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. Closed Session

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

- Section 551.071 - Consultation with Attorney
- Section 551.072 - Deliberation Regarding Real Property
- Section 551.073 - Deliberation Regarding Prospective Gift
- Section 551.074 - Personnel Matters
- Section 551.076 - Deliberation Regarding Security Devices
- Section 551.087 - Economic Development Negotiations

VI. Reconvene Regular Meeting

VII. Workshop

VIII. Approval of the Minutes of the May 1, 2014 Workshop and Regular Meeting of the Board of Trustees

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 the 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 Revision of the Lone Star College Board Policy Sections I.E.I.42, 43, 44, 46 and 47 (FIRST READING)

2. Consideration of Naming Buildings 12 and 13 at LSC-University Park in Honor of Chancellor Richard Carpenter (ACTION ITEM 1)

XIII. Curriculum Report and Considerations

1. Consideration of Approval of the CE Machining Master Certificate (375 contact hours) for Implementation at Lone Star College Montgomery & Lone Star College University Park for Fall 2014 (ACTION ITEM 2)

XIV. Financial Reports and Considerations

1. Monthly Financial Statements

2. Consideration of Approval to Purchase Catering and Local Restaurant Services for the System (ACTION ITEM 3)

3. Consideration of Approval to Purchase Office Supplies for the System (ACTION ITEM 4)

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Purchase of Employee Benefits Brokerage and Consulting Services for the System (ACTION ITEM 5)

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements for the Purchase of General Contracting Services for the System (ACTION ITEM 6)
6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Master Consulting Service Agreement for the Purchase of Security Systems Consulting Services for the System (ACTION ITEM 7)

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase an Academic Catalog Management Online Solution for the System (ACTION ITEM 8)

8. Consideration of Approval of Tax Exemption Allowances for Tax Year 2014 (ACTION ITEM 9)

9. Consideration of Approval to Authorize the Chancellor or Designee to Procure and Negotiate Consulting Services for the Board of Trustee’s Annual and Comprehensive Evaluation Pursuant to Lone Star College System Board Policy Section I B.1 – Board Governance (ACTION ITEM 10)

10. Consideration of Approval to Authorize the Chancellor or his Designee to Negotiate and Execute a Contract for the Update of the Facilities Master Plan (ACTION ITEM 11)

11. Consideration of Approval to Purchase Additional Telecommunications Services for the System (ACTION ITEM 12)

XV. Buildings and Grounds Report

Construction Projects Update

XVI. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 13)

2. Consideration of Acceptance of Resignations (ACTION ITEM 14)

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 provisions(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 June 5, 2014
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 June, 2014 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 June, 2014.

Richard Carpenter
Chancellor
PRESENT:  Dr. David Holsey, Chair  
Ms. Priscilla Kelly, Secretary  
Mr. David Vogt, Assistant Secretary  
Ms. Stephanie Marquard  
Mr. Robert Adam  
Dr. Kyle Scott  
Dr. Ron Trowbridge  

ABSENT:  Mr. Bob Wolfe, Vice Chair  
Ms. Linda Good  

I. CALL TO ORDER:  Dr. Holsey called the workshop and regular meeting of the Board of Trustees to order at 5:05 p.m. after determining that a quorum was present.  

II. PLEDGE OF ALLEGIANCE:  Ms. Marquard 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 AND RECOGNITIONS:  Dr. Carpenter asked everyone to observe a moment of silence in remembrance of Trustee Emeritus Elmer Beckendorf who passed away on April 16, 2014.  

Dr. Carpenter acknowledged outgoing faculty senate presidents Joyce Boatright, John Barr and David Birch and thanked them for their service. The incoming Faculty Senate Presidents were introduced: Kiwana Francis, LSC-North Harris, Sherry Young, LSC-Kingwood and Kimberly Carter, LSC-Tomball.  

Dr. Carpenter introduced Dr. Katherine Persson, president of LSC-Kingwood. Dr. Persson introduced vice president for student success Dr. Darrin Rankin and recognized him for his efforts in the international arena and an opportunity he received to present a paper in China by the National Association of African Studies and Affiliates.
Ray Laughter spoke about the success of the 2014 LSC Star Gala. He introduced executive director of the Lone Star College Foundation Darcy Mingoia. Ms. Mingoia said revenues were up 9% from best year ever at $632,000. The Chancellor Experience went for $35,000 this year, which was up $10,000 over last year. Standup scholarships raised $43,650 up $7,000 from the former best year. The sponsors were Durotech and PBK. A new scholarship endowment was established in Dr. Carpenter’s name for $540,000, which will help 36 students each year attend Lone Star. Since Dr. Carpenter has been chancellor Foundation revenues are up from $8 million to $22 million. Co-chairs David and Cynthia Rowe of Durotech were introduced. They were very pleased with the results of $632,000 raised from the Gala to help student’s lives and were very grateful for the opportunity to serve.

Ms. Debbie Esparza, executive director of HR professional development, presented Dr. Carpenter with medallions for being inducted into the Phi Theta Kappa Hall of Fame for CEO’s and receiving the Michael Bennett Lifetime Achievement Award.

V. CLOSED SESSION: At 5:58 p.m. Dr. Holsey convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

- Section 551.071 - Consultation with Attorney
- Section 551.072 - Deliberation Regarding Real Property
- Section 551.073 - Deliberation Regarding Prospective Gift
- Section 551.074 - Personnel Matters
- Section 551.076 - Deliberation Regarding Security Devices
- Section 551.087 - Economic Development Negotiations

Mr. Vogt entered the meeting at 5:06 p.m.
Mr. Adam entered the meeting at 5:10 p.m.

VI. RECONVENE REGULAR MEETING: Dr. Holsey reconvened the open meeting at 7:32 p.m.

VII. WORKSHOP: Ms. Cindy Gilliam, vice chancellor for administration and finance, indicated that 70% of LSCS’s budget is devoted to compensation. A major priority is the FT/PT faculty ratio. FT/PT faculty ratios have been maintained and the ratios improved at LSC-CyFair and LSC-UP, which have the lowest FT/PT ratio.

Ms. Ronda Rotelli, chief human resource officer, spoke about the compensation budget. She spoke about the changes implemented last year to include a 4% increase for full-time employees, increases to salaries through the compensation study to bring individuals up to new salary schedule so we were market competitive with positions, increases in the adjunct rate which pulled adjunct faculty schedule to lead the Houston area, and added nine faculty positions. Lone Star is leading the Houston area in all areas in our faculty compensation and it moved us from 14th in the state to 6th in the state for competitive average salaries for faculty. We reached the goals of recruiting and retention due to new
salary schedules and were able to fill open positions. The turnover rate dropped from 5.3% to 4.6%.

She said that two major considerations for the budget planning for the 2014-15 year are the TRS compliance and the updated Federal Affordable Care Act benefits mandates.

**VIII. APPROVAL OF THE MINUTES OF THE APRIL 3, 2014 WORKSHOP AND REGULAR MEETING:** upon a motion by Ms. Marquard and a second to the motion by Mr. Adam, the board approved the minutes of the April 3, 2014 Public Hearing and Workshop and Regular Meeting.

**IX. CITIZENS DESIRING TO ADDRESS THE BOARD:**

Mr. Earl Brewer, III representing the American Federation of Teachers spoke about the Evergreen Solutions Compensation and Solutions Study and his perception of inconsistencies in the reclassification and compensation.

Ms. Catherine Olson, representing the American Federation of Teachers, spoke about the budget and classification of fulltime faculty.

Dr. John Burghduff spoke on behalf of the American Federation of Teachers about the adjunct compensation issues and workload.

