I. Call to Order

II. Pledge of Allegiance

III. Certification of the Posting of the Notice of the Meeting

IV. Workshop

V. 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 one or more of 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 551.087 - Economic Development Negotiations

VI. Reconvene Regular Meeting

VII. Introductions, Special Guests, Recognitions

VIII. Approval of the Minutes of the November 6, 2008 Workshop and Regular Meeting and the November 14-15, 2008 Board of Trustees Retreat

IX. Citizens Desiring to Address the Board

X. Special Reports and Announcements

1. Chancellor

2. College Presidents
3. Vice Chancellors

4. Faculty Senate Presidents

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 Reports and Considerations

1. Consideration of Approval of an Amendment to Lone Star College System Policy Section II – Community and Government Relations - D. Student and Community Use of System Facilities (ACTION ITEM 1)

2. Consideration of Approval of the Lone Star College System Goals and Objectives for 2009-2011 (ACTION ITEM 2)

XIII. Financial Reports and Considerations

1. Monthly Financial Statements

2. Purchase Contracts Report Board Authorized Chancellor to Negotiate and Execute

3. Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report (ACTION ITEM 3)

4. Consideration of Approval to Purchase Instructional Chemical Supplies (ACTION ITEM 4)

5. Consideration of Approval to Purchase Interpreter Services (ACTION ITEM 5)

6. Consideration of Approval to Purchase Additional Situational Leadership Training Courses for LSC-Corporate College (ACTION ITEM 6)

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for Purchase of Professional Services for Building Automation System Upgrades at LSC-Montgomery (ACTION ITEM 7)

8. Consideration of Approval to Purchase Consulting Services for New Construction Information Technology (IT) Standards (ACTION ITEM 8)
9. Consideration of Approval of Interlocal Agreement with Brazos Valley Council of Government (ACTION ITEM 9)

10. Consideration of Approval to Rescind the Award for Janitorial Services at LSC-North Harris and LSC-Greenspoint Center from C&S Janitorial Services, Inc. and Award Services to McLemore Building Maintenance (ACTION ITEM 10)

11. Consideration of Approval to Purchase Digital Imaging Hardware, Software and Consulting Services (ACTION ITEM 11)

12. Consideration of Approval to Purchase Beverages for Retail Cafeteria Sales (ACTION ITEM 12)

13. Consideration of Approval to Purchase General Education Development (GED) Testing Materials and Services (ACTION ITEM 13)

14. Consideration of Ratification of Purchase of Emergency Repairs at LSC-Montgomery and LSC-Tomball Due to Hurricane Ike (ACTION ITEM 14)

15. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Interlocal Agreement with the Harris County Department of Education (HCDE) for Procurement Services (ACTION ITEM 15)

16. Consideration of Authorization for the Chancellor to Negotiate and Execute a Grant of a Utility Easement for Water Lines to West Harris County Regional Water Authority (ACTION ITEM 16)

17. Consideration of Acceptance of Gifts (ACTION ITEM 17)

18. Consideration of Approval to Authorize the Chancellor or Designee to Execute Contracts for Purchase of Architectural Services (ACTION ITEM 18)

XIV. Building and Grounds Reports and Considerations

Construction Projects Update

XV. Personnel Reports and Considerations

1. Consideration of Ratification of Appointment (ACTION ITEM 19)

2. Consideration of Acceptance of Resignation (ACTION ITEM 20)

3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 21)
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
Certification of Posting of Notice to the December 4, 2008
Workshop and Regular Meeting of the
Lone Star College System’s
Board of Trustees

I, Richard Carpenter, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 1st day of December, 2008 in a place convenient to the public in the Administration Office of the Central Services and Training Center, on all college campuses and on the system 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 1st day of December, 2008.

Richard Carpenter
Chancellor
MINUTES OF THE
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
CENTRAL SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT BOARD ROOM
5000 RESEARCH FOREST DRIVE
November 6, 2008
5:00 p.m.

PRESENT: Dr. David Holsey, Vice Chair
Ms. Priscilla Kelly, Secretary
Mr. Robert Adam
Dr. Richard Campbell
Ms. Stephanie Marquard
Mr. David Vogt
Mr. Robert Wolfe

ABSENT: Mr. Randy Bates, Chair
Mr. Chris Daniel, Assistant Secretary

I. CALL TO ORDER: Dr. Holsey called the workshop and regular meeting of the Board of Trustees to order at 5:10 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 5:11 p.m. Dr. Holsey convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under one or more of 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 551.087 – Economic Development Negotiations

VI. RECONVENE REGULAR MEETING: Dr. Holsey reconvened the open meeting at 6:50 p.m.
VII. **INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS:** Chancellor Carpenter welcomed Kimberly Stauffer of the Houston Chronicle and Kassi Micek of the Conroe Courier. Chancellor Carpenter also introduced journalism students from LSC-Montgomery, the Montgomery County Voice, Andrew Holloway, Penelope Harper and Jesse Para and from LSC-CyFair Elise Wojtasczyk, Tia Simmons and Jennifer Maynard.

VIII. **ACCEPTANCE OF THE MINUTES OF THE OCTOBER 2, 2008 WORKSHOP AND REGULAR MEETING:** upon a motion by Dr. Campbell and a second to the motion by Mr. Vogt, the Board unanimously approved the minutes of the October 2, 2008 Workshop and Regular Meeting.

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

X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Chancellor Carpenter reported that six members of the Board and he attended the Association of Community College Trustees Leadership Congress in New York on October 29-November 1. Chancellor Carpenter reported that Follett Higher Education Group presented a check in the amount of $500,000 to LSCS which will help pay for student success initiatives, student scholarships and textbook scholarships. Chancellor Carpenter announced the LSC-Corporate College was launched this week. This initiative will expand the capacity of the System to serve the unique training needs of existing employers as well as working with economic development partners as new employers move into the area to help provide them the skill sets they need to make them more globally competitive. Chancellor Carpenter reminded the Board of the retreat on November 14 and 15, 2008.

2. **College Presidents:** Dr. Katherine Persson, president of LSC-Kingwood, and Ms. Penny Westerfeld, interim president of LSC-Montgomery, presented an overview of the LSCS six satellite centers: LSC-Carver, LSC-Greenspoint, LSC-EMCID (East Montgomery County Improvement District), LSC-Fairbanks, LSC-Willow Chase, LSC-Conroe and LSC-University Center. Dr. Persson reported instructional offerings vary among centers; partnerships are with area independent school districts, area chambers of commerce, economic development areas and citizen groups; workforce programs vary among centers and the size of the centers vary. Ms. Westerfeld reported LSC-University Center has a unique educational partnership with Prairie View A&M University, Texas A&M University, University of Houston, Sam Houston State University, Texas Southern University and University of Houston-Downtown offering 66 degree programs in bachelor, master and doctorate degrees, 225 classes and supports 175 faculty. Proposed centers are: a new satellite campus for LSC-CyFair, a new satellite center for LSC-Kingwood at Atascocita, a new north side satellite center for LSC-Montgomery, a new Aldine satellite center for LSC-North Harris, an addition to LSC-Willow Chase Center for LSC-Tomball and a new University Center. The success and contributions of the college centers has allowed LSCS to accomplish three strategic goals: student accessibility, student focus service and community partnerships.
3. **Vice Chancellors:** Mr. Ray Laughter, vice chancellor of external affairs, reported the Foundation held their annual golf tournament raising $108,000, netting $75,000, which is equivalent to five (5) endowed scholarships. Mr. Laughter announced the Small Business Awards Banquet will be held November 20 at the Marriott Woodlands Waterway.

4. **Faculty Senate Presidents:** Ms. Idolina Hernandez, faculty senate president of LSC-CyFair, reported that the faculty is very excited about the changes with LSC-On Line. Faculty has been able to use tools to access information on the internet to meet individual student needs, to help develop tutorials, use interactive media to help students learn and actively engage in discussion boards and use graphics that allow online guest in the classes. Ms. Hernandez thanked the Board for not only their support and innovation, but the academic freedom to meet student needs.

XI. **CONSIDERATION OF CONSENT AGENDA:** Dr. Holsey proceeded with the Consent Agenda. Mr. Adam made a motion to approve Action Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22. Ms. Kelly seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B.”

XII. **POLICY REPORTS AND CONSIDERATIONS**

1. **Consideration of Approval for Board of Trustees Travel (ACTION ITEM 1):** the Board unanimously authorized Chris Daniel, Richard Campbell and Robert Wolfe to attend the Texas Higher Education Leadership Conference in Austin, Texas on December 1 and 2, 2008. This item was passed in the Consent Agenda. A copy is attached as Exhibit “C.”

2. **Consideration of Approval of the Adoption of the 403(b) Plan for System Employees (ACTION ITEM 2):** the Board unanimously approved the adoption of the 403(b) plan for System employees. This item was passed in the Consent Agenda. A copy is attached as Exhibit “D.”

3. **Consideration of Amendment to Lone Star College System Policy Section II – Community and Government Relations - D. Student and Community Use of System Facilities (First Reading):** the Board unanimously considered amendment to Section II – Community and Government Relations - D. Student and Community Use of System Facilities. This constitutes a first consideration with a request for approval during our December Board meeting. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E.”

XIII. **FINANCIAL REPORTS AND CONSIDERATIONS**

1. **Monthly Financial Statements:** Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements. A copy is attached as Exhibit “F.”
2. **Annual Investment Report**: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the annual investment report. A copy is attached as Exhibit “G.”

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

4. **Consideration of Approval to Purchase Printing and Mailing Services for Corporate and Continuing Education (CE) Schedules (ACTION ITEM 4)**: the Board unanimously approved the purchase of printing and mailing services for CE schedules from the lowest bidder, Liberty Press, 1180 N. Mountain Springs Pkwy, Springville, UT 84663, for an estimated amount of $986,847 annually for a total amount of $4,934,235 over five years. In addition, approved the purchase of postage from the United States Postal Service for an estimated amount of $345,657 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I.”

5. **Consideration of Approval to Purchase Armored Car Services and Authorize Chancellor or Designee to Execute any Contract Addendums for Additional Locations (ACTION ITEM 5)**: the Board unanimously approved the purchase of armored car services from the lowest bidder, Garda CL Southwest, Inc., 2121 Gulf Central Drive, Houston, Texas 77023, for an estimated amount of $36,690 annually for a total of $183,450 over five years. In addition, authorized the Chancellor or designee to execute any contract addendums for additional locations. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

6. **Consideration of Approval to Purchase Microsoft Premier Support Services (ACTION ITEM 6)**: the Board unanimously approved the purchase of Premier support services from Microsoft Corporation, One Microsoft SAMM D/4207, Redmond, WA 98052, in the amount of $60,060. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

7. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Addendum to Land Purchase Contract with CW SCOA to Construct Bridge across Horsepen Creek at LSC-CyFair (ACTION ITEM 7)**: the Board unanimously authorized the Chancellor or his designee to negotiate and execute an addendum to the land purchase contract with CW SCOA West, LP to construct a bridge across Horsepen Creek at LSC-CyFair for an estimated amount of $227,375. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

8. **Consideration of Authorization for the Chancellor or Designee to Negotiate and Execute a Ground Lease Contract with Tomball Regional Medical Center (TRMC) (ACTION ITEM 8)**: the Board unanimously authorized the Chancellor or designee
to negotiate and execute a contract for the lease of 5.57 acres of land from TRMC for an estimated amount of $48,526 annually for a total estimated cost of $2,426,300 over the 50 year lease term. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”

9. Consideration of Approval to Authorize the Chancellor or Designee to Execute a Contract for the Purchase of Technology Help Desk Support Services (ACTION ITEM 9): the Board unanimously authorized the Chancellor or designee to execute a contract for the purchase of technology help desk support services from the lowest and responsive bidder, SunGard Higher Education, 2300 Maitland Center Parkway, Suite 340, Maitland, FL 32751 for an estimated amount of $923,158 annually. The contract term shall not exceed three (3) years, with two (2) additional option years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

10. Consideration of Approval to Renew Paper and Microform Periodical Subscription Services for the System Libraries (ACTION ITEM 10): the Board unanimously approved renewal of paper periodical subscription services for the System libraries with Ebsco Subscription Services, 5339 Alpha Road, Suite 400, Dallas, Texas, 75240-7308, for an estimated amount of $190,000 annually; and the purchase of microform periodical services from National Archive Publishing Company, 300 North Zeeb Road, Ann Arbor, Michigan, 48106-0998, for an estimated amount of $20,000 annually. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

11. Consideration of Approval to Purchase Additional Korean Rice Roll Catering Services at LSC-CyFair and LSC-Tomball (ACTION ITEM 11): the Board unanimously approved the purchase of additional Korean rice roll (Kim Bobs) catering services from Njoy Food Manufacturing, P. O. Box 11261, Spring, TX 77391 for LSC-CyFair and LSC-Tomball for an estimated amount of $185,000 over the two year contract term. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”

12. Consideration of Approval to Purchase Additional Software Module for On-Line Applicant Tracking System (ACTION ITEM 12): the Board unanimously approved the purchase of performance management module for the on-line applicant tracking system from PeopleAdmin, Inc., 1801 North Lamar Blvd., Suite B-100, Austin, TX 78701-1062, in the amount of $13,400 annually plus an additional $8,000 one time set up fee, bringing the total annual service fee to $50,900 for all modules. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”

13. Consideration of Approval to Amend Agreement for 1098-T Reporting Services (ACTION ITEM 13): the Board unanimously approved the amendment of the agreement for 1098-T Reporting Services an additional two years with Educational Computer Systems, Inc. (ECSI), 181 Montour Run Rd., Coraopolis, PA 15108, for an estimated amount of $48,000 annually, totaling $96,000 over two years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R.”
14. **Consideration of Approval to Purchase Technology Consulting Services for Evaluation of LSCS’s Enterprise Resource Planning (ERP) System (ACTION ITEM 14):** the Board unanimously approved the purchase of technology consulting services for the evaluation of the LSCS ERP system from Gartner, Inc., 56 Top Gallant Road, Stamford, CT 06904 for an estimated amount of $275,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S.”

