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 – Security Update – Rand Key

VI. 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
- Status of Pending Litigation

Section 551.072 – Deliberation Regarding Real Property
- LSC-University Park, LSC-CyFair, LSC-North Harris, LSC-Tomball, LSC–Montgomery, LSC-SO-University Park

VII. Reconvene Regular Meeting

VIII. Approval of the Minutes of the August 6, 2015 Workshop and Regular Meeting of the Board of Trustees

IX. Special Reports and Announcements
1. Chancellor
   - Enrollment
   - LSC-CF President Search
   - Tax Rate Hearing
2. Presidents – Katherine Persson – Fall Semester Update

3. Vice Chancellors – Helen Clougherty – Ethics Hotline

4. Faculty Senate Presidents

5. Board Members
   • Reports and comments from Board chair and Board members regarding meetings and conferences attended, campus visits, community and district activities, education programs, current affairs related to higher education
   • Board Committee Reports
   • Establish new committees: Legislative Affairs and Revenue Streams

X. Citizen Participation

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 Report and Considerations

1. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Grievance Policy (FIRST READING)

2. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Section IV.B.1 – Employment Appointment Types (ACTION ITEM 1)

XIII. Curriculum Report and Considerations

1. Consideration of Approval of Non-Credit Workforce Certificates for Construction Occupations Included in the Training Contract with Houston Airport System (HAS) (ACTION ITEM 2)

XIV. Financial Reports and Considerations

1. Monthly Financial Statements

2. Consideration of Adoption of Resolution Creating the LSCS Public Facility Corporation (ACTION ITEM 3)
3. Consideration of Approval to Provide Notice of Intent to Hold Required Public Hearings and Set Ad Valorem Tax Rate for the Tax Year 2015 at the October Board Meeting (ACTION ITEM 4)

4. Consideration of Approval of the Annual Appointment of County Tax Assessor-Collectors to Collect Property Taxes Levied on Behalf of the System (ACTION ITEM 5)

XV. Buildings and Grounds Report

Construction Projects Update

XVI. Personnel Reports and Considerations

1. Consideration of Ratification of Appointments (ACTION ITEM 6)

2. Consideration of Acceptance of Resignations (ACTION ITEM 7)

3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 8)

XVII. Suggested Future Agenda Items

XVIII. Adjournment

If during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to an item noticed in this meeting, then such closed session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

- 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 551.082 – Student Discipline
- Section 551.0821 – Personally Identifiable Information About Student
- Section 551.084 - Exclusion of Witness
- Section 551.087 - Economic Development Negotiations
I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 31st day of August, 2015 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 31st day of August, 2015.

_____________________
Stephen C. Head
Chancellor
MINUTES OF THE
PUBLIC HEARING AND
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
CENTRAL SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
August 6, 2015
6:00 p.m.

PRESENT:  Ms. Linda Good, Chair
Dr. Kyle Scott, Vice Chair
Dr. Ron Trowbridge, Secretary
Dr. Alton Smith, Assistant Secretary
Mr. Bob Wolfe
Mr. David Vogt
Dr. David Holsey
Mr. Ken E. Lloyd

ABSENT:  Mr. Art Murillo

Public Hearing – 2015-2016 Proposed Budget

I. CALL TO ORDER: Ms. Good called the public hearing of the 2015-2016 proposed budget to order at 6:01 p.m. after determining a quorum was present.

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

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

Mr. Vogt entered the meeting at 6:03 p.m.

IV. PRESENTATION OF THE 2015-2016 PROPOSED BUDGET: Chancellor Steve Head presented an overview of the recommended budget with total operating and auxiliary funds of $342.49M. The proposed budget will provide support for academic and workforce programs, hire an additional 70 new full time faculty, add 16 student advisors, and provide full time employees with a 2% raise.

V. CITIZENS COMMENTS: None
VI. **ADJOURNMENT OF PUBLIC HEARING:** Ms. Good adjourned the Public Hearing at 6:07 p.m.

WORKSHOP AND REGULAR MEETING

I. **CALL TO ORDER:** Ms. Good called the workshop and regular meeting of the Board of Trustees to order at 6:07 p.m. after determining that a quorum was present.

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

III. **INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS:** Chancellor Head introduced Stephen Green with the Conroe Courier and Shawn Arrajj with Community Impact.

Dr. Head introduced Mr. Mario Castillo, the new General Counsel for LSC.

Ms. Erin De Souza, advisor at LSC-North Harris gave a presentation on the Faculty Exchange to Qufu Normal University in China. She indicated it was a great benefit to Lone Star College to help increase the number of international students at LSC, increase international opportunities for LSC students and faculty, and increase cultural competency.

Mr. Rand Key, CEO of University Park, recognized Chief Richard Gregory on his retirement from Lone Star College.

IV. **WORKSHOP:** None.

V. **CLOSED SESSION:** At 6:30 p.m. Ms. Good 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

VI. **RECONVENE REGULAR MEETING:** Ms. Good reconvened the open meeting at 7:45 p.m.

VII. **APPROVAL OF THE MINUTES OF THE JUNE 6, 2015 WORKSHOP AND REGULAR MEETING, JUNE 26, 2015 BOARD RETREAT AND THE JULY 23, 2015 BUDGET WORKSHOP:** upon a motion by Dr. Holsey and a second to the motion by Dr. Smith, the board approved the minutes of the June 6, 2015 Workshop and Regular Meeting. Mr. Vogt and Mr. Wolfe abstained. Upon a motion by Mr. Lloyd and a second
to the motion by Dr. Smith, the board approved the minutes of the June 26, 2015 Board Retreat. Dr. Trowbridge and Dr. Holsey abstained. Upon a motion by Dr. Smith and a second to the motion by Mr. Wolfe the board approved the minutes of the July 23, 2015 Budget Workshop. Dr. Trowbridge and Dr. Holsey abstained.

VIII. CITIZENS DESIRING TO ADDRESS THE BOARD: Mr. Joe Ramirez representing HESI addressed the board on EEOC matters.

Dr. John Burghduff spoke on behalf of the American Federation of Teachers congratulating Chief Richard Gregory on his retirement.

IX. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Chancellor Head announced that we are seeing a 3% increase in enrollment over this time last year for about 2,500 new students. Lone Star is one of the few community colleges in the country that is seeing enrollment growth. LSC-UP continues to lead the way with 20% growth over last year.

Dr. Head announced the system wide Convocation will be held on August 18, 2015 at 8:30 a.m. at The Woodlands Waterway Marriott.

2. College Presidents: None.

3. Vice Chancellors: None.

X. CONSIDERATION OF THE CONSENT AGENDA: Items number 4, 9, 10, and 17 were removed from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Trowbridge made a motion to approve items 1, 2, 3, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, and 19. Mr. Lloyd seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.

XI. POLICY REPORT AND CONSIDERATIONS:

1. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Section IV.B.1 (SECOND READING) (ACTION ITEM 1): the board unanimously approved that board policy section IV.B.1 Employee Appointment Types be revised to clarify the definition of the academic year. This item was passed in the Consent Agenda. A copy is attached as Exhibit “C”.

XII. FINANCIAL REPORTS AND CONSIDERATIONS:

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements, quarterly investment report and monthly investment report for the months ended June 30, 2015 and May 31, 2015. A copy is attached as Exhibit “D”.

3
2. Consideration of Approval to Re-Open Investment Account with UBS Financial Services Inc. (ACTION ITEM 2): the Board of Trustees approves re-opening an investment account with UBS Financial Services Inc. This item was approved in the Consent Agenda. A copy is attached as Exhibit “E”.

3. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Real Estate for the LSC-CyFair Information Technology Satellite Center and Necessary Agreements and Easements related to the Property (ACTION ITEM 3): the Board of Trustees authorizes the Chancellor or his designee to negotiate and execute a contract to purchase real estate in Northwest Houston for the LSC-CyFair Information Technology Satellite Center. The property will be purchased at or below fair market value for an amount not-to-exceed $15,500,000. In addition, authorizes the Chancellor or designee to negotiate and execute any required agreements and easements with the property owner, owners association, municipal utility district, and utility providers necessary for access and utility service to the property. This item was approved in the Consent Agenda. A copy is attached as Exhibit “F”.

4. Consideration of Adoption of the Recommended 2015-16 Budgets (ACTION ITEM 4): upon a motion by Mr. Wolfe and a second by Dr. Scott the board approved adopting the 2015-16 budgets for the General and Auxiliary Funds. Ms. Good, Dr. Trowbridge, Dr. Smith, Mr. Wolfe, Mr. Vogt and Mr. Lloyd voted in favor. Dr. Scott and Dr. Holsey voted against. A copy is attached as Exhibit “G”.

5. Consideration of Approval to Purchase Engineering Equipment for the Engineering and Petroleum Technology Programs at LSC-University Park (ACTION ITEM 5): the Board unanimously approved the purchase of engineering equipment for the Engineering and Petroleum Technology programs at LSC-University Park from Advanced Technologies Consultants, Inc. (ATC), 110 West Main Street, P.O. Box 905, Northville, MI 48167, in the amount of $176,977. This item was approved in the Consent Agenda. A copy is attached as Exhibit “H”.

6. Consideration of Approval to Purchase Library Materials, Supplies, Services and Resource Sharing Membership Fees for FY 2015-16 (ACTION ITEM 6): the Board unanimously approved the purchase of library materials, supplies, services and resource sharing membership fees for FY 2015-16 for the System in an amount not-to-exceed $1,365,000. In addition, authorize the Chancellor or designee to execute any agreements related to these purchases. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I”.

