I. Call to Order

II. Pledge of Allegiance

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

IV. Introductions, Special Guests, Recognitions

V. Workshop

   Technology at Lone Star College System

VI. 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

VII. Reconvene Regular Meeting

VIII. Approval of the Minutes of the November 4, 2010 Workshop and Regular Meeting

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 Considerations

1. Consideration of the Approval of the Recommended Revision of the Lone Star College System Board Policy Section II.I.2.03 (SECOND READING) (ACTION ITEM 1)

2. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Sections IV D.4.01, F.4, F.5, F.8, F.10 and F.13 (SECOND READING) (ACTION ITEM 2)

XIII. Curriculum Report and Consideration

Consideration of Approval of an Associate of Applied Science for Fire Science Technology (60-72 credit hours) for Implementation Spring 2011 at Lone Star College–Montgomery (ACTION ITEM 3)

XIV. Financial Reports and Considerations

1. Monthly Financial Statements

2. Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report (CAFR) and the Independent Auditors’ Reports (ACTION ITEM 4)

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

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Aerial Easement with CenterPoint Energy Houston Electric, LLC at LSC-CyFair (ACTION ITEM 6)

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contract to Purchase Investment Advisor Services for the System (ACTION ITEM 7)
6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Grocery Supplies for the System (ACTION ITEM 8)

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Janitorial and Window Washing Services for LSC-Montgomery (ACTION ITEM 9)

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Amendment to the Lawn Maintenance Services Contract to include LSC-Conroe Center (ACTION ITEM 10)

9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Additional Bus Chartering and Transportation Services (ACTION ITEM 11)

10. Consideration of Approval to Extend The Cooperative Purchasing Network (TCPN) Lease of Temporary Modular Buildings at LSC-CyFair (ACTION ITEM 12)

11. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase of Parking Garage 9, the Central Plant, Fire Pump House, and Buildings 7 & 8 from Hewlett Packard (HP) (ACTION ITEM 13)

12. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for The Cooperative Purchasing Network (TCPN) Purchase of Card Access Services (ACTION ITEM 14)

13. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with Convergint Technologies LLC for the Purchase of Additional Security Camera Services (ACTION ITEM 15)

14. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with Convergint Technologies LLC for the Purchase of an Emergency Mass Notification System (EMNS) (ACTION ITEM 16)

15. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Water Meter Vault Easement with Harris County Municipal Utility District #286 for LSC-University Park (ACTION ITEM 17)

16. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Water Meter Vault Easement with the City of Houston for LSC-Victory Center (ACTION ITEM 18)

17. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Telecommunication Services for the System (ACTION ITEM 19)
18. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Schuler Shook and JaffeHolden Contracts for the Purchase of Additional Engineering Services for Acoustical and Theater Design for LSC-Kingwood, LSC-Tomball, and LSC-Montgomery (ACTION ITEM 20)

XV. Building and Grounds Report

Construction Projects Update

XVI. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 21)
2. Consideration of Acceptance of Resignations (ACTION ITEM 22)
3. Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 23)

XVII. Special Consideration

Consideration of Acceptance of Resignation of Trustee (ACTION ITEM 24)

XVIII. Suggested Future Agenda Items

XIX. 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 551.087 - Economic Development Negotiations
Certification of Posting of Notice to the December 2, 2010 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 29th day of November, 2010 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 29th day of November, 2010.

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 CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
November 4, 2010
5:00 p.m.

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

I. CALL TO ORDER: Mr. Bates called the workshop and regular meeting of the Board of Trustees to order at 5:00 p.m. after determining a quorum was present.

II. PLEDGE OF ALLEGIANCE: Mr. Daniel 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. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS: Chancellor Carpenter welcomed Michael Reagan of The Voice of LSC-Montgomery and Charles Bier, Editor of The Woodlands Villager, representing the Conroe Courier. Mr. Bates congratulated Mr. Daniel for being elected District Clerk of Harris County.

Mr. Adam arrived at 5:10 p.m.

V. WORKSHOP: Rand Key, senior vice chancellor/COO, presented an accountability update on the strategic plan for 2009-2011. A tracking report was created of how goals were being reached for each college. As of July 2010, 71% of the goals have been completed, are on-going or in progress. As of December 31, 2011 the System will have successfully met the objectives of the strategic plan for 2009-2011. The LSCS Strategic Plan 2012-2015 begins with forming a steering committee in December 2010, system planning from January to April, 2011, presenting 2012-2015 goals to the Board of
Trustees for approval in May 2011, specific planning of the new goals by the colleges September to December 2011 and presenting the 2012-2015 Strategic Plan at Conference Day February 2012.

VI. **CLOSED SESSION:** At 5:15 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

VII. **RECONVENE REGULAR MEETING:** Mr. Bates reconvened the open meeting at 6:58 p.m.

VIII. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 30, 2010 PUBLIC HEARING AND THE OCTOBER 7, 2010 WORKSHOP AND REGULAR MEETING:** upon a motion by Mr. Daniel and a second to the motion by Ms. Good, the Board unanimously approved the minutes of the September 30, 2010 Public Hearing. Upon a motion by Mr. Daniel and a second to the motion by Ms. Kelly, the Board unanimously approved the minutes of the October 7, 2010 Workshop and Regular Meeting.

IX. **CITIZENS DESIRING TO ADDRESS THE BOARD:** Mr. Massey Villarreal, a local business owner and leader in the Hispanic community, announced that he has assembled a six member board of advisors made up of leaders in the community to provide LSCS assistance in raising awareness, funds and legislative success to promote growth and success of Hispanic achievement on a national level.

X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** The Chancellor reported LSCS is the largest producer of registered nurses in the metro area. Recently 350 of our nursing students sat for the Board of Nursing exam and had a 93% pass rate as a System. LSC-CyFair had a 100% pass rate. The Chancellor reported preparations are being made for the 2011 Legislative session with respect to the $25B shortfall over the next two years of the State budget. Ms. Gilliam is holding budget forums at each college campus to ask faculty, staff and students to help identify ways to trim costs that will not threaten access or quality. On the front page of our website there is an icon titled GotBudget? where suggestions by the staff, faculty, students and community may be made on saving measures and ways to generate revenue. An email may be sent to budgetideas@lonestar.edu.
2. **College Presidents:** Dr. Audre Levy, president of LSC-Cy-Fair, presented an overview of LSCS Strategic Goal 2, recruit and retain talented and innovative faculty, administrators and staff. The System employs more than 5600 full time, adjunct and part time employees. Orientation for faculty includes Higher Education Teaching Institute for incoming faculty, orientation focusing on student success and customer services, a new online faculty orientation and adjunct faculty certification academy. There are mentoring programs for full time faculty, adjunct faculty and professional and support staff. Employees are encouraged to attend conferences and workshops as well as in house professional development. Last year 1,481 professional development sections were offered System-wide. Faculty and staff are rewarded for obtaining higher degrees. Last year 15 faculty and 177 staff received advanced degrees.

3. **Vice Chancellors:** None.

4. **Faculty Senate President:** Dr. Dominic Bongiorni, LSC-Kingwood faculty senate president, presented a report on student behavior in the classroom. The nature of students has been changing and faculty have learned to be responsive to the students’ needs, issues and concerns and not insist that the students conform to the faculty’s way of doing business. Faculty, however, do not allow behavior that gets in the way of educational success. Faculty have learned that the students’ attitudes may relate more to their understanding of the hidden rules and values of culture and poverty, which can lessen anger and frustration for faculty and students.

XI. **CONSIDERATION OF CONSENT AGENDA:** Mr. Bates proceeded with the Consent Agenda. Action Item 5 was recommended to be considered separately. Mr. Adam made a motion to approve Action Items 1, 2, 3, 4, 6, 7, 8 and 9. Mr. Daniel seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B.”

XII. **POLICY CONSIDERATION**

1. **Consideration of the Recommended Revision of the Lone Star College System Board Policy Section II.I.2.03 (FIRST READING):** the Board unanimously considered the recommended revision of the Lone Star College System (LSCS) Board Policy Section II.I.2.03. This constitutes a first consideration with a request for approval during the December Board meeting. A copy is attached as Exhibit “C.”

2. **Consideration of the Recommended Revision of the Lone Star College System Board Policy Sections IV D.4.01, F.4, F.5, F.8, F.10 and F.13 (FIRST READING):** the Board unanimously considered revision of the Lone Star College System Board Policy Sections IV D.4.01, F.4, F.5, F.8, F.10 and F.13. This constitutes a first consideration with a request for approval during the December Board meeting. A copy is attached as Exhibit “D.”
XIII. FINANCIAL REPORTS AND CONSIDERATIONS

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements for the month ended September 30, 2010. A copy is attached as Exhibit “E.” Ms. Gilliam presented an update on the eight step plan: Step 1, the hiring chill, there were 180 positions vacant in October, 2010 compared to 149 in October, 2009. Of the requests made to fill vacant positions in October, 38% were delayed or denied; Step 2, reduce spending, in September 2010, 6.9% of the approved budget, including auxiliary fund, has been spent compared to 7.4% in September 2009, which is $1.3M less spent in 2010; Step 7, increase grant funding, looking at a rolling twelve month, from October to October, the increase is approximately $160,000. In the last twelve months LSCS has been awarded $8.6M in grant funding.

2. Annual Investment Report: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the annual investment report. A copy is attached as Exhibit “F.”

3. Consideration of Approval to Purchase IRS Form 1098-T Reporting Services for the System (ACTION ITEM 1): the Board unanimously awarded a contract for IRS Form 1098-T Reporting Services to Educational Computer Systems, Inc. (ECSI), 181 Montour Run Rd., Coraopolis, PA 15108, for an estimated amount of $55,250 annually or $182,884 over three years allowing for 5% enrollment growth. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G.”

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contract to Purchase Grand Pianos for LSC-Montgomery (ACTION ITEM 2): the Board unanimously authorized the Chancellor or designee to negotiate and execute a contract to purchase grand pianos for LSC-Montgomery from Forshey Piano Company, 1240 Clear Lake City Blvd., Houston, TX 77062, in the amount of $172,240. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H.”

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contract to Purchase Student Response System (Clicker Technology) (ACTION ITEM 3): the Board unanimously authorized the Chancellor or designee to negotiate and execute a contract to purchase a student response system from the lowest qualified bidder, Turning Technologies, 255 W. Federal Street, Youngstown, Ohio 44503, for a not-to-exceed amount of $111,000. This approval includes the option to purchase additional system sets as required by the colleges. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I.”

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Lease and Maintain Copier Equipment for College Copy Centers (ACTION ITEM 4): the Board unanimously authorized the Chancellor or designee to negotiate and execute a five year lease for copier equipment from
Houston Independent School District (HISD), 4400 W 18th Street 1NE03, Houston, Texas 77092, in the amount of $81,108 annually for a total amount of $405,540 over five years for copy centers located at LSC-CyFair, LSC-Tomball and LSC-Kingwood. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”

7. Consideration of Approval to Purchase Additional Chiller and Rooftop Air Conditioning (AC) Unit Maintenance, Quarterly Inspections, and Repair Services for the System ACTION ITEM 5): upon a motion by Mr. Vogt and a second to the motion by Mr. Adam the Board approved the purchase of additional rooftop AC maintenance, quarterly inspections and repair services from Letsos Company, 8435 Westglen Drive, Houston, TX 77063, and Kilgore Industries, 8700 Jameel Ste 130, Houston, Texas 77040, for an additional estimated amount of $330,000 increasing the total not-to-exceed amount to $1,655,000 over the five years. Mr. Daniel abstained from the vote. A copy is attached as Exhibit “K.”

8. Consideration of Approval to Extend Contract and Purchase Additional Ink and Toner Cartridges and Printer Maintenance (ACTION ITEM 6): the Board unanimously approved the first one-year contract extension with Global Laser, Inc., 5805 Chimney Rock, Suite A, Houston, Texas 77081. In addition, approve the purchase of additional ink and toner cartridges and printer maintenance in the amount of $200,000 annually, bringing the total annual spend to $600,000 for a total contract amount of $1,600,000 over the three year period including the one-year extension. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

9. Consideration of Acceptance of Gifts (ACTION ITEM 7): the Board unanimously accepted and acknowledged the 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 “M.”

XIV. BUILDING AND GROUNDS REPORT:

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

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 8): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O.”

2. Consideration of Acceptance of Resignations (ACTION ITEM 9): the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P.”
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
Consideration of Consent Agenda

Board Meeting 12-2-10

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.

Tally of Action Items:

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<th>Action Item Description</th>
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<th>Chancellor Recommended Separate Action</th>
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Policy Consideration No. 1  (ACTION ITEM 1)  Board Meeting 12-2-10

Request: Consideration of the Approval of the Recommended Revision of the Lone Star College System Board Policy Section II.I.2.03 (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees approve the recommended revision of the Lone Star College System (LSCS) Board Policy Section II.I.2.03.

Rationale: To further the vision of LSCS to be “recognized globally as the premier community college for student access, innovation and partnerships” LSCS is exploring possible affiliations with other international institutions of higher education to offer LSCS courses, online and distance learning. Due to the diverse locations and circumstances of possible affiliates, LSCS requires flexibility in negotiating fees and tuition for global affiliation agreements. Revision of the policy will allow LSCS to enter into agreements with international institutions of higher education for international students to participate in LSCS courses, online, distance education, and dual credit courses and negotiate and establish tuition and fees for those students within the specific agreements.

Fiscal Impact: None

Staff Resource: Brian Nelson 832-813-6655
Donetta Goodall 832-813-6597
I. RELATIONSHIPS WITH OTHER ENTITIES

1. Relationships with Schools

I.1.01 - College Courses in School System Facilities

By resolution, the Board may enter into a contract with the trustees of an independent school district contiguous to, but not a part of, the System, or an independent school district designated by the State legislature in the System service area to hold college courses in the school district's facilities.