Mr. Blaine Lynn, student at LSC-Montgomery who is plans to apply to dental school, thanked the Board of Trustees for all that they do and the great opportunity it is to attend Lone Star.

**X. SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** LSCS was honored for the third year in a row in the top ten of community colleges in the U.S. by the Center of Digital Education for innovative use of technology to achieve student learning environments. Next Friday and Saturday we will host commencement ceremonies for over 6,000 students. On Friday May 9, 2014, graduations will be held at LSC-Montgomery at 6 p.m., LSC-North Harris at 7 p.m. and LSC-UP at 7 p.m. This is the inaugural stand alone graduation for LSC-UP. On Saturday, May 10, 2014 graduations will be held at LSC-Cy-Fair at 9 a.m., LSC-Kingwood at 10 a.m. and LSC-Tomball at 10 a.m.

   Our summer enrollment is up 7% and we are trending up 15% for the fall. At that rate of growth LSCS will run out of classroom space within the next 24 months.

   Dr. Carpenter expressed his sincere gratitude for the recognition he was given at the Star Gala for his achievements and he gave credit to all of the Lone Star College employees and especially the Board of Trustees for their support. He thanked the Trustees for their unwavering support that has resulted in institutional achievements and national prominence for LSCS.
Dr. Carpenter spoke about the chancellor search process and asked that LSCS’s various constituents focus on using talents to build a collaborative relationship with the new chancellor and continue our focus on student success.

2. **College Presidents:** Dr. Steve Head, president of LSC-North Harris, gave a presentation on Student Success. He said student success is about identifying barriers that students have and setting up processes to help students accomplish their goals. He discussed the role of Lone Star in this national initiative and that LSCS is a leader in nationally and statewide in student success. Lone Star is at the vanguard of the nationwide movement and impacts a large number of students each year and their families for generations.

3. **Vice Chancellors:** None

4. **Faculty Senate Presidents:** Dr. Daria Willis, faculty senate president LSC-University Park, spoke about the contributions of the faculty senate presidents at Lone Star College. The faculty senate presidents help to move things forward and are the lifeline of the campuses, set the culture and accomplish many things. She gave examples of each faculty senate president’s legacy. Mr. Clay White, LSC-CyFair sent a survey to determine what best practices were going on at other campuses, which helped to develop better working relationships. Dr. Craig Livingston and Ms. Barbara Eckenfels, LSC-Montgomery continued to work with administration and resolved disputes to promote a positive environment for all employees and develop a faculty driven advisor program. Dr. Joyce Boatright, LSC-North Harris co-sponsored a faculty driven Faculty Institute. Dr. John Barr, LSC-Kingwood set up an emergency book loan fund to raise money to fund textbooks for the students. Mr. David Birch, LSC-Tomball worked with their PSSA for their 25th annual celebratory celebration. He set up a student government association and outside of Lone Star engaged other colleges. Dr. Daria Willis, LSC-UP raised $15,000 to sponsor its 1st endowment for student scholarships.

XI. **CONSIDERATION OF THE CONSENT AGENDA:** Action Items 2, 9, 10, 15 and 16 were removed from the agenda to be considered separately. Dr. Holsey proceeded with the Consent Agenda. Ms. Kelly made a motion to approve Action Items 1, 3, 4, 5, 6, 7, 8, 11, 12, 13, and 14. Ms. Marquard seconded the motion and the Board passed the Consent Agenda. A copy is attached as Exhibit “B”.

XII. **POLICY REPORT AND CONSIDERATIONS:**

1. **Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Sections V.B.2 and V.E.1 (SECOND READING):** the board unanimously approved the recommended revision of the Lone Star College System Board Policy Section V.B.2 and V.E.1. This item was passed in the Consent Agenda. A copy is attached as Exhibit “C”.

4
2. Consideration for the Recommended Revision of the Lone Star College System Board Policy Section II.D.2, VI.A.1 and VI.A.1.04 (SECOND READING); with a motion by Ms. Kelly and a second by Ms. Marquard the board approved the recommended revisions of the Lone Star College System Board Policy of the Lone Star College System Board Policy Section II.D.2, VI.A.1 and VI.A.1.04 with the added language reflected. A copy is attached as Exhibit “D”. Dr. Scott opposed.

3. Consideration of Approval of the 2015-16 Academic Calendar (ACTION ITEM 3); the board unanimously approved the proposed 2015-16 Academic Calendar. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E”.

XIII. FINANCIAL REPORTS AND CONSIDERATIONS:

1. Monthly Financial Statements; Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements and quarterly reports for the month ended March 31, 2014. A copy is attached as Exhibit “F”.

2. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts to Purchase Design-Build Services for the LSC-North Harris Health Professions Building (ACTION ITEM 4); the board unanimously approved the Chancellor or designee to negotiate and execute contracts to purchase design-build services for the LSC-North Harris Health Professions Building for a not-to-exceed amount of $3 million over three years from Level Infrastructure, 6100 Richmond Avenue, Suite 224, Houston TX 77057. In the event the System is unable to negotiate a contract, it is recommended that negotiations be terminated with Level Infrastructure and initiated with the second highest-ranked firm, B. Bell Builders, LP, 104 Industrial Boulevard, Suite 100, Sugar Land TX 77478. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G”.

3. Consideration of Approval to Purchase Dental Hygiene Supplies for LSC-Kingwood (ACTION ITEM 5); the board approves the purchase of dental hygiene supplies for LSC-Kingwood in the not-to-exceed amount of $132,500 over five years from the following vendors: Amsia Medical Incorporated, dba AMI Dental, 9000 Southwest, Suite 328, Houston, TX 77074; Midwest Dental Equipment & Supply, 2700 Commerce St., Wichita Falls, TX 76301; Dental Health Products, Inc., 2614 North Sugar Bush Rd., New Franklin, WI 54229; Patterson Dental, 5373 W. Sam Houston Pkwy North, Suite 240, Houston, TX 77041. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H”.

4. Consideration of Approval to Authorize an Ultrasound Machine for the Diagnostic Medical Sonography Program at LSC-CyFair (ACTION ITEM 6); the board unanimously approves the purchase of an ultrasound machine for the Diagnostic Medical Sonography program at LSC-CyFair in the amount of $131,360 from GE Healthcare, 9900 Innovation Drive, Wauwatosa, WI 53226. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I”.

5
5. **Consideration of Approval to Purchase Multimedia Advertisement and Event Sponsorship Services for the Campuses and System (ACTION ITEM 7):** the board unanimously approves the purchase of multimedia advertisement and event sponsorship services from the attached list of providers for an estimated annual amount of $1,200,000 and a not-to-exceed total of $6,000,000 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

6. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Necessary Agreements and Easements with Wet/Dry Utility Providers and Adjacent Property Owners Related to the Construction of the LSC-Creekside Center (ACTION ITEM 8):** the board unanimously authorizes the Chancellor or designee to negotiate and execute any required agreements and easements with utility providers and adjacent property owners necessary for the construction of the LSC-Creekside Center. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

7. **Consideration of Approval of the 2014-2015 Tuition and Fee Schedule (ACTION ITEM 9):** upon a motion by Dr. Scott and a second by Mr. Vogt the board adopts the attached tuition and fee schedule for the 2014-2015 academic year. A copy is attached as Exhibit “L”. Dr. Scott opposed.

8. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Agreements and Contracts Necessary to Obtain Funding of a Satellite Center in East Aldine (ACTION ITEM 10):** upon a motion made Mr. Vogt and a second by Ms. Kelly the board authorizes the Chancellor or designee to negotiate and execute agreements and contracts in order to obtain funding for the construction of a satellite center to be located in a significantly economically disadvantaged community in east Aldine. A copy is attached as Exhibit “M”. Dr. Scott opposed.

9. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Purchase Student Support Services for LSC-North Harris (ACTION ITEM 11):** the board unanimously authorizes the Chancellor or designee to negotiate and execute an agreement to purchase student support services from College Forward, 505 E. Huntland Drive, Suite 315, Austin, Texas 78752, in the annual amount of $220,050 for a total cost of $1,100,250 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N”.

**XIV. BUILDING AND GROUNDS REPORTS:**

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

**XV. PERSONNEL REPORTS AND CONSIDERATIONS:**
1. **Consideration of Ratification of Appointments (ACTION ITEM 12):** The Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.

2. **Consideration of Acceptance of Resignations (ACTION ITEM 13):** The Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q”.

3. **Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 14):** The Board unanimously approved the commissioning of the following peace officers for LSC-Kingwood, Alvin E. McGaskey, LSC-Montgomery, Lamont W. Perkins, and LSC-University Park, Anthony L. Green. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

4. **Consideration of the Chancellor’s Authorization of the Reappointment of Contractual Employees (Non-Faculty) (ACTION ITEM 15):** Upon a motion by Ms. Kelly and a second by Ms. Marquard the Board unanimously authorized the reappointment of the employees listed be ratified for the positions indicated subject to the final review and approval of the chancellor. A copy is attached as Exhibit “S”.

5. **Consideration of Adoption of a Resolution to Award the Title of Associate Vice Chancellor Emerita (ACTION ITEM 16):** Upon a motion by Ms. Kelly and a second by Mr. Adam the board unanimously adopted the resolution to award the title of Associate Vice Chancellor Emerita to Ms. Penny Westerfeld, former Associate Vice Chancellor of the LSC-University Center. A copy is attached as Exhibit “T”.

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

XVII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:46 p.m.

ATTEST:

______________________________  ______________________________
Board of Trustees, Chair   Board of Trustees, Secretary
Consideration of Consent Agenda

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

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

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

Tally of Action Items:

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Request: Consideration for the Recommended Revision of the Lone Star College System Board Policy Sections I.E.I.42, 43, 44, 46 and 47 (First Reading).

Chancellor’s Recommendation: That the Board of Trustees consider the recommended revisions of Lone Star College System Board Policy Sections I.E.I.42, 43, 44, 46 and 47. This constitutes a first consideration with a request for approval during the September Board meeting.

Rationale: This policy revision clarifies the process and scope of (i) citizen participation during Board of Trustee Meetings, (ii) the process for citizen registration to participate prior to the Board Meetings, (iii) the permitted conduct of citizens during the Board Meetings and (iv) Administrative Channels/Board of Trustee requirements in resolving complaints and concerns.

Fiscal Impact: None.

Staff Resource: Richard Carpenter 832-813-6515
Brian S. Nelson 832-813-6655
I.E. Board Meetings

I.E.1. MEETINGS

I.E.1.42 - Scope of Participation

Citizen participation will be permitted prior to the Board Meeting Executive Session and for those individuals who have registered and requested to speak about a specific agenda item. At all other times during Board meetings, the audience shall not enter into discussion or debate on matters being considered by the Board. No presentation before the Board shall exceed five (5) minutes. The maximum time for all citizen participation shall not exceed 30 minutes. Delegations of more than three (3) persons in speaking about a given agenda item shall appoint one person to present their views before the Board.

I.E.1.43 - Citizen Participation

Board meetings are held to transact the business of the System. Citizens shall be allowed to address the Board by registering and requesting the right to speak about a specific agenda item by (i) registering via email and completing the attached [form] at citizenparticipation@lonestar.edu twenty-four (24) hours before the board meeting, or (ii) registering in person using the [form] provided no later that 5 minutes before the Board Meeting. The order of citizen participation shall be the order in which the citizen registers either via email or in person.

I.E.1.44 - Disruption

The following actions shall not be permitted at a Board Meeting: Personal attacks regarding a named person or of a particular position, name calling, profanity, rude demeaning or slanderous remarks, loud or raucous behavior, obscene gestures, accusation of criminal behavior, use of signs and placards and other conduct that is disruptive. Additionally, it is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance.

I.E.1.46 - Complaints and Concerns

All Complaints and concerns that can be addressed and/or resolved through proper administrative channels shall be directed as follows:

1. Employee complaints – “Grievance” Section, Chapter I V - Human Resources
2. Termination of employment – “Employee Rights and Privileges” Section, Chapter IV - Human Resources

3. Student complaints – “Student Welfare and Rights” Section, Chapter VI - Students

4. Student discipline and penalties – “Student Responsibilities” Section, Chapter VI - Students

5. Student Organizations – “Student Welfare and Rights” Section, Chapter VI - Students

6. Employee complaints - Unlawful Discrimination and Prohibited Harassment, Chapter IV- Human Resources

Complaints or concerns that do not fall within Nos. 1-6 of this Section I.E.I.46 must be submitted in writing at citizenparticipation@lonestar.edu with a copy to Office_of_General_Counsel@lonestar.edu. It is understood that:

1. Complaints that are not subject to Nos. 1-6 listed above shall be submitted to the Board by the Board Liaison so that each complaint may be considered in accordance with Texas law.

2. The Board is not required to respond to the complaints but only to consider them.

3. Board Members may not discuss the complaints in public or otherwise, except as provided by the exceptions to the Texas Open Meetings Act and in Closed Session.

4. Procedures may be developed in implementing the requirements of this Policy Section.

I.E.1.47 - Board's Response

The Board may not deliberate, discuss or make any decision on any subject not on the agenda.

LSCS Policy Manual Section adopted by the Board of Trustees on ____________, 2014
Request: Consideration of Naming Buildings 12 and 13 at LSC-University Park in Honor of Chancellor Richard Carpenter

Chancellor’s Recommendation: That the Board of Trustees approves recognizing Richard Carpenter for his contribution and service as Chancellor of the Lone Star College System for seven years by naming Buildings 12 and 13 at LSC-University Park as the Richard G. Carpenter Academic Building in his honor.

Rationale: The Board of Trustees would like to give special recognition to Richard Carpenter for his exceptional leadership during his seven years of service to the Lone Star College System. During his service as chancellor from 2007-2014, credit enrollment grew from 48,000 students to over 78,000 students. His commitment to student success and educational opportunities for all citizens led to the successful rebranding of the system and the expansion of the college system from five colleges in 2007 to six, adding LSC-University Park, the fastest growing college in the System. Dr. Carpenter’s high expectations for quality and excellence in educational programming, facilities, access for students and responsiveness to the community led to the opening of over two million square feet of new state-of-the-art academic space, including a second University Center at LSC-University Park, LSC-Cypress Center, LSC-Atascocita Center, LSC-Conroe Center, LSC-Victory Center, LSC-Health Professions Building, LSC-Tomball Health Science Building, LSC-Creekside Center (under construction), the Energy and Manufacturing Institute and LSC-Corporate College. Richard Carpenter’s leadership and commitment to strong fiscal management reduced administrative overhead to among the lowest in the state, created alternative revenue streams that generate millions each year, including a growth in Foundation assets from $8,000,000 to $21,523,000, secured continuous unblemished annual external financial audits and built and maintained a AAA bond rating. Dr. Carpenter has served as a strong leader and advocate for higher education at the state and national level, forged a positive relationship with the legislature and state leadership, ensuring that the role and scope of higher education and especially community colleges in improving citizen’s lives and enhancing economic and community development is understood and supported by Legislators and community and business leaders; and secured countless state and national awards.