15. **Consideration of Approval to Purchase Annual Cisco SMARTnet Network Maintenance (ACTION ITEM 15):** the Board unanimously approved the purchase of Cisco SMARTnet annual network maintenance from NWN Corporation, 10661 Rockley Road, Houston TX 77099, in the amount of $352,718. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T.”

16. **Consideration of Approval of Texas Procurement and Support Services’ (TPASS) Texas Multiple Award Schedule (TXMAS) Cooperative Purchase of Classroom and Office Furniture for LSC-CyFair (ACTION ITEM 16):** the Board unanimously approved the TXMAS cooperative purchase of classroom and office furniture for LSC-CyFair from Debner & Company, 8020 Katy Freeway, Houston, TX 77024 for an estimated amount of $150,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U.”

17. **Consideration of Approval to Authorize the Chancellor or Designee to Execute Contracts for Purchase of Architectural Services (ACTION ITEM 17):** the Board unanimously authorized the Chancellor or designee to execute contracts for the purchase of architectural services for an estimated amount of $2.5M from the following firms: Morris Architects, LSC-Tomball main campus; FKP Architects, LSC-Tomball health/science center at Tomball Medical Center; Facilities Programming Consultants, Programming services for projects for LSC-North Harris health/science center, LSC-Kingwood main campus, LSC-Montgomery main campus, LSC-CyFair main campus, and LSC-Central Services. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V.”

18. **Consideration of Acceptance of Gifts (ACTION ITEM 18):** the Board unanimously accepted and acknowledged gifts donated to the Lone Star College System in accordance with the donor’s wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W.”

19. **Consideration of Approval of an Interlocal Agreement between Lone Star College System (LSCS) and the City of Lake Jackson for Delivery of Breath Alcohol Testing Services (ACTION ITEM 19):** the Board unanimously approved the interlocal agreement between LSCS and the City of Lake Jackson for the LSCS Law Enforcement Academy to provide breath alcohol testing services to the City of Lake Jackson. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X.”
XIV. **BUILDING AND GROUNDS REPORT:**  

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

XV. **PERSONNEL REPORTS AND CONSIDERATIONS:**

1. Consideration of Ratification of Appointments (ACTION ITEM 20): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z.”

2. Consideration of Acceptance of Resignations (ACTION ITEM 21): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “aa.”

3. Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 22): the Board unanimously approved the commissioning of the following peace officers for the Lone Star College System: LSC–Tomball – Philip Blunt and Doug Wayne Davis. This item was passed in the Consent Agenda. A copy is attached as Exhibit “bb.”

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

XVII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:35 p.m.

ATTEST:

_________________________________  ______________________________
Board of Trustees, Chair  Board of Trustees, Secretary
MINUTES OF THE
BOARD OF TRUSTEES RETREAT
LONE STAR COLLEGE SYSTEM
NORTHWEST FOREST CONFERENCE CENTER
ALAMO-EAGLE ROOM AND
ALAMO-ATRIUM
12715 TELGE ROAD
CYPRESS, TEXAS 77429
November 14 - 15, 2008
3:00 p.m.

PRESENT: Mr. Randy Bates, Chair
Dr. David Holsey, Vice Chair
Ms. Priscilla Kelly, Secretary
Mr. Chris Daniel, Assistant Secretary
Mr. Robert Adam
Dr. Richard Campbell
Ms. Stephanie Marquard
Mr. David Vogt
Mr. Robert Wolfe

I. CALL TO ORDER: Chairman Bates called the Retreat Meeting to order at 3:20 p.m. after determining a quorum was present. Robert Wolfe entered the meeting at 3:21 p.m. Chris Daniel entered the meeting at 3:55 p.m.

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 STRATEGIC PLANNING GOALS AND OBJECTIVES: Rand Key, Senior Vice Chancellor presented the strategic planning goals and underlying objectives which have been developed through system-wide input. The goals and objectives will be presented to the Board for approval at their December meeting.

IV. CLOSED SESSION: At 4:35 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under one or more of 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 551.087 - Economic Development Negotiations
V. **RECONVENE OPEN MEETING**: Mr. Bates reconvened the open meeting at 5:05 p.m.

VI. **RECESS**: Mr. Bates recessed the meeting at 5:06 p.m.

VII. **RECONVENE OPEN MEETING**: Mr. Bates reconvened the open meeting at 6:06 p.m.

VIII. **CLOSED SESSION**: At 7:30 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under one or more of 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 551.087 - Economic Development Negotiations

IX. **RECONVENE OPEN MEETING**: Mr. Bates reconvened the open meeting at 9:48 p.m.

X. **RECESS**: Mr. Bates recessed the meeting at 9:50 p.m.

XI. **RECONVENE OPEN MEETING**: Chairman Bates called the Retreat Meeting to order at 8:35 a.m. after determining a quorum was present.

XII. **RECESS**: Mr. Bates recessed the meeting at 10:20 a.m.

XIII. **RECONVENE OPEN MEETING**: Mr. Bates reconvened the meeting at 10:45 a.m.

XIV. **2009 PRIORITIES**: The Board discussed the 2009 81st Texas Legislature Session agenda. Chairman Randy Bates left the meeting at 12:05 p.m.

VII. **ADJOURNMENT**: Mr. Holsey adjourned the meeting at 1:40 p.m.

**ATTEST:**

____________________________________  ______________________________________
Board Chair                                  Board Secretary
**Consideration of Consent Agenda**

**Board Meeting 12-4-08**

**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 allows 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.

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<th>Tally of Action Items:</th>
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<th>Chancellor Recommended Separate Action</th>
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</tr>
<tr>
<td>21</td>
<td>Approve Commissioning of Peace Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Request: Consideration of Approval of Amendment to Lone Star College System Policy Section II – Community and Government Relations - D. Student and Community Use of System Facilities (Second Reading)

Chancellor’s Recommendation: That the Board of Trustees approve the amendment to Section II – Community and Government Relations - D. Student and Community Use of System Facilities.

Rationale: Approval of the amendment to this policy would accomplish the following:

I. Central policy location defining the use (and restricted use) of System Facilities and Services, and the criteria in establishing use or restricted use:

II. Clear definition of parties who would have access to System Facilities and Services;

III. Clear definition of the services and use which would require reimbursement to the System – and the basis and means in calculating costs associated with the use and services;

Requirement that the college president, location executive officer, or designee approve the use and services to third parties.

Fiscal Impact: None

Staff Resource: Brian S. Nelson 832-813-6655
Section II - Community and Governmental Relations

D. Student and Community Use of System Facilities

1. Student and Community Use of System Facilities

D.1.01 - Fees for Use
The Board shall be authorized to fix and collect rentals, rates, charges or fees from students, including student union fees, and others for the occupancy, use and/or availability of all or any of its property, buildings, structures, activities, operations, or facilities, of any nature, in such amounts and in such manner as may be determined by the Board.

D.1.02 - Facilities as Polling Places
The System shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings for the same day and simultaneous use is impractical, the System shall determine which authority may use the building.

D.1.03 - Political Party Conventions
The System shall not assess a charge for the use of a college building for a precinct, county or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. The System shall provide an itemized statement of expenses to the reimbursing authority.

D.1.04 - Use of Facilities and Services
The System was created to help meet the educational, cultural, and recreational needs of the North Harris and Montgomery County communities.

The System is expected to provide its students, employees, and community representatives with services appropriate to the performance of its mission as established by its founding charter or as directed by the Texas Higher Education Coordinating Board and in accordance with Texas law.

The first and primary use of all System's facilities and grounds is the achievement of educational goals and purposes of the System as set forth by the Board and the Chancellor.

Consistent with the values and mission of the System, the facilities and grounds of the System will be available for the occasional use by employee, student and community groups, provided
that:

a. such use does not interfere with the instructional mission of the \textit{System} and the service provided by the System is an integral part of providing support activities that enhance performance of its public service mission;

b. The services satisfy educationally related needs such as System staff time, computer usage, campus newspapers, printing, bookstores, cafeterias, fitness centers or other similar services.

c. Is approved in writing beforehand by the appropriate College President, Location Executive Officer (“LEO”), or their designee; and

(i) If System resources are used, charges for System staff time, use of the facilities, equipment and property will be determined by the System and charged on a reasonable cost basis and those costs and expenses are reimbursed back to the System;

(ii) System staff time, facilities, equipment or property are not used to produce or distribute literature endorsing or supporting a candidate or promotes a particular position at any election issue, directly or indirectly; and

(iii) Use or rental of System Facilities by campus communities shall require a Facilities Use Agreement approved by the System’s General Counsel.

bd. the educational and community service objectives of the System will be advanced; and

ee. the proposed use is approved by a timely and complete application to the appropriate campus official.

D.1.05 - Prohibited Use of System Facilities:

The following activities are prohibited in System facilities, except in accordance with these procedures:

a. Holding partisan political meetings or fundraising, except for party conventions held in conjunction with primary elections or meetings or activities of recognized student clubs formed to support or participate in partisan activities;
b. Activities which may be injurious to the buildings, grounds or equipment of the System or that pose a risk of injury to persons;

c. Conduct which violates the criminal laws of Texas or the United States; and

d. Regularly scheduled meetings of external groups that may interfere with the System's educational uses of facilities.

e. Conducting business or commercial activities, including the sale of products or services; however, the following shall not be considered to be a commercial activity prohibited by this policy:

   i. a post-performance or post-reading sale of a performer's or reader's music, dance recording, video or book; or

   ii. the sale of art, baked goods, crafts or similar items that are produced by students or by LSCS employees and are donated to a student or college approved fundraiser which returns less than 50% of the sales proceeds to the creator.

   iii. the sale of items by a non-profit community organization with proceeds benefiting the System.

   iv. the sale of products or services that has been specifically appealed by the Board of Trustees and memorialized in a written contract reviewed by System's legal counsel.

   f. It fulfills the System’s public service mission.

   g. It is incidental to the performance of the System’s educational activities (e.g., concerts, theater performances or similar activities).

   h. It consists of recreational, cultural, and athletic events; public service radio and TV broadcasting; events or functions which have as their principal purpose the improvement of relations between the System and the public.

   i. It is an authorized fundraising activity; and

   j. Is approved in writing beforehand by the appropriate College President, Location Executive Officer (“LEO”), or their designee.

D.1.06 - Serving Alcohol in System Facilities:
No group will be permitted to serve alcoholic beverages in System facilities. Wine may be served at a specific event, such as an opening of a play or an art show, with the approval of the
LEO and the submission of an appropriate plan for the sale or serving of alcoholic beverages, and proof of appropriate liability insurance coverage to protect the System.

**D.1.07 – No Fees Charged:**
A group that consist of students, faculty, or staff of LSCS or other non-profit community partners of a College or the System may utilize LSCS facilities (excluding gymnasiums, athletic facilities, theaters, computer and other education-related laboratories, and fine arts spaces) or grounds for an event at no cost if:

a. the proposed use meets the criteria of this policy;

b. the group or organization submits an application for use;

c. any fees that are charged will be expended for the expenses of the function, the welfare of the students of the System, or partnership activities; and

d. the use will not require additional System resources to support the meeting.

However, a fee will be charged to groups using System facilities for activities to which admission is charged or contributions solicited, unless the total net receipts are expended for the welfare of students of the college or for charitable purposes that are related to the mission of the System.

**D.1.08 - Facility Use Fees:**
All other requests to use System facilities, including those to use a gymnasium, athletic facility, theater, computer and other education-related facility, and fine art spaces, will be assessed a reservation fee for each, that is sufficient to cover all costs associated with the proposed use, including:

a. police, custodial, maintenance, and other support of LSCS employees;

b. preparation, set up, and service of any foods or beverages to be served or sold;

c. set up and use of System equipment, including computers and audio-visual aids;

d. utilities and operational overhead; and,

e. other costs that are necessitated by the proposed use.