I.1.02 - Reports of Academic Achievement

Under guidelines established by the Coordinating Board and the State Board of Education, the College shall report student performance during the first year enrolled after graduation from high school to the high school or junior college last attended. This report shall include, but not be limited to, appropriate student test scores, a description of developmental courses required, and the student's grade point average. Appropriate safeguards for student privacy shall be followed.

LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008

2. Relationships with Colleges and Universities

I.2.01 - Policy

The System believes that direct relations with other colleges and universities are necessary for successful delivery of its instructional programs and services to students and citizens.

I.2.02 – Partnerships

The System shall develop and implement direct partnerships, contracts, and joint projects with other colleges and universities for the purposes of transfer of coursework, The University Center and campus based programs, joint delivery of university courses, small business development services, technology transfer, and continuing professional development.

I.2.03 – International Affiliations

The System may establish affiliations with international institutions of higher education to allow international students to participate in LSCS courses, distance education, online classes, and dual credit, in accordance with the terms and conditions set forth in an applicable affiliation agreement.
3. Relationships with Accreditation Agencies

I.3.01 - Relationships with Educational Accreditation Agencies

The System shall maintain accreditation with the Southern Association of Colleges and Schools. Accreditation with other educational and licensing agencies may be pursued.
Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Sections IV D.4.01, F.4, F.5, F.8, F.10 and F.13 (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees approve the requested recommended revision of the Lone Star College System Board Policy Sections IV D.4.01, F.4, F.5, F.8, F.10 and F.13

Rationale: To clarify (i) the process of approval for additional employment requests from LSCS employees, (ii) clearly defining unlawful discrimination and prohibited harassment, (iii) streamlining and clarifying the investigation, administrative action and centralization of responsibility for discrimination and/or prohibited harassment complaints and (iv) clearly defining the employee grievance process, employee representation, right of employee hearings and the appeal process.

Fiscal Impact: None

Staff Resource: Brian Nelson 832-813-6655
Richard Carpenter 832-813-6515
Section IV D.4.01

4. Additional Employment and Consulting

D.4.01 Additional Employment:

As determined by the College Dean (in the case of faculty) or the Employee’s Supervisor (in the case of professional staff, administrative staff or other professional or administrative contractual employee) - which for purposes of this Section D.4.01 shall mean the employee supervisor - a full time employee may not undertake additional employment that:

   a. Interferes, directly or indirectly, with the regular work of the employee;
   b. Has been offered because of the employee’s official connection to the System;
   c. Uses System resources including, but not limited to, computers, copiers, materials, equipment or offices;
   d. Was not approved in advance and in writing by both the employee’s supervisor and the respective College President or Vice Chancellor;
   e. Is expressly limited by virtue of the employee’s employment contract with the System; or
   f. Violates any of the principles established in the Ethical Standards policy.
SECTION IV.F.4 - UNLAWFUL DISCRIMINATION AND PROHIBITED HARASSMENT

4. Unlawful Discrimination and Prohibited Harassment Policy

F.4.01 – Policy

It is the policy of the Lone Star College System (“System”) to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, expulsions and/or termination of the contractual relationship.

F.4.02 - Definition of Unlawful Discrimination and Sexual Harassment

Unlawful discrimination is strictly prohibited by the System and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee’s or student’s race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status constitutes unlawful discrimination.

Sexual harassment is a form of sex discrimination that is illegal under both federal and Texas state law and is strictly prohibited by the System. Unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

1. Submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement or participation in System programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or

2. Rejection of such advances, requests or conduct affects a term or condition of an individual’s employment or academic advancement or participation in System programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work, academic performance, education, or participation in System programs or activities, or of creating an intimidating, hostile, work or academic environment.
F.4.03 - Conduct which May Constitute Unlawful Sexual Harassment

Sexual harassment does not refer to words or actions of a welcome nature. It refers to behavior that is not welcome and occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or academic environment. Harassing conduct need not be motivated by sexual desire in order to constitute unlawful sexual harassment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated unwelcome advances or demeaning verbal comments by a co-worker towards another co-worker unreasonably interferes with a person’s ability to perform his or her work. Sexual harassment can also involve behavior directed to and/or by students of the System, as well as employees and non-employees of the System, in short all members of the community may become harassers or victims of harassment.

Depending upon the circumstances and how they impact the workplace or academic environment, examples of sexual harassment include but are not limited to such conduct as the following:

1. verbal abuse, insults, jokes, comments or innuendo of a sexual nature that include lewd, obscene or sexually suggestive displays or remarks;
2. physical contact, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted by the other person;
3. the requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual’s employment status or educational status;
4. repeated unwelcome social invitations, sexual flirtations, advances, propositions or unwanted requests for sexual favors;
5. threatened, attempted, or completed physical sexual assault;
6. indecent exposure;
7. romantic involvement (even if consensual) between supervisors and subordinates that impacts the workplace and/or other individuals in areas such as assignments, advancements and benefits; or
8. romantic involvement (even if consensual) between supervisors and students they supervise that impacts the academic environment and/or other students in areas such as assignments, grades and academic benefits.

F.4.04 Conduct which may Constitute Unlawful Discrimination

Depending upon the circumstances and how they impact the workplace or academic environment, examples of unlawful discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

1. Making decisions about a person’s employment, compensation or education based upon his or her race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status;
2. Verbal abuse, offensive innuendo or derogatory words, concerning a person’s race, color,
gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status;
3. An open display of objects or pictures designed to create a hostile working/learning environment based on a person's race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status.

F.4.05 - Employee, Faculty and Student Responsibilities

Each employee, faculty member, administrator and student of the System is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the workplace. Each employee, faculty member, administrator and student is responsible for cooperating in any investigation of alleged sexual harassment or unlawful discrimination if requested to do so by the person conducting the investigation.

Any person who observes an incident that may constitute sexual harassment or unlawful discrimination or who otherwise becomes aware of such an incident should immediately notify the System Equal Employment Officer (“EEO”). See Section F.04.11 below. The System EEO shall notify the System General Counsel and Chief Legal Officer, or his/her designee, of the incident and substance of the complaint.

F.4.06 - Educational Setting

In the educational setting within the System, there exists latitude for a faculty member’s professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual harassment or other unlawful discrimination. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the System’s professional educators.

F.4.07 - Addressing Complaints of Sexual Harassment and Unlawful Discrimination

When the System receives any complaint of harassment it will promptly investigate the allegation in a fair and expeditious manner. The System will make every effort to proceed in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has occurred the System will act promptly to eliminate the offending conduct, and where appropriate impose disciplinary action.

A prompt and impartial investigation of the complaint is conducted by the System EEO or by his/her designee. This investigation will consist of (but will not necessarily be limited to) interviews of the individual who made the complaint, of the person or persons against whom the complaint was made and of other individuals who may have witnessed the reported incident or incidents.

During and upon completion of the investigation, the System EEO shall consult with the System General Counsel and Chief Legal Officer or his or her designee; and upon completion of the investigation will meet
individually with the individual who made the complaint and the individual or individuals against whom the complaint was made, to report the results of the investigation and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

F.04.08 Disciplinary Action

In the event that the investigation reveals that unlawful sexual harassment, discrimination, has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination as set forth by Board Policy F.13 – Discharge of Employee. Should the employee challenge the disciplinary action, he or she may grieve the decision under Section F.10 – Review and Grievance Process.

F.04.09 - Confidentiality

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the System EEO shall discuss the complaint with the System General Counsel and Chief Legal Officer, the witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

F.04.10 - No retaliation for filing a complaint of sexual harassment or unlawful discrimination

Retaliation against any individual for making a complaint of sexual harassment or of any unlawful discrimination or for assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination as set forth by Board Policy F.13- Discharge of Employee.

F.04.11 - System Equal Employment Officer (“EEO”) and Complaints of Sexual Harassment and Unlawful Employment Discrimination

The System EEO is designated as the person who is charged with investigating complaints of sexual harassment and unlawful discrimination for the System. The System General Counsel and Chief Legal Officer reserves the right to retain an outside investigator at the beginning or at any stage of the investigation to investigate complaints of sexual harassment and/or unlawful discrimination.

F.04.12 - State and Federal Agencies

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination may file a formal complaint with either or both of the government agencies set forth below. Using the System’s complaint process does not prohibit an employee from filing a complaint with these agencies.

2. The Texas Workforce Commission (“TWFC”), 1117 Trinity St., Room 144T, Austin, TX 78778

F.4.13 - Compliance and Training

The System designates the General Counsel and Chief Legal Officer and Associate Vice Chancellor for Human Resources to coordinate efforts to comply with this policy, any investigation and with the specific requirements contained in but not limited to:

a. Title IX of the Education Amendments of 1972, as amended, and its implementing regulations;
b. Section 504 of the Rehabilitation Act, as amended, and its implementing regulations; and
c. The Americans with Disabilities Act, as amended, and its implementing regulations;
d. Title VII of the Civil Rights Act, as amended, and its implementing regulations.

The System shall provide training consistent with Texas and/or Federal law to:

a. New and existing employees regarding the protections accorded to them under federal and state discrimination laws and LSCS’s related policies and complaint procedures; and
b. Supervisory personnel and all employees regarding the System’s non-discrimination obligations, this Policy for established for handling discrimination and harassment complaints and the supervisor’s obligation to respond promptly and appropriately to alleged discriminatory or harassing conduct in the workplace under their supervisory authority.

Training programs shall be jointly administered and under the direction of the System Associate Vice Chancellor for Human Resources and the System General Counsel and Chief Legal Officer.
F.8 Change in Contract Status

F.8.01 - Definition
Change in contract status means a recommendation and decision by the College Dean (in the case of faculty), respective College Vice President or System Vice Chancellor (in the case of professional or administrative staff) or College Vice President of Administration and Finance (in the case of non professional staff) to:

a. in the case of faculty or administrator on a multi-year contract, the return to an annual contract.
b. in the case of a faculty member on an annual contract who is eligible to receive a multi-year contract, the continuation of an annual contract.

F.8.02 - Notice
Contractual employees are subject to change of status and/or non-renewal by the Board upon the recommendation of the College or System official referenced within Section F.8.01; through the College President or System Vice Chancellor to the Chancellor at the end of the contract period, if in their judgment, the interests of the College will be served thereby provided, that notice of intention to change status and/or non-renewal shall be given by the Chancellor on or before March 1 preceding the end of the employment term fixed in the current contract.

In the event of failure to give such notice of intention within the time specified above, the Board shall thereby elect to employ the contractual employee in the same capacity for the succeeding school year. This process is not valid in the event that the Board of Trustees takes action for a reduction in force.

F.8.03 - Change of Status Grievance Rights
In the event that a contractual employee receives notification from the Chancellor or his or her designee to recommend a change of status, the employee has the right to grieve their change of status under Section F.10.09.
10. Review and Grievance Process

F.10.01 - Policy

It is the policy of the System to provide a work environment that encourages an open atmosphere where problems or concerns are addressed promptly by supervisors and managers. This policy provides a process for employees to present problems and concerns pertaining to wages, hours of employment, or conditions of work arising out of his or her employment. It is the intent of the System to abide by the laws of the State of Texas, including but not limited to Texas Government Code Chapter 617 and supporting opinions from the Attorney General of the State of Texas pertaining to the grievance rights of employees whether contractual or non-contractual. Therefore, the System, at its discretion, may modify its policy as necessary to comply with applicable state and federal laws.

For purposes of this section, “grievance” means a written complaint arising from the employment relationship that includes the employee’s recommendation for a resolution of the complaint identified as a grievance.

F.10.02 - Non-Retaliation Policy

The System prohibits reprisal or retaliation against an employee who brings a concern or voices a grievance under this policy. Unless specified by the grieving employee, no record or reference of the employee’s grievance under this policy shall appear in his or her personnel file.

F.10.03 – Scope and Definition

The Associate Vice Chancellor for Human Resources (or his/her designee), with the advice, consent and approval of the General Counsel (or his/her designee), is responsible for determining whether a grievance falls within the scope of this policy, and shall advise the employee of the proper process to follow. This policy does not alter in any way the employment-at-will status of non-contractual employees and does not create any expectation of continued employment. (See Section 3, Non-Contractual Employees).

This policy applies to employee grievances, except for where another policy governs the subject matter complained of by the employee, such as grievances relating to discrimination on the basis of an individual's race, color, religion, national origin, gender, citizenship, age, disability, veteran status, or sexual orientation which must be made under Section 4, Unlawful Discrimination and Prohibited Harassment Policy.

As referenced within this Section IV F.10

The term “immediate supervisor” shall mean the:

(i) College Dean (in the case of faculty);

(ii) The employee’s supervisor (in the case of professional staff, administrative staff or contractual employees as defined in this Section IV F.10); or

(iii) Other authorized individual (in the event of non-professional staff).

The term “second level supervisor” shall mean:

(i) The College Vice President for Instruction (in the case of faculty);

(ii) The person supervising the employee’s supervisor (in the case of professional staff, administrative staff or contractual employees as defined in this Section IV F.10); or

(iii) The College Vice President for Administration and Finance (in the case of non-professional staff).
The term “working days” shall be defined as Monday through Friday and consistent with Policy Section IV D.1.01.

F.10.04 - Prohibition of Serial Grievances

An employee may not bring separate or serial grievances concerning event(s) that was the subject matter of a previously filed complained, even if such complaint was brought pursuant to another complaint review process.