Fiscal Impact: None

Resource: Dave Holsey  832-813-6500
Request: Consideration of approval of the CE Machining Master Certificate (375 contact hours) for implementation at Lone Star College-Montgomery & Lone Star College-University Park for Fall 2014.

Chancellor’s Recommendation: That the Board of Trustees approves the CE Machining Master Certificate.

Rationale: The Gulf Coast area and more specifically Houston’s position as world headquarters for oil and gas production and the resulting support industries translates to an increasing demand for qualified machinists. Employment projections indicate a need in the region for machinists. The Texas Workforce Commission’s (TWC) 10-year projections show 520 average annual openings in the Gulf Coast region from 2010-2020 for machinists. More recent data projections from Economic Modeling Specialists Intl. (EMSI) show 627 openings between 2013 and 2014, and Burning Glass reports that there were 575 job postings for machinists in the Houston MSA in 2013.

The Texas Workforce Commission (TWC TRACER) shows the median hourly wage for this occupation as $18.19 based on 2011 wage reports, and EMSI shows the median hourly wage as $18.22 in 2013. Regional job postings (Burning Glass) and state occupational databases indicate a need for this occupation to work in the following industries: manufacturing (29.96%), machine shops (24.46%), employment (job placement) services (5.56%), machinery/equipment wholesalers (3.81%), and commercial/industrial equipment maintenance (2.42%).

The THECB requires that the college district’s Board of Trustees approves new programs.

Fiscal Impact: Start-up funds available from Lone Star College new program funds for 2013-14.

Vice Chancellor: Rand W. Key 832-813-6522
Report: Monthly Financial Statements

The financial statements for the month ended April 30, 2014 are presented for Board review.
Prior to fiscal year 2010-11, the System’s financial software dated revenues as earned the same day as entered into the system. The current software, implemented in 2010-11, dates revenues in the time period the revenues are earned, regardless of the date the amounts were entered into the software program.
Prior to fiscal year 2010-11, the System’s financial software dated expenditures as incurred on the same day as entered into the system. The current software, implemented in 2010-11, dates expenditures in the time period the expenditures are incurred, regardless of the date the amounts were entered into the software program.
How much do we need in reserves?

Revenues

- September: 10%
- October: 20%
- November: 30%
- December: 40%
- January: 50%
- February: 60%
- March: 70%
- April: 80%

Expenditures

- September: 10%
- October: 20%
- November: 30%
- December: 40%
- January: 50%
- February: 60%
- March: 70%
- April: 80%
## Statement of Revenues and Expenditures

### General and Auxiliary Funds

**Year to Date April 30, 2014**

**Unaudited**

### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>4/30/2013</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$72,510,000</td>
<td>$44,934,932</td>
<td>62.0%</td>
<td>$41,948,614</td>
<td>63.1%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>102,720,000</td>
<td>84,504,456</td>
<td>82.3%</td>
<td>81,921,727</td>
<td>83.4%</td>
</tr>
<tr>
<td>Taxes</td>
<td>109,570,000</td>
<td>108,567,300</td>
<td>99.1%</td>
<td>104,307,636</td>
<td>98.9%</td>
</tr>
<tr>
<td>Investments</td>
<td>400,000</td>
<td>221,352</td>
<td>55.3%</td>
<td>246,662</td>
<td>75.9%</td>
</tr>
<tr>
<td>Other</td>
<td>5,980,000</td>
<td>3,358,293</td>
<td>56.2%</td>
<td>3,115,624</td>
<td>57.8%</td>
</tr>
<tr>
<td>Tuition/Growth Contingency</td>
<td>2,250,000</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Current Operations Revenues</strong></td>
<td>293,430,000</td>
<td>241,586,333</td>
<td>82.3%</td>
<td>231,540,263</td>
<td>83.0%</td>
</tr>
<tr>
<td>Auxiliary Revenues</td>
<td>14,700,000</td>
<td>9,708,624</td>
<td>66.0%</td>
<td>6,426,525</td>
<td>58.4%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>308,130,000</td>
<td>251,294,957</td>
<td>81.6%</td>
<td>237,966,788</td>
<td>82.1%</td>
</tr>
<tr>
<td>Reserves</td>
<td>9,660,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues and Reserves</strong></td>
<td>317,790,000</td>
<td>251,294,957</td>
<td>81.6%</td>
<td>237,966,788</td>
<td>82.1%</td>
</tr>
</tbody>
</table>

### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>4/30/2013</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction-Academic</td>
<td>76,298,371</td>
<td>52,244,581</td>
<td>68.5%</td>
<td>49,588,961</td>
<td>69.5%</td>
</tr>
<tr>
<td>Instruction-Workforce</td>
<td>28,925,247</td>
<td>20,833,122</td>
<td>72.0%</td>
<td>20,123,262</td>
<td>71.6%</td>
</tr>
<tr>
<td>Public Service</td>
<td>842,211</td>
<td>505,588</td>
<td>60.0%</td>
<td>470,215</td>
<td>59.6%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>53,773,191</td>
<td>28,646,117</td>
<td>53.3%</td>
<td>25,768,948</td>
<td>53.5%</td>
</tr>
<tr>
<td>Student Services</td>
<td>44,826,825</td>
<td>23,534,058</td>
<td>52.5%</td>
<td>21,632,716</td>
<td>58.0%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>33,365,595</td>
<td>18,246,541</td>
<td>54.7%</td>
<td>16,675,897</td>
<td>51.2%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>31,939,353</td>
<td>18,815,528</td>
<td>58.9%</td>
<td>19,782,263</td>
<td>66.7%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>16,441,207</td>
<td>15,383,491</td>
<td>93.6%</td>
<td>12,491,228</td>
<td>54.0%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>1,328,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Educational and General Expenditures</strong></td>
<td>287,740,000</td>
<td>178,209,026</td>
<td>61.9%</td>
<td>166,533,490</td>
<td>60.8%</td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td>4,800,000</td>
<td>1,209,532</td>
<td>25.2%</td>
<td>573,451</td>
<td>13.3%</td>
</tr>
<tr>
<td>Internally Designated</td>
<td>14,700,000</td>
<td>7,164,154</td>
<td>48.7%</td>
<td>5,930,961</td>
<td>53.9%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>307,240,000</td>
<td>186,582,711</td>
<td>60.7%</td>
<td>173,037,902</td>
<td>59.8%</td>
</tr>
<tr>
<td>Other Changes - Debt Service &amp; Fund Transfers</td>
<td>10,550,000</td>
<td>1,918,825</td>
<td></td>
<td>5,106,061</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>317,790,000</td>
<td>188,501,536</td>
<td></td>
<td>178,143,963</td>
<td></td>
</tr>
</tbody>
</table>

### Net Increase (Decrease) in Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>General Funds</th>
<th>Auxiliary Funds</th>
<th>TOTAL NET INCREASE (DECREASE) IN FUND BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Increase (Decrease)</td>
<td>0</td>
<td>60,248,950</td>
<td>$62,793,420</td>
</tr>
<tr>
<td>in Fund Balances</td>
<td></td>
<td>59,327,261</td>
<td>$59,822,825</td>
</tr>
</tbody>
</table>
LONE STAR COLLEGE SYSTEM

