Public Hearing – Proposal to Continue Current Taxation of Goods in Transit

I. Call to Order

II. Pledge of Allegiance

III. Certification of the Posting of the Notice of the Public Hearing

IV. Presentation of the Proposal to Continue the Current Taxation of Goods in Transit

V. Citizens Comments

VI. Adjournment of Public Hearing

Workshop and Regular Meeting

I. Call to Order

II. Certification of the Posting of the Notice of the Meeting

III. Workshop

IV. Closed Session

The Board of Trustees, in accordance with Sections 551.001, et seq. of the Texas Government Code will move into Closed Session under the following provision(s) of the ACT:

   Section 551.071 – Consultation With Attorney
   Section 551.072 – Deliberation Regarding Real Property
   Section 551.074 – Personnel Matters

V. Reconvene Regular Meeting
VI. Approval of the Minutes of the November 9, 2007 Board Retreat, November 10, 2007 Board Retreat and November 1, 2007 Workshop Meeting and Regular Meeting

VII. Reconvene Regular Meeting

VIII. Citizens Desiring to Address the Board

IX. Special Reports and Announcements
   1. Chancellor
   2. College Presidents
   3. Vice Chancellors
   4. Faculty Senate Presidents

X. Institutional Effectiveness Report

XI. Consideration of Consent Agenda

(The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Trustees receive agenda materials one week in advance of the meeting to prepare for the business to be conducted.)

XII. Policy Considerations
   1. Consideration of a Resolution to Adopt Names for the Five Colleges within the Lone Star College System (ACTION ITEM 1)
   2. Consideration of Approval of Creation of a New Employee Category of Contractual Instructor (ACTION ITEM 2)

XIII. Financial Reports and Considerations
   1. Monthly Financial Statements
   2. Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report (CAFR) and the Independent Auditors' Reports (ACTION ITEM 3)
3. Consideration of Adoption of a Resolution Continuing the Current Taxation of Goods in Transit as Authorized by Section 11.253 of the Texas Property Tax Code (ACTION ITEM 4)

4. Consideration of Approval to Extend Grocery Supply Agreement (ACTION ITEM 5)

5. Consideration of Acceptance of Gifts (ACTION ITEM 6)

6. Consideration of Approval to Purchase Annual Cisco SMARTnet Network Maintenance (ACTION ITEM 7)

7. Consideration of Approval to Amend Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Lease of Postage Machine for Office of General Counsel at System Office (ACTION ITEM 8)

8. Consideration of Approval of Construction Manager at Risk (CM-at-Risk) Services for North Harris College (ACTION ITEM 9)

9. Consideration of Approval for the Chancellor to Sign and Execute a Contract for the Purchase of Land for a College Center (ACTION ITEM 10)

10. Consideration of Approval to Purchase Academic Regalia (ACTION ITEM 11)

11. Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute an Agreement for Emergency Preparedness and Crisis Management Planning Consulting Services (ACTION ITEM 12)

12. Consideration of Approval to Reseal Parking Lot and Sidewalk Expansion Joints at Tomball College and Willow Chase Center (ACTION ITEM 13)

13. Consideration of Approval of Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase to Install Carpet and Cove Base at North Harris and Kingwood Colleges (ACTION ITEM 14)

14. Consideration of Approval to Convert the Patio of Building F into Offices and a Classroom for Montgomery College (ACTION ITEM 15)

15. Consideration of Approval to Purchase Professional Services for Fire Alarm and Security Systems at North Harris, Kingwood and Tomball Colleges (ACTION ITEM 16)

16. Consideration of Approval of Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase of Vinyl Printed Sign Covers for Existing Monument Sign Displays (ACTION ITEM 17)
17. Consideration of Approval to Renew Hewlett Packard Annual Software Maintenance and Technical Support Services (ACTION ITEM 18)

18. Consideration of Approval to Purchase Network Servers (ACTION ITEM 19)

19. Consideration of Approval to Purchase Web Usability Services for the System (ACTION ITEM 20)

20. Consideration of Approval to Amend Janitorial Services Agreement for Cy-Fair College (ACTION ITEM 21)


22. Consideration of Approval to Purchase and Upgrade Client Management Software Licenses for Kingwood, Montgomery and Cy-Fair Colleges (ACTION ITEM 23)

23. Consideration of Approval to Purchase Web Caching Server Appliance (ACTION ITEM 24)

24. Consideration of Approval of an Installation and License Agreement for a Marquee and Monument Sign for Cy-Fair College, Fairbanks Center (ACTION ITEM 25)

25. Consideration of Approval for Chancellor to Negotiate and Execute a Contract to Sell Land Located West of Sorters Road and North of Kingwood College (ACTION ITEM 26)

26. Consideration of Approval of Proposed Settlement Agreement in James Winston vs. Kingwood College; Cause Number 2006-54109; In the 295th Judicial District Court, Harris County, Texas (ACTION ITEM 27)

27. Consideration of Approval to Extend Armored Car Services Agreement (ACTION ITEM 28)

XIV. Building and Grounds Report

Construction Projects Update

XV. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 29)

2. Consideration of Acceptance of Resignations (ACTION ITEM 30)
XVI.  Suggested Future Agenda Items

XVII.  Adjournment

The Board of Trustees, may at any time prior to adjournment, in accordance with Sections 551.001, et seq. of the Texas Government Code, move into Closed Session under the following provision(s) of the ACT:

Section 551.071 - Consultation With Attorney
Section 551.072 - Deliberation Regarding Real Property
Section 551.073 - Deliberation Regarding Prospective Gift
Section 551.074 - Personnel Matters
Section 551.076 - Deliberation Regarding Security Devices
Section 551.086 - Economic Development Negotiations
I, Richard Carpenter, Chancellor of the Lone Star College System, do hereby certify that a notice of the Public Hearing was posted on Monday, the 3rd day of December, 2007, in a place convenient to the public in the Administration Office of the District Services and Training Center, on all college campuses and on the district website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 3rd day of December, 2007.

Richard Carpenter
Chancellor
I, Richard Carpenter, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 3rd day of December, 2007, in a place convenient to the public in the Administration Office of the District Services and Training Center, on all college campuses and on the district website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 3rd day of December, 2007.

[Signature]

Richard Carpenter
Chancellor
I. CALL TO ORDER: Chairman Bates called the Retreat Meeting to order at 7:35 p.m. after determining a quorum was present.

II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: The Chancellor certified that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A.”

III. CLOSED SESSION: At 7:35 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under the following provision(s) of the Act:

   Section 551.071 – Consultation with Attorney

IV. RECONVENE OPEN MEETING: Mr. Bates reconvened the open meeting at 9:02 p.m.

V. ADJOURNMENT: The meeting was adjourned at 9:15 p.m.

ATTEST:

__________________________________  ________________________________
Board Chair                          Board Secretary
I. CALL TO ORDER: Chairman Bates called the Retreat Meeting to order at 9:02 a.m. after determining a quorum was present.

II. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: The Chancellor certified that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A.”

III. REVIEW OF GOALS AND STRATEGIES: Ray Laughter, Vice Chancellor for External Affairs, presented an overview of the Lone Star College System name branding, a proposed process for a citizen led facilities master plan and a timeline for a possible bond election.

IV. REVIEW OF GOALS AND STRATEGIES: Dr. Carpenter presented an overview of observations regarding the college district based on data collected during his first 100 days of employment. In addition, he presented a list of proposed goals for Board review.

V. CLOSED SESSION: At 11:35 a.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under the following provision(s) of the Act:

   Section 551.074 – Personnel
   Discuss District Services and Training
   Center Organizational Effectiveness Review

VI. RECONVENE OPEN MEETING: Mr. Bates reconvened the open meeting at 12:25 p.m. Dr. Campbell left the meeting at 12:25 p.m.
VII. **ADJOURNMENT**: The meeting was adjourned at 1:50 p.m.

**ATTEST:**

____________________________   ____________________________  
Board Chair      Board Secretary
MINUTES OF THE
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
November 1, 2007
5:00 p.m.

PRESENT: Mr. Randy Bates, Chair
Ms. Stephanie Marquard, Vice Chair
Mr. John Fox, Secretary
Ms. Priscilla Kelly, Assistant Secretary
Mr. Chris Daniel
Dr. David Holsey
Mr. Alan Quintero
Mr. David Vogt

ABSENT: Dr. Richard Campbell

I. CALL TO ORDER: Chairman Bates called the Workshop and Regular Meeting to order at 5:12 p.m. after determining a quorum was present.

II. PLEDGE OF ALLEGIANCE: Mr. Vogt led the Board and guests in reciting the Pledge of Allegiance.

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: Chancellor Carpenter confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A.”

IV. WORKSHOP: none

V. CLOSED SESSION: At 5:13 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under the following provision(s) of the Act:

  Section 551.071 - Consultation with Attorney
  Section 551.072 – Deliberation Regarding Real Property
  Section 551.074 – Personnel Matters

Ms. Kelly arrived at 5:15 p.m. and Mr. Fox arrived at 5:18 p.m.

VI. RECONVENE REGULAR MEETING: Mr. Bates reconvened the open meeting at 6:40 p.m.

VII. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS: Chancellor Carpenter welcomed Montgomery County Judge Alan Sadler, Kimberly Stauffer and Matt
Tresaugue of the Houston Chronicle, Julie Luker from the 1960 Sun, Claire Roberts of Montgomery College Voice student newspaper and Tiffany Williams from the Conroe Courier.

VIII. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 6, 2007 WORKSHOP AND REGULAR MEETING, AND OCTOBER 4, 2007 WORKSHOP AND REGULAR MEETING:** Mr. Bates noted that the minutes of the October 4, 2007 Board meeting should be amended to reflect the approval of the minutes of the September 6, 2007 Workshop and Regular Meeting. Upon a motion by Mr. Vogt and a second by Ms. Kelly, the Board approved the October 4, 2007 minutes as amended. Mr. Fox and Ms. Marquard abstained from the vote.

IX. **CITIZENS DESIRING TO ADDRESS THE BOARD:** none

X. **SPECIAL CONSIDERATION**

1. **Consideration of Appointment to the Unexpired Term of Position 6 on the Board of Trustees (ACTION ITEM 1):** Ms. Kelly, member of the Nominating Committee, reported the committee received more than 20 applications for Position 6, which were reviewed by Dr. Campbell, Dr. Holsey and Ms. Kelly. Five applicants were chosen to be interviewed by the committee. Upon a motion by Ms. Kelly, and a second to the motion by Mr. Fox, the Board appointed Mr. Alan Quintero to the unexpired term of Position 6 on the Board of Trustees. Mr. Daniel abstained from the vote. A copy is attached as Exhibit “B.”

2. **Administration of the Oath of Office for Trustee Position No. 6:** the oath of office was administered by Montgomery County Judge Alan Sadler to Mr. Alan Quintero, Position 6 of the Board of Trustees.

X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Chancellor Carpenter welcomed Alan Quintero to the Board. The Chancellor provided a follow up report on textbook costs, including booklets from Follett regarding the “Booknow” program, which allows students to purchase their textbooks online as part of their course registration process. This program is available to students at this time. The Chancellor explained because of the constant change in the purchase price of textbooks, the college system will list a range of prices of textbooks in the catalog. Faculty on all campuses are working on how to reduce costs. The Chancellor reported that a draft of the revised Board policies are online for review and will be presented in the spring to the Board for consideration. Ms. Kelly and Mr. Bates commented on the Texas Association of Community College Trustees and Administrators Conference held October 29-30 in Austin. Ms. Kelly reported that one of the subjects presented in the Achieving the Dream presentation was the high percentage rate of students not graduating from community colleges. When determining the college system’s graduation rate, it would be
beneficial to know which students who attend the college system intend receiving a diploma and which students intend receiving certification. Ms. Kelly felt confident that the college system is on target and is proud that the college system is providing education for students that might not otherwise receive an education. Mr. Bates reported that in the speech given by Mark Yudoff, Chancellor, The University of Texas System, Chancellor Yudoff reported students that have graduated from community colleges are 30% more likely to graduate from the University than students that began their studies at the University.