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Online Tutoring Services (ACTION ITEM 7): the Board unanimously authorizes the Chancellor or designee to negotiate and execute a contract to purchase online tutoring services from Brainfuse, Inc., 271 Madison Ave., New York, NY 10016, in an estimated annual amount of $110,000 and a not-to-
exceed total of $550,000 over the five year contract period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

8. **Consideration of Approval of Annual Purchases of Technology Hardware, Software and Services (ACTION ITEM 8):** the Board unanimously approves the purchase of technology hardware, software and services in an amount not-to-exceed $12,000,000 in FY 2015-16. In addition, authorizes the Chancellor or designee to execute any agreements or statements of work related to these purchases. This item was passed in the Consent Agenda. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

9. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contract for the Purchase of Security Design and Consulting Services (ACTION ITEM 9):** Dr. Holsey made a motion with a second by Dr. Smith to approve this item. Mr. Vogt made a motion to amend the item with a not-to-exceed amount of $2.5 million, with a second by Mr. Lloyd. The board unanimously approved the amended motion. Ms. Good then went back to the original motion and the Board unanimously authorized the Chancellor or designee to negotiate and execute a contract for the purchase of security design and consulting services with the highest ranked firm, TRC Engineer, Inc., 123 Technology Drive, Irvine, CA, 92624. A copy is attached as Exhibit “L”.

10. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase of Technology Design and Consulting Services (ACTION ITEM 10):** Dr. Smith made a motion with a second by Dr. Holsey to approve the amended item with a not-to-exceed amount of $2.8 million. The Board unanimously authorized the Chancellor or designee to negotiate and execute a contract for the purchase of technology design and consulting services with the highest ranked firm, TechKnowledge Consulting Corporation, 6575 West Loop Consulting Corporation, Bellaire, Texas 77401. If negotiations cease for any reason with the 1st ranked firm, LSC will proceed to negotiate with the next highest ranked firm, Waveguide Consulting, Inc., One West Court Square, Suite 300, Decatur, Georgia 30030. A copy is attached as Exhibit “M”.

11. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Bank Depository Services (ACTION ITEM 11):** the Board unanimously authorizes the Chancellor or designee to negotiate and execute a contract to purchase bank depository services from JP Morgan Chase Bank, N.A., 712 Main Street, Floor 9, Houston, TX 77002, in an estimated annual amount of $85,056 and a total not-to-exceed amount of $500,000 over five years. This approval will include the authorization for the Chancellor or designee to execute contract amendments to include additional banking services as needed. The fee for the additional services will not exceed the bank’s then-current published rates. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N”.

5
12. Consideration of Approval of Annual Purchases of Construction and Related Services for the System (ACTION ITEM 12): the Board unanimously approves the purchase of construction and related services for the System in an amount not-to-exceed $10 million in FY 2015-16. In addition, authorize the Chancellor or designee to negotiate and execute any contracts related to these purchases. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O”.

13. Consideration of Approval to Renew the Annual Insurance Policies for FY 2015-16 and the Agreements for the Administration of Student Liability and Medical Insurance (ACTION ITEM 13): the Board unanimously approved the renewal of the annual insurance policies for FY 2015-16 with estimated premiums totaling $2.4 million, and the agreements for the administration of student liability and medical insurance. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.

14. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Owner Controlled Insurance Program Administrator Services (ACTION ITEM 14): the Board unanimously authorizes the Chancellor or designee to negotiate and execute a contract to purchase owner controlled insurance program administrator services from McGriff, Seibels and Williams of Texas, Inc., 818 Town & Country Blvd., Suite 500, Houston, TX 77024, in an amount not-to-exceed $690,000 over the five-year contract period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q”.

15. Consideration of Approval to Purchase a Nuclear Magnetic Spectrometer for the Chemistry Program at LSC-University Park (ACTION ITEM 14): the Board unanimously approves the purchase of a nuclear magnetic spectrometer for the Chemistry program at LSC-University Park from Anasazi Instruments, 4101 Cashard Ave., Suite 103, Indianapolis, IN 46203, in the amount of $102,400. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

16. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase All-Inclusive Travel Services for the Honors College International Capstone Program (ACTION ITEM 16): the Board unanimously authorizes the Chancellor or designee to negotiate and execute a contract to purchase all-inclusive travel services for the Honors College International Capstone Program from Corporate Travel Management, 1820 St. Charles Avenue, Suite 200, New Orleans, LA 70130, for a not-to-exceed amount of $325,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S”.

XIII. BUILDING AND GROUNDS REPORTS:

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

XIV. PERSONNEL REPORTS AND CONSIDERATIONS:
1. **Consideration of Ratification of Appointments (ACTION ITEM 17):** upon a motion by Dr. Holsey with a second by Dr. Scott the Board ratified the appointments as presented. Ms. Good abstained. A copy is attached as Exhibit “U”.

2. **Consideration of Acceptance of Resignations (ACTION ITEM 18):** the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V”.

3. **Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 19):** the Board unanimously approved the commissioning of the following peace officers for Lone Star College System; LSC-CyFair, DeWayne L. Offer. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U”.

**XV. SUGGESTED FUTURE AGENDA ITEMS:** Dr. Scott asked that the Board name a committee to establish percentages for revenues, including local taxes, student tuition and fees and miscellaneous. Ms. Good asked to add establishing a Board Legislative Committee at the next meeting.

**XVI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:43 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

<table>
<thead>
<tr>
<th>Tally Of Action Items</th>
<th>Consent Agenda</th>
<th>Chancellor Recommended Separate Action</th>
<th>Board Separate Action</th>
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<tbody>
<tr>
<td># 1 Approve Rev/LSC Board Policy IV.B.1</td>
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<td># 2 Approval Non-Credit WF Cert/Construction/Occupation</td>
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Request: Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.F.10. Review and Grievance Process (FIRST READING)

Chancellor’s Recommendation: That Board Policy Section IV. F.10. Review and Grievance Process be revised to clarify the grievance process, add informal resolution prior to filing a grievance, allow a first level appeal to the college president/vice chancellor if the grievance has not been resolved, allow second level appeal to the chancellor if the grievance has not been resolved and allow appeal to the Board of Trustees if the grievance is not resolved after the second level appeal and it involves an allegation of violation of a Board Policy, including a violation of the grievance policy.

Rationale: The recommendation above nurtures an employee culture that values and respects all Lone Star College employees by encouraging early collaboration regarding employee grievances regardless of whether the particular employee has an employment contract. The proposed revisions afford the same process to all employees. Moreover, current policies insulate appeals from the chancellor’s review - the proposed revisions increase appellate review to the chancellor, and also allow a special appeal to the Board where the grievant specifically alleges a violation of Board policy.

Fiscal Impact: None

Staff Resource: Steve Head 832-813-6515
Helen Clougherty 832-813-6514
Mario K. Castillo 832-813-6655
IV.F.10. Review and Grievance Process

IV.F.10.01 - Purpose

This policy establishes a uniform process for resolving employee grievances using a fair and consistent process that meets all state and federal laws. Employees who use the grievance process may do so with the knowledge that they will be protected from discrimination, retaliation, or reprisal of any nature.

IV.F.10.02 -

Who May Bring A Grievance

Grievances may be filed by individual employees or as an associational grievance on behalf of multiple affected employees.

IV.F.10.03 - Serial Grievances

An employee may not bring separate or serial grievances concerning events that were the subject matter of a previously filed grievance or complaint, even if such complaint was brought in accordance with another complaint review process.

IV.F.10.04 - Exclusions

The following concerns are not subject to this grievance policy and are addressed in other policies:

A. Termination of contractual and non-contractual employees. See Policy IV.F.10.12

B. Change in contract status. See Policy IV.F.8.03.
C. Employee performance evaluations, until the procedure set out in Policy IV.F.7.09 has been exhausted. The time limits set forth in Paragraph IX begin on the date the Policy IV.F.7.09 has been exhausted.

D. Allegations of discrimination, harassment, and retaliation, except for allegations of retaliation for filing or participating in a non discrimination or harassment grievance. See Policy IV.F.4.04, provided that an employee disciplined following an investigation may use this policy to challenge the disciplinary action.

E. Terminations due to Reduction in Force. See Policy IV.F.12.01

F. Challenges to ownership of intellectual property, until the procedure set out in Policy IV.D.9.05 has been exhausted. The time limits set forth in Paragraph IX begin on the date the procedure set out in Policy IV.D.9.05 has been exhausted.

IV.F.10.05 - Appeal to the Board for Alleged Policy Violations

Pursuant to policies for addressing each of the above-listed exclusions, the decision of the Chancellor, regarding any such situation may be appealed to the Board of Trustees if there is an allegation that Board policy has been violated in the course of addressing the situation.

IV.F.10.06 - Definitions

For purposes of this policy, the following terms shall be defined as follows:

A. “Grievant” means the employee who initiates the procedures set forth in this policy;

B. “Working Days” means Lone Star College System business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

IV.F.10.07 - Right to Representation

At all levels of an informal or formal grievance or appeals, the employee and/or the administration may be represented by counsel, including legal counsel, provided that
the selected representative does not claim the right to strike. The System shall not pay any fees or expenses for or to the grieving employee's representation. The grievance and appeal conferences held at all levels of the grievance process are informal conferences and no cross-examination of any person who attends the conference will be permitted. The System administrator handling the conferences may ask questions to obtain information to assist in reaching a decision. The employee's representative may assist the employee.