Payment is required when the reservation is made unless arrangements for delayed payment are made by an authorized administrator. These reservation fees will be refunded if the System is unable to meet the reservation.
The System shall annually update the fee schedule to be used for all facilities in the System. A request to reserve System facilities by a commercial entity for the promotion or conduct of commercial purposes will be denied unless the LEO determines that the public welfare is significantly served by such use because of the educational or cultural value of the event.

The System shall not assess a charge for the use of a college building for a precinct, county, or senatorial district convention, except for reimbursement of the actual charges resulting from use of the building for the convention. The System will also provide an itemized statement of expenses to the reimbursing authority.

D.1.09 - Facilities Use Agreement:

At the time any reservation for building use by outside organization is made, the designated administrator will provide to and obtain a signature from an authorized contact person on a facilities use agreement that includes the following provisions:

a. the facilities use agreement is not a lease or a rental, but is a commitment to permit the use of the facilities for a specific date;

b. the event may be canceled or relocated at any time to accommodate a college or System activity;

c. the organization must hold the Board, administrators, and staff harmless against any damages or claims which might result from such use and, if insurance is required, the organization will provide a certificate of insurance prior to the event;

d. the college or System will establish security requirements appropriate for the event and the organization is responsible to reimburse the full costs of those expenses;

e. the organization may not assign or delegate the facilities use agreement or reservation without the prior written approval of the same official who approved the initial reservation;

f. the organization has obtained all required approval for any music or other works protected by the U.S. Copyright Act that will be displayed, performed, or sold at the event and assume all legal obligations to defend and hold the System harmless from any allegations of copyright violations resulting from their performance or subsequent sale on System property; and,

g. catering by an external company will be permitted if the campus is unable to meet the catering needs for the event or if approved by the appropriate administrator.

D.1.10 - Use of College or System Space for Speech Activity:

The System recognizes and supports the rights of free speech and free exchange of ideas. This policy does not relate to the Academic Freedom and Responsibilities policy protecting faculty
speech in the classroom. That policy may be found in section V-F.1.01 of the LSCS Policy Manual.

The System will protect the rights of freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. The System retains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the System or college sites including but not limited to classes and college business, or invades the rights of others will not be permitted. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Individuals, businesses and organizations external to the campus may not enter the campus for the purpose of advocacy, distribution of information or exercise their right to free speech except through the policies established by the System and these guidelines

D.1.11 - Definitions:

For the purposes of this policy, the following definitions will apply:

"College Community" means all students, faculty and staff of all locations of the Lone Star College System, including students, faculty and staff

"Person" means any member of the public or the College community.

"Public" means any individual or group not included in the definition of the "College Community".

"Commercial Speech" is defined as speech (such as advertising) that proposes a commercial transaction.

"Non-commercial Speech Materials" include items such as brochures, petitions, publications or other printed or verbal information that is not defined as commercial speech.

"Free Speech Areas" the designated areas of the campus where persons may request use for the purpose of engaging in constitutionally protected speech and expression.

"Traditional Public Forum Locations" are locations on the college campus that include all non-covered pedestrian entryways from parking lots and internal roads to building entries.

D.1.12 - Respect and Conduct for Free Expression and Speech Activities:

All persons in attendance at an event sponsored by the System or college members of the College Community or members of the Public (who have been permitted to engage in speech activities on campus) will conduct themselves with respect for the forum and the learning environment at all times.

Persons will have an opportunity to express their contrary viewpoints as appropriate for the forum, such as through a question and answer period, through the distribution of literature
stating a dissenting or differing viewpoint, and through peaceable assembly.

Expression of a contrary or dissenting viewpoint may not be undertaken in a manner that disrupts the event or attempts to create a climate of fear or intimidation. Acts that are disruptive to the normal operations of the System including but not limited to classes, the library, or business operations of the college, or invade the rights of others will not be permitted. Disruption to the normal operations of the college, interference with an activity or event, threats, implied threats, physical intimidation, or any form of violent behavior will result in any of the following actions by the System or college: use of its disciplinary processes for students and employees, action by campus police officers or involvement of appropriate external law enforcement authorities.

D.1.13 - No Obstructions
Events must not obstruct vehicular, bicycle, pedestrian or other traffic, or otherwise interfere with ingress or egress to the College, or to any System buildings or facilities, or to System activities or events.
Request: Consideration of Approval of the Lone Star College System Goals and Objectives for 2009-2011.

Chancellor’s Recommendation: That the Board of Trustees approve the LSCS Goals and Objectives for 2009-2011, which will serve as the strategic plan for the next three years.

Rationale: During Spring-Fall 2008, a strategic planning steering committee, with faculty, staff, administrators, and student representatives from each of the five campuses and system office, crafted Strategic Goals and Objectives. The committee utilized data collected from thirty-four (34) open forums on the five main campuses, Fairbanks Center, System Office, and on-line surveys. Based on the ten Strategic Goals, fifty-one (51) Strategic Objectives were developed. The Strategic Goals were presented to the LSCS Board during a workshop on October 2, 2008. The Board is now requested to take formal action to approve the plan.

Once approved, the five Presidents will use the LSCS plan as a framework for individual campus strategic planning. Each campus will complete a strategic plan during Spring 2009. The final outcome will be five unique strategic plans that integrate with the LSCS plan. These plans will provide the foundation for new projects and initiatives as well as guidance for future budget planning. An implementation process will be initiated that will involve all of the colleges and a broad-based group of faculty, staff, and students. Budget implications will be developed as part of the planning for implementation.

Fiscal Impact: None

Staff Resource: Rand Key 832-813-6522
Lone Star College System 2009-2011 Goals and Objectives
Lone Star College Board of Trustee Meeting
December 4, 2008

Goal 1
**Maintain affordability and accessibility**
1.1 Deliver accessible quality education to the regional and global workforce.
1.2 Expand class offerings to improve program accessibility.
1.3 Increase accessibility and opportunity to diverse populations in the region.
1.4 Promote more financial aid opportunities to students.

Goal 2
**Recruit and retain talented and innovative faculty, administrators, and staff.**
1.1 Review current faculty, administrator, and staff orientation programs system-wide and develop one effective orientation program.
1.2 Expand a substantive, dynamic and innovative mentoring and professional development program for all faculty, administrators, and staff.
1.3 Create and foster a culture of feedback and continuous performance improvement.
1.4 Provide employees with a total rewards package that is competitive with identified local, regional and national benchmark employers.
1.5 Develop a system-wide diversity initiative which promotes an inclusive workplace that celebrates and values all.
1.6 Identify, develop and leverage innovative employee talent that maximizes our ability to achieve system mission and goals.

Goal 3
**Strengthen connectivity and accountability through high quality academic and service programs**
1.1 Implement a system-wide faculty-driven academic review process to assess the growth, quality, viability and accessibility of all programs.
1.2 Strengthen career services for those with work experience and those new to the workforce.
1.3 Make accountability and performance visible throughout the system through annual report card to the public and the college community.
1.4 Increase electronic communications to support activities in a multi-site environment.
1.5 Enhance the infrastructure and visibility of extra-curricular and student organizations across the system.
Goal 4
**Focus on outcomes driven student success.**
1.1 Strengthen all academic support services.
1.2 Focus on discipline-specific advising opportunities.
1.3 Improve and promote job placement for students.
1.4 Develop faculty-driven outcome assessment.
1.5 Develop a method to track student goal attainment.
1.6 Provide clear degree program course requirements.

Goal 5
**Create effective internal and external systems of communication.**
1.1 Strengthen stakeholder interactions within system.
1.2 Expand a system-wide approach to sharing best practices.
1.3 Implement a consistent emergency/crisis notification and response plan.
1.4 Continue to define LSCS brand to improve system recognition, cohesion and pride.

Goal 6
**Provide quality student focused service.**
1.1 Develop mandatory student orientation programs to meet needs of diverse student population.
1.2 Strengthen and improve visibility of student and on-line support services.
1.3 Offer non-English student service assistance to speakers of other languages.
1.4 Streamline process for the continuous improvement and updating of the LSCS website.
1.5 Improve Internet and web based media and communication formats to promote student engagement.

Goal 7
**Create efficiencies in operation in resource allocation.**
1.1 Implement and streamline business procedures and management infrastructure across system.
1.2 Implement technology to increase efficiency and promote stewardship of natural resources.
1.3 Strengthen guidelines and protocols for the use of external service providers.
1.4 Improve effectiveness to assess the stewardship of state, local, and federal funds.
1.5 Implement a data driven system to support system-wide fiscal functions.
Goal 8
Develop and maintain mutually constructive community partnerships.
1.1 Strengthen innovative relationships with local industries, healthcare community, state agencies, educational partners and civic organizations.
1.2 Strengthen connectivity of enrollment in technical programs and projected workforce needs.
1.3 Expand and market non-credit continuing education programs.
1.4 Create a system-wide mechanism to gather input from community.
1.5 Promote the Lone Star Corporate College.

Goal 9
Increase quality and quantity of technology services in support of teaching, learning, and administration.
1.1 Prepare system-wide technology strategic plan with input from user groups.
1.2 Expand innovative and engaging on-line learning environments.
1.3 Expand and deliver academically challenging on-line programs through collaboration between faculty discipline experts and technology services.
1.4 Strengthen technology infrastructure and function of Office of Technology Services.
1.5 Strengthen computer security and update protocols.
1.6 Enhance the on-line support for faculty and students.
1.7 Strengthen Internet/Intranet usage policy.

Goal 10
Plan and achieve quality growth management.
1.1 Build innovative and high tech learning facilities while considering environmental sustainability.
1.2 Establish performance and reporting metrics for anticipated programmatic growth, enrollment growth, personnel needs and capital development.
1.3 Strengthen security measures across system.
1.4 Promote facility management to support growth.
Report: Monthly Financial Statements

The financial statements for the month ended October 31, 2008 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, 2008

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>17% OF FISCAL YEAR</th>
<th>% ACTUAL</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% OF 08/31/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>$ 55,000,000</td>
<td>$ 14,632,340</td>
<td>26.60%</td>
<td>$ 13,165,566</td>
<td>23.88%</td>
<td></td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>49,336,900</td>
<td>21,333,829</td>
<td>43.24%</td>
<td>19,016,179</td>
<td>41.90%</td>
<td></td>
</tr>
<tr>
<td>TAXES</td>
<td>89,560,000</td>
<td>979,985</td>
<td>1.09%</td>
<td>1,125,566</td>
<td>1.34%</td>
<td></td>
</tr>
<tr>
<td>INVESTMENTS</td>
<td>1,900,000</td>
<td>195,858</td>
<td>10.31%</td>
<td>555,311</td>
<td>30.81%</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>3,050,000</td>
<td>155,167</td>
<td>5.09%</td>
<td>410,358</td>
<td>16.54%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EDUCATIONAL AND GENERAL REVENUES</strong></td>
<td>$198,846,900</td>
<td>$37,297,179</td>
<td>18.76%</td>
<td>$34,272,980</td>
<td>18.13%</td>
<td></td>
</tr>
<tr>
<td>REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED</td>
<td>800,000</td>
<td>37,411</td>
<td>4.68%</td>
<td>293,200</td>
<td>43.34%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$199,646,900</td>
<td>$37,334,590</td>
<td>18.70%</td>
<td>$34,566,180</td>
<td>18.22%</td>
<td></td>
</tr>
</tbody>
</table>

| **EXPENDITURES:**    |                 |                 |                    |          |                    |               |
| INSTRUCTION - ACADEMIC | 50,593,751  | 9,207,811       | 18.20%             | 8,722,401 | 18.18%             |
| INSTRUCTION - WORKFORCE | 31,787,454 | 4,014,718       | 12.63%             | 4,075,948 | 16.55%             |
| PUBLIC SERVICE        | 927,650        | 92,332          | 9.95%              | 108,276 | 16.14%             |
| ACADEMIC SUPPORT      | 39,670,687     | 4,547,171       | 11.46%             | 4,123,268 | 13.41%             |
| STUDENT SERVICES      | 19,881,424     | 2,662,486       | 13.39%             | 2,079,162 | 14.48%             |
| INSTITUTIONAL SUPPORT | 23,896,133     | 3,232,852       | 13.53%             | 3,485,157 | 14.27%             |
| PLANT OPERATION AND MAINTENANCE | 24,679,722 | 3,778,820 | 15.31% | 3,715,691 | 16.00% |
| STAFF BENEFITS        | 10,343,178     | 3,080,022       | 29.78%             | 2,103,918 | 22.80%             |
| **TOTAL EDUCATIONAL AND GENERAL EXPENDITURES** | $201,779,999 | $30,616,212 | 15.17% | $28,413,821 | 16.21% |
| REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED | 2,250,000 | 209,064 | 9.29% | 51,021 | 3.04% |
| **TOTAL EXPENDITURES** | $204,029,999 | $30,825,276 | 15.11% | $28,464,842 | 16.09% |
| OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS | 4,630,000 | - | 0.00% | 0 | 0.00% |
| **NET INCREASE (DECREASE) IN FUND BALANCES** | $(9,013,099) | $6,509,314 | $6,101,338 |