2. College Presidents: Dr. Steve Head, president at North Harris College, introduced Dr. Vicki Stanfield, dean, instructional support at North Harris College, who presented an overview of the Trio program, which is funded entirely by the Department of Education. The Trio program is comprised of two pre-college programs, Upward Bound and Talent Search, who serve 770 students annually in grades 7-12 and adults up to the age of 28. The college program provides the student support services to 160 college students who plan to transfer to four year institutions. To qualify for the Trio program, students must be low income, first generation and have academic need. The Trio program supports the college system’s Achieving the Dream and Closing the Gap initiatives. Dr. Stanfield introduced Ms. April Day, program manager of the college program and Ms. Erin Sheldahl, program manager of the pre-college programs. Ms. Day gave an overview of the student support services program, which provides opportunities for academic development, assists students with basic college requirements, transfer planning and serves to motivate students toward the successful completion of their postsecondary education. Ms. Sheldahl presented an overview of the Upward Bound program where students have the opportunity to experience college campus tours, student leadership conferences, a six-week summer program, work-study, and a variety of cultural events. Students also receive academic advising, financial aid and scholarship assistance, standardized test preparation, career exploration, college search and enrichment workshops. The program serves 50 students from Aldine, Carver and Eisenhower High Schools in the Aldine Independent School District and a total of 120 students overall. Ms. Sheldahl introduced Ms. Yvette Arellano, a former Upward Bound participant and who is now a sophomore at the University of Houston. Ms. Arellano shared the impact of the trio program on her life.

Dr. Linda Stegall, president of Kingwood College, distributed the Kingwood Happenings newsletter spotlighting Chancellor Carpenter’s visit to the campus, the holding of a candidates forum for the Houston City Council, and the Kingwood Student Ambassadors presiding at the fall festival held at EMCID and assisting at the Memorial Herman Hospital Gala. Kingwood College will be hosting the Heart Walk on November 3 with over 1500 participants and raising approximately $65,000 for the Humble area.

Dr. Ray Hawkins, president of Tomball College introduced Ms. Patricia Stone, dean of Education, English and Mathematics at Tomball College, who presented information regarding the National Pre-K NOW Satellite Conference that Tomball College hosted this fall. The day care providers and those that teach Pre-K were
made aware of the professional development opportunities provided by the college system. Dr. Stone reported on the Contextual Learning and Integrated Curriculum Conference which included a presentation on Brain Based Learning and on Accelerated Learning.

Dr. Tom Butler, president of Montgomery College, introduced Mr. Jeff Clements, director of operations at Lear Siegler, Mr. Josh Houston with Lear Siegler, Dr. Roberto Rodriguez, director, Conroe Center and Charles McCarty, instructor at the Conroe Center. Dr. Rodriguez gave an overview of the process of setting up the training program with Lear Siegler. Mr. Clements reported that his responsibility is to support the troops in Iraq on the front line which requires trained and skilled workers for the work on military vehicles, military warehousing, welding, and machining. Each Saturday candidates are tested to determine if they are qualified and whether the skill level is excellent, acceptable or borderline. Mr. McCarty reported that 1,100 candidates have been tested since January 6, 2007.

Dr. Diane Troyer, president of Cy-Fair College, distributed flyers spotlighting Cy-Fest where the activities were sponsored by the community organizations and business. Dr. Troyer introduced Dr. Felicia Moore-Davis, dean of business, math and communications. Dr. Moore-Davis presented an overview of the weekend college, which offers classes on Saturday and Sunday. The weekend college provides other services such as the availability of a weekend dean and two coordinators, the library weekend hours, tutoring, student services provided through trained weekend advisors, and cyber café. The programs that are offered are Associate of Arts, Associate of Arts in Teaching, and some workforce classes.

3. Vice Chancellors: None.

4. Faculty Senate Presidents: Ms. Idolina Hernandez, faculty senate president of Cy-Fair College, reported that faculty are holding departmental discussions about textbook adoption. They consider not only whether the students are getting an affordable price, but also address the issue of student success when looking at textbooks to be adopted.

XII. CONSIDERATION OF CONSENT AGENDA: Mr. Bates proceeded with the Consent Agenda. Action Items 2 and 3 were recommended to be considered separately. Action Items 12 and 20 were removed from the agenda. Ms. Marquard made a motion to approve Action Items 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23 and 24. Mr. Daniel seconded the motion, and the Board passed the Consent Agenda. Mr. Quintero abstained from the vote. A copy is attached as Exhibit “C.”

XIII. POLICY REPORTS AND CONSIDERATIONS:

1. Consideration of Approval for Trustee to Serve as an Associate Committee Member on the Association of Community College Trustees (ACCT) and of the Required Travel (ACTION ITEM 2): upon a motion by Ms. Kelly and a second to the motion by Mr. Vogt, the Board approved Chris Daniel’s service on the ACCT Public Policy
Committee and Mr. Daniel’s travel to two annual committee meetings. Mr. Daniel abstained from the vote. A copy is attached as Exhibit "D."

2. Consideration of Approval of a Resolution to Adopt a New Name for the College District (ACTION ITEM 3): upon a motion by Mr. Daniel and a second to the motion by Mr. Fox, the Board unanimously adopted a resolution to change the college district name to Lone Star College System District. A copy is attached as Exhibit “E.”

XIV. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor of business affairs and chief financial officer, presented the monthly financial statements. A copy is attached as Exhibit “F.”

2. Consideration of Approval to Extend Multi-Year Agreements for One Year for the District (ACTION ITEM 4): the Board approved the extension of multi-year agreements for one year for an estimated amount of $304,100 from the following vendors: Global Laser and Laser Imaging for toner cartridges and Educational Computer Systems, Inc. for 1098-T services. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G.”

3. Consideration of Approval to Purchase Newspaper Advertisements for the District (ACTION ITEM 5): the Board approved the purchase of newspaper advertisements for the District from the attached list of local newspapers for an estimated amount of $450,000 for a period of one (1) year. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H.”

4. Consideration of Ratification of Multi-media Advertising Agreement for Tomball College (ACTION ITEM 6): the Board ratified the renewal of the multi-media advertising agreement for Tomball College with National Cinema Network, Inc. (NCN), 1300 East 104th Street, Suite 100, Kansas City, Missouri 64131 in the amount of $35,573. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I.”

5. Consideration of Approval to Purchase Air and Water Balancing Services for Tomball College (ACTION ITEM 7): the Board approved the purchase of air and water balancing services for Tomball College from the lowest bidder, Gowan dba Systems Commissioning, Inc., 5550 Airline Drive., Houston, Texas 77076 in the amount of $78,552. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

6. Consideration of Approval to Purchase Construction Services for Multiple Mechanical Projects at North Harris College (ACTION ITEM 8): the Board approved the purchase of construction services for multiple mechanical projects at North Harris College from the lowest bidder, Kilgore Industries, L.P., 8700 Jameel,
7. Consideration of Ratification of Change Order Number One for Replacement of Water Heater in Building A at Montgomery College (ACTION ITEM 9): the Board ratified change order number one for the replacement of the gas water heater in Room A111 at Montgomery College from Cannon Enterprises, Inc., 230 Riley Fuzzell, Spring, TX 77373 in the amount of $3,757 for a total project cost of $49,857. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

8. Consideration of Approval to Purchase Professional Services for Building Automation System Upgrades at North Harris and Tomball Colleges (ACTION ITEM 10): the Board approved the purchase of professional services for building automation system upgrades at North Harris and Tomball Colleges from DBR Engineering Consultants, 9990 Richmond Avenue, South Building, Suite 300, Houston, Texas 77042 for an estimated amount of $174,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”

9. Consideration of Approval to Purchase Professional Engineering Services for Construction Projects at North Harris and Montgomery Colleges (ACTION ITEM 11): the Board approved the purchase of professional engineering services for construction projects at North Harris and Montgomery Colleges from Carter & Burgess, Inc. (CB), 55 Waugh Drive, Houston, Texas 77007 for an estimated amount of $121,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

10. Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Land for a College Center (ACTION ITEM 12): this item was removed from the agenda.

11. Consideration of Approval to Replace Interior Signage at Willow Chase Center and Tomball College and Exterior Smoking and Video Surveillance Signs at Willow Chase Center (ACTION ITEM 13): the Board approved the replacement of interior signage at Willow Chase Center and Tomball College and exterior smoking and video surveillance signs at Willow Chase Center from the lowest bidder, Neon Electric/Graphic Fabricators, 1122 Lauder Rd., Houston, TX 77039 in the amount of $43,425. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

12. Consideration of Ratification of the Contract for Purchase of Internet Services for the District (ACTION ITEM 14): the Board ratified the contract with The University of Texas, Office of Telecommunication Services (UT-OTS) Networking, P.O. Drawer 7580, Austin, TX 78713-7580 in the amount of $27,761. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”
13. Consideration of Approval to Purchase Microsoft Premier Support Services for the District (ACTION ITEM 15): the Board approved the purchase of Premier support services for the District from Microsoft Corporation, One Microsoft SAMM D/4207, Redmond, WA 98052, in the amount of $54,520. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”

14. Consideration of Approval to Extend Agreement for Purchase of Digital Imaging Services for the District (ACTION ITEM 16): the Board approved extending the agreement for an additional year with Engraphix Imaging Systems Inc., 110 Cypress Station Drive, Suite 151, Houston, TX 77090 for an estimated amount of $100,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”

15. Consideration of Approval to Purchase Maintenance and Quarterly Inspections for the District’s Chiller and Rooftop Air Conditioning (AC) Units (ACTION ITEM 17): the Board approved the purchase of maintenance and quarterly inspections of chiller and rooftop AC units from Letsos Company, 8435 Westglen Drive, Houston, TX 77063 in the amount of $48,423 annually, and Kilgore Industries, 8700 Jameel Ste 130, Houston, Texas 77040 in the amount of $16,300 annually, for a total amount of $323,615 over five (5) years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”

16. Consideration of Approval of U.S. Communities Government Purchasing Alliance (USC) Cooperative Purchase of Office Furniture for Montgomery College (ACTION ITEM 18): the Board approved the USC cooperative purchase of office furniture for Montgomery College from Contract Resource Group, 25323 I-45 N, Suite 100, The Woodlands, TX 77380 for an estimated amount of $75,000 for FY 2007-08. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”

17. Consideration of Approval for Chancellor to Negotiate and Execute a Licensing Agreement Granting Permission to Lennar Corporation to Install a Pedestrian Bridge and Walkway from the Windsor Lakes Subdivision to the Northeast Property Corner of Montgomery College (ACTION ITEM 19): the Board approved authorizing the Chancellor to negotiate and execute a licensing agreement granting permission to Lennar Corporation to construct and install a pedestrian bridge from the Windsor Lakes subdivision to the northeast property corner of Montgomery College. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”

18. Consideration of Approval of Construction Manager at Risk (CM-at-risk) Services for the District (ACTION ITEM 20): this item was removed from the agenda.

19. Consideration of Approval of a One (1) Year Agreement between East Montgomery County Improvement District (EMCID) and North Harris Montgomery Community College District (NHMCCD) for Use of the EMCID Training Center (ACTION ITEM 21): the Board approved a one (1) year agreement with the East Montgomery County Improvement District (EMCID), 21575 US Highway 59 North, New Caney,
Texas for use of the EMCID Training Center. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”

XV. **BUILDING AND GROUNDS REPORT:**

**Construction Projects Update:** the Board reviewed the report as presented. A copy is attached as Exhibit “W.”

XVI. **PERSONNEL REPORTS AND CONSIDERATIONS:**

1. **Consideration of Ratification of Appointments (ACTION ITEM 22):** the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X.”

2. **Consideration of Acceptance of Resignations (ACTION ITEM 23):** the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y.”

3. **Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 24):** the Board approved the commissioning of the following peace officer for the North Harris Montgomery Community College District: Montgomery College – Randy C. Bradley. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z.”

XVII. **SUGGESTED FUTURE AGENDA ITEMS:** None

XIX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:00 p.m.

ATTEST:

_________________________________   ______________________________
Board of Trustees, Chair               Board of Trustees, Secretary

Goal: To remove financial barriers that prevent access to educational opportunities. Lone Star College System participates in programs that provide aid through grants, loans, part time employment and scholarships.

Indicator: Number of students receiving financial aid and amount of financial aid awarded.