**IV.F.10.08 - Informal Resolution**

The Board encourages employees to discuss their concerns, complaints, and grievances through informal conferences with their supervisor or other appropriate administrator. Grievances should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. An employee or group of employees who has a concern or grievance shall participate in an alternative dispute resolution process in an attempt to resolve the concern prior to presenting a formal grievance. Employees will be provided information on the alternative dispute resolution processes available. If the concern is not resolved by participating in an informal resolution process, the employee can use the formal grievance process described below.**IV.F.10.09 - Presentation of Formal Grievance** An employee who has a grievance that has not been resolved through participation in the informal resolution process may file a formal grievance.

College employees must file their grievance with the college vice president whose chain of command includes the employee. System Office employees must file their grievance with their respective associate vice chancellor or chief area officer. For assistance in determining to whom a formal grievance must be presented, and specifically not incorporated into this policy, a copy of the current LSCS organizational chart can be found at [http://org.lonestar.edu/orgchart/LSCS-Internal030115.htm](http://org.lonestar.edu/orgchart/LSCS-Internal030115.htm)

The initial grievance must be filed with the employee's college vice president or, for System office employees, with their respective associate vice chancellor/chief area officer within 15 working days from the event or occurrence or the conclusion of the informal resolution process, whichever is later. Exceptions to the 15 working day limit will be considered by the college vice president/associate vice chancellor/chief area officer only in extraordinary circumstances. The grievance must be made in writing and must include all supporting documentation the employee wants considered. The employee will be permitted to submit additional information in response to any information collected and relied upon by the vice president or associate vice chancellor/chief area officer. The Chancellor will be notified when a formal grievance has been filed.

The vice president or associate vice chancellor/chief area officer must confirm in writing receipt of the grievance within three (3) working days. A grievance conference must be held within ten (10) working days of receipt of the grievance. A decision must be rendered by the vice president or associate vice chancellor/chief area officer within five
(5) working days after the grievance conference. The written decision shall set forth the basis of the decision and any additional information or documents obtained after the grievance conference. In reaching a decision, the vice president or associate vice chancellor/chief area officer may consider the information presented at the grievance conference, and any other relevant documents or information he/she believes will help resolve the complaint.

The timelines set out above may be extended by mutual consent of the parties.

IV.F.10.10 - First Level Appeal

In the event that the grievance has not been resolved or the timeframe has elapsed without the grievance being addressed or a decision rendered, the employee may present the grievance to the college president or, for System office employees, their vice chancellor. A written appeal must be presented within ten (10) working days from receipt of the vice president or associate vice chancellor/chief area officer’s decision. It is the responsibility of the grievant to initiate the appeal and to provide to the president or vice chancellor all documentation, including any correspondence about the grievance with the vice president or associate vice chancellor/chief area officer, and the vice president or associate vice chancellor/chief area officer's decision. The employee may submit additional information in response to any information collected and relied upon by the vice president or associate vice chancellor/chief area officer.

Within three (3) working days of receiving the appeal, the president/vice chancellor must confirm receipt of the grievance and provide a brief summary of the grievance to the Chancellor who will then immediately forward the summary to each member of the Board’s Grievance Committee. A grievance appeal conference must be held within ten (10) working days of receipt of the grievance. The employee and the president/vice chancellor may have legal counsel present at the grievance conference. A written decision must be rendered by the president/vice chancellor within five (5) working days of receipt of the appeal. The written decision shall set forth the basis of the decision and any additional information or documents obtained after the appeal conference. In reaching a decision, the president/vice chancellor may consider the information presented at the grievance conference, and any other relevant documents or information the president/vice chancellor believes will help resolve the complaint.

The timelines set out above may be extended by mutual consent of the parties.

IV.F.10.11 - Second Level Appeal

In the event that the grievance has not been resolved or the timeframe has elapsed without the grievance being addressed or a decision rendered, the employee may present the grievance to the Chancellor. A written appeal must be presented within ten (10) working days from receipt of the president/vice chancellor’s decision. It is the responsibility of the grievant to initiate the appeal and to provide all documentation, including any correspondence with the president or vice chancellor and the president or vice chancellor’s decision to the Chancellor or his/her designee. The employee may
submit additional information in response to any information collected and relied upon by the president or vice chancellor.

The Chancellor, or his/her designee, must confirm receipt of the grievance within three (3) working days and provide a brief summary of the grievance to each member of the Board’s Grievance Committee. A Second Level Appeal conference must be held within ten (10) working days of receipt of the grievance. The employee and the Chancellor, or his/her designee, may have legal counsel present at the Second Level Appeal conference. A decision must be rendered by the Chancellor, or his/her designee, within five (5) working days of the Second Level Appeal conference. The written decision shall set forth the basis of the decision, and any additional information or documentation obtained after the Second Level Appeal conference. In reaching a decision, the Chancellor, or his/her designee, may consider the information presented at the Second Level Appeal conference, and any other relevant documents or information the Chancellor or designee believes will help resolve the complaint. The employee shall be given three (3) days to respond to any documents or information considered by the Chancellor or designee not previously provided to the employee. If the Chancellor chooses a designee to consider the grievance, the designee may not be a supervisor of the grievant and may not have been involved in the grievance prior to designation by the Chancellor.

The timelines set out above may be extended by mutual consent of the parties.

IV.F.10.12 - Appeal to the Board

If the grievance is still unresolved and it involves an allegation of violation of a Board policy, including a violation of the grievance policy, the grievance may be appealed to the Board of Trustees. An appeal to the Board must be made in writing and must be received in the Chancellor’s Office no later than ten (10) working days of receipt of the Chancellor’s, or his/her designee’s, decision and must be accompanied by applicable references to the policy manual or the portion(s) of the Grievance policy that are alleged to have been violated. It is the responsibility of the employee to initiate the appeal to the Board and to provide all documentation to the Board, including any correspondence with the prior administrators who heard the grievance at the various levels and those administrators’ decisions.

The chancellor’s office shall acknowledge receipt of the appeal and shall forward to each Board member a copy of the appeal, along with all accompanying documentation, within five (5) working days of the appeal being received in the System Office.

The Board will consider the grievance, in accordance with the Open Meetings Act, at the next regularly scheduled Board meeting that is scheduled to occur at least fifteen (15) business days after the Appeal to the Board is received in the System Office.

The Board shall set a reasonable time limit for presenting the appeal to the Board, based on the information presented to the Board and allocating equal time to the
grievant and the administration. Appeals to the Board will be heard in closed session, unless the grievant specifically elects to have it heard in open session. Regardless of the grievant’s election to have the appeal heard in open session, if the grievance is against another employee, that other employee may elect to have the appeal heard in closed session.

The Board may make a decision, but is not required to make a decision. If the Board does not make a decision, the decision of the Chancellor, or his/her designee, is upheld. If the Board elects to render a decision, the decision will be announced orally before the meeting adjourns and a written decision will be mailed to the employee and the Chancellor within 30 calendar days.

If the grievance does not involve an allegation of a violation of Board policy or an allegation of a violation of the grievance process, the employee may present the grievance at the Citizen Participation portion of a Board meeting in accordance with Board Policy I.E.1.43.
Request: Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.B.1. Employee Appointment Types (FINAL READING)

Chancellor's Recommendation: That Board Policy Section IV.B.1 Employee Appointment Types be revised to update the number of credit hours that adjunct faculty may teach in an academic year

Rationale: This change will allow adjunct faculty to teach one additional class over the course of the year

Fiscal Impact: None

Staff Resource: Link Alander 832-813-6382
Helen Clougherty 832-813-6514
IV.B.1. Employee Appointment Types

Each position is categorized by the Human Resources office as being in one of the eleven (11) appointment categories, and as exempt or nonexempt. The categories, in turn, affect benefits eligibility, compensation, contractual status and other conditions of employment.

