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 - Corporate College Partnerships

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
- On any item on the Agenda

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, September 16, 2015 Public Hearing and September 23, 2015 Public Hearing

IX. Special Reports and Announcements
   1. Chancellor

   2. Presidents – Dr. Lee Ann Nutt – Strategic Plan
3. Vice Chancellors

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

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 the Recommended Revision of the Lone Star College System Board Policy Manual’s Sexual Violence Policy (FIRST READING)

2. Consideration of Recommended Revisions to the Lone Star College System (LSCS) Policy Manual Section III.C.2, Investment Management, which includes the System’s Investment Policy and Strategies (FIRST READING)

3. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual’s Fraud Definition, Ethical Standards, Conflict of Interest, and Reporting and Investigating Dishonesty and Fraud, sections (FIRST READING)

4. Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.F.10. Review and Grievance Process (FINAL READING) (ACTION ITEM 1)

5. Consideration of Approval of the 2015-2020 Strategic Plan (ACTION ITEM 2)

XIII. Foundation Report and Consideration

1. Ratify and Approve the Appointment of LSC Foundation Board Members (ACTION ITEM 3)

XIV. Financial Reports and Considerations
1. Monthly Financial Statements

2. Consideration of Approval of Resolution and Ordinance Fixing and Levying the Interest and Sinking (I&S) Component of the Ad Valorem Tax Rate for Tax Year 2015 (ACTION ITEM 4)

3. Consideration of Approval of Resolution and Ordinance Fixing and Levying the Maintenance and Operation (M&O) Component of the Ad Valorem Tax Rate for Tax Year 2015 Meeting (ACTION ITEM 5)

4. Consideration of Approval to Adopt a Resolution Authorizing the Chancellor or Designee to Negotiate and Execute a Payment-in-Lieu-of Tax Agreement and Provide a Letter of Non-Opposition in Support of a Foreign Trade Zone Application (ACTION ITEM 6)

5. Consideration of Approval of Increase in Non-Credit Workforce/Community Education (CE) Tuition Effective for Spring 2016 (ACTION ITEM 7)

6. Consideration of Approval of Investment Broker/Dealers for FY 2015-16 (ACTION ITEM 8)

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Nursing Curricula Testing and Supplemental Educational Materials (ACTION ITEM 9)

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Leasing and Property/Asset Management Services (ACTION ITEM 10)

9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase of Commissioning Agent Services (ACTION ITEM 11)

10. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract Amendment to Purchase Additional Student Loan Default Prevention Services (ACTION ITEM 12)

XV. Buildings and Grounds Report

Construction Projects Update

XVI. Lone Star College Foundation Report

LSC Foundation Gifts Received Report
XVII. Personnel Reports and Considerations

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

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

XVIII. Suggested Future Agenda Items

XIX. 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
Certification of Posting of Notice to the October 1, 2015 Workshop and Regular Meeting of the Lone Star College System’s Board of Trustees

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 28th day of September, 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 28th day of September, 2015.

LONE STAR COLLEGE SYSTEM

_____________________
Stephen C. Head
Chancellor
MINUTES OF THE
PUBLIC HEARING AND
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
September 3, 2015
6:00 p.m.

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

ABSENT:  Dr. Kyle Scott, Vice Chair

WORKSHOP AND REGULAR MEETING

I.  CALL TO ORDER:  Ms. Good called the workshop and regular meeting of the Board of Trustees to order at 6:00 p.m. after determining that a quorum was present.

II.  PLEDGE OF ALLEGIANCE:  Dr. Trowbridge 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. Wolfe entered the meeting at 6:05. Mr. Murillo entered the meeting at 6:07 and Mr. Vogt entered the meeting at 6:08.

IV.  INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS:  Chancellor Head introduced Shawn Arrajj with Community Impact.

Dr. Head introduced past Trustee Don Stewart and his wife Janet.

Dr. Head recognized all the campus police officers for their service and Lone Star College’s support of the Harris County sheriff who was killed recently. LSC will have an Honor Guard at the sheriff’s funeral and will participate in the Unity Initiative which
will be held on Friday, August 7, 2015 supporting the fallen officer and local police officers by flashing cruiser lights for one minute at 11:00 a.m.

Dr. Head asked the presidents to come forward and introduce their new senior leadership employees:
Dr. Audre Levy, president of LSC-CyFair introduced Dr. Robert Keyes, vice president of administrative services. Dr. Rebecca Riley, president of LSC-Montgomery introduced LSC-Tomball vice president of instruction Dr. Quentin Wright. Dr. Rebecca Riley, president of LSC-Montgomery introduced Dr. Michael Chavez, vice president of student success and Dr. James McGee vice president of instruction. Dr. Shah Ardalan, president of LSC-UP introduced Katherine Sanchez, vice president of instruction and Richard Weldon, vice president of administrative services. Mr. Link Alander, vice chancellor of college services introduced the new associate vice chancellor of Human Resources Mark Yuran. Dr. Austin Lane, executive vice chancellor, introduced Mr. Mike Krall, acting vice chancellor of academic affairs and Dr. Wendy Prater, associate vice chancellor of LSC Online.

V. WORKSHOP: Mr. Rand Key, CEO of University Park introduced the new police Chief Paul S. Willingham and presented a brief overview of his background. Mr. Key gave an update on LSC Security. He shared information on the armed intruder video, the rolling 3-year plan of training exercises and the new body cameras worn by the officers.

VI. CLOSED SESSION: At 6:24 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

VII. RECONVENE REGULAR MEETING: Ms. Good reconvened the open meeting at 7:25 p.m.

VIII. APPROVAL OF THE MINUTES OF THE AUGUST 6, 2015 WORKSHOP AND REGULAR MEETING: upon a motion by Dr. Holsey and a second to the motion by Mr. Wolfe, the board unanimously approved the minutes of the August 6, 2015 Workshop and Regular Meeting.

IX. CITIZENS DESIRING TO ADDRESS THE BOARD: Mr. Jon Bauman representing Texas Patriots PAC addressed the board on the proposed tax rate.

   Mr. Larry Loomis-Price addressed the board on EEOC matters.

   Dr. John Burg duff spoke on behalf of the American Federation of Teachers on the grievance policy.
X. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Chancellor Head announced that we are currently at 83,714 students, an increase of 1,408 students with a 2% increase in enrollment over this time last year. LSC-UP continues to lead the pack with an 18% increase.

LSC-CyFair President Search Update: search consultants Gold Hill Associates received over 40 applications. On September 15th, the search committee meets to review the applications and identify semi-finalists to interview. On October 21 – 22 the committee interviews semi-finalists and makes recommendations to the chancellor and the finalist candidates will be made public. The finalist candidates will visit LSC-CyFair in November to participate in a variety of activities including public forums, along with conversations with various college and constituent groups.

Dr. Head asked Cindy Gilliam, vice chancellor of administration and finance, to give an overview of the proposed tax rate.

2. College Presidents: Dr. Katherine Persson, president of LSC-Kingwood gave a presentation on “Who Our Students Are This Fall?”

3. Vice Chancellors: Ms. Helen Clougherty, chief of staff, gave a presentation and demonstration of the new Ethics Hotline.

4. Faculty Senate Presidents: Ms. Paula Khalaf, faculty senate president of LSC-UP gave a presentation on “Who Are Our Adjunct Faculty?”

5. Board Members: No reports from the board committees.

Dr. Alton Smith spoke about a meeting held at Acres Home and how successful it was and he would like to see these workshops expanded.

Chair Good addressed the Syrian refugee crisis and would like to see a student led event to affect change in the world.

XI. CONSIDERATION OF THE CONSENT AGENDA: Item number 3 was pulled from the agenda. Item number 4 was removed from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Smith made a motion to approve items 1, 2, 5, 6, 7, and 8. Dr. Holsey seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.

XII. POLICY REPORT AND CONSIDERATIONS:

1. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Grievance Policy (FIRST READING): the board unanimously considered Board Policy Section IV. F.10. Review and Grievance Process revision 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. A copy is attached as Exhibit “C”.

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): the board unanimously approved 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. This item was approved in the Consent Agenda. A copy is attached as Exhibit “D”.

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): the Board of Trustees unanimously approves 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. This item was approved in the Consent Agenda. A copy is attached as Exhibit “E”.

XIV. FINANCIAL REPORTS AND CONSIDERATIONS:
1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements, for the months ended July 31, 2015. A copy is attached as Exhibit “F”.

2. Consideration of Adoption of Resolution Creating the LSCS Public Facility Corporation (ACTION ITEM 2): This item was pulled from the agenda. A copy is attached as Exhibit “G”.

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 3): Chair Good moved to propose the Maintenance & Operations (M&O) ad valorem rate of $0.0754 per $100 valuation for the 2015 tax year be adopted at the October 1, 2015 regular Board of Trustees meeting and two public hearings be held at 6:00 p. m. on September 16 and 23, 2015. If adopted as proposed, the total ad valorem tax rate for Lone Star College System District will be $0.1079 per $100 valuation. Dr. Smith seconded the motion. Chair Good then took a roll call vote. Those voting for the motion were Ron Trowbridge, Ken Lloyd, Bob Wolfe, David Vogt, Alton Smith, Art Murillo and Linda Good. Voting against were Dave Holsey. The motion carried. A copy is attached as Exhibit “H”.

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 4):** the Board of Trustees unanimously approves the annual appointment of Mike Sullivan, Harris County Tax Assessor-Collector to collect System property taxes in Harris County, and Tammy J. McRae, Montgomery County Tax Assessor-Collector, to collect the System’s property taxes levied in Montgomery and San Jacinto Counties for the tax year 2015 (fiscal year 2015-16). This item was approved in the Consent Agenda. A copy is attached as Exhibit “I”.

XV. **BUILDING AND GROUNDS REPORTS:**

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

XVI. **PERSONNEL REPORTS AND CONSIDERATIONS:**

   1. **Consideration of Ratification of Appointments (ACTION ITEM 17):** the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

   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 “L”.

   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; System Office, Paul S. Willingham – Chief of Police. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M”.

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

XVIII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:09 p.m.

   **ATTEST:**

   ______________________________  ______________________________
   Board of Trustees, Chair        Board of Trustees, Secretary
MINUTES OF THE
2015-2016 PROPOSED TAX RATE
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
September 16, 2015
6:00 p.m.

PRESENT: Ms. Linda Good, Chair
Dr. Kyle Scott, Vice Chair
Dr. Alton Smith, Assistant Secretary
Mr. Bob Wolfe
Mr. David Vogt

ABSENT: Dr. Ron Trowbridge, Secretary
Dr. David Holsey
Mr. Ken E. Lloyd
Mr. Art Murillo

WORKSHOP AND REGULAR MEETING

I. CALL TO ORDER: Ms. Good called the proposed tax rate meeting of the Board of Trustees to order at 6:00 p.m. after determining that a quorum was present.

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

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING AND THE STATUTORY ADVERTISING REQUIREMENTS: Chancellor Head confirmed that the Notice for the meeting had been properly posted and that the statutory advertising requirements had been met. No action was required. A copy is attached as Exhibit “A”.

IV. PRESENTATION OF THE PROPOSED TAX RATE: Ms. Cindy Gilliam, vice chancellor finance and administration/CFO presented the proposed tax rate of $.1079 per $100.

V. ANNOUNCEMENTS: Ms. Good announced:

Date, time and place of second Public Hearing to discuss the Board’s intent to raise the 2015-2016 property tax rate by more than the net effective tax rate
Date: Wednesday, September 23, 2015
Time: 6:00 p.m.
Place: Board Room of the Training and Development Center
5000 Research Forest Drive
The Woodlands, TX 77381

Date, time and place of the meeting at which the Board will vote on the proposed tax rate

Date: Thursday, October 1, 2015
Time: 6:00 p.m.
Place: Board Room of the Training and Development Center
5000 Research Forest Drive
The Woodlands, TX 77381

VI. **CITIZENS DESIRING TO ADDRESS THE BOARD:** Mr. Jon Bauman representing Texas Patriots PAC addressed the board on the proposed tax rate and asked that the Board consider one time funding alternatives to permanent increases.

VII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:09 p.m.

ATTEST:

______________________________  ______________________________
Board of Trustees, Chair        Board of Trustees, Secretary
MINUTES OF THE
2015-2016 PROPOSED TAX RATE
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
September 23, 2015
6:00 p.m.

PRESENT: Ms. Linda Good, Chair  
Dr. Kyle Scott, Vice Chair  
Dr. Ron Trowbridge, Secretary  
Mr. Ken E. Lloyd  
Mr. Art Murillo  
Mr. David Vogt  
Mr. Bob Wolfe

ABSENT: Dr. David Holsey  
Dr. Alton Smith, Assistant Secretary

WORKSHOP AND REGULAR MEETING

I. CALL TO ORDER: Ms. Good called the proposed tax rate meeting of the Board of Trustees to order at 6:00 p.m. after determining that a quorum was present. Mr. Wolfe entered the meeting at 6:02 p.m.

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

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING AND THE STATUTORY ADVERTISING REQUIREMENTS: Chancellor Head confirmed that the Notice for the meeting had been properly posted and that the statutory advertising requirements had been met. No action was required. A copy is attached as Exhibit “A”.

IV. PRESENTATION OF THE PROPOSED TAX RATE: Ms. Cindy Gilliam, vice chancellor finance and administration/CFO presented the proposed tax rate of $.1079 per $100.

V. ANNOUNCEMENTS: Ms. Good announced:

Date, time and place of the meeting at which the Board will vote on the proposed tax rate
VI. **CITIZENS DESIRING TO ADDRESS THE BOARD:** Mr. Jon Bauman representing Texas Patriots PAC addressed the board on the proposed tax rate and asked that the Board consider one time funding alternatives to permanent increases.

Ms. Pamela Spivey presented written testimony in support of the tax rate.

Ms. Michelle Michon spoke in support of the tax rate.

Ms. Carly Jones spoke in support of the tax rate.

VII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:15 p.m.

ATTEST:

______________________________  ______________________________
Board of Trustees, Chair           Board of Trustees, Secretary
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.

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<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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<tr>
<td># 1 Approve Rev/LSC Board Grievance Policy</td>
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<td># 2 Approval of the 2015-2020 Strategic Plan</td>
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<td># 3 Ratify and Approve Appointments LSC Foundation Board</td>
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<td># 4 Approve I&amp;S Component of Ad Valorem Tax Rate FY15</td>
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<td># 5 Approve M&amp;O Component of Ad Valorem Tax Rate FY15</td>
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<td># 6 Approve Resolution Supporting FTZ App/Noble Drilling</td>
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<td># 7 Approve Non-Credit/Cont/Ed/Tuition/Fee/Schedule</td>
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<td># 8 Approve Investment Broker/Dealers for FY 2015-16</td>
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<td># 9 Approve Chan/Exec/Contract/Purch/Nursing/Educ/Material</td>
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<td># 12 Approve Amend/Cont/Purch/Add’l/Student/Loan/Default</td>
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<td># 13 Ratify Appointments</td>
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<td># 14 Accept Resignations</td>
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* X – Items will be considered in separate action from consent agenda – Roll call voted required.
Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Sexual Violence Policy (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees reviews the recommended revision. That the corresponding present sexual violence policies be amended and supplemented to account for ratification of the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The most recent iteration of the VAWA amended the Clery Act to require higher education institutions like Lone Star College to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. This constitutes a first consideration with a request for approval during the November board meeting.

Rationale: The current policy was approved by the Board before the VAWA’s amendments became effective on July 1, 2015.

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
               Helen Clougherty 832-813-6514
VI.E. STUDENT RESPONSIBILITIES

VI.E.1 Student Code of Conduct

VI.E.1.01 Policy

The System’s policy likewise aims to provide a discrimination-free educational, employment, and business environment. No decision will be based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. The System’s trustees, administrators, faculty, staff, and other agents will not engage in unlawful harassment, discrimination, sexual violence, dating violence, domestic violence, or stalking.

The System’s aim is to comply with Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106. The System expressly prohibits sexual harassment, including sexual violence, and gender-based harassment, against its students, faculty, and staff. Sexual harassment and gender-based harassment violate Title IX. System employees must maintain a harassment-free academic environment and workplace. The System will take immediate and appropriate corrective action when an allegation of such harassment is made. The System’s community members are encouraged to consult immediately with the Title IX Coordinator if they believe a violation has occurred.

This Policy applies regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity, age, race, nationality, religion, or ability.