Note: Subject to Change pending completion of the August 31, 2008 audit
LONE STAR COLLEGE SYSTEM

STATEMENT OF OPERATIONS - TECHNOLOGY FUND
REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL
FOR THE TWO MONTHS ENDED OCTOBER 31, 2008

<table>
<thead>
<tr>
<th></th>
<th>17 % OF FISCAL YEAR</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR % OF ACTUAL</th>
<th>% OF 08/31/08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>10/31/2007</td>
</tr>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology fee</td>
<td>5,570,000</td>
<td>2,350,352</td>
<td>42.20%</td>
<td>2,262,981</td>
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<tr>
<td>Investments</td>
<td>130,000</td>
<td>6,625</td>
<td>5.10%</td>
<td>22,539</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total revenues &amp; additions</strong></td>
<td>5,700,000</td>
<td>2,356,977</td>
<td>41.35%</td>
<td>2,285,520</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automated Library System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>328,405</td>
<td>200,960</td>
<td>61.19%</td>
<td>159,353</td>
</tr>
<tr>
<td>Travel and Professional Development</td>
<td>6,996</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>16,144</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Communications</td>
<td>24,000</td>
<td>6,000</td>
<td>25.00%</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total Dynix Library System</strong></td>
<td>375,545</td>
<td>206,960</td>
<td>55.11%</td>
<td>163,353</td>
</tr>
<tr>
<td>Datatel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>874,083</td>
<td>361,001</td>
<td>41.30%</td>
<td>491,595</td>
</tr>
<tr>
<td>Travel and Professional Development</td>
<td>70,713</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
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<tr>
<td>Supplies</td>
<td>13,250</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Communications</td>
<td>127,533</td>
<td>1,334</td>
<td>1.05%</td>
<td>1,889</td>
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<tr>
<td>Equipment</td>
<td>20,727</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Datatel Services</strong></td>
<td>1,106,306</td>
<td>362,335</td>
<td>32.75%</td>
<td>493,484</td>
</tr>
<tr>
<td>E-Mail Services &amp; Telecommunications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Salaries and related benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>683,040</td>
<td>154,775</td>
<td>22.66%</td>
<td>194,160</td>
</tr>
<tr>
<td>Travel and Professional Development</td>
<td>37,700</td>
<td>495</td>
<td>1.31%</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>61,200</td>
<td>6,516</td>
<td>10.65%</td>
<td>4,146</td>
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<tr>
<td>Communications</td>
<td>40,328</td>
<td>7,038</td>
<td>17.45%</td>
<td>7,494</td>
</tr>
<tr>
<td>Equipment</td>
<td>540,250</td>
<td>-</td>
<td>0.00%</td>
<td>12,481</td>
</tr>
<tr>
<td><strong>Total E-Mail Services &amp; Telecommunications</strong></td>
<td>1,362,518</td>
<td>168,824</td>
<td>12.39%</td>
<td>218,281</td>
</tr>
<tr>
<td>Campus Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>411,631</td>
<td>280</td>
<td>0.07%</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>94,300</td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>2,444,000</td>
<td>-</td>
<td>0.00%</td>
<td>298,993</td>
</tr>
<tr>
<td><strong>Total Campus Support</strong></td>
<td>2,855,631</td>
<td>280</td>
<td>0.01%</td>
<td>393,293</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>5,700,000</td>
<td>738,399</td>
<td>12.95%</td>
<td>1,268,411</td>
</tr>
<tr>
<td><strong>NET INCREASE (DECREASE) IN FUND BALANCE</strong></td>
<td>$-</td>
<td>$1,618,578</td>
<td>$1,017,109</td>
<td></td>
</tr>
</tbody>
</table>

Note:
Subject to Change pending completion of the August 31, 2008 audit
## LONE STAR COLLEGE SYSTEM
### BALANCE SHEET
#### OCTOBER 31, 2008

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>Plant Funds</th>
<th>Investment in Fixed Assets</th>
<th>Debt Service</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$(8,201,415)</td>
<td>5,926,521</td>
<td>4,164,747</td>
<td>486,100</td>
<td>$(7,775,931)</td>
<td>$(67,890)</td>
<td>$572</td>
<td>-</td>
<td>169,652</td>
<td>$(5,636,948)</td>
</tr>
<tr>
<td>Accounts receivable (net of allowance for doubtful accounts)</td>
<td>3,739,837</td>
<td>154,559</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>260,966</td>
<td>4,155,362</td>
<td></td>
</tr>
<tr>
<td>Taxes receivable (net of allowance for doubtful accounts)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Due from grantor agency</td>
<td>30,126,852</td>
<td>-</td>
<td>5,268,021</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>13,057,273</td>
<td>-</td>
<td>43,184,125</td>
<td></td>
</tr>
<tr>
<td>Due from other funds</td>
<td>10,445,875</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,518,695</td>
<td>2,371,187</td>
<td>163,335,757</td>
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<td>Investments</td>
<td>51,683,414</td>
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<td>-</td>
<td>5,280,472</td>
<td>-</td>
<td>-</td>
<td>229,794,531</td>
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<tr>
<td>Accrued interest receivable</td>
<td>6,955</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,955</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>538,012</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>538,012</td>
<td>-</td>
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</tr>
<tr>
<td>Deposits</td>
<td>82,333</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,333</td>
<td>-</td>
<td></td>
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<tr>
<td>Inventories, at cost</td>
<td>-</td>
<td>46,056</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>46,056</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>52,828,554</td>
<td>-</td>
<td></td>
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<tr>
<td>Buildings</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>317,176,820</td>
<td>-</td>
<td>317,176,820</td>
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<tr>
<td>Leasehold Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,589,001</td>
<td>-</td>
<td>-</td>
<td>5,589,001</td>
<td></td>
</tr>
<tr>
<td>Library books</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,144,839</td>
<td>-</td>
<td>12,144,839</td>
<td></td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15,504,595</td>
<td>-</td>
<td>-</td>
<td>15,504,595</td>
<td></td>
</tr>
<tr>
<td>Capitalized Interest Costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,724,287</td>
<td>-</td>
<td>4,724,287</td>
<td></td>
</tr>
<tr>
<td>Construction In Progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,175,940</td>
<td>-</td>
<td>-</td>
<td>3,175,940</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$88,421,863</strong></td>
<td><strong>$6,127,136</strong></td>
<td><strong>$9,432,768</strong></td>
<td><strong>$486,100</strong></td>
<td><strong>$165,054,714</strong></td>
<td><strong>$411,076,146</strong></td>
<td><strong>$18,338,317</strong></td>
<td><strong>208,748,681</strong></td>
<td><strong>$851,918,240</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES AND FUND BALANCES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$2,376,379</td>
<td>$59,766</td>
<td>$219,244</td>
<td>$1,677,149</td>
<td>$702,502</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued salaries</td>
<td>1,154,547</td>
<td>-</td>
<td>(11)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>30,131,555</td>
<td>644</td>
<td>1,580,788</td>
<td>470</td>
<td>13,057,273</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,359,650</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued Interest Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200,714</td>
<td>358,863,780</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>-</td>
<td>(402,295)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>38,309,561</strong></td>
<td><strong>4,156,235</strong></td>
<td><strong>9,432,768</strong></td>
<td><strong>469</strong></td>
<td><strong>152,179,537</strong></td>
<td><strong>17,320,139</strong></td>
<td><strong>358,863,780</strong></td>
<td><strong>2,462,501</strong></td>
<td><strong>582,724,990</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND BALANCES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>50,112,302</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>-</td>
<td>1,970,901</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>485,631</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loans</td>
<td>-</td>
<td>-</td>
<td>485,631</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restricted for construction</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,875,177</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investment in fixed assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>411,076,146</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,018,178</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>To be provided for debt service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,018,178</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td><strong>50,112,302</strong></td>
<td><strong>1,970,901</strong></td>
<td><strong>485,631</strong></td>
<td><strong>12,875,177</strong></td>
<td><strong>411,076,146</strong></td>
<td><strong>1,018,178</strong></td>
<td><strong>(208,345,085)</strong></td>
<td><strong>(208,345,085)</strong></td>
<td><strong>269,193,250</strong></td>
</tr>
</tbody>
</table>

| TOTAL LIABILITIES AND FUND BALANCES | **$88,421,863** | **$6,127,136** | **$9,432,768** | **$486,100** | **$165,054,714** | **$411,076,146** | **$18,338,317** | **150,518,695** | **$2,462,501** | **$851,918,240** |

**Note:**
Subject to Change pending completion of the August 31, 2008 audit
## LONE STAR COLLEGE SYSTEM
### STATEMENT OF CHANGES IN FUND BALANCES
#### FOR THE TWO MONTHS ENDED OCTOBER 31, 2008

<table>
<thead>
<tr>
<th>Fund Balances</th>
<th>Operating Funds</th>
<th>Plant Funds</th>
<th>Debt Service</th>
<th>Memorandum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Auxiliary</td>
<td>Restricted</td>
<td>Total</td>
</tr>
<tr>
<td>REVENUES AND OTHER ADDITIONS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds revenue</td>
<td>38,471,688</td>
<td>769,316</td>
<td>-</td>
<td>39,241,004</td>
</tr>
<tr>
<td>Taxes</td>
<td>979,984</td>
<td>-</td>
<td>-</td>
<td>979,984</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>-</td>
<td>-</td>
<td>10,078,249</td>
<td>10,078,249</td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>-</td>
<td>-</td>
<td>278,618</td>
<td>278,618</td>
</tr>
<tr>
<td>Local gifts, grants and contracts</td>
<td>-</td>
<td>-</td>
<td>219,291</td>
<td>219,291</td>
</tr>
<tr>
<td>Interest income</td>
<td>239,895</td>
<td>-</td>
<td>-</td>
<td>239,895</td>
</tr>
<tr>
<td>Revenue Bond debt service transfer from Operating</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Proceeds from Sale of Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bonds issued</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total revenues and other additions</td>
<td>39,691,567</td>
<td>769,316</td>
<td>10,576,158</td>
<td>51,037,041</td>
</tr>
<tr>
<td>EXPENDITURES AND OTHER DEDUCTIONS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds expenditures</td>
<td>31,563,675</td>
<td>861,355</td>
<td>10,576,158</td>
<td>43,001,188</td>
</tr>
<tr>
<td>Expended for plant facilities</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Disposal of plant assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Administrative and collection costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Revenue Bond debt service transfer to Interest &amp; Sinking</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond Issuance cost</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond principal payments/amortization</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cost of Assets Sold</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond interest expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond agency fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures and other deductions</td>
<td>31,563,675</td>
<td>861,355</td>
<td>10,576,158</td>
<td>43,001,188</td>
</tr>
<tr>
<td>NON-MANDATORY TRANSFERS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CHANGES IN FUND BALANCE</td>
<td>8,127,892</td>
<td>(92,039)</td>
<td>8,035,853</td>
<td>-</td>
</tr>
<tr>
<td>FUND BALANCE, OCTOBER 31, 2008</td>
<td>$50,112,202</td>
<td>$1,970,901</td>
<td>$52,083,203</td>
<td>$485,631</td>
</tr>
</tbody>
</table>

Note:
Subject to Change pending completion of the August 31, 2008 audit
## SUMMARY OF INVESTMENTS
**AS OF OCTOBER 31, 2008**

