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

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 April 7, 2011 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 Approval of the Recommended Lone Star College System Board Policy Section I B.1 - Board Governance (SECOND READING) (ACTION ITEM 1)

2. Consideration of Approval of the Recommended Lone Star College System Board Policy Section VIII - Information Security (SECOND READING) (ACTION ITEM 2)

3. Consideration of Approval of the Recommended Lone Star College System Board Policy Section I H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate (SECOND READING) (ACTION ITEM 3)

XIII. Curriculum Report and Consideration

Consideration for Approval of the Core Curriculum for the Associate of Arts and the Associate of Science Degree for 2011-2012 (ACTION ITEM 4)

XIV. Financial Reports and Considerations

1. Monthly Financial Statements

2. Quarterly Investment Report

3. Consideration of Approval of the 2011-12 Tuition and Fee Schedule (ACTION ITEM 5)

4. Consideration of Approval of Tax Exemption Allowances for Tax Year 2011 (ACTION ITEM 6)

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Moving and Relocation Services for the System (ACTION ITEM 7)
6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Commerce Management System through an Application Subscription Service Program for the System (ACTION ITEM 8)

7. Consideration of Approval to Purchase Welding Equipment and Supplies for the Welding Program at LSC-Victory Center (ACTION ITEM 9)

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Chemistry Lab Renovations in the Winship building at LSC-North Harris (ACTION ITEM 10)

9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Replace Winship Building Roof Sections at LSC-North Harris (ACTION ITEM 11)

10. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Amendment to the Contract for Office Supplies for the System (ACTION ITEM 12)

11. Consideration of Approval to Purchase Additional Electrical Services for Small Projects and Repairs for the System (ACTION ITEM 13)

12. Consideration of Approval to Purchase Additional Elevator Maintenance, Inspection and Repair Services for the System (ACTION ITEM 14)

13. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Electrical Easement with Entergy Texas, Inc. for the Sam Houston State University Woodlands Center Site Located on the LSC-Montgomery Campus (ACTION ITEM 15)

XV. Building and Grounds Report and Consideration

   Construction Projects Update

XVI. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 16)

2. Consideration of Resignations (ACTION ITEM 17)

3. Consideration of Ratification of the Reappointment of Full-time Faculty (ACTION ITEM 18)
4. Consideration of the Reappointment of Contractual Employees (Non-Faculty) (ACTION ITEM 19)

5. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 20)

XVII. Suggested Future Agenda Items

XVIII. 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 May 5, 2011 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 2nd day of May, 2011 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 2nd day of May, 2011.

Richard Carpenter
Chancellor
I. CALL TO ORDER: Mr. Vogt called the workshop and regular meeting of the Board of Trustees to order at 5:04 p.m. after determining a quorum was present.

II. PLEDGE OF ALLEGIANCE: Mr. Wolfe 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 David Bracewell, Jake Buscemi and Keaton Reagan of the LSC-Montgomery student paper, The Voice.

Rand Key, senior vice chancellor, introduced Jerome L. Powell, who was promoted to Deputy Chief of the LSCS Police Department on February 21, 2011.

V. WORKSHOP: Dr. Donetta Goodall, vice chancellor of academic affairs and student success, presented an overview of the Southern Association of Colleges and Schools (SACS) accreditation process. Dr. Goodall presented the value of accreditation, the timeline and components of review, which include principles of integrity, core requirements and comprehensive standards. The review process consists of compliance certification, off-site review, quality enhancement plan, on site review, review by Commission’s Board of Trustees, follow-up, internal preparation and compliance report findings.
VI. **CLOSED SESSION:** At 5:28 p.m. Mr. Vogt 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. Vogt reconvened the open meeting at 7:00 p.m.

VIII. **APPROVAL OF THE MINUTES OF THE MARCH 3, 2011 WORKSHOP AND REGULAR MEETING AND THE MARCH 4-5, 2011 BOARD RETREAT:** Mr. Forestier noted that the minutes of the March 3, 2011 Workshop and Regular Meeting should be amended to reflect that on page 5, section XIII, paragraph 3, the word “mount” should be corrected to read “amount” and the minutes of the March 4-5, 2011 Board Retreat should be amended to reflect that Chairman Bates called the March 4, 2011 Board Retreat Meeting to order. Upon a motion by Ms. Good and a second to the motion by Mr. Forestier, the Board approved the amended minutes of the March 3, 2011 Workshop and Regular Meeting and unanimously approved the amended minutes of the March 4-5, 2011 Board Retreat. Ms. Marquard abstained from the vote of the March 3, 2011 Workshop and Regular Meeting.

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

X. **SPECIAL REPORTS AND ANNOUNCEMENTS**

1. **Chancellor:** Chancellor Carpenter reported LSCS once again ranked #1 in largest colleges and universities in the Houston area by the Houston Business Journal.

   LSCS was selected by the U.S. Department of Education to host one of only four regional summits nationwide. Our summit took place on March 9 at University Park with several of our trustees among the 180 guests from 14 states. Undersecretary of Education, Martha Kantor, was in attendance as were several other U.S. Department of Education officials. LSCS received much positive feedback on the event and visitors were very impressed with what we are doing at University Park and the facility itself.

   Saturday, April 16, The Lone Star College Foundation will hold its 2011 Star Gala which is the largest fund raiser for the Foundation and funding source for student scholarships. The theme is Midnight in Morocco and one of the auction items will be a chance to throw out the first pitch at LSC Night at Minute Maid Park on April 30.

   Dr. Carpenter thanked Matt Turner, faculty senate president at LSC-CyFair, for his service and commitment to Lone Star. Mr. Turner’s two year term ended at the April
Board meeting. Incoming LSC-CyFair faculty senate president, James Seymour, was introduced. Dr. Seymour’s term will begin at the May Board meeting.

2. **College Presidents:** Dr. Susan Karr, president of LSC-Tomball, presented an overview of LSCS Strategic Goal 5: create effective internal and external systems of communication by strengthening stakeholder interactions within the system; expanding a system-wide approach to sharing best practices; implementing a consistent emergency/crisis notification and response plan; and continuing to define LSCS brand to improve system recognition, cohesion and pride. Methods used to create internal systems are newsletters; updates from the Chancellor and EC members; open forums; monthly visits to campuses by office of General Counsel; LSCS intranet; video conferencing; iStar Portal; digital signage network; ORIE and dashboard. Some of the ways used to create external systems of communication are by visits with legislators; through national collaborations; business and industry advisory committees; veterans affairs center; black male summit; Hispanic forum; women’s conference; and LSC-TV Channel 42. Examples of expanding a system-wide approach to sharing best practices are hosting the U.S. Department of Education Community College Summit; iStar Training; Lone Star Learning Network; Higher Education Teaching Institute; Lone Star College Leadership Academy; and Adjunct Certification Program. Implementing a consistent emergency/crisis notification and response plan includes LSCS emergency preparedness guide and plan; mutual aid agreements/partnerships with external agencies; education and outreach; technology deployment; safety and security audit; violence against women program grant; and behavioral intervention team. Open house campaign on all five campuses; Hispanic outreach; news radio KTRH-Wall Street Journal business update sponsorships; and BuzzFest 2011 are ways LSCS continues to define our brand to improve System recognition, cohesion and pride.

3. **Vice Chancellors:** None

4. **Faculty Senate President:** Mr. Matt Turner, faculty senate president of LSC-CyFair, presented what it has meant to him to be a faculty senate president. It has given him the opportunity to be a leader on and for his college; to gain experience in seeing both sides of any issue and to become a better colleague and teacher.

XI. **CONSIDERATION OF CONSENT AGENDA:** Mr. Vogt proceeded with the Consent Agenda. Action Item 11 was recommended to be considered separately. Mr. Adam made a motion to approve Action Items 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10. Ms. Good seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B.”

XII. **POLICY CONSIDERATION**

1. **Consideration of Approval of the Recommended Revisions of the Lone Star College System Board Policy C.2.01: Investment Management (SECOND READING) (ACTION ITEM 1):** the Board unanimously approved the recommended revisions of the Lone Star College System Board Policy C.2.01: Investment Management. This item was passed in the Consent Agenda. A copy is attached as Exhibit “C.”
2. **Consideration for the Recommended Lone Star College System Board Policy Section I B.1 - Board Governance (FIRST READING):** The Board unanimously considered the recommended Lone Star College System Board Policy Section I B.1 – Board Governance. This constitutes a first consideration with a request for approval during the May Board meeting. A copy is attached as Exhibit “D.”

3. **Consideration for the Recommended Lone Star College System Board Policy Section VIII - Information Security (FIRST READING):** the Board unanimously considered the recommended Lone Star College System Board Policy Section VIII - Information Security. This constitutes a first consideration with a request for approval during the May Board meeting. A copy is attached as Exhibit “E.”

4. **Consideration for the Recommended Lone Star College System Board Policy Section I H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate (FIRST READING):** the Board unanimously considered the recommended Lone Star College System Board Policy I H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate. This constitutes a first consideration with a request for approval during the May Board meeting. A copy is attached as Exhibit “F.”

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 February 28, 2011. A copy is attached as Exhibit “G.” Ms. Gilliam presented an update on the hiring chill, reporting 150 positions are open at this time compared to 136 positions open this time last year.

2. **Consideration of Approval to Utilize The City of Fort Worth Purchasing Cooperative and Enter into Agreement with JP Morgan Chase through this Purchasing Cooperative for Commercial Card Services ACTION ITEM 2:** the Board unanimously approved utilizing the City of Fort Worth purchasing cooperative, 1000 Throckmorton Street, Fort Worth, Texas 76102, and enter into an agreement with JP Morgan Chase Bank, N.A., 300 South Riverside Plaza suite IL-1-0199, Chicago, Illinois 60670-0199, through this purchasing cooperative for commercial card services for the System’s procurement and travel and expense card programs. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H.”

3. **Consideration of Approval of Investment Broker Dealer List for 2011-2012 (ACTION ITEM 3):** the Board unanimously approved the Investment Broker Dealer List for 2011-2012. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I.”

4. **Consideration of Approval of Independent Training Sources (ACTION ITEM 4):** the Board unanimously approved independent training sources for 2011-2012. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J.”
5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Utilization of Commercial Real Estate Brokerage Services for the System (ACTION ITEM 5): the Board unanimously authorized the Chancellor or designee to negotiate and execute contracts for the utilization of commercial real estate brokerage services from the following pre-qualified vendors over a period of three years as needed: Cushman and Wakefield, 1330 Post Oak Blvd., Suite 2700, Houston, TX 77056; Jones Lang LaSalle, 1401 McKinney, Suite 1050, Houston, TX 77010; CB Richard Ellis, 2800 Post Oak, Suite 2300, Houston, TX 77056; Pollan & Hausman, 602 Sawyer St., Suite 100, Houston, TX 77007; Finial Group, 1990 Post Oak Blvd., Suite 1370, Houston, TX 77056; Caldwell Companies, 7904 North Sam Houston, Houston, TX 77064; Colliers International, 1300 Post Oak Blvd., Suite 200, Houston, TX 77056; Transwestern, 1900 West Loop South, Suite 1300, Houston, TX 77027; Palermo REI, 10200 Grogan’s Mill Road, Suite 550, The Woodlands, TX 77380 and Betz, 10940 W. Sam Houston Pkwy N., Suite 300, Houston, TX 77064. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K.”

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Metered Mail Services (ACTION ITEM 6): the Board unanimously approved to authorize the Chancellor or designee to negotiate and execute a contract to purchase metered mail services from Houston Independent School District (HISD), 4400 W 18th Street 1NE03, Houston, Texas 77092, in the estimated annual amount of $153,000. This approval will include the option to renew for four additional one year terms at the System’s discretion. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L.”

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Printing Services for College System Course Catalogs (ACTION ITEM 7): the Board unanimously approved to authorize the Chancellor or designee to negotiate and execute a contract for printing services for college system course catalogs from the low bidder, TriStar Web Graphics, 4010 Airline Drive, Houston, TX 77022, in the estimated amount of $72,412 for the first year and $73,860 for the second year for a total estimated amount of $146,272 over two years. This approval will include the option to renew for a third year at the System’s discretion. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M.”

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase of Architectural Services for LSC-University Park (ACTION ITEM 8): the Board unanimously approved to authorize the Chancellor or designee to negotiate and execute a contract for the purchase of architectural services for LSC-University Park from Hellmuth, Obata and Kassabaum (HOK), 2800 Post Oak Boulevard, Suite 3700, Houston, Texas 77056, in an estimated amount of $250,000 for a one year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N.”

9. Consideration of Adoption of Resolution Authorizing Representatives to the System’s Account with Encore Bank (ACTION ITEM 9): the Board unanimously adopted the
resolution authorizing representatives to the System’s account with Encore Bank. This item was passed in the Consent Agenda. A copy is attached Exhibit “O.”

XIV. BUILDING AND GROUNDS REPORT:

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

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 10): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q.”

2. Consideration of the Reappointment of Full-Time Faculty (ACTION ITEM 11): upon a motion by Mr. Forestier to approve the revised reappointment list of Full-Time Faculty; for any additions or corrections to the list to be brought before the Board at the May meeting to be ratified by the Board and the correct list to be published immediately. Mr. Adam seconded the motion and the Board unanimously accepted the reappointments as presented. A copy is attached as Exhibit “R.”

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 5-5-11

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

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

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

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Request: Consideration of Approval of the Recommended Lone Star College System Board Policy Section I B.1 - Board Governance (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees approve the recommended Lone Star College System Board Policy Section I B.1 – Board Governance.

Rationale: This new policy section is to ensure that Board Members are accountable to the community for the performance and welfare of the Lone Star College System through a cohesive and united Board of Trustees. This policy will further ensure that the Board is annually self evaluating its performance, making certain it is governed in adhering to appropriate ethical standards, representing the common good, creating a positive climate, employing, evaluating and supporting the Chancellor and in understanding the duties and requirements of individual Board members and Board officers.

Fiscal Impact: None.

Staff Resource: Richard Carpenter 832-813-6615
Brian Nelson 832-813-6655
Sec. I Governance and Board of Trustees

B. BOARD RESPONSIBILITIES, POWERS AND DUTIES

1. Board Governance

B.1.01- General

The Lone Star College Board of Trustees (referenced in this Section 1 as the “Board”) is responsible for ensuring that the Lone Star College System (referenced in this Section 1 as “System”) is an integral part of their communities and serve their ever-changing needs. Board members are accountable to the community for the performance and welfare of the Lone Star College System. To ensure effectiveness, the Board should function as a cohesive group to articulate and represent a balanced System and public interest, establish a climate for learning and monitor the effectiveness of the System. The Board does not do the work of the System; rather it establishes vision for the work through the policies it sets. This Policy Section I.B.1 on Board Governance shall be in addition to, but not in conflict with any other subsection within Section I entitled Board Policy Governance and Board of Trustees.

B.1.02 - Fulfill Responsibilities

The Board shall, to the best of its collective and individual ability, meet its responsibilities and duties set forth in Board Policy. (See Policy Section I - Governance and Board of Trustees B. 2.02 and B.2.03.)

B.1.03 - Adhere to Ethical Standards

1. Board members will maintain the highest ethical standards, abiding by Board policies with respect to ethics (Policy Section I - Governance and Board of Trustees B.3.01) and conflicts of interest (Policy Section I - Governance and Board of Trustees B.4.01 et. seq.). Board members serve in a fiduciary capacity and will conduct all matters with this standard in mind. A Board member's loyalty is to the entire System rather than to any part or constituency within it or in the community at large. No Board member shall make any request or demand for action that violates any law, the written policies, rules, or procedures of the Board or the System. As a fiduciary, and subject to the Texas law on the use or misuse of official System Information, Board members shall maintain strict confidentiality of information presented and discussed with the Board during its Closed Session Board Meetings and Board Committee Meetings; and of all information proprietary and belonging to the System, or information about the System that is not within the public domain. A violation and misuse by any Board member may be (i) considered Official Misconduct and subject to removal in accordance with Policy Section I C.3.04, and/or (ii) an Abuse of Office and subject to prosecution under Chapter 39 of the Texas Penal Code.

2. Board members do not receive any remuneration or emolument of office, but are entitled to reimbursement for their actual expenses incurred in performing their duties, to the extent
authorized and permitted by the Board. Any expenses incurred by a Board member in performing their duties shall be fiscally conservative and understood to be subject to the Texas Public Information Act.