Highlights of the report on the next page include:

- Participation in the Federal Student Aid programs has decreased compared to the 2005-2006 award year
  - 6.8% drop in number of federal aid recipients (including loans and work study)
  - 5.7% decrease in federal student aid applications received
  - 7.5% drop in number of Pell eligible applications received
- State aid recipients and funding have both increased compared to the 2005-2006 award year
  - Number of recipients have increased by 3.7%
  - Total state funds awarded has increased by 7.3%
- Scholarship recipients have decreased while the scholarship amounts have increased compared to the 2005-2006 award year
  - Scholarship recipients have decreased by 5.4%
  - Total scholarship amount has increased by 5.9%

Factors that impacted the categories with decreases above were:

- Changes of the satisfactory academic progress benchmarks in accordance with federal regulations.
- Slight decrease in students served at North Harris. This campus has historically had the largest number of Pell recipients throughout our System.
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<tr>
<td>Students</td>
<td>3,988</td>
<td>3,802</td>
<td>3,108</td>
</tr>
<tr>
<td>Award $</td>
<td>2,175,901</td>
<td>2,022,006</td>
<td>1,849,732</td>
</tr>
<tr>
<td>Work Study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>31</td>
<td>35</td>
<td>29</td>
</tr>
<tr>
<td>Award $</td>
<td>44,762</td>
<td>47,223</td>
<td>51,577</td>
</tr>
<tr>
<td><strong>Local</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Scholarships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>976</td>
<td>1,089</td>
<td>954</td>
</tr>
<tr>
<td>Award $</td>
<td>616,015</td>
<td>595,256</td>
<td>500,117</td>
</tr>
<tr>
<td>Other Scholarships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>1,143</td>
<td>1,155</td>
<td>1,111</td>
</tr>
<tr>
<td>Award $</td>
<td>928,425</td>
<td>862,454</td>
<td>788,863</td>
</tr>
</tbody>
</table>
Consideration of Consent Agenda

Board Meeting 12-6-07

Consent Agenda:

A roll call of individual action items will determine the consent agenda. If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair by show of hand during the roll call: this action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

Rationale:
The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

Tally of Action Items:

<table>
<thead>
<tr>
<th>#</th>
<th>Action Item</th>
<th>Consent Agenda</th>
<th>Chancellor Recommended</th>
<th>Board Separate Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approve Resolution to Adopt Colleges Name Change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approve Creation New Category Contractual Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Approve Annual Financial Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Approve Resolution/Taxation/Goods In Transit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Approve Extension Grocery Supply Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Accept Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Approve Purchase SMARTnet Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Approve Lease Amendment/Postage Machine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Approve Construction Manager at Risk Services/NHC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Authorize Chancellor/Sign/Exec/Contract/Land Purch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Approve Purchase Academic Regalia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Authorize Chancellor/Neg/Exec/Contract/Crisis/Servcs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Approve Reseal Parking Lot/Sidewalk/TC/WCC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Approve Purchase/Installation/Carpet/NHC/KC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Approve Conversion/Patio into Classrooms/Offices/MC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Approve Purchase/Svcs/Security System/KC/NHC/TC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Approve Purchase/Vinyl Printed Sign Covers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Approve Renewal Maintenance/Technical Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Approve Purchase Network Servers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action Items Continued:</td>
<td>Consent Agenda</td>
<td>Chancellor Recommended Separate Action</td>
<td>Board Action</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>----------------------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>#20  – Approve Purchase Website Usability Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#21  – Approve Amendment Janitorial Svc Agreement/CFC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#22  – Ratify Purch Bridge Solution/Approve Consulting Svc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#23  – Approve Upgrade Management Software/KC/MC/CFC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#24  – Approve Purchase Web Caching Server Appliance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#25  – Approve Installation/License Agreement/Sign/CFC/FC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#26  – Authorize Chancellor/Neg/Exec/Land Sell/KC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#27  – Approve Proposed Settlement Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#28  – Approve Extension Armored Car Service Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#29  – Ratify Appointments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#30  – Accept Resignations</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Request: Consideration of a Resolution to Adopt Names for the Five Colleges within the Lone Star College System

Chancellor’s Recommendation: That the Board of Trustees adopt a resolution to change the names of the five colleges in the Lone Star College System

Rationale: On November 1, 2007, the Board of Trustees adopted a resolution changing the name of the college system to Lone Star College System. The second step in the name change process is to align the colleges’ names with the system name. The stated goals of the name change process was to link the five colleges into a single identity while still preserving the local identities, to improve the public’s understanding of each college’s relationship to the system, to improve the public’s understanding of the system’s total capacity and opportunity and to improve the college system’s ability to attract students, partners and resources. To best achieve those goals, the following name changes are recommended for each of the colleges:

- Lone Star College – North Harris
- Lone Star College – Kingwood
- Lone Star College – Tomball
- Lone Star College – Montgomery
- Lone Star College – Cy-Fair

Since the Texas Higher Education Coordinating Board (THECB) requires that the college system report enrollment numbers and other data to by individual college, the LSCS Board of Trustees must take action by resolution to change the names of the colleges. This resolution will be submitted to the THECB in accordance with Texas Education Code 130.082..

Fiscal Impact: Costs for changing monument and building signs at the colleges was included in the original estimate of $396,170 to change all district signs and materials. A portion of the costs is included in the approved 2007-08 operating budget for marketing and branding projects. In addition the NHMCCD Foundation will provide donated funds to assist with the replacement of signs. Costs exceeding donated and budgeted funds will be paid from operating contingency funds.

Resource: Ray Laughter 832-813-6621
RESOLUTION
LONE STAR COLLEGE SYSTEM DISTRICT
BOARD OF TRUSTEES

WHEREAS: The college district Board of Trustees adopted a resolution on November 1, 2007 to change the name of the college district to Lone Star College System District; and

WHEREAS: The purpose for the college system name change includes a desire to link the five colleges into a single identity while still preserving the local identities, to improve the public’s understanding of each college’s relationship to the system, to improve the public’s understanding of the system’s total capacity and opportunity and to improve the college system’s ability to attract students, partners and resources; and

WHEREAS: To best achieve those goals, the college names must be linked to the system name;

THEREFORE BE IT RESOLVED:

That the Board of Trustees does hereby approve and authorize that the five colleges of Lone Star College System District shall be named:

Lone Star College – North Harris
Lone Star College – Kingwood
Lone Star College – Tomball
Lone Star College – Montgomery
Lone Star College – Cy-Fair

ADOPTED this ______ day of ____________, 2007

Randy Bates  Chair
Stephanie Marquard  Vice Chair
John Fox  Secretary
Priscilla Kelly  Assistant Secretary

Richard Campbell
Chris Daniel
David Holsey
David Vogt
Alan Quintero
Request: Consideration of Approval of Creation of a New Employee Category of Contractual Instructor

Chancellor’s Recommendation: That the Board of Trustees approves creation of a new employee category for contractual instructors. This benefits eligible position will be an annual contract with instruction/teaching as their sole function. The position will be paid at a prorated fulltime faculty salary.

Rationale: In order to provide consistent instruction in emerging disciplines, colleges need the ability to attract qualified teaching staff but need to retain flexibility to adjust the teaching staff levels on an annual basis depending upon enrollments. This new instructor category will assist the colleges in attracting faculty because it is a benefits eligible position and provides the opportunity for the instructor to teach a full load. Current part-time adjunct faculty may only teach 50% of a full-time faculty course load. In researching best practices related to hiring full-time temporary instructors, LSCS administration found that Houston Community College System has successfully offered a similar employment contract.

The new instructor position will be an employee who has a contractual relationship with the District and whose duties and responsibilities are instruction and teaching only, without responsibilities and duties associated with college service or professional development. The instructor may be hired in a full-time or reduced teaching load capacity on an annual basis contingent on the needs of the System. These instructors will have no right of continuing employment with the District beyond the term of their annual contract, do not have a right of notice of non-renewal and their service as an instructor does not count towards eligibility for a multi-year contract or faculty status.

If approved, the new category will become effective immediately and will be added to the proposed Board of Trustees Policy to be considered for adoption by the Board this Spring.

Fiscal Impact: The variance from the cost of an adjunct faculty member is $22,308 for each new instructor over a 9 month contract. This includes the cost of $10,158 for benefits for the instructor. Funds for these new positions are available from the approved FY 2007-08 operating budgets from campus contingency funds and lapsed salaries.

Resource: Ray Laughter 832-813-6621
Report: Monthly Financial Statements

The financial statements for the month ended October 31, 2007 are presented for Board review.
**LONE STAR COLLEGE SYSTEM**

**STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND**

**REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL**

**FOR THE TWO MONTHS ENDED OCTOBER 31, 2007**

<table>
<thead>
<tr>
<th></th>
<th>17% OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR 08/31/07</th>
<th>% OF ACTUAL 10/31/2006</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>$54,850,000</td>
<td>$13,165,566</td>
<td>24.00%</td>
<td>$11,787,206</td>
<td>24.00%</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>43,840,000</td>
<td>19,016,179</td>
<td>43.38%</td>
<td>17,953,592</td>
<td>43.43%</td>
</tr>
<tr>
<td>TAXES</td>
<td>81,000,000</td>
<td>1,125,566</td>
<td>1.39%</td>
<td>1,003,838</td>
<td>1.34%</td>
</tr>
<tr>
<td>INVESTMENTS</td>
<td>1,666,446</td>
<td>555,311</td>
<td>33.32%</td>
<td>263,089</td>
<td>11.42%</td>
</tr>
<tr>
<td>OTHER</td>
<td>2,203,554</td>
<td>410,358</td>
<td>18.62%</td>
<td>420,703</td>
<td>17.15%</td>
</tr>
<tr>
<td><strong>TOTAL EDUCATIONAL AND GENERAL REVENUES</strong></td>
<td>183,560,000</td>
<td>34,272,980</td>
<td>18.67%</td>
<td>31,428,428</td>
<td>18.50%</td>
</tr>
</tbody>
</table>

|                         |                     |                    |                      |                        |        |
| REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED | 660,000 | 293,200 | 44.42% | 104,862 | 14.89% |

**TOTAL REVENUES** | 184,220,000 | 34,566,180 | 18.76% | 31,533,290 | 18.48% |

|                         |                     |                    |                      |                        |        |
| **EXPENDITURES:**       |                     |                    |                      |                        |        |
| INSTRUCTION - ACADEMIC  | 45,861,900          | 8,722,401          | 19.02%               | 7,803,947               | 17.97% |
| INSTRUCTION - WORKFORCE | 26,997,839          | 4,075,948          | 15.10%               | 4,120,882               | 17.11% |
| PUBLIC SERVICE          | 894,989             | 108,276            | 12.10%               | 106,721                 | 15.07% |
| ACADEMIC SUPPORT        | 31,769,953          | 4,123,268          | 12.98%               | 3,916,208               | 14.46% |
| STUDENT SERVICES        | 14,374,084          | 2,079,162          | 14.46%               | 1,981,594               | 15.90% |
| INSTITUTIONAL SUPPORT   | 30,624,247          | 3,485,157          | 11.38%               | 3,755,463               | 15.75% |
| PLANT OPERATION AND MAINTENANCE | 22,362,063 | 3,715,691 | 16.62% | 4,615,764 | 19.66% |
| STAFF BENEFITS          | 8,604,925           | 2,103,918          | 24.45%               | 2,043,870               | 21.93% |

**TOTAL EDUCATIONAL AND GENERAL EXPENDITURES** | 181,490,000 | 28,413,821 | 15.66% | 28,344,449 | 17.24% |

|                         |                     |                    |                      |                        |        |
| REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED | 1,750,000 | 51,021 | 2.92% | 19,706 | 1.59% |

**TOTAL EXPENDITURES** | 183,240,000 | 28,464,842 | 15.53% | 28,364,155 | 17.13% |

|                         |                     |                    |                      |                        |        |
| **OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS** | 4,630,000 | - | 0.00% | 0 | 0.00% |

| NET INCREASE (DECREASE) IN FUND BALANCES | $ (3,650,000) | $ 6,101,338 | $ 3,169,135 |

**NOTE:**

Subject to change pending completion of the August 31, 2007 audit.
LONE STAR COLLEGE SYSTEM

STATEMENT OF OPERATIONS - TECHNOLOGY FUND
REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL
FOR THE TWO MONTHS ENDED OCTOBER 31, 2007

<table>
<thead>
<tr>
<th></th>
<th>17 % OF</th>
<th>PRIOR YEAR</th>
<th>% OF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FISCAL YEAR</td>
<td>% ACTUAL</td>
<td>ACTUAL</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>TO BUDGET</td>
<td>10/31/2006</td>
</tr>
</tbody>
</table>

**REVENUES:**

- **Technology fee** $5,160,000 $ 2,262,981 43.86% $ 2,134,397 42.98%
- **Investments** 100,000 22,539 22.54% 14,800 12.33%
- **Miscellaneous** 20,000 - 0.00% - 0.00%
  - **Total revenues & additions** 5,280,000 2,285,520 43.29% 2,149,197 42.11%

**EXPENDITURES:**

**Automated Library System**
- **Salaries and Benefits** - - - - 1,657 100.00%
- **Services** 267,760 159,353 59.51% 158,690 67.78%
- **Travel and Professional Development** 5,830 - 0.00% - - 0.00%
- **Supplies** 15,375 - 0.00% 133 1.03%
- **Communications** 24,000 4,000 16.67% 4,000 16.67%
  - **Total Dynix Library System** 312,965 163,353 52.20% 164,480 59.48%

**Datatel Services**
- **Salaries and Benefits** - - - - - -
- **Services** 723,138 491,595 67.98% 652,438 87.55%
- **Travel and Professional Development** 75,100 - 0.00% 1,275 7.03%
- **Supplies** 4,500 - 0.00% - - 0.00%
- **Communications** 16,000 1,889 11.81% 2,015 13.82%
  - **Equipment** - - - - - -
  - **Total Datatel Services** 818,738 493,484 60.27% 655,728 63.12%