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
<th>Weighted Avg. Days To Maturity</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING UNRESTRICTED</strong> (Includes Renewal and Replacement Funds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>$ 1,959,942</td>
<td>$ 1,957,764</td>
<td></td>
<td>2.31%</td>
</tr>
<tr>
<td>US Treasury Bills</td>
<td>-</td>
<td>-</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>Logic</td>
<td>2,366</td>
<td>2,366</td>
<td></td>
<td>2.59%</td>
</tr>
<tr>
<td>Lone Star</td>
<td>29,282,230</td>
<td>29,282,230</td>
<td></td>
<td>2.09%</td>
</tr>
<tr>
<td>TexPool</td>
<td>18,888,376</td>
<td>18,888,376</td>
<td></td>
<td>1.98%</td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td>1,550,500</td>
<td>1,550,500</td>
<td></td>
<td>2.19%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>51,683,414</td>
<td>51,681,236</td>
<td>7</td>
<td>2.06%</td>
</tr>
</tbody>
</table>

|                           |            |              |                               |                              |
| **OPERATING RESTRICTED**  |            |              |                               |                              |
| Lone Star                 | -          | -            |                                |                              |
| TexPool                   | -          | -            |                                |                              |
| **TOTAL**                 | -          | -            |                                |                              |

|                           |            |              |                               |                              |
| **CONSTRUCTION IN PROGRESS** |            |              |                               |                              |
| U. S. Government Agencies | -          | -            |                                |                              |
| Commercial Paper          | -          | -            |                                |                              |
| Lone Star                 | 150,483,394 | 150,483,394 |                                | 2.09%                        |
| TexPool                   | 22,347,251 | 22,347,251   |                                | 1.98%                        |
| **TOTAL**                 | 172,830,645 | 172,830,645 | 1                              | 2.07%                        |

|                           |            |              |                               |                              |
| **INTEREST & SINKING**    |            |              |                               |                              |
| Logic                     | 1,183      | 1,183        |                                | 2.59%                        |
| Lone Star                 | 5,073,099  | 5,073,099    |                                | 2.09%                        |
| TexPool                   | 206,190    | 206,190      |                                | 1.98%                        |
| **TOTAL**                 | 5,280,472  | 5,280,472    | 1                              | 2.08%                        |

**TOTAL INVESTMENTS**

- **$ 229,794,531**
- **$ 229,792,353**
- **2**
- **2.07%**

*Benchmark: 90 day U.S. Treasury Bill for Current Unrestricted and Restricted Funds 0.45%*
*Benchmark: 90 day U.S. Treasury Bill for Construction & Interest & Sinking 0.45%*
## LONE STAR COLLEGE SYSTEM
### INVESTMENT ACTIVITY REPORT
### FOR THE MONTH ENDED OCTOBER 31, 2008

<table>
<thead>
<tr>
<th>Operating Unrestricted*</th>
<th>Avg Buy Yield</th>
<th>Operating Restricted Buy Yield</th>
<th>Avg Construction Buy Yield</th>
<th>Avg In Progress Buy Yield</th>
<th>Avg Interest &amp; Sinking Buy Yield</th>
<th>Avg Sinking Buy Yield</th>
<th>Avg Total Buy Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BOOK VALUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$65,467,609</td>
<td>2.37%</td>
<td>-</td>
<td>$172,541,266</td>
<td>2.43%</td>
<td>$5,014,639</td>
<td>2.43%</td>
<td>$243,023,514</td>
</tr>
</tbody>
</table>

**PURCHASES:**

- U.S. Government Agencies: -
- Commercial Paper: -
- Logic: 5, 2.59% -
- Lone Star: -
- TexPool: -
- Overnight Sweep: 55,988,470, 2.19% -

**TOTAL PURCHASES**: 55,988,475, 2.19%

**MATURITIES**

- Lone Star: 4,253,622, 2.09%
- Texpool: 2,288,696, 1.98%
- Overnight Sweep: 63,229,499, 2.19%

**TOTAL MATURITIES**: 69,771,817, 2.18%

**ENDING BOOK VALUE**: 51,683,414, 2.06%

**ENDING MARKET VALUE**: $51,681,236

*Includes Renewal & Replacement Fund
Report: The Board of Trustees periodically authorizes the Chancellor or his designee to negotiate and execute contracts which require board approval. The following is a status report on these contracts.

<table>
<thead>
<tr>
<th>ITEM AUTHORIZED</th>
<th>DATE AUTHORIZED</th>
<th>DATE FINALIZED</th>
<th>EST. AMOUNT</th>
<th>ACTUAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Purchase, LSC-CyFair: CW-SCOA West, LP</td>
<td>10/04/07</td>
<td>12/12/07</td>
<td>$3,119,000</td>
<td>$3,540,019</td>
</tr>
<tr>
<td>Land Purchase, LSC-Kingwood satellite center: Perry Homes</td>
<td>10/04/07</td>
<td>12/14/07</td>
<td>$3,709,134</td>
<td>$3,462,917</td>
</tr>
<tr>
<td>Land Purchase, College Center: The Woodlands Land Development Company</td>
<td>12/06/07</td>
<td>12/14/07</td>
<td>$1,413,304</td>
<td>$1,367,937</td>
</tr>
<tr>
<td>Computer Equipment to Upgrade Colleague Student System Server: Sysix Technologies</td>
<td>3/7/08</td>
<td>3/26/08</td>
<td>$350,000</td>
<td>$352,675</td>
</tr>
<tr>
<td>Multi-Year Contract for Bookstore Operation Services: Follett</td>
<td>4/3/08</td>
<td>9/18/08</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Architectural Services</td>
<td>8/7/08</td>
<td>11/6/08</td>
<td>$15,000,000</td>
<td></td>
</tr>
<tr>
<td>- Joiner Partnership: LSC-North Harris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Perkins + Will: LSC-Kingwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- WHR Architects: LSC-Tomball</td>
<td>N/A</td>
<td>***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Morris Architects: LSC-Tomball</td>
<td></td>
<td>***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- PBK: LSC-Montgomery</td>
<td>10/27/08</td>
<td>10/27/08</td>
<td>$1,783,700</td>
<td></td>
</tr>
<tr>
<td>- Gensler: LSC-CyFair</td>
<td>10/27/08</td>
<td>10/27/08</td>
<td>$2,181,200</td>
<td></td>
</tr>
<tr>
<td>- Perspectiva: Satellite Centers (3)</td>
<td>10/24/08</td>
<td>10/29/08</td>
<td>$2,181,200</td>
<td></td>
</tr>
<tr>
<td>- SHW Group: University Center #2</td>
<td>10/29/08</td>
<td>10/29/08</td>
<td>$2,181,200</td>
<td></td>
</tr>
<tr>
<td>- PDG Architects: LSC-North Harris Health/Science Center</td>
<td>N/A</td>
<td></td>
<td></td>
<td>Negotiations terminated</td>
</tr>
<tr>
<td>- HDR Architects: LSC-Tomball Health/Science Center</td>
<td>N/A</td>
<td></td>
<td></td>
<td>Negotiations Terminated</td>
</tr>
<tr>
<td>- FKP Architects: LSC-Tomball Health/Science Center</td>
<td>N/A</td>
<td></td>
<td></td>
<td>$900,000</td>
</tr>
<tr>
<td>- Parsons: LSC-Tomball Health/Science Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- VLK Architects: LSC-Willow Chase Center</td>
<td>11/7/08</td>
<td>10/31/08</td>
<td></td>
<td>$353,900</td>
</tr>
<tr>
<td>- Perspectiva: Satellite Centers (3)</td>
<td></td>
<td></td>
<td></td>
<td>$17,195</td>
</tr>
<tr>
<td>- SHW Group: University Center #2</td>
<td></td>
<td></td>
<td></td>
<td>$17,195</td>
</tr>
<tr>
<td>Project Management Services</td>
<td>Date</td>
<td>Amount</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Jacobs Carter Burgess: LSC-North Harris and Kingwood</td>
<td>08/07/08</td>
<td>$9,000,000</td>
<td>11/11/08</td>
<td>$2,570,000</td>
</tr>
<tr>
<td>Caldwell Companies: LSC-Tomball, CyFair, and University Center #2</td>
<td></td>
<td></td>
<td>11/5/08</td>
<td>$3,370,000</td>
</tr>
<tr>
<td>Jones Lang LaSalle: LSC-Montgomery, System Office &amp; Satellite Centers (3)</td>
<td></td>
<td>***</td>
<td></td>
<td>$3,510,000</td>
</tr>
<tr>
<td>Broaddus &amp; Associates: Supplement LSCS construction staff as needed</td>
<td></td>
<td></td>
<td>10/29/08</td>
<td>$641,963</td>
</tr>
</tbody>
</table>

***Contract amount has been finalized; signatures in progress

**Resource:** Cindy Gilliam 832-813-6512
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 the independent auditors’ reports.

Rationale: The CAFR for fiscal years ended August 31, 2008 and 2007 and the independent auditors’ reports thereon are presented for Board review and acceptance. The independent auditing firm of McConnell & Jones has issued an unqualified or “clean” opinion on the System’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, 2009.

The reports are scheduled to be reviewed by the Board of Trustees Audit Committee prior to the December 4, 2008 Board meeting.

Fiscal Impact: None

Staff Resource: Cindy Gilliam

832-813-6512
Request: Consideration of Approval to Purchase Instructional Chemical Supplies

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of instructional chemicals for an estimated amount of $65,000 annually from the following vendors:

- Bio-Rad Laboratories
- Carolina Biological Supply
- Flinn Scientific
- Sigma Aldrich
- Spectrum Chemicals & Lab
- Sargent Welch
- Thermo Fisher Scientific
- VWR International, LLC
- Ward’s Natural Science

Rationale: Instructional chemicals are used to support the curriculum of the natural science instruction programs at each college to perform scientific experiments. Chemicals include acetic acid, ethyl ether, hydrochloric acid, acetone, sodium bicarbonate, potassium ether, potassium bitartrate, sulfuric acid, zinc sulfate, and specialized chemicals for use in the labs.

The award for the purchase of chemicals will be for a period of one year beginning December 2008 with the option to renew for four additional one year terms. Percentage discounts were provided for miscellaneous chemicals that were not included on the core list and other various science supplies. The college system may accept reasonable price increases to accommodate for changes in market conditions and fuel surcharges.

Proposals were sent to thirty-eight chemical suppliers and eight responses were received. It is recommended to award the bid to the lowest bidder by line item based on meeting the required product specifications. See attached Bid Tabulation.

Sigma Aldrich elected not to participate in the Request for Proposal (RFP) process. Specific chemicals supplied by Sigma Aldrich are necessary and essential to effectively complete instructional experiments. In most cases, the RFP respondents submitted “no bid” responses for these specific chemicals. Sigma Aldrich, Inc. is the only supplier of these proprietary chemicals due to the unique nature of the chemicals, which are essential to insure compatibility and uniformity of research. In FY 2007-08 and 2005-06, LSCS spent approximately $7,100 and $5,600, respectively on chemicals from Sigma Aldrich.

Pursuant to Texas Education Code Subchapter B, Sec. 44.031 A (i), a sole source purchase is justified for an item for which competition is precluded
because of the existence of a patent, copyright, secret process or monopoly. The Sigma Aldrich brand products are protected by secret process.

**Fiscal Impact:** Funds for these purchases are included in the approved FY 2008-09 operating budgets. Funds for subsequent years will be included in future proposed budgets.

**Staff Resource:** Donetta Goodall 832-813-6597
### Instructional Chemical Supplies

**BID TABULATION**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Estimated Annual Amount for Core Items*</th>
<th>Discount for Non-core Chemicals Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio-Rad Laboratories</td>
<td>$95</td>
<td>20% off EDU catalog items</td>
</tr>
<tr>
<td>Carolina Biological Supply</td>
<td>$372</td>
<td>5% off website price</td>
</tr>
<tr>
<td>Flinn Scientific Inc</td>
<td>$286</td>
<td>10% off current catalog price</td>
</tr>
<tr>
<td>Sargent Welch</td>
<td>$224</td>
<td>20% catalog price</td>
</tr>
<tr>
<td>Spectrum Chemicals &amp; Lab</td>
<td>$142</td>
<td>25% off catalog price</td>
</tr>
<tr>
<td>Thermo Fisher Scientific</td>
<td>$309</td>
<td>25% off list price Fisher brand chemicals excluding organic</td>
</tr>
<tr>
<td>VWR</td>
<td>$917</td>
<td>33% off catalog price</td>
</tr>
<tr>
<td>Ward’s Natural Science</td>
<td>$47</td>
<td>10% off catalog price</td>
</tr>
</tbody>
</table>

*Due to the wide variety of chemicals required to complete instructional experiments, the number of core items and usage of these chemicals is limited. Most purchases will be non-core items based upon percentage discounts.
Request: Consideration of Approval to Purchase Interpreter Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of interpreter services from Hancock, Jahn, Esquivel, Lee & Puckett LLC, dba Communication Axess Ability Group (CAAG), 1445 N. Loop W. Ste 310, Houston, TX 77008 for an estimated amount of $356,000 annually for a total of $1,780,000 over five years.

Rationale: Throughout the System, departments require the use of professional interpreter services to fulfill the needs of the hearing impaired students, staff and clients of the System. These services include sign language, oral, tactile, transcription and stenography services. The interpreter service provider will employ interpreters with state and/or national certifications and follow the nationally established standards and practices for interpreters for the deaf and hard of hearing.

The award for these services will be for a period up to five years beginning December 5, 2008, provided that funds are appropriated, vendor performance is satisfactory and the services are still required. This agreement may be cancelled with thirty days written notice. The total estimated annual cost of $356,000 is based on historical information.