Balance Sheet
April 30, 2014
Unaudited

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General &amp; Auxiliary</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ (12,275,022)</td>
<td>$ 12,736,067</td>
<td>$ -</td>
<td>$ 461,045</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>19,578,713</td>
<td>4,568,796</td>
<td>4,596,378</td>
<td>28,743,887</td>
</tr>
<tr>
<td>Investments</td>
<td>128,179,718</td>
<td>94,051,651</td>
<td>-</td>
<td>222,231,369</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>5,412,673</td>
<td>-</td>
<td>-</td>
<td>5,412,673</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>43,933</td>
<td>-</td>
<td>-</td>
<td>43,933</td>
</tr>
<tr>
<td>Amount to be provided for retirement long-term debt</td>
<td>-</td>
<td>583,055,434</td>
<td>-</td>
<td>583,055,434</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>(16,507)</td>
<td>-</td>
<td>754,780,420</td>
<td>754,763,913</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$ 140,923,508</td>
<td>$ 694,411,948</td>
<td>$ 759,376,798</td>
<td>$ 1,594,712,254</td>
</tr>
</tbody>
</table>

LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th>LIABILITIES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$ 8,840,069</td>
<td>$ 5,982,671</td>
<td>1,892,730</td>
<td>$ 16,715,470</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>5,911,070</td>
<td>5,599,929</td>
<td>-</td>
<td>11,510,999</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>7,055,000</td>
<td>310,935</td>
<td>-</td>
<td>7,365,935</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>5,658,421</td>
<td>-</td>
<td>5,658,421</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>627,973,288</td>
<td>-</td>
<td>627,973,288</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>-</td>
<td>6,486,107</td>
<td>-</td>
<td>6,486,107</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td>21,806,139</td>
<td>652,011,351</td>
<td>1,892,730</td>
<td>675,710,220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND BALANCES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>119,117,369</td>
<td>-</td>
<td>459,943,218</td>
<td>579,060,587</td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non grant agreements</td>
<td>-</td>
<td>74,015</td>
<td>-</td>
<td>74,015</td>
</tr>
<tr>
<td>Restricted for construction</td>
<td>-</td>
<td>34,459,208</td>
<td>296,110,571</td>
<td>330,569,779</td>
</tr>
<tr>
<td>Debt service</td>
<td>-</td>
<td>7,867,374</td>
<td>1,430,279</td>
<td>9,297,653</td>
</tr>
<tr>
<td>TOTAL FUND BALANCES</td>
<td>119,117,369</td>
<td>42,400,597</td>
<td>757,484,068</td>
<td>919,002,034</td>
</tr>
</tbody>
</table>

TOTAL LIABILITIES AND FUND BALANCES | $ 140,923,508 | $ 694,411,948 | $ 759,376,798 | $ 1,594,712,254 |
<table>
<thead>
<tr>
<th>Description</th>
<th>Ending BV 03/31/2014</th>
<th>Total Buys</th>
<th>Total Sells</th>
<th>Interest/Dividends</th>
<th>Ending BV 04/30/2014</th>
<th>Ending BV 04/30/2013</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>164,681</td>
<td></td>
</tr>
<tr>
<td>POOLS</td>
<td>66,393,036</td>
<td>2,658,267</td>
<td>17,934,921</td>
<td>6,616</td>
<td>51,116,382</td>
<td>61,104,968</td>
<td></td>
</tr>
<tr>
<td>AGENCIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF DEPOSIT</td>
<td>59,271,122</td>
<td>4,008,988</td>
<td>5,019,201</td>
<td>9,306</td>
<td>58,260,910</td>
<td>59,196,557</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>15,097,457</td>
<td>2,279</td>
<td>2,279</td>
<td>15,099,736</td>
<td>15,009,305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BONDS</td>
<td>2,414,292</td>
<td>1,000,000</td>
<td>3,413,511</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>143,175,908</td>
<td>7,669,534</td>
<td>22,954,122</td>
<td>18,200.97</td>
<td>127,890,539</td>
<td>135,475,511</td>
<td>0.29%</td>
</tr>
<tr>
<td><strong>DEBT SERVICE &amp; CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF DEPOSIT</td>
<td>35,610,537</td>
<td>2,543</td>
<td>2,543</td>
<td>35,613,081</td>
<td>51,105,481</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>32,549,711</td>
<td>626,843</td>
<td>4,437</td>
<td>33,176,554</td>
<td>28,430,821</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL PAPER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,390,907</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPITAL PROJECTS POOLS</td>
<td>11,544,428</td>
<td>1,305</td>
<td>1,316,246</td>
<td>1,305</td>
<td>10,229,487</td>
<td>22,957,320</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>15,029,303</td>
<td>3,227</td>
<td>3,227</td>
<td>15,032,530</td>
<td>5,007,005</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>94,733,980</td>
<td>633,918</td>
<td>1,316,246</td>
<td>11,512</td>
<td>94,051,651</td>
<td>67,891,534</td>
<td>0.18%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>237,909,888</td>
<td>8,303,451</td>
<td>24,270,368</td>
<td>29,713</td>
<td>221,942,190</td>
<td>203,367,045</td>
<td>0.25%</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Purchase Catering and Local Restaurant Services

Chancellor’s Recommendation: That the Board of Trustees approves the purchase of catering and local restaurant services for an estimated amount of $540,000 annually and a not-to-exceed amount of $2,700,000 over five years from the attached list of caterers and local restaurants. Secondly, the Board of Trustees approves the addition of vendors to the attached list based on a process as described below.

Rationale: The college system relies on food service providers for events LSCS-sponsored conferences, official functions, student and faculty recruiting events, employee training, commencement and other functions.

This purchase is in compliance with Texas Education Code §44.031. A Request for Proposals (RFP #303) was advertised and issued to 118 catering and local restaurant vendors and 26 responses were received. It is recommended to approve the purchase of products and services from all 26 respondents (see attached list). The ability to purchase from any of the vendors will allow campuses to select services that meet the campus’ specific needs.

Subsequent RFP’s will be issued periodically over the five year period to allow new vendors entering the market an opportunity to conduct business with the System. Proposals received in response to these RFP will be evaluated based on the criteria outlined therein and awarded vendors will be added to the attached approved vendor list. All awards will terminate at the end of the five year period if not ended earlier at the discretion of LSCS.

The annual estimated cost is based on the college system’s spending for local restaurant and catering services from March 2013 through February 2014.

Fiscal Impact: Funds for the purchase are included in the approved FY 2013-14 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
# RFP #303 - Catering and Local Restaurant Services