F.10.05 – Representation

An employee who files a grievance under this section or an employee who is the subject of a grievance may represent him or herself. The employee may also choose representation by a representative and/or organization (“Representative”) that does not claim the right to strike. The System shall not bear any costs for the employee’s representation.

In the event the employee chooses a Representative, the employee must provide written notice to the appropriate College Vice President or System Vice Chancellor and to the LSCS General Counsel of such election during the grievance process. The employee or his or her Representative must provide notice of such representation at least ten (10) working days prior to any meeting, conference, or hearing relating to the employee’s grievance.

The employee and his or her Representative shall not meet during the employee’s working hours when preparing for the employee’s grievance. The employee and his or her Representative shall not use System resources when preparing for the employee’s grievance.

Contractual employees may elect to use legal representation at his or her post-termination hearing based upon a property interest in the position for the period of time stated in his or her employment contract.

F.10.06—Open Door Resolution Process

Contractual and non-contractual employees who believe they have a grievance should present the complaint to his or her immediate supervisor. The quickest and most satisfactory solution will often be reached at this level. The employee should present the complaint to the immediate supervisor for discussion, consideration and resolution within five (5) working days of the event(s) giving rise to the complaint. If the discussion with the immediate supervisor does not resolve the matter to an employee’s satisfaction, the employee may initiate the grievance process under Section 10.

If the immediate supervisor is the subject of the complaint, the employee should proceed with the grievance process under this Section 10.

F.10.07 - Non-Contractual Employee Grievance Process

Non-contractual employees are “at-will” employees who are not employed for any specified length of time and have no property right in their continued employment. Nothing in this Policy Manual shall change the employment at-will status of non-contractual personnel nor shall create any rights to continued employment. Non-contractual employees may grieve wages, hours of employment, or conditions of work (including termination) arising out of his or her employment except as provided by section F.10.03.

The non-contractual employee grievance process allows the employee to request that the second level supervisor reconsider a decision of the immediate supervisor that affects the employee, and that the employee believes to be unjust or inequitable. This process is available to all non-contractual employees.

F.10.08 - Non-Contractual Employee Grievance Procedure

A request for a non-contractual grievance must be in writing. The written grievance should contain a concise statement that explains the specific complaint, any documentation or witness statements in support of the employee’s grievance, and the employee’s recommendation for achieving a sufficient remedy of the grievance. To expedite the grievance process, the employee should submit the grievance to the second level supervisor for discussion, consideration, and resolution within ten (10) working days after the date of
the employee’s meeting with his or her immediate supervisor additionally, the employee shall send a copy of this grievance to the LSCS Associate Vice Chancellor for Human Resources and to the LSCS General Counsel.

The second level supervisor shall meet with the employee, conduct any investigation that is necessary, and respond to the employee within ten (10) working days of the second level supervisor receiving the grievance. The second level supervisor will communicate to the employee, in writing, the results of the grievance. The decision of the second level supervisor shall be final.

In the event the employee elects representation, the LSCS General Counsel or his or her designee, may meet with the second level supervisor, the employee, and his or her Representative to assist the second level supervisor in conducting any necessary investigation and may assist the second level supervisor with the grievance process. Any meeting between the employee and the second level supervisor (and the LSCS General Counsel or his or her designee when applicable) shall be no more than one (1) hour in duration and the employee or the employee’s Representative is allowed at least thirty (30) minutes in which to present the employee’s grievance.

In the event the second level supervisor is the subject of the grievance, the employee should present his or her grievance to the Office of General Counsel who will then designate an individual to manage the grievance of the employee.

F.10.09 - Contractual Employee Grievance Process

A contract of employment with the System creates a property interest in the position for the period of time only as stated in the contract. The contractual employee grievance process is available to grieve wages, hours of employment, or conditions of work arising out of his or her employment except as provided by section F.10.03. A contractual employee who elects to grieve his or her termination shall use Section F.10.12.

F.10.10 - Contractual Employee Grievance Procedure

A request for a contractual grievance must be in writing. The written grievance should contain a concise statement that explains the specific complaint, any documentation or witness statements in support of the employee’s grievance, and the employee’s recommendation for achieving a sufficient remedy of the grievance. To expedite the grievance process, the employee must submit the grievance to the second level supervisor for discussion, consideration and resolution within ten (10) workdays from the date of the employee’s meeting with his or her immediate supervisor; additionally, the employee must send a copy of this grievance to the LSCS Associate Vice Chancellor for Human Resources and the LSCS General Counsel.

However, if the employee’s immediate supervisor is the subject of the grievance, the employee must present the grievance to the second level supervisor within ten (10) working days from the date of the action, which is the subject of the grievance.

The second level supervisor shall meet with the employee, conduct any investigation the supervisor deems necessary (provided the immediate supervisor is not the subject of the grievance), and respond to the employee within ten (10) workdays of the second level supervisor receiving the grievance. The second level supervisor will communicate to the employee, in writing, the results of the grievance.

In the event the employee elects representation, the LSCS General Counsel or his or her designee, may meet with the second level supervisor, the employee, and his or her Representative, to assist the second level supervisor in conducting any necessary investigation, and may assist the second level supervisor with the grievance process. Any meeting between the employee and the second level supervisor (and the LSCS General Counsel or designee when applicable) shall be no more than one (1) hour in duration and the employee or the employee’s representative is allowed at least thirty (30) minutes in which to present the employee’s grievance.

In the event the contractual employee disagrees with the second level supervisor’s results, the contractual employee may appeal the results under F.10.11. However, the contractual employee does not have any appeal rights for the non-renewal of his or her contract for lack of property interest beyond the period of time stated in the contract.

In the event the second level supervisor is the subject of the grievance, the employee should present his or her grievance to the LSCS General Counsel who will then designate an individual to manage the grievance of the employee.
F.10.11 - Appeal by Contractual Employee

If the contractual employee is not satisfied with the decision from the Contractual Employee Grievance Procedure, the contractual employee may appeal in writing to the Location Executive Officer within fifteen (15) working days of his/her receipt of the ruling from his or her second level supervisor. The Location Executive Officer (with the assistance of the LSCS General Counsel or designee when the employee elects legal representation) shall review the employee's appeal submission and written documentation of the grievance and, within fifteen (15) working days, shall determine in writing to the employee and the second level supervisor whether to uphold or deny the grievance. The decision of the Location Executive Officer shall be final.

F.10.12—Contractual Post-Termination Hearing

A contract of employment with the System creates a property interest in the position for the period of time stated in the contract. A contractual employee terminated during the term of the contract may appeal his or her termination under this section. Upon written notice of the contractual employee's termination from his/her immediate supervisor, the contractual employee has the right to request a hearing. The contractual employee must file a written request with the Chancellor and the LSCS General Counsel within fifteen (15) working days after the date of notice of his or her termination. The written request for a hearing must also specify whether the employee elects a Representative. A contractual employee may elect to use legal representation at his or her post-termination hearing based upon a property interest in the position for the period of time stated in his or her employment contract.

1. **Grievance**: The contractual employee will have an opportunity to present evidence before a hearing committee that the termination is without cause, and/or would violate state or federal law. The hearing committee shall be comprised of at least three (3) individuals who will be appointed by the Chancellor or the designee of the Chancellor. The Chancellor or the designee of the Chancellor shall appoint a committee chair to preside at the hearing and ensure the order of presentation as well as prepare the written recommendation reached by the hearing committee. Individuals serving on the hearing committee are required to disclose any conflict of interest or possible conflict of interest relating to the grievance.

2. **Hearing Date**: The hearing shall take place within thirty (30) working days after the employee files a written request for such hearing with the Chancellor and the LSCS General Counsel.

3. **Hearing Records**: The employee and the employee's supervisor recommending the termination will submit to the hearing committee (i) a one page statement of position addressing the subject matter of the grievance under this section that shall include the writer's recommendation for a resolution of the grievance; (ii) if the employee chooses to present witnesses at the post-termination hearing, then the employee may present no more than two (2) individual witnesses during the hearing and (iii) copies of all documentation relied upon and in support of the statement of position. At least ten (10) working days prior to the hearing, each party shall furnish at least six (6) copies of the hearing records to the hearing committee for distribution. The hearing committee will review only the hearing records submitted by each party, and upon convening the hearing, invite responses to certain questions in order to reach its decision.

4. **Time Allocation**: Both the employee and the employee's supervisor recommending the termination will each have at least Thirty (30) minutes to address the hearing committee. During the 30 minutes, the employee and the employee's supervisor, or his or her designee, may present their respective positions regarding the grievance, including presentation of witnesses. This process does not provide for any cross-examination of the witnesses, or questioning of the employee and/or employee's supervisor, or designee, from the other party or their representatives. The hearing committee will have thirty (30) minutes in which to question the parties present at the hearing, including witnesses.

5. **Decision**: Within fifteen (15) working days of the hearing, the hearing committee will recommend in writing to the Chancellor to confirm or revoke the termination. The hearing committee will issue a copy of the recommendation to the employee. The Chancellor will review the recommendation (and any or all Hearing Records, if needed) and issue the employee a written determination within fifteen (15) working days. The decision of the Chancellor shall be final.

6. **Representation**: The employee may choose representation by a Representative that does not claim the right to strike, including a legal representative. The employee shall bear his or her own costs of any such representation. The employee must provide written notice to the Chancellor and to the LSCS General Counsel.
7. **Notice of Representation:** The employee or his or her Representative, including the legal representative, must provide at least ten (10) working days notice of such representation prior to any hearing under this section. The LSCS General Counsel and/or its designee must be present at the hearing and therefore may cause the hearing to be adjourned to a mutually beneficial date so as to attend.

8. **Prohibition of System Resources:** The employee and his or her Representative, including the legal representative, shall not meet during the employee’s working hours when preparing for the employee’s grievance and shall not use System resources when preparing for the employee’s grievance.

9. **Modification:** The Chancellor and his or her designee may modify the post termination hearing procedures upon written notice and prior to the Hearing date.

**F.10.13 – Timeliness**

The time limits, as provided in this policy, are created in order to ensure that issues are raised and addressed promptly. Timelines for the filing of and response to a complaint may be extended by the mutual agreement of the employee and the person responsible for conducting the review. A grievance shall be considered resolved at the completion of any step, if all parties are satisfied or if neither party files a timely appeal to the next step.
13. Discharge of Employees

F.13.01 – Policy

Any System employee may be discharged by his/her supervisor (subject to the Location Executive Officer being apprised of, and consented to, the proposed discharge and terms of discharge) for any of, but not limited to, the following reasons which are not intended to be exhaustive and are only listed herein as examples:

a. Repeated failure to meet established performance standards as put forth in policy F.11
b. Failure to comply with official directives or established Board policies;
c. Violation of the System's criminal background check policy;
d. Repeated and continued neglect of job responsibilities; or
e. Failure to comply with the terms and conditions of his/her employment contract.

A non-contractual employee may be discharged with or without reasons and has no due process right of notice and opportunity for a hearing prior to or after a discharge.

The discharge of a contractual employee involves a for cause decision to end the contractual relationship prior to the end of the contract. The Chancellor and the LSCS General Counsel must be apprised prior to all discharges and the terms thereof relating to contractual employees.

F.13.02 - Discharge for Cause

An employee may be discharged for misconduct, including by way of example (which is non-exhaustive), mistreatment of a subordinate, co-workers, students, misuse of computing or other System resources, or violation of the System's civil rights policies.

Subject to consent of the Location Executive Officer, discharge of an employee shall be on the recommendation of the immediate supervisor as defined within Section F.10.03. The employee’s immediate supervisor will advise the employee of the current and past misconduct, verbally and in writing, and which form the basis for the employee’s discharge. The employee’s immediate supervisor should refer to performance issues occurring during the term of the employment relationship for which the employee received notice and the opportunity provided to the employee to correct the problem. Should the employee request in writing, the immediate supervisor shall meet with the employee to discuss the for cause basis for the discharge. A contractual employee, who is the subject of discharge, will be provided with notice of the reasons for the discharge, set out in sufficient detail to fairly enable him or her to contest the termination during the post-termination hearing under Section F.10.12.

F.13.03 - Immediate Discharge

Any employee may be discharged immediately and without prior warnings, disciplinary action or pre-discharge meeting with his/her supervisor for serious offenses including, but not limited to the following reasons, which are not intended to be exhaustive and are only listed herein as examples:

a. Serious acts of dishonesty, including misappropriation of System funds, destruction of records to cover up wrongdoing, or misuse of authority;
b. A violation of the System's drug and alcohol policy;
c. Violation of the System's criminal background check policy; or
d. Conduct that jeopardizes the health or safety of System employees, students, or others on System property.

A contractual employee, who is the subject of immediate discharge, will be provided with immediate notice of the reasons for the discharge, set out in sufficient detail to fairly enable him or her to contest their termination during their post-termination hearing under Section F.10.12.

F.13.04 - Suspension with or without Pay
An employee may be suspended from employment without pay, pending further investigation of a matter, including possible official action by outside legal agencies. Should suspension with pay be appropriate, the recommendation must be approved by the Chancellor. There is no time limit for suspension with pay and may be denied at any time by the Chancellor. Suspension with pay should be followed immediately with a thorough investigation of the case to determine the appropriate level of discipline, if any.

During the period of suspension an employee may be required to make himself or herself available for business during normal work hours, and is required to observe System policies, procedures, and standards of conduct.

**F.13.05 - Appeal for Contractual Employee**

A contractual employee may grieve his or her termination under Section F.10.12.
Request: Consideration of Approval of an Associate of Applied Science for Fire Science Technology (60-72 credit hours) for Implementation Spring 2011 at Lone Star College–Montgomery

Chancellor’s Recommendation: That the Board of Trustees approve an Associate of Applied Science for Fire Science Technology for implementation Spring 2011 at Lone Star College–Montgomery.