Proposals were sent to eleven interpreter service providers and four responses were received. Proposals were evaluated based on experience and qualifications, ability to meet deadlines for required professional staff, overall cost of services, demonstrated ethical standards, references and completeness of proposal. Interviews were requested from two firms, CAAG and WEBBCO. Based on the submitted proposal and interviews, it is recommended to award the contract for interpreter services to CAAG based upon quality of service, knowledge, expertise and availability of resources. See attached Bid and Evaluation Tabulations.

In addition, CAAG is in the process of launching a new service in the form of Video Remote Interpreting. This technology will utilize video conferencing equipment to facilitate video remote interpreting for those students who would like to participate in on-line education, as well as sharing of interpreter resources throughout the System.

Fiscal Impact: Funds for this purchase are available from the approved FY 2008-09 operating budgets. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Donetta Goodall 832-813-6597
**Interpreter Services**

**PROPOSAL EVALUATION TABULATION**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>CAAG</th>
<th>WEBBCO</th>
<th>Steno Worbs</th>
<th>Sign Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience and Qualification</td>
<td>20</td>
<td>18</td>
<td>13</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Ability to meet deadlines for required professional staff</td>
<td>20</td>
<td>16</td>
<td>14</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Overall cost of services</td>
<td>20</td>
<td>18</td>
<td>19</td>
<td>14</td>
<td>4</td>
</tr>
<tr>
<td>Demonstrated ethical standards</td>
<td>15</td>
<td>12</td>
<td>10</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>References</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Completeness of proposal</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>85</strong></td>
<td><strong>74</strong></td>
<td><strong>65</strong></td>
<td><strong>56</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**BID TABULATION**

<table>
<thead>
<tr>
<th>Services</th>
<th>CAAG</th>
<th>WEBBCO</th>
<th>Sign Shares</th>
<th>Steno Worbs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIGN LANGUAGE SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Hour Requests (M-F 8a-5p) - Up to 2 Hrs</td>
<td>$120</td>
<td>$110</td>
<td>$120</td>
<td>$60</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$60</td>
<td>$55</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Emergency Business Hour Requests (less than 24 hour notice) (M-F 8a-5p) - Up to 2 Hrs</td>
<td>$160</td>
<td>$150</td>
<td>$180</td>
<td>$90</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$80</td>
<td>$75</td>
<td>$70</td>
<td>$65</td>
</tr>
<tr>
<td>Extended Hour Requests (M-F 5p-8a, weekends) - Up to 2 Hrs</td>
<td>$160</td>
<td>$150</td>
<td>6p-8a</td>
<td>$70</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$80</td>
<td>$75</td>
<td>$65</td>
<td></td>
</tr>
<tr>
<td>Emergency Extended Hour Requests (less than 24 hour notice) (M-F 8a-5p, Weekends) - Up to 2 Hrs</td>
<td>$210</td>
<td>$150</td>
<td>$210</td>
<td>$75</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$105</td>
<td>$75</td>
<td>$70</td>
<td></td>
</tr>
<tr>
<td><strong>TRANSCRIPTION/CAPTIONING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Hour Requests (M-F 8a-5p) - Up to 3 Hours</td>
<td>$180</td>
<td>$250</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$60</td>
<td>$85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Business Hour Requests (less than 24 hour notice) (M-F 8a-5p) - Up to 3 Hrs</td>
<td>$240</td>
<td>$20</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$80</td>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Hour Requests (M-F 5p-8a, Weekends) - Up to 3 Hrs</td>
<td>$240</td>
<td>$350</td>
<td>6p-8a</td>
<td>$70</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$80</td>
<td>$100</td>
<td>$75</td>
<td>$65</td>
</tr>
<tr>
<td>Emergency Extended Hour Requests (less than 24 hour notice) (M-F 8a-5p, Weekends) - Up to 3 Hrs</td>
<td>$315</td>
<td>$395</td>
<td>$210</td>
<td>$75</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$105</td>
<td>$115</td>
<td>$105</td>
<td>$70</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Purchase Additional Situational Leadership Training Courses for LSC-Corporate College

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of additional situational leadership training courses for LSC-Corporate College from The Ken Blanchard Companies, 125 State Place, Escondido, CA 92029 for an estimated amount of $40,000 for a total amount of $130,000 over the contract term with the City of Houston.

Rationale: In February 2007, the Board of Trustees approved the purchase of situational leadership training courses for LSC-Corporate College from The Ken Blanchard Companies in an amount not to exceed $30,000 annually through the end of the contract term with the City of Houston. LSC-Corporate College has a contract for professional services with the City of Houston to provide comprehensive training programs for the Houston Airport System (HAS) including auxiliary course materials, instructional aids, production costs, and course lectures. The City of Houston has elected to exercise the final contract renewal option which is effective through December 2009.

To fulfill the requirements of the City of Houston contract, LSC-Corporate College is required to provide corporate training programs including communication skills, safety, organizational effectiveness and leadership, technical skills, and core management and employee programs for aviation education and professional development. LSC-Corporate College is required under this contract to provide the Blanchard Leadership Series as a part of the course outline for the core management and employee programs.

The demand for Ken Blanchard training for HAS is expected to exceed the original projections. In addition to the increased demand, these additional funds will accommodate the leadership training required by all HAS executives as a result of the mayor’s recent directive.

Fiscal Impact: Funds for these purchases are available from the approved FY 2008-09 operating budget for LSC-Corporate College. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Rand Key 832-813-6522
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for Purchase of Professional Services for Building Automation System Upgrades at LSC-Montgomery

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute an agreement for purchase of professional services for building automation system upgrades at LSC-Montgomery from DBR Engineering Consultants, 9990 Richmond Avenue, South Building, Suite 300, Houston, Texas 77042 for an estimated amount of $75,000.

Rationale: The building automation system upgrades project at LSC-Montgomery will address current building comfort/interior climate control issues and equipment deficiencies through the replacement of the existing antiquated system. Upgrading the existing system to current standards will improve occupant comfort and energy and operational efficiency of the facilities.

In November 2007, the Board of Trustees approved the purchase of professional services for the building automation system upgrades for LSC-North Harris and LSC-Tomball from DBR in the amount of $174,000. The selection process included the release of Request for Qualifications and interviews of top ranked firms. During the interview process, 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 involvement of the firm during the construction phase.

Based on demonstrated capabilities and reasonable price, DBR Engineering Consultants was selected for the building automation system upgrades projects at LSC-North Harris and LSC-Tomball. As the most qualified firm, it is recommended to select DBR for the LSC-Montgomery building automation system project. The selection of DBR for this project will achieve cost savings of approximately $7,000 as DBR has previously developed the specifications and details for both the LSC-North Harris and LSC-Tomball projects.

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 2008 general obligation bonds.

Staff Resource: Penny Westerfeld 936-273-7222  
Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Purchase Consulting Services for New Construction Information Technology (IT) Standards

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of consulting services for new construction IT standards from TechKnowledge Consulting Corporation, 12 Greenway Plaza, Suite 1350, Houston, TX 77046, for an estimated amount of $955,635.

Rationale: The consulting services will provide LSCS with a single IT master plan for new construction. This will maintain IT infrastructure consistency in both new construction and future renovations. The consulting firm will work with LSCS and the eleven designated architectural firms to increase efficiency and effectiveness of IT design of the new buildings. This design approach will simplify the operation of the classroom electronics and future classroom maintenance.

The development of the IT standards for new construction will add value to LSCS by:

- Providing a common sustainable IT infrastructure.
- Ensuring proper design of the technology needs based on the facilities function.
- Establishing design standards based on current needs while addressing future technology directions.
- Reducing costs for all IT purchases by leveraging buying power.
- Creating quality control during and after the construction phases.

The consulting services are separated into two phases. The first phase is the development of the IT Master Plan that outlines our new construction standards. In the second phase, the selected firm will review blueprints, monitor construction, assist in procurement, and test all IT systems for final sign off of the new building or renovation.

Proposals were requested from fourteen technology consulting firms and four responses were received. The consulting services were not awarded based upon low bid alone. Proposals were evaluated based on price, company history/principals/experience, implementation plan, qualification of staff, completeness/thoroughness of proposal, and Historically Underutilized Business status/plan. In addition, presentations were requested from each of the respondents. Upon evaluation of the proposals and the results from the presentations, it is recommended to award this purchase to TechKnowledge Consulting, the most qualified firm for this project. TechKnowledge has committed to 30% HUB participation for
this project.

Global Times and 4b Technology Group submitted a joint proposal. After the presentation, these companies elected to dissolve their partnership for this project and withdrew their proposal.

**Fiscal Impact:** Funds for this purchase are available from the approved 2008 general obligation bonds.

**Staff Resource:** Shah Ardalan 832-813-6542
Consulting Services for New Construction
Information Technology Standards

EVALUATION TABULATION

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>TechKnowledge</th>
<th>Trilliant</th>
<th>Henderson</th>
<th>Global Times/4b Technology</th>
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BID TABULATION

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<td>Withdrew</td>
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Request: Consideration of Approval of Interlocal Agreement with Brazos Valley Council of Governments

Chancellor’s Recommendation: That the Board of Trustees approve an interlocal agreement with Brazos Valley Council of Governments, 3991 East 29th Street, Bryan, TX 77803.

Rationale: Brazos Valley Council of Governments has established a purchasing cooperative called The Purchasing Solutions Alliance (PSA). This cooperative is open to all local governments, nonprofits, and other political subdivisions. It has been created to increase the purchasing power of government entities and reduce the cost of purchased goods and services.

The PSA purchasing cooperative consists of contracts for the purchase of maintenance-repair-operational supplies, automotive parts/supplies, uniforms, banners/signs, equipment rental, electrical supplies, software solutions, and several other contracts for goods and services. With the execution of the interlocal agreement and board resolution, these contracts will be available for use by the college system. By purchasing goods and services under this program, the college system satisfies its requirement to seek competitive bids and will benefit from PSA’s negotiated discounts. There is no membership fee for participation in the PSA program.

The agreement will be effective for a period of one year on the date of execution by both parties and shall automatically renew for successive one-year terms. The agreement may be terminated by the college system at any time with thirty days written notice.

Membership requires the governing body of the entity to approve the interlocal purchasing agreement. In addition, Board Policy H1.01, Relationships with Governmental Agencies and Authorities: Interlocal Cooperation Contracts, requires Board approval of all interlocal agreements.

Fiscal Impact: Using the PSA contracts will provide savings and efficiencies in the procurement of goods and services.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Rescind the Award for Janitorial Services at LSC-North Harris and LSC-Greenspoint Center from C&S Janitorial Services, Inc. and Award Services to McLemore Building Maintenance

Chancellor’s Recommendation: That the Board of Trustees rescind the award for janitorial services at LSC-North Harris and LSC-Greenspoint Center from C&S Janitorial Services, Inc. (C&S) and award services to McLemore Building Maintenance, Inc. (MBM), 110 Fargo Street, Houston, Texas 77006, in the amount of $196,498 for a total of $982,490 over five years.

Rationale: On August 7, 2008, the Board of Trustees approved an agreement for the purchase of janitorial services for LSC-North Harris, LSC-Greenspoint Center, and LSC-CyFair from C&S in an annual amount of $384,026. The initial term of these agreements is for a period of two years beginning September 1, 2008 and ending August 31, 2010 with the option to renew for three additional one year terms based upon mutual consent. These agreements may be cancelled with or without cause with thirty days written notice.

As a new company, C&S is unable to meet the demands of two large campuses and is only able to give the required attention to LSC-CyFair. C&S has limited staff and underestimated the needs and requirements of LSC-North Harris. LSC-CyFair is satisfied with the level of service provided by C&S. The revised contract amount with C&S for LSC-CyFair is $230,508 annually for a total amount of $461,016 over a period of two years.

It is recommended to rescind the award to C&S for LSC-North Harris and LSC-Greenspoint Center in the amount of $153,518 annually. Based upon the initial proposals received, it is recommended to award these services to the next bidder with the highest number of points, MBM, in the amount of $172,029 annually. LSC-North Harris has requested janitorial services for an additional building, Applied Technology Center, in the amount of $24,469 annually for a total annual cost of $196,498. In addition, this request for approval is for a period of five years in lieu of the original two years.

Fiscal Impact: The contract with MBM will result in an additional annual cost of $18,511 for the original contracted services, and $24,469 for additional contracted services. Funds for this purchase are included in the approved FY 2008-09 operating budget for LSC-North Harris. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Steve Head 281-618-5444
Request: Consideration of Approval to Purchase Digital Imaging Hardware, Software and Consulting Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of digital imaging hardware, software and consulting services from Engraphix Imaging Systems, Inc. (Engraphix), 110 28420 Hardy Toll Road, Suite 175 Houston, Texas 77373, for an estimated amount of $900,000 over three years.

Rationale: The college system uses a content management system to image, store, and access documents system-wide. The content management system also provides disaster recovery capability since all documents are backed up.