3. Board members should, when traveling via air, have the System pay the cost, of (or be reimbursed for the cost) such coach fare; when out-of-town on the System's business, the System should pay a Board member's reasonable expense for lodging, meals and transportation costs thereto. All reimbursable expenses to Board members shall be documented to the System in accordance with the System's requirements.

B.1.04 - Act as a Unit

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

B.1.05 - Represent the Common Good

The Board exists to represent a balance between the System and the general public. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of the System. Board members should learn as much as they can about the communities they serve. They gain this knowledge by studying demographic, economic and social trends, by being aware of issues facing the community. They use what they learn in acting as a unit, with one voice in making decisions that respond to System and community interests, needs and values.

B.1.06 - Set the Policy Direction

The Board establishes policies that provide direction and guidance to the Chancellor and other System officers. A major Board responsibility is to define and uphold a vision and mission that clearly reflects student and community expectations. The Board should think strategically, concentrate on priority items and focus on the future learning needs of their communities. Board members engage in exciting, creative, thoughtful discussions as they explore the future and envision what they want their communities to be. Policies should set standards for quality, ethics and prudence in System operations.

B.1.07 - Employ, Evaluate and Support the Chancellor

Successful governance depends on a good relationship between the Board and the Chancellor. The Chancellor is the single most influential person in establishing Lone Star College System as the premier College System in the Country. Therefore selecting, evaluating and supporting the Chancellor are among the Board's most important responsibilities. The Chancellor and Board function best as a partnership. The Chancellor implements Board policies, while the Board depends
on the Chancellor for guidance and educational leadership. This relationship works best when there are clear, mutually agreed-on expectations and role descriptions. The partnership thrives on open communication, confidence, trust, and support.

**B.1.08 - Create a Positive Climate**

The Board sets the tone for the entire System. Through their behavior and policies, the Board establishes a climate in which learning is valued, professional growth is enhanced, and the most important goals are student success and adding value to the community. The Board creates a positive climate when it looks to the future, acts with integrity, supports risk-taking, and challenges the Chancellor and System officers to strive for excellence.

**B.1.09 - Monitor Performance**

The Board is responsible for holding the Chancellor accountable for serving current and future community learning needs. The Board adopts the System's direction and broad goals as policy, and then monitors the progress made toward those goals through periodic reports or other methods. The Board also monitors adherence to policies for programs, personnel, and fiscal and asset management. They receive periodic reports from System officers and review reports by and for external agencies, such as accreditation, audit, and state and federal accountability reports. All monitoring processes culminate in the evaluation of the Chancellor as the System leader. The Board's ability to monitor is enhanced when it defines the criteria and standards to be used well in advance of when reports are required, so that the Chancellor and staff are clear about what is expected.

**B.1.10 - Support and Be Advocates for the System**

Board members are advocates and protectors of the System. They promote the System in the community, and seek support for the college from local, state, and national policymakers. They protect the System's ability to fulfill its mission and promise to their communities.

**B.1.11 - Public Responsibility**

The Board is vested with the general supervision of the System's funds, recognizes a vital and crucial institutional responsibility to those with whom it has financial transactions. To the end that the financial integrity of the System shall always remain inviolate, the Board pledges that it will maintain constant vigil over its funds through regular review and periodic reports, including but not limited to each Board member's efficient personal use of funds for business purposes and while attending Board functions and Board professional development opportunities. No intrusion upon this commitment will be tolerated.

**B.1.12 - Duties and Requirements of Board Officers**

In addition to any duties set forth in Board Policy (Policy Section I - Governance and Board of Trustees D.1) Officers of the Board shall act as follows:
B.1.12.1 - The Board Chair

Shall preside at all regular and special meetings of the Board, sign all contracts duly authorized by Board policy, and appoint all committees not otherwise provided for, of which he and the Chancellor shall be ex-officio members. The Board Chair is the only person authorized to speak for the Board, except in instances where this authority is delegated by the Board Chair. The Chair shall have the right and power to vote on all issues brought before the Board. Additionally, the Chair shall have the authority to prepare or assist in the preparation of all agendas used for its meetings.

B.1.12.2 - The Board Vice-Chair

Shall preside in the absence of the Board Chair and is vested with the same power and duties as the Board Chair in those instances.

B.1.12.3 - The Board Secretary

Shall keep the official seal; maintain records of all meetings and other official actions, and correspondence of the Board.

B.1.12.4 - The Assistant Secretary

Shall assume the duties of the secretary in the absence of the secretary.

B.13 - Self-Evaluation

At least annually, the Board shall perform a self-evaluation of its performance, in the following categories and consider the issues mentioned below.

B.13.1 - Board Organization

1. The Board operates as a unit.
2. Board members uphold the final majority decision of the Board.
3. The Board considers and respects minority opinions.
4. Board members understand that they have no legal authority outside Board meetings.
5. Board members represent Board policy in responding to public and employee questions.
6. Board members make decisions after thorough discussion and exploration of many perspectives.
7. The Board's decisions are independent of all partisan bias.
8. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.
9. The meeting agendas are relevant to the work of the Board.
10. The Board has adequate input into the planning of meeting agendas.
11. Meeting agenda items contain sufficient background information and
recommendations for the Board.
12. Closed sessions are held as required and/or permitted by Texas law.
13. Board officer responsibilities are clear.
14. Board officer responsibilities are appropriate for the work of the Board.
15. Board committees have clear and appropriate responsibilities.
16. Board committees effectively assist the Board to do its work.
17. The Board's recruitment and selection processes reflect well on the System.
18. The Board's recruitment and selection processes attract excellent candidates.

B.1.13.2 - Policy Role

1. The Board understands that the primary function of the Board is to establish the policies by which the System is to be administered.
2. Board members understand and support the concept that Board policy is the primary voice of the Board.
3. The Board periodically reviews and evaluates its policies.
4. The Board assures a systematic, comprehensive review of Board policies.
5. The Board focuses on policy in Board discussions, not administrative matters.
6. The Board has clarified the difference between its policy role and the roles of the Chancellor and staff.
7. The Board policy manual is current, relevant, and useful.
8. Policy recommendations contain adequate information and are presented so that sufficient time is allowed for study and discussion.
9. The policy-making process is clear, public (except as prohibited by law), and inclusive.
10. The Board, through the Chancellor, seeks advice and recommendations from faculty, staff, and students in development of educational policy.
11. The Board openly discusses issues and seeks the views of college constituents.

B.1.13.3 - Community Relations

1. The Board is committed to protecting the public interest.
2. The Board effectively represents the "voice" of the community.
3. The Board has determined what benefits the community should derive from the System.
4. Board members act on behalf of the entire community.
5. The Board is knowledgeable about community and regional needs and expectations.
6. The Board has strategies for involving the community in discussion of issues that impact the community.
7. Board members maintain good relationships with community leaders.
8. The Board has protocols for dealing with the citizens and the media.
9. Board members keep the Chancellor informed of community contacts.

11. The Board provides assistance to the Chancellor in developing educational partnerships with community agencies, businesses and local government, where appropriate.

B.1.13.4 - Policy Direction

1. The Board is knowledgeable about the mission and purposes of the institution.
2. The Board is appropriately involved in defining the vision, mission and goals.
3. The vision and goals of the institution adequately address community needs.
4. The Board has ensured that the mission and goals are sufficiently responsive to community current and future needs.
5. The Board bases its decisions in terms of what is best for students and the community.
6. The Board spends sufficient time discussing the future direction of the System.
7. The Board regularly reviews the mission and purposes of the institution.
8. The Board is knowledgeable about the educational programs that implement the mission of the System.
9. The Board is involved in setting expectations for broad student learning outcomes.
10. The Board maintains a future-oriented, visionary focus in Board discussions.
11. The Board annually sets annual priorities in conjunction with the Chancellor.
12. The Board requires long-range strategic planning.
13. The Board is appropriately involved in the planning process.
14. The Board understands the educational and legal context in which planning occurs.
15. The Board is familiar with the general strategic and master plans of the institution.
16. The Board encourages partnerships and other cooperative agreements with business, government, community agencies, and other educational institutions.

B.1.13.5 - Board-Chancellor Relations

1. The Board and Chancellor have a positive, cooperative relationship.
2. A climate of mutual trust and respect exists between the Board and Chancellor.
3. The Board sets clear expectations for the Chancellor.
4. The Chancellor's job description is current and accurate.
5. The Board provides a high level of support to the Chancellor.
6. The Board maintains open communication with the Chancellor.
7. Board members are available to the Chancellor for support and feedback.
8. The Board effectively evaluates the Chancellor.
9. The Board has clear protocols for communicating with staff that include the Chancellor.
10. The Board clearly delegates the administration of the System to the Chancellor.
11. Board members keep the Chancellor informed about contacts with the community
and staff.
12. Board members respect the role of the Chancellor as the link between the Board and staff.
13. The Board encourages the professional growth of the Chancellor.
14. The Board and Chancellor work cooperatively to maintain a broad perspective.

B.1.13.6 - Standards for Lone Star College System Operations

1. The Board is knowledgeable about the educational programs and services of the System.
2. The Board understands the fiscal condition of the organization.
3. The Board has established parameters for System budget planning.
4. The Board requires and is involved in long-range fiscal planning.
5. The Board understands the budget document.
6. The Board assures that the budget reflects System priorities in the mission and goals.
7. The Board has a long-range facilities plan.
8. Board policies adequately address parameters for facilities maintenance and appearance.
9. Board policies adequately address parameters regarding safety and security.
10. Board policies adequately address parameters for investments and management of assets.
11. Board policies adequately address parameters for fiscal management that meet audit standards.
12. The Board has policies that require fair and equitable employment processes.
13. The Board is committed to equal opportunity.
14. The Board has policies that require fair employee due process and grievance procedures that are permissible under state and/or federal law.
15. The Board has policies that require adequate participation in decision-making within the institution.

B.1.13.7 – Institutional Performance

Through the Chancellor, the Board has a process for ensuring the effectiveness of:

1. All educational programs
2. Fulfilling the System mission
3. Student learning outcomes and success of all students
4. The System influence within the community
5. The System accreditation process
6. State and federal accountability requirements and reports
7. Implementation of all Board policies
B.1.13.8 - Board Leadership

1. The Board has a clear description of Board roles and responsibilities.
2. The Board understands its roles and responsibilities.
3. The Board adheres to its roles and responsibilities.
4. The Board understands and adheres to its legal responsibilities.
5. The Board adheres to a code of ethics or standards of practice.
6. Board members treat one another with respect.
7. Board members work together as a team to accomplish the work of the Board.
8. Board members are prepared for Board meetings.
9. The Board accommodates the differences of opinion that arise during debates of issues.
10. The Board bases its decisions upon all available facts in each situation.
11. Board members avoid conflicts of interest and the perception of conflicts of interest.
12. Board members may contribute single interest or their own professional perspectives to discussions, but always vote on behalf of the community as a whole.
13. Once a decision is made, Board members cease debate and uphold the decision of the Board.
14. The Board maintains confidentiality of privileged information.
15. The Board works together in a spirit of harmony and cooperation.
16. Through its behavior, the Board has set a positive example for the Chancellor and other employees.
17. The Board actively encourages creativity and innovation.
18. The Board is willing to take a stand for what it believes is right for students and the community.
19. The Board understands the political implications of its actions.
20. The Board works to build positive relationships with all stakeholders.
21. The Board considers the political ramifications of its decisions.

B.1.13.9 - Advocating for the Lone Star College System

1. Board members are knowledgeable about the System's history, mission, and values.
2. The Board recognizes positive accomplishments of the System. Board members actively support the mission and values of the System.
3. Board members speak positively about the institution in the community.
4. Board members support the Systems by attending various events.
5. The Board plays a leadership role in the local community.
6. Board members participate in community activities as representatives of the System.
7. The Board helps educate the local community about community college needs and issues.
8. Board members are knowledgeable about state laws and regulations.
9. Board members are knowledgeable about state and national educational policy issues.
10. The Board advocates System interests to state and national agencies and legislators.
11. The Board actively seeks political and civic support for the System.
12. The Board works to secure adequate public funding.
13. The Board actively supports the Systems' foundation and fundraising efforts.
14. The Board understands and protects the academic freedom of the faculty and administrators.
15. The Board supports the state and national community college trustee associations.

**B.1.13.10 - Board Education**

1. Candidates for the Board are educated about Board responsibilities and the System.
2. New members receive an orientation to the Board and the institution.
3. The Board strives to become increasingly more effective.
4. Board members are engaged in a continuous process of training and development.
5. The Board has an ongoing program of Board development.
6. Board members are knowledgeable about the roles and responsibilities of trusteeship.
7. The Board is knowledgeable about state and national laws and issues related to community colleges.
8. The Board is knowledgeable about major social and economic trends and issues that affect the institution.
9. The Board adequately studies issues prior to Board action.
10. The information provided to the Board is appropriate and relevant.
11. The information requested by and provided to Board members does not put an undue burden on staff.
12. Sufficient resources are allocated for Board members to attend conferences.
13. Board members are up-to-date on community colleges' issues through reading and attendance at conferences.
14. Board members devote time, thought, and study to the duties and responsibilities of a community college Board member.
15. The Board periodically evaluates itself.
16. The Board self-evaluation process provides useful information on Board performance.

**B.1.13.11 - Board Goals**

One of the outcomes of a self-evaluation is the establishment of Board goals for the following year. The self-evaluation process may include a request that the Board assess how well the goals set in the prior evaluation were achieved.
Policy Consideration No. 2  
(ACTION ITEM 2)  
Board Meeting 5-5-11

Request: Consideration of Approval of the Recommended Lone Star College System Board Policy Section VIII - Information Security (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees approve the recommended Lone Star College System Board Policy Section VIII - Information Security.

Rationale: This new policy section is to preserve the security, confidentiality, integrity and availability of all forms of information used and maintained on behalf of faculty, staff, students, volunteers, contractors, university and K-12 partners, and any other groups, entities or individuals consistent with Lone Star College System's mission. This policy will protect confidential and proprietary information, respect copyright and fair use rights, avoid the use of LSCS logos unless permissions are granted; and provide clear policy guidelines in the use of social media platforms that identify LSCS personnel and students for LSCS educational and business purposes.

Fiscal Impact: None.

Staff Resource:  
Brian Nelson 832-813-6655  
Shah Ardalan 832-813-6842
LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fourth Edition
Section VIII – Information Security

Table of Contents

1. Information Security Policy
   1.1 Policy Objective
   1.2 Policy Statement
   1.3 Scope of Policy
   1.4 Policy Applicability
   1.5 Definitions

2. Use of Computer Systems
   2.1 Policy Statement
   2.2 System Property
   2.3 Email Privileges
   2.4 Confidentiality
   2.5 Accountability
   2.6 Records
   2.7 Prohibited Use
   2.8 Social Media
   2.9 Overloading of Computer Resources

3. Requirements to Safeguard Information
   3.1 Policy Statement
   3.2 Security Responsibilities
   3.3 Attempts to Circumvent Security
   3.4 Business Continuity & Disaster Recovery
   3.5 Incident Response
   3.6 Third Party Access
   3.7 Security Audits
   3.8 Information Security Training and Awareness
      3.8.1 Information Security Awareness
      3.8.2 Information Security Training

4. Protection of Confidential Information
   4.1 Policy

5. Roles and Responsibilities
   5.1 Board of Trustees
   5.2 Security Management
   5.3 Security Policy and Compliance Governance
   5.4 Security Operations
   5.5 Information Owners

LSCS Policy Manual Section adopted by the Board of Trustees on [Insert Date]
5.6 Technology System Owners
5.7 Users

6. Compliance

7. Enforcement

8. Policy Variance/Exception
1. Information Security Policy

The Lone Star College System is committed to preserving the security, confidentiality, integrity and availability of all forms of information used and maintained on behalf of faculty, staff, students, volunteers, contractors, university and K-12 partners, and any other groups, entities or individuals consistent with Lone Star College System’s mission. Improper disclosure, modification, or destruction of information may result in harm to the operation of LSCS in support of its mission. As a result, specific procedures will be developed to help administer and manage the storage, processing and use of computer-based information. This Board Policy Section VIII is in addition to all other provisions within the Board Policy Manual relating to Information Security and the storage, processing and use of computer based information; and this Section VIII shall take precedent in the event of any conflict or omission.

Information security is in part a risk management discipline addressing the preservation of information confidentiality, integrity and availability. All information is identified, valued, assessed for risk and protected as appropriate to the needs of LSCS. The information security effort is established via a hierarchical set of industry best practices and frameworks (e.g. ISO 27002) that help users and administrators to define and mitigate risks, maintaining a trade-off between information value and the cost of risk mitigation.