IV.B.1.1 Appointment Categories

2. Location Executive Officer (LEO): The Vice Chancellors and College Presidents of the System, each of whom serves in a contractual position.
4. Faculty: Employees who serve in a contractual relationship with the System and whose primary duties and responsibilities relate to educational programs, or to activities directly related to the educational development of students. The term "faculty" includes temporary faculty, but does not include continuing education instructors or adjuncts.
5. Temporary Faculty: "Temporary Faculty" refers to a contractual instructional employee who has the same duties and responsibilities as a permanent member of the faculty. Temporary faculty may be hired in a full-time or reduced load capacity on a semester-by-semester contract basis for a period of one year or less, contingent upon the needs of the System. Temporary faculty members have no right of continuing employment with the System beyond the term of their then current semester contract and do not have a right of notice of non-renewal for their service as temporary faculty members.
6. Instructor: Refers to a contractual instructional employee whose duties are instructing and teaching only. Instructors may be hired on a full or reduced teaching load and will be paid at a prorated full-time faculty salary. Instructors have no right of continued employment with the system beyond their semester or annual contract, do not have right of notice of non-renewal and their service as instructor does not count towards eligibility for a multiyear contract or faculty status.
7. Workforce Skilled Trade Instructor: Refers to a contractual instructional employee whose duties are instructing, teaching and program and career development to meet workforce needs identified through LSCS partnerships with business, government and community organizations. Instructors may be hired on a full or reduced teaching load. Position has no right of continued employment with the system beyond the initial term of employment. The position offers no right of notice of non-renewal and service does not count towards eligibility for a multiyear contract or faculty status.
8. Professional Staff: An employee who serves in a non-contractual position that is designated as exempt by the Department of Human Resources in accordance with the overtime requirements of the Fair Labor Standards Act.
9. Support Staff: An employee who serves in a non-contractual position that is designated as non-exempt by the Department of Human Resources in accordance with the overtime requirements of the Fair Labor Standards Act.
10. Adjunct: An employee who receives a limited per semester appointment to teach no more than nine (9) credit hours per semester not to exceed eighteen (18) credit hours in any given academic year. For this purpose, the academic year is defined as a nine month period with two 4.5 month semesters.
11. Continuing Education (CE) Instructor: An employee who receives a limited appointment to teach specific non-credit course(s).
12. Grant Funded Employee: An employee who receives a limited appointment to perform specific services that are supported by external grant funds.
13. Volunteer: A person who serves in a non-employee position to perform particular duties or services, without monetary compensation.
Request: Consideration of Approval of Non-Credit Workforce Certificates for Construction Occupations Included in the Training Contract with Houston Airport System (HAS)

Chancellor’s Recommendation: That the Board of Trustees approves the following sixteen non-credit workforce certificates for the construction occupations included in the training contract with HAS. These certificates will include a health and safety/OSHA component, a trade-specific portion (including National Center for Construction Education and Research (NCCER) core), and an internship.

<table>
<thead>
<tr>
<th>Occupational Field</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy Equipment Operator - NCCER</td>
<td>365.0</td>
</tr>
<tr>
<td>Concrete &amp; Asphalt - NCCER</td>
<td>112.5</td>
</tr>
<tr>
<td>Steel/Iron Worker, Metal Framing - NCCER</td>
<td>435.0</td>
</tr>
<tr>
<td>Pipe Fitting - NCCER</td>
<td>367.5</td>
</tr>
<tr>
<td>Welding - AWS/NCCER</td>
<td>577.5</td>
</tr>
<tr>
<td>HVACR - NCCER</td>
<td>375.0</td>
</tr>
<tr>
<td>Sheet Metal - NCCER</td>
<td>375.0</td>
</tr>
<tr>
<td>Electrical</td>
<td>385.0</td>
</tr>
<tr>
<td>Fire Sprinkler - NCCER</td>
<td>345.0</td>
</tr>
<tr>
<td>Plumbing</td>
<td>417.5</td>
</tr>
<tr>
<td>Carpentry, Masonry, Framing, Drywall, Windows, Painting - NCCER</td>
<td>435.0</td>
</tr>
<tr>
<td>Flooring</td>
<td>112.5</td>
</tr>
<tr>
<td>Roofing</td>
<td>112.5</td>
</tr>
<tr>
<td>First-Line Supervision</td>
<td>152.5</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>155.0</td>
</tr>
<tr>
<td>Man-Lift and Rigging</td>
<td>242.5</td>
</tr>
</tbody>
</table>

Rationale: Lone Star College is a partner in a regional project with HAS to address the workforce needs related to building a new terminal and revitalizing other terminals at George Bush Intercontinental Airport. Houston Community College and San Jacinto College are also involved in this project to serve the workforce needs of the airports in their service areas. Through collaboration with the City of Houston’s Airport System and construction contractors, Lone Star College is identifying the workforce demand and curriculum needs for multiple trades.
These workforce programs are being developed to address the specific employment needs of HAS. Employment projections indicate a need in the region for these industrial/commercial construction occupations. Labor market data from the Texas Workforce Commission and Economic Modeling Specialists show a high demand and strong wages for these occupational fields.

The Texas Higher Education Coordinating Board requires that the College’s Board of Trustees approves new programs.

**Fiscal Impact:** Revenues and costs associated with these programs are included in the approved FY 2015-16 budget.

**Staff Resource:** Melissa Gonzalez 281-655-3707
Report: Monthly Financial Statements

The financial statements for the month ended July 31, 2015 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

EXPENDITURES
LONE STAR COLLEGE

Statement of Revenues and Expenditures
General and Auxiliary Funds
YTD July 31, 2015
Unaudited

<table>
<thead>
<tr>
<th>REVENUES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>FISCAL YTD</td>
<td>% ACTUAL TO BUDGET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACTUAL</td>
<td>92% FY ELAPSED</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$ 72,510,000</td>
<td>$65,590,508</td>
<td>90.5%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>108,930,000</td>
<td>107,155,897</td>
<td>98.4%</td>
</tr>
<tr>
<td>Taxes</td>
<td>116,230,000</td>
<td>112,690,541</td>
<td>97.0%</td>
</tr>
<tr>
<td>Investments</td>
<td>350,000</td>
<td>370,153</td>
<td>105.8%</td>
</tr>
<tr>
<td>Other</td>
<td>5,850,000</td>
<td>4,696,629</td>
<td>80.3%</td>
</tr>
<tr>
<td>Tuition/Growth Contingency</td>
<td>1,750,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Current Operations Revenues</td>
<td>305,620,000</td>
<td>290,503,728</td>
<td>95.1%</td>
</tr>
<tr>
<td>Auxiliary Revenues</td>
<td>15,000,000</td>
<td>12,824,891</td>
<td>85.5%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>320,620,000</td>
<td>303,328,619</td>
<td>94.6%</td>
</tr>
<tr>
<td>Reserves</td>
<td>11,310,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Revenues and Reserves</td>
<td>331,930,000</td>
<td>303,328,619</td>
<td>94.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>FISCAL YTD</td>
<td>% ACTUAL TO BUDGET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACTUAL</td>
<td>92% FY ELAPSED</td>
</tr>
<tr>
<td>Instruction-Academic</td>
<td>78,198,808</td>
<td>71,044,930</td>
<td>90.9%</td>
</tr>
<tr>
<td>Instruction-Workforce</td>
<td>27,666,344</td>
<td>27,971,106</td>
<td>101.1%</td>
</tr>
<tr>
<td>Public Service</td>
<td>762,138</td>
<td>618,399</td>
<td>81.1%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>57,389,746</td>
<td>45,147,884</td>
<td>78.7%</td>
</tr>
<tr>
<td>Student Services</td>
<td>43,035,058</td>
<td>35,301,841</td>
<td>82.0%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>33,801,110</td>
<td>29,229,799</td>
<td>86.5%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>35,277,774</td>
<td>29,009,459</td>
<td>81.0%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>22,749,022</td>
<td>23,660,461</td>
<td>104.0%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>1,950,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Educational and General Expenditures</td>
<td>301,380,000</td>
<td>261,983,879</td>
<td>86.9%</td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td>5,050,000</td>
<td>2,298,114</td>
<td>45.5%</td>
</tr>
<tr>
<td>Internally Designated</td>
<td>15,000,000</td>
<td>12,609,139</td>
<td>84.1%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>321,430,000</td>
<td>276,891,132</td>
<td>86.1%</td>
</tr>
<tr>
<td>Other Changes - Debt Service &amp; Fund Transfers</td>
<td>10,500,000</td>
<td>6,913,344</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures and Transfers</td>
<td>331,930,000</td>
<td>283,804,476</td>
<td></td>
</tr>
</tbody>
</table>

NET INCREASE (DECREASE) IN FUND BALANCES

| | General Funds | | | Auxiliary Funds | | |
| | BUDGET | FISCAL YTD | % ACTUAL TO BUDGET | PRIOR YEAR | PRIOR YEAR |
| | | ACTUAL | 92% FY ELAPSED | FISCAL YTD | 92% FY ELAPSED |
| General Funds | 0 | 19,308,391 | | 24,218,351 | |
| Auxiliary Funds | 0 | 215,752 | | 1,260,468 | |
| TOTAL NET INCREASE (DECREASE) IN FUND BALANCES | $0 | $19,524,143 | | $25,478,819 | |
LONE STAR COLLEGE

Balance Sheet
July 31, 2015
Unaudited

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General &amp; Reporting &amp;</th>
<th>GASB 34/35 Reporting &amp;</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Auxiliary</td>
<td>Restricted</td>
<td>Investment In Plant</td>
<td>Current Year</td>
</tr>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>$ 58,084,988</td>
<td>$ 234,981,848</td>
<td>$ (4,011)</td>
<td>$ 293,062,825</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>15,821,696</td>
<td>3,397,779</td>
<td>5,088,251</td>
<td>24,307,726</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>8,944,740</td>
<td>-</td>
<td>-</td>
<td>8,944,740</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>49,892</td>
<td>-</td>
<td>-</td>
<td>49,892</td>
</tr>
<tr>
<td>Amount to be provided for retirement long-term debt</td>
<td>-</td>
<td>621,338,416</td>
<td>-</td>
<td>621,338,416</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>748,592,864</td>
<td>748,592,864</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 82,901,316</td>
<td>$ 859,718,043</td>
<td>$ 753,677,104</td>
<td>$ 1,696,296,463</td>
</tr>
</tbody>
</table>