**LIST OF PROPOSED VENDORS**  
(July 1, 2014 through June 30, 2019)

<table>
<thead>
<tr>
<th>Restaurant Vendors</th>
<th>Type of Food Service</th>
<th>Percentage Discount off Menu Prices</th>
</tr>
</thead>
</table>
| Berryhill Baja Grill  
(3 Locations Serving Most LSCS Locations) | Baja Mexican | 10% Discount |
| Black Eyed Pea Café & Catering  
(6 Locations Serving All LSCS) | “Crowd Pleasers”, Po’boys, Breakfast & Lunch Entrees | 5% Discount |
| Buca di Beppo  
(2 Locations Serving All LSCS) | Italian | 10% Discount |
| Chick-fil-A  
(2 North West Locations) | Chicken Sandwiches and Wraps, Salads | None / Catering 15% |
| Dickey’s Barbeque | Barbeque and Sides | 10% Discount |
| Domino’s Pizza (4 North West Locations) | Pizza Products | 46% Discount |
| Panera Bread  
(11 Locations Serving Most LSCS Locations) | Soups, Salads, Sandwiches, Bakery | None Available |
| Freebirds World Burrito  
(All 22 Houston Locations Serving All LSCS Locations) | Burrito Bar; Drop Off of Full Service, Box Lunches, Party Trays | None Available |
| Firehouse Subs (The Woodlands) | Deli Sandwiches and Salads | None Available |
| Jason's Deli  
(All Houston Locations Serving All LSCS Locations) | Deli Sandwiches, Box Lunches, Pastas, Salads | 0 to 25% Discount |
| James Coney Island – JCI Grill  
(Locations: Various) | Hotdogs and Hamburgers | None Available |
| Katz's Express Deli  
(The Woodlands) | Deli Sandwiches, Box Lunches, Pastas, Salads | None Available |
| Macaroni Grill  
(The Woodlands) | Italian | None Available |
| Rising Roll Gourmet  
(Greenspoint) | Gourmet Roll Sandwiches | None Available |
<p>| Smoothie King (Kingwood) | Fruit and Veggie Smoothies | None Available |</p>
<table>
<thead>
<tr>
<th>Catering Vendors</th>
<th>Type of Food Service</th>
<th>Percentage Discount off Menu Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby’s Catering (Serving All LSCS Locations)</td>
<td>Deli Sandwiches, Box Lunches, Salads; On-site Full Service, Drop Off of Full Service</td>
<td>5 to 30% Discount</td>
</tr>
<tr>
<td>All Star Catering (Serving All LSCS Locations)</td>
<td>Deli Sandwiches, Box Lunches, Pastas, Salads; On-site Full Service or Drop Off</td>
<td>Based On Quantity Ordered</td>
</tr>
<tr>
<td>Catering (Delights) by Ray (Serving LSC-Kingwood, LSC-Montgomery &amp; LSC-System Office)</td>
<td>Large Variety of Menus Available; On-site Full Service or Drop Off</td>
<td>6% Discount</td>
</tr>
<tr>
<td>Freebirds World Burrito (All 22 Houston Locations Serving all LSCS Locations)</td>
<td>Burrito Bar; Drop Off of Full Service, Box Lunches, Party Trays</td>
<td>None Available</td>
</tr>
<tr>
<td>Great Wraps Catering (Serving All LSCS Locations Except LSC-Kingwood)</td>
<td>Wraps, Salad, Chicken Strips, Fruit, Cookies and Brownies</td>
<td>5% Discount</td>
</tr>
<tr>
<td>J’s ShrimpHouse</td>
<td>Seafood, Specialty; On Campus Shrimp and Crab Boils</td>
<td>None Available</td>
</tr>
<tr>
<td>New Season Bistro Catering (Serving Most LSCS Locations)</td>
<td>Casual to Upscale Dinning</td>
<td>5 – 10% Discount</td>
</tr>
<tr>
<td>Taste Buds Catering (Serving All LSCS Locations)</td>
<td>Italian, Mexican, Cajun, Barbeque and Fine Dining</td>
<td>10 – 15% Discount</td>
</tr>
<tr>
<td>Top Hat Catering (Serving All LSCS Locations)</td>
<td>Box Lunches, Wraps, Sandwiches, Wide Variety Customizable Menu; Drop Off of Full Service</td>
<td>None Available</td>
</tr>
<tr>
<td>Zoes Kitchen (8 Locations Serving Most LSCS Locations)</td>
<td>Casual Dining Style Menus; Drop Off Catering Only</td>
<td>10% Discount</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Truck Vendors</th>
<th>Type of Food Service</th>
<th>Percentage Discount off Menu Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttz Food Truck, LLC (Serving All Locations Except LSC-Montgomery &amp; System Office)</td>
<td>Gourmet Pulled Pork Sandwiches</td>
<td>None Available</td>
</tr>
<tr>
<td>Coney Cruiser – James Coney Island</td>
<td>Hot Dogs, Hamburgers, Combos and Sides</td>
<td>None Available</td>
</tr>
</tbody>
</table>
Financial Report and Consideration No. 3 (ACTION ITEM 4) Board Meeting 6-5-14

Request: Consideration of Approval to Purchase Office Supplies for the System

Chancellor’s Recommendation:
That the Board of Trustees authorizes the purchase of office supplies from Staples Advantage, 6400 Hollister, Houston, Texas 77040, for an estimated annual cost of $500,000 and a total not-to-exceed cost of $2,500,000 over five years.

Rationale:
Office supplies are used throughout the system to support operations and include pens, staples, calendars and other miscellaneous desktop items.

A market basket analysis (35 items) of frequently used office supplies was conducted with all cooperatives in which LSCS is a member to test the cost effectiveness of purchasing office supplies via a cooperative contract. The results indicated that the pricing is competitive. Formal requests for quotes were issued to fifteen (15) office supplies vendors under contract with approved cooperatives and two (2) responses were received. Pricing was requested for 98 of the most frequently purchased office supply items which represent approximately 40% of the office supplies ordered by the System.

A review committee with system-wide representation determined Staples Advantage, under the National Joint Powers Alliance (NJPA) Contract 031210-SCC, offered the best long-term value to the system. Staples offers the largest amount of equivalent, quality private label products at much lower prices than the national brand items.

LSCS joined the NJPA cooperative in January 2014 at no cost to the System. NJPA is a public agency based in Minnesota that serves as a member-focused cooperative for over 50,000 member agencies nationally. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country.

This purchase is in compliance with Texas Education Code 44.031 (a, 4) which allows the use of interlocal contracts. Purchasing from Staples under the NJPA contract will allow LSCS to maintain its web-based ordering process and provide the System with rebates up to 5% of annual purchases. Staples proposes using their partner, Tejas Office Products, for deliveries.

The term of this agreement is for five years, but contains standard termination clauses.
Fiscal Impact: Funds for this purchase are included in the approved FY 2013-14 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Purchase Employee Benefits Brokerage and Consulting Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute an agreement to purchase employee benefits brokerage and consulting services for the System from Arthur J. Gallagher & Co. (Gallagher), 1900 West Loop South, Suite 1600, Houston, TX 77027, in the amount of $57,500 in year one and $50,000 annually in years 2 through 5, or $257,500 over the five-year contract period.

Rationale: The System Benefits Department currently administers all benefits transactions in-house including new benefits research and development, receiving quotes and negotiating contracts, reviewing usage, tracking and remitting all investment payments. Outsourcing these services to industry professionals will assist the System in achieving its goal of becoming the employer of choice locally.

In compliance with Texas Education Code §44.031, a Request for Proposals (RFP #312) was advertised and sent to thirty (30) insurance brokerage and investment firms. Two (2) responses were received. It is recommended that these services be awarded to the low bidder, who also has the highest evaluation scores, Gallagher. This vendor is a worldwide provider of insurance brokerage and financial consulting services, has been in business for 53 years and has 340 higher education U.S. clients, providing them greater purchasing and negotiating power for benefit plans and rates. In addition, the firm offers the ability to tap into in-house training resources, has strong creditable references, and is a notable presence in public and nationally recognized associations.

Gallagher will provide the System with analyses of current benefits programs, brokerage services for optional new programs, claim management services, on-site and online benefits training and initiate an employee wellness program. The firm will be responsible for consulting and assisting LSCS in identifying and evaluating a common remitter third party administrator (TPA) through a competitive bid process run by the System. Gallagher will provide this service for a one-time fee of $7,500 in the first year. Gallagher will continue to advise and consult with LSCS on the TPA throughout the life of the contract as part of the annual fee.