VI.E.1.07 Non-Academic Misconduct

Non-academic misconduct can occur in many different ways. For example, prohibited sexual conduct may be oral or physical, and proof of force or physical injury is not required. The parties may be the opposite sex or the same sex. In determining whether sanctionable conduct has occurred, the System may consider the on-campus impact of incidents that occurred off campus. Other examples of non-academic misconduct, include, but are not limited to the following:
b. Physically or psychologically abusing others, threatening violence, making
terroristic threats, engaging in domestic violence, dating violence, sexual assault,
stalking, or harassment of any member of the LSCS community or visitor on LSCS
property. Engaging in conduct which threatens or endangers the health or safety of
any community member or visitor. Such behavior includes oral and electronically
communicated threats. Unauthorized use, possession, or storage of any weapon,
dangerous chemical, or explosive element, including ammunition, (notwithstanding
the possessor’s federal, state, or other license allowing him or her to do so) also
qualifies under this definition.

VI.E.3. Sexual Harassment, Assault, and Violence

VI.E.3.02 Definitions

(a) Consent: Consent is defined as an informed, affirmative, unambiguous and conscious
decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation.
Consent means positive cooperation in the act or expression of intent to engage in the
act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent
to other forms of sexual activity. Consent to sexual activity on one occasion is not
consent to engage in sexual activity on another occasion. A current or previous dating
or sexual relationship, by itself, is not sufficient to constitute consent. Even in the
context of a relationship, there must be mutual consent to engage in sexual activity.
Consent must be ongoing throughout a sexual encounter and can be revoked at any
time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if
s/he is unconscious or coming in and out of consciousness. A person cannot consent if
s/he is under the threat of violence, bodily injury or other forms of coercion. A person
cannot consent if his/her understanding of the act is affected by a physical or mental
impairment, which may include intoxication through the use of drugs or alcohol. For
purposes of this Policy, the age of consent is eighteen (18).

Force is the use of physical violence and/or imposing on someone physically to gain
sexual access. Force also includes threats, intimidation and coercion that overcomes
resistance or produces consent.
(b) **Dating Violence:** Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

(c) **Domestic Violence:** Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a victim’s spouse under Texas domestic or family violence laws; or any other person against an adult or youth victim who is protected from the person’s acts under Texas domestic or family violence laws. Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

(d) **Incapacitation:** Incapacitation is the state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction). Sexual activity with someone who is, or based on circumstances should reasonably have been known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this Policy. A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs or alcohol cannot give consent.

(e) **Sexual Assault:** Sexual assault is considered an act of sexual violence, which is defined as a physical sexual act or behavior perpetrated without explicit consent and against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. It includes sexual acts against people who are unable to consent either due to age or lack of capacity. Sexual assault includes sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as stated in the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

(f) **Sexual Harassment:** Sexual harassment is a form of sex discrimination that includes two categories: (1) hostile work environment sexual harassment, and (2) quid pro quo sexual harassment.
Hostile work environment sexual harassment means verbal, physical, or visual forms of harassment that are sexual in nature, “sufficiently severe, persistent, or pervasive” and unwelcome. A single, severe incident, such as a sexual assault, could create a hostile environment. A “hostile environment” is often created by a series of incidents.

Conversely, quid pro quo sexual harassment means “this for that.” An example of this form of sexual harassment occurs if a member of the faculty (or staff member) stipulates that a student’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether that student submits to unwelcome sexual conduct. Whether the student refuses a sexual demand or submits to it is not relevant; the conduct violates the law.

Sexual harassment also means unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either an explicit or an implicit term or condition of an individual’s employment, academic evaluation or advancement, or status in a course, program or activity of the university; or

2. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or

3. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or unduly interfering with an individual’s work or academic performance. For purposes of this policy, “undue interference” is defined as improper, unreasonable or unjustifiable behavior going beyond what is appropriate, warranted or natural.

(g) Sexual Violence: Sexual violence means a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent because the victim ingested drugs or alcohol. An individual also may be unable to consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and this Policy.

(h) Stalking: Stalking is defined as engaging in a course of conduct (two or more acts), including but not limited to a pattern of repeated and unwanted attention, harassment or conduct, directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.
(i) **Title IX Harassment:** Title IX harassment includes sexual harassment, gender-based harassment, and sexual violence. The following types of actions serve as non-exhaustive examples of Title IX harassment prohibited by this Policy if sufficiently severe or pervasive:

1. Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent because the person ingested drugs, alcohol, or has an intellectual or other disability;

2. Direct or implied statements, threats, or demands for sexual favors, sexual advances, accompanied by implied or actual promises of preferential treatment for submission to such demands; or implied or actual threats that failure to submit to such demands may result in adverse treatment concerning the person’s admission, enrollment, employment, work status, promotion, grades or recommendation;

3. Persistent, unwelcome flirtation, requests for dates, repeated and unwanted staring, advances or propositions of a sexual nature;

4. Gratuitous displays of sexually suggestive objects or pictures, including images displayed, transferred, forwarded or shared via the Internet, text messaging or other electronic means;

5. A pattern of conduct unrelated to an academic course or the requirements of the workplace intended to cause discomfort or humiliation or including one or more of the following: (i) comments of a sexual nature; (ii) sexually explicit statements, questions, jokes, anecdotes or gestures; (iii) a pattern of conduct that would cause discomfort or humiliation, or both, to a reasonable person to whom the conduct is directed and that includes one or more of the following: (1) unnecessary touching, such as patting, pinching, hugging or repeated brushing against a person’s body; (2) remarks of a sexual nature about a person’s clothing or body; or (3) remarks about sexual activity or speculations about previous sexual experience;

6. Treating individuals adversely because they do not conform to stereotypical norms of feminine or masculine gender behavior;

7. Acts of Title IX Harassment may take many different forms. Examples include the following: (i) direct threats and other verbal statements; (ii) email or other electronic messages; (iii) physical contact; (iv) jokes; (v) gestures; and (vi) pictures or other visuals; or

harassment that violates this Policy goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently severe or pervasive as to limit unlawfully an individual’s ability to participate in or benefit from the System’s activities.
Further, one must evaluate such conduct from the perspective of a reasonable person in the alleged victim’s position, taking into account the totality of the circumstances involved in a particular matter.

VI.E.3.03 Consensual Relationships

Consensual romantic or sexual relationships between a faculty member and a student in the faculty member’s class can create significant problems. Relationships that begin as consensual have the potential to evolve into sexual harassment, particularly with regard to faculty-student and staff-student relationships. Therefore, the System discourages such relationships and any conduct such as dating that might reasonably be expected to lead to a romantic or sexual relationship. If a romantic or sexual relationship develops between a faculty member and a student, the faculty member must promptly disclose, in writing, the existence of the relationship to the faculty member’s location senior human resources manager or the System’s Human Resources Associate Vice Chancellor. The student may also make the disclosure.

The location human resources manager or the System’s Human Resources Associate Vice Chancellor shall inform the faculty member’s department head and others on a need-to-know basis of the existence of the relationship and the Vice-President of Instruction will ensure that the faculty member does not participate in activities or decisions that may either benefit or harm the student.

The System realizes that the terms “romantic” and “dating” are not capable of precise definition. However, the System believes that either or both parties to such a relationship can and will understand the meaning of the terms as they apply. The System expects that both parties will act in a manner consistent with this Policy cognizant of the appropriate ethical and contractual obligations either may owe to each other or to the System.

VI.E.3.04 Reporting Sexual Violence

Any person who believes that he or she is experiencing, or has been subjected to, sexual violence should report the incident as promptly as possible. A person may report the sexual violence to any one or more of the following Campus Security Authorities (CSAs): (a) LSCS Police Department, (b) he Office of the Campus Vice President for Student Services, (c) the Title IX Coordinator, (d) Student and Employee orientation staff, (e) Counselors, (f) Office of Emergency Management, or (g) Deans, Directors, or any other supervisor. All individuals, except those with a legal duty to maintain confidentiality shall promptly report the incident to the Title IX Coordinator. Except for privileged communications, reports to any person other than the Title IX Coordinator must be forwarded to the Title IX Coordinator.

VI.E.3.05 Reporting Title IX Harassment

Any person who believes that he or she is being, or has been, subjected to Title IX harassment (excluding sexual violence) is encouraged to file a report of the alleged act of.
discrimination promptly. Acts of Title IX harassment prohibited by the statute and this Policy must be reported within 180 calendar days of the date of the act. If the person believes that he or she is being subjected, or has been subjected to, recurring instances or patterns of Title IX harassment, the person shall report the conduct to the Title IX Coordinator within 30 days of the last incident. Any such person may also report the incident to his or her immediate supervisor, department chair, or academic advisor. Also, in the absence of a complaint for sexual harassment, System employees may refer a Title IX harassment matter to the Title IX Coordinator for investigation without the filing of a complaint for Title IX harassment at their discretion.

VI.E.3.06 Available Reporting Resources

Students may contact the following agencies for assistance:

(a) Internal Resources:

Any LSCS Office of Student Services
LSCS Police Department – (281) 290-5911
LSCS Office of Emergency Management – (281) 290-2891
LSCS Title IX Coordinator – Norman J. Sievert
5000 Research Forest Blvd., SB105A
The Woodlands, TX 77381
(832) 813-6520
norman.j.sievert@lonestar.edu

(b) External Resources:

Family Time Crisis and Counseling Center (Humble): (281) 446-2615
Domestic Violence Hotline: (713) 528-2121 / (713) 528-3625 (TDD)
Sexual Assault Hotline: (713) 528-7273 / (713) 528-3691 (TDD)
Montgomery County Women’s Center: (713) 528-7273
24-Hour Hotline: (936) 441-7273
Northwest Assistance Ministries: (281) 885-4673
Ben Taub Hospital: (713) 873-2000
MHMR Authority of Harris County
7011 Southwest Freeway
Houston, TX 77074
Crisis Phone: (866) 970-7770
Main Phone: (713) 970-7000
Website: http://www.mhmraharris.org/
VI.E.3.07 Distribution of Sexual Assault Information

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VI.E.3.08 Investigating Claims of Title IX Harassment or Sexual Violence

(a) Investigation. In its discretion, pending the investigation, hearing, or appeal of a complaint for Title IX harassment or sexual violence, the System may take interim steps to protect the complainant, as well as other members of the System. Such protective interim steps may include, but are not limited to: issuing a “no contact” order prohibiting one party from having conduct with another; directing the lateral transfer of an employee or moving a student to another classroom setting; or making arrangements for alternative academic and employment evaluations.

(1) Faculty: At any time during or after an investigation or hearing of a Title IX harassment or sexual violence complaint against a member of the faculty, the President or his or her designee may place the faculty member on administrative leave from teaching responsibilities if the President reasonably believes that (a) the alleged harassment or sexual violence has occurred and (b) the respondent would be in a position to do harm to members of the System community if the respondent continues to teach a class. Such leave may be with pay and all benefits.

(2) Other employees: At any time during or after an investigation or hearing of a Title IX harassment or sexual violence complaint against an employee, the appropriate System executive officer responsible for the unit employing the respondent may place the employee on administrative leave from employment responsibilities if the appropriate System executive office reasonably believes that (a) the alleged harassment or sexual violence has occurred; and (b) the respondent would be in a position either to retaliate against, or in any way do harm to, members of the System’s community if the respondent continues to work in that unit or department. Such leave may be with pay and all benefits.
(3) **Student:** At any time during or after an investigation or hearing of a Title IX harassment or sexual violence complaint against a student, the Vice President of Student Services or his or her designee may restrict a student-respondent from attendance at one or more classes or otherwise prohibit the student-respondent’s presence on a System campus where appropriate and necessary at the discretion of the Vice President of Student Services.

(b) **Confidentiality.** The System considers complaints of Title IX harassment and sexual violence, their investigation, and related proceedings to be confidential subject to applicable local, state, and federal laws. The System will make every effort not to disseminate information concerning an allegation of Title IX harassment or sexual violence beyond those necessary for investigation subject to the requirements of applicable local, state, and federal laws. Release of confidential information to the public will be authorized only by the President or his or her designee.

The System will investigate allegations of Title IX harassment and sexual violence and take corrective action, if appropriate, in those circumstances where the complainant does not wish to pursue these procedures or corrective action. A complainant’s desire for anonymity or inaction may hinder the System’s investigation of a Title IX harassment complaint. Nothing in this confidentiality policy precludes or limits the responsibility and authority of the administration and the System Board of Trustees to take actions that they deem necessary to protect the System’s students, faculty, and staff.

In some cases, the System may be required to report a crime to law enforcement. The System will evaluate a complainant’s request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students under applicable local, state, and federal law.

(c) **Evidentiary Standard.** A preponderance of evidence standard must be used in any investigation, hearing, or appeal of a decision regarding a Title IX harassment or sexual violence complaint. This standard requires a showing that it is more likely than not that Title IX harassment or sexual violence occurred.

(d) **Disciplinary Process.** In the event the investigation reveals that family or domestic violence, dating violence, sexual assault, Title IX harassment, or stalking have been committed by a student, further action will be taken, including, but not limited to, any and all disciplinary actions set forth in Board Policy VI.F.4.01. Moreover, students who are victims of sexual assault will not be subjected to disciplinary actions if they consumed alcohol or drugs at the time of their sexual assault. The absence of such disciplinary action encourages students to report the crime or seek assistance.

**VI.E.3.09 Convicted Sex Offender Policy**

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IV.F.4.02 Definitions

(a) Consent. Consent is defined earlier in Section VI.E.3.02(a).

(b) Dating Violence. Dating Violence is defined earlier in Section VI.E.3.02(b).

(c) Domestic Violence. Domestic Violence is defined earlier in Section VI.E.3.02(c).

(d) Incapacitation. Incapacitation is defined earlier in Section VI.E.3.02(d).

(e) Sexual Assault. Sexual Assault is defined earlier in Section VI.E.3.02(e).

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

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

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

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work, academic performance, education, or participation in System programs or activities, or of creating an intimidating, hostile, work or academic environment.
(g) **Sexual harassment.** Sexual harassment does not refer to words or actions of a welcome nature. It refers to behavior that is not welcome and occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or academic environment. Harassing conduct need not be motivated by sexual desire in order to constitute unlawful sexual harassment. Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom.

However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated unwelcome advances or demeaning verbal comments by a co-worker towards another co-worker unreasonably interferes with a person’s ability to perform his or her work. Sexual harassment can also involve behavior directed to and/or by students of the System, as well as employees and non-employees of the System, in short all members of the community may become harassers or victims of harassment.

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

1) verbal abuse, insults, jokes, comments or innuendo of a sexual nature that include lewd, obscene or sexually suggestive displays or remarks;

2) physical contact, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted by the other person;

3) the requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual’s employment status or educational status;

4) repeated unwelcome social invitations, sexual flirtations, advances, propositions or unwanted requests for sexual favors;

5) threatened, attempted, or completed physical sexual assault;

6) indecent exposure;

7) romantic involvement (even if consensual) between supervisors and subordinates that impacts the workplace and/or other individuals in areas such as assignments, advancements and benefits; or
8) romantic involvement (even if consensual) between supervisors and students they supervise that impacts the academic environment and/or other students in areas such as assignments, grades and academic benefits. IV.F.4.04 Conduct which may Constitute Unlawful Sexual Violence Sexual violence shall include but not be limited to rape, sexual assault, sexual bribery, and sexual coercion.

(h) Sexual violence. Sexual Violence is defined earlier in Section VI.E.3.02(g).

(i) Stalking, Sexual Violence is defined earlier in Section VI.E.3.02(h).

(j) Title IX Harassment, Sexual Violence is defined earlier in Section VI.E.3.02(i).

(k) Unlawful discrimination. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee’s or student’s race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status constitutes unlawful discrimination. Depending upon the circumstances and how they impact the workplace or academic environment, examples of unlawful discrimination could include the below-referenced examples concerning sexual harassment, as well as the following types of conduct:

1) Making decisions about a person’s employment, compensation or education based upon his or her race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status;

2) Verbal abuse, offensive innuendo or derogatory words, concerning a person’s race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status;

3) An open display of objects or pictures designed to create a hostile working/learning environment based on a person’s race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans’ status, or any other protected status.

VI.E.4.03 Consensual Relationships

Consensual romantic or sexual relationships between employees a supervisor and a subordinate employee can create significant problems. Relationships that begin as consensual have the potential to evolve into sexual harassment, particularly with regard to faculty-student and staff-
student relationships. Therefore, the System discourages such relationships and any conduct such as dating that might reasonably be expected to lead to a romantic or sexual relationship. If a romantic or sexual relationship develops between a supervisor and a subordinate employee, the supervisor must promptly disclose, in writing, the existence of the relationship to the supervisor’s location human resources director or the System’s human resources director. The subordinate employee may also make the disclosure.