**E-Mail Services & Telecommunications**
- **Administrative Salaries and related benefits** - - - - - -
- **Services** 793,696 194,160 24.46% 163,873 21.57%
- **Travel and Professional Development** 35,500 - 0.00% 8,960 21.99%
- **Supplies** 109,790 4,146 3.78% 1,383 2.50%
- **Communications** 151,561 7,494 4.94% 21,229 15.53%
  - **Equipment** 466,750 12,481 2.67% 3,108 0.76%
  - **Total E-Mail Services & Telecommunications** 1,557,297 218,281 14.02% 198,553 14.15%

**Campus Support**
- **Salaries and Benefits** - - - - - -
- **Services** 280,565 - 0.00% 4,751 4.50%
- **Supplies** 758,532 94,300 12.43% 6,565 0.74%
- **Travel** - - - - - -
  - **Equipment** 1,551,903 298,993 19.27% 303,536 25.24%
  - **Total Campus Support** 2,591,000 393,293 15.18% 314,852 14.32%

- **Total expenditures** 5,280,000 1,268,411 24.02% 1,333,613 27.12%

**NET INCREASE (DECREASE) IN FUND BALANCE**

- $- $ 1,017,109 $ 815,584

**NOTE:**
Subject to change pending completion of the August 31, 2007 audit.
### LONE STAR COLLEGE SYSTEM

#### BALANCE SHEET

**OCTOBER 31, 2007**

### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>CIP in Fixed Assets</th>
<th>Investment in Sinking Funds</th>
<th>Debt Service</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ (11,833,108)</td>
<td>$ 3,566,062</td>
<td>$ 2,168,369</td>
<td>$ 485,631</td>
<td>$ 494,055</td>
<td>$ 7,430</td>
<td>$ -</td>
<td>$ 753,943</td>
<td>$ (4,357,618)</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable (net of allowance for doubtful accounts)</td>
<td>3,804,323</td>
<td>185,454</td>
<td>455,036</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>486,458</td>
<td>4,931,271</td>
</tr>
<tr>
<td>Taxes receivable (net of allowance for doubtful accounts of $31,916,955 and $898,333 in the Current Unrestricted and Plant Retirement Funds)</td>
<td>81,706,151</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>115,692,524</td>
</tr>
<tr>
<td>Due from grantor agency</td>
<td>-</td>
<td>-</td>
<td>2,517,312</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,517,312</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>3,715,542</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,510,496</td>
</tr>
<tr>
<td>Investments</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>88,225,106</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>466,151</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>466,151</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>1,236,575</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,236,575</td>
</tr>
<tr>
<td>Deposits</td>
<td>82,333</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,333</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>-</td>
<td>54,037</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>54,037</td>
</tr>
<tr>
<td>Land</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>44,528,661</td>
<td>-</td>
<td>-</td>
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<td>44,528,661</td>
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<tr>
<td>Buildings</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>316,946,092</td>
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<td>316,946,092</td>
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<tr>
<td>Leasehold Improvements</td>
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<td>-</td>
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<td>12,182,854</td>
<td>-</td>
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<td>12,182,854</td>
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<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>4,695,512</td>
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<td>-</td>
<td>-</td>
<td>4,695,512</td>
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<tr>
<td>Construction In Progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,790</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,790</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 131,407,820</td>
<td>$ 3,805,553</td>
<td>$ 5,140,717</td>
<td>$ 485,631</td>
<td>$ 30,762,234</td>
<td>$ 402,886,607</td>
<td>$ 39,720,877</td>
<td>-</td>
<td>$ 2,705,357</td>
<td>$ 616,914,796</td>
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### LIABILITIES AND FUND BALANCES

<table>
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<tr>
<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>CIP in Fixed Assets</th>
<th>Investment in Sinking Funds</th>
<th>Debt Service</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
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<tbody>
<tr>
<td>Accounts payable</td>
<td>$ 1,868,529</td>
<td>$ 60,005</td>
<td>$ 151,192</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>2,079,726</td>
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<tr>
<td>Accrued salaries</td>
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<td>2,304</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>985,726</td>
</tr>
<tr>
<td>Due to other funds</td>
<td>-</td>
<td>1,976,091</td>
<td>2,890,455</td>
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<td>201,531</td>
<td>-</td>
<td>112,421</td>
<td>-</td>
<td>-</td>
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<td>1,960</td>
<td>2,096,766</td>
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<td>-</td>
<td>-</td>
<td>33,986,373</td>
<td>-</td>
<td>-</td>
<td>117,795,954</td>
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<td>Accrued compensable absences payable</td>
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<td>1,354,188</td>
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<td>Bonds payable</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>239,542,947</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
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<td>-</td>
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<td>2,079,726</td>
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<td><strong>TOTAL LIABILITIES</strong></td>
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<td>$ 2,038,056</td>
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<td>201,531</td>
<td>-</td>
<td>35,452,982</td>
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### FUND BALANCES:

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<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>CIP in Fixed Assets</th>
<th>Investment in Sinking Funds</th>
<th>Debt Service</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>42,590,209</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>42,590,209</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>1,767,497</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>1,767,497</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loans</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>485,631</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>485,631</td>
</tr>
<tr>
<td>Restricted for construction</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>30,560,703</td>
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<tr>
<td>Investment in fixed assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>402,886,607</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>402,886,607</td>
</tr>
<tr>
<td>Debt service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,267,895</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,267,895</td>
</tr>
<tr>
<td>To be provided for debt service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(239,542,947)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(239,542,947)</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td>42,590,209</td>
<td>1,767,497</td>
<td>-</td>
<td>485,631</td>
<td>30,560,703</td>
<td>402,886,607</td>
<td>4,267,895</td>
<td>-</td>
<td>-</td>
<td>243,015,595</td>
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### TOTAL LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>CIP in Fixed Assets</th>
<th>Investment in Sinking Funds</th>
<th>Debt Service</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCES</strong></td>
<td>$ 131,407,820</td>
<td>$ 3,805,553</td>
<td>$ 5,140,717</td>
<td>$ 485,631</td>
<td>$ 30,762,234</td>
<td>$ 402,886,607</td>
<td>$ 39,720,877</td>
<td>-</td>
<td>-</td>
<td>$ 2,705,357</td>
</tr>
</tbody>
</table>

**NOTE:**
Subject to change pending completion of the August 31, 2007 audit.
### LONE STAR COLLEGE SYSTEM
### STATEMENT OF CHANGES IN FUND BALANCE
### FOR THE TWO MONTHS ENDED OCTOBER 31, 2007

#### Operating Funds

<table>
<thead>
<tr>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,471,762</td>
<td>$1,706,458</td>
<td>-</td>
<td>$37,178,220</td>
<td>$485,631</td>
<td>$31,280,532</td>
<td>$402,886,607</td>
<td>$4,674,860</td>
<td>($239,714,785)</td>
<td>$236,791,065</td>
</tr>
</tbody>
</table>

#### Plant Funds

<table>
<thead>
<tr>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,471,762</td>
<td>$1,706,458</td>
<td>-</td>
<td>$37,178,220</td>
<td>$485,631</td>
<td>$31,280,532</td>
<td>$402,886,607</td>
<td>$4,674,860</td>
<td>($239,714,785)</td>
<td>$236,791,065</td>
</tr>
</tbody>
</table>

#### Debt Service

<table>
<thead>
<tr>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,471,762</td>
<td>$1,706,458</td>
<td>-</td>
<td>$37,178,220</td>
<td>$485,631</td>
<td>$31,280,532</td>
<td>$402,886,607</td>
<td>$4,674,860</td>
<td>($239,714,785)</td>
<td>$236,791,065</td>
</tr>
</tbody>
</table>

#### Memorandum

- Subject to change pending completion of the August 31, 2007 audit.

### FUND BALANCES, September 1, 2007

<table>
<thead>
<tr>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>CIP</th>
<th>Investment in Fixed Assets</th>
<th>Interest and Sinking</th>
<th>Bond Payable</th>
<th>Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,471,762</td>
<td>$1,706,458</td>
<td>-</td>
<td>$37,178,220</td>
<td>$485,631</td>
<td>$31,280,532</td>
<td>$402,886,607</td>
<td>$4,674,860</td>
<td>($239,714,785)</td>
<td>$236,791,065</td>
</tr>
</tbody>
</table>

### REVENUES AND OTHER ADDITIONS:

**Current Funds revenue**

- $34,855,085
- $1,143,035

**Taxes**

- $1,125,565

**Federal grants and contracts**

- $35,998,120

**State grants and contracts**

- $282,163

**Local gifts, grants and contracts**

- $8,305,454

**Interest income**

- $385,767

**Revenue Bond debt service transfer from Operating**

- $249,684

**Total revenues and other additions**

- $36,851,700

### CURRENT FUND EXPENDITURES

**Expended for plant facilities**

- $29,733,253

**Administrative and collection costs**

- $871,050

**Total expenditures and other deductions**

- $29,733,253

### (NON)MANDATORY TRANSFERS

- $7,118,447

### CHANGES IN FUND BALANCE

- $42,590,209

### FUND BALANCE, OCTOBER 31, 2007

- $42,590,209

### NOTE:

Subject to change pending completion of the August 31, 2007 audit.
## LONE STAR COLLEGE SYSTEM
SUMMARY OF INVESTMENTS
AS OF OCTOBER 31, 2007

<table>
<thead>
<tr>
<th>OPERATING UNRESTRICTED</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Book Value</td>
<td>Market Value</td>
<td>Weighted Avg. Days To Maturity</td>
</tr>
<tr>
<td>US Government Agencies</td>
<td>$13,152,936</td>
<td>$13,165,815</td>
<td>5.28%</td>
</tr>
<tr>
<td>Logic</td>
<td>-</td>
<td>2,290</td>
<td>2,290</td>
</tr>
<tr>
<td>Lone Star</td>
<td>4,071,040</td>
<td>4,071,040</td>
<td>4.85%</td>
</tr>
<tr>
<td>TexPool</td>
<td>33,237,078</td>
<td>33,237,078</td>
<td>4.93%</td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td>1,766,509</td>
<td>1,766,509</td>
<td>4.47%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>52,229,853</td>
<td>52,242,732</td>
<td>33 5.00%</td>
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</table>

<table>
<thead>
<tr>
<th>OPERATING RESTRICTED</th>
</tr>
</thead>
</table>

| Lone Star | - | - |
| TexPool   | - | - |
| **TOTAL** | - | - |

<table>
<thead>
<tr>
<th>CONSTRUCTION IN PROGRESS</th>
</tr>
</thead>
</table>

| TexPool | 30,268,179 | 30,268,179 | 4.93% |
|**TOTAL** | 30,268,179 | 30,268,179 | 1 4.93% |

<table>
<thead>
<tr>
<th>INTEREST &amp; SINKING</th>
</tr>
</thead>
</table>

| U. S. Government Agencies | - | - |
| Logic                 | 1,144 | 1,144 | 5.17% |
| Lone Star             | 2,532,926 | 2,532,926 | 4.85% |
| TexPool               | 3,193,004 | 3,193,004 | 4.93% |
| **TOTAL**             | 5,727,074 | 5,727,074 | 1 4.89% |

<table>
<thead>
<tr>
<th>TOTAL INVESTMENTS</th>
</tr>
</thead>
</table>

|              | 88,225,106 | 88,237,985 | 20 4.97% |

Benchmark: 90 day U. S. Treasury Bill for Current Unrestricted and Restricted Funds 3.41%
Benchmark: 1 year U. S. Global Agency for Construction in Progress and Interest & Sinking Funds 4.44%

Weighted Average pool funds use the daily average yield
<table>
<thead>
<tr>
<th></th>
<th>Operating Unrestricted* Yield</th>
<th>Avg Buy</th>
<th>Operating Restricted Yield</th>
<th>Avg Buy</th>
<th>Construction In Progress Yield</th>
<th>Avg Buy</th>
<th>Interest &amp; Sinking Yield</th>
<th>Avg Buy</th>
<th>Total Yield</th>
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<tr>
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<td>$</td>
<td>62,916,504</td>
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<td></td>
<td></td>
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<td>$</td>
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<td>$</td>
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<tr>
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<td>Logic</td>
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<tr>
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<td>4.93%</td>
<td>314,503</td>
<td>4.85%</td>
<td>1,089,742</td>
<td>4.85%</td>
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<td>83,781,711</td>
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</tr>
<tr>
<td>Logic</td>
<td>-</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>-</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Texpool</td>
<td>2,705,646</td>
<td>4.93%</td>
<td>-</td>
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</tr>
<tr>
<td>Overnight Sweep</td>
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<td>4.47%</td>
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</tr>
<tr>
<td><strong>TOTAL MATURITIES</strong></td>
<td>95,281,710</td>
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<tr>
<td>Premium / ( Discount )</td>
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<tr>
<td>Unrealized Gains ( Losses)</td>
<td>38,099</td>
<td></td>
<td>-</td>
<td></td>
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<td></td>
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<tr>
<td><strong>ENDING BOOK VALUE</strong></td>
<td>52,229,853</td>
<td>5.17%</td>
<td>-</td>
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<tr>
<td>Beg. Unrealized Gains (Losses)</td>
<td>17,049</td>
<td></td>
<td>-</td>
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<tr>
<td>Unrealized Gains ( Losses) Chg.</td>
<td>(4,170)</td>
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<td>-</td>
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<tr>
<td><strong>ENDING MARKET VALUE</strong></td>
<td>$ 52,242,732</td>
<td></td>
<td>$ -</td>
<td></td>
<td>$ 30,268,179</td>
<td>$ 5,727,074</td>
<td>$ 88,237,985</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes Renewal & Replacement Fund
Request: Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report (CAFR) and the Independent Auditors' Reports

Chancellor’s Recommendation: That the Board of Trustees consider the recommendation of the audit committee regarding acceptance of the Comprehensive Annual Financial Report and auditors’ reports.