The term of the agreement will be for a period of five years beginning July 1, 2014 through June 30, 2019 and may be terminated upon a sixty-day written notice or cancelled upon a thirty-day written notice for non-appropriations of funds.
Fiscal Impact: Funds for this purchase are included in the approved FY 2013-14 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Rand Key 832-813-6522
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements for the Purchase of General Contracting Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute master service agreements with the recommended vendors on the attached list for the purchase of general contracting services for individual projects that cost less than $100,000. The scope of the award is for an estimated $2,000,000 per year, with a not-to-exceed amount of $10,000,000 over the five year term.

Rationale: The purpose of awarding multiple contracts to multiple vendors is to expedite the turn-around time for small projects, minor construction services, repairs, maintenance and inspection services for System facilities to ensure a safe, clean and operable environment for students, faculty and staff.

In compliance with Government Code 2269, Subchapter I, Sec. 2269.401, Job Order Contracts Method, bid notices (CSP #310) were advertised and sent to 72 prospective bidders. A pre-bid conference was held and eleven (11) companies were represented. A total of eight (8) proposal responses were received.

The evaluations were based on cost, qualifications, methodology, experience, reputation, references, quality of goods and services, certified historically underutilized businesses (HUB), minority and/or veteran or woman-owned businesses utilization, safety record, proposed personnel, financial capability, past performance with LSCS and completeness and thoroughness of proposal. All eight vendors who responded are recommended for approval.

The term of this award is for an initial three (3) years with the option to renew for two (2) additional one-year terms. Contract renewal will be based on satisfactory vendor performance and vendors may be eliminated from the approved master list at the System’s discretion. The hourly rates will remain firm for the first year. Rate adjustments may be considered upon receipt of written justification supported by an increase in trade rates, inflation or other measure as approved by the System. Vendor awards may be cancelled at any time with or without cause with a thirty (30) day written notice.

Services and/or projects over $25,000 will require a minimum of three quotes from the qualified and approved vendor list.
Fiscal Impact: Funds for these purchases are included in the approved FY 2013-14 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam 832-813-6512
<table>
<thead>
<tr>
<th></th>
<th>Vendor Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brandt Constructors &amp; Facility Services</td>
<td>PO Box, Houston, Texas 77238</td>
</tr>
<tr>
<td>2</td>
<td>D&amp;C Contracting, Inc.</td>
<td>10126 Talley Ln, Houston, Texas 77244-0081</td>
</tr>
<tr>
<td>3</td>
<td>GenTech Construction Company, LLC</td>
<td>10350 Richmond Ave., Suite 920, Houston, Texas 77042</td>
</tr>
<tr>
<td>4</td>
<td>E-Contractors</td>
<td>5711 Richmond Avenue, Houston, Texas 77056</td>
</tr>
<tr>
<td>5</td>
<td>JC Stonewall Constructors, LP</td>
<td>13011 Mula Lane, Stafford, Texas 77477</td>
</tr>
<tr>
<td>6</td>
<td>LMC General Contractor</td>
<td>9191 Winkler Drive, Suite A, Houston, Texas 77017</td>
</tr>
<tr>
<td>7</td>
<td>Millennium Project Solutions</td>
<td>14026 FM 2100, Suite C, Crosby, Texas 77532</td>
</tr>
<tr>
<td>8</td>
<td>The Trevino Group</td>
<td>1616 West 22nd Street, Houston, Texas 77008</td>
</tr>
</tbody>
</table>
Request:

Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Master Consulting Service Agreement for the Purchase of Security Systems Consulting Services for the System

Chancellor’s Recommendation:

That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a master consulting service agreement for the purchase of security systems consulting services for the System from TRC Engineers, Inc. 123 Technology Drive, Irvine, CA 92618, for an amount not-to-exceed $600,000 over a five year period. In addition, authorizes the Chancellor or designee to negotiate and execute the specific project scope of work agreements.

Rationale:

The System has the need for the development and application of integrated security system standards and specifications for the protection and security of the facilities, staff and students. As part of this effort, new system-wide security standards will be established, existing security systems will be assessed and deficiencies identified for future upgrades or new construction.

In compliance with the provisions of Texas Government Code Section 44.031, a Request for Proposals (RFP #305) was advertised and issued to fifteen (15) companies. A pre-proposal conference was held and five (5) companies were represented. A total of five (5) responses were received.

The evaluation of the proposals was conducted based on the firms’ proposal cost, qualifications and experience, reputation, extent to which certified historically underutilized businesses (HUB), minority and/or veteran or woman owned businesses are utilized, past performance with LSCS, total long term cost and completeness and thoroughness of the proposal. The three (3) companies with the top evaluation scores were invited to present the proposals to an interview committee. It is recommended that the firm with the highest evaluation score be awarded the contract for these services.

The first project scope of work has been defined and includes System-wide assessment of security infrastructure, security design standards and specifications, deficiency and needs analysis and security systems analysis. This work was specifically bid in the RFP and will cost $389,171. Quotes for additional services will be requested from TRC based on hourly labor rates included in the proposal for the first three years. Labor rate increases may be considered for years four and five based on supporting documentation. LSCS reserves the right to accept or reject such increases. The parties will enter into fully executed project scope of work agreements before any work commences.
The initial term of the master consulting services agreement will be for three years with an option to renew for an additional two one-year periods. Either party may terminate the agreement with 30 days written notice.

**Fiscal Impact:** Funds for this purchase are available from the Revenue Financing System Bonds, Series 2013.

**Staff Resource:** Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase an Academic Catalog Management Online Solution for the System

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase an academic catalog management online solution for the System from Digital Architecture, P.O. Box 7791, Lakeland, FL 33807, in an amount not-to-exceed $250,000. This cost includes the annual support/hosting costs for five years.

Rationale: LSCS is seeking to gain access to an online tool to more efficiently and effectively develop and publish the LSCS academic catalog and related content in both print and electronic versions. An online catalog management system will support workflow and tracking to document changes, support more timely publication of academic programs and policy changes, and improve students’ ability to access catalog content.

In compliance with Texas Education Code 44.031 (a), a Request for Proposals (RFP #309) was advertised and issued to ten (10) registered bidders and four (4) responses were received. An evaluation committee with system-wide representation used a comprehensive process to select the recommended solution.

The evaluation was conducted in two phases; the initial proposal evaluation followed by an online demonstration by the top three scoring vendors, Digital Architecture, Leepfrog Technologies Inc. and Valentine & Company, Inc. dba: Smart Catalog. In the initial proposal evaluation, vendors were evaluated based on qualifications and experience, services meeting System needs, references, quality of services, the extent to which certified historically underutilized businesses (HUB), minority and/or veteran and women owned businesses are utilized, long term cost to the System and other relevant factors. In the online demonstration, vendors were evaluated based on mandatory content requirements, content development workflow, content publishing capabilities, system administration capabilities, ADA compliance, guaranteed uptime, back-up capabilities and disaster recovery. An award is recommended to the vendor with the highest online demonstration evaluation score, Digital Architecture. Based on the product demonstrations and subsequent research, the capabilities of the Acalog product and the functionality to display program information are the best fit with LSCS’s requirements and will assist the System in satisfying Gainful Employment rules required by the Department of Education related to financial aid.
The initial term of the contract will be for three years with an option to renew for two additional one-year periods.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2013-14 budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Keri Rogers 832-813-6597
Request: Consideration of Approval of Tax Exemption Allowances for Tax Year 2014

Chancellor’s Recommendation: That the Board of Trustees approves the following tax exemptions for the year 2014 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 2014 tax year. Montgomery County serves as the tax assessor for LSCS properties located in San Jacinto County.

These exemptions are the same as adopted for the 2013 tax year. Taxpayers who are eligible for the Over 65 or Disability exemption will automatically qualify for a “tax freeze” (actual dollar tax amount owed is frozen), as approved by the Board of Trustees in September, 2006.