The location human resources director or the System’s human resource director shall inform the subordinate employee’s next higher-level supervisor and others on a need-to-know basis of the existence of the relationship and the highest level administrator will ensure that the supervisor does not participate in activities or decisions that may either benefit or harm the subordinate employee.

The System realizes that the terms “romantic” and “dating” are not capable of precise definition. However, the System believes that either or both parties to such a relationship can and will understand the meaning of the term as they apply to them, and will act in a manner consistent with this Policy and with the appropriate ethical and contractual obligations to the System and each other.

IV.F.4.04 Employee, Faculty and Student Responsibilities

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IV.F.4.05 Educational Setting

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IV.F.4.06 Addressing Complaints of Sexual Harassment, Sexual Violence, Dating Violence, Domestic/Family Violence, Sexual Assault, Stalking, and Unlawful Discrimination

When the System receives any formal complaint of sexual harassment, sexual violence (as defined in Section IV.E.3.02 of the LSCS District Board Policy Manual and including sexual assault), dating violence, domestic violence, and stalking it will promptly investigate the allegation. The System will make every effort to proceed in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has occurred,
the System will act promptly to eliminate the offending conduct, and where appropriate impose disciplinary action.

IV.F.4.07 Disciplinary Action

In the event the investigation reveals that unlawful discrimination has been committed by a student, further action will be taken, including, but not limited to, any and all disciplinary actions set forth in Board Policy VI.F.4.01 – Student Disciplinary Sanctions.

In the event that the investigation reveals that unlawful discrimination, sexual harassment, sexual violence (as defined in Section IV.E.3.02 of the LSCS District Board Policy Manual and including sexual assault), dating violence, domestic/family violence, and stalking has been committed by an employee, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination as set forth by Board Policy F.13 – Discharge of Employee. Should the employee challenge the disciplinary action, he or she may grieve the decision under Section F.10 – Review and Grievance Process.

IV.F.4.08 Prohibition of Title IX Retaliation

Retaliation is a violation of the System’s Title IX harassment policy. System policy prohibits any member of the System community whether they are staff, members of the faculty, students or visitors participating in the educational activities or programs of the System from retaliating in any way against a person on the basis that person has raised allegations of harassment prohibited by Title IX. It is a violation of this policy to retaliate against any person who has exercised the right to file a formal or informal Title IX harassment complaint, used any of the processes provided by the System, cooperated with an investigation, or testified or otherwise offered evidence connected to a complaint. A complaint’s actual or perceived lack of merit does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Title IX Coordinator.

IV.F.4.09 Confidentiality

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

IV.F.4.10 No Retaliation for Filing a Complaint of Sexual Harassment or Unlawful Discrimination

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

IV.F.4.11 System Equal Employment Officer (“EEO”) and Complaints of Sexual Harassment and Unlawful Employment Discrimination

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

IV.F.4.12 State and Federal Agencies

In addition to the above, students and employees who believe that they may have been subjected to sexual harassment, sexual violence or unlawful discrimination may file a formal complaint with either or both of the government agencies set forth below. Students who believe they may have been subjected to sexual discrimination including sexual harassment or sexual violence may wish to file a complaint with local law enforcement. Filing a criminal complaint will not preclude any student from participating in an informal or formal grievance process as required under Title IX. Using the System’s complaint process does not prohibit an employee from filing a complaint with these agencies. 1. The United States Equal Employment Opportunity Commission (“EEOC”), Mickey Leland Federal Building, 1919 Smith Street, 6th Floor, Houston, Texas 77002-8049 2. The Texas Workforce Commission (“TWFC”), 1117 Trinity St., Room 144T, Austin, TX 78778

IV.F.4.13 Compliance and Training

The System designates the General Counsel and the System EEO/Title IX Coordinator to coordinate efforts to comply with this policy, and conduct any investigation with the specific requirements contained in but not limited to:

(a) Title IX of the Education Amendments of 1972, as amended, and its implementing regulations;

(b) Section 504 of the Rehabilitation Act, as amended, and its implementing regulations;

(c) The Americans with Disabilities Act, as amended, and its implementing regulations; and

(d) Title VII of the Civil Rights Act, as amended, and its implementing regulations.

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

(a) New and existing employees regarding the protections accorded to them under federal and state discrimination laws and LSCS's related policies and complaint procedures; and
(b) Supervisory personnel and all employees regarding the System’s nondiscrimination obligations, this Policy was established for handling discrimination and harassment complaints and the supervisor’s obligation to respond promptly and appropriately to alleged discriminatory or harassing conduct in the workplace under their supervisory authority. Training programs shall be jointly administered and under the direction of the System Chief Human Resources Officer and the System General Counsel and Chief Legal Officer.
Request: Consideration of Recommended Revisions to Lone Star College System (LSCS) Policy Manual Section III.C.2, Investment Management, which Includes the System’s Investment Policy and Strategies (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees reviews the recommended revisions to LSCS Policy Manual Section III.C.2, Investment Management, which includes the System’s investment policy and strategies.

Rationale: To comply with LSCS Policy Manual, Section III.C.2.30 – Annual Policy Review and Adoption, and Government Code Section 2256.005(e), also known as the Public Funds Investment Act (PFIA), the Board of Trustees reviews its investment policy and strategies annually. In addition, the PFIA requires that the Board adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and strategies. This written instrument must also record any changes made to either the investment policy or strategies.

Staff has reviewed the investment policy and strategies and recommends the changes outlined below.

a. Addition of Associate CFO, a new position, as an authorized investment officer to section III.C.2.12 – Investment Officers.

b. Addition of the following language to section III.C.2.26 - Compliance Audit: “Not later than January 1 of each even-numbered year, the System shall report the results of the most recent audit performed to the state auditor.”

c. Addition of a new section, III.C.2.29 – Annual Reporting, which includes the following language: “As required by the Texas State Auditor’s Office and in accordance with the General Appropriations Act, Article III, Rider 5 – Investment Reports, the System shall file with the State Auditor, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions, in a method prescribed by the State Auditor's Office. Copies of such reports shall be available for public inspection. In addition the annual investment report shall be posted on the System’s website by December 31 of each year.” The staff has complied with this reporting requirement.

d. A few minor grammatical and wording edits.
Following the second reading of the recommended revisions to this section of the LSCS Policy Manual at the November 2015 Board of Trustees meeting, the Board will consider adoption of the attached resolution.

**Fiscal Impact:** None.

**Staff Resource:** Cindy Gilliam

832-813-6512
III.C.2. Investment Management

III.C.2.01 – Investment Management

It is the policy of the System that after allowing for the anticipated cash flow requirements of the System and giving due consideration to the safety and risk of investment, all available funds, as reported in the System's annual financial report, shall be invested in conformity with this Investment Policy and governing statutes, seeking to safeguard assets, maintain liquidity and optimize investment earnings.

Effective cash management is recognized as essential to good fiscal management and investment interest serves as a source of revenue to the System. The System’s investment portfolio shall be designed and managed in a prudent manner to obtain reasonable revenue within the limitations of the System's cash flow needs, to be responsive to public trust and to be in compliance with legal requirements and limitations.

Investments shall be made with the following objectives in priority order:

a. Safety and preservation of principal;

b. Maintenance of sufficient liquidity to meet operating needs;

c. Diversification;

d. Public Trust; and

e. Optimization of earnings in the portfolio (Yield).

This Investment Policy extends to all financial assets under the direct control of the System.

III.C.2.02 – Purpose

The purpose of this Investment Policy is to comply with the Public Funds Investment Act Chapter 2256 of the Texas Government Code (the “Act”), which requires that the System annually adopt a written investment policy regarding the investment of its funds and funds under its control. This Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the System’s funds.

III.C.2.03 – Strategy

The overall objective of the Investment Policy is to ensure that System financial assets are properly safeguarded, provide sufficient liquidity and diversification, and produce a reasonable rate of return while enabling the System to react to changes in economic and market conditions.

The longer the maturity of investments, the greater the price volatility. Therefore, the System concentrates its investment portfolio in short and intermediate term investments to limit market risk caused by changes in interest rates. The System attempts to match its investments with anticipated cash flow requirements. Cash flow requirements generally divide the portfolio into four major parts: liquidity needs, short term needs, intermediate term needs, and longer term, core investment. The System will not invest in investments maturing more than three years from the date of purchase.
The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. "Weighted Average Yield to Maturity" shall be the standard for calculating portfolio rate of return.

The System commingles its operating, reserve and trust and agency funds into one investment portfolio for investment purposes of efficiency, accurate distribution of earnings and maximum investment opportunity. Although commingled, the System recognizes the unique characteristics and needs of the individual funds in its strategy statement and in the management of the funds. The maximum dollar weighted average maturity (WAM) of the entire commingled portfolio reflecting cash flow needs shall be no greater than one year and the corresponding benchmark for the commingled portfolio shall be the comparable one year US Treasury security.

Capital projects are managed separately in accordance with their anticipated expenditure schedules and bond document requirements.

III.C.2.04 - General Fund

The General Fund includes all operating funds of the System including, but not limited to, the general fund, payroll fund, technology fund, student activity fee fund, repair and replacement fund, and the auxiliary fund. The primary investment strategy for this fund is to assure the preservation and safety of principal; and, secondly, to match anticipated cash flows with adequate investment liquidity. These objectives shall be accomplished by purchasing high credit quality, short- to intermediate term investments matching cash flow requirements. All investments authorized by the Investment Policy are suitable. Funds not needed for short-term cash flow requirements will be invested in diversified instruments with diversified maturities and be readily marketable in the secondary market or, in the case of Certificates of Deposit, redeemable with or without penalty. Yield will be enhanced by the use of maturity extensions available within the confines of accurate cash flow projections and market cycle timing. Based on ongoing cash flow needs, the maximum weighted average maturity shall be one year. The maximum stated maturity will be three years.

III.C.2.05 – Restricted Fund

The Restricted Fund includes local, state and federal grant funds as well as funds from other sources that are restricted for instructional use. The primary objectives are safety and liquidity sufficient to meet anticipated cash flow requirements as well as yield optimization. These objectives shall be accomplished by purchasing high credit quality, short-term investments, diversified by instrument and maturity, and matching the maturity of the investments with anticipated liabilities. Funds not needed for short-term cash flow requirements will be invested in diversified instruments with diversified maturities and be readily marketable in the secondary market or, in the case of Certificates of Deposit, redeemable with or without penalty. All investments authorized by the Investment Policy are suitable. A ladder of short-term investments with sufficient liquidity from cash equivalent investments may be used to maintain a maximum weighted average maturity of one year. The maximum stated maturity will be two years.

III.C.2.06 – Capital Projects

The primary investment objective for the Capital Projects Fund is preservation and safety of principal. In addition, the System will seek to match cash flows from maturities and earnings of diversified investments to anticipated needs while obtaining a reasonable market yield. Considering the appropriate risk constraints, investments will be made in an attempt to attain a rate equal to or above the arbitrage yield in order to avoid negative arbitrage. These objectives shall be accomplished by purchasing high credit quality, short and intermediate-term investments with maturities closely matching the projected cash flow schedules. Funds not needed for short-term cash flow requirements will be invested...
in diversified instruments with diversified maturities and be readily marketable in the secondary market or, in the case of Certificates of Deposit, redeemable with or without penalty. All investments authorized by the Investment Policy are suitable. The maximum maturity of an individual security shall not exceed the shorter of the planned expenditure span of the funds or the maximum number of years allowed as stated in C.2.03.

III.C.2.07 – Debt Service

The investment strategy for the Debt Service Fund has as its primary objective the preservation and safety of capital while optimizing yield in order to fund debt service payments in accordance with provisions in the bond documents. Funds not required for immediate liquidity shall be invested in diversified instruments. All investments authorized by the Investment Policy are suitable. Each successive debt service payment shall be fully funded before extensions are made. The maximum maturity of an individual security shall not exceed three years and the maximum weighted average maturity of one year.

III.C.2.08 - Trust and Agency Fund

The Trust and Agency Fund is comprised of local scholarship funds, club funds, and other funds for which the System acts as fiduciary and which have short average lives and high liquidity needs. The primary objectives are safety, liquidity, diversification and yield. These objectives shall be accomplished by purchasing high credit quality, short-term investments and utilizing cash equivalent investment for liquidity. All investments authorized by the Investment Policy are suitable. The maximum maturity shall be one year and the maximum weighted average maturity six months.

III.C.2.09 – Prudent Person Rule

Investments shall be made, considering prevailing internal and market circumstances, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs not for speculation, but for investment, and considering the probable safety of capital as well as probable income from an investment decision.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall take into account the investment of all funds rather than a single investment, and, whether the investment decision was consistent with the System's Investment Policy.

III.C.2.10 – Downgrades

Not less than quarterly, the Investment Officers will obtain from a reliable source the current credit rating for each held investment that has a PFIA-required minimum rating. The Investment Officers will meet to discuss any investment which has been downgraded or placed on credit-watch to evaluate and take any necessary and prudent measures to assure the safety of System funds. It is the policy of the System to liquidate as quickly as is prudently possible any investment that becomes unauthorized or loses its required credit rating while held in the System's portfolio.

III.C.2.11 – Delegation of Responsibility

Authority to manage the System's investment program is derived from and delegated pursuant to provisions of the Act.

III.C.2.12 - Investment Officers

The Board designates the Vice Chancellor for Administration and Finance/CFO, the Associate CFO, and the Associate Vice Chancellor for Administration and Finance as the System’s Investment Officers. Management responsibility for the investment program is hereby delegated to the Investment Officers. The Investment Officers shall exercise judgment...
and care, under prevailing circumstances, which a prudent person would exercise in the management of the person’s own affairs, but the Board retains ultimate fiduciary responsibility.

The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. The Investment Officers will report quarterly to the Board on investment results and annually on counter-parties used in the process.

No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Investment Officers. Investment Officers acting in good faith and in accordance with these Policies and Procedures shall be relieved of personal liability.

III.C.2.13 – Capability of Investment Officers

The System shall provide access to periodic training in investments for Trustees and Investment Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in compliance with the Act to insure the quality and capability of investment management.

III.C.2.14 – Training

Members of the Board of Trustees and Investment Officers shall acquire at least the minimum hours of investment training required by the Texas Higher Education Coordinating Board within 6 months after taking office or assuming duties. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

Thereafter, Investment Officers shall additionally complete at least the minimum required hours of training not less than once each state fiscal biennium. Training must be obtained from an independent source approved by the Board. The list of approved Training Sources is Attachment I of this Section.

The Investment Officer shall prepare a report on the provisions of the Act and deliver it to the Board no later than the 180th day after the 1st day of each regular session of the Legislature.

III.C.2.15 – Ethics and Disclosure of Conflicts of Interest

Investment Officers and employees of the System involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

All Investment Officers shall provide complete disclosure related to potential conflicts of interest annually or as conditions change. Investment Officers must file a disclosure statement with the Texas Ethics Commission and the Board if:

1. The officer has a personal business relationship with a business organization offering to engage in an investment transaction with the System; or

2. The officer is related within the second degree by affinity or consanguinity, as determined by Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the System.
III.C.2.16 – Investment Providers

The Investment Officers shall obtain and maintain information on all financial institutions and brokers/dealers authorized to transact financial transactions with the System. The information shall include the following, as applicable:

1. Audited annual financial statements;
2. Proof of Financial Industry Regulatory Authority membership and CRD number (as applicable);
3. Proof of registration with the Texas State Securities Board (as applicable); and
4. Completed System questionnaire.

All investment providers (including but not limited to, financial institutions, broker/dealers, investment pools, mutual funds, and investment advisors) shall provide a certification that the authorized representative of the firm has received and thoroughly reviewed the System’s current Investment Policy. This statement shall certify that the firm has implemented reasonable procedures and controls in an effort to preclude transactions conducted with the System not authorized by the Investment Policy except to the extent that this authorization is dependent on the analysis of the makeup of the System’s entire portfolio or requires interpretation of subjective investment standards.

III.C.2.17 – Annual Review

The Investment Officers shall annually submit a list of brokers/dealers for Board approval. These institutions shall be selected for service, market involvement, and credit worthiness and be authorized to provide brokerage services. These may include primary dealers and regional dealers that qualify under the Securities and Exchange Commission uniform net capital rule (Rule 15C3-1).

The Investment Officers shall annually review and evaluate the firms authorized to enter into investment transactions with the System. The following minimum criteria may be included in the review and evaluation:

1. Number of transactions competitively won/attempted;
2. Prompt and accurate confirmation of transactions;
3. Efficiency of transaction settlement;
4. Accuracy of market information; and
5. Account servicing.

Subsequent to the review and evaluation, the Investment Officers shall recommend to the Board a list of firms to be authorized to enter into investment transactions with the System for the following year.