Rationale: Lone Star College–Montgomery is pursuing adding an Associate of Applied Science degree to the current level one certificate for the Fire Science Technology program in place per community request and student demand. The certificate program has been in place for 18 months. The Woodlands Fire Department, a member of the Lone Star College Advisory Committee, recommends an Associate’s Degree be added to the existing program.

Employment projections indicate a great need for firefighters in the area. Texas Workforce Commission (TWC) projections show 322 average annual openings in Harris and Montgomery Counties from 2008-2013.

Fire fighters are on the high skill-high growth jobs list targeted by the Gulf coast workforce board. Per the TWC, the region shows an overall job growth rate of 19% for the occupation between 2006 and 2016 and an average hourly salary of $20.00/hr. Students looking for jobs in the region have ample opportunity to secure employment at a good salary.

The Associate of Applied Science degree in Fire Science Technology is designed to prepare graduates for employment in the fire service field. The program is also designed to provide opportunities for job advancement for currently employed fire fighters.

In order for this proposed program to be implemented in Spring 2011, the new program proposal must be submitted to the Texas Higher Education Coordinating Board (THECB) in December, where it will be formally reviewed and considered for approval. The THECB requires that the college system’s Board of Trustees approves new programs.

Fiscal Impact: The program is already in place and houses a full-time faculty member, education teaching space at the Woodlands Emergency Training Center, equipment, and curriculum. Funds for this program are already included in the 2010-11 operating budget.

Staff Resource: Rand W. Key 832-813-6522
Report: Monthly Financial Statements

The financial statements for the month ended October 31, 2010 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, 2010
UNAUDITED

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<td>$991,525</td>
</tr>
<tr>
<td>Investments</td>
<td>$500,000</td>
<td>$44,854</td>
<td>8.97%</td>
<td>$34,364</td>
</tr>
<tr>
<td>Other</td>
<td>$4,483,500</td>
<td>$707,300</td>
<td>15.78%</td>
<td>$572,216</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>$4,470,000</td>
<td>$2,494,016</td>
<td>55.79%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$233,960,000</td>
<td>$44,736,795</td>
<td>19.12%</td>
<td>$41,270,190</td>
</tr>
</tbody>
</table>

<p>| <strong>EXPENDITURES:</strong>              |                    |                    |                      |                        |
| Instruction-Academic           | $59,635,057        | $11,013,671        | 18.47%               | $10,077,195            | 18.43%               |
| Instruction-Workforce          | $25,326,623        | $4,436,339         | 17.52%               | $4,311,236             | 16.31%               |
| Public Service                 | $1,102,365         | $126,692           | 11.49%               | $120,040               | 10.35%               |
| Academic Support               | $44,371,974        | $5,173,851         | 11.66%               | $5,044,007             | 12.88%               |
| Student Services               | $28,527,084        | $3,411,535         | 11.96%               | $3,184,684             | 12.94%               |
| Institutional Support          | $25,665,585        | $3,779,626         | 14.73%               | $3,197,934             | 14.85%               |
| Plant Operation and Maintenance| $29,179,595        | $4,248,348         | 14.56%               | $4,037,314             | 15.52%               |
| Staff Benefits                 | $14,011,717        | $2,880,883         | 20.56%               | $4,017,439             | 30.95%               |
| Growth Contingency             | $3,700,000         |                     |                      |                        | -                    |
| <strong>Total Educational and General Expenditures</strong> | $231,520,000 | $35,070,945 | 15.15% | $33,989,849 | 16.45% |
| Repair, Replacement and Other  |                     |                     |                      |                        |                      |
| Internally Designated          | $3,310,000         | $34,926            | 1.06%                | $725                   | 0.03%                |
| <strong>Total Expenditures</strong>         | $234,830,000       | $35,105,871        | 14.95%               | $33,990,574            | 16.25%               |
| Other Changes - Debt Service &amp; Fund Transfers | 0 | 952,416 | 0 | 0 | 0.00% |
| <strong>NET INCREASE (DECREASE) IN FUND BALANCES</strong> | $(870,000) | $8,678,508 | $7,279,616 |</p>
<table>
<thead>
<tr>
<th></th>
<th>REVENUES:</th>
<th>EXPENDITURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17% OF FISCAL YEAR</td>
<td>% ACTUAL</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
</tr>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 8,210,000</td>
<td>$ 3,319,142</td>
</tr>
<tr>
<td>Technology fee</td>
<td>50,000</td>
<td>-</td>
</tr>
<tr>
<td>Expenses</td>
<td>530,000</td>
<td>292,530</td>
</tr>
<tr>
<td>Total revenues &amp; additions</td>
<td>8,790,000</td>
<td>3,611,672</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERP Services</td>
<td>2,288,917</td>
<td>659,906</td>
</tr>
<tr>
<td>Services</td>
<td>79,300</td>
<td>307</td>
</tr>
<tr>
<td>Supplies</td>
<td>66,000</td>
<td>1,481</td>
</tr>
<tr>
<td>Communications</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>259,126</td>
<td>-</td>
</tr>
<tr>
<td>Reserve</td>
<td>100,000</td>
<td>-</td>
</tr>
<tr>
<td>Total ERP Services</td>
<td>2,793,343</td>
<td>661,694</td>
</tr>
<tr>
<td>E-Mail Services &amp; Telecommunications</td>
<td>72,000</td>
<td>6,632</td>
</tr>
<tr>
<td>Services</td>
<td>343,933</td>
<td>34,380</td>
</tr>
<tr>
<td>Communications</td>
<td>13,268</td>
<td>-</td>
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<tr>
<td>Reserve</td>
<td>13,533</td>
<td>-</td>
</tr>
<tr>
<td>Total E-Mail Services &amp; Telecommunications</td>
<td>429,466</td>
<td>41,012</td>
</tr>
<tr>
<td>Campus Support</td>
<td>667,088</td>
<td>87,792</td>
</tr>
<tr>
<td>Services</td>
<td>1,562,055</td>
<td>137,205</td>
</tr>
<tr>
<td>Communications</td>
<td>24,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>2,715,000</td>
<td>-</td>
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<tr>
<td>Reserve</td>
<td>19,048</td>
<td>-</td>
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<tr>
<td>Total Campus Support</td>
<td>4,987,191</td>
<td>228,997</td>
</tr>
<tr>
<td>CIO Contingency</td>
<td>50,000</td>
<td>-</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>450,000</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>8,710,000</td>
<td>931,703</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCE</td>
<td>$ 80,000</td>
<td>$ 2,679,969</td>
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</tbody>
</table>
## Operating Funds

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$76,940,176</td>
<td>$8,527,693</td>
<td>$45,915,014</td>
</tr>
<tr>
<td>Accounts receivable (net of allowance for doubtful accounts)</td>
<td>14,874,125</td>
<td>24,186</td>
<td>565</td>
</tr>
<tr>
<td>Taxes receivable (net of allowance for doubtful accounts)</td>
<td>3,797,080</td>
<td>-</td>
<td>7,992,632</td>
</tr>
<tr>
<td>Due from grantors agency</td>
<td>-</td>
<td>-</td>
<td>158,714,423</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>-</td>
<td>216,754,382</td>
<td>10,754,573</td>
</tr>
<tr>
<td>Investments</td>
<td>60,986,696</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>1,481,212</td>
<td>-</td>
<td>2276</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>-</td>
<td>-</td>
<td>1,483,488</td>
</tr>
<tr>
<td>Deposits</td>
<td>-</td>
<td>48,110</td>
<td>-</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>-</td>
<td>-</td>
<td>76,787,705</td>
</tr>
<tr>
<td>Land</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td>-</td>
<td>-</td>
<td>349,894,035</td>
</tr>
<tr>
<td>Buildings</td>
<td>-</td>
<td>-</td>
<td>5,589,001</td>
</tr>
<tr>
<td>Library books</td>
<td>-</td>
<td>-</td>
<td>12,619,171</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>19,839,860</td>
</tr>
<tr>
<td>Capitalized Interest Costs</td>
<td>-</td>
<td>-</td>
<td>4,939,532</td>
</tr>
<tr>
<td>Construction In Progress</td>
<td>-</td>
<td>-</td>
<td>17,978,291</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$158,079,289</td>
<td>$8,599,989</td>
<td>$53,907,646</td>
</tr>
</tbody>
</table>

## Liabilities and Fund Balances

### Liabilities:

| Accounts payable | $2,727,176 | $316,886 | ($3,825,865) | $1,159,669 | - | - | $360,424 | $738,290 |
| Accrued salaries | 1,511,269 | - | - | - | - | - | 1,511,269 |
| Due to other funds | 95,579,375 | 3,775,744 | 56,093,881 | 1,094 | - | - | 9,711,155 | 165,161,249 |
| Deferred revenues | 3,819,062 | 2,309 | 2,101,115 | - | - | - | 1,700,587 | 7,623,073 |
| Accrued compensable absences payable | 5,932,961 | - | - | - | - | - | 5,932,961 |
| Accrued Interest Payable | - | - | - | - | - | - | 1,152,775 |
| Bonds payable | - | - | - | - | - | - | 619,560,673 |
| Assets held in custody for others | - | - | ($461,485) | - | - | - | 4,551,446 |
| **TOTAL LIABILITIES** | 109,497,843 | 4,094,939 | 53,907,646 | 1,094 | 1,159,669 | - | 632,125,190 | 4,911,870 |

### Fund Balances:

| Unrestricted | 48,581,446 | - | - | - | - | - | - | 48,581,446 |
| Auxiliary | - | 4,505,050 | - | - | - | - | - | 4,505,050 |
| Restricted | - | - | - | - | - | - | - | 485,631 |
| Loans | - | - | - | 485,631 | - | - | - | 485,631 |
| Restricted for construction | - | - | - | - | 238,767,357 | - | - | 238,767,357 |
| Investment in fixed assets | - | - | - | - | 487,601,595 | - | - | 487,601,595 |
| Debt service | - | - | - | - | - | 619,928,316 | - | 619,928,316 |
| To be provided for debt service | - | - | - | - | - | - | - | 160,012,763 |
| **TOTAL FUND BALANCES** | 48,581,446 | 4,505,050 | 485,631 | 238,767,357 | 487,601,595 | - | 619,928,316 | 160,012,763 |

### Total Liabilities and Fund Balances:

| $158,079,289 | $8,599,989 | $53,907,646 | $486,725 | $239,927,026 | $487,601,595 | $12,196,874 | $4,911,870 | $965,711,014 |

### Memorandum

<table>
<thead>
<tr>
<th>S&amp;K Bonds Payable</th>
<th>Agency Funds</th>
<th>Totals</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**NOTE:**

Subject to change pending completion of the August 31, 2010 audit.
## LONE STAR COLLEGE SYSTEM
### STATEMENT OF CHANGES IN FUND BALANCES
#### FOR THE TWO MONTHS ENDED OCTOBER 31, 2010
#### UNAUDITED

<table>
<thead>
<tr>
<th></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>FUND BALANCE, SEPTEMBER 1, 2010</td>
<td>$ 37,222,969</td>
<td>$ 4,105,447</td>
<td>-</td>
<td>$ 41,328,416</td>
</tr>
<tr>
<td>REVENUES AND OTHER ADDITIONS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds revenues</td>
<td>47,444,556</td>
<td>1,196,562</td>
<td>-</td>
<td>48,641,118</td>
</tr>
<tr>
<td>Taxes</td>
<td>859,057</td>
<td>-</td>
<td>859,057</td>
<td>-</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>-</td>
<td>27,667,200</td>
<td>27,667,200</td>
<td>-</td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>-</td>
<td>579,061</td>
<td>579,061</td>
<td>-</td>
</tr>
<tr>
<td>Local gifts, grants and contracts</td>
<td>-</td>
<td>324,075</td>
<td>324,075</td>
<td>-</td>
</tr>
<tr>
<td>Interest income</td>
<td>44,854</td>
<td>-</td>
<td>44,854</td>
<td>-</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>48,348,467</td>
<td>1,196,562</td>
<td>28,570,336</td>
<td>78,115,365</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>36,037,574</td>
<td>796,959</td>
<td>28,370,336</td>
<td>65,404,869</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>36,037,574</td>
<td>796,959</td>
<td>28,370,336</td>
<td>65,404,869</td>
</tr>
<tr>
<td>NON-MANDATORY TRANSFERS</td>
<td>(952,416)</td>
<td>-</td>
<td>(952,416)</td>
<td>-</td>
</tr>
<tr>
<td>CHANGES IN FUND BALANCE</td>
<td>11,358,477</td>
<td>399,603</td>
<td>0</td>
<td>11,758,080</td>
</tr>
<tr>
<td>FUND BALANCE, OCTOBER 31, 2010</td>
<td>$ 48,381,446</td>
<td>$ 4,505,050</td>
<td>$ 0</td>
<td>$ 48,386,496</td>
</tr>
</tbody>
</table>

**NOTE:**
Subject to change pending completion of the August 31, 2010 audit.
### LONE STAR COLLEGE SYSTEM
### SUMMARY OF INVESTMENTS
### AS OF OCTOBER 31, 2010