**LIABILITIES AND FUND BALANCES**

| LIABILITIES: | | | | |
| Accounts payable | $ 180,560 | $ 9,263,838 | 946,366 | $ 10,390,764 | $ 18,307,067 |
| Deferred revenues | 4,434,490 | 4,336,325 | - | 8,770,815 | 9,227,260 |
| Accrued compensable absences payable | 6,572,116 | 322,528 | - | 6,894,644 | 8,236,061 |
| Accrued interest payable | - | 9,497,316 | - | 9,497,316 | 12,562,288 |
| Bonds payable | - | 752,780,487 | - | 752,780,487 | 627,802,126 |
| Assets held in custody for others | - | 7,752,315 | - | 7,752,315 | 7,519,581 |
| **TOTAL LIABILITIES** | 11,187,166 | 783,952,809 | 946,366 | 796,086,341 | 683,654,383 |

**FUND BALANCES:**

| Unrestricted | 71,714,150 | - | 452,859,077 | 524,573,227 | 540,408,547 |
| Restricted | 75,765,234 | 299,871,661 | 375,636,895 | 352,751,355 |
| **TOTAL FUND BALANCES** | 71,714,150 | 75,765,234 | 752,730,738 | 900,210,122 | 893,159,902 |

**TOTAL LIABILITIES AND FUND BALANCES** | $ 82,901,316 | $ 859,718,043 | $ 753,677,104 | $ 1,696,296,463 | $ 1,576,814,285 |
<table>
<thead>
<tr>
<th>Description</th>
<th>Ending BV 06/30/2015</th>
<th>Total Buys</th>
<th>Total Sells</th>
<th>Interest/Dividends</th>
<th>Ending BV 07/31/2015</th>
<th>Ending BV 07/31/2014</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>POOLS</td>
<td>8,255,822</td>
<td>43,226,405</td>
<td>43,458,427</td>
<td>1,136</td>
<td>8,023,799</td>
<td>19,497,987</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF DEPOSIT</td>
<td>45,714,864</td>
<td>17,131</td>
<td>4,247,540</td>
<td>17,131</td>
<td>41,484,455</td>
<td>58,219,549</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>15,630,098</td>
<td>1,468</td>
<td>10,000,000</td>
<td>1,468</td>
<td>5,631,566</td>
<td>15,106,507</td>
<td></td>
</tr>
<tr>
<td>SECURITIES</td>
<td>18,455,316</td>
<td>3,912</td>
<td></td>
<td></td>
<td>18,451,404</td>
<td>3,441,116</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>88,056,100</td>
<td>43,245,004</td>
<td>57,709,879</td>
<td>19,735</td>
<td>73,591,224</td>
<td>96,335,159</td>
<td>0.50%</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>10,040,392</td>
<td>10,040,392</td>
<td></td>
<td></td>
<td></td>
<td>35,015,693</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>39,789,959</td>
<td>266,236</td>
<td>1,000,036</td>
<td>5,808</td>
<td>39,058,158</td>
<td>34,717,168</td>
<td></td>
</tr>
<tr>
<td>CAPITAL PROJECTS POOLS</td>
<td>163,589,377</td>
<td>10,061,776</td>
<td>3,738,464</td>
<td>19,082</td>
<td>169,912,690</td>
<td>6,960,298</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>15,078,759</td>
<td>3,467</td>
<td></td>
<td></td>
<td>15,082,226</td>
<td>15,042,355</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>228,498,487</td>
<td>10,333,479</td>
<td>14,778,892</td>
<td>28,357</td>
<td>224,053,074</td>
<td>91,735,514</td>
<td>0.16%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>316,554,588</td>
<td>53,578,483</td>
<td>72,488,771</td>
<td>48,092</td>
<td>297,644,298</td>
<td>187,970,673</td>
<td>0.23%</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Adopt Resolution Authorizing and Approving the Creation of the Lone Star College System Public Facility Corporation

Chancellor’s Recommendation: That the Board of Trustees adopts a resolution to authorize and approve the creation of the Lone Star College System Public Facility Corporation (the “Corporation”). In addition, that the Board of Trustees approves the Corporation’s articles of incorporation and bylaws, appoints its initial board of directors, and approves other related provisions.

Rationale: The Corporation is being established, pursuant to the authority granted by the Public Facility Corporation Act, to facilitate the acceptance of the New Market Tax Credits which will be used to finance the satellite center in East Aldine. The Board authorized the Chancellor to negotiate and execute agreements and contracts necessary to obtain such funding for the new satellite center at the May 1, 2014 Board of Trustees meeting.

Fiscal Impact: Funds associated with the cost of setting up the Corporation are available from the approved FY 2015-16 budget.

Staff Resource: Mario K. Castillo 832-813-6655
RESOLUTION OF THE BOARD OF TRUSTEES OF THE LONE STAR COLLEGE SYSTEM AUTHORIZING AND APPROVING THE CREATION OF THE LONE STAR COLLEGE SYSTEM PUBLIC FACILITY CORPORATION; APPROVING THE CORPORATION’S ARTICLES OF INCORPORATION AND BYLAWS; APPOINTING ITS INITIAL BOARD OF DIRECTORS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, the Board of Trustees (the “Board”) of the Lone Star College System (the “Sponsor”) desires to finance and cause the development of certain public facilities; and

WHEREAS, the Board has determined that the best way to achieve such goal is the creation of a non-profit, public facility corporation; and

WHEREAS, pursuant to the authority granted by the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “Act”), the Board desires to authorize the creation of the Lone Star College System Public Facility Corporation (the “Corporation”) to finance public facilities (as defined in the Act) on behalf of the Sponsor; and

WHEREAS, the Corporation will be created pursuant to the Act and will have all the powers granted thereby; and

WHEREAS, this meeting is open to the public as required by law, and public notice of the time, place and purpose of this meeting was given as required by Texas Government Code, Chapter 551, as amended;

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

Section 1. The findings and declarations contained in the preamble of this Resolution are incorporated herein as part of this Resolution.

Section 2. The Board hereby finds and determines that the Corporation will provide a means of financing needed public facilities for the Sponsor consistent with the economy and efficiency contemplated by the Act. The Board further finds and determines that it is in the public interest and to the benefit of the residents of Harris, Montgomery and San Jacinto Counties and the citizens of the State of Texas that the Corporation be created under the Act to finance, refinance, or provide the costs of public facilities of the Sponsor.

Section 3. The Board hereby authorizes and approves the creation of the Corporation to act on behalf of the Sponsor.

Section 4. The Board hereby approves the Articles of Incorporation (the “Articles”) for the Corporation in substantially the form attached hereto as Exhibit “A” or such other form as required or directed by the Secretary of State, including a Certificate of Formation, and authorizes the filing of the Articles with the Secretary of State of Texas in accordance with the Act.
Section 5. The Board hereby appoints those persons named in the Articles, each of whom on the date of his or her appointment is duly qualified in accordance with the Act, to serve as initial members of the Board of Directors of the Corporation, such service to be at all times subject to the powers of the Sponsor under the Articles.

Section 6. It is intended that the Corporation be a duly constituted authority and instrumentality of the Sponsor, with the power to act on its behalf and to accomplish the public purposes of the Sponsor within the meaning of the regulations and revenue rulings promulgated under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 7. The Board hereby approves the Bylaws of the Corporation in substantially the form and substance attached hereto as Exhibit “B”.

Section 8. The officers of the Sponsor are hereby authorized and directed to execute and deliver, or cause to be executed and delivered as appropriate, all documents, instruments, affidavits, certificates and other writings of every nature whatsoever as the Board deems necessary to create the Corporation.

Section 9. This Resolution shall take effect immediately from and after its adoption.

ADOPTED this 3rd day of September, 2015.

Chair, Board of Trustees
Lone Star College System

ATTEST:

__________________________
Secretary, Board of Trustees
Lone Star College System

(SEAL)
Exhibit A

Articles of Incorporation
ARTICLES OF INCORPORATION
OF
LONE STAR COLLEGE SYSTEM
PUBLIC FACILITY CORPORATION

The undersigned natural person of the age of eighteen (18) years or more, acting as incorporator of a non-profit corporation under the Texas Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “Act”), does hereby adopt the following Articles of Incorporation for such corporation:

ARTICLE I

The name of the corporation is Lone Star College System Public Facility Corporation (the “Corporation”).

ARTICLE II

The Corporation is a non-profit public corporation.

ARTICLE III

The period of duration of the Corporation is perpetual.

ARTICLE IV

A. The purpose of the Corporation is to assist the Lone Star College System (the “Sponsor”) in financing, refinancing, providing, or otherwise assisting in the acquisition of, public facilities (as defined in the Act). The Corporation shall have and possess the broadest possible powers to finance or to provide for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities of the Sponsor in accordance with the Act.

B. All powers shall be vested in a Board of Directors. The Board of Directors of the Corporation (the “Corporation Board”) shall be composed of five members: the Chair of the Board of Trustees of the Sponsor (the “Sponsor Board”), the Vice Chair of the Sponsor Board, a Trustee of the Sponsor Board designated by the Chair of the Sponsor Board, the Chancellor of the Sponsor and a designee of the Chancellor of the Sponsor. Each initial director named in Article VI hereof and each subsequent director shall serve for two (2) years; provided, however, that any director who also serves on the Sponsor Board may only serve so long as such director is also a member of the Sponsor Board, and in the case of the Chair and Vice Chair of the Sponsor Board, only so long as such directors hold their respective offices on the Sponsor Board, and any director who is also an employee of the Sponsor may only serve so long as such director remains an employee of the Sponsor; and provided further that any director may be removed from office at any time, for cause or at will, by written order adopted by at least 2/3 of the Sponsor Board; and provided further that each term of each member of the Corporation Board may not exceed six years.