1.1 Policy Objective

This policy presents the philosophy for information security within the Lone Star College System (LSCS, referred to as “the System”). It defines the fundamental requirement for the acceptable use and security in the transmission of all LSCS information.

1.2 Policy Statement

LSCS values the ability to openly communicate and share information. LSCS information (whether belonging directly to LSCS or held in trust on behalf of its students or employees must be safeguarded. Any person or organization that provides or uses LSCS information, or Information Technology (IT) assets within LSCS, has the individual and continual responsibility to maintain the confidentiality, integrity, and availability of this information. As such, all LSCS information users are required to abide by this policy and subsequent procedures and standards, as a condition for being granted access. Violation of this policy may result in immediate and unconditional termination of any or all access without prior notice and the user may be subject to disciplinary actions under Board Policy Sections IV and VI and prosecution under applicable statutes. (See Policy Section IV).

1.3 Scope of Policy

The Policy covers all information and electronic methods in the transmission of information that are owned or leased by LSCS. The methods of transmission may include but are not limited to:

- Electronic Media;
- Social Media;
- Desktop and Laptop Computers;
- Servers;
- Network Infrastructure;
• Telephones;
• Fax Machines;
• Printers; and
• Mobile Computing Devices such as PDA's, smart phone devices, etc.

1.4 Policy Applicability

This policy applies to all individuals and processes that access, view, use, or control LSCS information. Those individuals covered include, but are not limited to faculty, staff, students, volunteers, contractors, university and K-12 partners, and any other groups, entities or individuals consistent with Lone Star College System’s mission.

1.5 Definitions

• Information - a definable piece of information, stored in any manner which is recognized as ‘valuable’ to the organization.

• Information Owner - the person or group generating information and responsible for establishing the rules for appropriate use and protection of information.

• Technology System Owner – the person or group responsible for establishing the rules for appropriate use and protection of the methods of Information transmission.

• User - the person accessing information for the purposes of generating, sending, receiving, storing, viewing, controlling, managing, or otherwise processing the content of the information.

• Health Insurance Portability and Accountability Act (HIPAA) - This federal act sets standards for protecting the privacy of patients' health information.

• Family Educational Rights and Privacy Act (FERPA) - federal law that protects the privacy of student education records.

• Gramm-Leach-Bliley Act (GLBA) - federal law that imposes restrictions on the disclosure of consumers' personal financial information.

• Social media - online services that enable individuals to share information through social interaction and networking.

2. Use of Computer Systems

The LSCS Board of Trustees reconfirms its commitment to the free and unfettered exchange of ideas that is the hallmark of an institution of higher education and the rights of employees and students to access, debate, disagree and discuss all educational materials without respect to the popularity or controversial nature of the ideas conveyed.

2.1 Policy Statement
Using LSCS's electronic assets for abusive, unethical, or inappropriate purposes will not be tolerated and may be considered grounds for disciplinary action, including but not limited to termination of any and all access without prior notice.

2.2 System Property

LSCS provides Information Technology resources for the use of students, employees and others affiliated with the System for educational or System-related activities and to facilitate the efficient exchange of useful information. LSCS affiliates include, but are not limited to, all university, K-12 dual credit or other students and employees associated with or enrolled in programs delivered by these entities. As set forth within this Section VIII Information Security Policy, students, employees and LSCS affiliates may use the IT resources provided by LSCS including, but not limited to, computers, hardware devices, software packages, electronic mail (e-mail), and the LSCS network and software.

All users are expected to conduct themselves in compliance with all policies of LSCS and relevant laws of the United States and Texas, and to observe the same high ethical and professional standards when communicating through computing resources as are required in face-to-face or other written communications.

2.3 Email Privileges

Access to LSCS Information Technology (i.e. networks, computer labs, internet and electronic mail) is a privilege that is extended to current employees, students and former LSCS retired employees that are in good standing. Email services may be revoked with the termination of employment or may end with the failure to re-enroll in an LSCS educational program. LSCS email accounts will be issued only to those identified within this Section 2.3.

LSCS reserves the right to access the E-mail system to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to prepare responses to requests for public information or to disclose messages, data or files to law enforcement authorities, or for any other legitimate purposes of the System.

2.4 Confidentiality

LSCS cannot guarantee the privacy or confidentiality of electronic documents, and any messages or information. A person that requires the assurance that such information is not disclosed to unauthorized entities or process, or by law, should not communicate over unsecured shared networks and/or by the E-mail system.

2.5 Accountability

All access to networked systems must be logged. When determined to be critical to LSCS, the logging of transactions must be included regardless of the operating platform. Log data must be classified as sensitive. These logs must be retrievable through clearly defined procedures and must be maintained for time periods prescribed for audit, legal, and recovery purposes. As new applications, platforms, mediums, or other technical changes to system operations are made - and if practical and/or technically affordable - consideration of logging requirements
and availability must be made. Requirements for logging data must be clearly established as system, architectural, technical, or network designs.

2.6 Records

Messages sent as electronic mail should meet the same standards for distribution, display, and retention as if they were tangible documents or instruments. As with all records maintained by LSCS, and to the extent required by law, files saved as LSCS information, including e-mail, may be subject to public disclosure in response to a public information request.

2.7 Prohibited Use

The following conduct by users of LSCS information technology resources will be treated as a violation of this policy and may subject the user to discipline, including loss of computing privileges, up to and including termination for an LSCS employee and dismissal for a student:

a. Anonymous or forged e-mail messages;

b. Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, or e-mail address, or to send unauthorized e-mail or similar electronic communications;

c. Use of System e-mail or any other method for information transmission owned by LSCS for commercial purposes or personal financial gain;

d. Attempted or actual access to any restricted computing resource without authorization;

e. The transmission of copyrighted materials without the written permission of the author or creator through System e-mail or any other method for information transmission in violation of U.S. copyright law (See Board Policy Manual, Section IV);

f. Use of System email or any other method for information transmission in a manner that disrupts the work or educational mission such as improper access and use of System global email address lists and other messaging;

g. Use of LSCS computing resources to store, download, upload, display, print or e-mail computer images that constitute "obscene materials" as defined by Texas Penal Code §43.21 et.seq., as amended, regardless of whether such information is related to or required for a specific educational course or research directly related to an educational program;

h. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, religion or sexual orientation may constitute prohibited harassment (See Board Policy Manual, Section IV F.4);

i. The uploading or downloading of unauthorized materials to or from any System server;
j. The sharing of an account, password or other means of authentication that was provided to permit access to restricted computing resources; and

k. Attempted or actual access to compromise any LSCS or external computer resource via unauthorized access and/or in an unauthorized manner.

2.8 Social Media

This section 2.8 provides faculty, staff, and students with social networking guidelines to facilitate informal (social) communication while fully complying with System policies and institutional goals. “Social media” refers to various online technology tools that enable individuals to share user generated information and resources through social interaction and is created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, Twitter, YouTube, MySpace, LinkedIn, and weblogs. Employees and students who violate this Section 2.8 do so at the risk of disciplinary action, termination or expulsion in accordance with Board Policy Sections IV and VI.

When utilizing social media employees and students shall:

1) Not use the LSCS name, its copyrighted or trademarked materials, registered logos, or iconography on personal social media sites; unless specifically approved by LSCS as part of LSCS business or promotional activities (See Board Policy Manual, Section II);

2) Not use the LSCS name to promote a product, cause, or political party or candidate unless such product or cause is specifically approved by LSCS as part of LSCS business or promotional activities (See Board Policy Manual, Section II);

3) Use System resources appropriately:
   1. System computers and work time are to be used only for LSCS-related business;
   2. Employees may only use social media sites at work if this use is authorized and directly related to accomplishing work activities;

4) Must identify all personal opinions and commentary on personal social media sites as NOT representing LSCS policies or practices, and must clearly state that they are not expressing the official views and opinions of LSCS;

5) Individuals may be held liable for any content they post on social media sites and shall not post threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile material regarding LSCS or any employee or student;

6) Not use LSCS email addresses and do not discuss LSCS business on personal social media sites;

7) Understand that LSCS reserves the right to manage posted content or commentary in which social media accounts are owned by LSCS for its official business and at any time, may block, remove, or erase posts;

8) Comply with the following when using social media sites for LSCS business:
   1. Obtain approval from the Local Executive Officer before requesting or setting up any form of account on any social networking site for any LSCS department or organization. Social Media sites that store or display LSCS content or information are continually subject to review and any such information may be amended or removed at the sole discretion of LSCS;
   2. An individual, department or organization shall not use a social media site as representing LSCS policies, an alternative for established and formal LSCS business
practices and shall not contractually commit LSCS without express and written
delegation of authority to do so.

2.9 Overloading of Computer Resources

Nothing in this policy shall prohibit LSCS or college system operators from intercepting and
stopping e-mail messages, other computer programs, or websites, which have the capacity to
overload any computer resource. Overloading of computer resources is defined as the use of
computational resources, such as bandwidth, disk space, or CPU time that adversely impact
LSCS information assets.

Violation of this policy may result in immediate and unconditional termination of any or all
access without prior notice and the user may be subject to disciplinary actions under Board
Policy Sections IV and VI and prosecution under applicable statutes. (See Policy Section IV).

3. Requirements to Safeguard Information

3.1 Policy Statement

It is the responsibility of all employees and students to take reasonable steps to implement
information security via appropriate procedures, and controls.

3.2 Security Responsibilities

3.2.1 Legal, regulatory and contractual requirements are followed by LSCS.

3.2.2 Users are responsible for upholding the confidentiality and integrity of all information
when in their control. Users are prohibited from accessing, copying, altering, or destroying
anyone else’s information without proper authorization.

3.2.3 OTS is responsible for the creation of security controls, and procedures that
appropriately and reasonably prevent, detect, contain, and identify risks to the
confidentiality, integrity and availability of information.

3.2.4 Users are individually responsible and accountable for any use of their account and
password. Uniquely identifiable information (i.e. passwords) should not be shared under any
circumstances.

3.2.5 Users may not run or otherwise configure software or hardware to intentionally allow
access to any LSCS information resources by unauthorized users.

3.2.6 Users may have access to privileged information that must be protected. In receiving
access to this information, users accept responsibility to protect the information access used
on all information systems.

3.3 Attempts to Circumvent Security
Users are prohibited from attempting to circumvent or subvert LSCS information system’s security measures. This does not preclude the use of security tools by appropriately authorized personnel. While the following list provides examples of disallowed practices, it is not a comprehensive list and is intended to only provide examples:

a. Password decrypting or cracking tools;
b. Denial of Service (DoS) or distributed denial of service (DDoS);
c. Harmful activities (e.g. IP spoofing, port scanning, disrupting services, damaging files, or intentional destruction of or damage to equipment, software, or data);
d. Unauthorized access (e.g. using another user’s account, using a special purpose account, escalating their own privileges);
e. Unauthorized monitoring (e.g. keyboard logging, network packet capturing).

3.4 Business Continuity & Disaster Recovery

Disaster Recovery (DR) is comprised of plans and activities designed to recover technical infrastructure and restore critical business applications to an acceptable condition. DR is a component of Business Continuity Planning (BCP), which is the process of ensuring that essential business functions continue to operate during and after a disaster. LSCS OTS shall be responsible for the System Disaster Recovery.

Business Continuity Plans must be developed with requirements based on the specific risks associated with the process or system. All staff must be made aware of the Business Continuity Plan and their own respective roles. Each Lone Star College and each Lone Star College System administrative unit shall be responsible for their respective Business Continuity Plans.

A formal process for developing disaster recovery plans must be established and aligned with the Business Continuity Planning requirements.

3.5 Incident Response

Incident Response is a predefined process to establish information security requirements for response to unplanned computer system events, including network intrusions, denial of service, computer virus outbreaks, and other outages that negatively impact the availability of LSCS systems, applications, and/or information assets.

Information security incident response procedures must include, but are not limited to, the following:

- Specific roles and responsibilities;
- Key contact information; and
- High-level guidelines for investigating, documenting and reporting security incidents.

3.6 Third Party Access

Access to LSCS information systems by third party vendors (i.e. contractors, partners, vendors, lessees) requires appropriate controls to protect LSCS information assets. All third parties that have access to LSCS information assets must comply with LSCS information security policies and may be required to show proof of such compliance at any time.
3.7 Security Audits

Periodic reviews and revisions of security controls, policies, and procedures will be conducted by authorized LSCS officers, auditors or by contracted independent third party. Additionally, periodic risk assessments of information technology systems and processes will be conducted to ensure that evolving risks are being appropriately addressed.

3.8 Information Security Training and Awareness

3.8.1 Information Security Awareness

Ongoing security awareness for faculty, staff, students, volunteers, contractors, university and K-12 partners, and any other groups, entities or individuals consistent with Lone Star College System’s mission on established security policies and procedures will be conducted. Security awareness refers to communicating security concepts in a variety of ways in order to make the above referenced individuals, groups and entities as a whole more security-aware.

3.8.2 Information Security Training

With assistance of LSCS OTS, Human Resources will ensure that all employees receive information security training. Human Resources will require that all employees certify security training they received and shall maintain records to indicate the status of employee security training. Security training refers to specific training activities and accompanying materials in protecting LSCS information resources and in teaching to employees about security as it applies to their job.

4. Protection of Confidential Information

It is the policy of the Lone Star College System to ensure that there are guidelines, safeguards, and controls in place to effectively manage and protect confidential information in accordance with applicable laws, regulations, and best practices. Such confidential information includes, but is not limited to, social security numbers, educational records as defined by the Family Educational Rights and Privacy Act ("FERPA"), health care information as defined by the Health Insurance Portability and Accountability Act ("HIPAA"), and customer information as defined by the Gramm Leach-Bliley Act ("GLB Act").

4.1 Policy

4.1.1. The General Counsel will serve as the Privacy Officer for the System.

4.1.2. The Privacy Officer's duties include the issuing of guidelines with regard to the use of social security numbers, educational records, health care information, customer information, and other confidential information.

4.1.3. The guidelines will be issued by the Privacy Officer to help ensure that:
a. The release, use, display, transmission, and retention of social security numbers are only allowed if permitted by law;

b. Information that is considered an educational record (as defined by FERPA) will only be disclosed to someone other than an "eligible student" or an "eligible parent" with the consent of the student or as otherwise authorized by law;

c. The use, receipt, or transmission of an individual's health care information (as defined by HIPAA) is allowed only as permitted by law;

d. Customer information (as defined by the GLB Act), including financial information, which is collected or maintained, will be safeguarded as required by law; and

e. The use and/or release of any other information determined by the Privacy Officer to be confidential is allowed only as required by and consistent with applicable law.

4.1.4. No person having access to confidential information shall disclose confidential information in any manner except as established in the guidelines issued by the Privacy Officer.

4.1.5. It is the responsibility of each Lone Star College and each Lone Star College System administrative unit to adhere to the guidelines that are issued by the Privacy Officer.

4.1.6. The Privacy Officer will revise its guidelines whenever necessary to conform to changes in applicable law or regulations.

4.1.7. Violation of this policy may result in immediate and unconditional termination of any or all access without prior notice and the user may be subject to disciplinary actions under Board Policy Sections IV and VI and prosecution under applicable statutes. (See Policy Sections IV and VI).

5. Roles and Responsibilities

5.1 Board of Trustees

The Board of Trustees is accountable for information systems security and must ensure governance/compliance with security policies, standards, and procedures are established throughout LSCS.

5.2 Security Management

The Chancellor, or designee, will serve as the Information Security Officer (ISO). The ISO is responsible for assisting in governance, policy creation, identifying roles and responsibilities, risk assessment, awareness, and communication of the information security program. The ISO is responsible for establishing the strategies for implementing and enforcing security policies and for advising on security-related issues.
5.3 Security Policy and Compliance Governance

Security Policy and Compliance Governance is provided by a multi-disciplinary group that reviews and endorses information security policy objectives and strategies. They agree to the roles and responsibilities for information security across the System as defined in specific procedures. They promote and provide support for information security initiatives throughout the System. The governance is led by executive management and includes representatives from:

- Office of Technology Services;
- Office of General Counsel;
- Policy Review Committee;
- SysTAC; (System wide Technology Advisory Council)
- Internal Audit; and
- Human Resources.