<table>
<thead>
<tr>
<th>Category</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>OPERATING UNRESTRICTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Includes Renewal and Replacement Funds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>$19,000,000</td>
<td>$19,038,000</td>
<td>0.99%</td>
<td></td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>$4,995,571</td>
<td>$4,996,690</td>
<td>0.45%</td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td>$6,015,108</td>
<td>$6,015,108</td>
<td>0.23%</td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>$23,554,545</td>
<td>$23,554,545</td>
<td>0.28%</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>$5,679,039</td>
<td>$5,679,039</td>
<td>0.24%</td>
<td></td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td>$1,742,433</td>
<td>$1,742,433</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$60,986,696</td>
<td>$61,025,815</td>
<td>191</td>
<td>0.50%</td>
</tr>
<tr>
<td>CONSTRUCTION IN PROGRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>0.85%</td>
<td></td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>$19,991,276</td>
<td>$19,988,500</td>
<td>0.58%</td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td>$81,455,472</td>
<td>$81,455,472</td>
<td>0.23%</td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>$52,515,349</td>
<td>$52,515,349</td>
<td>0.26%</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>$57,792,286</td>
<td>$57,792,286</td>
<td>0.24%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$216,754,382</td>
<td>$216,751,606</td>
<td>15</td>
<td>0.29%</td>
</tr>
<tr>
<td>INTEREST &amp; SINKING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td>$16,898</td>
<td>$16,898</td>
<td>0.23%</td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>$10,529,358</td>
<td>$10,529,358</td>
<td>0.28%</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>$208,317</td>
<td>$208,317</td>
<td>0.24%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$10,754,573</td>
<td>$10,754,573</td>
<td>1</td>
<td>0.28%</td>
</tr>
<tr>
<td>TOTAL INVESTMENTS</td>
<td>$288,495,651</td>
<td>$288,531,994</td>
<td>52</td>
<td>0.33%</td>
</tr>
</tbody>
</table>

Benchmark: 90 day U.S. Treasury Bill
3 Month Libor Rate
## LONE STAR COLLEGE SYSTEM  
### INVESTMENT ACTIVITY REPORT  
#### FOR THE MONTH ENDED OCTOBER 31, 2010

<table>
<thead>
<tr>
<th></th>
<th>Operating Unrestricted*</th>
<th>Avg Buy Unrestricted*</th>
<th>Avg Buy Construction In Progress</th>
<th>Avg Buy Interest &amp; Sinking</th>
<th>Avg Buy Sinking</th>
<th>Avg Total</th>
<th>Avg Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BOOK VALUE</strong></td>
<td>$ 78,792,597</td>
<td>0.45%</td>
<td>$ 235,275,246</td>
<td>0.33%</td>
<td>$ 9,552,970</td>
<td></td>
<td>0.36%</td>
</tr>
<tr>
<td><strong>PURCHASES:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>323,620,813</td>
<td></td>
</tr>
<tr>
<td>U.S. Government Agencies</td>
<td>2,762,000</td>
<td>0.99%</td>
<td></td>
<td></td>
<td></td>
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<td>0.99%</td>
</tr>
<tr>
<td>Logic</td>
<td>14,155</td>
<td>0.23%</td>
<td></td>
<td></td>
<td></td>
<td>14,158</td>
<td>0.23%</td>
</tr>
<tr>
<td>Lone Star</td>
<td>1,201,564</td>
<td>0.28%</td>
<td>1,388,789</td>
<td>0.28%</td>
<td></td>
<td></td>
<td>0.28%</td>
</tr>
<tr>
<td>TexPool</td>
<td>1,388,789</td>
<td>0.28%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.28%</td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td>26,115,157</td>
<td>0.00%</td>
<td></td>
<td></td>
<td>26,115,157</td>
<td>0.00%</td>
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</tr>
<tr>
<td><strong>TOTAL PURCHASES</strong></td>
<td>29,064,382</td>
<td>0.10%</td>
<td>1,201,603</td>
<td>0.28%</td>
<td>30,291,899</td>
<td>0.10%</td>
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<tr>
<td><strong>MATURITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Commercial Paper</td>
<td>3,000,000</td>
<td>0.58%</td>
<td></td>
<td></td>
<td>3,000,000</td>
<td>0.58%</td>
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</tr>
<tr>
<td>Logic</td>
<td>1,748,468</td>
<td>0.23%</td>
<td></td>
<td></td>
<td>1,748,468</td>
<td>0.23%</td>
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<tr>
<td>Lone Star</td>
<td>17,308,277</td>
<td>0.26%</td>
<td></td>
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<td>17,308,277</td>
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<td>TexPool</td>
<td>17,983,077</td>
<td>0.24%</td>
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<td></td>
<td>17,983,077</td>
<td>0.24%</td>
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</tr>
<tr>
<td>Overnight Sweep</td>
<td>25,390,316</td>
<td>0.00%</td>
<td></td>
<td></td>
<td>25,390,316</td>
<td>0.00%</td>
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<tr>
<td><strong>TOTAL MATURITIES</strong></td>
<td>46,872,178</td>
<td>0.13%</td>
<td>18,557,960</td>
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<td>65,430,138</td>
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<tr>
<td><strong>PREMIUM / ( DISCOUNT )</strong></td>
<td>(4,429)</td>
<td>(8,724)</td>
<td></td>
<td></td>
<td>(13,153)</td>
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<td></td>
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<tr>
<td><strong>UNREALIZED GAINS ( LOSSES)</strong></td>
<td>6,324</td>
<td>19,906</td>
<td></td>
<td></td>
<td>26,230</td>
<td></td>
<td></td>
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<tr>
<td><strong>ENDING BOOK VALUE</strong></td>
<td>60,986,696</td>
<td>0.50%</td>
<td>216,754,382</td>
<td>0.29%</td>
<td>10,754,573</td>
<td>0.28%</td>
<td>288,495,651</td>
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<tr>
<td>Beg. Unrealized Gains (Losses)</td>
<td>38,321</td>
<td>(4,456)</td>
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<td></td>
<td>33,865</td>
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<tr>
<td>Unrealized Gains (Losses) Chg.</td>
<td>798</td>
<td>1,680</td>
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<td>2,478</td>
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<tr>
<td><strong>ENDING MARKET VALUE</strong></td>
<td>$ 61,025,815</td>
<td>$ 216,751,606</td>
<td>$ 10,754,573</td>
<td></td>
<td>$ 288,531,994</td>
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</tbody>
</table>

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

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

Rationale: The CAFR for fiscal years ended August 31, 2010 and 2009 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, 2011.

The reports are scheduled to be reviewed by the Board of Trustees Audit Committee prior to the December 2, 2010 Board meeting.

Fiscal Impact: None

Staff Resource: Cindy Gilliam 832-813-6512
Financial Report and Consideration No. 3 (ACTION ITEM 5)  Board Meeting 12-2-10

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:

- One (1) textbook – Managerial Accounting – donated by Jason Tilton to LSC-Tomball.
- A collection of Art and Humanities books donated by Dr. Casey E. Westell Jr. to the LSC-Montgomery Library.
- Equipment, glassware, and consumables donated by Inflame Therapeutics/Elaine Wendt to LSC-CyFair.

Rationale: In accordance with LSCS Board Policy Business Services: A3.01- Gifts, the authority to accept gifts is vested solely with the Board of Trustees.

Fiscal Impact: None

Staff Resource: Ray Laughter 832-813-6620
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Aerial Easement with CenterPoint Energy Houston Electric, LLC at LSC-CyFair

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a perpetual aerial easement with CenterPoint Energy Houston Electric, LLC, for electric transmission and distribution lines and communication facilities at LSC-CyFair.

Rationale: CenterPoint Energy is upgrading electric transmission and distribution lines, and communication facilities between existing substations in northwest Harris County, thus improving the service reliability to LSC-CyFair. As can be seen in the attached sketch of the requested aerial easement area, the aerial easement will be contained entirely within the boundaries of existing CenterPoint Energy and the Harris County Flood Control District (HCFCD) easements. The proposed aerial easement will have no impact on the future development of LSC-CyFair.

Also attached is the HCFCD approval letter for the aerial easement obtained by CenterPoint Energy.

An appraisal was prepared by Allen, Williford & Seale, Inc. (AW&S) establishing the value of the aerial easement at $122.

Fiscal Impact: There is no LSCS cost associated with this easement. CenterPoint Energy will compensate LSCS $122 for the aerial easement based on the AW&S appraisal.

Staff Resource: Cindy Gilliam 832-813-6512
Audre Levy 281-290-3940
Metes and bounds descriptions were prepared for 0.155 Ac. and 0.113 Ac. tracts in conjunction with this sketch.

EASEMENT – UNOBSERVED
COUNTY: HARRIS
DATE: SEPTEMBER 20, 2010
SCALE: 1" = 100'
FILE NO. – BOOK: 2010

LAST PLOT DATE: 9–20–2010
DRAWN BY: M.D.L.
MAP NO: 4563/C435
JOB NO: 49987950
CHECKED BY: JAG

Scale in Feet

BEARING BASIS:
TEXAS COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE (TXSC ZONE 404): NAD 83

MARK D. LEE
PROFESSIONAL SURVEYOR

CenterPoint Energy
SURVEYING & RIGHT OF WAY
P.O. Box 1700 Houston, TX 77251-1700

SKETCH NO. 10-0408
October 5, 2010

Mr. Manuel R. Perez, III
CenterPoint Energy Houston
P.O. Box 1700
Houston, TX 77251-1700

RE: Proposed Aerial Utility Crossing
CenterPoint Energy Job No. 49987950, Sketch No. 10-0408
HCFCD Unit U106-00-00; Key Map 407A; Pct 3

Dear Mr. Perez:

Thank you for informing the Flood Control District about the referenced project. The Flood Control District interposes no objection to the proposed crossing shown on the attached drawing provided that no permanent structures will be constructed within the drainage right-of-way and the project is conducted in accordance with the conditions outlined in the Flood Control District's Policy, Criteria, and Procedure Manual and the Flood Control District's Standard Notes for Construction Drawings.

Please note that all construction within Flood Control District rights-of-way requires a specific permit issued by the Harris County Public Infrastructure Division Permit Office. You may contact the Harris County Permit Office at 713-956-3000. In addition, a Pre-Construction Notification form (copy attached) must be submitted to the Flood Control District Public Infrastructure Division at least 48 hour prior to the commencement of any activities located within Flood Control District rights-of-way.

Sincerely,

[Signature]

David B. Saha, P.E.
Watershed Coordination Department

DBS:JRM:td
Attachments: HCFCD Standard Notes for Construction Drawings
HCFCD Pre-Construction Notification Form
CenterPoint Energy Sketch No. 10-0408

cc: Webb Pederson, HCFCD Property Management Dept. w/attachments

Ltr 10-5-10 Aerial Utility Crossing U106.doc
STANDARD HCFCD NOTES FOR CONSTRUCTION DRAWINGS

1. Notify the Harris County Flood Control District, Property Management Department in writing at least 48 hours prior to construction. Submit the HCFCD 48 hour pre-construction notification form and a copy of the approved construction drawings to HCFCD, 9900 Northwest Freeway, Houston, Texas 77092. Attn: Property Management Dept.

2. Engineer shall submit certification letter and record drawings to the Harris County Flood Control District, Property Management Department, requesting inspection of items constructed in Harris County Flood Control District right-of-way. Prior to requesting inspection, the drainage right-of-way and/or easements shall be staked and flagged.

3. Protect, maintain, and restore existing backslope drainage systems.

4. Backslope swale and interceptor structure elevations and locations shown on plans are approximate. Final elevations and locations shall be field verified by the engineer prior to installation.

5. Establish turf grass on all disturbed areas within the channel or detention right-of-way, except the channel bottom and where structural erosion measures are used. Minimum acceptance criteria are 75% coverage of live Bermuda grass and no erosion or rills deeper than 4".

6. Backfill in accordance with the Harris County Flood Control District Standard Specification, Section 02315 - Excavating and Backfilling, or equivalent.

7. Excavate channel flowline to design elevation as shown on plans and downstream, as necessary, to ensure no water in storm sewer during "dry" conditions.

8. Maintain flow in channel during construction and restore channel to original condition.

9. Remove all excavated material from the Harris County Flood Control District or drainage right-of-way. No fill is to be placed within a designated flood plain area without first obtaining a fill permit from the appropriate jurisdictional authority.

10. Obtain and comply with all applicable City, County, State, and Federal permits and approvals, with assistance from Engineer, if necessary.
GENERAL INFORMATION

Project Name ___________________________ Date __________________
HCFCDD Unit No. ___________________________ Request No. __________________
Brief Description ___________________________ Key Map Page __________________
☐ OUTFALL ☐ CHANNEL ☐ DETENTION ☐ UTILITY ☐ OTHER

Fill in dates in the table below.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PROP. OR EST.</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Completion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

Requestor __________________________________ Phone No. __________________
Contractor ___________________________ Phone No. __________________

Superintendent: Phone No.: Cell No.: __________________

Consultant Firm ___________________________ Phone No. __________________

Construction Engineer: Phone No.: Cell No.: __________________

Certification that all applicable permits have been obtained __________________

Superintendent Signature __________________

ATTACHMENTS REQUIRED

- Construction Drawings
- List copies of permits attached __________________
  __________________

Complete and submit this form and attachments to: Norma Berbes, Harris County Flood Control District, Property Management Department, Development Coordination and Inspection Section, 9900 Northwest Freeway, Houston, Texas, 77092. Email dcis@hcfcd.org, Fax Number: (713) 684-4212, Phone Number (713) 684-4116.

Assigned To ___________________________ DEV- ID # ________________
Mettes and bounds descriptions were prepared for 0.155 Ac. and 0.113 Ac. tracts in conjunction with this sketch.

KEY MAP# 407A

<table>
<thead>
<tr>
<th>SCALE IN FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 0 50 100 150</td>
</tr>
</tbody>
</table>

NOTE: THE EXTERIORS OF ALL EASEMENTS ARE TO INTERSECT WITH THE EXTERIORS OF ALL ADJOINING EASEMENTS OR WITH ADJOINING PROPERTY LINES.