III.C.2.18 –Authorized Investments

The following are authorized investments:

1. Obligations of the United States of America or its agencies and instrumentalities, excluding mortgage backed securities (MBS);
2. Certificates of Deposit, and other forms of deposit, issued by a depository institution that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner consistent with state law and the Investment Policy;

3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States government or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation, but excluding mortgage backed securities;

4. Direct obligations of the State of Texas, or its agencies and instrumentalities;

5. Obligations of states, agencies, counties, cities, and other political subdivisions of any State having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;

6. Fully collateralized repurchase agreements with a defined termination date secured by a combination of cash and obligations of the United States government or its agencies and instrumentalities including mortgage backed securities. Underlying securities shall be held in the System's name, deposited at the time the investment is made with the System, and held by an independent custodian approved by the System. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A mutually acceptable master repurchase agreement must be executed prior to the transaction. Underlying securities shall have a continuous market value greater than or equal to 102 percent. The transaction shall have a maximum maturity of 120 days, except flexible repurchase agreements used for bond proceeds. The maximum maturity for a flexible repurchase agreement shall be matched to project cash flow projections and the requirements of the governing bond ordinance;

7. SEC registered Money Market Mutual Funds continuously rated AAAm, or an equivalent rating, by at least one nationally recognized rating service and in compliance with the requirements of the Act;

8. Local government investment pools in Texas which, 1) meet the requirements of the Act, 2) are rated no lower than AAA, or an equivalent rating, by at least one nationally recognized rating service, and 3) are authorized by resolution of the Board;

9. Commercial paper with a maximum maturity of 180 days, rated A1/P1, or an equivalent, by at least two nationally recognized credit rating agencies;

10. Other types of investments which may be authorized by statute are not authorized for investment by the System until the Investment Policy is amended and adopted by the Board.

The following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no interest;

2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

3. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years: and
LONE STAR COLLEGE SYSTEM
Investment Management

4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

III.C.2.19 – Collateralization

Consistent with the requirements of the Public Funds Collateral Act (Texas Government Code §2257), it is the policy of the System to require full collateralization of all uninsured System financial institution deposits. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less an amount insured by the FDIC.

Securities pledged as collateral shall be held by an independent third party bank outside the holding company of the pledging bank, approved by the System, and under a mutually agreeable custodial agreement.

The designated Investment Officers are authorized to execute depository and/or custodial agreements. The agreements shall specify the acceptable securities for collateral, including provisions relating to possession of the collateral, the substitution or release of securities with prior System approval, documentation of the pledge of securities, and the monthly reporting on the valuation of collateral. Original evidence of pledges (safekeeping receipts) must be supplied to the System and retained. The financial institution shall be contractually liable for monitoring and maintaining the required collateral and collateral margins at all times.

Additionally, a depository agreement shall define the System's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, specifically:

1. the agreement must be in writing;
2. the agreement has to be executed by the financial institution and the System contemporaneously with the acquisition of the asset;
3. the agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to the System; and
4. the agreement must be part of the depository's "official record" continuously since its execution.

III.C.2.20 – Authorized Collateral

The System authorizes only the following types of collateral:

1. Obligations of the United States or its agencies and instrumentalities including mortgage backed securities which pass the high-risk mortgage obligation test;
2. Direct obligations of the State of Texas or its agencies and instrumentalities;
3. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent; and
4. Letters of Credit issued by the United States or its agencies and instrumentalities.

All collateral shall be subject to inspection and audit by the System's internal audit staff or by its independent auditors on a reasonable basis.
III.C.2.21 – Independent Third Party

All securities owned by the System and collateral pledged to the System shall be held by independent third party custodians approved by the System and held in the System’s account as evidenced by original safekeeping receipts of the institution with which the securities are deposited.

III.C.2.22 – Delivery versus Payment

All security transactions, including repurchase agreements, shall be executed on a delivery versus payment basis.

III.C.2.23 – Competitive Environment

A competitive environment shall be established for all investment activities, including but not limited to, analysis of implemented strategies, review of investment alternatives, monitoring of market conditions, solicitation from multiple investment providers, adherence to applicable "bona fide solicitation" rules, and overall performance evaluation.

Comparison and evaluation of comparables, but not formal bidding, may be used to invest in financial institution deposits, money market mutual funds or local government investment pools.

Bids/offers may be solicited orally, in writing or electronically for securities and Certificates of Deposit. Records of the prices/levels (bid and/or offered and accepted) shall be maintained.

III.C.2.24 – Diversification

The System recognizes that investment risks can result from issuer defaults, market price changes, or various complications leading to temporary illiquidity. Market risks are managed through portfolio diversification that shall be achieved within the following general guidelines:

a. Where appropriate, limiting investments to avoid over concentration in investments from a specific issuer or business sector;

b. Limiting investments with higher credit risk (such as commercial paper);

c. Investing in instruments with varying maturities and in accordance with the System's cash flow projections; and

d. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, financial institution deposits, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

To assure diversification of the portfolio and reduce market risk, the following maximum limits (at time of purchase) by instrument are established for the System’s total portfolio:

- US Treasury Obligations: 90%
- US Agencies and Instrumentalities: 90%
- Certificates of Deposit: 90%
- Repurchase Agreements (excluding bond proceeds): 50%
- Flexible Repurchase Agreements (bond proceeds): 100%
III.C.2.25 – Internal Controls

The internal control structure shall be designed to provide reasonable assurance that System funds are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls established for the cash management and investment process shall address the following points at a minimum:

1. Complete documentation of all transactions;
2. Control of collusion;
3. Separation of accounting and record keeping;
4. Custodial safekeeping;
5. Clear delegation of authority to subordinate staff members;
6. Written confirmation for all transactions;
7. Timely reconciliation of transactions;
8. Assurance of delivery versus payment and competitive bidding.

III.C.2.26 - Compliance Audit

In conjunction with the audit, the Vice Chancellor for Administration and Finance/CFO shall establish a process for independent review at least once every two years by an external auditor to assure compliance with policies and procedures. Not later than January 1 of each even-numbered year, the System shall report the results of the most recent audit performed to the state auditor.

III.C.2.27 - Monthly Reporting

The Investment Officers shall prepare a monthly report on all investment positions as of the close of business for the prior month. The report shall be provided to the board as an integral part of the monthly financial reports.

III.C.2.28 - Quarterly Reporting

The Investment Officers shall prepare, sign and present an investment report to the Board on a quarterly basis that summarizes investment strategies employed in the most recent quarter, details the portfolio in terms of investment and earnings, and summarizes the overall strategy for the period.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with the Act. The reports will be prepared in a manner that will allow the reader and the System to ascertain whether
investment activities during the reporting period have conformed to the Investment Policy. The report will include the following at a minimum:

1. A detailed listing of individual investments and depository accounts by maturity date at the end of the reporting period;

2. A summary of the portfolio by market sectors and maturities;

3. The beginning and ending book and market values of each security and position by the type of asset and fund type invested;

4. Unrealized market gains or losses at the end of the period;

5. The account or fund or pooled group fund for which each individual investment was acquired;

6. Average weighted yield to maturity of the portfolio as compared to its benchmark;

7. Net accrued investment earnings for the reporting period;

8. Diversification by market sectors; and

9. A statement of compliance with the Act and the System’s Investment Policy and strategy as approved by the Board.

III.C.2.29 – Annual Reporting

As required by the Texas State Auditor’s Office and in accordance with the General Appropriations Act, Article III, Rider 5 – Investment Reports, the System shall file with the State Auditor, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions, in a method prescribed by the State Auditor's Office. Copies of such reports shall be available for public inspection. In addition the annual investment report shall be posted on the System’s website by December 31 of each year.

III.C.2.30 – Market Values

Market values used in the monthly and quarterly reports will be obtained from reputable and independent sources. Information sources may include: financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors and representatives/advisors of investment pools or money market funds.

III.C.2.31 – Annual Policy Review and Adoption

The Board of Trustees, not less than annually, shall adopt by resolution the System's Investment Policy and incorporated investment strategy. The adopting resolution shall state any changes made to either the Investment Policy or strategies. Material changes to the Investment Policy will require re-certification by financial firm.
Attachment I - Approved Training Sources

- Texas Higher Education Coordinating Board
- Texas Association of Community College Business Officers
- Government Finance Officers’ Association
- Government Finance Officers’ Association of Texas
- Government Treasurers’ Organization of Texas
- City Managers’ Association
- Texas Municipal League
- Council of Governments
- University of North Texas Center for Public Management
- American Institute of Certified Public Accountants
- Association of Governmental Accountants
- Texas Society of Certified Public Accountants
- Texas State Board of Public Accountancy
RESOLUTION OF THE BOARD OF TRUSTEES OF THE LONE STAR COLLEGE SYSTEM APPROVING AND ADOPTING THE SYSTEM’S INVESTMENT POLICY AND STRATEGIES

WHEREAS, the Board of Trustees of Lone Star College System has performed its annual review of the System’s investment policy and strategies required by the Public Funds Investment Act and Lone Star College System Policy Manual, Section III.C.2.30 – Annual Policy Review and Adoption; and

WHEREAS, based on such review, the Board has determined that such policy, as it presently exists, is appropriate and in the best interests of the System and should be approved and adopted with the following changes:

a. Addition of Associate CFO as an authorized investment officer to section III.C.2.12 – Investment Officers.

b. Addition of the following language to section III.C.2.26 - Compliance Audit: “Not later than January 1 of each even-numbered year, the System shall report the results of the most recent audit performed to the state auditor.”

c. Addition of a new section, III.C.2.29 – Annual Reporting, which includes the following language: “As required by the Texas State Auditor’s Office and in accordance with the General Appropriations Act, Article III, Rider 5 – Investment Reports, the System shall file with the State Auditor, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions, in a method prescribed by the State Auditor's Office. Copies of such reports shall be available for public inspection. In addition the annual investment report shall be posted on the System’s website by December 31 of each year.”

d. A few minor grammatical and wording edits.

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

Section 1. The Board of Trustees has performed its annual review of the System’s investment policy and strategies and approves and adopts them with the changes outlined above.

Section 2. This Resolution shall take effect immediately from and after its adoption.

ADOPTED this 5th day of November, 2015.

Chair, Board of Trustees
Lone Star College System
ATTEST:

________________________________
Secretary, Board of Trustees
Lone Star College System

(SEAL)
Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Fraud Definition, Ethical Standards, Conflict of Interest, and Reporting and Investigating Dishonesty and Fraud, sections (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees reviews the recommended revisions to LSCS Policy Manual Section III.H.3.02(vii), Section IV.D.3.01(b), Section IV.D.5.06 and Section IV.D.6.02(g). That the corresponding current versions of the sections outlined above be amended to add congruity between Board Policy and the Texas Penal Code, ethics opinions of the Texas Ethics Commission, and ethics opinions of the Attorney General of Texas regarding training seminars and other professional development activities. By amending the Board Policy sections above, Lone Star College System employees will be able to take advantage of professional development opportunities at no additional cost to the College while complying with applicable legal and ethical standards.

Rationale: The current policy is far more restrictive than the rules of ethics or the law require.

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
Section III.H.3.02(vii) is amended to read:

vii. Accepting or seeking anything of material value from vendors or persons providing services/material to LSCS, with the exception of a perishable gift less than $50 in value intended for a group of employees; provided, however, that an employee may, with the approval of or at the direction of the appropriate LSCS managerial person, accept an invitation to attend a seminar or training program relevant to his or her job. For any such seminar or training program, LSCS may accept a tuition waiver along with transportation, lodging and meal expenses for the employee to the extent that LSCS otherwise would pay for these expenses.

See Texas Ethics Advisory Opinion No. 63 (October 23, 1992) and Texas Ethics Advisory Opinion No. 118 February 18, 1993).

Section IV.D.3.01(b) is amended to read:

b. Refuse to accept any significant gift, favor, or service that might reasonably tend to, or appear to, influence the discharge of official duties or official conduct. This includes the responsibility to avoid any personal business arrangements that might impair independent judgment in the performance of official duties. This prohibition does not preclude an employee attending a vendor provided or sponsored seminar or training program under the conditions specified in Sec. III.H.3.02(vii) above.

See Id.

Section IV.D.5.06 is amended to read:

Employees who exercise discretion in connection with contracts, purchases, payments, claims and other pecuniary transactions of the System may not solicit, accept, or agree to accept any benefit from any person the employee knows is interested in or likely to become interested in any contract, purchase, payment claim or transaction involving the employee's discretion.

This prohibition does not apply to items having a value of less than $50, not including cash or negotiable instruments nor does it apply to attending a vendor provided or sponsored seminar or training program under the conditions specified in Sec. III.H.3.02(vii) above.

An employee who receives an unsolicited gift or benefit that he or she may not accept under this policy may donate the gift or benefit to LSCS, or to the LSCS Foundation.

See Id.
Section IV.D.6.02(g) is amended to read:

g. Accepting or seeking anything of material value from vendors or persons providing services/material to LSCS, with the exception of a perishable gift with a value of less than $50, and intended for a group of employees or **attendance at vendor provided or sponsored seminar or training program under the conditions specified in Sec. III.H.3.02(vii) above.**
Request: Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.F.10. Review and Grievance Process (SECOND READING)

Chancellor’s Recommendation: That the Board approves the proposed revisions to Board Policy Section IV. F.10. Review and Grievance Process to 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. 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.

*Entire LSCS Policy Manual Section F.10 adopted by the Board of Trustees on December 2, 2010*
Request: Consideration of Approval of the Lone Star College 2015-2020 Strategic Plan

Chancellor’s Recommendation: That the Board of Trustees approves the LSC Strategic Plan for 2015-20.

Rationale: Lone Star College’s 2015-2020 Strategic Planning started in August 2014 when Dr. Stephen C. Head presented the Guiding Principles at the Fall 2014 Convocation. During the ensuing months, the Chancellor developed 5 Top Priorities, based on interactions with LSC internal and external stakeholders. These priorities were used to seed the planning process and became the Strategic Goals of the proposed Strategic Plan.

During Spring and Summer 2015, data were collected from a total of 1,216 faculty, staff, students and community stakeholders about Lone Star College’s future vision, values and the Top 5 Priorities. This process included six council/team meetings (Vice Chancellors, Associate Vice Chancellors [online survey], Faculty Senate, Vice Presidents, Dean’s Council, Professional Support Staff Association); individual interviews with the presidents, three focus groups (students and administrators); over 10 open forums; and online surveys for employees and community stakeholders (Community Partners, ISD Partners, Business and Industry Partners). The draft was developed with their input, and it has been reviewed and updated by the LSC Chancellor’s Cabinet members.

The Strategic Plan will provide the foundation for new projects and initiatives, strategies of improvement, achievement targets, as well as guidance for future budget planning. The Board is requested to take formal action to approve the plan.

Fiscal Impact: None

Staff Resource: Austin Lane 832-813-6648
LSC Strategic Plan 2015-2020

Student Success

Partnerships

Culture

Academic & Workforce Program Quality

Financial Responsibility & Accountability

DRAFT
Lone Star College 2015-2020 Strategic Plan (Draft)

Vision Statement: Lone Star College will be a model college globally recognized for achieving exceptional levels of success in student learning, student completion, gainful employment, equity, and affordability.

Mission Statement: Lone Star College provides comprehensive educational opportunities and programs to enrich lives.

Guiding Principles:

1. Access and Equity: Lone Star College is committed to access and equity for all, regardless of socio-economic background, preparation for college or workforce, or disability.
2. Student Learning and Success: Lone Star College is committed to transformational changes with the purpose of maximizing student learning and success.
3. Dignity and Respect: Everyone—Students, employees, and the community—should be treated with dignity and respect.
4. Community Value: Lone Star College recognizes the respect the college holds in the community and values that reputation.
5. Responsibility: Lone Star College has a great responsibility to taxpayers and all citizens.

Core Values:

Excellence: Lone Star College champions excellence in teaching, learning, and services.

Learning: Lone Star College is a learning-focused college that values not only student learning, but also faculty and staff learning.

Student Success: Lone Star College believes that student success is multi-dimensional: It includes, but is not limited to, students achieving individual educational goals, mastering learning outcomes, and acquiring career and life skills.

Access and Affordability: Lone Star College believes in providing affordable education to all citizens within its service areas.

Accountability: Lone Star College champions personal accountability and ensures institutional accountability.

Community: Lone Star College prides itself on civic engagement and being responsive to community needs.

Diversity: Lone Star College ensures that its student population and employee demographics reflect the diversity of the community. Differences in language, culture, ethnicity, social status, and perspectives are respected throughout the college.
**Human Resources:** Lone Star College students and employees are our most valuable asset. We make all efforts to ensure a safe learning and working environment for them, to promote their well-being, and to provide them with opportunities to grow in this institution and beyond.