Rationale: The CAFR for the fiscal years ended August 31, 2007 and 2006 and the independent auditors’ reports thereon are presented for Board review and acceptance. The independent auditing firm of McConnell, Jones, Lanier & Murphy has issued an unqualified or “clean” opinion on the District's financial statements and federal financial assistance programs. As required by state law, the CAFR will be filed with the Texas Higher Education Coordinating Board by January 1, 2007.

The reports are scheduled to be reviewed by the Board of Trustees Audit Committee prior to the December 6, 2007 Board Meeting.

Fiscal Impact: None

Staff Resource: Cindy Gilliam

832-813-6512
Request: Consideration of Adoption of a Resolution Continuing the Current Taxation of Goods in Transit as Authorized by Section 11.253 of the Texas Property Tax Code

Chancellor’s Recommendation: That the Board of Trustees adopt a resolution continuing the current taxation of goods in transit as authorized by Section 11.253 of the Texas Property Tax code.

Rationale: The 80th Legislature passed House Bill 621 allowing a property tax exemption of “goods in transit”, described as inventory stored in a location not owned by the owner of the goods. The Act allows governing bodies to adopt a resolution prior to January 1, 2008, to continue taxing these goods as before. A public hearing must be conducted and a Resolution adopted to continue taxing these goods. The Resolution remains in effect until rescinded by the governing body.

A survey of other Texas community colleges revealed that 21 of the 33 responding have adopted or are planning to adopt the resolution before December 31st. Only one (1) of the responses indicated that no action would be taken, the remaining 11 still had it under consideration.

Fiscal Impact: The Harris County and Montgomery County Appraisal Districts estimate a combined tax revenue loss at $2.7 million annually, beginning in FY 2009 if the resolution is not passed by January 1, 2008.

Staff Resource: Cindy Gilliam 832-813-6512
RESOLUTION CONTINUING TAXATION OF GOODS IN TRANSIT

WHEREAS, pursuant to the Texas Constitution and Tex. Tax Code § 11.253, local taxing units are granted the option to continue taxing goods in transit; and

WHEREAS, the Board of Trustees of Lone Star College System has held a hearing pursuant to Art. VIII, § 1-n(d), Texas Constitution, on the issue of whether goods in transit that are not exempt by statute other than Tex. Tax Code § 11.253 should continue to be taxed; and

WHEREAS, the Board of Trustees finds and determines that it is in the public interest to continue the ad valorem taxation of goods in transit; and

WHEREAS, the Board further finds and determines, that the meeting at which this Order is adopted was open to the public; and that public notice of the time, place, and purpose of such meeting was given, all as required by Chapter 551, Texas Government Code, as amended,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LONE STAR COLLEGE SYSTEM THAT:

Section 1: The Board of Trustees of the College hereby approves that goods in transit as defined by Tex. Tax Code § 11.253 shall remain subject to ad valorem taxation by the Lone Star College System, pursuant to the annual ad valorem tax assessment, if not otherwise exempt.

Section 2: This Resolution constitutes official action by the Board of Trustees of the College concerning the foregoing taxing of goods in transit.

PASSED AND APPROVED on the 6th day of December, 2007.

By: __________________________
Chair, Board of Trustees
Lone Star College System

ATTEST:

______________________________
Secretary, Board of Trustees
Lone Star College System

(SEAL)
Request: Consideration of Approval to Extend Grocery Supply Agreement

Chancellor’s Recommendation: That the Board of Trustees approve the extension of a multi-year agreement for grocery supplies with Premier Food Service/U.S. Food Service, 111 Alliant Drive, Houston, TX 77032, for an estimated annual amount of $397,000.

Rationale: On November 3, 2005, the Board approved the purchase of grocery supplies including frozen and refrigerated foods, plastic and paper goods, and cleaning supplies from PremierGroup/U.S. Foodservice, Inc. These products are used in food preparation or purchased for resale. The prices for commodity food items are subject to monthly market changes. The Board approved a one year agreement on November 3, 2005 and an extension on November 2, 2006 that expires on December 31, 2007. The Board is requested to approve an extension of this agreement for an additional six months, through June 30, 2008, as alternatives to food service operations are evaluated and considered.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating and auxiliary fund budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Acceptance of Gifts

Chancellor’s Recommendation: That the Board of Trustees formally accept and acknowledge the following gifts donated to the Lone Star College System in accordance with the donors’ wishes:

- Kawai Grand Piano, model KG-1D, donated by Linda and Jack Keenan to Montgomery College.
- One (1) Valley Lab cart, notepads and pencils donated by Valley Lab and David Lord to Tomball College.
- Two (2) bag carts and ladies golf clubs donated by Denise Bobenread to Montgomery College.
- One (1) Epson 4000 printer, one (1) Kodak 1400 printer, and one (1) Kodak 8500 printer donated by Digital Resolutions Inc. to Tomball College.
- One (1) Scotsman ice maker, model 4F12A-1H, donated by ISI Commercial Refrigeration of Houston to North Harris College.
- One (1) tractor-trailer airboard donated by Lorie Qualls to North Harris College.

Rationale: In accordance with NHMCCD Board Policy BAA - Bequests and Gifts, the authority to accept gifts is vested solely with the Board of Trustees.

Fiscal Impact: None

Staff Resource: Ray Laughter 832-813-6620
Request: Consideration of Approval to Purchase Annual Cisco SMARTnet Network Maintenance

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of Cisco SMARTnet annual network maintenance from Calence, LLC, located at 12808 West Airport Road, Suite 345, Sugar Land, TX 77478, in the amount of $285,863.

Rationale: The college system’s network utilizes a number of Cisco switches in its infrastructure. These switches are highly specialized models. Failure of any of these switches would result in the network being down until the switch was replaced. The annual maintenance provides direct access to Cisco engineers and an extensive range of technical resources. The SMARTnet service also delivers rapid issue resolution to help maximize operational efficiency. As a standard business continuation protection measure used throughout the System, the purchase of the SMARTnet maintenance will provide 4-hour to next day replacement of both new and existing devices for a period of one year.

It is recommended that the Board of Trustees approve this purchase via the State of Texas Department of Information Resources (DIR) contract. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. Participation in the DIR cooperative was approved by the Board on October 15, 1992. Quotes were received from four computer vendors and Calence was the lowest bidder. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 technology fund budget.

Staff Resource: Tom Hill 832-813-6847
# Annual Cisco SMARTnet Network Maintenance

## BID TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calence, LLC</td>
<td>$285,863</td>
</tr>
<tr>
<td>Troubadour, LTD</td>
<td>$288,989</td>
</tr>
<tr>
<td>AT&amp;T Datacomm</td>
<td>$300,004</td>
</tr>
<tr>
<td>Cisco Systems</td>
<td>$347,234</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Amend Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Lease of Postage Machine for Office of General Counsel at System Office

Chancellor’s Recommendation: That the Board of Trustees approve the amendment to the sixty month postage machine lease for the Office of General Counsel with Pitney Bowes, 6610 West Sam Houston Parkway North, Suite 350, Houston, TX 77041 for an additional amount of $600 and a total cost of $3600 over five years.

Rationale: In August 2007, the Board of Trustees approved a sixty month lease of a postage machine for the Office of General Counsel at SC in the amount of $600 annually for a total cost of $3000 over the contract term. The postage machine is also available for use by other departments housed in Building II including Human Resources, Public Information and External Affairs.

The lease will be amended to include the addition of an accounting package to be installed on the existing postage machine. This additional feature will provide the ability to track postage usage by account code in order to charge the appropriate department for the related postage expense.

Board Policy CFA (local) requires renewals of and amendments to contracts to be approved and executed at the same level of authority as the underlying contract.

Board Policy CFB and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including TPASS, to purchase goods and services. The local government that purchases the goods and services under such an agreement satisfies the requirement of the local government to seek competitive bids. The Board of Trustees approved the System’s membership in TPASS (formerly Texas Building and Procurement Commission) at its October 15, 1992 board meeting.

Fiscal Impact: Funds for this lease are included in the approved FY 2007-08 operating budget. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Renee Smith-Byas 832-813-6508
Cindy Gilliam 832-813-6512
Request: Consideration of Approval of Construction Manager at Risk (CM-at-Risk) Services for North Harris College

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of CM-at-Risk services for North Harris College from Teal Construction Company, 1335 Brittmoore, Houston, TX 77043 for an estimated amount of $591,000.

Rationale: The CM-at-Risk method will be utilized for the construction of selected revenue bond projects. The CM-at-Risk will work directly with designated engineers and/or architects to prepare the construction documents. During construction the CM-at-Risk will act as the general contractor, assuming the risk of subcontracting the work and guaranteeing completion of the projects.

The CM-at-Risk services will be primarily utilized for construction projects at North Harris College including the campus-wide electrical improvements, replacement of the existing water and sanitary piping, water distribution improvements, replacement of the fire alarm system, building automation system upgrade, replacement of campus door lock/key system and the renovation of the dining room and food preparation area.

Request for Qualifications were issued to twenty-six firms and six responses were received. Based upon an evaluation of the firm’s statement of qualifications, the project teams of four firms were interviewed. Price proposals for general condition costs and fees were requested from the firms. See attached Bid Tabulation.

Teal Construction has significant experience and demonstrated ability to perform the required work at a competitive price for both pre-construction and construction management services. Guaranteed maximum price proposals for each project will be developed at the appropriate time and submitted to the Board of Trustees for approval.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Steve Head 281-618-5440
Cindy Gilliam 832-813-6512
# Construction Manager at Risk Services
for North Harris College

## BID TABULATION

<table>
<thead>
<tr>
<th>Contractors</th>
<th>Percent of GMP for Individual Projects</th>
<th>Estimated Total Cost for Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teal Construction Company</td>
<td>3.9%</td>
<td>$591,000</td>
</tr>
<tr>
<td>DT Construction</td>
<td>6.0%</td>
<td>$938,000</td>
</tr>
<tr>
<td>JE Dunn</td>
<td>6.0%</td>
<td>$1,128,000</td>
</tr>
<tr>
<td>Arch-Con</td>
<td>6.5%</td>
<td>$1,183,000</td>
</tr>
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</table>
Request: Consideration of Approval for the Chancellor to Sign and Execute a Contract for the Purchase of Land for a College Center

Chancellor’s Recommendation: That the Board of Trustees Authorize the Chancellor or his designee to sign and execute a contract with The Woodlands Land Development Company (TWLDC) to purchase approximately 10.5 acres of land near Kuykendahl and Huffsmith Roads for a college center in an amount not to exceed the fair market value.

Rationale: The approximate 10.5 acre land parcel is located in The Woodlands’ new Village of Creekside Park. This area is planned for homes for more than 7,000 families. The property is in the Tomball Independent School District (TISD). The Woodlands has more than 42,000 employees and 35,000 households in the service area. More than 17,000 students from The Woodlands area attend various college system campuses.

Preliminary plans suggest that a 50,000 to 75,000 square feet educational center could be constructed on the land parcel with sufficient area for surface parking. TWLDC will have the roads and utility infrastructure to the property completed by the end of the 2010 calendar year. TWLDC will be appointed by the college system to act as its agent to cause the property to be included in the boundaries of Municipal Utility District No. 386. None of the property will be needed for storm water detention. The property frontage is on a planned east – west major thoroughfare less than 500 feet from Kuykendahl Road. The west adjacent land is for a planned TISD middle school and the land on the east is for open space and detention pond.