5.4 Security Operations

Security Operations translates security policies into technical requirements, standards, and solutions. They are responsible for tactical and security administration of the infrastructure and defining processes for implementing new policies. This may include the implementation and maintenance of technical controls such as firewalls, intrusion detection systems, anti-virus solutions, and network/host-based monitoring solutions. The OTS staff is responsible for the day-to-day implementation and maintenance of security controls. OTS will take reasonable steps to establish security controls while still meeting the mission of LSCS.

5.5 Information Owners

Information owners are the persons or group generating information and responsible for establishing the rules for appropriate protection of information. They must align the information value with prudent control cost. They will partner with General Counsel in performing a risk assessment and information classification. Information owners are responsible for information security, for the confidentiality, integrity, and availability of the information for which they are entrusted.

5.6 Technology System Owners

Technology System Owners have responsibility for establishing the rules for appropriate use and protection of the methods of electronic information transmission. Technology System Owners collaborate with the Information Owners to meet the needs and requirements of the information classification and protection.

5.7 Users

All users are responsible for ensuring that LSCS information assets are used only in proper pursuit of System business. Information will not be improperly disclosed, modified, or endangered; and access to LSCS information resources will not be made available to any unauthorized person. Users should be aware of and follow approved security controls. Users should comply with appropriate information security policies, procedures, and standards.
6. Compliance

Compliance with this Policy is continual and unconditional. Any person within the scope of this policy that believes that a violation of information system policy is occurring is required to immediately notify their immediate manager or OTS of the policy violation.

7. Enforcement

Violation of this policy may result in immediate and unconditional termination of any or all access without prior notice and the user may be subject to disciplinary actions under Board Policy Sections IV and VI and prosecution under applicable statutes. (See Policy Section IV).

8. Policy Variance/Exception

Subject to all other Board Policy requirements and laws of the State of Texas, non-compliance with the policy statements described therein must be reviewed and approved in accordance with the Policy Variance/Exception Process defined by Lone Star’s Office of Technology Services.
Policy Consideration No. 3 (ACTION ITEM 3) Board Meeting 5-5-11

Request: Consideration of Approval of the Recommended Lone Star College System Board Policy Section I H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees approve the recommended Lone Star College System Board Policy I H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate.

Rationale: This new policy section is to set forth the relationship between the Board of Trustees, the Chancellor and the Faculty Senate, and to recognize the important role of each college faculty senate, their attending regular Board meetings and in making reports and announcements before the Board.

Fiscal Impact: None.

Staff Resources
Richard Carpenter 832-819-6514
Brian Nelson 832-819-6655
Sec. I Governance and Board of Trustees

LONE STAR COLLEGE SYSTEM DISTRICT  BOARD POLICY MANUAL

H. Faculty Senate

H.1.01 – The Board of Trustees, the Chancellor and Faculty Senate

The Board of Trustees and the Chancellor recognize that the development and operation of highest quality educational programs, for benefit of students and the community, is a common responsibility, and that relationships must be established and maintained that are based upon this common aim.

As one means of establishing such relationships, the Board and the Chancellor recognize the importance of shared governance and the role of the colleges’ Faculty Senates, both to their home college and the System as a whole. Faculty Senate Presidents attend all regular meetings of the Board and have a standing place on the agenda to make reports and announcements. The Faculty Senate Presidents will designate one Faculty Senate President spokesperson on a rotating basis to make reports and announcements to the Board of Trustees.

The Faculty Senate Presidents will also meet regularly with the Chancellor to discuss issues of importance to faculty.
Request: Consideration for Approval of the Core Curriculum for the Associate of Arts and the Associate of Science Degree for 2011-2012

Chancellor’s Recommendation: That the Board of Trustees approve the revised Associate of Arts and Associate of Science Core Curriculum for the 2011-2012 academic year. The revised core curriculum must be submitted to the Texas Higher Education Coordinating Board.

Rationale: The Texas Higher Education Coordinating Board (THECB) requires the Board to approve all changes to the core curriculum and to submit these changes on a yearly basis.

Since 1987, every student who received a baccalaureate degree from a Texas public institution of higher education has been required to complete the state’s general education core curriculum comprised of 42-48 credit hours in identified disciplines as part of their degree requirements. Lone Star College System has a 42 credit hour core curriculum. Regardless of the student’s academic discipline or “major,” each student earning an academic undergraduate degree from a Texas public institution of higher education holds in common their completion of the Texas Core Curriculum. The core curriculum transfers in its entirety to all public institutions of higher education.

Texas law provides this definition for “core curriculum” (TEC §61.821): “… the curriculum in liberal arts, humanities, and sciences and political, social, and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree.” Each institution has some flexibility in determining which specific courses meet THECB core curriculum requirements within the identified disciplines.

The LSCS core curriculum is reviewed annually to insure compliance with requirements. Changes are recommended by faculty curriculum teams, reviewed by a core curriculum committee, and approved by the Vice Presidents of Instruction. The recommendation is to add GEOL 1445 Oceanography to the natural science component of the core and ARTS 1311 to the Visual & Performing Arts component of the core. The revised core curriculum is attached.

Fiscal Impact: There is no financial impact.

Staff Resource: Donetta Goodall 832-813-6597
Communication:
ENGL 1301 and 1302 and 3 hrs. of Speech; SPCH 1144, 1145, 1311, 1315, 1318, 1321, 2144, 2145

Mathematics:
MATH 1314, 1316, 1324, 1325, 1332, 1342, *1350, *1351, 2318, 2320, **2412, **2413, **2414, **2415

Natural Sciences:
BIOL 1406 or 1408, 1407 or 1409, 2401, 2402, 2404, 2406, 2416, 2420, 2421, CHEM 1405, 1411, 1412, 1419, 2423, 2425, ENVR 1401, 1402, GEOL 1403, 1404, 1405, 1445, 2307, PHYS 1401, 1402, 1403, 1404, 1410, 2425, 2426

Visual & Performing Art:
ARTS 1301, 1303, 1304, 1311, 1316, 2346, 2356, DANC 2303, DRAM 1120, 1121, 1310, 1330, 1351, 1352, 2120, 2331, 2361, 2362, 2366, MUSI 1301, 1306, 1308, 1309, 1310

Humanities:
ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343, 2351, HUMA 1301; HUMA 1302; PHIL 1301, 1304, 2306, 2321, SPCH 2341, FREN 2311, 2312, GERM 2311, 2312, ITAL 2311, 2312, SPAN 2311, 2312, 2313, 2315

Social/Behavioral Sciences:
HIST 1301, 1302, or 2301 (Select 6 hours with 3 hours in U.S. History)
GOVT 2301 and 2302 (6 hours)
ANTH 2301, 2346, 2351, CRIJ 1301, 1307; ECON 2301, 2302, GEOG 1300, 1303, GOVT 2304, HIST 2311, 2312, 2321, 2322, PSYC 2301, 2306, 2308, SOCI 1301, 1306, 2301, 2319, 2326

KINE:
Select any activity course 1111-2184 (excluding 3 credit-hour KINE classes)

LSCS requires students to meet an internal multicultural requirement. This requirement can be met by successfully completing one of the underlined courses above or with one of the courses listed below.

Multicultural:
FREN 1300, 1310, 1411, 1412, GERM 1411, 1412, ITAL 1411, 1412, JAPN 1411, 1412, SGNL 1401, 1402, 2301, 2302, SPAN 1300, 1310, 1411, 1412, 2306
Specifically designed for elementary and middle school teachers.

This course satisfies the mathematics core requirement of three semester hours; however, the fourth hour is not a part of the transfer core curriculum and may be transferred as an elective hour.

LSCS also requires students to meet the computer literacy competency (ITSC 1401, COSC 1401 or equivalent (if course or competency challenge exams are not chosen and successfully completed).

Summary of Changes for 2011-2012

Course Additions to the Core Curriculum:

- GEOL 1445
- ARTS 1311

Core Deletions from the Core Curriculum:

- None
Report: Monthly Financial Statements

The financial statements for the month ended March 31, 2011 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 SEVEN MONTHS ENDED MARCH 31, 2011
UNAUDITED

<table>
<thead>
<tr>
<th></th>
<th>58% OF PRIOR YEAR</th>
<th>% ACTUAL</th>
<th>08/31/10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FISCAL YEAR</td>
<td>ACTUAL</td>
<td>3/31/10</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>TO BUDGET</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$ 58,530,000</td>
<td>$ 30,367,805</td>
<td>51.88%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>68,376,500</td>
<td>55,616,821</td>
<td>81.34%</td>
</tr>
<tr>
<td>Taxes</td>
<td>97,600,000</td>
<td>93,995,966</td>
<td>96.31%</td>
</tr>
<tr>
<td>Investments</td>
<td>500,000</td>
<td>187,740</td>
<td>37.55%</td>
</tr>
<tr>
<td>Other</td>
<td>4,483,500</td>
<td>2,323,505</td>
<td>51.82%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>4,470,000</td>
<td>2,494,016</td>
<td>55.79%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>233,960,000</td>
<td>184,985,853</td>
<td>79.07%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction-Academic</td>
<td>62,144,600</td>
<td>38,012,594</td>
<td>61.17%</td>
</tr>
<tr>
<td>Instruction-Workforce</td>
<td>25,826,620</td>
<td>15,948,018</td>
<td>61.75%</td>
</tr>
<tr>
<td>Public Service</td>
<td>1,102,044</td>
<td>469,617</td>
<td>42.61%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>43,809,048</td>
<td>21,027,575</td>
<td>48.00%</td>
</tr>
<tr>
<td>Student Services</td>
<td>28,352,196</td>
<td>12,966,243</td>
<td>45.73%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>25,950,861</td>
<td>12,872,002</td>
<td>49.60%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>29,901,511</td>
<td>15,007,062</td>
<td>50.19%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>13,878,959</td>
<td>8,407,629</td>
<td>60.58%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>554,161</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Educational and General Expenditures</td>
<td>231,520,000</td>
<td>124,710,740</td>
<td>53.87%</td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td>3,310,000</td>
<td>708,435</td>
<td>21.40%</td>
</tr>
<tr>
<td>Internally Designated</td>
<td>(468,642)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capitalized Assets</td>
<td>(468,642)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>5,674,701</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>234,830,000</td>
<td>130,625,234</td>
<td>55.63%</td>
</tr>
<tr>
<td>Other Changes - Debt Service &amp; Fund Transfers</td>
<td>6,060,000</td>
<td>4,165,004</td>
<td>26,027,777</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>$ (6,930,000)</td>
<td>$ 50,195,615</td>
<td>$ 47,741,982</td>
</tr>
</tbody>
</table>

Due to enhanced reporting capabilities in our new iStar accounting system we are now able to report capital asset activity on a monthly basis. Also note, the capital assets number is showing as a negative number because it is net of all additions and disposals. Additions are reflected as a decrease to the expense account and an increase to the asset.
Due to enhanced reporting capabilities in our new iStar accounting system we are now able to report capital asset activity on a monthly basis.
### LONE STAR COLLEGE SYSTEM
### BALANCE SHEET
### MARCH 31, 2011
### UNAUDITED

#### ASSETS

<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>Loan Funds</td>
</tr>
<tr>
<td>Cash</td>
<td>(94,524,332)</td>
<td>11,872,554</td>
<td>112,493,903</td>
<td>486,160</td>
</tr>
<tr>
<td>Accounts receivable (net of allowance for doubtful accounts)</td>
<td>16,233,828</td>
<td>606,341</td>
<td>562</td>
<td>-</td>
</tr>
<tr>
<td>Taxes receivable (net of allowance for doubtful accounts)</td>
<td>7,631,942</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due from grantor agency</td>
<td>-</td>
<td>-</td>
<td>10,240,862</td>
<td>-</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>-</td>
<td>188,784,449</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investments-Book Value</td>
<td>98,992,672</td>
<td>-</td>
<td>-</td>
<td>147,385,136</td>
</tr>
<tr>
<td>Investments-Fair Value Adjustment</td>
<td>37,427</td>
<td>-</td>
<td>-</td>
<td>11,750</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>3,906,180</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deposits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>-</td>
<td>36,983</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Land</td>
<td>62,468,953</td>
<td>-</td>
<td>-</td>
<td>3,397,680</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td>15,979,266</td>
<td>40,913</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Buildings</td>
<td>340,716,405</td>
<td>-</td>
<td>-</td>
<td>8,926,990</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>5,589,001</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library books</td>
<td>15,243,244</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
<td>16,895,266</td>
<td>94,370</td>
<td>-</td>
<td>5,238,802</td>
</tr>
<tr>
<td>Capitalized Interest Costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,893,532</td>
</tr>
<tr>
<td>Construction In Progress</td>
<td>167,469,688</td>
<td>-</td>
<td>-</td>
<td>3,972,252</td>
</tr>
<tr>
<td>Accumulated Depreciation (98,195,015) (33,271)</td>
<td>(98,195,015) (33,271)</td>
<td>-</td>
<td>-</td>
<td>(5,096,956)</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$554,444,534</td>
<td>$12,617,890</td>
<td>$122,734,765</td>
<td>$486,722</td>
</tr>
</tbody>
</table>

#### LIABILITIES AND FUND BALANCES

<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>Loan Funds</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>28,918,116</td>
<td>423,378</td>
<td>943,582</td>
<td>3,549,159</td>
</tr>
<tr>
<td>Accrued salaries</td>
<td>2,568,808</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due to other funds</td>
<td>59,217,427</td>
<td>6,645,774</td>
<td>119,342,097</td>
<td>1,091</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>3,030,942</td>
<td>2,406</td>
<td>2,770,956</td>
<td>-</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>5,844,921</td>
<td>31,867</td>
<td>159,145</td>
<td>-</td>
</tr>
<tr>
<td>Accrued Interest Payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,351,896</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>604,361,942</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>(14,957)</td>
<td>(440)</td>
<td>(481,015)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>$99,565,302</td>
<td>7,102,985</td>
<td>122,734,765</td>
<td>1,091</td>
</tr>
</tbody>
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#### FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Loan Funds</th>
<th>I&amp;S Bonds Payable</th>
<th>Agency Funds</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>454,879,232</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>454,879,232</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>-</td>
<td>5,514,905</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,514,905</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loans</td>
<td>-</td>
<td>-</td>
<td>485,631</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted for construction</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>326,848,295</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in fixed assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(595,092,836)</td>
<td>(595,092,836)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td>454,879,232</td>
<td>5,514,905</td>
<td>485,631</td>
<td>326,848,295</td>
<td>(595,092,836)</td>
<td>192,635,227</td>
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</tr>
</tbody>
</table>

#### TOTAL LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
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<td>Auxiliary</td>
<td>Restricted</td>
<td>Loan Funds</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCES</strong></td>
<td>$554,444,534</td>
<td>$12,617,890</td>
<td>$122,734,765</td>
<td>$486,722</td>
</tr>
</tbody>
</table>
## LONE STAR COLLEGE SYSTEM
### STATEMENT OF CHANGES IN FUND BALANCES
#### FOR THE SEVEN MONTHS ENDED MARCH 31, 2011
##### UNAUDITED