**Innovation and Creativity:** Lone Star College plays a leadership role in creating innovative solutions and best practices for enhancing student learning and student success.

**Integrity:** Lone Star College espouses academic and professional integrity, as well as integrity of business processes.

**Strategic Goals:**

**Academic & Workforce Program Quality:** Provide high quality academic and workforce programs that enhance students’ learning experience and prepare them for the 21st century workforce.

**Student Success:** Promote student success by ensuring excellence in teaching, learning, and student-centered support services.

**Financial Responsibility & Accountability:** Ensure sound financial practices that are accountable to stakeholders and fairly allocate budget and resources.

**Culture:** Nurture a culture that values and respects all Lone Star College members and encourages collaboration.

**Partnerships:** Build strong partnerships with local ISDs, civic, charitable, higher education, industry, and business organizations to promote student and community success.

**Strategic Goals and Objectives:**

| **Academic & Workforce Program Quality:** Provide high quality academic and workforce programs that enhance students’ learning experience and prepare them for the 21st century workforce. |

1. **Program Development and Promotion:** Develop and promote programs based on the workforce and community needs to increase entry into workforce programs.
2. **Program Review and Post-Graduation Outcomes:** Strengthen the program review process and incorporate graduates’ employment rates and earnings into the program review process; use the data for decision-making and continuous improvement.
3. **Program and Service Collaboration:** Strengthen collaboration among academic programs, workforce programs, and student services to enhance students’ mastery of both academic and workforce learning outcomes.
4. **Workforce Skills’ Training:** Provide training on 21st century workforce skills to enhance students’ career readiness.
5. **Career Services:** Provide career advising, career exploration opportunities, and job placement services to help students choose the right career paths and enhance their chances for gainful employment.
**Student Success:** Promote student success by ensuring excellence in teaching, learning, and student-centered support services.

1. **Goal-Setting, Evaluation, and Data Use:** Set goals that will shape improvement efforts. Implement broad-based, ongoing evaluation processes and make data-driven decisions for the continuous improvement of teaching, learning, initiatives, and services.

2. **Academic and Career Pathways:** Implement well-defined academic and career pathways to help students obtain their educational and career goals.

3. **Curriculum and Instruction:** Design and implement innovative, relevant, and collaborative curriculum and instruction to promote deep learning, student engagement, and preparedness for future employment and further education.

4. **Student Support:** Provide student-focused support services to ensure students benefit from the college’s academic support, student services, college and community resources, financial literacy training, student life, and mentoring programs.

5. **Advising:** Provide comprehensive, personalized, and proactive advising, using intrusive case management model, to ensure students make seamless transitions from high schools to college, from 1st year experience to 2nd year experience, and from completion to 4-year institutions or jobs.

6. **Serving Diverse Student Populations:** Provide equitable and expanded services to diverse student populations to bridge achievement gaps.

7. **Hiring Process and Professional Development:** Focus recruitment efforts on hiring the faculty and staff who have the qualities and diversity to advance student learning and success goals. Provide professional development focused on how to enhance student learning and success.

8. **Online and Technological Support:** Provide user-friendly online and technological support to promote the awareness of services and resources and to help students navigate through their academic and career pathways.

**Financial Responsibility & Accountability:** Ensure sound financial practices that are accountable to stakeholders and fairly allocate budget and resources.

1. **Funding Allocation:** Allocate funding based on strategic priorities, data analyses, and a well-researched funding model.

2. **Revenue Expansion:** Expand revenue streams by exploring creative ways to fund our institution.

3. **Cost Savings:** Implement ongoing cost saving initiatives.

4. **Inclusive and Transparent Processes:** Promote inclusive and transparent financial and budgeting processes by providing financial training, engaging stakeholders in financial planning, and sharing clear financial information and data.

5. **Compliance with Financial Standards:** Review and implement a financial structure and auditing process to ensure compliance with local policy standards, and applicable state and federal laws.
**Culture:** Nurture a culture that values and respects all Lone Star College members and encourages collaboration.

1. **Appreciation and Recognition:** Recognize faculty, staff, and student excellence, and celebrate achievements.
2. **Collaboration and Collegiality:** Promote collaboration, mutual support, and professionalism at all levels to ensure a collegial work environment.
3. **Ownership and Pride:** Implement initiatives to foster a sense of belonging and make students and employees feel proud to be part of the Lone Star College.
4. **Consistency and Equity:** Promote consistency and equity in policies, processes, procedures, and services across colleges.
5. **Communication and Transparency:** Ensure transparent and timely communication to internal and external stakeholders.
6. **Culture of Service:** Empower everyone in Lone Star College to be a servant leader so that students and clients receive the best customer services.

**Partnerships:** Build strong partnerships with local ISDs, civic, charitable, higher education, industry, and business organizations to promote student and community success.

1. **Partnership with ISDs:** Strengthen and expand partnerships with ISDs to collaborate on college bound, college readiness, and pathway initiatives.
2. **Partnership with Other Higher Education Institutions:** Strengthen and expand partnerships with other higher education institutions to collaborate on transfer success and pathway initiatives.
3. **Partnership with Business and Industry:** Strengthen and expand partnerships with business and industry sectors to collaborate on workforce training, job placement, funding, and resources.
4. **Partnership with Community Organizations:** Strengthen and expand partnerships with the community organizations for civic engagement, community services, and community support.
5. **Partnership with Organizations at All Levels:** Increase partnerships with local, state, national, and international organizations to create collective impact on student success.
Request: Ratify and Approve the Appointment of LSC Foundation Board Members

Chancellor’s Recommendation: That the Board of Trustees ratifies and approves the appointment of the LSC Foundation Board Members listed on the following page for the positions indicated. The attached list represents those individuals selected by the LSC Foundation Board of Directors at their June 18, 2015, meeting.

Rationale: The Lone Star College Foundation is a stand-alone 501(c)3 organization established solely to support Lone Star College. The Foundation By-Laws establish a Board of Directors to serve three-year terms.

Fiscal Impact: None

Staff Resource: Leah Goss 832-813-6636
Board of Directors
September 1, 2015 – August 31, 2016

Officers: Carl A. Joiner, A.I.A., Chair
Chairman & CEO, Joiner Partnership, Inc.
Paul H. Layne, Treasurer
Executive Vice President - Master Planned Communities
The Howard Hughes Corporation
Steve Sanders, Immediate Past Chair
Retired
CEO, Sanders Business Consultants, LLC

Saul Valentin, Vice Chair
Principal, Collaborate Architects, LLC
Toni Lawrence, Secretary
Community Volunteer

Directors: Henry T. Brooks
Owner, Henry T. Brooks Investments
Fred Caldwell, CCIM, SIOR
President/CEO, Caldwell Companies
David Feldman
Consultant
Marcus P. Malonson, CFP, CIMA, CRPC
Senior VP - Wealth Management
Merrill Lynch, Pierce, Fenner & Smith Inc.
Michael Nansel
Lieutenant
Humble Police Department
Lori Klein Quinn, CPA, PFS, CGMA, CFP, CFS
President, Klein Wealth Management
Jill Vaughan
Executive VP, Regional Executive
North Harris & Montgomery Counties
Amegy Bank of Texas
Massey Villarreal
President/CEO, Precision Task Group, Inc.
Daniel L. Wilson, P.E.
Executive Vice President Upstream
G2X Energy, Inc.
Paul Wilson
Service Area Director
CenterPoint Energy
Michelle Wogan
Executive Vice President - Office Division
Transwestern
Nockie Zizelmann
MATTCO Manufacturing, Inc.

Executive Director: Leah Goss
Chief Advancement Officer
Lone Star College

Ex-Officio: Linda S. Good, J.D.
Chair, Board of Trustees
Lone Star College
Stephen C. Head, Ph.D.
Chancellor
Lone Star College
Ray Laughter
Vice Chancellor for External Affairs
Lone Star College
Seth Sharr
Aldine Education Foundation

Revised 08/19/15
Report: Monthly Financial Statements

The financial statements for the month ended August 31, 2015 and the quarterly investment report for the quarter ended August 31, 2015 are presented for Board review. These financial statements represent preliminary results for the fiscal year ending August 31, 2015. Final results will be presented in December accompanied by a report from our external auditors.
Prior to fiscal year 2010-11, the System’s financial software dated revenues as earned the same day as entered into the system. The current software, implemented in 2010-11, dates revenues in the time period the revenues are earned, regardless of the date the amounts were entered into the software program.
Prior to fiscal year 2010-11, the System’s financial software dated expenditures as incurred on the same day as entered into the system. The current software, implemented in 2010-11, dates expenditures in the time period the expenditures are incurred, regardless of the date the amounts were entered into the software program.
HOW MUCH DO WE NEED IN RESERVES?

- **Revenues:**
  - September
  - October
  - November
  - December
  - January
  - February
  - March
  - April
  - May
  - June

- **Expenditures:**
  - September
  - October
  - November
  - December
  - January
  - February
  - March
  - April
  - May
  - June
## LONE STAR COLLEGE

Statement of Revenues and Expenditures  
General and Auxiliary Funds  
Year Ended August 31, 2015  
Unaudited

### REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>PRIOR YEAR % ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Appropriations</strong></td>
<td>$72,510,000</td>
<td>$72,475,700</td>
<td>100.0%</td>
<td>$72,475,700</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>108,930,000</td>
<td>108,068,692</td>
<td>99.2%</td>
<td>100,680,716</td>
<td>98.0%</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td>116,230,000</td>
<td>112,950,109</td>
<td>97.2%</td>
<td>109,717,994</td>
<td>101.0%</td>
</tr>
<tr>
<td><strong>Investments</strong></td>
<td>350,000</td>
<td>417,029</td>
<td>119.2%</td>
<td>327,370</td>
<td>81.8%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>5,850,000</td>
<td>5,084,111</td>
<td>86.9%</td>
<td>5,417,063</td>
<td>90.6%</td>
</tr>
<tr>
<td><strong>Tuition/Growth Contingency</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Current Operations Revenues</strong></td>
<td>$305,620,000</td>
<td>$298,995,641</td>
<td>97.8%</td>
<td>$288,618,843</td>
<td>98.4%</td>
</tr>
<tr>
<td><strong>Auxiliary Revenues</strong></td>
<td>15,000,000</td>
<td>14,922,240</td>
<td>99.5%</td>
<td>12,610,040</td>
<td>85.8%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$320,620,000</td>
<td>$313,917,881</td>
<td>97.9%</td>
<td>$301,228,883</td>
<td>97.8%</td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td>11,310,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues and Reserves</strong></td>
<td>$331,930,000</td>
<td>$313,917,881</td>
<td>97.9%</td>
<td>$301,228,883</td>
<td>97.8%</td>
</tr>
</tbody>
</table>

### EXPENDITURES:

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>PRIOR YEAR % ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction-Academic</strong></td>
<td>77,985,808</td>
<td>77,652,179</td>
<td>99.6%</td>
<td>74,385,934</td>
<td>98.7%</td>
</tr>
<tr>
<td><strong>Instruction-Workforce</strong></td>
<td>27,843,444</td>
<td>30,576,890</td>
<td>109.8%</td>
<td>31,441,463</td>
<td>105.5%</td>
</tr>
<tr>
<td><strong>Public Service</strong></td>
<td>762,138</td>
<td>691,617</td>
<td>90.7%</td>
<td>826,702</td>
<td>102.4%</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>57,495,686</td>
<td>52,420,349</td>
<td>91.2%</td>
<td>48,982,261</td>
<td>91.6%</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>43,382,958</td>
<td>40,590,250</td>
<td>93.4%</td>
<td>36,036,611</td>
<td>84.6%</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>33,453,210</td>
<td>32,303,912</td>
<td>96.6%</td>
<td>30,422,270</td>
<td>92.9%</td>
</tr>
<tr>
<td><strong>Plant Operation and Maintenance</strong></td>
<td>35,668,234</td>
<td>32,864,366</td>
<td>92.1%</td>
<td>31,118,696</td>
<td>92.1%</td>
</tr>
<tr>
<td><strong>Staff Benefits</strong></td>
<td>22,838,522</td>
<td>25,172,557</td>
<td>110.2%</td>
<td>25,501,384</td>
<td>142.9%</td>
</tr>
<tr>
<td><strong>Growth Contingency</strong></td>
<td>1,950,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Educational and General Expenditures</strong></td>
<td>$301,380,000</td>
<td>$292,191,120</td>
<td>97.0%</td>
<td>$278,715,321</td>
<td>96.9%</td>
</tr>
<tr>
<td><strong>Repair, Replacement and Other</strong></td>
<td>$5,050,000</td>
<td>$3,766,176</td>
<td>74.6%</td>
<td>$4,112,520</td>
<td>85.7%</td>
</tr>
<tr>
<td><strong>Internally Designated</strong></td>
<td>15,000,000</td>
<td>13,787,464</td>
<td>91.9%</td>
<td>11,634,973</td>
<td>79.1%</td>
</tr>
<tr>
<td><strong>Auxiliary</strong></td>
<td>321,430,000</td>
<td>309,744,760</td>
<td>96.4%</td>
<td>294,462,814</td>
<td>95.8%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$331,930,000</td>
<td>$319,712,110</td>
<td>96.4%</td>
<td>$304,399,690</td>
<td>95.8%</td>
</tr>
<tr>
<td><strong>Other Changes - Debt Service &amp; Fund Transfers</strong></td>
<td>$10,500,000</td>
<td>$9,967,350</td>
<td>96.4%</td>
<td>$9,936,876</td>
<td>95.8%</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>$331,930,000</td>
<td>$319,712,110</td>
<td>96.4%</td>
<td>$304,399,690</td>
<td>95.8%</td>
</tr>
</tbody>
</table>

### NET INCREASE (DECREASE) IN FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>General Funds</th>
<th>Auxiliary Funds</th>
<th><strong>TOTAL NET INCREASE (DECREASE) IN FUND BALANCES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Funds</strong></td>
<td>0 (6,929,005)</td>
<td>(4,145,874)</td>
<td>0 (5,794,229)</td>
</tr>
<tr>
<td><strong>Auxiliary Funds</strong></td>
<td>0 1,134,776</td>
<td>975,067</td>
<td>(3,170,807)</td>
</tr>
<tr>
<td><strong>TOTAL NET INCREASE (DECREASE) IN FUND BALANCES</strong></td>
<td>0 (5,794,229)</td>
<td>$ (3,170,807)</td>
<td></td>
</tr>
</tbody>
</table>

Subject to Change Pending completion of the August 31, 2015 audit
# LONE STAR COLLEGE

**Balance Sheet**  
*August 31, 2015*  
*Unaudited*

## ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>$64,803,213</td>
<td>$213,097,630</td>
<td>$(4,011)</td>
<td>$277,896,832</td>
<td>$(167,042,776)</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>8,217,221</td>
<td>-</td>
<td>-</td>
<td>8,217,221</td>
<td>5,715,537</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>51,382</td>
<td>-</td>
<td>-</td>
<td>51,382</td>
<td>51,478</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>
<td>583,055,434</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>757,276,499</td>
<td>774,390,192</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$117,161,444</strong></td>
<td><strong>$840,461,331</strong></td>
<td><strong>$762,360,829</strong></td>
<td><strong>$1,719,983,604</strong></td>
<td><strong>$1,583,747,894</strong></td>
</tr>
</tbody>
</table>

## LIABILITIES AND FUND BALANCES

### LIABILITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>15,307,079</td>
<td>10,103,300</td>
<td>946,366</td>
<td>26,356,745</td>
<td>24,842,795</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>49,695,843</td>
<td>4,054,990</td>
<td>-</td>
<td>53,750,833</td>
<td>54,890,356</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>5,762,744</td>
<td>318,749</td>
<td>-</td>
<td>6,081,493</td>
<td>8,446,394</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>1,968,636</td>
<td>-</td>
<td>1,968,636</td>
<td>1,615,707</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>742,484,156</td>
<td>-</td>
<td>742,484,156</td>
<td>621,375,072</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>-</td>
<td>9,309,687</td>
<td>-</td>
<td>9,309,687</td>
<td>8,280,127</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$70,765,666</strong></td>
<td><strong>$768,239,518</strong></td>
<td><strong>$946,366</strong></td>
<td><strong>$839,951,550</strong></td>
<td><strong>$719,450,451</strong></td>
</tr>
</tbody>
</table>