The college system will retain a professional engineering and surveying firm to prepare a site investigation and environmental studies of the 10.5 acres. All the analysis will be completed prior to the closing. Additionally, a market analysis will be performed to establish the fair market value. The Woodlands has other similar land they are offering to non-educational users for $5-$7.00 per square foot.

Fiscal Impact: Funds for this purchase are available from the 2007 revenue bonds. The net cost of the purchase is estimated to be $1,413,304 or $3.09 per square foot.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Purchase Academic Regalia

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of academic regalia from the lowest bidder, Art Needlecraft, dba Artneedle Cap & Gown, 2800 North 2nd Street, Minneapolis, MN 55411 for an estimated amount of $15,873 annually for a total estimated amount of $47,619 over three years.

Rationale: The academic regalia are worn by faculty and staff at the college system’s graduation ceremonies. The purchase will consist of doctoral, masters, bachelor and associate gowns, hoods, caps and tassels for new faculty and staff members.

The term of this award will be for a period of three years beginning January 1, 2008 through December 31, 2011, with the option to cancel upon thirty-day notice.

Proposals were sent to seven academic regalia vendors and four responses were received. The regalia samples submitted by the lowest bidder were acceptable in quality, including durability, comfort, and appearance. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the FY 2007-08 operating budgets. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Judy Stubblefield 832-813-6514
Cindy Gilliam 832-813-6512
### Academic Regalia

**BID TABULATION**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Estimated Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Needlecraft, Inc. dba Artneedle Cap &amp; Gown</td>
<td>$15,873</td>
</tr>
<tr>
<td>Willsie Company</td>
<td>$25,341</td>
</tr>
<tr>
<td>Herff Jones, Inc.</td>
<td>$27,338</td>
</tr>
<tr>
<td>Oak Hill Cap and Gown Company</td>
<td>$30,295</td>
</tr>
</tbody>
</table>
Request: Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute an Agreement for Emergency Preparedness and Crisis Management Planning Consulting Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute an agreement for Phase I of the emergency preparedness and crisis management planning consulting services with Tectonic, 8607 Mayland Drive, Richmond, VA 23294 for an amount of $29,650.

Rationale: A consultant is needed to assist with the development of improved emergency preparedness and crisis management planning programs. This authorization will satisfy the first phase of a contemplated multi-phase project.

The consulting firm will work with the college system’s staff and outside organizations as necessary to evaluate the current policies and procedures relating to emergency event preparedness, response, recovery and related operational protocols. In addition, the initial phase will include an assessment of site security at each facility, identifying potential threats, available technological infrastructure and related business systems. Compliance with the National Incident Management System (NIMS) and industry best practices will be analyzed. A gap analysis of any existing programs relative to regulatory requirements and best practices will be completed. Based on the results of the Phase I analysis, the consultant will submit a report with recommendations for crisis prevention and mitigation strategies to further develop the college system’s emergency alert, response and crisis communication plans, policies and procedures as well as required technology, systems, business continuity and event recovery strategies.

Investigative and recommendation development work completed under Phase I will enable the consultant to provide a proposal for work to be completed in the remaining phases. The costs associated with the subsequent phases will be presented to the Board for approval at a later Board of Trustee meeting. The total cost of the project, including all phases, is estimated to be $200,000+.

Proposals were sent to nineteen security and business and risk management consulting firms and four responses were received. Proposals were evaluated based on the respondent’s qualifications and experience, project methodology, completeness and thoroughness of the
proposal and references. Four firms were interviewed; the firm of Ross & Baruzzini subsequently withdrew from the process. Based upon qualifications and proposal price, the proposal from Tectonic represents the best overall fit and value for the System. Reference checks supported the selection. See attached Evaluation and Bid Tabulations.

**Fiscal Impact:** Funds for this purchase are available from the 2007 revenue bond proceeds.

**Staff Resource:** Cindy Gilliam 832-813-6512
# Emergency Preparedness and Crisis Management Planning Services

## BID TABULATION

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Phase I Bid Amount (Includes $5,000 Owners Allowance)</th>
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<tr>
<td>Tectonic</td>
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<td>LPT Security Consulting</td>
<td>$89,285</td>
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<td>Conestoga-Rovers</td>
<td>$143,400</td>
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## EVALUATION TABULATION

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<th>Tectonic</th>
<th>Conestoga-Rovers</th>
<th>LPT Security Consulting</th>
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<td>Respondent’s Qualifications</td>
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<td>165.4</td>
<td>125.5</td>
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<tr>
<td>Project Methodology/Process</td>
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<td>128.4</td>
<td>107.8</td>
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<tr>
<td>Completeness/Thoroughness</td>
<td>44.0</td>
<td>44.0</td>
<td>37.5</td>
</tr>
<tr>
<td>References</td>
<td>13.0</td>
<td>11.1</td>
<td>12.4</td>
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<tr>
<td>TOTALS</td>
<td>373.0</td>
<td>348.9</td>
<td>283.2</td>
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</tbody>
</table>
Request: Consideration of Approval to Reseal Parking Lot and Sidewalk Joints at Tomball College and Willow Chase Center

Chancellor’s Recommendation: That the Board of Trustees approve the resealing of parking lot and sidewalk joints at Tomball College and Willow Chase Center from the lowest bidder, Aggregate Technologies, 10700 Tower Oaks Blvd., Houston, TX 77070 for an estimated amount of $142,602.

Rationale: Periodic resealing is required to ensure satisfactory joint performance throughout the life of the pavement. Resealing the joints will help prevent water infiltration. It will also help minimize the entry of incompressible materials into the joint reservoir and slow the rate of deterioration of the concrete pavement.

Many of the pavement joints at Tomball College and Willow Chase Center are old and cracked. Last winter, approximately sixteen thousand (16,000) linear feet of expansion joints were resealed at Tomball College. This project is the last phase of the work and includes resealing approximately 65,500 linear feet of joints.

Bid proposals were sent to eleven (11) contractors and five (5) construction contractor brokerage firms. Three (3) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Ray Hawkins 281-357-3644
Cindy Gilliam 832-813-6512
## Reseal Parking Lot and Sidewalk Joints
### at Tomball College and Willow Chase Center

### BID TABULATION

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Cost per Linear Foot (l.f.)</th>
<th>Estimated Bid Amount (Including Owner’s Allowance and Payment and Performance Bonds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate Technologies</td>
<td>$2.04/l.f. - TC</td>
<td>$142,602</td>
</tr>
<tr>
<td></td>
<td>$2.99/l.f. - WCC</td>
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</tr>
<tr>
<td>Striping Unlimited/Rocktek Paving</td>
<td>$2.75/l.f.</td>
<td>$186,563</td>
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<tr>
<td>Berger Construction Company</td>
<td>$3.00/l.f.</td>
<td>$204,725</td>
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Request: Consideration of Approval of Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase to Install Carpet and Cove Base at North Harris and Kingwood Colleges

Chancellor’s Recommendation: That the Board of Trustees approve the TXMAS cooperative purchase to install new carpet and cove base for North Harris and Kingwood Colleges from Texan Floor Service, 2055 Silber Road Suite 108, Houston, TX 77055, in the amount of $98,833.

Rationale: This project will consist of the replacement of stained and worn carpet and cove base in the faculty office suites of the Academic Building, Fine Arts Building and plant offices at North Harris College. In addition, the carpet and cove base will be replaced in the Fitness Training Center and the teaching theater located in Classroom Building A at Kingwood College.

Board Policy CFB and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including TPASS, to purchase goods and services. The local government that purchases the goods and services under such an agreement satisfies the requirement of the local government to seek competitive bids. The Board of Trustees approved the System’s membership in TPASS (formerly the Texas Building and Procurement Commission) at its October 15, 1992 board meeting.

A comparative market study confirmed that the TXMAS cooperative purchase from Texan Floor Services is the best value.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 repair and replacement budgets for North Harris and Kingwood Colleges.

Staff Resource:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Head</td>
<td>281-618-5440</td>
</tr>
<tr>
<td>Linda Stegall</td>
<td>281-312-1640</td>
</tr>
<tr>
<td>Cindy Gilliam</td>
<td>832-813-6512</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Convert the Patio of Building F into Offices and a Classroom for Montgomery College

Chancellor’s Recommendation: That the Board of Trustees approve the conversion of the patio of Building F into offices and a classroom for Montgomery College from the lowest bidder, Montgomery Building Services, LLC, P.O. Box 187, Montgomery, TX 77356 in the amount of $244,780.

Rationale: Montgomery College has experienced a five to six percent increase in enrollment each year. It has become a challenge to support the significant growth as existing classrooms and faculty office space are limited. Five temporary buildings already exist on the campus and one temporary building will be added this winter.

The patio area on the north side of Building F was identified as a viable option for classroom and office space as it is supported with an existing slab and roof, brick wrapped columns and low walls. In August 2007, OC & A Architects designed the patio conversion that includes one 700 square feet classroom, three offices, and an access corridor. The existing architectural building elements are repeated within the design so the renovated area will appear as if it was built along with the original building.

Request for proposals was sent to seventy contractors and five construction contractor brokerage firms. Four responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Tom Butler 936-273-7222
Cynthia Gilliam 832-813-6512
## Conversion of Building F Patio at Montgomery College

### BID TABULATION

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery Building Services, LLC</td>
<td>$244,780</td>
</tr>
<tr>
<td>Cannon Enterprises, Inc.</td>
<td>$250,356</td>
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<tr>
<td>Berger Construction Company</td>
<td>$303,961</td>
</tr>
<tr>
<td>DT Construction, L.P.</td>
<td>$340,467</td>
</tr>
</tbody>
</table>

Bid Amount (Includes Base Bid, Alternate One, $15,000 Owner’s Allowance, and Payment and Performance Bonds)
Request: Consideration of Approval to Purchase Professional Services for Fire Alarm and Security Systems at North Harris, Kingwood and Tomball Colleges

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of professional services for fire alarm and security systems at North Harris, Kingwood and Tomball Colleges from Infrastructure Associates, Inc., located at 6117 Richmond Avenue, Suite 100, Houston, TX 77057 in the amount of $278,000.

Rationale: The fire alarm system upgrade project at North Harris College will address current operational deficiencies. At Kingwood College the multiple, independent fire alarm systems are antiquated and inefficient.

The existing security systems at Kingwood and Tomball College are aged and do not provide adequate security coverage of the facilities. In addition, recent construction projects at Tomball College did not include a security system for those new facilities. The installation of new security systems will improve security coverage, operation and maintenance efficiency. These security systems are intended to complement, not duplicate, any equipment proposed by the crisis management plan. A separate agenda item has been included for consideration approval of consulting services to develop the plan.

In May 2007, a Request for Qualifications for professional services was released to twenty-seven engineers; eleven responses were received. Based upon an evaluation of the engineering firm’s statement of qualifications, six firms were interviewed for the approved revenue bond and repair and replacement projects that required engineering services. The interview committee consisted of the project managers and individuals who have a thorough understanding of the project scopes and complexities.

During the interviews, the engineering firms were given the opportunity to demonstrate their experience and abilities with projects similar in nature to the proposed projects. In addition, the firms were evaluated on energy efficiency concepts, current workload, and the level of firm involvement during the construction phrase. Reference checks were performed on all interviewed firms.

Based on demonstrated capabilities, Infrastructure was selected for the North Harris, Kingwood and Tomball College projects. The proposed
cost is fair and reasonable and within industry standards.

According to Texas Education Code Chapter 2254.003, competitive bids shall not be solicited for professional services of any licensed or registered professional engineer. Contracts for such professional services are made on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price.

**Fiscal Impact:** Funds for this purchase are available from the 2007 Revenue Bond.

**Staff Resource:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Head</td>
<td>281-618-5440</td>
</tr>
<tr>
<td>Linda Stegall</td>
<td>281-312-1640</td>
</tr>
<tr>
<td>Ray Hawkins</td>
<td>281-351-3333</td>
</tr>
<tr>
<td>Cindy Gilliam</td>
<td>832-813-6512</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase of Vinyl Printed Sign Covers for Existing Monument Sign Displays

Chancellor’s Recommendation: That the Board of Trustees approve the TXMAS cooperative purchase of vinyl printed sign covers for existing monument sign displays from Banner and Sign Express, 2774 East Trinity Mills Road, Carrollton, Texas 75006 for an estimated amount of $46,000.

Rationale: On November 1, 2007, the Board of Trustees approved the resolution to change the name of the District to Lone Star College System. To announce the new name in January 2008, vinyl printed sign covers will be installed over the existing monument sign displays that currently include the name NHMCCD. The vinyl sign covers will be temporary until the monument displays are permanently changed.