<table>
<thead>
<tr>
<th>Funds</th>
<th>Unrestricted</th>
<th>Auxiliary</th>
<th>Restricted</th>
<th>Total</th>
<th>Loan Funds</th>
<th>Plant Funds</th>
<th>Debt Service</th>
<th>Memorandum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND BALANCE, SEPTEMBER 1, 2010</strong></td>
<td>$401,518,750</td>
<td>$4,195,113</td>
<td>-</td>
<td>$4,623,863</td>
<td>$485,631</td>
<td>$457,065,239</td>
<td>($619,578,173)</td>
<td>$223,686,560</td>
</tr>
<tr>
<td><strong>REVENUES AND OTHER ADDITIONS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds revenue</td>
<td>97,880,232</td>
<td>4,022,209</td>
<td>-</td>
<td>101,902,441</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>101,902,441</td>
</tr>
<tr>
<td>Taxes</td>
<td>93,995,966</td>
<td>-</td>
<td>93,995,966</td>
<td>-</td>
<td>-</td>
<td>37,480,228</td>
<td>131,476,194</td>
<td>131,476,194</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>-</td>
<td>65,163,998</td>
<td>-</td>
<td>65,163,998</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>65,163,998</td>
</tr>
<tr>
<td>State grants and contracts</td>
<td>-</td>
<td>1,648,773</td>
<td>-</td>
<td>1,648,773</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,648,773</td>
</tr>
<tr>
<td>Local gifts, grants and contracts</td>
<td>-</td>
<td>1,337,817</td>
<td>-</td>
<td>1,337,817</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,337,817</td>
</tr>
<tr>
<td>Interest income</td>
<td>187,740</td>
<td>-</td>
<td>187,740</td>
<td>-</td>
<td>324,579</td>
<td>-</td>
<td>1,337,817</td>
<td>530,371</td>
</tr>
<tr>
<td>Revenue Bond debt service transfer from Operating</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Proceeds from Sale of Assets</td>
<td>-</td>
<td>2,510</td>
<td>-</td>
<td>2,510</td>
<td>-</td>
<td>792,632</td>
<td>-</td>
<td>795,142</td>
</tr>
<tr>
<td>Bond proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bonds issued</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total revenues and other additions</td>
<td>192,063,938</td>
<td>4,024,719</td>
<td>68,150,588</td>
<td>264,239,245</td>
<td>-</td>
<td>-</td>
<td>1,117,211</td>
<td>37,498,280</td>
</tr>
<tr>
<td><strong>EXPENDITURES AND OTHER DEDUCTIONS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Funds expenditures</td>
<td>134,108,541</td>
<td>2,664,014</td>
<td>68,150,588</td>
<td>204,923,143</td>
<td>-</td>
<td>-</td>
<td>7,685</td>
<td>204,930,828</td>
</tr>
<tr>
<td>Expended for plant facilities</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>111,334,155</td>
<td>-</td>
<td>111,334,155</td>
</tr>
<tr>
<td>Disposal of plant assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td>-</td>
<td>252,941</td>
<td>-</td>
<td>252,941</td>
</tr>
<tr>
<td>Revenue Bond debt service transfer to Interest &amp; Sinking</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond Issuance cost</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cost of Assets Sold</td>
<td>429,911</td>
<td>40,913</td>
<td>-</td>
<td>470,824</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>470,824</td>
</tr>
<tr>
<td>Bond interest expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>470,824</td>
<td>-</td>
</tr>
<tr>
<td>Bond agency fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>16,914,576</td>
<td>16,914,576</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures and other deductions</td>
<td>134,538,452</td>
<td>2,704,927</td>
<td>68,150,588</td>
<td>205,393,967</td>
<td>-</td>
<td>-</td>
<td>111,334,155</td>
<td>17,117,947</td>
</tr>
<tr>
<td><strong>NON-MANDATORY TRANSFERS</strong></td>
<td>4,165,004</td>
<td>-</td>
<td>-</td>
<td>4,165,004</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,330,008</td>
</tr>
<tr>
<td><strong>CHANGES IN FUND BALANCE</strong></td>
<td>55,360,482</td>
<td>1,319,792</td>
<td>54,680,274</td>
<td>-</td>
<td>-</td>
<td>(110,216,944)</td>
<td>24,485,337</td>
<td>(31,051,333)</td>
</tr>
<tr>
<td><strong>FUND BALANCE, MARCH 31, 2011</strong></td>
<td>$454,879,232</td>
<td>$5,514,905</td>
<td>$460,394,137</td>
<td>$485,631</td>
<td>$326,848,295</td>
<td>$ (595,092,836)</td>
<td>$192,635,227</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **Operating Funds** include unrestricted, auxiliary, and restricted funds.
- **Plant Funds** include loan funds and CIP (Capital Improvements Program).
- **Debt Service** includes I&S (Interest & Sinking) and Bond Payable.
- **Memorandum** reflects current year adjustments.
### LONE STAR COLLEGE SYSTEM
#### SUMMARY OF INVESTMENTS
#### AS OF MARCH 2011

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
<th>Weighted Avg. Days To Maturity</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING UNRESTRICTED</strong> (Includes Renewal and Replacement Funds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>$ 16,000,000</td>
<td>$ 15,995,379</td>
<td>1.02%</td>
<td></td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>14,974,667</td>
<td>14,971,455</td>
<td>0.51%</td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td>9,783,498</td>
<td>9,783,498</td>
<td>0.21%</td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td>34,620,008</td>
<td>34,620,008</td>
<td>0.24%</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>23,122,444</td>
<td>23,122,444</td>
<td>0.18%</td>
<td></td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td>492,055</td>
<td>492,055</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>98,992,672</td>
<td>98,984,839</td>
<td>93</td>
<td>0.39%</td>
</tr>
</tbody>
</table>

| **CONSTRUCTION IN PROGRESS** |            |              |                               |                             |
| Commercial Paper         | 4,986,200  | 4,987,205    | 0.70%                         |                             |
| Logic                   | 75,266,872 | 75,266,872   | 0.21%                         |                             |
| Lone Star               | 37,904,330 | 37,904,330   | 0.22%                         |                             |
| TexPool                 | 29,227,734 | 29,227,734   | 0.18%                         |                             |
| **TOTAL**               | 147,385,136| 147,386,141  | 1                             | 0.22%                       |

| **INTEREST & SINKING** |            |              |                               |                             |
| Certificate of Deposits | 5,000,000  | 5,000,000    | 0.75%                         |                             |
| Logic                  | 16,913     | 16,913       | 0.21%                         |                             |
| Lone Star              | 15,853,208 | 15,853,208   | 0.24%                         |                             |
| TexPool                | 208,457    | 208,457      | 0.18%                         |                             |
| **TOTAL**              | 21,078,578 | 21,078,578   | 1                             | 0.36%                       |

**TOTAL INVESTMENTS**  
$ 267,456,386  
$ 267,449,558  
35  
0.30%

Benchmark: 90 day U.S. Treasury Bill  
0.10%

3 Month Libor Rate  
0.31%
## LONE STAR COLLEGE SYSTEM
### INVESTMENT ACTIVITY REPORT
#### FOR THE MONTH ENDED MARCH 31, 2011

<table>
<thead>
<tr>
<th>Unrestricted*</th>
<th>Avg Buy Yield</th>
<th>Construction Buy Yield</th>
<th>Avg Buy Yield</th>
<th>Interest &amp; Sinking Yield</th>
<th>Avg Buy Yield</th>
<th>Total Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING BOOK VALUE</td>
<td>$101,917,490</td>
<td>0.40%</td>
<td>$159,572,988</td>
<td>0.21%</td>
<td>$20,127,704</td>
<td>0.37%</td>
</tr>
<tr>
<td>PURCHASES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Paper</td>
<td></td>
<td>5,000,000</td>
<td>0.51%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td></td>
<td>12,954</td>
<td>0.21%</td>
<td>3</td>
<td>0.21%</td>
<td>12,957</td>
</tr>
<tr>
<td>Lone Star</td>
<td></td>
<td>24,463</td>
<td>0.24%</td>
<td>950,845</td>
<td>0.24%</td>
<td>975,308</td>
</tr>
<tr>
<td>TexPool</td>
<td></td>
<td>22,838,391</td>
<td>0.18%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td></td>
<td>15,106,909</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PURCHASES</td>
<td></td>
<td>37,945,300</td>
<td>0.11%</td>
<td>5,037,417</td>
<td>0.51%</td>
<td>950,874</td>
</tr>
<tr>
<td>MATURITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td></td>
<td>4,528,160</td>
<td>0.21%</td>
<td>1,250,933</td>
<td>0.21%</td>
<td></td>
</tr>
<tr>
<td>Lone Star</td>
<td></td>
<td>21,251,750</td>
<td>0.22%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texpool</td>
<td></td>
<td>1</td>
<td>0.18%</td>
<td>15,960,536</td>
<td>0.18%</td>
<td></td>
</tr>
<tr>
<td>Overnight Sweep</td>
<td></td>
<td>15,096,541</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL MATURITIES</td>
<td></td>
<td>40,876,452</td>
<td>0.14%</td>
<td>17,211,469</td>
<td>0.18%</td>
<td></td>
</tr>
<tr>
<td>Premium / (Discount)</td>
<td></td>
<td>(25,333)</td>
<td>(13,800)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealized Gains (Losses)</td>
<td></td>
<td>31,667</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDING BOOK VALUE</td>
<td></td>
<td>98,992,672</td>
<td>0.39%</td>
<td>147,385,136</td>
<td>0.22%</td>
<td>21,078,578</td>
</tr>
<tr>
<td>Beg. Unrealized Gains (Losses)</td>
<td></td>
<td>(22,893)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealized Gains (Losses) Chg.</td>
<td></td>
<td>15,060</td>
<td>1,005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDING MARKET VALUE</td>
<td></td>
<td>$98,984,839</td>
<td>$147,386,141</td>
<td>$21,078,578</td>
<td></td>
<td>$267,449,558</td>
</tr>
</tbody>
</table>

*Includes Renewal & Replacement Fund
Report: Quarterly Investment Report

The investment report for the quarter ended February 28, 2011 is presented for Board Review.
INVESTMENT PORTFOLIO SUMMARY

For the Quarter Ended

February 28, 2011

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the Lone Star College System is in compliance with the Public Funds Investment Act and the System’s Investment Policy and strategies.

______________________________
Cynthia F. Gilliam, Vice Chancellor for Administration & Finance/CFO

______________________________
John M. Robertson, Treasurer
Strategy Summary:

The Federal Open Market Committee (FOMC) continued the Fed Funds target range between 0.00% and 0.25%. It also continues to purchase up to $600 billion in additional government security purchases in an attempt to stimulate the economy. Recent data has encouraged the stock market to extend its higher trend. The Middle East and Japanese earthquake situations have pushed Treasury and agency yields lower in a flight to quality. Utilizing cash flow projections to ladder funds, when appropriate, will provide the best earnings opportunity. Select bank CDs and other deposit options may also provide value.

Quarter End Results by Investment Category:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Ave. Yield</th>
<th>2/28/2011</th>
<th>11/30/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pools/Banks</td>
<td>0.21%</td>
<td>$245,650,314</td>
<td>$227,946,715</td>
</tr>
<tr>
<td>Securities/CDs</td>
<td>0.77%</td>
<td>$35,964,533</td>
<td>$41,988,385</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$281,614,848</td>
<td>$269,935,100</td>
</tr>
</tbody>
</table>

Average Quarterly Yield (1) 0.29%

Average Quarter End Yields - Fiscal Year

<table>
<thead>
<tr>
<th>Total Portfolio</th>
<th>0.30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Three Mo. Treas. Yield</td>
<td>0.14%</td>
</tr>
<tr>
<td>Rolling Six Mo. Treas. Yield</td>
<td>0.18%</td>
</tr>
<tr>
<td>Quarterly Interest Earnings</td>
<td>$174,170</td>
</tr>
<tr>
<td>YTD Interest Earnings</td>
<td>$420,765</td>
</tr>
</tbody>
</table>

(1) Average Quarterly Yield calculated using quarter end report average yield and adjusted book value.
US Treasury Historical Yields

Valley View Consulting, L.L.C.
Detail of Investment Holdings
February 28, 2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
<th>Coupon/Discount</th>
<th>Maturity Date</th>
<th>Settle Date</th>
<th>Call Date</th>
<th>Original Face/Par Value</th>
<th>Purchase Price</th>
<th>Book Value</th>
<th>Market Price</th>
<th>Market Value</th>
<th>Life (days)</th>
<th>Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPMC DDA Checking</td>
<td>N/A</td>
<td>0.00%</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>$481,687</td>
<td>$481,687</td>
<td>$481,687</td>
<td>$481,687</td>
<td>1</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logic</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>90,833,421</td>
<td>1.00</td>
<td>90,833,421</td>
<td>1.00</td>
<td>90,833,421</td>
<td>1</td>
<td>0.21%</td>
<td></td>
</tr>
<tr>
<td>LSIP - Corporate</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>37,893,079</td>
<td>1.00</td>
<td>37,893,079</td>
<td>1.00</td>
<td>37,893,079</td>
<td>1</td>
<td>0.23%</td>
<td></td>
</tr>
<tr>
<td>LSIP - Corporate Plus</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>66,281,729</td>
<td>1.00</td>
<td>66,281,729</td>
<td>1.00</td>
<td>66,281,729</td>
<td>1</td>
<td>0.24%</td>
<td></td>
</tr>
<tr>
<td>LSIP - Government</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>2,479,181</td>
<td>1.00</td>
<td>2,479,181</td>
<td>1.00</td>
<td>2,479,181</td>
<td>1</td>
<td>0.14%</td>
<td></td>
</tr>
<tr>
<td>TeXpool</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>222,312</td>
<td>1.00</td>
<td>222,312</td>
<td>1.00</td>
<td>222,312</td>
<td>1</td>
<td>0.15%</td>
<td></td>
</tr>
<tr>
<td>TeXpool - Prime</td>
<td>LGIP</td>
<td>AAAm</td>
<td>3/1/2011</td>
<td>2/28/2011</td>
<td>45,458,905</td>
<td>1.00</td>
<td>45,458,905</td>
<td>1.00</td>
<td>45,458,905</td>
<td>1</td>
<td>0.19%</td>
<td></td>
</tr>
</tbody>
</table>

Abbey National - CP 0027A1VF3 A1+/P1 0.70% 8/15/2011 2/16/2011 5,000,000 99.65 4,983,667 99.65 4,982,500 168 0.71%
HSBCF - CP 4042F1VF3 A1/P1 0.41% 8/15/2011 2/16/2011 10,000,000 99.80 9,980,867 99.80 9,979,500 168 0.41%
Encore Bank - CD CD022512 N/A 0.75% 2/25/2012 2/25/2011 5,000,000 100.00 5,000,000 100.00 5,000,000 362 0.75%
FFCB Callable 31331JQY2 AAA 1.11% 6/14/2012 6/14/2010 2,000,000 100.00 2,000,000 100.28 2,005,520 472 1.11%
FHLM Callable 3133703Z9 AAA 0.80% 7/20/2012 7/20/2010 2,000,000 100.00 2,000,000 100.16 2,003,252 508 0.80%
FHLM Callable 3134G1LJ1 AAA 1.13% 1/14/2013 7/14/2010 2,000,000 100.00 2,000,000 100.15 2,003,058 686 1.13%
FNMA Callable 3134G1G6 AAA 1.00% 2/25/2013 8/25/2011 5,000,000 100.00 5,000,000 100.00 5,000,000 728 1.00%
FFCB Callable 31331JZV8 AAA 0.95% 5/3/2013 9/3/2010 Continuous 2,000,000 100.00 2,000,000 99.85 1,997,078 795 0.95%
FHLM Callable 3134G1VS0 AAA 1.13% 10/21/2013 4/21/2011 3,000,000 100.00 3,000,000 99.13 2,973,876 966 1.13%

$281,650,314 $281,614,848 $281,595,098 57 0.29%

(1) Weighted average life - For purposes of calculating weighted average life, Bank Deposit, Local Government Investment Pool, and Money Market Mutual Fund investments are assumed to have a one day maturity.