The content management system stores and provides access to a wide variety of documents including accounts payable, student, personnel, resource development, and grant management records. Currently, the content management system contains over 3 million documents accessed by over 240 users daily and is expected to grow substantially. The college system plans to expand the use of this content management system to other areas of the organization including purchasing, financial aid, and other departments.

Proposals were sent to fifty-two technology vendors and five responses were received. Proposals were evaluated based on price, company profile and experience, implementation plan, qualifications of staff, reference, completeness/thoroughness of proposal and Historically Underutilized Business (HUB) status/HUB plan. It is recommended to award the purchase to Engraphix who received the highest total awarded points. See attached Bid and Evaluation Tabulations.

Engraphix is a leading, local vendor supporting various digital imaging software and hardware products and has extensive knowledge and experience in imaging solutions. With this knowledge and experience, Engraphix is able to provide strategic support in the expansion and enhancement of the System’s digital imaging system.

Fiscal Impact: Funds for this purchase are included in the approved FY 2008-09 operating budgets. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Shah Ardalan 832-813-6542
## Digital Imaging Services

### EVALUATION TABULATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Engraphix Imaging</th>
<th>Windward Group</th>
<th>ImageX Enterprise</th>
<th>PCPC Direct</th>
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### BID TABULATION

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<tr>
<th>Vendor</th>
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<th>Hardware Maintenance (3 years)</th>
<th>New Hardware (% off MSRP)</th>
<th>Professional Services Hourly Rate</th>
<th>Scanning Services (per 10,000 pages)</th>
<th>Indexing Services (per 10 hours)</th>
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<td>Engraphix Imaging System</td>
<td>$163,188</td>
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<td>Windward Group</td>
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<td>Image X Enterprise</td>
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Request: Consideration of Approval to Purchase Beverages for Retail Cafeteria Sales

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of beverages for retail cafeteria sales for an estimated amount of $223,000 annually for a total of $1,115,000 over five years from the following vendors:

- Coca-Cola Enterprises
- Island Oasis Frozen Cocktail Co., Inc.
- Greathouse Systems, LLC
- Republic National Distribution Co.
- Dr. Pepper Bottling Co.
- Tea & Coffee America
- Pepsi Bottling Group
- Sunbelt Imports, Inc.

Rationale: These beverage products are sold in the cafeterias and coffee shops of the campuses to provide quick service, “Grab ‘N Go” needs, or other services as needed by each campus. The cafeterias and coffee shops will be stocked with popular, nationally branded beverage products to satisfy customer demand and expectations.

Proposals were requested from twenty-six leading grocery and national and local beverage providers and eight responses were received. It is recommended to approve the purchase of products from all eight respondents. The ability to purchase products from each vendor will enable each campus to cater to specific customer demands.

Savings will be achieved by purchasing these products directly from the manufacturer, consolidating volumes, and taking advantage of discounts offered to educational institutions.

Fiscal Impact: Funds for this purchase are available from the approved FY 2008-09 operating and auxiliary fund budgets. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
<table>
<thead>
<tr>
<th>Vendor</th>
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<td>Coca-Cola Enterprises</td>
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<td>Greathouse Systems, LLC</td>
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<td>Dr. Pepper Bottling Co.</td>
<td>Cola, Juice, Bottled Water, Energy Drinks</td>
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<td>Island Oasis Frozen Cocktail Co., Inc.</td>
<td>Frozen Beverages, Smoothies</td>
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<td>Pepsi Bottling Group</td>
<td>Cola, Juice, Bottled Water, Energy Drinks</td>
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<td>Republic National Distribution Co.</td>
<td>Red Bull Energy Drinks</td>
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<td>Tea &amp; Coffee America</td>
<td>Espresso, Tea, Coffee, Smoothies, Syrups/Sauces</td>
<td>$3,500</td>
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<tr>
<td>Sunbelt Imports, Inc.</td>
<td>Espresso, Tea, Coffee, Smoothies, Syrups/Sauces</td>
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Request: Consideration of Approval to Purchase General Education Development (GED) Testing Materials and Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of GED testing materials and services for the System from the following vendors for an estimated amount of $65,000 annually for a total amount of $325,000 over five fiscal years:

- Texas Education Agency (TEA)
- University of Texas at Austin, The Scoring Center
- American Council on Education (ACE)
- Region IV Education Solutions

Rationale: Texas Education Code 51.9241, Admission of Students with Nontraditional Secondary Education, requires institutions of higher education to obtain or receive evidence of completion of GED certificates from applicants prior to admission. The GED test measures the academic skills and knowledge expected of high school graduates in the United States and Canada.

GED testing centers are established in accredited school districts, institutions of higher learning, or education service centers upon approval by TEA. Approval is based on the need for testing in a particular geographic area. In addition, a chief examiner must be on staff. LSC-North Harris, LSC-Tomball, LSC-Kingwood and LSC-CyFair are approved GED testing centers.

As the national provider and developer of the GED test, the testing materials are purchased directly from the ACE. Upon completion of the exam, the scantrons are submitted to The Scoring Center at The University of Texas at Austin for scoring. The Scoring Center was created in 1988 to provide a centralized GED scanning and scoring facility for the state of Texas. The test scores are then uploaded into the GED database. The GED unit of TEA maintains GED testing information in Texas, including certificates of high school equivalency and GED test scores. In addition, TEA provides the certificate to the student upon successful completion of the exam.

Montgomery College does not have a chief examiner on site. It was determined that it is in the best interest of LSC-Montgomery to outsource these services in lieu of hiring a chief examiner. Region IV Education Solutions, which services Montgomery County, provides onsite testing services. Region IV furnishes the chief examiner and testing materials,
administrers the tests, and submits the tests for scoring and uploading of the results into the GED database.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2008-09 operating budgets. Funds for subsequent years will be included in future proposed budgets.

**Staff Resource:** Donetta Goodall 832-813-6597
Request: Consideration of Ratification of Purchase of Emergency Repairs at LSC-Montgomery and LSC-Tomball Due to Hurricane Ike

Chancellor’s Recommendation: That the Board of Trustees ratify the purchase of emergency repairs at LSC-Montgomery and LSC-Tomball due to Hurricane Ike in the total amount of $312,843 from the following:

- McCoy’s LSC-Montgomery Carpet $76,360
- AKS Holding, Inc. LSC-Tomball dba ServPro Water cleanup $77,758
- Williams Thomas, LP, dba Jamail & Smith LSC-Montgomery Sheetrock Repair and Water cleanup $158,725

Rationale: On September 12, 2008, Hurricane Ike made landfall near the Houston area. As a result of the high winds and rain, substantial damage was sustained in the libraries at LSC-Tomball and LSC-Montgomery. There was about a half inch of water in the LSC-Tomball library that required immediate removal due to water intrusion from the library skylight.

At LSC-Montgomery, the first floor of Building F was flooded with two to three inches of water. Several second and third floor classrooms were also impacted with water infiltration. To restore the facility, emergency purchases were required including water removal, dehumidification, installation of new carpet, and drywall replacement.

It was essential to proceed with the repair as an emergency to restore operations and prevent further damage to the facilities.

Board Policy and Education Code 44.031 states that contracts for the repair or replacement of school equipment or a part of a school facility or personal property that has been destroyed or severely damaged may be made without resort to competitive bidding if the Board determines that the time delay posed by adhering to those requirements would prevent or substantially impair the conduct of classes or other essential school activities.

Fiscal Impact: Expenses, less any deductible, will be reimbursed by LSCS’s insurance provider.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Interlocal Agreement with the Harris County Department of Education (HCDE) for Procurement Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or Designee to negotiate and Execute an interlocal agreement with HCDE, 6300 Irvington, Houston, TX 77022, for procurement services related to the 2008 bond projects in the amount of a refundable fee of $150,000.

Rationale: The May 10, 2008 bond election resulted in approval for LSCS to issue up to $420M in general obligation bonds for the purchase, new construction, repair and replacement, or renovation of land and facilities.

The bond projects are in the programming stages at all campuses, and construction will ensue on a large scale instead of in phases as in previous bond programs. This large scale construction program offers an opportunity for system-wide purchasing of construction materials and supplies which could result in lower costs.

The process to develop the specifications, prepare the bid documents, advertise the bids, prepare responses to questions from interested contractors and suppliers, evaluate proposals, and finally negotiate the contracts will require a substantial investment in staff with construction and purchasing expertise. Because the bond program projects will be completed in a three year time frame, outsourcing the procurement services would achieve the results without the addition of full-time employees who would be subject to termination after the bond program is complete.

HCDE has a governmental purchasing cooperative in which the System currently participates for various operating purchases. In addition, HCDE has a cooperative that has been established specifically for facilities construction and operations. At our request, HCDE has agreed to provide the procurement services for items that will be identified as programming progresses. A fee of approximately $150,000 has been estimated, but will be refunded to LSCS when purchases are made through the HCDE cooperative. The cooperative receives a fee from vendors for any sales it generates. It is estimated that the fee generated from the LSCS purchases will meet or exceed the $150,000 fee.

Board Policy H1.01, Relationships with Governmental Agencies and Authorities: Interlocal Cooperation Contracts, requires Board approval of all interlocal agreements.
Fiscal Impact: Using the HCDE contracts will provide savings and efficiencies in the procurement of goods and services.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Authorization for the Chancellor to Negotiate and Execute a Grant of a Utility Easement for Water Lines to West Harris County Regional Water Authority

Chancellor’s Recommendation: That the Board of Trustees Authorize the Chancellor to Negotiate and Execute a grant of a Utility Easement for water lines to West Harris County Regional Water Authority (WHCRWA).

Rationale: WHCRWA is constructing a water distribution system to provide surface water for the western region of Harris County. In order to accomplish this task they must acquire utility easements from the land owners to construct the pipelines. WHCRWA has requested a 30-foot wide (28.887 acres) easement running east to west across the LSCS-Cy-Fair campus. WHCRWA will compensate LSCS fair market value for the grant of an easement.

WHCRWA will construct, install, maintain, and operate the underground water line in the easement tract without damaging any existing infrastructure or facilities previously installed within the easement tract. The easement is located within the existing 180-foot wide Houston Lighting & Power easement. The Grantee will restore the easement tract as nearly as possible to its condition prior to construction.

LSCS reserves the right of the use of the surface of the easement tract for any and all purposes except construction of fences, buildings, and structures.

WHCRWA is offering to pay $17,403 for the easement which is supported by the market appraisal.

Fiscal Impact: Proceeds from the sale of the easement will be deposited into the construction fund and will be used for future construction projects.

Staff Resource: Bob Williams 281-290-3940
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:

Two (2) 8” x 10” Photographic prints by Steve Solinsky, one (1) 32” x 32” x 2.5” black and white, 3-dimensional Framed Clay art work by Debbie Ellington, and two (2) 32” x 30” Matted Framed Seascape paintings donated by Deborah Ellington to the Lone Star College System.

Rationale: In accordance with LSCS 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
Financial Report and Consideration No. 18 (ACTION ITEM 18) Board Meeting 12-4-08

Request: Consideration of Approval to Authorize the Chancellor or Designee to Execute Contracts for Purchase of Architectural Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to execute contracts for the purchase of architectural services for an estimated amount of $900K from Parsons Architecture, 1900 West Loop South, Suite 400, Houston, TX 77027 for the design of the LSC-Tomball health/science center at Tomball Medical Center.

Rationale: On August 7 and November 6, 2008, the Board authorized the Chancellor or his designee to execute contracts for the purchase of architectural services. Ten of the eleven contracts have been executed. The remaining firm, FKP Architects, was unable to accept the System’s standard contract used for architectural services.

The firm with the next highest score, Parsons Architecture, was then contacted and the firm has agreed to enter into a contract with the System. The contract is expected to be finalized and executed during the first part of December.

To ensure the Board is informed, a status report will be presented to the Board at the December meeting with the actual fixed price based upon all executed contracts.

Fiscal Impact: Funds for this purchase are available from the 2008 general obligations bond.

Staff Resource: Cindy Gilliam 832-813-6512
Report: Construction Projects Update

The District’s plant operations and facilities department has provided a summary report of the District’s construction projects. See attached report.

General Obligation Bond Project Summaries – 2000 Election:

❖ LSC- Tomball
   ♦ Entry Column Renovation- Project bids were received October 23rd and have come in significantly over budget. Alternative design solutions are being developed while supplemental funding sources are being evaluated.

General Obligation Bond Project Summaries – 2008 Election:

❖ Selection of Architects
   ♦ Architect firms were approved at the August meeting, with additional firms approved at the November meeting and included for consideration on the December agenda. A final report of the results of all negotiated contracts is included as an information report in the December agenda.

❖ Selection of Project Management Firms
   ♦ Board of Trustees approved project management firms at the August meeting. A final report of the results of all negotiated contracts is included as an information report in the December agenda.