The vinyl signs are available through the TXMAS cooperative program. Board Policy CFB and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including TPASS formerly Texas Building and Procurement Commission (TBPC), to purchase goods and services. The local government that purchases the goods and services under such an agreement satisfies the requirement of the local government to seek competitive bids for the purchase of goods and services. The Board of Trustees approved the District’s membership in the TPASS (formerly TBPC) at its October 15, 1992 board meeting.

A comparative market study confirmed that the TXMAS cooperative purchase from Banner and Sign Express is the best value for the District.

Fiscal Impact: The funds for this purchase are included in the FY 2007-08 operating budget.

Resource: Cindy Gilliam 832-813-6512
Ray Laughter 832-813-6621
Request: Consideration of Approval to Renew Hewlett Packard Annual Software Maintenance and Technical Support Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of annual maintenance and technical support services from Hewlett Packard, 8000 Foothills Blvd., Roseville, CA 95747-5636 in the amount of $31,896

Rationale: Hewlett Packard provides annual maintenance and technical support for Service Center, OpenView and Data Protector software within designated response times. The services include unlimited access to technical software support as well as scheduled software upgrades. The Service Center software tracks requests to the college system’s helpdesk. Open View software monitors the function of the system’s servers and Data Protector is the backup software for data.

The purchase of the annual maintenance for the OpenView and Data Protector software was purchased in September 2007 in the amount of $8,435. An additional purchase is required to support the Service Center software in the amount of $23,461 for a total purchase of $31,896.

It is recommended that the Board of Trustees approve this purchase of software maintenance via the State of Texas Department of Information Resources (DIR) contract from the software developer, Hewlett Packard. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. Participation in the DIR cooperative was approved by the Board on October 15, 1992.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 technology fund budget.

Staff Resource: Tom Hill 832-813-6847
Request:  Consideration of Approval to Purchase Network Servers

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of network servers from IBM, 8123 South Hardy, Tempe, AZ 85284 in the amount of $43,127.

Rationale: Employees conducting normal business throughout the college system rely on the network infrastructure to obtain access to the Internet and the student and financial systems. In addition, voice communications, which are supported by the network, are key to normal business operations. To complete the transition of North Harris and Montgomery Colleges from the legacy Nortel telecommunications system to voice over Internet protocol (VoIP), a major upgrade to the network infrastructure is necessary.

This purchase will consist of seven network servers. The servers require stringent specifications to operate the District’s communications software for telephones, voicemail, conferencing, and 911 services. The servers will be built and configured for redundancy to ensure the highest quality of service and up-time.

It is recommended that the Board of Trustees approve this purchase via the State of Texas Department of Information Resources (DIR) contract. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. Participation in the DIR cooperative was approved by the Board on October 15, 1992. Quotes were received from three computer vendors and IBM was the lowest bidder. See Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Tom Hill 832-813-6847
## Network Servers

**BID TABULATION**

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<th>Vendor</th>
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<td>Sirius Computer Solutions</td>
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<td>CDW Government</td>
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Request: Consideration of Approval to Purchase Web Usability Services for the System

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of web usability services for the System from Human Factors International, 410 West Lowe Ave., Fairfield, IA 52556 in the amount of $45,342.

Rationale: Web usability services are needed to assist the college system with the redesign and development of a new navigation structure for the entire website. This project will consist of the identification of business goals of the site, analysis of the current design space, and identification and prioritization of required online tasks by web users. In addition, an expert review of the site from page and task level perspectives will be performed. Quick fix and total redesign recommendations will be presented. These services will assist the Web Review Council with the development of a new navigation and page structure that effectively addresses the usability of the System’s website for a changing student population.

The initial Request for Proposal (RFP) process resulted in a response from two (2) web services firms. Due to a large price discrepancy, the scope of services was revised to further define the specific requirements and a revised RFP was issued. The revised RFP was sent to eighteen (18) marketing/design agencies and only one (1) response was received. Due to the limited response, the respondents of the initial RFP, neither of which submitted a revised proposal, were contacted and both firms indicated that existing project obligations prevented them from being able to consider a project for the college system.

Fiscal Impact: Funds for these services are included in the approved FY 2007-08 operating budget.

Staff Resource: Ray Laughter 832-813-6621
Request: 
Consideration of Approval to Amend Janitorial Services Agreement for Cy-Fair College

Chancellor’s Recommendation: 
That the Board of Trustees approve the amendment to the janitorial services agreement between Cy-Fair College and Bonded Maintenance Company, dba ABM Janitorial Services, 2131 Gulf Central Drive, Houston, TX 77023 for an additional amount of $14,772 for a total cost of $408,312 over the revised contract period.

Rationale: 
On September 7, 2006, the Board of Trustees approved a thirty-six month agreement for the purchase of janitorial services for Cy-Fair College. The janitorial service includes nightly, weekly, monthly, and end of semester cleaning for Cy-Fair College. Cleaning services are performed in the Center for the Arts, Technology Center, Learning Commons, College Center, Health Sciences Center, and Emergency Services Training Center.

In July 2007, the Fair Labor Standards Act increased the federal minimum wage to $5.85 per hour from $5.15. Two additional increases will occur in July 2008 ($6.55) and 2009 ($7.25). ABM did not include the minimum wage increases in the initial contract pricing. During negotiations, ABM openly disclosed its accounting records for staff review to ensure that the additional costs were justified and fair. Staff is recommending the revised contract terms and pricing to ensure a fair and reasonable contract.

The initial proposals were evaluated based upon established criteria. The bid was awarded to the bidder with the highest number of points. Based upon an evaluation of the original proposals received, ABM’s revised cost remains less than the proposed amount submitted by the next bidder with the highest number of points.

In addition to the revised contract price, this amendment will change the current work schedule to reflect services Sunday through Thursday to improve the efficiency and quality of work. Both parties have also mutually agreed to revise the contract term from thirty-six months to twenty-four months. The revised contract term will expire on August 31, 2008 and provides sufficient time to re-bid these services including the development of a revised scope of services and to release a Request for Proposal (RFP). The RFP process is necessary to ensure these services are procured at the best value based upon current and future market conditions.
Board Policy CFA (local) requires renewals of and amendments to contracts to be approved and executed at the same level of authority as the underlying contract.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2007-08 operating budget for Cy-Fair College.

**Staff Resource:**
- Diane Troyer 281-290-3940
- Cindy Gilliam 832-813-6512
Request: Consideration of Ratification of Purchase of Datatel Regulatory Release Bridge Software and Approval to Purchase Colleague Version 17 (R17) Regulatory Support Consulting Services

Chancellor’s Recommendation: That the Board of Trustees ratify the purchase of the Regulatory Release Bridge Software in the amount of $58,000 and approve the purchase of R17 Regulatory Support Consulting Services in the amount of $60,000 from Datatel, Inc., 4375 Fair Lakes Court, Fairfax, VA 2203 for a total cost of $128,000. In addition, authorize the Chancellor or designee to negotiate and execute any additional agreements for the purchase of consulting services within the approved FY 2007-08 operating and technology fund budgets that are necessary to complete the implementation of this software.

Rationale: In 1993, the Board of Trustees approved the purchase of Datatel’s Enterprise Resource Planning System, Colleague. As of August 31, 2007, Datatel no longer supports R17. Since version 18 (R18) has not yet been implemented, it was necessary to purchase the Regulatory Release Bridge Software. This software provides numerous end-of-year compliance updates including patches for W-2s, 1098Ts, and 1098Es for the financial application and the federal financial aid application form (FAFSA) and related imports and exports for the student application.

Datatel will provide support services to implement the R17 Regulatory Release Bridge software. The consulting services include a Project Manager at a fixed rate of $40,000 for 160 hours to provide project coordination. In addition, technical and application consultants will be provided for testing support at $250 per hour for an estimated 80 hours.

Pursuant to Legal Policy CFA, the District may contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003, in lieu of the methods provided by Education Code 44.031. The selection and award shall be based on demonstrated competence and qualifications to perform the services at a fair and reasonable price. As the software developer of Colleague, Datatel is the most qualified consultant to assist with the implementation of the software.

Fiscal Impact: Funds for this purchase are available from the approved FY 2007-08 operating and technology fund budgets.

Staff Resource: Tom Hill 832-813-6847
Financial Report and Consideration No. 22  (ACTION ITEM 23)  Board Meeting 12-6-07

Request: Consideration of Approval to Purchase and Upgrade Client Management Software Licenses for Kingwood, Montgomery and Cy-Fair Colleges

Chancellor’s Recommendation: That the Board of Trustees approve the purchase and upgrade of client management software licenses for Kingwood, Montgomery and Cy-Fair Colleges from Dell Marketing, L.P., One Dell Way, Round Rock, Texas 78682 in the amount of $141,774.

Rationale: Client management software is a systems management solution that reduces the total cost of ownership for desktops, notebooks, and handheld devices. This software enables information technology (IT) administrators to deploy, manage, and troubleshoot systems from virtually anywhere. The Altiris client management software has been successfully used at North Harris, Tomball and Montgomery Colleges and it is requested to implement the software at the other campuses. This purchase will include new licenses for Kingwood and Cy-Fair Colleges and an upgrade of existing licenses for Montgomery College. This software is essential for the deployment of new computer systems and will automatically install all the required software onto computers in various locations from one location, reducing the required manpower by IT administrators.

It is recommended that the Board of Trustees approve the purchase via the State of Texas Department of Information Resources (DIR) contract. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. Participation in the DIR cooperative was approved by the Board on October 15, 1992. Quotes were received from three computer vendors and Dell was the lowest bidder. See Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Tom Hill 832-813-6847
<table>
<thead>
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<tbody>
<tr>
<td>Dell Marketing</td>
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<td>Hewlett Packard</td>
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<td>CDW Government</td>
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Request: Consideration of Approval to Purchase Web Caching Server Appliance

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of a web caching server appliance from Future Com, Ltd., located at 807 Forest Ridge Drive, Suite 105, Bedford, TX 76022, in the amount of $89,951

Rationale: As a result of enrollment growth, Internet usage has increased by more than three-fold during the last year. The web caching server appliance will deliver web content from the appliance rather than directly from the Internet. Therefore, the content will be downloaded only once to the appliance rather than repetitively from the Internet. This functionality will result in less traffic through the Internet connection, increasing the bandwidth availability.

It is recommended that the Board of Trustees approve this purchase via the State of Texas Department of Information Resources (DIR) contract. Local Government Code Section 2157.006 states that a local government satisfies the requirement to seek competitive bids if information technology commodities or services are purchased through a DIR contract. Participation in the DIR cooperative was approved by the Board on October 15, 1992. Quotes were received from three computer vendors and Future Com was the lowest bidder. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the 2007 Revenue Bond.

Staff Resource: Tom Hill 832-813-6847
**Web Caching Appliance**

**BID TABULATION**

<table>
<thead>
<tr>
<th>Vendor</th>
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<tbody>
<tr>
<td>Future Com, Ltd</td>
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<tr>
<td>Solid Border</td>
<td>$93,770</td>
</tr>
<tr>
<td>Virtual Graffiti, Inc.</td>
<td>$101,685</td>
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</tbody>
</table>
Request: Consideration of Approval of an Installation and License Agreement for a Marquee and Monument Sign for Cy-Fair College, Fairbanks Center

Chancellor’s Recommendation: That the Board of Trustees approve the agreement of an installation and license agreement for a marquee and monument sign for Cy-Fair College, Fairbanks Center

Rationale: LightPoint Impressions will build a marquee sign at the front entrance of Fairbanks Center and add a monument sign to the existing Fairbanks Center sign at the side entrance. In exchange, LightPoint Impressions will use a portion of the marquee sign to advertise products and companies. The marquee sign will be approximately 45’ high by 48’ wide and the monument sign will be approximately 4’ high by 14 ½’ wide. LightPoint will be responsible for all expenses relating to requesting and filing the necessary permits, construction costs, and installation costs. Cy-Fair College will be responsible for all ongoing utility and maintenance costs after the one year warranty period. College system personnel will be trained on use of the equipment to display messages on the LED panels located on the marquee sign. Messages displayed on the LED panels of the marquee sign are subject to the sole discretion of the college system and the fixed sponsor panels on the marquee sign will exclude the following products or vendors: tobacco, alcohol, sexually oriented products, political campaigns, competing colleges or universities, any controversial subject, or other sponsors or products not appropriate for the college system or its image.

The initial term of the agreement is for fifteen years with an option to renew for an additional fifteen years. If the agreement is renewed, LightPoint will replace the current LED panels with new LED panels.

Board Policy CFA (Local): Contracting requires Board approval of multi-year agreements.

Fiscal Impact: Annual utility and maintenance costs are estimated to be less than $500 per year and will be appropriately requested in each years Operating Budget request for Cy-Fair College.