REV.1: JOB NO. BY: DATE: REV.2: JOB NO. BY: DATE:

EASEMENT – UNOBSCTURED
COUNTY: HARRIS
DATE: SEPTEMBER 20, 2010
SCALE: 1” = 100’
FILE NO. – BOOK: 2010

LAST PLOT DATE: 9-20-2010
DRAWN BY: M.D.L.
MAP NO: 4563/C435
JOB NO: 49987950
CHECKED BY: JAG

CenterPoint Energy
SURVEYING & RIGHT OF WAY
P.O. Box 1700 Houston, TX 77251-1700

SKETCH NO. 10-0408
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contract to Purchase Investment Advisor Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a two-year contract to purchase Investment Advisor Services from Valley View Consulting, L.L.C., 2428 Carters Mill Road, Huddleston, VA, 24104, for a total cost of $80,000 or $120,000 based on the value of the investment portfolio.

Rationale: The Investment Advisor is a company that consults or advises governmental entities or private companies in present and future investment plans and requires a fee for rendering these services. The goal of this initiative was to solicit RFP’s from investment advisors who could actively manage the System’s operating and construction funds in order to obtain better returns on investments within the parameters of the Board’s investment policy.

Valley View has been the Investment Advisor for the Austin Community College for the past five years and is very experienced with allowable investments under the Texas Public Funds Investment Act (PFIA) which applies to the System. Valley View’s proposed manager for the System is well known in the Texas institutional investment community and highly recommended.

Proposals were requested from five firms and three submitted a proposal. The responses were evaluated on fees and pro forma investment portfolio (based on operating funds at values ranging from $20M to $50M with maturity rates ranging from three years to six months and a Capital Project Fund of $150M with a monthly cash need of $10M from the inception of the contract through December 2011). After a thorough review and evaluation of the responses, the company with the lowest fees, highest proposed returns on the pro forma investment portfolio and best improvement recommendations to the investment strategy was selected. (See attached Bid and Proposal Evaluation Tabulations).

The PFIA only allows for the original contract term to be for two years after which it may be renewed and renegotiated once every two years. The proposed annual fee for a $100M portfolio is $40,000. The proposed annual fee for a $200M portfolio is $60,000. Accordingly, the total fees for the two-year contract will be either $80,000 or $120,000 depending on the portfolio value.
Fiscal Impact: Funds for this purchase will be paid from the net earnings recovered from the investments.

Staff Resource: Cindy Gilliam 832-813-6512
## Investment Advisor Services

### BID TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>% Base Points &amp; Fee based on $100M Portfolio</th>
<th>% Base Points &amp; Fee based on $200M Portfolio</th>
<th>Total Two-Year Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley View</td>
<td>4% - $40,000</td>
<td>3% - $60,000</td>
<td>$80,000 or $120,000</td>
</tr>
<tr>
<td>RBC Global</td>
<td>7.5% - $75,000</td>
<td>6.25% - $125,000</td>
<td>$150,000 or $250,000</td>
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<tr>
<td>Chase (JP Morgan)</td>
<td>17.5% - $175,000</td>
<td>15% - $300,000</td>
<td>$350,000 or $600,000</td>
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### PROPOSAL EVALUATION TABULATION

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<tr>
<th>Criteria</th>
<th>Max Points</th>
<th>Valley View</th>
<th>RBC Global</th>
<th>Chase</th>
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<tr>
<td>Total Cost*</td>
<td>100</td>
<td>100.00</td>
<td>75.00</td>
<td>25.00</td>
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<td>Pro Forma Investment Portfolio</td>
<td>30</td>
<td>26.10</td>
<td>20.10</td>
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<tr>
<td>Company Profile</td>
<td>20</td>
<td>17.00</td>
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<td>Professional References</td>
<td>30</td>
<td>24.90</td>
<td>20.10</td>
<td>15.00</td>
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<td>Sample Investment Report</td>
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<td>8.00</td>
<td>5.00</td>
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<td>Improvement Recommendations</td>
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<td>7.00</td>
<td>8.00</td>
<td>5.00</td>
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<tr>
<td>Total</td>
<td>200</td>
<td>183.00</td>
<td>142.20</td>
<td>89.10</td>
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</table>

*Total cost evaluation is based on the total two-year contract cost for $100M Portfolio.
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Grocery Supplies for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase grocery supplies from The Premier Group Purchasing Organization/U. S. Foodservice, Inc, 111 Alliant Drive, Houston, Texas 77032, for an estimated cost of $369,000 a year, or $1,107,000 over three years.

Rationale: Grocery supplies are purchased for LSC-CyFair and LSC-Tomball food service operations. Groceries include non-perishable items, frozen and refrigerated foods and plastic and paper goods. All products are either used in food preparation or purchased for resale.

Premier, Inc. negotiates preferred pricing for its membership on a national basis through Committed Manufacturer Agreements (CMAs). Except for commodity food items, which are subject to monthly market forces, these CMA prices are firm for six (6) months and most often include the manufacturer’s full line of products. The System will realize savings on all the food, beverage and supply products it buys under this program, not merely on the high volume items on the bid list.

The term of this contract will be for an initial three-year period with an option to renew for two additional one-year terms.

Requests for Proposals were sent to nine (9) food service companies and three (3) responses were received. The RFP included almost 300 items of various types. Due to the difficulty of evaluating cost on so many items, a market basket cost analysis was performed. This market basket was inclusive of the items with the highest dollar value and highest usage. The selection process was based on the results of the market basket analysis and the evaluation of the other criteria factors. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the approved FY 2010-11 auxiliary budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
**Grocery Supplies**

**MARKET BASKET BID TABULATION**

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Cost</th>
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<tr>
<td>US Foodservice Alternate - Premier GPO Program</td>
<td>$111,301</td>
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<tr>
<td>Ben E. Keith Foods</td>
<td>$114,253</td>
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<tr>
<td>Labatt Food Service</td>
<td>$124,527</td>
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**EVALUATION TABULATION**

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<th></th>
<th>Max. Points</th>
<th>U.S. Foodservice</th>
<th>Ben E. Keith</th>
<th>Labatt</th>
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<td>Market Basket Cost</td>
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<td>97</td>
<td>88</td>
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<tr>
<td>Company Profile</td>
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<td>9.8</td>
<td>8.3</td>
<td>9</td>
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<td>Cover Letter</td>
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<td>3.8</td>
<td>3.8</td>
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<td>Supplemental Bid List</td>
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<td>16.5</td>
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<td>Deliveries</td>
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<td>Online Order Capability</td>
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<td>Implementation Plan</td>
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<td>Conflict of Interest</td>
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<td>5</td>
<td>5</td>
<td>5</td>
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<tr>
<td><strong>TOTAL SCORE</strong></td>
<td>200</td>
<td>195.7</td>
<td>180.7</td>
<td>175.2</td>
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</table>
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Janitorial and Window Washing Services for LSC-Montgomery

Chancellor’s Recommendation: Consideration of approval to authorize the Chancellor or designee to negotiate and execute contract to purchase janitorial and window washing services for LSC-Montgomery from Witt, Fiala, Flannery, & Associates (WFF), 211 South Jefferson Avenue, St. Louis, MO 63103, in the estimated amount of $300,000 annually for the first two years, and not to exceed $1,600,000 over the five year term.

Rationale: Janitorial and window washing services are required to ensure clean, maintained, sanitized, safe, and presentable facilities at the LSC-Montgomery location and its satellite centers. Services will be during the third shift hours and may expand to supplement our full-time staff as the System continues to grow with the new LSC-Conroe Center. Additional janitorial services, if required, may also be provided for special events.

The term of this agreement will begin January 10, 2011 for two years with the option to renew for three additional one-year terms based upon mutual consent. This agreement may be cancelled at any time with or without cause providing thirty days written notice.

The monthly cost will remain firm for the first two years. Reasonable price increases will be considered at each renewal period.

Bid proposals were sent to fifty-five janitorial service providers and nine responses were received. A committee analyzed the bids based on company profile, staffing plan, safety and training, pre-bid meeting attendance, references, optional services, contract expansion, HUB status or participation, and the conflict of interest questionnaire. The award could not be based on low bid alone. The award was based on the best combination of lowest cost and highest number of full time equivalent employees proposed. See attached Bid and Evaluation Tabulations.

Fiscal Impact: Funds for this purchase are included in the approved FY 2010-11 operating budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
### Janitorial Services for LSC-Montgomery

#### BID TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Annual Cost</th>
<th>*Proposed Staffing</th>
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</thead>
<tbody>
<tr>
<td>AHI Facility Services</td>
<td>$232,826</td>
<td>9 FTE</td>
</tr>
<tr>
<td>Witt, Fiala, Flannery, &amp; Associates</td>
<td>$246,763</td>
<td>11 FTE</td>
</tr>
<tr>
<td>Marcis &amp; Associates</td>
<td>$264,259</td>
<td>7 FTE/ 4PT</td>
</tr>
<tr>
<td>McLemore Building Maintenance, Inc.</td>
<td>$274,980</td>
<td>13 FTE/ 1PT</td>
</tr>
<tr>
<td>Satellite Janitorial Co., Inc</td>
<td>$293,760</td>
<td>17 FTE</td>
</tr>
<tr>
<td>Facility Management Solution, Inc</td>
<td>$338,994</td>
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<td>SBM Management Services</td>
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*FTE = Full Time Equivalent, PT = Part Time
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<tr>
<th>Vendor</th>
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<th>Pre-Bid Meeting</th>
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<th>Expansion Services</th>
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<td>6</td>
<td>4.25</td>
<td>.05</td>
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Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Amendment to the Lawn Maintenance Services Contract to include LSC-Conroe Center

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the lawn maintenance services contract with Landscape Consultants of Texas, 119 Quiet Oak Circle, Spring, TX 77381-4172, to include the new LSC-Conroe Center, increasing the amount by $20,000 for a total not to exceed amount of $406,410 for the total contract period.

Rationale: Lawn services are needed to provide complete and continuous maintenance and upkeep of designated ground areas.

On August 3, 2006, the Board of Trustees approved contracts for six different vendors for the purchase of lawn maintenance services for six LSCS locations. Landscape Consultants of Texas was awarded the contract for LSC- University Center, in the amount of $13,140 annually.

On August 6, 2009, the Board of Trustees approved an amendment to the contract to accept the option to renew for two additional years, consolidate services to two contractors and provide funding for such renewal. The amendment included services for LSC-University Center, LSC-Willow Chase, LSC-Conroe Center and LSC-CyFair for $193,205 annually for a total amount of $386,410 over the remaining two years of the contract.

This amendment will provide lawn maintenance services to the new LSC-Conroe Center when it opens in January 2011. The term of the contract is for a period of three years effective September 1, 2006 with the option to renew for two additional one year terms. LSCS is in the final year of this contract.

The initial purchase of lawn maintenance services was in accordance with the college system’s Board policies and Texas Education Code 44.031 through a formal competitive bid process.

Fiscal Impact: Funds for this purchase are included in the approved FY 2010-11 operating budget.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Additional Bus Chartering and Transportation Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of bus chartering and transportation services from B.H. Goodman Bus Service, 3920 North Freeway, Houston, TX 77022, to replace Collins Bus Service who went out of business.

Rationale: On October 2, 2008, the Board of Trustees approved five-year contracts for Bus Chartering and Transportation Services with three vendors; Collins Bus Services, 1st Priority Transportation, and Coach America. These services are used by all colleges for educational trips and extracurricular events.

In September 2010, Purchasing was notified that Collins Bus Service had closed; the lack of a third transportation option limits the colleges’ ability to handle transportation needs at times of peak demand.

Since a third vendor is critical to have in place with school in session and student trips scheduled regularly, quotes were solicited from local companies that participated in the original RFP process. B.H. Goodman was selected because of the lowest quote for similar services. See attached Price Comparison.

The term of the B.H. Goodman contract will be consistent with the remaining contract term of the other two vendors, with a contract expiration date of October 1, 2013. Prices will remain firm for the first year and reasonable price increases for fuel surcharges will be considered annually at the college system’s discretion. Procurement of these services will be made via the System’s standard process of using purchase orders once a reservation confirmation is received.

Fiscal Impact: Funds for this purchase are included in the approved FY 2010-11 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
## Bus Chartering and Transportation Services

### PRICE COMPARISON

<table>
<thead>
<tr>
<th>Service</th>
<th>Type of Transportation</th>
<th>Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach America</td>
<td>Charter buses</td>
<td>$75 / Hour</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Priority</td>
<td>Vans, Charter buses</td>
<td>$90-$120 / Hour</td>
</tr>
<tr>
<td>B.H. Goodman Bus Service</td>
<td>School bus</td>
<td>$60-$65 / Hour</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Extend The Cooperative Purchasing Network (TCPN) Lease of Temporary Modular Buildings at LSC-CyFair

Chancellor’s Recommendation: That the Board of Trustees approve a one year extension of the lease agreement for Phase V temporary modular buildings at LSC-CyFair from Williams Scotsman Corporation, 7915 FM 1960 West, Suite 115, Houston, Texas 77070, for an estimated amount of $85,500, bringing the total amount to $442,695 for the full lease period.

Rationale: On August 7, 2008, the Board of Trustees approved a two year lease agreement for additional modular buildings (9 total) at LSC-CyFair in the amount of $357,195. The need to extend the lease agreement for the modular buildings is due to the continued growth of student enrollment at LSC-CyFair. The monthly lease rates will remain the same.

New buildings are now under construction at LSC-CyFair that will eliminate the need for these temporary buildings. A temporary modular building has been eliminated at the System Office and four additional temporary modular buildings will be eliminated at LSC-Montgomery prior to the Spring 2011 semester due to the completion of construction at that campus.

The initial lease of these modular buildings was in accordance with the college system’s Board policies and Texas Education Code 44.031. The initial term of the agreement was for a period of two years commencing September 2008.