Fiscal Impact: The 2014 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: Cindy 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 2014:

WHEREAS, the Board of Trustees of the Lone Star College System finds that it is necessary to levy a tax for the tax year 2014 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 wishes 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 2014;

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 June, 2014.

________________________________
Chair
LSCS Board of Trustees

________________________________
Secretary
LSCS Board of Trustees
Request: Consideration of Approval to Authorize the Chancellor or His Designee to Procure and to Negotiate Consulting Services for the Board of Trustee's Annual and Comprehensive Evaluation Pursuant to Lone Star College System Board Policy Section I B.1 - Board Governance

Chancellor's Recommendation: That the Board of Trustees approves the purchase of consulting services in providing the required Board of Trustee's annual self-evaluation pursuant to Lone Star College System Board Policy Section I B.1 - Board Governance for an amount not-to-exceed $150,000

Rationale: In 2011 the Board approved a policy in which it agreed to be accountable for the performance and welfare of the Lone Star College System by ensuring it is evaluated annually and in 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: Funds for this purchase are included in the approved FY 2013-14 budgets.

Staff Resource: Richard Carpenter 832-813-6615
Brian Nelson 832-813-6655
Request: Consideration of Approval to Authorize the Chancellor or his Designee to Negotiate and Execute an Extended Contract for the Update of the Facilities Master Plan

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or his designee to negotiate and execute an extended contract for the update of the facilities master plan previously provided by Gensler, 711 Louisiana Suite 300, Houston, TX 77003, for an amount not-to-exceed $250,000.

Rationale: The facilities master plan requires updating to prepare the capital improvement plan and facilitate short and long term financial planning and budgeting.

A Request for Statement of Qualifications (RFQ #171) process was conducted in December 2011 and Gensler was selected from the twelve proposals received to produce a comprehensive facilities condition assessment, detailed demographics trends, space utilization analysis and facilities master plan. Utilizing Gensler to update the facilities master plan will ensure that it is completed in the most timely and cost effective manner due to the prior master plan service, knowledge and extensive background with LSCS facilities planning.

Fiscal Impact: Funds for this purchase are available from the Revenue Financing System Bonds, Series 2013.

Staff Resource: Cindy Gilliam

832-813-6512
Request: Consideration of Approval to Purchase Additional Telecommunication Services for the System

Chancellor’s Recommendation: That the Board of Trustees approves the purchase of additional telecommunication services for the System in an estimated annual amount of $403,000 for the remaining two years of the contract term from the vendors listed below. This brings the total cost of these services to $2,356,000 for the five year period.

<table>
<thead>
<tr>
<th>Company</th>
<th>Estimated Annual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windstream (PAETEC)</td>
<td>$228,000</td>
</tr>
<tr>
<td>600 Willowbrook Office Park</td>
<td></td>
</tr>
<tr>
<td>Fairport, NY 14450</td>
<td></td>
</tr>
<tr>
<td>Consolidated Communications</td>
<td>50,000</td>
</tr>
<tr>
<td>350 S. Loop 336W</td>
<td></td>
</tr>
<tr>
<td>Conroe, TX 77384</td>
<td></td>
</tr>
<tr>
<td>AT&amp;T</td>
<td>30,000</td>
</tr>
<tr>
<td>6500 W. Loop South</td>
<td></td>
</tr>
<tr>
<td>Bellaire, TX 77401</td>
<td></td>
</tr>
<tr>
<td>Century Link Communications</td>
<td>60,000</td>
</tr>
<tr>
<td>312 Higgins St.</td>
<td></td>
</tr>
<tr>
<td>Humble, TX 77338</td>
<td></td>
</tr>
<tr>
<td>The System’s planned facility growth</td>
<td>35,000</td>
</tr>
</tbody>
</table>

Total Estimated Annual Cost $403,000

Rationale: Basic telecommunication service is necessary for the daily operations of the System. Local trunk service provides telephone dial tone to the campuses. Service fees, regulatory fees or telecommunication surcharges are regulated by the State of Texas and other governmental agencies and are not included within the total contract amount.

The original purchase of telecommunication services was done in compliance with Texas Education Code 44.031 (a) through a Request for Proposal process (RFP #103) and the Board of Trustees has authorized an amount not-to-exceed $1,550,000 for such purchases over the five year contract term.

This request is to increase the estimated annual purchases in years four and five to $403,000 bringing the total cost of these services to $2,356,000 for the five year period. This increase is required due to the additional demand for services resulting from System growth.

Fiscal Impact: Funds for this purchase are included in the approved FY 2013-14 operating fund budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Link Alander 832-813-6842
Report: Construction Projects Update

The District’s Facilities Planning and Construction Department has provided a summary report of the District’s construction projects. See attached report.
2012 Revenue Bond Project Summary

- **LSC-University Park - Energy and Manufacturing Institute (EMI) Building**
  - The building dedication and ribbon cutting ceremony was held on May 14.

2013 Revenue Bond Project Summary

- **LSC-Creekside Satellite Center**
  - Design development documents are complete and construction documents are underway. Ongoing mechanical, electrical and plumbing coordination sessions are in progress.

- **LSC-Fairbanks Center - Parking Garage Addition**
  - Precast concrete erection is currently underway. Project completion is scheduled for August 2014.

- **LSC-CyFair - Parking Lot Addition**
  - Construction bids have been received and are being reviewed and evaluated.

- **LSC-CyFair - Renovations**
  - The construction contract for the photography/darkroom studio project has been issued and mobilization is underway. Construction is scheduled to be completed in August.

- **LSC-University Park – Central Plant Upgrade**
  - Engineering associated with the addition of a secondary chilled water pump is complete and out for bid. Installation and commissioning of the new equipment is expected to be completed by the end of August.

- **LSC-North Harris – Science Labs Renovation**
  - Renovation work is complete and punchlist work is underway.

- **LSC-System Office – HVAC System Upgrades**
  - Design work is complete and preparations are underway for the bidding process.

2014 Federal New Markets Tax Credit Program Project Summary

- **LSC-East Aldine Satellite Center**
  - A Request for Qualifications (RFQ) has been issued for Architect Selection. The rankings and selection will be presented at the August Board meeting for consideration of approval.
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 LSC-System Office.

Fiscal Impact: Positions and salaries have been budgeted for 2012-2013.

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

**Maura Elizabeth Capper, Executive Director – Business & Administration Services**

**Effective:** 12 month contracted employee at an annual salary of $84,502 beginning May 1, 2014

**Education:** B.S., Interdisciplinary Studies, University of Houston - Downtown

**Experience:** Director, Provost Business Officer, Department Business Administrator – Educational Technology & University Outreach, Office of Financial Services and Administration, Office Coordinator, Printing Department, University of Houston

**Cathleen Pierantozzi, Director – Human Resources/Compensation/Benefits**

**Effective:** 12 month contracted employee at an annual salary of $100,000 beginning April 14, 2014

**Education:** M.B.A., Business Administration, Management, University of Phoenix; BBA, Business Administration, Letourneau University

**Experience:** Director of Practice Operations, Tenet Healthcare; Human Resources Director, Marketing & Community Outreach Director, Acting Executive Director, Sadler Clinic; Vice President, Human Resources & Marketing Communications, ABS Group of Companies, Inc.
Request: Consideration of Resignations

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

**LSC - System Office**
Shelby Boseman, Deputy General Counsel
Effective April 5, 2014

Robert Ricks, Director, Office of Enterprise Reporting Systems
Effective August 31, 2014

**Staff Resource:** Rand Key 832-813-6522