Staff Resource: Cindy Gilliam 832-813-6512
Renee Byas 832-813-6655
Diane Troyer 281-290-3940
Request: Consideration of Approval for Chancellor to Negotiate and Execute a Contract to Sell Land Located West of Sorters Road and North of Kingwood College

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or his designee to negotiate and execute a contract to sell 0.45 acres located south of River Ridge Drive, west of Sorters Road and north of Kingwood College to The City of Houston for the fair market value of $10,200.

Rationale: The City of Houston Department of Public Works and Engineering, Real Estate Branch has been authorized by the proper authorities to acquire property which is required by the city for the KINGWOOD WEST WWTP (Formerly MUD # 48). The final contract price of this property was negotiated at $10,200, the fair market value based upon the certified appraisal.

Originally The City of Houston made an offer to another property owner; however, upon receipt of the updated title, North Harris County College appeared as the owner of the tract. On September 7, 2006 the Board of Trustees previously authorized the Chancellor to sell 8.74 acres to the City of Houston.

The City of Houston is in the process of securing property adjacent to the MUD #48 wastewater treatment plant for the purpose of expanding the plant’s capacity and creating a buffer zone between the plant and all residential property. This 0.45 acre tract abuts the current MUD #48 wastewater treatment plant.

This construction project will expand the wastewater treatment plant from 400,000 gallons per day capacity to 2 million gallons per day. To meet the Texas Commission Environmental Quality requirements, a 150 foot buffer zone is required between the City’s property and all residential property around the treatment plant.

Due to the location of this property on the Kingwood College site plan, it would not be practical to develop the area for student use. Part of this property is within the 100 year floodplain. It is adjacent to the wastewater plant and it is located on the north side of the Evans Gully drainage easement which isolates this area from current recreational areas and parking lots.

Fiscal Impact: Proceeds from the sale will be placed in the Bond Construction Fund for
future projects.

**Staff Resource:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Stegall</td>
<td>281-312-1640</td>
</tr>
<tr>
<td>Cindy Gilliam</td>
<td>832-813-6512</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of Proposed Settlement Agreement in *James Winston vs. Kingwood College*; Cause Number 2006-54109; In the 295th Judicial District Court, Harris County, Texas

Chancellor’s Recommendation: That the Board of Trustees approve the proposed settlement agreement with Plaintiff James Winston as discussed in closed session.

Rationale: In September 2006, the District was served with a lawsuit brought by Mr. James Winston, a former employee at Kingwood College.

In November 2007, all parties agreed to a settlement pending approval by the Board.

Fiscal Impact: Expenses associated with the settlement are available from the 2007-08 approved operating budget.

Resource: Renee Smith Byas 832-813-6655
Request: Consideration of Approval to Extend Armored Car Services Agreement

Chancellor’s Recommendation: That the Board of Trustees approve the extension of the armored car services agreement with Dunbar Armored, Inc., 50 Schilling Road, Hunt Valley, MD, 21031, for an estimated amount of $34,635.

Rationale: On November 3, 2005, the Board approved the purchase of armored car services for a period of two years beginning January 1, 2006 through December 31, 2007. The agreement includes the option to renew for two additional one year periods based upon mutual consent, provided that funds are appropriated. Based upon satisfactory vendor performance, the Board is requested to approve the extension of this agreement for one additional year.

The contract extension for armored car services includes a seven percent increase in current service rates due to higher premium rates for cargo insurance plus the rising costs for fuel, group health care and wages. This price increase is reasonable in light of current economic conditions. In addition, Dunbar’s revised cost is less than the proposed amount submitted by the next lowest bidder based on a review of the original proposals.

Fiscal Impact: Funds for this purchase are included in the approved FY 2007-08 operating and auxiliary fund budgets.

Staff Resource: Cindy Gilliam 832-813-6512
The college system’s plant operations and facilities department has provided a summary report of the college system’s construction projects. See attached report.
Monthly Facilities Planning and Construction Report  December 6, 2007

Modular (Temporary) Classroom Buildings

♦ Cy-Fair College

The modular building is scheduled to be available for the Spring 2008 semester. The building will consist of approximately 8,000 square feet and will have four classrooms, conference and storage rooms, faculty offices and restroom facilities. The Board of Trustees approved the lease of the additional modular building at the October 2007 regular board meeting. Notice to proceed has been issued to the vendor and manufacturing of the modular complex is in production.

♦ Montgomery College

The installation site for the modular building has been reviewed and approved by the college system and vendor representatives. The modular complex will have approximately 4,400 square feet and will be utilized for theatrical (Home/Facility Theatre) and homeland security technology instruction. Notice to proceed has been issued to the vendor and manufacturing of the modular complex is in production. The building will be available for the Spring 2008 semester.

General Obligation Bond Project Summaries:

♦ Tomball College

Entry Column Renovation - The project scope of work was re-evaluated for alternative solutions and engineering. A re-defined scope of work has been established. Due to the significant pricing increase received, the architect of record will meet with the contractors to discuss other construction methods as well as value engineering alternatives.

Air & Water Balance - The scope of work involves rebalancing the air and hot water distribution. The Board of Trustees approved the agenda item on November 01, 2007. A pre-construction meeting was held on Tuesday, November 20, 2007 to coordinate the schedule and time frame for completion. The majority of the work will commence at the end of the Fall 2007 semester. Work should be completed in January 2008.

♦ College System Services and Training Center

Entrance Canopy Repairs - Work on the repair of the entry canopies has recommenced. Four entry canopies on the original buildings will be reconstructed and repaired to eliminate water leaks. The canopy assemblies and rain gutters will be replaced. The general contractor has previously terminated the initial contract with a subcontractor and has contracted with another subcontractor. This project is scheduled for a winter break completion.
Revenue Bonds - Project Summaries:

❖ North Harris College.

♦ Dining and Food Preparation Area Renovation - Harrison Kornberg Architects (H/K) is in the process of completing the schematic design for the dining and food preparation area at North Harris College (NHC). Meetings have been held with the NHC advisory committee. This project is on schedule for construction completion by August 1, 2008.

♦ Replace Water and Sanitary Services – Discussions with the two possible providers of water and sanitary services for the campus (Woodcreek and Richey Road utility college systems) are ongoing. Discussions are focused on the physical connections and rate order issues, which are not designed for facilities like NHC.

♦ Electrical Infrastructure Upgrades – Carter Burgess (CB) has been selected as the engineer consultant for the evaluation and correction of the electrical infrastructure at NHC. A purchase order has been issued and a time schedule has been requested from CB for this project.

♦ Building Automation System Upgrades – A meeting with the designer took place to identify existing system issues and to develop a list of existing documentation that is required to initiate the design of the replacement system.

♦ Fire Alarm Upgrades - The existing system requires upgrades to improve the operability of the system since some components are not fully integrated into the main campus system. An engineer has been selected and will be presented for approval at the December Board of Trustee meeting.

❖ Montgomery College

♦ Renovate Building F Patio for classrooms – Construction documents were released to contractors for bidding October 10, 2007. Four bids were received November 9, 2007. Contractor approval will be requested of the Board at the December regular board meeting.

♦ Replacement of Variable Speed Drives – Marshall Engineering was selected as the consultant to develop plans and specifications for this project. A 50% review set of construction documents was transmitted November 14, 2007. A time schedule has been requested from Marshall for this project.

♦ Electrical System Upgrades - Carter Burgess (CB) has been selected as the engineer consultant for the electrical system upgrades at Montgomery College. A purchase order has been issued and a time schedule has been requested from CB for this project.

❖ Kingwood College

♦ Emergency Generator for Student Center/Fine Arts Building – A pre-design meeting was held on September 27, 2007. Infrastructure Associates is preparing the construction documents. These documents are scheduled to be released for bidding at the beginning of December.

♦ Fire Alarm Upgrades - The existing system requires upgrades to improve operability and maintenance. The existing, independent systems have exceeded their useful life and replacement parts are generally not available. An engineer has been selected and will be presented for approval at the December Board of Trustees meeting.
Tomball College

- **Reseal Parking Lots** – This project is scheduled for a winter break completion. Three bids were received November 7, 2007. Contractor approval will be requested of the Board at the December regular board meeting.

- **Building Automation System Upgrades** – A meeting with the designer took place to identify existing system issues and to develop a list of existing documentation that is required to initiate the design of the replacement system.

Land Acquisitions:

**Donation Agreement of Property-The Woodlands Land Development Company (TWLDC)**
The Woodlands Joint Powers Agency (TWJPA) is currently reviewing pertinent documents received from the engineer requesting a road easement to access the 55 acre property from Montgomery College. Approval has been received from TWJPA pending submission of sealed engineering drawings. Andrews Kurth (outside counsel) has commenced communication with The Woodlands Development Company to proceed with the donation of the property.

**Kingwood College – Atascocita Property**
A site on West Lake Houston Parkway has been identified as a preferred location for a satellite campus. A Purchase and Sale Agreement has been signed and executed by LSCS and Perry Homes. Earnest monies have been forwarded to the title company. An appraisal and environmental study are in process. Closing on the property is scheduled for December 14, 2007. The purchase of this land (Approx.$3.4M) is to be funded from the 2007 revenue bond proceeds.

**Cy-Fair College – Land Purchase**
Approximately 40 acres of land is proposed to be purchased from Caldwell Companies SCOA West LP. The 40 acre land parcel consists of two parcels and is located north of the campus. The land will be primarily utilized for classroom facilities and parking. A Commercial Sale Agreement has been signed and executed between LSCS and Caldwell Companies. A survey and environmental study are in process. Closing on the property is scheduled for December 14, 2007. The purchase of this land (Approx. $3.1M) is to be funded from the 2007 revenue bond proceeds.

**Creekside Park – Land Purchase**
Approximately 10 acres of land is proposed to be purchased from The Woodlands Land Development Company within the The Woodlands Village of Creekside Park development. The property is south of The Woodlands and Spring Creek on Kuykendahl. The land will be utilized for a future college center. The purchase of this land (Approx. $1.4M) is to be funded from the 2007 revenue bond proceeds. Request for approval to negotiate and execute a contract is included on the December 2007 regular meeting agenda. An appraisal and environmental study are in process. If approved, closing will be on December 14, 2007.
Request: Consideration of Ratification of Appointments

Chancellor’s Recommendation: That the contractual appointments listed on the following pages be ratified for the positions indicated.

Rationale: These contractual appointments include ratification of Administrators and faculty from Cy-Fair College, Montgomery College, and District Services and Training Center.

Fiscal Impact: Positions and salaries have been budgeted for 2007-2008.

Staff Resource: Ray Laughter 832-813-6621
a. Cy-Fair College

Claire Gunnels, Reference Librarian/Assistant Director

Effective: Twelve-month contracted employee at an annual salary of $69,161 beginning October 16, 2007.

Education: M.S., Simmons Graduate School of Library Science, Major: Library Science; B.A., Mount Holyoke College, Major: History/Spanish-French minor.

Experience: Reference Librarian, Cy-Fair College, Librarian Reference Coordinator, Kingwood College, NHMCCD.

b. Montgomery College

Carol Girocco, Professor, Associate Degree Nursing

Effective: Ten and one-half month contracted employee at an annual salary of $83,522 beginning January 1, 2008.

Education: M.S.N., University of Texas-Houston Health Science Center School of Nursing, Major: Oncology/Educator; B.S.N., Northwestern State University, Major: Nursing.

Experience: Vocational Nursing Instructor, VN Instructor/VN Coordinator, Montgomery College, Kingwood College, and North Harris College, NHMCCD; On-Call Staff Nurse, Houston Hospice; PRN Nursing Staff, Doctor’s Hospital.

c. District Services and Training Center

David Gronlund, Director, IT Projects

Effective: Twelve-month contracted employee at an annual salary of $66,500 beginning November 12, 2007.


Experience: Manager of Network Infrastructure, Collier County Public Schools; Owner, Dave’s Computers; Technical Service Representative, W.R. Grace/Dearborn; Field Engineer, ABB Process Automation Business.
Request: Consideration of Resignations

Chancellor’s Recommendation: That the resignations listed below be accepted and acknowledged.

Cy-Fair College

Aaron D. Capps, Associate Professor, Interpreter Training
   Effective December 19, 2007

North Harris College

Charles F. Cooper, Director, IT
   Effective October 26, 2007

Tomball College

William Samuel Powell, Professor, Mathematics
   Effective December 31, 2007

Kathleen N. Russell, Associate Professor, Education
   Effective December 31, 2007

Dorothy L. Stowers, Professor, Mathematics
   Effective December 31, 2007

District Services and Training Center

Judy A. Stubblefield, Chief of Staff/Board Liaison
   Effective January 31, 2008

Staff Resource: Ray Laughter 832-813-6621