Fiscal Impact: Funds for this purchase are included in the approved FY 2010-11 operating budget for the System.

Staff Resource: Audre Levy 281-290-3940
Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase of Parking Garage 9, the Central Plant, Fire Pump House and Buildings 7 & 8 from Hewlett Packard (HP)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract for the purchase of Parking Garage 9 (1,252 spaces), the Central Plant (48,000 square feet/6,000 refrigerated tons of chilled water), Fire Pump House, and Buildings 7 & 8, situated on 26 acres located at Louetta and State Highway 249, from HP for an estimated amount of $12,625,000. The final purchase price will not exceed fair market value.

Rationale: In April 2009, LSCS purchased a significant portion of the HP campus at Louetta and State Highway 249. The site, now named LSC-University Park, houses the relocated Willowchase Center, several departments from the System Office, and a second University Center. These functions are located in buildings 11, 12, 13, the Commons, and North Receiving. Buildings 9 & 10 are planned for Corporate College activities, and current unused space is being marketed for tenants. The original purchase agreement required HP to provide LSC-University Park with chilled water. Subsequent to the purchase, HP sold and continues to market other parts of the HP campus with the intent to reduce HP real estate holdings on an aggressive schedule. In addition, HP is in the process of converting HP-owned utilities to public use, including the internal power grid (CenterPoint Energy), streets (Harris County), and utilities (MUD #286).

The parking garage will provide the needed spaces for the tenants in buildings 9 and 10. Initially, tenants will use available spaces in parking garages currently servicing the LSCS functions. However, the demand for space for LSCS functions, including the University Center, has accelerated at a faster pace than originally anticipated. Furthermore, securing a long term LSCS-controlled source of chilled water to service the entire LSC-University Park site will ensure price stability and reliable service capacity.

This purchase is recommended as LSCS could not construct a 1,252 space parking garage and a 6,000 refrigerated ton central plant for a lower cost. The estimated purchase price includes the requirement that HP complete demolition of buildings 7 and 8 at an estimated cost of $2,000,000.
**Fiscal Impact:** Funds for this purchase are available from the 2008 general obligation bonds.

**Staff Resource:** Richard Carpenter 832-813-6515  
Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for The Cooperative Purchasing Network (TCPN) Purchase of Card Access Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute an agreement for the TCPN purchase of card access services with Convergint Technologies LLC, 1420 North Sam Houston Parkway East #190, Houston, Texas 77032, for an estimated amount of $2,000,000, and estimated annual maintenance fees of $52,000.

Rationale: The card access system is an added security technology that will be utilized to provide employees card access to approved building areas. Approved areas include building entry doors, information technology rooms, classrooms, business offices, general office areas, and mechanical/electrical rooms, among others. When installed system-wide, the requirement to issue and track keys will be greatly reduced, thus improving the system’s ability to provide enhanced security to students, faculty, and staff. This system will integrate Emergency Mass Notification, Security Camera, and Card Access into one networked system.

This purchase is in accordance with Texas Government Code, Subchapter F, Sections 271.101-102. The Board of Trustees approved the participation in The Cooperative Purchasing Network (TCPN) at its October 1992 Board meeting. A market and research analysis conducted shows Convergint as the best value and the sole vendor, as certified by the equipment/software manufacturers, capable of providing design and installation services for all three components of the security system, including the EMNS, Security Camera, and Card Access into a fully functioning system.

Fiscal Impact: Funds for this purchase are available from the 2008 general obligation bonds. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with Convergint Technologies LLC for the Purchase of Additional Security Camera Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contract with Convergint Technologies LLC, 1420 North Sam Houston Parkway East #190, Houston, Texas 77032, for the purchase of additional security camera services in the estimated amount of $92,000, bringing the total contract amount to an estimated $507,769 and annual maintenance fees to an estimated $18,000.

Rationale: On October 1, 2009, the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract for the purchase of security camera services from Convergint Technologies in the amount of $415,769, plus an estimated annual maintenance fee of $15,000.

This purchase will complete the installation of the security cameras for LSC-University Park and LSC-North Harris, as outlined in the request for proposal, for an estimated amount of $92,000 and an additional estimated maintenance fee of $3,000.

The initial purchase of Convergint’s services was in accordance with the System’s Board policies and procedures and Texas Education Code 44.031 through a formal competitive sealed bid process.

Fiscal Impact: Funds for this purchase are available from the 2008 general obligation bonds. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with Convergint Technologies LLC for the Purchase of an Emergency Mass Notification System (EMNS)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contract with Convergint Technologies LLC, 1420 North Sam Houston Parkway East #190, Houston, Texas, 77032, for the purchase of an EMNS in the estimated amount of $1,500,000, bringing the total contract amount to an estimated $1,977,147 and annual maintenance fees to an estimated $61,500.

Rationale: On October 1, 2009, the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract for the purchase of an EMNS from Convergint Technologies in the amount of $477,147, with an estimated annual maintenance fee of $58,000. This purchase covered the LSC-North Harris and LSC-Kingwood buildings.

This purchase completes the installation of the EMNS for the remaining LSCS buildings and satellite centers as outlined in the request for proposal for an estimated amount of $1,500,000, and an additional estimated maintenance fee of $3,500.

The initial purchase of Convergint’s services was in accordance with the System’s Board policies and procedures and Texas Education Code 44.031 through a formal competitive sealed bid process.

Fiscal Impact: Funds for this purchase are available from the 2008 general obligation bonds. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Water Meter Vault Easement with Harris County Municipal Utility District #286 for LSC-University Park

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a water meter vault easement with Harris County Municipal Utility District #286 at LSC-University Park.

Rationale: Hewlett Packard (HP) continues to sell portions of its State Highway 249 campus facilities to public and private entities, including LSCS’ purchase in April 2009. As a result, HP is converting the private water service throughout the campus to a public service to be owned, operated and maintained by Harris County Municipal Utility District #286 (MUD #286). HP has constructed the improvements and paid the full cost to relocate waterlines and install valves, backflow preventers, water meters, and water meter vaults.

The new water meter vault serving LSC-University Park is located on LSCS property adjacent to the Commons building; therefore, LSCS is required to provide a water meter vault easement of approximately 60 square feet to MUD #286.

Fiscal Impact: There is no LSCS cost associated with this easement. HP has paid the full cost of all work relating to converting the private water system to public use.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Water Meter Vault Easement with the City of Houston for LSC-Victory Center

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a water meter vault easement with the City of Houston for LSC-Victory Center.

Rationale: On May 6, 2010, the Board of Trustees authorized the Chancellor or designee to negotiate and execute an agreement for the construction of LSC-Victory Center. Construction began on August 16, 2010 and the installation of site utilities is now nearing completion.

In order to provide water service to LSC-Victory Center, a tie-in to the City of Houston’s water main in the public right-of-way is required. Furthermore, the City of Houston requires that the backflow preventer and water meter be installed in a vault on LSCS property and that an easement for the vault be granted to the City of Houston.

The new water meter vault serving LSC-Victory Center must be located on LSCS property contiguous to the public right-of-way; therefore, approval is requested to grant the City of Houston a water meter vault easement of approximately 60 square feet.

Fiscal Impact: There is no cost associated with the granting of this easement.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Telecommunication Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase telecommunication services for the System for an annual estimated amount of $250,000, for a total of $750,000 over three (3) years. Approval is also requested for the option to renew for two (2) additional one-year periods for a total not-to-exceed amount of $1,250,000 over the five year term with the following vendors:

<table>
<thead>
<tr>
<th>Company</th>
<th>Estimated Annual Expense</th>
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<td>PAETEC</td>
<td>$115,000</td>
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<tr>
<td>600 Willowbrook Office Park Fairport, NY 14450</td>
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<tr>
<td>Consolidated Communications</td>
<td>$60,000</td>
</tr>
<tr>
<td>350 S. Loop 336W</td>
<td></td>
</tr>
<tr>
<td>Conroe, TX 77384</td>
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<tr>
<td>AT&amp;T</td>
<td>$34,000</td>
</tr>
<tr>
<td>6500 W. Loop South</td>
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</tr>
<tr>
<td>Bellaire, TX 77401</td>
<td></td>
</tr>
<tr>
<td>Century Link Communications</td>
<td>$13,000</td>
</tr>
<tr>
<td>312 Higgins St.</td>
<td></td>
</tr>
<tr>
<td>Humble, TX 77338</td>
<td></td>
</tr>
<tr>
<td>The System’s planned facility growth</td>
<td>$28,000</td>
</tr>
<tr>
<td>Total Annual Cost</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

Rationale: Basic telecommunication service is necessary for the daily operations of the System. Local trunk service provides telephone dial tone to the System’s Primary Rate Interface (PRI) and Digital T1 Lines.

Service fees, regulatory fees or telecommunication surcharges are regulated by the State of Texas and other governmental agencies and are not included within the total contract amount.

During the implementation phase (approximately 60 days), the System will continue to use current providers at each location for services on a month-to-month basis to allow for continuity of services and a seamless
changeover.

The initial term of the contract is three (3) years with an option to renew for two additional one-year periods for a total contract term up to five years. Reasonable price increases will be considered with supporting documentation during each renewal option.

Request for Proposals were solicited from nine (9) telecommunication vendors and four (4) responses were received. A committee evaluated the bids based on company profile, qualifications, support/reliability, implementation plan, references, locations serviced, optional services, and HUB plan or certification.

As regions of our service area are not deregulated in the telecommunications industry, the four respondents were unable to provide all required services at some locations. LSC locations with these circumstances include LSC-EMCID and LSC-Kingwood. It is thus recommended that services for these regulated locations be awarded to Century Link, the sole provider of services in these areas. The LSC-University Park location is under a separate contract with AT&T that does not expire until August 2013. See attached Cost Tabulation, Bid Evaluation, and Locations Serviced and Locations Awarded Charts.

The change and distribution of required services between appropriate vendors will save LSCS approximately $111,000 per year. To ensure the Board remains informed, a status report will be presented to the Board with the contracted cost of services based upon the executed contracts.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2010-11 operating and technology fund budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Shah Ardalan 832-813-6842
### Telecommunication Services

#### MONTHLY PER-LINE COST TABULATION

<table>
<thead>
<tr>
<th>Company</th>
<th>AT&amp;T</th>
<th>Consolidated Communications</th>
<th>Meriplex Communications</th>
<th>PAETEC</th>
<th>Century Link</th>
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<tbody>
<tr>
<td>Per T1 Line</td>
<td>$325</td>
<td>$569</td>
<td>$595*</td>
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<td>Per PRI Line</td>
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*$395 of this includes installation charges.

### BID EVALUATION **

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<th>Criteria</th>
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<td>Optional Services</td>
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<td>3.25</td>
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<tr>
<td>HUB</td>
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<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
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<td><strong>172.70</strong></td>
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<td><strong>189.76</strong></td>
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**Century Link was not evaluated due to its Sole Provider status.**
### LOCATIONS SERVICED

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<th>Service Locations</th>
<th>AT&amp;T</th>
<th>Consolidated Communications</th>
<th>Meriplex Communications</th>
<th>PAETEC</th>
<th><strong>Century Link</strong></th>
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<tbody>
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<td>LSC-Montgomery</td>
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<tr>
<td>LSC-University Center</td>
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<tr>
<td>LSC-North Harris</td>
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</tr>
<tr>
<td>LSC-CyFair</td>
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<td>X</td>
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<tr>
<td>LSC-Greenspoint</td>
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**Only Vendor able to provide services at these non-deregulated locations.**

### LOCATIONS AWARDED

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<tr>
<th>Service Locations</th>
<th>AT&amp;T</th>
<th>Consolidated Communications</th>
<th>Meriplex Communications</th>
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<th><strong>Century Link</strong></th>
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Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Schuler Shook and JaffeHolden Contracts for the Purchase of Additional Engineering Services for Acoustical and Theater Design for LSC-Kingwood, LSC-Tomball, and LSC-Montgomery

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the Schuler Shook and JaffeHolden contracts for the purchase of additional engineering services for acoustical and theater design for LSC-Kingwood, LSC-Tomball, and LSC-Montgomery in an estimated amount of $63,000 for a total estimated purchase of $820,000.

Rationale: On March 5, 2009, the Board of Trustees authorized the Chancellor or designee to execute contracts for the purchase of engineering services for acoustical and theatre design with JaffeHolden and Schuler Shook for an estimated amount of $500,000. Subsequently, on June 4, 2009, the Board of Trustees authorized the Chancellor or designee to execute contract amendments for a total purchase of $757,000. The amended scope added the LSC-Montgomery Music Recital Hall, additional tiered classrooms, and reimbursement for travel during the design phase of the project.

The current contract amendment is for the purchase of construction administration and commissioning services from Schuler Shook at LSC-Tomball, LSC-Kingwood, and LSC-Montgomery for an estimated amount of $38,000 and reimbursement for travel costs during the construction and commissioning phases of the projects for Schuler Shook and JaffeHolden for an estimated amount of $25,000. Travel costs are higher than estimated because the individual college project schedules are not aligned, thus preventing shared travel expenses.

The initial purchase of these services was in accordance with the System’s Board policies and Texas Education Code Chapter 2254.003. Contracts were awarded based upon 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: 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 – 2008 Election:

- **LSC-North Harris**
  - For the Student Services building, mechanical, electrical, and plumbing rough-in continues, construction of interior partitions and exterior masonry walls is underway, and lightweight concrete for roof decks is being poured.
  - The application of exterior sheathing and damp proofing for the Fine Arts addition continues as does mechanical, electrical, and plumbing rough-in. Framing of interior partitions and the application of gypsum wallboard is also underway.
  - Exterior and interior masonry work is underway for the Applied Technology addition. Mechanical, electrical, and plumbing work continues.
  - Renovation of the Academic building restrooms continues and replacement of the initial portion of the window wall in the reception area has been completed.
  - Re-roofing of the Industrial Education building continues.
  - For the Health Professions project, painting of interior partitions and installation of the suspended ceiling system are underway. Final completion of the project is scheduled for December 20.