C. These Articles of Incorporation may be amended at any time and from time to time by the Corporation Board with the approval of the Sponsor Board, subject however to limitations
on the impairment of contracts entered into by the Corporation, all under and in compliance with
the Act.

D. All other matters pertaining to the internal affairs of the Corporation shall be
governed by the bylaws of the Corporation, so long as such bylaws are not inconsistent with the
Articles of Incorporation, the Act or the other laws of the State of Texas.

ARTICLE V

The street address of the initial registered office of the Corporation is 5000 Research Forest
Drive, The Woodlands, Texas 77381, and the name of its initial registered agent at such address is
Dr. Stephen C. Head. Lone Star College System is the “Sponsor” (as defined in the Act) of the
Corporation. The Sponsor’s address is 5000 Research Forest Drive, The Woodlands, Texas 77381.

ARTICLE VI

The number of directors constituting the initial Board of Directors of the Corporation is
five and the names and addresses of the persons who are to serve as the initial directors are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

ARTICLE VII

The Corporation shall have no members and is a non-stock corporation.

ARTICLE VIII

The initial bylaws of the Corporation, which have been approved by the Sponsor Board,
shall be adopted by the Corporation Board. The power to alter, amend, or repeal the bylaws or
adopt new bylaws shall be vested in the Corporation Board and shall be subject to the approval of
the Sponsor Board.

ARTICLE IX

All properties owned by the Corporation shall be held for the use and benefit of the public
on a nondiscriminatory basis, and no part of the income or revenue of the Corporation shall ever
be paid to or inure to the benefit of any director of the Corporation, or any other private person,
except for reimbursement of actual expenses incurred in connection with the business affairs of
the Corporation.

ARTICLE X

The names and street address of the incorporators are: Barron Wallace, Jonathan Frels and
Cristy Edwards, Bracewell & Giuliani LLP, 711 Louisiana Street, Suite 2300, Houston, Texas
77002.
ARTICLE XI

The Corporation may indemnify any director, officer, employee or agent or former director, office, employee or agent of the Corporation for expenses and costs, including attorney’s fees, actually or necessarily incurred by the person in connection with any claim asserted against the person, by action in court or other forum, by reason of such person having been a director, officer, employee or other agent, except that the Corporation may not provide indemnity in a matter if the director, officer, employee, or agent is guilty of negligence or misconduct in relation to the matter.

ARTICLE XII

The Sponsor has specifically authorized this Corporation to Act on its behalf to further the public purposes set forth in these Articles of Incorporation and has approved these Articles of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ______, 20__. 

________________________________
THE STATE OF TEXAS §

COUNTY OF ___________ §

I, __________, a Notary Public, do hereby certify that on this ___ day of _______, 20__, _____________ personally appeared before me, who being by me first duly sworn, declared that [he/she] is the person who signed the foregoing document as an incorporator, and that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

______________________________
Notary Public, State of Texas

(SEAL)
Exhibit B

Bylaws
BYLAWS

OF

LONE STAR COLLEGE SYSTEM
PUBLIC FACILITY CORPORATION

ARTICLE I

POWERS AND PURPOSES

Section 1.1 Financing of Public Facilities. In order to implement the purposes for which the Lone Star College System Public Facility Corporation (the “Corporation”) was formed, as set forth in its Articles of Incorporation, the Corporation may issue bonds to finance or refinance the costs of any “Public Facility” as defined in Chapter 303, Texas Local Government Code, as amended (the “Act”), or acquire, construct, rehabilitate, renovate, repair, equip, furnish or place in service public facilities on behalf of the Lone Star College System (the “Sponsor”).

Section 1.2 Books and Records; Review of Financial Statements. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Corporation Board (the “Corporation Board”) and committees having any of the authority of the Corporation Board. All books and records of the Corporation may be inspected by any director or his or her agent or attorney for any proper purpose at any reasonable time; and at all times the Board of Trustees (the “Sponsor Board”) of the Sponsor, will have access to the books, records and financial statements of the Corporation.

Section 1.3 Powers in General. The Corporation may exercise all powers granted within the Act, consistent with its Articles of Incorporation.

ARTICLE II

CORPORATION BOARD

Section 2.1 Appointment, Powers, Number and Term of Office. The Corporation Board shall exercise all of the powers of the Corporation, subject to the restrictions imposed by law, the Articles of Incorporation and these Bylaws.

The Corporation Board shall be composed of five members: the Chair of the Sponsor Board, the Vice Chair of the Sponsor Board, a Trustee of the Sponsor Board designated by the Chair of the Sponsor Board, the Chancellor of the Sponsor and a designee of the Chancellor of the Sponsor. Each initial director named in Article VI of the Articles of Incorporation and each subsequent director shall serve for two (2) years; provided, however, that any director who also serves on the Sponsor Board may only serve so long as such director is also a member of the Sponsor Board, and in the case of the Chair and Vice Chair of the Sponsor Board, only so long as such directors hold their respective offices on the Sponsor Board, and any director who is also an employee of the Sponsor may only serve so long as such director remains an employee of the Sponsor; and provided further that any director may be removed from office at any time, for cause.
or at will, by written order adopted by at least 2/3 of the Sponsor Board; and provided further that each term of each member of the Corporation Board may not exceed six years.

The directors constituting the initial Corporation Board shall be those directors named in the Articles of Incorporation, each of whom, as well as any subsequent directors, subject to the following paragraph, shall serve for the term to which he or she is appointed or until his or her successor is appointed by the Sponsor Board.

Until further amendment of these bylaws, any director who also serves on the Sponsor Board may only serve so long as such director is also a member of the Sponsor Board, and in the case of the Chair and Vice Chair of the Sponsor Board, only so long as such directors hold their respective offices thereon and upon the end of such person’s term of office as a member or officer, as appropriate, of the Sponsor Board or upon his or her resignation from such office, such person shall be deemed to have resigned from the Corporation Board. Further, any director who is also an employee of the Sponsor may only serve so long as such director remains an employee of the Sponsor, and upon his or her departure from the Sponsor’s employ, such person shall be deemed to have resigned from the Corporation Board. With respect to the Chair and Vice Chair of the Sponsor Board and the Chancellor of the Sponsor, such directors shall be automatically, without the need of any further action on the part of the Corporation or the Sponsor Board, be succeeded as a director by such person’s successor in office on the Sponsor Board.

Except as provided in the preceding paragraph, any vacancies occurring in the Corporation Board shall be filled by appointment by the Sponsor Board.

Section 2.2 Meetings of Directors in General. The Corporation Board may hold its meetings at any place authorized by the Act, as the Corporation Board may from time to time determine; provided that, in the absence of any such determination by the Corporation Board, the meetings shall be held at the principal office of the Corporation. The Corporation Board shall conduct its meetings in accordance with the requirements of the Act.

Section 2.3 Regular Meetings. Regular meetings of the Corporation Board shall be held at such times and places as shall be designated, from time to time, by resolution of the Corporation Board. Notice of regular meetings need not be given to Directors, but notice required by law to be given to anyone else will be given in the manner prescribed by that law.

Section 2.4 Special Meetings. Special meetings of the Corporation Board shall be held whenever called by the president, by the secretary or by a majority of the directors then in office or upon advice of or request by the Sponsor Board.

The secretary shall give notice to each director of each special meeting in person, or by mail, telephone or telegraph, at least two hours before the meeting. Notice required by law to be given to anyone else shall be given in the manner prescribed by law. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a special meeting. At any meeting at which a quorum of directors is present, even though without any notice, any matter pertaining to the purpose of the Corporation may be considered and acted upon.
Section 2.5  **Quorum.** A majority of the directors fixed by these bylaws shall constitute a quorum for the consideration of matters pertaining to the purposes of the Corporation. The act of a majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Corporation Board, unless the act of a greater number is required by law.

Section 2.6  **Conduct of Business.** At the meetings of the Corporation Board, matters pertaining to the purposes of the Corporation shall be considered in such order as from time to time the Corporation Board may determine.

Section 2.7  **Compensation of Directors.** Directors shall not receive any compensation for their services as directors; however, they shall be entitled to reimbursement for their actual expenses incurred in the performance of their official duties.

Section 2.8  **Executive Committee.** The Corporation Board, by resolution passed by a majority of the Directors in office, may designate two or more Directors to constitute an executive committee, which committee, to the extent provided in such resolution, shall have and may exercise all of the authority of the Corporation Board in the management of the Corporation, except where action of the Corporation Board is specified by law. The executive committee shall act in the manner provided in such resolution. The executive committee so designated shall keep regular minutes of the transactions of its meetings, shall cause such minutes to be recorded in books kept for that purpose in the office of the Corporation, and shall report the same to the Corporation Board from time to time.

**ARTICLE III**

**OFFICERS**

Section 3.1  **Titles and Term of Office.** The officers of the Corporation shall be a president, a vice president, a secretary and a treasurer, and such other officers as the Corporation Board may from time to time elect or appoint. One person may hold more than one office, except that the president shall not hold the office of secretary. Each officer shall be appointed by a majority vote of the directors then in office and shall hold office for a term of 1 year or until his or her successor is elected or appointed.

All officers shall be subject to removal from office with or without cause at any time by a majority vote of the directors then in office.

A vacancy in any office shall be filled by appointment by a majority vote of the directors then in office.