(2) Weighted average yield to maturity - For purposes of calculating weighted average yield to maturity, realized and unrealized gains/losses, and Investment Advisor fees are not considered.
Total Portfolio

Quarter End Book Value

Valley View Consulting, L.L.C.
## Book Value Comparison

<table>
<thead>
<tr>
<th></th>
<th>Coupon/Discount</th>
<th>Maturity Date</th>
<th>Original Face/Par Value</th>
<th>Book Value</th>
<th>Purchases</th>
<th>Maturities/Calls</th>
<th>Original Face/Par Value</th>
<th>Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JPMC DDA</strong></td>
<td>0.00%</td>
<td>3/1/2011</td>
<td>$392,151</td>
<td>$392,151</td>
<td>$89,537</td>
<td>-</td>
<td>481,687</td>
<td>481,687</td>
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<tr>
<td><strong>Logic</strong></td>
<td>0.22%</td>
<td>3/1/2011</td>
<td>86,011,863</td>
<td>86,011,863</td>
<td>4,821,558</td>
<td>-</td>
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<td><strong>LSIP - Corporate</strong></td>
<td>0.23%</td>
<td>3/1/2011</td>
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<td><strong>Prudential - CP</strong></td>
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<td><strong>Abbey National - CP</strong></td>
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<td><strong>Abbey National - CP</strong></td>
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<td>5,000,000</td>
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<tr>
<td><strong>FHLMC Step-Up</strong></td>
<td>1.25%</td>
<td>6/1/2012</td>
<td>2,000,000</td>
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<td>2,000,000</td>
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<tr>
<td><strong>FFCB Callable</strong></td>
<td>1.11%</td>
<td>6/14/2012</td>
<td>2,000,000</td>
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<td>2,000,000</td>
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<tr>
<td><strong>FHLMC Step-Up</strong></td>
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<tr>
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<td><strong>FHLB Callable</strong></td>
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<tr>
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<td>1/14/2013</td>
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<td>2,000,000</td>
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<tr>
<td><strong>FHLMC Callable</strong></td>
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<td>-</td>
<td>5,000,000</td>
<td>-</td>
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<td>5,000,000</td>
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<td><strong>FFCB Callable</strong></td>
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<tr>
<td><strong>FHLMC Callable</strong></td>
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<th>$269,935,100</th>
<th>$67,267,645</th>
<th>$(55,587,897)</th>
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<th>$281,614,848</th>
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Valley View Consulting, L.L.C.
### Market Value Comparison

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<th>November 30, 2010</th>
<th>February 28, 2011</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Coupon/Discount</td>
<td>Original Face/Par Value</td>
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<tr>
<td></td>
<td>Maturity Date</td>
<td>Market Value</td>
</tr>
<tr>
<td>JPMC DDA</td>
<td>0.00% 3/1/2011</td>
<td>$ 392,151 $ &amp; $ 392,151</td>
</tr>
<tr>
<td>Logic</td>
<td>0.22% 3/1/2011</td>
<td>86,011,863 39,656,210</td>
</tr>
<tr>
<td>LSIP - Corporate</td>
<td>0.23% 3/1/2011</td>
<td>33,367,547 1,433</td>
</tr>
<tr>
<td>LSIP - Corporate Plus</td>
<td>0.25% 3/1/2011</td>
<td>222,226 222,226</td>
</tr>
<tr>
<td>LSIP - Corporate</td>
<td>0.23% 3/1/2011</td>
<td>5,000,000 4,999,800</td>
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<tr>
<td>Prudential - CP</td>
<td>0.60% 12/7/2010</td>
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<tr>
<td>HSBC Finance - CP</td>
<td>0.65% 12/7/2010</td>
<td>5,000,000 4,997,950</td>
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<td>Abbey National - CP</td>
<td>0.54% 2/28/2011</td>
<td>3,000,000 2,996,850</td>
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<tr>
<td>Prudential - CP</td>
<td>0.44% 2/28/2011</td>
<td>-                   -</td>
</tr>
<tr>
<td>Abbey National - CP</td>
<td>0.76% 8/15/2011</td>
<td>-                   -</td>
</tr>
<tr>
<td>HSBCF - CP</td>
<td>0.45% 8/15/2011</td>
<td>-                   -</td>
</tr>
<tr>
<td>ENCORE BANK - CD</td>
<td>0.75% 2/25/2012</td>
<td>-                   -</td>
</tr>
<tr>
<td>FHLMC Step-Up</td>
<td>1.25% 6/1/2012</td>
<td>2,000,000 2,000,000</td>
</tr>
<tr>
<td>FFCB Callable</td>
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<tr>
<td>FNMA Callable</td>
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<tr>
<td>FHLB Callable</td>
<td>0.80% 7/20/2012</td>
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<tr>
<td>FHLMC Callable</td>
<td>1.13% 1/14/2013</td>
<td>2,000,000 2,006,440</td>
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<tr>
<td>FHLMC Callable</td>
<td>1.00% 2/25/2013</td>
<td>3,000,000 2,996,040</td>
</tr>
</tbody>
</table>

|                  | $ 269,946,715 $ 269,954,065 | $ 269,946,715 $ 269,954,065 |

Valley View Consulting, L.L.C.
### Book Value Allocated by Fund
#### February 28, 2011

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Operating Fund</th>
<th>CIP Fund</th>
<th>CIP MTN Bond</th>
<th>I &amp; S Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JPMC DDA</strong></td>
<td>3/1/2011</td>
<td>$481,687</td>
<td>-</td>
<td>-</td>
<td>$481,687</td>
</tr>
<tr>
<td><strong>Logic</strong></td>
<td>3/1/2011</td>
<td>14,311,659</td>
<td>72,713,749</td>
<td>3,791,103</td>
<td>16,910</td>
</tr>
<tr>
<td><strong>LSIP - Corporate</strong></td>
<td>3/1/2011</td>
<td>3</td>
<td>37,879,866</td>
<td>-</td>
<td>13,210</td>
</tr>
<tr>
<td><strong>LSIP - Corporate Plus</strong></td>
<td>3/1/2011</td>
<td>53,393,113</td>
<td>-</td>
<td>-</td>
<td>14,888,616</td>
</tr>
<tr>
<td><strong>LSIP - Government</strong></td>
<td>3/1/2011</td>
<td>2,478,645</td>
<td>-</td>
<td>-</td>
<td>537</td>
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<tr>
<td><strong>Texpool</strong></td>
<td>3/1/2011</td>
<td>13,881</td>
<td>-</td>
<td>-</td>
<td>208,431</td>
</tr>
<tr>
<td><strong>Texpool - Prime</strong></td>
<td>3/1/2011</td>
<td>270,636</td>
<td>45,188,269</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Abbey National - CP</strong></td>
<td>8/15/2011</td>
<td>4,983,667</td>
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<td>-</td>
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<tr>
<td><strong>HSBCF - CP</strong></td>
<td>8/15/2011</td>
<td>9,980,867</td>
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<tr>
<td><strong>Encore Bank - CD</strong></td>
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<td>5,000,000</td>
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<td><strong>FFCB Callable</strong></td>
<td>6/14/2012</td>
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<tr>
<td><strong>FHLMC Callable</strong></td>
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<td><strong>FHLB Callable</strong></td>
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<td><strong>FHLMC Callable</strong></td>
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**Total**  
$101,914,157$ $155,781,884$ $3,791,103$ $20,127,704$ $281,614,848$
## Market Value Allocated by Fund
### February 28, 2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Operating Fund</th>
<th>CIP Fund</th>
<th>CIP MTN Bond</th>
<th>I &amp; S Fund</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td>JPMC DDA</td>
<td>3/1/2011</td>
<td>$481,687</td>
<td>-</td>
<td>-</td>
<td>$481,687</td>
</tr>
<tr>
<td>Logic</td>
<td>3/1/2011</td>
<td>14,311,659</td>
<td>72,713,749</td>
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<tr>
<td>LSIP - Corporate</td>
<td>3/1/2011</td>
<td>3</td>
<td>37,879,866</td>
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<td>13,210</td>
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<tr>
<td>LSIP - Corporate Plus</td>
<td>3/1/2011</td>
<td>53,393,113</td>
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<td>14,888,616</td>
</tr>
<tr>
<td>LSIP - Government</td>
<td>3/1/2011</td>
<td>2,478,645</td>
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<td>537</td>
</tr>
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<td>Texpool</td>
<td>3/1/2011</td>
<td>13,881</td>
<td>-</td>
<td>-</td>
<td>208,431</td>
</tr>
<tr>
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<td>3/1/2011</td>
<td>270,636</td>
<td>45,188,269</td>
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</tr>
<tr>
<td>Abbey National - CP</td>
<td>8/15/2011</td>
<td>4,982,500</td>
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<tr>
<td>HSBCF - CP</td>
<td>8/15/2011</td>
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<tr>
<td>Encore Bank - CD</td>
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<td><strong>$155,781,884</strong></td>
<td><strong>$3,791,103</strong></td>
<td><strong>$20,127,704</strong></td>
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</tbody>
</table>

Valley View Consulting, L.L.C.
These reports were compiled using information provided by the Lone Star College System. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.
Financial Report and Consideration No. 5 (ACTION ITEM 5) Board Meeting 5-5-11

Request: Consideration of Approval of the 2011-12 Tuition and Fee Schedule

Chancellor’s Recommendation: That the Board of Trustees adopt the attached tuition and fee schedule for the 2011-2012 academic year. The recommended tuition rates and assessed fees include the following changes from the 2010-11 tuition and fee schedule:

- A $2 per credit hour increase in the tuition rate.
- A $5 per credit hour increase for distance learning classes.
- A discipline-based differential instructional fee (new) has been added; the attached chart details the amount per discipline to be added to the base tuition rate.
- An infrastructure fee (new) of $20/semester has been added.

The Board is requested to take action at this time so that the tuition and fee schedules can be posted for the Fall 2011 semester.

Rationale: The current proposed State Appropriations Budget would result in a reduction in state funding for LSCS of $10 million or more for each of the next two years. Continued increases in student enrollments and reports of declining property values in Harris County have further strained the budget. Planning for the 2011-12 budget has been underway for several months and substantial budget cuts will be in the recommended budget presented to the Board of Trustees this summer; however, the budget shortfall will not be able to addressed through budget cuts only, so additional revenues will need to be generated. To meet this need, the following changes to student tuition and fees are proposed:

Credit tuition rate - estimated impact of $2.0 million increase:
LSCS’s credit tuition rate is below the state average, and below the average for the next largest community college in our area. The last rate increase for LSCS credit students was Fall 2009. The proposed increase is $2 per credit hour; a larger increase is not proposed at this time due to the new differential fee that is proposed. The proposed total tuition and fee structure is designed to limit increases to an individual student to 15% overall.

Distance Learning fee – estimated impact of $0.9 million:
While enrollments in online courses have been steadily increasing, the $10 per credit hour fee does not allow for growing needs for faculty and student support and capacity requirements. The proposed $5 per credit hour increase will be necessary to provide a sustainable level of support while keeping the cost to students well under the national average.
Differential fee – estimated impact of $1 million:
Currently, all credit students pay the same tuition rate of $38 per credit hour, regardless of the actual cost to LSCS to offer classes within specific disciplines. Each biennium, the Texas Higher Education Coordinating Board prepares a report detailing the cost of education within 26 defined discipline areas. Using the most recent report, for example, the cost of offering a course in Dental Hygiene is 167% higher than a course in History. The proposed “differential” fee would add from $0 to $4 per credit hour based on the discipline. See attached chart for the breakdown by discipline.

Infrastructure fee - estimated impact of $2.5 million increase:
The 2008 Bond Projects will be complete beginning with the Fall 2011 academic term. Numerous additions and upgrades to each location’s plant infrastructure have been made, including the installation of security systems, technologically advanced energy management systems, upgraded and additional outdoor lighting, and additional surface and covered parking. The costs associated with maintaining these systems will substantially increase, in part due to the numerous new additions, but also due to more complex and advanced equipment. The proposal is to charge students a flat fee of $20 per semester. The fee would not be charged for online courses or courses held at facilities not maintained by the System (i.e., dual credit classes held in local high schools).

Fiscal Impact: It is estimated that the proposed changes will generate approximately $6.4 million in additional student revenues for the fiscal year 2011-12. It is estimated that students’ portion of the cost of education will increase to as much as 36%, depending on the state appropriations funding outcomes of the 2011 Texas Legislative Session.

Staff Resource: Cindy Gilliam 832-813-6512
## FALL 2011 DIFFERENTIAL FEE SCHEDULE
### AMOUNTS PER CREDIT HOUR

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<tr>
<th>DISCIPLINE</th>
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<tr>
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</tr>
<tr>
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<tr>
<td>Career Pilot</td>
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<tr>
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<td>Consumer and Homemaking Education</td>
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<td>Foreign Languages</td>
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<tr>
<td>Health Occupations-Dental Hygiene</td>
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<td>Mechanics and Repairers-Diesel, Aviation Mech., and Transport Workers</td>
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<tr>
<td>Mechanics and Repairers-Electronics</td>
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<td>Protective Services and Public Administration</td>
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<td>Psychology, Social Services, and History</td>
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<td>DISCIPLINE</td>
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<td>Career Pilot</td>
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<td>Computer and Information Sciences</td>
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<td>Construction Trades</td>
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<tr>
<td>Foreign Languages</td>
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<tr>
<td>Health Occupations-Dental Asst., Medical Lab, and Assoc. Degree Nursing</td>
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<tr>
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<td>$660</td>
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<tr>
<td>Visual and Performing Arts</td>
<td>$660</td>
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</table>
Request: Consideration of Approval of Tax Exemption Allowances for Tax Year 2011

Chancellor’s Recommendation: That the Board of Trustees approve the following tax exemptions for the year 2011 for Harris, Montgomery and San Jacinto counties.

- Homestead Exemption $5,000 or 1% (whichever is greater)
- Over 65 Exemption $75,000
- Disability $75,000

Texas Property Tax Code Sec. 11.13 mandates that the governing body of the taxing unit must adopt exemptions.

Rationale: The Tax Assessors for Harris and Montgomery Counties have requested formal Board adoption of exemptions for the 2011 tax year. The Montgomery County Tax Assessor processes San Jacinto accounts on our behalf.

These exemptions remain the same as for the 2010 tax year. Taxpayers who are eligible for the Over 65 or Disability exemption will also automatically qualify for a “tax freeze” (actual dollar tax value owed is frozen), as approved by the Board of Trustees in September, 2006.

Fiscal Impact: The 2011 proposed tax rate, scheduled for consideration in August or September, will take into consideration the impact of these exemptions, and the proposed rate will ensure that adequate tax revenues will be generated to support the adopted budgets.

Staff Resource: Cynthia Gilliam 832-813-6512
RESOLUTION AND ORDINANCE

A RESOLUTION AND ORDINANCE ESTABLISHING EXEMPTIONS FROM AD VALOREM TAXES FOR THE LONE STAR COLLEGE SYSTEM FOR THE YEAR 2011:

WHEREAS, the Board of Trustees of the Lone Star College System find that it is necessary to levy a tax for the tax year 2011 for all lawful expenses of the System. In carrying out the duties and responsibilities placed upon said System by law, a tax must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the Board of Trustees of said College System further wish to establish certain exemptions to the taxable values of certain properties in the College System for the purpose of assessing and collecting said taxes for the year 2011;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE LONE STAR COLLEGE SYSTEM THAT:

With respect to all real property owned by persons and occupied by such persons as a residential homestead that the first $5,000 or 1% of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by persons over 65 years of age and occupied by such persons as a residential homestead, that the first $75,000 of value of said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by disabled persons and occupied by such persons as a residential homestead, that the first $75,000 of value of said property be exempt from ad valorem taxation.

ADOPTED, PASSED AND APPROVED this 5th day of May, 2011.

________________________________
Chair
LSCS Board of Trustees

________________________________
Secretary
LSCS Board of Trustees
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Moving and Relocation Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract for the purchase of moving and relocation services for the System from the vendors listed below for a period of one year with the option to extend these services up to four additional one year terms. The costs are estimated to be $200,000 for the first year and $100,000 for each year thereafter, bringing the total estimated cost to $600,000 over the five year period.

- KC Salley Relocation United Van Lines 10739 West Little York RD #300, Houston, Texas 77041
- Roadrunner Moving & Storage 12425 Chimney Rock, Houston, TX 77035
- A Rocket Moving & Storage 3401 Corder St, Houston, TX 77021
- A-1 Freeman Relocation, Inc. 9619 Kirkton Dr, Houston, TX 77095
- Pioneer Contracting Services, Inc. 8090 Kempwood, Houston, Texas 77055

Rationale: Moving services are required for the movement, relocation, and placement of System assets including furniture, accessories, minor artwork, computer equipment, office equipment and supplies. Detailed project specifications will be determined as moving services are required. Quotes for specific moving requirements will be requested from each vendor based on the proposed labor rates which include equipment rental and supplies.

The contract term will be for a period of one year, with the option to extend these services four additional one year terms at the System’s discretion. LSCS reserves the right to terminate this agreement without cause upon 30 days written notice.

This purchase is in compliance with the Texas Education Code §44.031. A Request for Proposals was sent to eight (8) moving and relocation service providers and six (6) responses were received. The vendors with evaluation scores of 80 and above are being recommended for Board approval. Multiple vendors are recommended in order to accommodate moves and relocations occurring simultaneously throughout the System as a result of completed construction projects. See attached Bid and Evaluation Tabulations.
**Fiscal Impact:** Funds for these purchases 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
Moving and Relocation Services for the System

BID TABULATION

<table>
<thead>
<tr>
<th>Item</th>
<th>A Rocket</th>
<th>KC Salley</th>
<th>A-1 Freeman</th>
<th>Roadrunner</th>
<th>Pioneer</th>
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EVALUATION TABULATION

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<td>88.7</td>
<td>87.7</td>
<td>85.3</td>
<td>80.7</td>
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Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Commerce Management System through an Application Subscription Service Program for the System

Chancellor’s Recommendation: That the Board of Trustees approve to authorize the Chancellor or designee to negotiate and execute a contract for Commerce Management System (CMS) through an application subscription service program for the System to purchase from TouchNet Information Systems, Inc., 15520 College Blvd, Lenexa, KS 66219, in the amount of $1,165,243 for a period of five years. The annual spend on this contract will be as follows:

- Year 1 - $219,438
- Year 2 - $219,438
- Year 3 - $230,410
- Year 4 - $241,930
- Year 5 - $254,027

Total - $1,165,243

Rationale: The CMS includes Enterprise Business Office Cashiering, Payment Gateway, Refunds, Electronic Billing and Payment Plans. The CMS provides a web portal for student payments, an electronic system for student installment tuition payment plans, and collection of miscellaneous cash receipts. The e-Refunds module provides a secure, real-time electronic refund process.