### FUND BALANCES:

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>46,395,778</td>
<td>-</td>
<td>455,322,973</td>
<td>501,718,751</td>
<td>513,875,025</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>72,221,813</td>
<td>306,091,490</td>
<td>378,313,303</td>
<td>350,422,418</td>
</tr>
<tr>
<td><strong>Total Fund Balances</strong></td>
<td><strong>46,395,778</strong></td>
<td><strong>72,221,813</strong></td>
<td><strong>761,414,463</strong></td>
<td><strong>880,032,054</strong></td>
<td><strong>864,297,443</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities and Fund Balances**  
*117,161,444*  
*840,461,331*  
*762,360,829*  
*1,719,983,604*  
*1,583,747,894*

---

Subject to Change pending completion of the August 31, 2015 audit.
The investment portfolio of Lone Star College is in compliance with the Public Funds Investment Act and the College's Investment Policy and strategies.
LONE STAR COLLEGE
INVESTMENT PORTFOLIO REPORT
AS OF AUGUST 31, 2015

Quarter End Results by Investment Category:

<table>
<thead>
<tr>
<th>Type of Security</th>
<th>Portfolio %</th>
<th>Book Value 8/31/15</th>
<th>Unrealized Gains / (Losses)</th>
<th>Market Value 8/31/15</th>
<th>Portfolio %</th>
<th>Book Value 5/31/15</th>
<th>Unrealized Gains / (Losses)</th>
<th>Market Value 5/31/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Market and Investment Pools</td>
<td>81.4%</td>
<td>$227,809,262</td>
<td>$-</td>
<td>$227,809,262</td>
<td>76.7%</td>
<td>$254,186,649</td>
<td>$-</td>
<td>$254,186,649</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>12.0%</td>
<td>33,476,001</td>
<td>-</td>
<td>33,476,001</td>
<td>16.8%</td>
<td>55,734,297</td>
<td>-</td>
<td>55,734,297</td>
</tr>
<tr>
<td>Agency Securities</td>
<td>6.6%</td>
<td>18,447,491</td>
<td>(8,367)</td>
<td>18,439,124</td>
<td>6.5%</td>
<td>21,459,103</td>
<td>(6,157)</td>
<td>21,452,947</td>
</tr>
<tr>
<td>Portfolio Total</td>
<td>100.0%</td>
<td>$279,732,754</td>
<td>(8,367)</td>
<td>$279,724,387</td>
<td>100.0%</td>
<td>$331,380,049</td>
<td>(6,157)</td>
<td>$331,373,893</td>
</tr>
</tbody>
</table>

Average Yield as of August 31, 2015

- TexPool: 0.14%
- Logic: 0.14%
- Lone Star: 0.17%
- Southside: 0.22%
- Capital One: 0.30%

Average Yield as of May 31, 2015

- TexPool: 0.10%
- Logic: 0.11%
- Lone Star: 0.15%
- Southside: 0.20%
- Capital One: 0.30%

NOTES:
1) Yields for the above referenced accounts vary daily.
2) The benchmark for the Unrestricted and Restricted Funds is the 90 day U.S. Treasury Bill. As of August 31, 2015 the rate was 0.08%.
## INVESTMENT PORTFOLIO REPORT
FOR THE QUARTER ENDED AUGUST 31, 2015

### MONEY MARKET / INVESTMENT POOLS

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Interest Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexPool</td>
<td>9/23/1993</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TexPool Prime</td>
<td>9/23/1993</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Logic</td>
<td>9/3/1996</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Govt</td>
<td>3/29/2001</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Corporate</td>
<td>3/29/2001</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Corporate P</td>
<td>1/26/2001</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Southside - MMA</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Capital One</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### TOTAL

| N/A | N/A | 254,186,649 | 254,186,649 | 92,961 | - | - | - | 227,809,262 | - | 227,809,262 |

### CERTIFICATES OF DEPOSIT

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Interest Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comerica</td>
<td>3/20/2012</td>
<td>3/20/2015</td>
<td>245,000</td>
</tr>
<tr>
<td>Cadence Bank</td>
<td>3/20/2012</td>
<td>7/1/2015</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>1/24/2014</td>
<td>10/1/2015</td>
<td>10,000,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>3/1/2014</td>
<td>8/3/2015</td>
<td>8,000,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>5/29/2014</td>
<td>5/2/2016</td>
<td>10,000,000</td>
</tr>
<tr>
<td>Inter Natl Bank</td>
<td>7/22/2014</td>
<td>7/22/2015</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>9/3/2014</td>
<td>8/1/2016</td>
<td>5,000,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>9/3/2014</td>
<td>10/3/2014</td>
<td>4,000,000</td>
</tr>
<tr>
<td>MBS Bank</td>
<td>4/29/2015</td>
<td>7/6/2015</td>
<td>200,000</td>
</tr>
<tr>
<td>Comerica</td>
<td>12/2/2013</td>
<td>7/1/2015</td>
<td>10,000,000</td>
</tr>
</tbody>
</table>

### TOTAL

| 55,445,000 | 55,734,297 | 55,734,297 | 58,352 | - | 20,236,009 | - | 33,476,001 | - | 33,476,001 |

### AGENCY SECURITIES

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Interest Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOND</td>
<td>3/25/2014</td>
<td>10/1/2015</td>
<td>2,400,000</td>
</tr>
<tr>
<td>BOND</td>
<td>4/16/2014</td>
<td>4/13/2016</td>
<td>3,000,000</td>
</tr>
<tr>
<td>FHLB</td>
<td>2/12/2015</td>
<td>12/9/2016</td>
<td>4,000,000</td>
</tr>
<tr>
<td>FHLB</td>
<td>2/24/2015</td>
<td>2/24/2017</td>
<td>3,000,000</td>
</tr>
<tr>
<td>FHLB</td>
<td>2/27/2015</td>
<td>2/27/2017</td>
<td>5,000,000</td>
</tr>
<tr>
<td>FFCH</td>
<td>3/4/2015</td>
<td>12/4/2017</td>
<td>3,000,000</td>
</tr>
<tr>
<td>FHLMC</td>
<td>3/29/2015</td>
<td>9/26/2017</td>
<td>3,000,000</td>
</tr>
</tbody>
</table>

### TOTAL

| 15,400,000 | 21,452,946 | 21,459,103 | - | 3,000,000 | 47,491 | 18,447,491 | (8,367) | 18,439,124 |

### SUMMARY

| MONEY MARKET AND INVESTMENT / POOLS | 254,186,649 | 254,186,649 | 92,961 | - | - | 227,809,262 | - | 227,809,262 |
| CERTIFICATES OF DEPOSIT | 55,734,297 | 55,734,297 | 58,352 | - | 20,236,009 | - | 33,476,001 | - | 33,476,001 |
| AGENCY SECURITIES | 18,447,491 | 18,447,491 | 8,367 | 18,439,124 | 18,439,124 | 18,439,124 | 18,439,124 |

### PORTFOLIO TOTAL

| 331,373,893 | 331,380,049 | 151,313 | - | 23,236,089 | 47,491 | 279,732,754 | (8,367) | 279,724,387 |
# LONE STAR COLLEGE
## INVESTMENT PORTFOLIO REPORT BY FUND FOR THE QUARTER ENDED AUGUST 31, 2015

**FUND: OPERATING (UNRESTRICTED)**

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Rate</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Ending Market Value</th>
<th>Ending Book Value</th>
<th>Period Book / Market Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>Beginning</td>
<td>Interest</td>
<td>Securities</td>
<td>Securities</td>
<td>Disc. / Prem.</td>
<td>Unrealized</td>
<td>Unrealized</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MONEY MARKET AND INVESTMENT POOLS

<table>
<thead>
<tr>
<th>Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Rate</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Ending Market Value</th>
<th>Ending Book Value</th>
<th>Period Book / Market Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Certificates of Deposit

<table>
<thead>
<tr>
<th>Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Rate</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Ending Market Value</th>
<th>Ending Book Value</th>
<th>Period Book / Market Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Agencies Securities

<table>
<thead>
<tr>
<th>Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Rate</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Ending Market Value</th>
<th>Ending Book Value</th>
<th>Period Book / Market Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SUMMARY:

<table>
<thead>
<tr>
<th>Money Market and Investment Pools</th>
<th>Certificates of Deposit</th>
<th>Agencies Securities</th>
<th>Portfolio Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$32,358,900</td>
<td>$32,358,900</td>
<td>$10,206</td>
<td>$32,358,900</td>
</tr>
<tr>
<td>$32,358,900</td>
<td>$32,358,900</td>
<td>$10,206</td>
<td>$32,358,900</td>
</tr>
<tr>
<td>$90,687,005</td>
<td>$99,094,082</td>
<td>$64,103</td>
<td>$13,200,000</td>
</tr>
</tbody>
</table>

### PORTFOLIO TOTAL

<table>
<thead>
<tr>
<th>Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Rate</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Ending Market Value</th>
<th>Ending Book Value</th>
<th>Period Book / Market Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR THE QUARTER ENDED AUGUST 31, 2015**
### MONEY MARKET AND INVESTMENT POOLS

<table>
<thead>
<tr>
<th>Fund/Maturity</th>
<th>Date</th>
<th>Amount</th>
<th>Face</th>
<th>Yield</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Interest Payments</th>
<th>Securities Purchased</th>
<th>Securities Matured</th>
<th>Disc. / Prem. Amortization</th>
<th>Ending Book Value</th>
<th>Unrealized Gain / (Loss)</th>
<th>Ending Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexPool Prime</td>
<td>N/A</td>
<td>N/A</td>
<td>$30,477</td>
<td>30,477</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Logic-CIP GO Bonds</td>
<td>N/A</td>
<td>N/A</td>
<td>150,015,325</td>
<td>150,015,325</td>
<td>47,926</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>145,301,101</td>
<td>-</td>
</tr>
<tr>
<td>Logic-CIP MTN Bond</td>
<td>N/A</td>
<td>N/A</td>
<td>40,297</td>
<td>40,297</td>
<td>13</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40,310</td>
</tr>
<tr>
<td>Lone Star-Corporate Plus</td>
<td>N/A</td>
<td>N/A</td>
<td>17,192,377</td>
<td>17,192,377</td>
<td>8,704</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,569,483</td>
<td>-</td>
</tr>
<tr>
<td>Southside - MMA</td>
<td>N/A</td>
<td>N/A</td>
<td>5,026,979</td>
<td>5,026,979</td>
<td>2,705</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,029,684</td>
<td>-</td>
</tr>
<tr>
<td>Capital One-MMA</td>
<td>10,048,446</td>
<td>10,048,446</td>
<td>7,601</td>
<td>10,056,047</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,056,047</td>
</tr>
</tbody>
</table>

**TOTAL**


### CERTIFICATES OF DEPOSIT

<table>
<thead>
<tr>
<th>Fund</th>
<th>Date</th>
<th>Amount</th>
<th>Yield</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Interest Payments</th>
<th>Securities Purchased</th>
<th>Securities Matured</th>
<th>Disc. / Prem. Amortization</th>
<th>Ending Book Value</th>
<th>Unrealized Gain / (Loss)</th>
<th>Ending Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comerica</td>
<td>12/2/2013</td>
<td>10,000,000</td>
<td>0.27%</td>
<td>10,031,633</td>
<td>10,031,633</td>
<td>4,456</td>
<td>-</td>
<td>10,036,089</td>
<td>-</td>
<td>-</td>
<td>10,036,089</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL**

|             | $10,031,633 | $10,031,633 | $4,456 | $10,036,089 | - | - | $10,036,089 | - | $10,036,089 |

### SUMMARY:

<table>
<thead>
<tr>
<th>Fund/Maturity</th>
<th>Amount</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONEY MARKET AND INVESTMENT / POOLS</td>
<td>$182,363,430</td>
<td>$181,036,643</td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$10,031,633</td>
<td>$10,036,089</td>
</tr>
</tbody>
</table>

**PORTFOLIO TOTAL**


11
## LONE STAR COLLEGE

INVESTMENT PORTFOLIO REPORT
FOR THE QUARTER ENDED AUGUST 31, 2015

### MONEY MARKET AND INVESTMENT POOLS

<table>
<thead>
<tr>
<th>Fund</th>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Buy Yield</th>
<th>Beginning Market Value</th>
<th>Beginning Book Value</th>
<th>Interest Securities Payments</th>
<th>Period Book / Market Transactions</th>
<th>Ending Book Value</th>
<th>Unrealized Gain / (Loss)</th>
<th>Ending Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexPool</td>
<td>N/A</td>
<td>N/A</td>
<td>$209,113</td>
<td>$209,113</td>
<td>34</td>
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**SUMMARY:**

| Fund             | $39,284,319   | $39,284,319   | $15,794     |           |                         |                     |                             | $18,820,802                      |                   |                          | $18,820,802       |
This chart tracks LSC's total book value quarter-by-quarter to provide a historical perspective of the College's investment portfolio.
Request: Consideration of Approval of Resolution and Ordinance Levying the Interest and Sinking (I&S) Component of the Ad Valorem Tax Rate for Tax Year 2015

Chancellor's Recommendation: That the Board of Trustees adopts a resolution and ordinance levying the I&S component of the ad valorem tax rate for tax year 2015 at $0.0325 per $100 assessed valuation.

Rationale: The I&S tax rate of $0.0325 per $100 of assessed valuation is based on the debt service requirements for general obligation bonds in FY 2015-16 of $52.9 million, net of the amount ($1.4 million) that is anticipated to be funded from investment earnings and debt service reserves.

As required by law, the System published all of the appropriate rates, statements and schedules.

Fiscal Impact: The recommended rate should generate tax revenues sufficient to pay the bonded debt obligation for FY 2015-16, net of the amount anticipated to be funded from other sources.

Staff Resource: Steve Head 832-813-6515
Cindy Gilliam 832-813-6512

WHEREAS, the Lone Star College System has been duly organized in accordance with the laws of the State of Texas; and

WHEREAS, the Board of Trustees of the System has previously approved and adopted the budget for FY 2015-16 in accordance with state law; and

WHEREAS, the Board of Trustees of the System finds that it is necessary to levy ad valorem taxes for the tax year 2015 to provide for the interest and sinking fund requirements related to the general obligation bonds for the ensuing year as authorized by law; and

WHEREAS, the Board of Trustees of the System further find that the System has complied with all the procedural requirements for the setting of the 2015 ad valorem tax rate as specified by the Tax Code and Education Code;

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

Section 1. Ad valorem tax be levied at a rate of $0.0325 on each one hundred dollar ($100) increment of assessed valuation of property for the interest and sinking (debt service) requirements related to the general obligation bonds of the System as authorized by law.

Section 2. THIS TAX RATE WILL RAISE MORE TAXES FOR INTEREST AND SINKING REQUIREMENTS THAN LAST YEAR’S TAX RATE.

Section 3. The assessed value of taxable property provided by the Harris and Montgomery County Tax Assessor-Collectors are approved and adopted and the taxes shall be levied on these valuations.

Section 4. This Resolution shall take effect immediately from and after its adoption.

ADOPTED this 1st day of October, 2015.

________________________________
Chair, Board of Trustees
Lone Star College System
ATTEST:

________________________________
Secretary, Board of Trustees
Lone Star College System

(SEAL)
Request: Consideration of Approval of Resolution and Ordinance Levying the Maintenance and Operations (M&O) Component of the Ad Valorem Tax Rate for Tax Year 2015

Chancellor’s Recommendation: That the Board of Trustees adopts a resolution and ordinance levying the M&O component of the ad valorem tax rate for tax year 2015 at $0.0754 per $100 assessed valuation.

Rationale: The M&O tax rate of $0.0754 per $100 of assessed valuation generates revenue to support the System’s general fund expenditures for FY 2015-16. This rate is 1.44% lower than the FY 2014-15 M&O tax rate, but will contribute additional revenue compared to last year due to the increase in property values.

As required by law, the System published all of the appropriate rates, statements and schedules.

Fiscal Impact: The recommended rate should generate tax revenues sufficient to support the operations of the System for FY 2015-16.

Staff Resource: Steve Head 832-813-6515
Cindy Gilliam 832-813-6512

WHEREAS, the Lone Star College System has been duly organized in accordance with the laws of the State of Texas; and

WHEREAS, the Board of Trustees of the System has previously approved and adopted the budget for FY 2015-16 in accordance with state law; and

WHEREAS, the Board of Trustees of the System finds that it is necessary to levy ad valorem taxes for the tax year 2015 to provide the revenue requirements of the operating budget for the ensuing year as authorized by law; and

WHEREAS, the Board of Trustees of the System further find that the System has complied with all the procedural requirements for the setting of the 2015 ad valorem tax rate as specified by the Tax Code and Education Code;

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

Section 1. Ad valorem tax be levied at a rate of $0.0754 on each one hundred dollar ($100) increment of assessed valuation of property for the maintenance and operations requirements of the System as authorized by law.

