustees have requested be addressed are either on that agenda or are scheduled for deliberation at a subsequent meeting to occur no later than the next regularly scheduled Board meeting.

In accordance with Texas Open Meetings laws, no Board member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by the Texas Government Code.

3.11 Open Meetings

In accordance with the Texas Public Information Act, all meetings will be open to the public, unless consistent with the requirements of *Texas Government Code, Section 551*. *Texas Government Code, Section 551* allows the Board to exclude the public from a meeting only when a closed session is required to accomplish one of the following purposes:

(1) Personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. This does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. *(Sec. 551.074)*

(2) Deliberation regarding purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. *(Sec. 551.072)*

(3) Consult with an attorney on pending or contemplated litigation; or a settlement offer. *(Sec. 551.071)* NOTE: The Board of Trustees may use a conference call to consult with its attorney provided the attorney is not an employee of the college.

(4) Deliberation of a negotiated contract for a prospective gift or donation to the college if deliberation in an open meeting would have a detrimental effect on the position of the college in negotiations with a third person. *(Sec. 551.073)*

(5) Deliberation regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. *(Sec. 551.076)*

3.12 Citizen Comments

During the "Public Comments" section of the Board agenda, any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes. A speaker may not accrue time from another speaker. *(Government Code 551.007 per HB2840)*

The Board does not comment or deliberate on the "Public Comments" except as authorized by *Government Code 551.042. (Government Code 551.042)*

Public Comment Procedures:

A speaker who signs up to address the Board on an item listed on the agenda, shall:

1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to an item listed on the KC board meeting agenda and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if the presiding officer determines in his/her discretion that a time limit is necessary);
5. Not accrue time from another speaker;
6. Not use profane or vulgar language during his or her presentation;
7. Remain in the area designated for speaking during his or her presentation;
8. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.
9. Be allowed to address the Board before its consideration.

The presiding officer shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.

3.13 Board Dinner

The Board dinner is a time-honored tradition at Kilgore College and is a time for the Board to meet in fellowship with each other and members of the college administration. It is a time to build better working relationships that lead to a collegial working environment. Dinner is usually provided before each regular meeting at 5:45p.m. The dinner meeting is usually a social function, but it is posted on the agenda. Occasionally, there will be an educational presentation at the dinner and the subject matter will be included in the posting. Trustees will receive an email from the Executive Aide to the President to ascertain attendance. Please respond quickly so that plans may be made accordingly.

4. OTHER

4.1 Board Website

The Board website may be found at:
https://www.kilgore.edu/additional-resources/board-of-trustees/

Trustee Information, Trustee Organization and By-Laws, Regular Meeting Dates, Meeting Agendas, and Meeting Minutes may be found on the website.

4.2 College ID/Parking Permits

All Trustees will be given a college ID badge and a college parking permit. These are maintained through the Kilgore College Police Department.

4.3 Mileage

Trustees will be reimbursed for attending meetings/events by personal automobile at the state approved rate. Trustees are encouraged to submit a “Reimbursement Worksheet” form on a regular basis (period: not to exceed 60 days). The Executive Aide to the President has the forms and will process completed forms.

4.4 Travel

Trustees may attend local, state, regional, and national conferences. Travel arrangements are coordinated by the Executive Aide to the President. The Executive Aide to the President will forward information to Trustees regarding upcoming conferences and will confirm hotel and conference registration. Trustees are required to submit a “Reimbursement Worksheet.” Out-of-pocket expenses may be included on this form. Board members will be reimbursed for reasonable actual expense for meals at conferences. For reimbursement of such expenses, the Board member will submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed. The Executive Aide to the President has the forms and processes receipts and completed forms.

4.5 Invitations to College Events

Trustees are encouraged to attend college special events. The Executive Aide to the President will inform the Trustees via email of any special college events.

4.6 College Commencement Participation

All Trustees are invited and encouraged to attend the Kilgore College commencement ceremonies. Kilgore College has a ceremony at the end of the fall, spring, and summer semesters. The Executive Aide to the President will provide information to the Trustees on dates and receptions.

4.7 Media, Including the Use of Social Media, Recommendations for Trustees

Upon being contacted by the media, Trustees are encouraged to advise and consult with the Board President and/or with the college President for assistance with an informed and accurate response.

- Determine if the issue is an "operational" matter or a "policy" matter. Trustee comments on policy matters are entirely appropriate. On operational questions, it frequently is best to refer those to the college President's office to check the status of the matter, including finding out whether or not Kilgore College is aware of the issue.

- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The college President's office or Kilgore College's Public Information office can help you work through this process.

- Keep your comments to the point, and look to reinforce key Kilgore College messages about the high quality of education offered at Kilgore College, Kilgore College's commitment to the community not only to offer a high quality of education but also to be a good steward of public trust and tax dollars, and to the openness and accountability of the college, its Trustees and administrators.

- If you feel you are being drawn into a "gotcha" or "ambush" situation, ask the reporter, again, what the story is about and consider referring the matter back to college personnel.

The Kilgore College Board of Trustees has adopted a Social Media Policy outlining rules and procedures for the use of official Kilgore College social media sites as well as private accounts of Kilgore College Trustees, Administrators, Faculty and Staff. Trustees are encouraged to acquaint themselves with the official Board Policy, specifically:

- Be aware of your association with Kilgore College when posting on social media. Your content should be consistent with the educational goals and mission of Kilgore College and should not undermine the effectiveness or the inclusiveness of the College to all individuals.

- Be sure that all postings, comments, pictures, or other content do not appear to be affiliated with or express the views of Kilgore College, and are clearly your personal views and/or speech. Do not use Kilgore College branding or logos in your personal online posts without prior express written authorization. The only exception being that all members of the College community are encouraged to include on their personal social media any official Kilgore College message originally communicated via an official KC social media platform.

4.8 Changes to the Kilgore College Board of Trustees Procedure Manual

All changes to this manual must be presented to and approved by the Board during a regularly scheduled meeting.

1ST UPDATE APPROVED 3/14/16 (Section 2.7 Citizens Comments)
2nd UPDATE APPROVED 5/9/16 (Section 1.7 Board Committees)
Entire Document Revised/Approved 12/12/16
4th UPDATE APPROVED 3/8/19 (section 4.7 Media, Including the Use of Social Media, Recommendations for Trustees)
5th UPDATE APPROVED 4/13/2020 (section 3.12 Public Comments)
6th UPDATE APPROVED 9/14/2020 (section 2.3.1 Board President)
7th UPDATE APPROVED 8/14/2023 (section 3.12 Citizen Comments)
8th UPDATE APPROVAL 2/24/2025 (Add Section 2.6 Removal of Officers)