Section 3.2  **President.** The president shall be the chief executive officer of the Corporation, and, subject to the control of the Corporation Board, the president shall be in general charge of the properties and affairs of the Corporation; the president shall preside at all meetings of the Corporation Board; in furtherance of the purposes of this Corporation, the president may sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation.
Section 3.3  **Vice President.** The vice president shall have such powers and duties as may be assigned by the Corporation Board and shall exercise the powers of the president during the president’s absence or inability to act. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability of the president to act at the time such action was taken.

Section 3.4  **Treasurer.** The treasurer shall have custody of all the funds and securities of the Corporation. When necessary or proper, the treasurer may sign or endorse, on behalf of the Corporation, for collection or payment, checks, notes and other obligations and shall deposit any funds received to the credit of the Corporation in such bank or banks or depositories as shall be designated by the Corporation Board. The treasurer shall enter or cause to be entered regularly in the books of the Corporation full and accurate accounts of all monies received and paid out by the Corporation. The treasurer shall perform all other acts incident to the position of treasurer as shall be specified by the Corporation Board. The treasurer, if required by the Corporation Board, shall give such bond for the faithful discharge of his or her duties in such form as the Corporation Board may require.

Section 3.5  **Secretary.** The secretary shall keep the minutes of all meetings of the Corporation Board in books provided for that purpose; the secretary shall attend to the giving and serving of all notices; in furtherance of the purposes of this Corporation, the secretary may sign with the president in the name of the Corporation, or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation; the secretary shall have charge of the corporate books, records and securities of which the treasurer shall have custody and charge, and such other books and papers as the Corporation Board may direct, all of which shall at all reasonable times be open to inspection upon application at the office of the Corporation during business hours; and the secretary shall in general perform all duties incident to the office of secretary subject to the control of the Corporation Board.

In the absence of the secretary, the president may appoint any person other than the president, to act as secretary during such absence.

ARTICLE IV

PROVISIONS REGARDING BYLAWS

Section 4.1  **Effective Date.** These Bylaws shall become effective only upon the occurrence of the following events:

1. the approval of these Bylaws by the Sponsor Board, which approval may be granted prior to the creation of the Corporation; and
2. the adoption of these Bylaws by the Corporation Board.

Section 4.2  **Amendments to Bylaws.** These Bylaws may be amended at any time and from time to time either by majority vote of the directors then in office with approval of the Sponsor Board or by order of the Sponsor Board.
Section 4.3 Interpretation of Bylaws. These Bylaws shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

ARTICLE V

GENERAL PROVISIONS

Section 5.1 Principal Office. The principal office of the Corporation shall be located at 5000 Research Forest Drive, The Woodlands, Texas 77381.

Section 5.2 Fiscal Year. The fiscal year end of the Corporation shall be August 31.

Section 5.3 Seal. The seal of the Corporation shall be as determined by the Corporation Board.

Section 5.4 Notice and Waiver of Notice. Whenever any notice whatsoever is required to be given to the Corporation Board under the Act, the Articles of Incorporation or these Bylaws, such notice shall be deemed to be sufficient if given by depositing it in a post office box in a sealed postpaid wrapper addressed to the person entitled thereto at his or her post office address, as it appears on the books of the Corporation, and such notice shall be deemed to have been given on the day of such mailing.

Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objection to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A waiver of notice in writing, signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Neither the business to be transacted at nor the purpose of any regular or special meeting of the Corporation Board need be specified in the notice of such meeting, unless required by the Corporation Board or by law.

If any notice whatsoever is required to be given to the public by law, such notice shall be given in the manner prescribed by law.

Section 5.5 Resignations. Any director or officer may at any time resign, and upon his or her departure as a member of the Sponsor Board or employee of the Sponsor shall be deemed to have resigned. Such resignations shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the president or the secretary; provided that in the case of a director’s departure from the Sponsor Board or employment of the Sponsor, such director’s resignation shall be effective as of the date of departure whether or not written resignation is provided. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.
Section 5.6  **Approval of the Board of Trustees of the Lone Star College System.** To the extent these Bylaws refer to any approval or other action to be taken by the Lone Star College System, such approval or action shall be evidenced by a certified copy of a resolution, order or motion duly adopted by the Sponsor Board.

Section 5.7  **Organizational Control.** The Lone Star College System, at its sole discretion, and at any time, may alter or change the structure, organization or activities of the Corporation (including the termination of the Corporation), subject to any limitation on the impairment of contracts entered into by the Corporation.
CERTIFICATE BY SECRETARY

I hereby certify that the above and foregoing is a true and correct copy of the Bylaws of Lone Star College System Public Facility Corporation as adopted by the Board of Directors on September 3, 2015; that such Bylaws are currently in effect; and that they have not been amended or modified since this date.

IN WITNESS WHEREOF, I have signed this certificate as of the _____ day of ______________, 20__.

________________________________________

Secretary
Financial Report and Consideration No. 3  (ACTION ITEM 4)  Board Meeting 9-3-15

Request: Consideration of Approval to Provide Notice of Intent to Hold Required Public Hearings and Set Ad Valorem Tax Rate for the Tax Year 2015 at the October Board Meeting

Chancellor’s Recommendation: That the Board of Trustees approves providing notification of intent to hold required public hearings and set the ad valorem tax rate for the tax year 2015 at the October Board meeting.

Rationale: Legislation requires public hearings and specific language for the tax rate motion, resolution or ordinance, newspaper publications and website posting when the proposed tax rate exceeds the net effective tax rate.

The chief tax appraisers from Harris, Montgomery and San Jacinto Counties have now submitted certified tax rolls. Staff is currently working with the tax assessor-collectors to determine the net effective, rollback and recommended tax rates. This information will be presented to the Board of Trustees at the September regular Board meeting in preparation for the two required public hearings and adoption of the tax rate at the October Board meeting.

Fiscal Impact: The rate to be established will generate tax revenues sufficient to support the operations of the System as well as to pay bonded debt obligations for the 2015-16 fiscal year.

Staff Resource: Steve Head 832-813-6515
Cindy Gilliam 832-813-6512
Request: Consideration of Approval of the Annual Appointment of County Tax Assessor-Collectors to Collect Property Taxes Levied on Behalf of the System

Chancellor’s Recommendation: That the Board of Trustees approves the annual appointment of the county tax assessor-collectors to collect property taxes levied on behalf of the System for the tax year 2015 (fiscal year 2015-16) as detailed below.

<table>
<thead>
<tr>
<th>Tax Assessor-Collector</th>
<th>Collecting Property Taxes Levied in</th>
<th>Estimated Cost of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Sullivan, Harris County</td>
<td>Harris County</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Tammy J. McRae, Montgomery County, San Jacinto County</td>
<td></td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Rationale: Board policy Section I.B.2.04 (Taxing Authority) requires that the System’s ad valorem taxes be assessed and collected by the Harris and Montgomery County Tax Assessor-Collectors. The Texas Property Code permits the Board to appoint the individual serving as the County Tax Assessor-Collector to collect taxes for the System in that county. Both Harris and Montgomery Counties request that the Board of Trustees annually approve this appointment.

Fiscal Impact: Estimated costs for tax collection services are included in the approved FY 2015-16 Operating and Debt Service fund budgets.

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

The monthly construction projects update is presented for Board review.
CONSTRUCTION PROJECTS UPDATE
September 3, 2015

2013 Revenue Bond Project Summary

**LSC-Creekside Satellite Center**: Exterior brick and stone, electrical panel installation and rough-in work continue. Concrete paving, the Kuykendahl drive entrance and the flat roofing are complete. The metal roofing and drywall construction is in progress. Window glazing’s near completion. Ductwork, HVAC piping and fire protection piping are being tested. Permanent power acquisition is underway.

**LSC-CyFair Traffic Signals (Entrance No. 3 off West Road)**: Construction has commenced and is scheduled to be complete in August 2015.

**LSC-CyFair Visual Communications Center Renovations**: Phase 1 of the construction and infrastructure is substantially complete. Phase 2, which includes relocating existing equipment, installing new equipment and commissioning the space, is in progress. The project is scheduled to be complete prior to the Fall 2015 semester.

**LSC-North Harris Select Buildings Fire/Life System Upgrade**: Device and panel installation under the original contract is 100% complete. The Harris County Fire Marshall is requiring upgrades for two additional buildings; the upgrades will be finished by August 15, 2015.

2015 General Obligation Bond Project Summary

Construction firm selections for phase I projects have been finalized and contracts are being executed.

Geotechnical and survey firm selections for all phases of the program have been finalized and contracts have been executed.

The security and technology design and consulting firm recommendations were approved by the Board of Trustees at the August meeting. Contract negotiations are in progress.

**LSC-CyFair Instruction and Student Life Building**: The programming, schematic design, and design development phases of the project have been completed. The project is scheduled to be complete prior to the Spring 2017 semester.

**LSC-CyFair Workforce Satellite Center Expansion**: The programming phase has started in collaboration with the campus workforce committee. The new 5,000 square foot addition will include an electronics lab, classroom and offices.

**LSC-CyFair Information Technology Center**: The project team has started programming for the 50,000 square foot center. The project is scheduled to be complete in the Summer of 2017.
LSC-Kingwood Student Center Expansion: The programming phase is complete and the program requirements are being finalized.

LSC-Kingwood Process Technology Center: The programming phase for the 50,000 square foot facility is being finalized. The 8.3 acre site has been acquired and the survey and geotechnical evaluation is underway.