- **LSC-Victory Center**
  - The installation of site utilities continues.
  - Pouring of concrete parking areas and sidewalks is underway.
  - Pouring of the concrete foundation slab-on-grade and the erection of structural steel is underway.
  - The concrete masonry unit elevator shaft has been completed.

- **LSC-Kingwood**
  - Connection of the storm and sanitary sewer lines have been made to the buildings and the City of Houston systems.
  - The duct bank for the primary electrical power has been installed.
  - For the Student and Conference Center, framing of light gauge metal stud exterior walls is nearing completion. Fireproofing of structural steel has been completed and the framing of light gauge metal stud interior partitions is underway.
  - Mechanical, electrical, and plumbing rough-in is ongoing.
  - Structural steel erection is complete for the Arts Instructional building and the framing of light gauge metal stud exterior walls is underway.
  - The irrigation system, hydro-mulch, and landscape planting are complete at the detention pond.
LSC-Atascocita Center
- The framing of light gauge metal stud exterior walls and the application of sheathing are complete. Damp proofing of the exterior skin is underway.
- Fireproofing of the structural steel is complete.
- Installation of the built-up roofing system is in progress.
- Pouring of concrete paving for parking areas is nearing completion.
- Installation of the duct bank for the primary electrical power is underway.
- The installation of window glazing is underway.
- The framing of light gauge metal stud interior partitions is nearing completion.

LSC-Tomball
- The erection of structural steel is complete for the Performing Arts Center.
- Pouring of the concrete foundation slab-on-grade and risers for the theatre seating is in progress.
- Installation of the CenterPoint Energy primary electrical duct bank is underway.
- Erection of structural steel for the Veterinary Technology building has begun.

LSC-Tomball Health Science
- Concrete fill has been poured for the third level floor.
- Construction of a mock-up for the exterior wall system is complete.
- The City of Tomball has approved the Graham Street water line extension construction plans and construction is now underway.

LSC-Montgomery
- The installation of exterior building envelope systems is complete for the Arts Instruction, Academic/Classroom, and Science-Health buildings.
- Interior finish work is well underway, including the installation of millwork/cabinets, doors, suspended ceilings, paint, tile, and restroom accessories and partitions.
- Mechanical, electrical, and plumbing trim-out is in progress.
- The Central Plant chilled and hot water systems are operational. Commissioning is underway and Final Completion is expected in December.
- Closeout of the Parking Garage will be completed before the end of the year.
- Furniture and equipment delivery and installation is scheduled to commence during early December and will continue into early January.
- All buildings will be completed and ready for the Spring 2011 semester.
- Design of the Campus Renovation projects continues, including the Building B chemistry lab, the relocation of the Child Watch facility to Building A, Student Services departments to Building C, and various other areas requiring renovation due to faculty and staff moves to the new buildings. The renovation construction projects will be phased over the winter, spring, and summer breaks.

LSC-Conroe Center
- The installation of the roofing and glazing systems has been completed while activity on the metal panel siding, fascia, and soffit system installations continues.
- Interior finish work is nearing completion.
- Substantial Completion has been achieved and a temporary certificate of occupancy issued. Final Completion will be achieved in early January.
Furniture and equipment delivery and installation is scheduled to commence during early December.
Conroe Center will be completed and ready for the Spring 2011 semester.

LSC-CyFair
- The Student Services/Classroom Building roof installation is complete. Mechanical, electrical and plumbing rough-in work continues as does the framing of light gauge metal stud exterior and interior wall systems, which are 80% complete.
- Construction of the Science building is ahead of schedule. Installation of the roofing system, framing of interior partitions, and mechanical, electrical and plumbing rough-ins are complete. Exterior masonry and glazing work is underway.
- CenterPoint Energy has provided primary electrical power to the new buildings.
- Construction is on schedule for a May 2011 completion.

LSC-Cypress Center
- Harris County’s stipulation to issuing a building permit is that the System fund in excess of more than $1M roadway improvements on Clay Road, alternative solutions continue to be evaluated for this project.

LSC-University Park
- Construction of Sam Houston State University’s lease space on levels two and five of building 12 will be completed in December.
- Construction of the campus police station and the law enforcement academy on the first floor of building 12 will be completed in December.
- Additional parking garage renovations and accessibility upgrades commenced on November 8 and are scheduled to be complete by the end of December.
- Renovations for the financial aid processing center on level 4 of building 11 are scheduled to commence in February.

LSC-System Office
- Renovations within the building currently housing the Houston Advanced Research Center (HARC) are scheduled for a December completion.
- Construction of the walkways and canopy between Building I and Building II is also scheduled for a mid-December completion.

Revenue Bond Project Summaries - 2007:

LSC-North Harris
- The site utility contractor for the Richey Road Municipal Utility District conversion project has mobilized and commenced work.

LSC-Tomball
- The final plaster coat is now being applied to the columns, soffits and archways at the existing building entries.
- Window repair work continues.

LSC-Montgomery
♦ Options to install a mechanical catwalk / platform at the cooling towers exceed the available budget; therefore, the campus is re-evaluating the project.

Energy Performance Project:

❖ LSC-North Harris
   ♦ Retrofit of the campus building automation system and coordination with the asbestos abatement effort continues. Abatement is expected to commence in December, thus allowing the control upgrades to resume.
   ♦ Retrofit of the parking lot and pedestrian walkway lighting is completed.

❖ LSC-Peakwood/Red Oak
   ♦ Installation of the Peakwood window film and water conservation devices is being coordinated with the renovation project.
   ♦ Installation of the Red Oak building automation system is complete but electrical power quality issues have impacted the operation of the mechanical system and continue to be evaluated. Support has been requested from CenterPoint Energy.
   ♦ The exterior lighting retrofit work will be coordinated with the building renovations.
   ♦ Variable Air Volume units are being replaced in the occupied spaces in Red Oak during evening/unoccupied hours.

❖ LSC-Kingwood
   ♦ Installation of the building automation system continues. Start-up is expected at the end of November.
   ♦ Installation of the high efficiency boilers has been completed and inspection by the City of Houston and State of Texas is being scheduled for December.
   ♦ Installation of variable speed drives on the chiller motors is underway. Piping modifications and new chilled water pumps will be installed during December.
   ♦ Re-commissioning of the Central Plant will be scheduled once all system upgrades are complete.

❖ LSC-Tomball
   ♦ Site lighting along the roadway and pedestrian walkways has been completed.
   ♦ Variable speed drives have been installed on the Central Plant chiller motors.
   ♦ Re-commissioning of the Central Plant will be scheduled once all system upgrades are complete.

❖ LSC-Montgomery
   ♦ The interior and exterior lighting retrofit project is complete.
   ♦ Chiller replacements have commenced. One chiller was installed during November and a second will be installed in December.
   ♦ Boiler equipment has been installed and is operational.
   ♦ Space cooling in the Central Plant has been completed.
   ♦ Building automation system upgrades continue. Data cabling is complete and programming is underway. Following programming, new control panels will be installed and the system completed in January 2011.
 LSC-The University Center
   ◆ Installation of the chilled water connection to the new Montgomery Central Plant will commence in December.

 LSC-CyFair
   ◆ Installation of the walkway lighting is progressing and will be completed in December.
   ◆ Building automation system upgrades continue.
   ◆ Mechanical upgrades, including the conversion from constant air volume to variable air volume units in the Arts Building, are progressing. Similar work in the College Center, Learning Commons, and Technology Center will follow.

 LSC-Fairbanks Center
   ◆ Building automation system upgrades continue.

 LSC-University Park
   ◆ Building automation system upgrades coincide with network connections as they are added. The contractor has developed an interim solution for desktop control that has been effective until the network connections are complete.
   ◆ Installation of a heating coil and heat recovery system on the second floor of building 11 continues.
   ◆ Installation of the occupancy sensors continues for the Commons first floor. Work on the second floor has been completed.

 System Office
   ◆ Occupancy sensor installation is complete.
   ◆ Building automation system upgrades have commenced.

Repair and Replacement Projects:

 LSC-North Harris
   ◆ Replace Air Handler Units – AHU have been ordered. Work is to be performed over the winter break.
   ◆ Renovate Chemistry Labs – Design in progress.
   ◆ Winship Roof Replacement – Approval to replace two roof sections is on the agenda at the December Board meeting.

 LSC-Kingwood
   ◆ Mechanical Equipment Replacements and Ductwork Modifications CLA & CLB – Project is out for bid. Work is to be performed over the winter break.
   ◆ Mechanical Equipment Replacements and Ductwork Modifications for the Library – Design is in progress.
   ◆ Replace Roof Over Stage – Work is in progress.

 LSC-Tomball
Replace Two Motor Control Centers – Bids are currently under evaluation; the work is to be performed over spring break.

Replace Flooring at Seven Entrances (due to hazardous conditions), a Corridor and Four Classrooms – Carpet is on order.

Replace Automatic Doors – Project is complete.

- **LSC-Montgomery**
  - Replace Carpet in Corridor, Various Classrooms, and an Office Suite in Building B – Work in the office suite is scheduled for winter break. The balance of the work has been completed.

- **LSC-University Park**
  - Fire Sprinkler Upgrades – Project is scheduled for completion over the winter break.
  - Elevator Code Renovations – Work is scheduled for winter break pending a funding decision.
  - American Disabilities Act (ADA) Compliance Projects –Projects and priorities are currently under development.

- **LSC- System Office**
  - Elevator Repairs – Work is to be done in December.
  - Roof Repairs – Work is to be complete in December.

**Status Report on the Area Job Order Contract (AJOC) Purchases for Construction Related Projects:**

At the August 2010 regular Board meeting, the Board of Trustees approved the purchase of construction services for the System from approved purchasing cooperative program contractors. This approval authorized the System to use the AJOC method for individual projects up to $200,000 and to make collective purchases not to exceed $1,000,000 for FY 2010-11. Projects that exceed $200,000 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 $200,000, a brief summary of projects is included in the Facilities Planning and Construction Report each quarter.

- The projects listed below were awarded to Baseline Paving and Construction Inc.:
  - Projects under $25,000 In Progress At Time of Report:
    - LSC-North Harris - Renovation of LB 104 - $23,500

**Status Report on Architectural Design Services for Construction Related Projects**

At the August 2009 regular Board meeting, the Board of Trustees approved the purchase of professional architectural services for construction projects for an amount not to exceed $250,000 over a period of three years from five architectural firms. To ensure the Board has visibility of these purchases, a brief summary of projects is included in the Facilities Planning and Construction Report each quarter.

- The projects listed below were awarded to CAPS Architectural Services:
♦ LSC-Tomball - Enrollment Area Renovation - $6,200

❖ The projects listed below were awarded to Hill & Swart:
♦ LSC-North Harris - Science Lab Renovations - $13,500

**Status Report on Engineering Design Services for Construction Related Projects**

At the August 2009 regular Board meeting, the Board of Trustees approved the purchase of professional engineering services for construction projects for an amount not to exceed $500,000 over a period of three years from five engineering firms. To ensure the Board has visibility of these purchases, a brief summary of projects is included in the Facilities Planning and Construction Report each quarter.

❖ The projects listed below were awarded to Smith, Seckman & Reid:
♦ LSC-Kingwood - HVAC Renovations - $125,800
♦ LSC-North Harris - AHU Replacement - $28,500

❖ The projects listed below were awarded to Marshall Engineering:
♦ LSC-Tomball - HVAC Modification Conference Room - $5,415
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 System Office.

Fiscal Impact: Positions and salaries have been budgeted for 2010-2011.

Staff Resource: Rand Key 832-813-6522
a. LSC-System Office

Josephi Imran, Director, Grant Management

Effective: Twelve-month contracted employee at an annual salary of $85,000 beginning November 1, 2010.

Education: B.S., Columbia College, Major: Business Administration.

Experience: Director of Accounting, Klein ISD.; Internal Audit and SOX Manager, IKON Office Solutions, Inc.; Senior Auditor, PricewaterhouseCoopers, LLP, and Moore, Horton & Carlson, P.C.; Senior/Accountant III, McGladrey & Pullen, LLP & Bond Beebe, CPAs; Senior Auditor/Management Analysis Specialist, State of Missouri.

Emily DeMilliano, Director, Marketing Services

Effective: Twelve-month contracted employee at an annual salary of $62,500 beginning October 1, 2010.

Education: B.A., Sam Houston State University, Major: Journalist/Public Relations.

Experience: Manager, Public Information, Lone Star College System; Public Information Officer, and Public Information, Huntsville ISD; Assistant Alumni Associate Director for Membership and Marketing; Community relations Director, SAAFE House.
Request: Consideration of Resignations

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

LSC-Kingwood

Dean Wolfe, Professor, History
Effective January 15, 2010

LSC-North Harris

Sylvia Martinez, Assistant Professor, Instructor
Effective October 27, 2010

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 officer for the Lone Star College System.

Lone Star College–CyFair
Gustavo M. Sepulveda

Rationale: This officer is eligible to be commissioned by this Board because he:
1. Has a current license from the Texas Commission on Law Enforcement Officer Standards and Education;
2. Has taken and filed the oath required of peace officers; and
3. Possesses 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
Request: Consideration of Acceptance of Resignation of Trustee

Chancellor’s Recommendation: That the Board accept the resignation of Chris Daniel effective as of this date.

Staff Resource: Richard Carpenter 832-813-6515