On March 2, 2006, the Board of Trustees approved a five-year license agreement for the purchase of a CMS from the lowest bidder, TouchNet Information Systems, Inc. Subsequently, additional modules were purchased for a total annual cost of $196,375. The original master license agreement was for a five-year period from March 21, 2006 through March 20, 2011.

Due to the implementation of the new Oracle PeopleSoft ERP system, and integration of the new CMS module with the ERP system, the Chancellor was authorized to extend the original agreement for up to five additional one-year terms.

In March of 2011, TouchNet Information Systems, Inc. proposed a contract renewal that includes the substantial growth of the System and ties all incremental module purchases into an Application Subscription Program. This request is for a new five-year agreement that locks in the new pricing structure as presented above. This agreement may be
terminated for lack of funding or for vendor non-performance.

<table>
<thead>
<tr>
<th><strong>Fiscal Impact:</strong></th>
<th>Funds for this purchase are available from the approved FY 2010-11 budget. Funds for subsequent years will be included in future proposed budgets.</th>
</tr>
</thead>
</table>
| **Staff Resource:** | Shah Ardalan 832-813-6842  
Cindy Gilliam 832-813-6512 |
Request: Consideration of Approval to Purchase Welding Equipment and Supplies for the Welding Program at LSC-Victory Center

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of welding equipment and supplies for the welding program at LSC-Victory Center from Conroe Welding, 415 S. Frazier, Conroe, Texas 77305, for a total amount of $117,000.

Rationale: The welding equipment and supplies provide students at LSC-Victory Center with hands-on training which enhances critical thinking skills and prepares for real-life welding experiences. With this equipment students will prepare for a career as a welding technician in the fabrication, construction and manufacturing industries. This program provides the foundation for continued studies should the student desire to continue his or her education at a four-year college or university.

This purchase is in compliance with Texas Education Code §44.031. A formal Request for Proposal was sent to fifteen leading welding equipment and supplies vendors and four responses were received. It is recommended to award this purchase to the vendor with the lowest bid who meets all specification requirements.

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

Staff Resource: Steve Head 281-618-5444
## Welding Equipment and Supplies for LSC-Victory Center

### BID TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Pricing</th>
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<tr>
<td>Airgas</td>
<td>Partial Bid</td>
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<tr>
<td>Tech Alloy</td>
<td>$126,980</td>
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<td>Lab Resource</td>
<td>$156,954</td>
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</table>
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Chemistry Lab Renovations in the Winship building at LSC-North Harris

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract for the purchase of construction services for the renovations of chemistry labs, preparation rooms and adjacent restrooms in the Winship Building at LSC-North Harris from the lowest bidder, Mapp Construction, 16770 Imperial Valley, Suite 110, Houston, TX 77060, for an amount not to exceed $420,692.

Rationale: These chemistry labs and preparation areas were originally built in 1976 and have not been updated. The orientation of the space no longer meets the current instructional style which incorporates audio visual and computer learning. In addition, the work space is damaged and stained. Renovation of the area will require that the space be brought into compliance with the Americans’ with Disabilities Act (ADA), and health and safety codes. The project includes a new layout for student and instructor workstations which necessitates replacing flooring, millwork, plumbing fixtures, fume hoods, and safety shower/eye wash stations. Work will also include painting throughout the renovated space and the replacement of ceiling grid and tile in the chemical preparation and storage area. The restrooms adjacent to the labs must be renovated so that they are compliant with ADA. Work will include modifying stall sizes and fixture heights as well as installing new partitions.

In compliance with Texas Education Code §44.031, Requests for Proposals were sent to seven (7) general contracting firms and three (3) responses were received. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are included in the FY 2010-11 repair and replacement budget for LSC-North Harris.

Staff Resource: Steve Head 281-618-5444
Cindy Gilliam 832-813-6512
# Chemistry Lab Renovations for LSC-North Harris

## BID TABULATION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Mapp Construction, LLC</th>
<th>Anslow Bryant Construction, Ltd</th>
<th>Summit Builders</th>
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<tr>
<td>Total Price</td>
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<td>$466,581</td>
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Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Replace Winship Building Roof Sections at LSC-North Harris

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase construction services for the replacement of roof sections of the Winship Building at LSC-North Harris from the lowest bidder, Houston’s Waterproofing and Sheetmetal, 26797 Hanna Rd., Bldg. 2, Suite 5, Conroe, TX 77385, in the amount of $517,395.

Rationale: The Winship building at LSC-North Harris was constructed in 1976 and has not had a roof replacement since the 1988-89 academic year. The building has a built-up modified bitumen roof which has a life expectancy of 20 years. The roof has exceeded its life expectancy and is currently leaking in areas above classroom space which has damaged the acoustical ceiling tile and carpet.

In compliance with Texas Education Code §44.031, a Request for Proposal was sent to eight (8) roofing service providers and seven (7) responses were received. It is recommended to award the project to the roofing company with the lowest bid. See attached Bid Tabulation.

Fiscal Impact: Funds for this purchase are available from the approved FY 2010-11 repair and replacement budget.

Staff Resource: Steve Head 281-618-5444
Cindy Gilliam 832-813-6512
Replace Winship Building Roof Sections  
at LSC-North Harris  

BID TABULATION  

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<thead>
<tr>
<th></th>
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</table>
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Amendment to the Contract for Office Supplies for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to approve an amendment to the contract for the purchase of office supplies awarded to Staples Company, 6400 Hollister, Houston, Texas 77040. This amendment appoints Tejas Office Products as the Staples’ Diversity Supplier to provide delivery and billing services to Lone Star College System. The term of this agreement is from July 1, 2011 to December 31, 2013, which is the remaining term for the original contract with Staples.

Rationale: On February 5, 2009, the Board approved a contract for the purchase of office supplies from Staples with an estimated annual purchase volume of $568,000 and a five (5) year contract term expiring on December 31, 2013.

Staples Company recently adopted the Diversity One Program and selected Tejas Office Products, Inc, as its diversity supplier. Under this agreement, Tejas Office Products, Inc. will service the Lone Star College account providing ordering, delivery and billing services for office products purchased by LSCS campuses and departments.

Consistent with the original contract, the System will continue to receive preferred pricing for core products which represent 40% of the office supplies ordered. In addition, the System receives a 65% discount on the “Staples Full Line Catalog” and a 25% discount for purchases off the “United Stationer’s Catalog”. Contract pricing is also applied to purchases conducted at Staples retail stores.

LSCS will continue to receive a 1% volume rebate to be paid on net sales and a 1% Average Order Size Incentive applied to orders of $200 or more. All other terms and conditions of the contract remain the same.

The initial purchase of these 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: There will be no fiscal impact with this amendment.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Purchase Additional Electrical Services for Small Projects and Repairs for the System

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of additional electrical services for small projects and repairs from the following vendors for an additional amount of $115,000, bringing the total estimated spending to $625,000 over the initial three year period:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown Electric, Inc.</td>
<td>4544 S. Pinemont #200, Houston, TX 77041</td>
</tr>
<tr>
<td>Colwell Electric, Inc.</td>
<td>6829 Guhn Rd., Houston, TX 77040</td>
</tr>
</tbody>
</table>

Rationale: On April 2, 2009, the Board of Trustees approved the purchase of electrical services for small projects and repairs from Brown Electric, Inc., Colwell Electric, Inc, and McBride Electric Co. for an estimated amount of $170,000 annually and an estimated total of $510,000 over three years. This purchase included the option to renew for two additional one-year terms. McBride Electric Co. is no longer in business. In addition, the estimated amounts were based on historical spending at a slower growth rate than what the System is currently experiencing.

With the System’s student and facility growth, project and repair needs for electrical services have far surpassed historical spending. Pro-active measures have been undertaken to initiate Master Service Agreement (MSA) bids for various services, including electrical. Until the MSA scope and bid process is complete, additional funds will be needed for services under the current contract.

The initial term of the award was a period of three years beginning April 3, 2009 through April 2, 2012 with the option to renew for two additional one year terms. LSCS has the right to cancel without cause with thirty days written notice. Upon completion and award of the MSA bids, written notice to cancel existing agreements will be sent to the current vendors.

The initial purchase of these 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 approved FY 2010-11 operating budgets for the System. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Purchase Additional Elevator Maintenance, Inspection and Repair Services for the System

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of additional elevator maintenance, inspection, and repair services for the System from Elevator Repair Services, P.O. Box 11037, Houston, TX 77293, in the amount of $350,000, bringing the total to $1,600,000 over the 5 year term.

Rationale: On June 6, 2007, the Board of Trustees approved the purchase of elevator maintenance, inspection and repair services for the System in a not-to-exceed amount of $554,635 over the five year contract term. The Board approved an amendment in March 2010 to include LSC-University Park bringing the total not-to-exceed amount to $1,054,635. On September 9, 2010, the Board approved the purchase of additional maintenance, inspection, and repair services for the System, including the addition of the HARC building, for a total not-to-exceed amount of $1,250,000 over the 5 year term.

The number of elevators on our campuses has increased with building construction and acquisition. In addition, the elevator usage has increased due to our student growth. A Master Service Agreement (MSA) bid is in the drafting stage and will include elevator services. The current requested addition to the current contract will provide funding during the transition period to sustain our increased elevator maintenance, inspection and repair needs.

The initial term of the existing agreement will remain unchanged and is effective through June 30, 2012 with the option to cancel upon thirty-day written notice. Upon the completion and award of the MSA bids, written notice will be sent to the vendor to cancel the existing agreement.

The initial purchase of these services was in compliance 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 in the approved FY 2010-11 operating budgets. Funds for subsequent 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 an Electrical Easement with Entergy Texas, Inc. for the Sam Houston State University Woodlands Center Site Located on the LSC-Montgomery Campus

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute an electrical easement with Entergy Texas, Inc., 9425 Pinecroft Drive, The Woodlands, Texas, 77380, for electrical service to the Sam Houston State University Woodlands Center site located on the LSC-Montgomery campus.

Rationale: The Board of Trustees approved the conveyance of a seven acre tract of land to Sam Houston State University (SHSU) for construction of SHSU’s Woodlands Center on August 6, 2009. The project, now under construction, consists of a four story building, a five level parking garage, and a 180-space surface parking lot.

Electrical service is required to support the development of the building and adjacent parking garage. The new easement, ten foot in width and approximately 100 feet in length, will connect an existing Entergy Texas, Inc. easement with the SHSU Woodlands Center site.

The location of the proposed electrical easement will have no impact on the future development of LSC-Montgomery.

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

Staff Resource: Cindy Gilliam 832-813-6512
Austin Lane 936-273-7222
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**
  - Substantial completion of the Student Services Building was achieved on April 13. Furniture, fixtures, and equipment are being delivered and installed.
  - Substantial completion of the Fine Arts addition and Applied Technology addition are scheduled for May 18. Construction of the exterior building envelope is complete and interior finishes are in progress.
  - The delivery and set-up of furniture, fixtures, and equipment for the Health Professions Building are nearing completion. A phased move-in is scheduled to commence mid-May.

- **LSC-Victory Center**
  - The mechanical, electrical, and plumbing rough-in has been completed.
  - Installation of the modified bituminous and metal roofing systems is complete.
  - The laying of exterior face brick and installation of the curtain wall system are complete.
  - The framing of light gauge metal stud interior partitions is complete and the application of gypsum wallboard is underway.
  - The domestic water service has been tied into the Central Plant.

- **LSC-Kingwood**
  - Installation of the curtainwall and punched window systems is complete and the skylight has been installed for the Music building.
  - The exterior face brick installation has been completed.
  - The application of gypsum wallboard continues for interior partitions.
  - Interior finish work, including ceramic tile, ceiling grid, and paint, has commenced.
  - The Student Conference Center and Music buildings are on schedule for substantial completion by July 15.
  - Furniture, fixtures, and equipment have been ordered for a July delivery and installation.
  - The final phase of the renovation of the Student Fine Arts building is scheduled to commence in late July.

- **LSC-Atascocita Center**
  - Parking lot striping and site signage has been completed.
  - Landscaping and planting of the bio-swale has been performed.
The installation of information technology equipment has been completed.
Flooring materials, including carpet and tile, have been placed.
The installation of the security system including electronic door locks and cameras is in progress and will be complete in May.
Furniture, fixtures, and equipment have been ordered. The office area installation is scheduled to begin in May and the classrooms / laboratories in July.
The project is on schedule for substantial completion on May 6 and final completion on June 14.
Humble ISD will occupy leased first floor space on June 1.

**LSC-Tomball**
- Installation of the Performing Fine Arts Center (PFAC) metal panel siding is 90% complete.
- The gypsum wallboard installation is underway in the PFAC theatre.
- Exterior masonry work for the PFAC is approximately 85% complete.
- CenterPoint Energy has set the primary power transformer for the Performing Fine Arts Center.
- The laying of exterior face brick and the application of metal panels is in progress on the Veterinary Technology addition.
- Window glazing is complete for the Veterinary Technology addition.
- Heating, ventilating, and air conditioning systems have been commissioned for the Veterinary Technology addition.
- Substantial completion is scheduled for May 24 on the Veterinary Technology addition and for June 24 on the PFAC.

**LSC-Tomball Health Science**
- Installation of metal panel siding for the rooftop mechanical housing is complete.
- The interior gypsum wallboard installation is 85% complete.
- CenterPoint Energy has set the primary power transformer and provided permanent power.
- Masonry work is complete on the exterior building envelope.
- Window framing and glazing is 95% complete.
- Interior finish work is underway as tile work is in progress in restroom areas.
- Installation of the elevator is underway.

**LSC-Montgomery**
- Punch list work has been completed for the Arts Instructional, Science/Health, and Classroom buildings. Project closeout procedures are in progress.
- Close-out of the Central Plant project is ongoing.
- Revisions to traffic signals at the west entry remain under discussion with the Texas Department of Transportation.
- A contractor recommendation for campus renovations will be a June Board agenda item. Construction is scheduled to commence during early June and be substantially complete by mid-August.
LSC-Conroe Center
- Construction of the heating, ventilating, and air conditioning laboratory is ongoing. An early June completion is anticipated.
- The installation of exterior signage, including monument signs at the vehicular entries, will be completed in June.

LSC-CyFair
- Installation of the windows and curtainwall glazing for the Science building is complete.
- Interior finishes and the installation of casework have also been completed on the Science building.
- The Science building mechanical system has been tested and balanced.
- Landscaping will be performed during May and June.
- Interior finish work within the Student Services/Classroom building is ongoing.
- The Student Services/Classroom and Science buildings are scheduled for substantial completion on June 27.
- Furniture, fixtures, and equipment have been selected and ordered for delivery and installation beginning in late June and continuing through July.
- The student services groups, including registration and counseling, will begin relocating to the new building on July 8.
- A comprehensive traffic impact analysis of the CyFair campus has been completed and forwarded to the Harris County traffic department for review and approval.

LSC-Cypress Center
- Harris County has finalized review of the Cypress Center traffic impact analysis and is requiring in excess of $1,000,000 in unbudgeted Clay Road improvements before a building permit will be issued. Alternative solutions continue to be evaluated.

LSC-University Park
- A Request for Qualifications has been released for Construction Manager at Risk services for the next phase of construction projects. Proposals were received on April 21 and are being evaluated. A Construction Manager at Risk recommendation will be a June Board agenda item.
- The architect has completed the conceptual design for the new entry drive, canopy, and visitor parking lot for buildings 9 and 10, and for the proposed Energy Institute to be located on the first and second levels of building 10.

Revenue Bond Project Summaries - 2007:

LSC-Tomball
- Punch list work on the exterior columns is nearing completion.

LSC-Montgomery
- Upgrade of the exterior lighting controls has commenced.
Energy Performance Project:

- **LSC-North Harris**
  - Retrofit of the campus building automation system and heating, ventilating, and air conditioning equipment will be completed during June. The asbestos abatement efforts will be completed in late May.

- **LSC-Peakwood/Red Oak**
  - Complete

- **LSC-Kingwood**
  - Re-commissioning of the Central Plant is ongoing.