❖ LSC-North Harris
   ♦ Mechanical Replacements – This project consists of replacing chilled water pumps, air handling units and variable frequency drives. The Board of Trustees approved this project at the September regular board meeting. Most of the construction is scheduled to occur over the winter break by Fort Bend Mechanical. Asbestos testing was done in the middle of October. Quotes are being sought for abatement.

❖ LSC-Montgomery
   ♦ Programming for New Buildings – Committee meetings are occurring on a weekly basis to program the new Science-Health, Music Instruction and Academic buildings. Campus faculty and staff have been enthusiastic and fully engaged in the process, which is proceeding rapidly.
   ♦ Building Automation Upgrades – A December agenda item has been submitted for consideration of the selection of the system designer.
   ♦ Fire Alarm System Upgrades – The existing fire alarm system is being evaluated for possible upgrades.

❖ LSC-Tomball
   ♦ Programming for New Buildings – Committee meetings continue on a weekly basis for the Willow Chase Center expansion with the program effort expected to be complete before the winter break. Committees for the Health Science, Performing Arts and Veterinarian Technology projects have been established and are ready to begin programming once architectural contracts are finalized.
LSC-Fairbanks
- Negotiation with Caldwell Companies for the purchase of LSC-Fairbanks is in progress. Appraisals have been completed by both parties and differences in values are being review. It is anticipated that an agreement will be completed in December.

LSC-CyFair
- Programming for New Buildings – Committee meetings are occurring on a weekly basis to program the new Instructional Building(s) and the Addition to the Learning Center for Student Services. The programming is scheduled to be complete in January 2009.
- Campus Master Plan – The current campus Master Plan is under review and will be revised to accommodate the additional forty acres of land purchased adjacent to the north boundary of the campus. A new survey of the campus will be performed to include all property, identify all easements, and the exact location of all buildings, roads, water retention areas, and parking lots.

LSC-New Satellite Centers
- Programming for New Centers – A system-wide committee met November 19th to kickoff the programming for the three new centers. Land has been purchased in Atascocita for the LSC-Kingwood satellite campus and land is under evaluation for LSC-CyFair and LSC-Montgomery satellite campuses.

LSC-Central Services and Training Center
- Programming for Training Center Addition – Programming meetings are scheduled to commence at the beginning of December.
- Modular Building – The Board of Trustees approved the addition of a temporary building at the August regular board meeting. It will house the LSC-Online staff. The building is scheduled to be ready for occupancy during the first week of December.
- Renovations – Programming for the renovation of Building III, currently occupied by Houston Advanced Research Center (HARC), will begin in conjunction with the programming of the training center addition. Renovations to Buildings I and II will be made as needed to house staff until such time as HARC is able to vacate Building III.

2007 Revenue Bond Project Summaries:

LSC-North Harris
- Dining and Food Preparation Area Renovation – Kitchen equipment was tested on November 10th. The final fire inspection was completed November 13th, and the coffee shop and cash register surround millwork was completed on the 18th. A pre-health inspection walk has been set for November 19th, and if needed, a second inspection will be performed on the 24th. A December 1st opening date has been set.
- Water and Sanitary Services Replacement – The Richey Road Municipal Utility District (RR MUD) agreement was approved at the September Board meeting. Professional design services were approved at the October Board meeting and the service contract is under development. The project, which requires coordination among several MUDS, Aldine ISD and the System, is planned to be completed no later than May 2009.
- Electrical Infrastructure Upgrades – This project was approved by the Board of Trustees at the September regular board meeting. The Construction Manager at Risk
is finalizing the contract details with the successful bidder for the job. The switchgear and transformer submittals are currently under engineering review.

- Building Automation System Upgrades for LSC-North Harris and LSC-Tomball – Vendor engineering efforts and shop drawings have been completed and material orders have been placed. Installation has begun and the project is scheduled for completion at both campuses by May 2009.
- Fire Alarm Upgrades – Minor upgrades have been identified and will be installed during Fall 2008.

- **LSC-Montgomery**
  - Electrical System Upgrades – This project has been completed.
  - Card Access System Upgrades – This project, to replace and install additional card readers, began in November.
  - Walkway Expansion Joint Sealant - This project, to replace sidewalk joint sealants, began in November.

- **LSC-Kingwood**
  - Fire Alarm Upgrades – The installation of the new fire alarm system is progressing. A preconstruction meeting was held in early November and installation of new devices and wires began on November 10th.
  - Security System Upgrades for LSC-Kingwood and LSC-Tomball – The installation continues at both campuses and is planned to be completed in early December.
  - Roof Repairs and/or Replacement for LSC-Kingwood and LSC-Tomball – Construction at Kingwood and Tomball continues to progress very smoothly. The project at Kingwood is 80% complete and the anticipated completion date is late November 2008, while Tomball is 55% complete with an anticipated completion date of late January 2009.

- **LSC-Tomball**
  Tomball projects were bid in combination with other campuses to reduce the cost. The status of these projects can be found in other campus reports as follows:
  - Building Automation System Upgrades – LSC-North Harris
  - Security System Upgrades – LSC-Kingwood
  - Roof Repairs and/or Replacement – LSC-Kingwood

**Hurricane Ike Recovery**

- **LSC-North Harris**
  - PETEX Building – The roof has been replaced. The final inspection walk was completed, and only two punch list items remain. The project is scheduled to be completed by November 30, 2008.

- **LSC-Greenspoint Center**
  - Building Façade Repairs – Project is complete.

- **LSC-Kingwood**
  - Student Center and Fine Arts Building (SFA) Repairs – Power loss for the ventilation and air conditioning system as well as water infiltration has resulted in indoor air quality issues. This building houses student services such as registration, bursar’s office, financial aid, and several administrative offices. These services are being relocated until all environmental concerns are addressed.
♦ Temporary Building Repairs – A tree fell on two of the three temporary buildings. The tree was removed. The lessor has assessed the damage and initiated the repairs.

❖ LSC-Tomball
♦ Library Repairs – There was about a half inch of water in the library that was immediately removed. The building has been dried out and was reopened on October 6th.

❖ LSC-Montgomery
♦ Building F (Library) Repairs – All building damage repairs are complete. Wood book shelf ends that were submersed in water will require replacement.
♦ General Repairs – The masonry wall near the tennis courts has been repaired and painted. Lights at the tennis courts will be realigned in late December along with other general lighting repairs.
♦ Temporary Building Repairs – A damaged entry awning has been repaired.
♦ Tree Removal – Tree stumps from fallen trees were ground in November.

❖ LSC-Conroe Center
♦ The damaged roof perimeter flashing has been repaired. The mold remediation efforts are complete and repairs to the interior walls have begun.

❖ LSC-Cy Fair
♦ All repairs are complete.

❖ LSC-Fairbanks Center
♦ All repairs are complete.

❖ System Offices
♦ Kiosk Repairs – Two kiosks that were damaged are in the process of being repaired.

Status Report on the Area Job Order Contract (AJOC) Purchases for Construction Related Projects
At the August 2008 regular board meeting, the Board of Trustees approved the purchase of construction services for the System from Texas Cooperative Purchasing Network (TCPN) AJOC Contractor, Kellogg Brown and Root Inc. (KBR), BuyBoard AJOC Contractor Jamail & Smith, and Harris County Department of Education AJOC Contractors Dura Pier Facilities Services and Basic IDIQ. This approval authorized the System to use the AJOC method for individual projects up to $100,000 and to make collective purchases not to exceed $1,000,000 for FY 2008-2009. Projects that exceed $100,000 are to be presented to the Board of Trustees individually for consideration of approval. To ensure the Board of Trustees continues to have information regarding the AJOC projects under $100,000, a brief summary of projects is included in the Facilities Planning and Construction Report each quarter.

The projects listed below were awarded to KBR:

Projects over $25,000 completed:
LSC-North Harris – Exterior Dining Hall Courtyard Improvements. $77,544
LSC-Central Services and Training Center – Emergency Power Modifications. $87,113
Projects In-Progress (As of Report Date):
LSC-Central Services and Training Center – Temporary Emergency Generator for Police Dispatch Center. $37,462
LSC-Fairbanks Center, LSC-Willow Chase Center, LSC-North Harris – Monument Lighting Repairs (Ike Repair). $1,070
LSC-Central Services and Training Center – Exterior Kiosk Repairs (Ike Repair). $20,525
LSC-Kingwood – Renovate HSB Exterior Low Wall. $14,659

The projects listed below were awarded to Jamail & Smith:

Projects under $25,000 completed:
LSC-University Center – Door Repairs. $5,392
LSC- Central Services and Training Center – Power/Data. $9,500

Projects over $25,000 completed:
LSC-Central Services and Training Center – Police Dispatch Center Remodel. $28,000
LSC-Montgomery – Library Dehumidification and Drywall Repairs (Ike Repair). $158,729

The projects listed below were awarded to Basic IDIQ:

Project In-Progress (As of Report Date):
LSC-Conroe Center – Sheetrock Repairs (Ike Repair). $12,712
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 from the CyFair, Tomball, and System Office.

Fiscal Impact: Positions and salaries have been budgeted for 2008-2009.

Staff Resource: Rand Key 832-813-6522
a. CyFair

Margaret Ugalde, Director, Nursing Program

Effective: Twelve-month contracted employee at an annual salary of $74,911 beginning November 1, 2008.

Education: Ph.D., University of Texas Health Science Center, School of Public Health, Major: Community Health Practice; M.S.N., University of Colorado Health Science Center, School of Nursing, Major: Parent-Child Nursing; B.S.N., University of the Incarnate Word, School of Nursing, Major: Nursing.

Experience: Associate Professor, Associate Degree Nursing, Lone Star College-CyFair; Assistant Professor, Associate Degree Nursing, College of the Mainland; Medical Staff/PNP Consultant/Head School Liaison Program, Texas Children’s Hospital; Pediatric Nurse Practitioner (PNP), Christus Southwest Community Health Center, First Colony Pediatrics, and University of Texas Health Science Center, School of Medicine; School Nurse, Houston ISD-Lantrip Elementary.

b. Tomball

Melanie Landis, Veterinary Technology, Associate Professor

Effective: Twelve month contracted employee at an annual salary of $64,204 beginning January 1, 2009.

Education: D.V.M., Texas A&M University, Major: Veterinary Medicine; M.B.A., Tarleton State University, Major: Business Administration; B.S. & B.S, Texas A&M University, Major: Veterinary Science & Biomedical Science.

Experience: Senior Lecturer & Lecturer, Texas A&M University-College of Veterinary Medicine; Relief Veterinarian, Houston SPCA and Melanie T. Landis, DVM, MBA; Associate Small Animal Veterinarian, Animal Health and Medical Center; Lecturer, Texas A&M-College of Science-Fresh Bio Program.

Margaret Hayes, Director, Nursing Program

Effective: Twelve month contracted employee at an annual salary of $74,000 beginning November 1, 2008.

Education: M.E.D., University of Houston, Major: Education; B.S.N., University of Central Arkansas, Major: Nursing.

Experience: Professor of Nursing, Lone Star College-Tomball; Adjunct Faculty, Lone Star College-Tomball & North Harris; Program Manager for Partial Hospitalization Program, Heritage Health Services; Director of Nurses, Plantation Health Care Center; Associate Degree Nursing Instructor, Galveston College.
c. **System Office**

Latosha Chandler, Director, Community Outreach & Recruitment

**Effective:** Twelve-month contracted employee at an annual salary of $60,000 beginning October 27, 2008.

**Education:** M.A., St. Louis University, Major: English; B.A., Dillard University, Major: English.

**Experience:** Program Coordinator, Texas Christian University; Student Success Coordinator, Arizona State University; Summer Bridge Program Director, Southern Methodist University; English Teacher/Head Varsity Volleyball Coach, Bishop Lynch High School.
Request: Consideration of Resignations

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

CyFair

Diane Troyer, President
Effective November 3, 2008

North Harris

Sandy Deabler, Professor, Psychology
Effective October 25, 2008

Tomball

Gerald David Benzel, Professor, Math
Effective December 31, 2008

Kathleen Mikilitus, Professor, Associate Degree Nursing
Effective December 31, 2008

Staff Resource: Rand Key 832-813-6522
Request: Consideration of Approval of Commissioning of Peace Officers

Chancellor’s Recommendation: That the Board of Trustees approves the commissioning of the following peace officers for the Lone Star College System.

Lone Star College-North Harris
   Engeneo Smith

Lone Star College–Kingwood
   Garnett Wayne Perry
   Lasheria Nance
   Yuri Saenz

Lone Star College-Montgomery
   Charles Frank Hood

Lone Star College-CyFair
   Kristopher Hayhurst

Rationale: These officers are eligible to be commissioned by this Board because they:
1. Have a current license from the Texas Commission on Law Enforcement Officer Standards and Education;
2. Have taken and filed the oath required of peace officers; and
3. Possess a sufficient number of college credit hours to meet the minimum standard for a Lone Star College System peace officer.

Fiscal Impact: None

Staff Resource: Rand Key 832-813-6522