Section 2. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE. THIS TAX RATE WILL EFFECTIVELY BE RAISED BY 7.87 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $1.10*.

*To clarify, the 2015 maintenance and operations tax on a $100,000 home will be $75.40 as compared to $76.50 in 2014, a decrease of $1.10.

Section 3. The assessed value of taxable property made by the Harris and Montgomery County Tax Assessor-Collectors, pursuant to the contracts made for this purpose, are approved and adopted and the taxes shall be levied on these valuations.

Section 4. This Resolution shall take effect immediately from and after its adoption.

ADOPTED this 1st day of October, 2015.
Chair, Board of Trustees
Lone Star College System

ATTEST:

_______________________________
Secretary, Board of Trustees
Lone Star College System

(SEAL)
Request: Consideration of Approval to Adopt a Resolution Authorizing the Chancellor or Designee to Negotiate and Execute a Payment-in-Lieu-of-Tax Agreement and Provide a Letter of Non-Opposition in Support of a Foreign Trade Zone (FTZ) Application

Chancellor’s Recommendation: That the Board of Trustees adopts a resolution authorizing the Chancellor or his designee to negotiate and execute a payment-in-lieu-of-tax agreement with Noble Drilling Services, Inc. (NDS) and provide a letter of non-opposition in support of its FTZ application for property located at 14401 John F. Kennedy Blvd. and 3520 Aldine Bender Road (a.k.a. 14405 John F. Kennedy Blvd.), Houston, Harris County, Texas.

Rationale: NDS has requested the assistance of Lone Star College (LSC) with its FTZ application for the property identified above. Since certain merchandise will be exempt from ad valorem taxation with the FTZ designation, it is necessary to execute the payment-in-lieu-of-tax agreement so that there is no financial impact on LSC. In addition, NDS has requested that LSC provide a letter of non-opposition in support of the FTZ application.

Fiscal Impact: The decrease in tax revenue will be offset in full by the payments received under the agreement executed with NDS.

Staff Resource: Cindy Gilliam 832-813-6512
RESOLUTION OF THE BOARD OF TRUSTEES OF THE LONE STAR COLLEGE SYSTEM
AUTHORIZING THE CHANCELLOR OR DESIGNEE TO APPROVE A PAYMENT-IN-LIEU-OF-TAX AGREEMENT (EXHIBIT A), AND PROVIDE A LETTER OF NON-OPPOSITION TO NOBLE DRILLING SERVICES, INC. IN SUPPORT OF ITS FOREIGN TRADE ZONE APPLICATION

WHEREAS, Noble Drilling Services, Inc. is seeking to bring merchandise into a Foreign Trade Zone (FTZ) site located within the geographical boundaries of 14401 John F. Kennedy Blvd. and 3520 Aldine Bender Road (a.k.a. 14405 John F. Kennedy Blvd.), Houston, Harris County, Texas, which site is within FTZ #84, a FTZ established, operated, and maintained by the Port of Houston Authority;

WHEREAS, the non-opposition of Lone Star College System to Noble Drilling Services, Inc.'s application to the Port of Houston Authority for the admission and handling of merchandise in the FTZ is important for Noble Drilling Services, Inc. to obtain the Activation;

WHEREAS, the merchandise held at the site will be exempt from ad valorem tax if the FTZ Activation is approved;

WHEREAS, Noble Drilling Services, Inc.'s desire to prevent any financial harm to Lone Star College System as a result of its Activation in the FTZ site;

WHEREAS, Noble Drilling Services, Inc. wishes to make a contribution in support of Lone Star College System's mission, goals, and objectives, as represented in a separate Payment-in-Lieu-of-Tax Agreement, attached as Exhibit A; and,

WHEREAS, Lone Star College System supports the furtherance of the FTZ program;

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

Section 1. The Board authorizes the Chancellor or designee to negotiate and execute a Payment-in-Lieu-of-Tax Agreement (Exhibit A).

Section 2. The Board authorizes the Chancellor or designee to provide a letter of non-opposition to Noble Drilling Services, Inc. in support of its FTZ application.
Section 3. This Resolution shall take effect immediately from and after its adoption.

ADOPTED this 1st day of October, 2015.

Chair, Board of Trustees
Lone Star College System

ATTEST:

Secretary, Board of Trustees
Lone Star College System

(SEAL)
Request: Consideration of Approval of Increase in Non-Credit Workforce/Community Education (CE) Tuition Effective for Spring 2016

Chancellor’s Recommendation: That the Board of Trustees approves an increase in non-credit workforce/CE tuition effective for Spring 2016 as follows:

- increase tuition $3 per contact hour for standard non-credit workforce/CE courses (from $10 to $13);
- increase professional truck driving tuition $1.50 per contact hour (from $12.50 to $14); and
- increase law enforcement tuition $1.07 per contact hour (from $2.93 to $4).

Rationale: Non-credit workforce/CE is operated using a profit center budget model and must cover all of its direct costs with tuition collected. These contact hour price increases will allow LSC to cover the direct costs of instruction, consumable supply costs and partial program specific equipment maintenance.

The recommended tuition increases will be reflected in the Spring 2016 Course Schedule once approved by the Board.

Fiscal Impact: The recommended tuition increases are estimated to generate additional annual revenues of $200,000, assist with covering direct program costs, and allow LSC to remain competitive in the marketplace.

Staff Resource: Austin Lane 832-813-6648
Request: Consideration of Approval of Investment Broker/Dealers for FY 2015-16

Chancellor’s Recommendation: That the Board of Trustees approves the attached recommended list of investment broker/dealers for FY 2015-16.

Rationale: The Public Funds Investment Act (PFIA) requires that the Board approve those firms authorized to transact investment business with the System each year. The recommended firms included in the attached list were qualified through a Request for Qualifications (RFQ #279) process conducted in November 2013 which remains in effect for up to three years. The System will initiate a new RFQ process well in advance of October 2016.

In compliance with System policy and state law, each firm will be provided a copy of the System's Investment Policy. The System will complete the recertification process for each of the recommended broker/dealers by documenting their understanding of the PFIA and the suitability of investments according to the System’s Investment Policy.

Fiscal Impact: None.

Staff Resource: Cindy Gilliam 832-813-6512
Lone Star College System
Recommended Investment Broker/Dealers

Wells Fargo Securities, LLC
Mr. Charles (Chuck) Landry
Vice President Fixed Income Sales
1445 Ross Avenue, Suite 210
Dallas, TX 75202
800.937.0998
214.777.4018
Chuck.landry@wellsfargo.com

UBS Financial Services/Paine Webber
Mr. Richard Ebert
First Vice President Investments
10001 Woodloch Forest Drive, Suite 100
The Woodlands, TX 77380
281.362.6340
855.730.4014 Fax
richard.ebert@ubs.com

Rice Financial Products Co.
Ms. Carol Mackoff
Managing Director
208 S. LaSalle St., Ste. 1666
Chicago, IL 60604
877.855.2739
carol.mackoff@ricefin.com

Coastal Securities
Mr. Tony Sekaly
Managing Director – Fixed Income Securities
920 Memorial City Way, 11th Floor
Houston, TX 77024
800.681.4121
tony.sekaly@coastalsecurities.com

Piper Jaffray & Co.
Ms. Kristi Gruber
1100 Louisiana St., Ste 4425
Houston, TX 77002
713.343.3525
kristi.k.gruber@pjc.com

Multi-Bank Securities, Inc.
Mr. Luigi E. Mancini
Account Executive
1000 Town Center, Suite 2300
Southfield, MI 48075
866.394.0236
lmancini@mbssecurities.com

Great Pacific Securities
Mr. Christopher Vinck
President
151 Kalmus Drive, Suite H8
Costa Mesa, CA 92626
714.619.3015
cvinck@greatpac.com

Mutual Securities, Inc.
Mr. Michael E. Swan
General Securities Principal
501 W. Broadway, Suite 800
San Diego, CA 92101
619.400.4817
mike.swan@mutualsecurities.com

FTN Financial Capital Markets
Mr. Taylor Howell
Vice President
845 Crossover Lane, Suite 150
Memphis, TN 38117
866.668.2958
Taylor.Howell@ftnfinancial.com

Oppenheimer & Co. Inc.
Mr. Paul Sullivan
Executive Director, Investments
85 Broad Street
New York, NY 10004
612.337.2715
612.337.0085 Fax
paul.sullivan@opco.com
Request:  Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Nursing Curricula Testing and Supplemental Educational Materials

Chancellor’s Recommendation:  That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase nursing curricula testing and supplemental educational materials from ExamSoft Worldwide, Inc., 6400 Congress Ave., Boca Raton, FL 33487, in an estimated annual amount of $50,000 and a total not-to-exceed amount of $250,000 over five years.

Rationale:  Upon graduation, all boards of nursing in the United States require candidates to pass the National Council Licensure Examination for either Registered Nurse (NCLEX-RN) or Licensed Vocational Nurse (NCLEX-PN). Lone Star College requires all students in the nursing programs to test in an electronic testing platform that mimics those licensure exams as closely as possible to prepare graduates to pass the NCLEX exams in their first attempt.

In compliance with the provisions of Texas Education Code § 44.031 (a), a Request for Proposal (RFP #400) was publicly advertised and issued to three vendors and one response was received. The proposal was evaluated based on cost, the ability to meet the qualifications/experience/service requirements, references, quality of services, extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized, past performance, long-term costs and other relevant factors. It is recommended to award these services to ExamSoft Worldwide, Inc., the sole respondent.

The initial term of the contract will be for three years with an option to renew for two additional one-year periods. Either party may terminate the agreement upon 30 days written notice. The actual amount of annual purchases will be dependent on student enrollment in the RN/LVN college nursing programs. The estimated cost is based on enrollment information for the past 12 months adjusted for future year enrollment projections.

Fiscal Impact:  Funds for this purchase are included in the approved FY 2015-16 budget. Funds for subsequent fiscal years will be included in future proposed budgets. The cost of the test will be offset by fees collected from students.

Staff Resource:  Austin Lane 832-813-6648
Financial Report and Consideration No. 8  (ACTION ITEM 10)  Board Meeting 10-1-15

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Leasing and Property/Asset Management Services

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase leasing and property/asset management services from Caldwell Companies, 7904 N. Sam Houston Parkway W., 4th Floor, Houston, TX 77064, over a period of five years in an amount not-to-exceed $4,000,000. If negotiations cease for any reason with the recommended firm, the System will proceed to negotiate with the next highest ranked firm, Transwestern, 1900 West Loop South, Suite 1300, Houston, TX 77033.

Rationale: Approximately 450,000 square feet of space within the system, the majority of which is located at LSC-University Park, is available for lease. LSC is seeking a real estate partner to assist in the development of the associated strategic marketing plan, coordination of leasing activities and to provide property management services, including onsite personnel, for the available commercial office space.

In compliance with the provisions of Texas Education Code §44.031(a), a Request for Qualifications (RFQ #399) was publicly advertised and issued to 62 vendors; 7 responses were received. The initial evaluation of the proposals was conducted based on the ability to meet the qualifications/experience/service requirements, quality of the firm’s comprehensive marketing and leasing plan, relevant client references, the extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized, location of office, past performance, and other relevant factors. Onsite presentations were made by the five firms receiving the highest proposal evaluation scores. It is recommended that the firm with the highest onsite presentation evaluation score, Caldwell Companies, be awarded the contract.

The initial term of the contract will be for three years with an option to renew for two additional one-year periods. Either party may terminate the agreement upon 30 days written notice.

Fiscal Impact: Funds for this purchase are included in the approved FY 2015-16 budget and are offset entirely by tenant lease revenues. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource: Cindy Gilliam  832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase of Commissioning Agent Services

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute contracts for the purchase of commissioning agent services with the highest ranked firms listed in the attachment in a cumulative amount not to exceed $1,500,000 over the five-year contract period.

Rationale: As a result of the November 4, 2014 bond election, LSC is authorized to issue up to $485M in general obligation bonds for the purchase of land, new construction, repair and replacement, and renovation of facilities. Commissioning agent services are required for construction projects related to the approved bond referendum.

In compliance with the provisions of Texas Government Code 2254.004, a Request for Qualifications (RFQ #402) was publicly advertised and issued to forty five firms. Nine professional commissioning agent services firms subsequently responded to the RFQ.

The initial evaluation of qualifications was conducted based on the firm’s qualifications/experience, approach and methodology, experience of proposed personnel, reputation and references, extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized and the completeness and thoroughness of the response. On-site presentations were made by four firms receiving the highest proposal scores. It is recommended that the firms with the highest on-site presentation scores be awarded the contracts for commissioning agent services.

The initial term of the contract will be for three years with an option to renew for two additional one-year periods at LSC’s discretion. Either party may terminate the agreement upon 30 days written notice.

Fiscal Impact: Funds for these purchases are available from the General Obligation Bonds, Series 2015 and future issues under the approved $485 million bond referendum.

Staff Resource: Cindy Gilliam 832-813-6512
**RFQ #402 – Commissioning Agent Services**

**SUMMARY OF RECOMMENDED FIRMS**

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<td>LSC-Kingwood</td>
<td>Page Southerland Page, Inc.</td>
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<td>LSC-North Harris</td>
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Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract Amendment to Purchase Additional Student Loan Default Prevention Services

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract amendment to purchase additional student loan default prevention services from Nebraska Student Loan Program, Inc., dba: Inceptia, 1300 O Street, Lincoln, NE 68508, in the amount of $675,000, for a total not-to-exceed cost of $1,040,000 over the five-year contract period.

Rationale: Student loans become delinquent after 180 days of the due date of the first payment. Student loan default prevention services consist of notifications via emails, letters and phone calls to students in delinquency. Student default affects the College’s Cohort Default Rate status, which determines qualifications for federal funding and the ability to supply financial aid to students. These services assist in maintaining lower default rates and providing students with the tools and information needed to prevent default.

On October 1, 2013, the Board of Trustees approved the purchase of student loan default prevention services from Inceptia for the amount of $365,000 over the five-year contract period. Originally, it was estimated that by now Inceptia would serve 13,713 students; however, the actual number of students served is 27,415. This request is to increase the estimated annual purchases as a result of increased student population in years three through five by $225,000 per year bringing the total cost to $1,040,000 for the five year period.

The initial purchase of these services was in compliance with the provisions of Texas Education Code §44.031 (a) through a formal Request for Proposals process (RFP #256).

The term of the agreement is for a period of five years that began August 1, 2013 through July 31, 2018 and may be terminated upon 30 days written notice.

Fiscal Impact: Funds for this purchase are available from the approved FY 2015-16 budget. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Austin Lane 832-813-6648
Report: Construction Projects Update

The monthly construction projects update is presented for Board review.
CONSTRUCTION PROJECTS UPDATE
October 1, 2015

2013 Revenue Bond Projects Summary

LSC-Tomball

- **Creekside Satellite Center:** Construction work on the exterior of the building continues with significant progress on the brick, stone, window and metal siding installations. The interior finishes are also well underway. CenterPoint has completed the permanent power installation to the site and installation of the low voltage cabling for the communication/security system is in progress.

LSC-CyFair

- **Traffic Signals (Entrance No. 3 off West Road):** Construction work associated with the project is complete. The final review, programming and start-up of the signal operation is in progress and being coordinated by Harris County.
- **Visual Communications Center Renovations:** The project is complete.

2015 General Obligation Bond Projects Summary

General

- **Miscellaneous Consulting Services:** Fee negotiations have been completed and contracts executed with the security and technology consultants approved by the Board during the August 2015 meeting. The request for qualifications process for commissioning agent services has been completed and consultant recommendations will be made at the October 2015 Board of Trustees meeting.

LSC-CyFair

- **Instruction and Student Life Building:** Design development documents are complete and construction document preparation is in progress. It is anticipated that the recommendation for site work/civil construction Guaranteed Maximum Price will be presented at the November Board of Trustees meeting.
- **Cypress Center Satellite Expansion:** The 5,000 square foot addition to the Cypress Center is progressing into the design development phase. The project will include an electronics lab, classrooms and offices, and is scheduled to be complete in August 2016.
- **Information Technology Center:** The project team has begun functional programming for the new building. Alternative real estate solutions continue to be evaluated for the new center.

LSC-Kingwood

- **Student Center Expansion:** The schematic design of the 8,000 square foot addition has been approved and the design development drawings are nearing completion.
- **Process Technology Center:** The schematic design of the 50,000 square foot facility is complete and the project has transitioned into the design development phase.
**LSC-North Harris**
- **Applied Technology Workforce Building:** The schematic design on the 50,000 square foot building is complete and the design development phase is 50% complete.