LSC-North Harris Applied Technology Workforce Building: The programming activities on the 50,000 square foot building continue.

LSC-Tomball 3rd Floor Buildout of the Health Science Building: The programming activities and the schematic design documents are complete.

LSC-Tomball Oil & Gas Training Center: The programming development is in progress and the site master plan is being assessed.

LSC-University Park Classroom Buildout in Building 12, Level 6: Construction is nearly complete. Furnishings have been ordered and delivery dates set. The project is scheduled to be complete prior to the Fall 2015 semester.

LSC-University Park New Science Building: The programming and schematic design is nearing completion. Initial price estimates for the schematic design are underway.
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.

Fiscal Impact: Positions and salaries have been budgeted for 2014-2015.

Staff Resource: Link Alander 832-813-6832
a. **LSC-System Office**

**Cynthia Bright, Sr. Manager, Purchasing**

**Effective:** 12 month contracted employee at annual salary of $65,255 beginning July 16, 2015

**Education:** B.S., Business Administration/Finance, Central State University

**Experience:** Senior Buyer, Contract Administrator, Howard University; Purchasing Agent, International Paper; Buyer II, Purchasing, Central State University

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**Mario Castillo, General Counsel**

**Effective:** 12 month contracted employee at annual salary of $175,000 beginning August 1, 2015

**Education:** J.D., Indiana University, Maurer School of Law, B.A., Government, The University of Texas at Austin

**Experience:** Partner, Labor & Employment Section, Monty & Ramirez, LLP; Briefing Attorney, United States District Court; Adjunct Instructor, Criminal Law, University of Texas at Brownsville; Administrative Law Judge, Indiana Department of Workforce Development; Professional Interpreter, Masterword Services

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**Tina Dealy, Director, Corporate College, Energy & Manufacturing**

**Effective:** 12 month contracted employee at annual salary of $66,138 beginning May 16, 2015

**Education:** B.S., Sports Medicine/Kinesiology, Georgia Southern University

**Experience:** Manager, Corporate College Engineering & Manufacturing, System Program Manager, Engineering/Manufacturing, Program Coordinator, Veterans Affairs, LSC-System Office-UP; Membership Specialist, YMCA; Substitute Teacher, Rotterdam International Secondary School; Education and Training Manager, Texas Air National Guard, US Military

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**Erica Jordan, Director, Corporate College, Healthcare**

**Effective:** 12 month contracted employee at annual salary of $66,140 beginning May 16, 2015

**Education:** M.A., Education, B.A., Mass Communications, Prairie View A&M University

**Experience:** Adjunct Instructor, Writing, Manager, Health Occupations, LSC-Tomball, LSC-UP; Teacher, English Language Arts, Spring I.S.D.; Teacher, English, Giddings I.S.D.
Jennifer Leadbetter, Director, Corporate College, Teacher Certification
Effective: 12 month contracted employee at annual salary of $69,883 beginning May 16, 2015
Education: M.Ed., Educational Leadership, Sam Houston State University; B.S., Social Studies Composite, Texas A&M University
Experience: System Program Manager, Alternative Teacher Certification Program LSC-University Park; Substitute Teacher, Klein I.S.D.; Director, Social Studies, Spring I.S.D.; Driving Instructor, Office Manager, Safe-Way Driving Centre

Sarah Ray, Director, Foundation Events
Effective: 12 month contracted employee at annual salary of $65,255 beginning July 30, 2015
Education: M.P.A., Sam Houston State University; B.A., Communications, University of Mary Hardin-Baylor
Experience: Instructional Designer/Trainer, Organizational Development, LSC-Organizational Development Coordinator, Foundation; Operations Manager, Community Services Director, Community Education, SAAFE House

Kecia Robertson, Director, HR/Compensation/Benefits
Effective: 12 month contracted employee at annual salary of $84,502 beginning July 13, 2015
Education: M.B.A., B.S., Finance and Banking, Troy University
Experience: Benefits Manager, Office of Human Resources, Adjunct Instructor, College of Business Administration, Alabama State University; Client Service Representative, Focus Technology Consulting, LLC; Director, Human Resources, Director, Human Resources Management, Director, Finance, Resurrection Catholic Missions of the South Inc., Tax Valuation Analyst, State Department of Revenue, Administrative Assistant II, State Department of Education, Administrative Assistant, Board of Nursing, Administrative Assistant II, Board of Pardons and Paroles, State of Alabama

Lorie Qualls, Director, Corporate College, Truck Driver-Logistics
Effective: 12 month contracted employee at annual salary of $70,740 beginning May 16, 2015
Experience: Manager, System Program Manager, Transportation, LSC-North Harris; Placement Director, MTA Schools; Estimating/Sales Manager, Kossman Contracting Co.

Joseph Stamilio, Executive Director, Sales & Curriculum, Customized Training
Effective: 12 month contracted employee at annual salary of $86,192 beginning May 16, 2015

Education: B.A., Psychology, Indiana University

Experience: Program Manager, Workforce Education, Business Training, LSC-System Office-UP, LSC-UP

Shawn Woodin, Interim Executive Director, Community Colleges for International Development
Effective: 12 month contracted employee at annual salary of $80,000 beginning July 1, 2015

Education: Ed.D. Higher Education Administration, University of Florida; M.S., Political Science, Illinois State University; B.S., Business Management, State University of New York

Experience: Kenya Program Administrator, Indiana University School of Medicine; Adjunct Instructor, Program Coordinator, Mentoring for Job Success Heartland Community College; Senior Planner Alachua County Board of County Commissioners; Advocacy Program Manager, Gainesville Area Chamber of Commerce, Tribal Planner, Brothertown Indians of Wisconsin

b.) LSC-North Harris
Katherine McGittigan, Reference Librarian, Assistant Professor
Effective: 12 month contracted employee at prorated annual salary of $5,448 beginning July 16, 2015

Education: M.L.I.S., University of North Texas; M.A., History, University of Houston

Experience: Adjunct, Reference Librarian, Assistant Reference Librarian, LSC-Kingwood; Senior Assistant Librarian, Assistant Librarian, GSM London

c.) LSC-CyFair
Daintee Jones, Associate Dean
Effective: 12 month contracted employee at annual salary of $63,976 beginning July 16, 2015

Education: Ph.D., English and American Literature, University of Houston; M.A., Liberal Arts, Houston Baptist University; B.A., Business Administration, University of Houston
Experience: Adjunct Faculty, English, LSC-CyFair; Associate Professor, Faculty Chair, Chief Academic Officer, English Department, DeVry University; Lecturer, English, Prairie View A&M University; Director of Development, Prospect Manager, Division of Institutional Advancement, Director, Student Affairs, University of Houston

Robert Keyes, Vice-President, Administrative Services
Effective: 12 month contracted employee at annual salary of $116,662 beginning July 27, 2015

Education: Ph.D., Management, Walden University; M.B.A., Finance and Accounting, Regis University; B.S., Microbiology, University of Florida

Experience: Vice President, Business and Finance, New Mexico State University; Finance Director, Senior Accountant, Illinois Institute of Technology; General Manager, MHI, Inc.; Staff Accountant, Lakeview Center, Inc.; Manager, Keyes and Sons

d.) LSC-University Park
Charlie Martinez, Director, Facilities
Effective: 12 month contracted employee at annual salary of $80,000 beginning July 16, 2015

Experience: Director of Operations, Art’s Trucks & Equipment; Manager, Rides and Facilities, Six Flags-New Orleans; Senior Mechanic, Six Flags-Arlington

Noreen Shorter, Sr. Manager, Human Resources
Effective: 12 month contracted employee at annual salary of $65,255 beginning July 1, 2015

Education: M.A., Industrial/Organizational Psychology, B.S., Psychology, Western Michigan University

Experience: Coordinator, Specialist IV, Human Resources, LSC-University Park; Consultant, Office Coordinator, Building Blocks; Consultant, Office Administrator, Anderson Remodeling, Inc.; Consultant, Document Control Administrator, NDE Quality Systems, Inc.; Manager, Human Resources, Geiger Plastics USA, Inc.; Consultant, Human Resource & Employee Involvement Specialist, Personnel Strategies; Corporate Human Resources & Training Specialist, Zenith Data Systems
Request: Consideration of Resignations

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

**LSC-North Harris**
Brack May, Professor, Music
Effective August 1, 2015

**LSC-Kingwood**
John Turner, Associate Dean
Effective August 7, 2015

**LSC-System Office**
Lisa Cowart, AVC, Total Comp/Payroll/HRIS
Effective July 15, 2015

Cathleen Pierantozzi, Executive Director, HR Services
Effective July 11, 2015

Joni Phariss, Executive Director, HR College Services
Effective July 23, 2015

DeVeka Riggins, Director, Talent Acquisition & Diversity Outreach
Effective July 16, 2015

Alan Sweeney, Sr. IT Manager-Server Services
Effective July 18, 2015

**LSC-Tomball**
Jaimee Kastler, Associate Professor, AD Nursing
Effective July 16, 2015

**LSC-CyFair**
Glenda Arnold, Associate Dean
Effective August 1, 2015

Staff Resource: Link Alander 832-813-6832
Request: Consideration of Approval of Commissioning of Peace Officers

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

Lone Star College– System Office

Paul S. Willingham - Chief of Police

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

Fiscal Impact: None

Staff Resource: Rand Key 832-813-6522