- **LSC-Tomball**
  - Complete

- **LSC-Montgomery**
  - Complete

- **LSC-The University Center**
  - Connection of the chilled and hot water system to the new LSC-Montgomery Central Plant is in progress. Completion is expected in mid-May.

- **LSC-CyFair**
  - Complete

- **LSC-Fairbanks Center**
  - Complete

- **LSC-Greenspoint Center**
  - Complete

- **LSC-University Park**
  - Complete

- **LSC-System Office**
  - Complete

Repair and Replacement Projects:

- **LSC-North Harris**
  - Renovate Chemistry Laboratories – Bids have been received and a contractor recommendation is a May Board agenda item.
  - Winship Roof Replacement – Bids have been received and a contractor recommendation is a May Board agenda item.
  - Parking Lot Lighting – The project has been awarded and is scheduled to be completed prior to the fall semester.
LSC-Kingwood

- Mechanical Equipment Replacements and Ductwork Modifications for the Library – The air handling unit is on order and a contractor recommendation for installation will be a June Board agenda item.

LSC-Tomball

- Replace Flooring at Seven Entrances and Four Classrooms – Procurement options are being evaluated.
- Replace Expansion Joints and Window Sealant – The project has been advertised for bid.

LSC-Montgomery

- Building Sealant Project – The project has been awarded.
- Parking Lot Striping – Design is in progress.

LSC-University Park

- Fire Sprinkler Upgrades – Project awarded. Work has commenced.
- American Disabilities Act (ADA) Compliance Projects –
  - Replacing Door Hardware - Project will be bid in early May.
  - Restroom and Break Room Modifications – Design is in progress.
- Elevator Upgrades – The project is complete.

LSC-System Office

- Roof Repairs – Work is in progress.
- HVAC Repairs – Work is in progress.

LSC-Cy Fair

- Jogging Trail Repairs/Ramps. – Work is complete.
- Painting – Project has been submitted for bid.
- Carpet for Fairbanks Center – A material selection has been made. A Request for Proposal is being prepared for bidding.
Request: Consideration of Ratification of Appointments.

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

Rationale: These contractual appointments include ratification of Administrators and Faculty from 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

John Golden, Director, Conference Center

**Effective:** Twelve-month contracted employee at an annual salary of $64,000 beginning March 16, 2011.

**Education:** A.A., Lone Star College System, Major: Liberal Arts.

**Experience:** Manager of Training Center, Lone Star College System; Manager of Conference Services, The Woodlands Executive Conference Center & Resort; District Manager, The Houston Post.

Laura Rivera, Director, Purchasing

**Effective:** Twelve-month contracted employee at an annual salary of $90,000 beginning April 11, 2011.

**Education:** M.B.A., Webster University, Major: Business; B.S., Park University, Major: Business Management.

**Experience:** Director of Purchasing, Contracting, and Material Management, University of Nevada; Executive Director of Procurement, El Paso ISD; Director of Purchasing, El Paso Community College.
Request: Consideration of Resignations

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

LSC-CyFair

Robert Williams, Vice President, Administrative Services
Effective March 30, 2011

LSC-North Harris

Gloria Mallett, Professor, Counselor
Effective April 1, 2011

Staff Resource: Rand Key  832-813-6522
Request: Consideration of Ratification of Reappointment of Full-Time Faculty

Chancellor’s Recommendation: That the full-time faculty reappointment listed on the following pages be ratified for the time periods and positions indicated.

Rationale: The reappointments include full-time faculty missing on April 7, 2011 list returning for the 2011-12 academic year.

Fiscal Impact: Positions and salaries have been budgeted for 2011-2012.

Staff Resource: Rand Key 832-813-6522
<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon</td>
<td>Bippus</td>
<td>Faculty, ESOL</td>
</tr>
<tr>
<td>Suann</td>
<td>Hereford</td>
<td>Faculty, Counselor</td>
</tr>
<tr>
<td>John</td>
<td>Rollins</td>
<td>Faculty, English</td>
</tr>
</tbody>
</table>
Request: Consideration of the Reappointment of Contractual Employees (Non-Faculty)

Chancellor’s Recommendation: That the reappointment of the employees listed on the following pages be ratified for the positions indicated.

Rationale: It is the policy of the Lone Star College System to consider reappointments of contractual (non-faculty) employees each fiscal year.

Fiscal Impact: Positions and salaries will be budgeted for 2011-12.

Staff Resource: Rand Key 832-813-6522
## Contractual Employees (Non-Faculty)

### Administrative Officers

- **Richard Carpenter**: Chancellor
- **Cynthia Gilliam**: Vice Chancellor, Administration & Finance
- **Donetta Goodall**: Vice Chancellor, Academic Affairs/Student Success
- **Stephen Head**: President - LSC-North Harris
- **Susan Karr**: President - LSC-Tomball
- **Randall Key**: Senior Vice Chancellor/COO
- **Austin Lane**: President - LSC-Montgomery
- **Ramon Laughter**: Vice Chancellor, External Affairs
- **Audre Levy**: President - LSC-CyFair
- **Brian Nelson**: General Counsel
- **Elizabeth Persson**: President - LSC-Kingwood
- **Shahryar Shojaardalan**: Chief Information Officer

### Administrative and Professional Staff (One Year)

- **Kathleen Adkins**: Director, Advising & Counseling
- **Link Alander**: Associate Vice Chancellor, Technology Services
- **Anne Albarelli**: Dean, Instruction
- **Thad Anglin**: Vice President, Student Success
- **Sharadkumar Annaldasula**: Executive Director, Enterprise App
- **Glenda Arnold**: Assistant Dean, Student Learning
- **Andrea Atkinson**: Dean, College Relations
- **Mario Berry**: Executive Director, Campus Technology Services
- **Johanna Boley**: Vice President, Administrative Services
- **Shelby Boseman**: Associate General Counsel
- **Lawrence Brandyburg**: Dean, Instruction
- **Reggie Brazzle**: System Director, Financial Aid
- **Debra Britton**: Director, Center Student Services
- **Cheryl Brock**: Special Assistant to the President
- **Barbara Buchanan**: Dean, Instruction
- **Marian Burkhart**: Executive Director, Client Relations
- **Dennis Carstens**: Dean, Educational Support
- **Cynthia Casparis**: Dean, Instruction
- **Latosha Chandler**: Director, Outreach & Recruiting
- **Patricia Chandler**: Program Manager, Continuing Education (G)
- **Elizabeth Chapman**: Dean, Instruction
- **Celyn Chistophe**: Director, Continuing Education
- **Gary Clark**: Vice President, Instruction
<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen Clougherty</td>
<td>Special Assistant to the Chancellor</td>
</tr>
<tr>
<td>Zack Coapland</td>
<td>System Director, Professional Development</td>
</tr>
<tr>
<td>Walter Cooley</td>
<td>Director, Risk Management</td>
</tr>
<tr>
<td>William Coppola</td>
<td>Executive Director/Asst to the President</td>
</tr>
<tr>
<td>Lisa Cordova</td>
<td>Director, Business Services</td>
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<tr>
<td>Tammy Cortes</td>
<td>Director, Accounting</td>
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<tr>
<td>Lisa Cowart</td>
<td>System Director, Comp/Ben/Records</td>
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<tr>
<td>James Crawford</td>
<td>Executive Director, Campus Technology Services</td>
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<tr>
<td>Chad Crocker</td>
<td>Executive Director, Facilities</td>
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<tr>
<td>Christina Cross</td>
<td>Director, Instructional Technology</td>
</tr>
<tr>
<td>Christophe Crumley</td>
<td>Director, Enrollment Management</td>
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<tr>
<td>Kurt Czupryn</td>
<td>Executive Director, University Center</td>
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<tr>
<td>Michael Dannenbaum</td>
<td>Director, Facilities</td>
</tr>
<tr>
<td>Bonnie Dean</td>
<td>Director, Business Development</td>
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<tr>
<td>Daniel Dean</td>
<td>Director, ORIE</td>
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<tr>
<td>John DeLeon</td>
<td>Dean, Instruction</td>
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<tr>
<td>Marilyn Dement</td>
<td>Dean, Student Development</td>
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<tr>
<td>Emily Demilliano</td>
<td>Director, Marketing Services</td>
</tr>
<tr>
<td>Ronald Dewlen</td>
<td>Dean, Instruction</td>
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<tr>
<td>Dorothy Michell Dixon</td>
<td>Director, Learning Center</td>
</tr>
<tr>
<td>Jonathan Durfield</td>
<td>Associate Vice Chancellor, Governmental Affairs &amp; Institutional Advancement</td>
</tr>
<tr>
<td>Jodie Ellis</td>
<td>Project Director, Facilities</td>
</tr>
<tr>
<td>Terry Erwin</td>
<td>Project Director, Facilities</td>
</tr>
<tr>
<td>John Fishero</td>
<td>Vice President, Administrative Services</td>
</tr>
<tr>
<td>Kay Fitzsimons</td>
<td>Director, Community Lead Ins</td>
</tr>
<tr>
<td>Siobhan Fleming</td>
<td>Associate Vice Chancellor, ORIE</td>
</tr>
<tr>
<td>Linda Garcia</td>
<td>Assistant Dean, Student Services</td>
</tr>
<tr>
<td>Henry Garcia</td>
<td>Dean, College Relations</td>
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<tr>
<td>Stephen Garner</td>
<td>Senior Project Director, Facilities</td>
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<tr>
<td>Robin Garrett</td>
<td>Executive Director, Continuing Education</td>
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<tr>
<td>Connie Garrick</td>
<td>Assistant Dean, Student Development</td>
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<tr>
<td>John Golden</td>
<td>Director, Conference Center</td>
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<td>Brian Goodwin</td>
<td>Director, Facilities</td>
</tr>
<tr>
<td>Richard Gregory</td>
<td>Police Chief</td>
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<tr>
<td>Cynthia Griffith</td>
<td>Dean, Instruction</td>
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<tr>
<td>Jean Grove</td>
<td>Business Transformation Officer</td>
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<tr>
<td>Rebecca Gustamante</td>
<td>Dean, Instruction</td>
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<tr>
<td>Jane Hagele</td>
<td>Director, Nursing Program</td>
</tr>
<tr>
<td>Christina Hagerty</td>
<td>Program Director, Sonography</td>
</tr>
<tr>
<td>Patricia Harakal</td>
<td>Director, Training Project</td>
</tr>
<tr>
<td>Jennie Harrison</td>
<td>Dean, Instruction</td>
</tr>
<tr>
<td>Linda Head</td>
<td>Associate Vice Chancellor, Workforce Development</td>
</tr>
</tbody>
</table>
Jack Hernandez Director, Advising & Counseling
Chantell Hines Dean, Student Services
Carin Hutchins Associate Vice Chancellor, Business Support Services
Donna Hypolite Director, Internal Audit
Shannon Infante Director, Financial Aid
Donna Ivey Director, CISCO Program
Janice Jacques Dean, Student Development
Vickie Johnson Director, Financial Aid
Sharon Jones Director, Continuing Ed
Robert Jones Dean, Center
Imran Josephi Director, Grant Management
Earl Juelg Executive Director, Campus Technology Services
David Kaczynski Project Director, Facilities
Cami Keitel Dean, Student Services
John King Director, Digital Services
Michael Kirch Dean, Instruction
Ann Kirch Vice President, Instruction
Steven Kolar Dean, Instruction
Jason Kot Assistant Director, Financial Aid
Michael Krall Dean, Instruction
Bennie Lambert Vice President, Student Development
Pradeep Lele Director, Library
Benjamin Leung Executive Director, Campus Technology Services
Alfred Lewandowski Director, Energy/Sustain Management
Ted Lewis Dean, Instruction
Gary Liebst Dean, Instruction
Gayle LoPiccolo Director, Health Occupations
Michelle Loveless Director, College Relations
Bobby Lucas Executive Director, Grant
Kristin Lue King Director, Grant Development
Linda Luehrs Wolfe Associate Vice Chancellor, Curriculum & Instruction
Robert Lullo Director, Student Accounts
James Martin Associate Vice Chancellor, Facilities & Construction
Rosario Martinez Director, Articulation Svcs
Roger McDonald Program Director, Survey Technology
William McFadden Director, Facilities
James McShan Director, ORIE
Mary Ann Mendoza Program Manager, Faculty & Staff Development (G)
Susan Meslang Executive Director, Resource Development/Grants
Karen Miner Director, Achieve the Dream
Darcy Mingoia Executive Director, Foundation
Salvatore Mira Director, SBDC
Feleccia Moore-Davis Vice President, Instruction
Laura Morris  Associate Vice Chancellor, Marketing & Communication
Jennifer Murillo  Executive Director, Portal Services
Diane Novak  Associate Vice Chancellor, Accounting
Linda O'Brien-Corbin  Director, Facilities
Phyllis Ocheltree  Director, Financial Aid
Matthew Olmstead  Director, Business Operations
John O'Malley  Vice President, Administrative Services
Peggy Osbourn  Director, Counseling
Francis Ozor  Director, Radiologic Technology
Lauretta Passmore  Director, Training
Sandra Patton  Director, Disability Services
Janice Peyton  Director, Library
Claire Phillips  Dean, Instruction
Jerome Powell  Deputy Chief
Glenn Powell  Executive Director, Talent & Diversity
Maria Ramos  Director, Advising & Counseling
Oscar Ramos  Executive Director, Campus Technology Services
Darrin Rankin  Vice President, Student Success
Ashlie Resendez  Director, Financial Aid & Advising
Larry Rideaux  Associate Vice President, College Centers
Beverly Riethmayer  Dean, Instruction
Rebecca Riley  Vice President, Instruction
Laura Rivera  Director, Purchasing
Bobby Rivers  Director, Facilities
John Robertson  Treasurer
Cynthia Robertson  Director, Radiologic Technology
Debra Rockefeller  Director, Academic Planning
Jesus Rodriguez  Dean, Center
Melissa Rotholz  Director, Instructional Support
Katherine Sanchez  Dean, Instruction
Steve Scheffler  Dean, College Relations
Manijeh Scott  Director, Nursing Program
Nithyanantha Sevanthinathan  Director, International Programs
Pamela Shafer  Director, Library
Deana Sheppard  Associate Vice President, College Centers
Kenneth Shirey  Enterprise Architect, ERP
Samreen Siddiqui  Director, Financial Aid
Rito Silva  Dean, Student Services
Kendra Smith  Director, Business Services
David Smith  Dean, Instruction
Christie Smith  Director, Online Course Development
Rhonda Spearman  Director, Instructional Support
Donna Spivey  Director, Nursing Program
Michael Stafford  Director, Library
Vicki Stanfield  Executive Director, College Readiness
Carol Steinmetz  Director, Library
Cathy Stenner  Director, Business Services
James Stubbs  Dean, Instruction
Cecelia Sutphen  Director, Public Relations
Annie Swint  Manager, Center (G)
Janet Taber  Director, Conference Center
Marguerite Tamasy  Director, Nursing Program
James Taylor  Vice President, Administrative Services
Robert Teague  Director, Server Services
Janis Terry  Program Manager, Education Services (G)
Jo Thibodeau-Fey  Dean, Instruction
Wayne Thompson  Senior Project Director, Construction
Norma Ticas  Program Director, Occupational Therapy Asst
Christina Todd  Director, Instructional Support
James Vasquez  Executive Director - Enterprise App
Carolyn Wade  Dean, Student Development
Denise Walker  Chief Emergency Management Officer
Gary Wallace  Executive Director, Construction
Catherine Wampler  Director, Nursing Program
Sherry Watson  Director, Network Services
Amy Welch  Director, Strategic Initiatives
Richard Weldon  Vice President, Administrative Services
Carol Wheeler  Director, Business Services
Kenya White  Director, Continuing Education
Peggy Whitley  Dean, Educational Support
Wendell Williams  Vice President, Student Success
Shannon Wilson  System Director, Veterans Affairs
Dennis Winchell  Director, Facilities
Jed Young  Executive Director, Communication Services
Florence Zemek de Dominguez  Associate General Counsel, Human Resources
Request: Consideration of Approval of Commissioning of Peace Officers

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

Lone Star College–Tomball
Ray A. Johnson

Lone Star College–North Harris
Melvin J. Chebret, Jr.

Rationale: These officers are eligible to be commissioned by this Board because they:
1. Have a current license from the Texas Commission on Law Enforcement Officer Standards and Education;
2. Have taken and filed the oath required of peace officers; and
3. 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