**LSC-Tomball**
- **Health Science Building - 3rd Floor Buildout:** The design development documents are nearing completion and the construction documents are expected to be complete in December.
- **Oil & Gas Training Center:** The development of the project program continues.

**LSC-University Park**
- **Building 12, Level 6 Classroom Renovation:** Construction is complete and the classrooms are being utilized for fall 2015 courses.
- **New Science Building:** The schematic design phase is complete and the design development documents are being finalized.
Report: Lone Star College Foundation Report of Gifts Received to Lone Star College

To ensure the Board of Trustees is regularly updated regarding gifts received, the Lone Star College Foundation has provided a summary report. See attached report.
Lone Star College Foundation Report of Gifts Received from March 1, 2015 through August 31, 2015.

Furniture, Fixtures and Equipment:
- Dell Insperion i15RVT Laptop, 8GB, donated to the Student Success department at LSC-Tomball. Value $599.
- HP 3115m Netbook, HP Photosmart 6520 Printer, HP 564 Ink, donated to LSC-Tomball. Value $483
- Steel for a two story building structure, donated to the Continuing Education program at LSC-North Harris. Value $31,500.
- Twenty boxes of 1x3 Microscope slides, twelve fully frosted, donated to the Science department at LSC-Kingwood. Value $690.
- Ink Smart Kiosk - standalone printer kiosk system, donated to the Library at LSC-University Park. Value $9,600.
- Ten ton roof top package unit, a five ton residential condenser, and three five ton residential air handlers, donated to the HVAC department at LSC-North Harris. Value $9,537.
- Gauges, thermometers, thermowells, valves and manifolds, donated to the EMI at LSC-University Park. Value $12,000.
- MTU 16V 4000 Diesel Engine, donated to the EMI at LSC-University Park. Value $283,000.
- Romi G550 Lathe, donated to the Machining Technology department at LSC-North Harris. Value $250,413.
- V500 Ventilator, serial# ASCJ-0024, donated to the Respiratory Care department at LSC-Kingwood. Value $1,000.

Books and DVDs:
- Fifteen books, donated to the Library at LSC-North Harris. Value $120.
- Five hardback books, donated to the Library at LSC-North Harris. Value $25.
- DVD’s, donated to the Library at LSC- North Harris. Value $10.
- Student Workbook for Essentials of Anatomy and Physiology, donated to the Library at LSC-North Harris. Value $28.

- Two hundred and fifty (250) environmental books, pamphlets, proceedings, and videos, donated to the Library at LSC-Tomball. Value $1,000.

Miscellaneous:

- Legos, donated to the Engineering department at LSC-Kingwood, Value $142.
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

Norman Sievert, Executive Director, Employee Relations, Human Resources

Effective: 12 month contracted employee at annual salary of $87,915 beginning July 1, 2015

Education: J.D., Northwestern School of Law, Lewis & Clark College; B.A., Architecture, Rice University

Experience: Sr. Human Resources Manager, LSC-University Park; Assistant Superintendent of Human Resources, Spring I.S.D.; District Director, Resources Services, Community Colleges of Spokane; Adjunct Instructor, Employment Law, Whitworth University; Vice President, Human Resources, Columbia Lighting; Inland Northwest Representative, TOC Management; Attorney at Law, Seidi & Rizzo; District Manager, Western Wood Products Association

Mark A. Yuran, Associate Vice Chancellor, Human Resources

Effective: 12 month contracted employee at annual salary of $125,000 beginning August 24, 2015


Experience: Vice President, Human Capital and Organizational Strategy, MPT&C, Inc.; Chief Human Resources Officer, University of Oregon; Chief Human Resources Officer, Minnesota State University-Moorhead; Human Resources Officer, Technical College System of Georgia; Chief Human Resources Officer, Athens Technical College; Adjunct Instructor, Interpersonal Relations & Professional Development, Employment Law; Senior Agent, Randstad North America; Customer Service Manager, Human Resources Manager, Norrell Services, Inc/Spherion; Store Management, HR Generalist, The Kroger Company

b. LSC-North Harris-Temporary Contracts

Jean-Alphonse Apanda, Faculty, Government

Effective: 4.5 month contracted employee at annual salary of $18,379 beginning August 24, 2015

Education: Ph.D., Educational Administration, M.A., Political Science, University of South Dakota; B.A., Political Science, Morningside College

Experience: Adjunct Instructor, Government, LSC-North Harris; Adjunct Instructor, Government, San Jacinto College; Adjunct Instructor, History, Political Science, Northwest College; Adjunct Instructor, Western Iowa Community College; Substitute Teacher, Vermillion High School
Vicki Amszi, Instructor, Chemistry
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015
Education: M.S., Industrial Chemistry, B.S., Chemistry, University of North Texas
Experience: Instructor, Chemistry, LSC-North Harris; Chemist, Exploration Technologies, Inc.; Laboratory Supervisor, University of Houston

Joshua Bowen, Instructor, English
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015
Education: M.F.A., Creative Writing, New Mexico State University; M.A., English, Creative Writing, American Literature; M.A., History, B.A., History, Sam Houston State University;
Experience: Senior Development Writer, Museum of Fine Arts, Houston; Adjunct Instructor, Composition and Literature, American History, Sam Houston State University

Jerome Duran, Instructor, Visual Communication
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015
Experience: Adjunct Instructor, Communications, LSC-North Harris; Freelance Graphic Designer, National Diversity Council, SGNET Solutions, Zion Cathedral, Maximized Life Ministries, New Light Christian Center, Gospel Truth Magazine; Senior Designer, Foley’s Department Store; Customer Service Representative, Maxwell Photography

Michael Gassaway, Instructor, Automotive
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015
Education: A.S., Automotive Technology, Cerritos College
Experience: Adjunct Instructor, Automotive, LSC-North Harris; Manager, Lead Technician, CarMax; Drivability Technician, Milstead Automotive; Drivability and Electronic Instructor; Universal Technical Institute; Technician, Greggs Mobil

Alicia McGee, Assistant Professor, Emergency Medical Services
Effective: 12 month contracted employee at annual salary of $60,125 beginning August 17, 2015
Brittany May, Instructor, Music
Effective: 4.5 month contracted employee at annual salary of $27,897 beginning August 17, 2015
Education: M.F.A., Music Performance, University of Tennessee; B.M., Music, Stephen F. Austin State University
Experience: Adjunct Instructor, Music, LSC-North Harris; Assistant, Library, University of Tennessee

Carol Moses, Instructor, Psychology
Effective: 4.5 month contracted employee at a prorated annual salary of $16,541 beginning August 24, 2015
Education: M.S, Human Science, Our Lady of the Lake University, B.S, Medical Technology & Biology, Barry University
Experience: Adjunct Instructor, Psychology, Medical Terminology, LSC-North Harris; Health Clerk, Substitute Teacher, Spring I.S.D.; Interim Director, School Teacher, Religion, Congregation Jewish Community; Medical Technologist, MD Anderson Cancer Center; Laboratory Manager, Professional Laboratory N.W., Inc.; Laboratory Technician, Lab Instructor, Library Assistant, Mount Sinai Hospital; Microbiologist, Scientist, American Dade

Tnatasha Robinson-Harris, Instructor, Education
Effective: 4.5 month contracted employee at annual salary of $15,918 beginning August 24, 2015
Education: M.B.A., University of Phoenix; B.S., Computer Engineering Technology, Prairie View A&M University
Experience: Adjunct Faculty, Human Development, LSC-North Harris; General Manager, Premier Exhibitions, Inc.; Substitute Teacher, Aldine ISD; Assistant Manager, Lane Bryant; Secretary, Redstone Ravens

Keneshia Waiters, Workforce Skilled Trades Instructor, Cosmetology
Effective: 12 month contracted employee at annual pro-rated salary of $18,431 beginning September 1, 2015
Education: A.A.S., Cosmetology, San Jacinto College

Experience: Instructor, Cosmetology, LSC-North Harris; Workshop Educator, Regency Beauty Institute; Executive Administrator, Beverly D. Corporation; Educator, Instructor, Cosmetology, San Jacinto College

Corey Whitaker, Instructor, Welding
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015

Experience: Welder, Atterro; Foreman, Esterran; Welder, Kennedy Fabricating; Welder, Assembly Mechanic, Bauer Manufacturing; Welder, Zimmerman & Jensen; Welder, Vetco

LSC-North Harris
Kimberlee Ball, Professor, History
Effective: 10.5 month contracted employee at annual salary of $58,495 beginning August 17, 2015

Education: M.S., History, University of North Texas; B.S., History, Political Science, University of Texas; A.A., Liberal Arts, Tyler Junior College

Experience: Adjunct Professor, Western Civilization, LSC-North Harris; Adjunct Instructor, American History, San Jacinto College, Adjunct Instructor, History, Our Lady of the Lake University; Adjunct Instructor, History, Houston Community College; Adjunct Instructor, US History, Alvin Community College

Rabea Ballin, Assistant Professor, Art
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education: M.F.A, University of Houston; B.A., Art, McNeese State University

Experience: Instructor, Art, LSC-North Harris; Instructor, Art History, Our Lady of the Lake University; Instructor, Fine Arts, Houston Community College; Instructor Graphic Design, Westwood College; Instructor, Art, Houston Center of Contemporary Craft; Instructor, Drawing, University of Houston

Michael DiBiasio, Work Skilled Trades Instructor, Engineering & Manufacturing Technology
Effective: 12 month contracted employee at annual salary of $61,437 beginning September 1, 2015

Experience: Adjunct Instructor, Engineering & Manufacturing Technology; Drilling, LSC-North Harris; Global Senior Technical
Advisor, Drilling Fluids & Drilling Waste Management; Line Manager, US Products Line Manager; Underbalanced Fluids; Senior Technical Advisor, Newpark Drilling Fluids, Inc.; Senior Contract Drilling Fluids Engineer, Senior Scientist, Baroid and M-1 Drilling Fluids; Senior Technical Service Advisor, Baker-Hughes INTEQ;

Vinh Dang, Associate Professor, Mathematics
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.S., Mathematics, B.S., Mathematics, Brigham Young University
Experience: Instructor, Research Assistant, Mathematics, Brigham Young University; Tutor, Mathematics, LSC-North Harris

Julie Duncan, Faculty, Accounting
Effective: 10.5 month contracted employee at annual salary of $58,495 beginning August 17, 2015
Education: B.A., Accounting, Texas A&M University
Experience: Adjunct Faculty, Accounting, LSC-North Harris; Senior Accountant, Property Accountant, Merit Energy; Assurance Associate, PricewaterhouseCoopers

Paul Escoto, Associate Professor, Mathematics
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.S., Mathematics, B.S., Mechanical Engineering, B.S., Mathematics, West Virginia University
Experience: Instructor, Introduction to Computational Thinking & Robotics, University of Wyoming; Instructor, Mathematics, The University of Southern Indiana; Instructor, Mathematics, Northwest College; Education Director, West Virginians for Life; Instructor, Mathematics, Belmont Technical College; Professor, Mathematics, Arizona Western College

Brandi Ford, Assistant Professor, English
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.A., English, B.A., English, History, Sam Houston State University
Experience: Adjunct Instructor, English, Tutor, Reading and Writing, LSC-Montgomery, North Harris; Sr. Customer Specialist, CT Corporation
Ahmed Gaber, Workforce Skilled Trades Instructor, Heating, Ventilating & Air Condition
Effective: 12 month contracted employee at annual salary of $60,256 beginning August 24, 2015

Education: A.A.S., Instrumentation & Control Engineering, Houston Community College

Experience: Adjunct Instructor, Welding, LSC-North Harris; Building Engineer, CB Richard Ellis; Headquarter Maintenance, Grocer Supply; Machine Operator & Maintenance Mechanic, Russell Stover

Kellie Herrin, Professor, Medical Assisting
Effective: 10.5 month contracted employee at annual salary of $58,812 beginning August 24, 2015

Education: M.Ed., Instructional Design, West Texas A&M University; B.S., Health Science, Nova Southeastern University

Experience: Director, Education-Ground and Hybrid Programs, The College of Health Care Professions; Program Director, Allied Health, Distance Education Administrator, Instructor, Medical Assistant, Texas School of Business; Coordinator, Allied Health Externship, Instructor, Medical Assistant, Remington College; Teacher, Elementary, Hughes Road Elementary

Emily McGehee, Assistant Professor, Nursing
Effective: 12 month contracted employee at annual salary of $51,690 beginning August 17, 2015

Education: M.S., Nursing, Prairie View A&M; B.S., Nursing, Southern University

Experience: Nurse Practitioner, Family Medicine, St. Michael Medical Clinic

Kathleen Glynn, Associate Professor, Nursing
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education: M.S., Nursing, University of Phoenix; B.S., Nursing, The University of Texas Health Science Center; A.A.S., Nursing, San Jacinto College

Experience: Assistant Professor, Nursing, College of the Mainland School of Nursing; Clinical Nurse Educator, Staff Nurse, Clear Lake Regional Medical Center; Lactation Consultant, Texas Children’s Hospital; Staff Nurse
Sean Holt, Faculty, Emergency Medical Services
Effective: 12 month contracted employee at annual salary of $60,125 beginning August 17, 2015

Education: A.A.S., Paramedic, LSC-North Harris

Experience: Adjunct Instructor, Emergency Medical Services, LSC-North Harris; Field Operations EMT, Montgomery County Hospital; Field Operations EMT, Cornerstone EMS; Field Operations EMT, American Medical Response; Ground Operations EMT, Acadian Ambulance Service; Math Instructor, Kumon Math and Reading

Michael Tighe, Workforce Skilled Trades Instructor, Massage Therapy
Effective: 12 month contracted employee at annual salary of $61,437 beginning August 17, 2015

Experience: Massage Therapist, MD Anderson IMC; Owner, Director, AIM Education; Instructor, Texas School of Massage; Instructor, Massage Therapy Training Institute; Instructor, Heritage College

Paul Willingham, Police Chief
Effective: 12 month contracted employee at annual salary of $115,000 beginning August 17, 2015

Education: M.A., Criminology, University of Houston; B.S., Criminal Justice, Mountain State University

Experience: Chief of Police, Adjunct Professor, Human Sciences & Humanities, University of Houston-Clear Lake; Assessor, Team Leader, Commission On Accreditation of Law Enforcement Agencies; Lieutenant, Sergeant, Police Officer, The University of Texas at Houston Police Department

Shane West, Assistant Professor, History
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education: M.A., History, B.A., History, Political Science, University of Houston

Experience: Adjunct Instructor, History, LSC-North Harris; Inside Sales Representative, HAZMATPAC; Service Desk Manager, University of Houston; Manager, Library Access Services, M.D. Anderson Cancer Center
c. **LSC-Kingwood-Temporary Contracts**

**Carly Jones, Instructor, Political Science**

**Effective:** 4.5 month contracted employee at annual salary of $16,892 beginning August 17, 2015

**Education:** M.A., Political Science, B.A., Public Relations, Political Science, University of Oklahoma

**Experience:** Tutor Coordinator, LSC-Kingwood; Program Coordinator, Undergraduate Scholars, University of Houston; Research Assistant, Oklahoma State University

**Chelsie Meredith, Instructor, English**

**Effective:** 4.5 month contracted employee at annual salary of $15,281 beginning August 24, 2015

**Education:** M.A., Creative Writing, San Diego University; B.A., English, University of Mary Washington

**Experience:** Adjunct Instructor, English, LSC-Kingwood; Adjunct Instructor, Writing, San Jacinto College; Adjunct Professor, Houston Community College

**Kenneth Abayan, Professor, Chemistry**

**Effective:** 10.5 month contracted employee at annual salary of $66,297 beginning August 17, 2015

**Education:** Ph.D., Chemistry, The University of Texas at Arlington, B.S., Chemistry, University of California

**Experience:** Adjunct Lecturer, Organic Chemistry, Cedar Valley College, Adjunct Instructor, Chemistry, The University of Texas at Arlington; Adjunct Lecturer, Chemistry, North Lake Community College; Course Developer Trainer, Pacific Bell Internet Services

**Jennifer Marquez, Professor, Computer Information Technology**

**Effective:** 10.5 month contracted employee at annual salary of $56,995 beginning August 17, 2015

**Education:** M.S., Interdisciplinary System, M.E., Educational Technology, B.S., Computer Science, University of Texas at Brownsville

**Experience:** Adjunct Instructor, Computer Information Technology, LSC-Kingwood; Teacher, Mathematics, Harlingen High School; Instructional Designer, Graduate Program, University of Texas at Brownsville; Programmer, DataLogic, Inc.; Teacher, Physical Education, Faith Christian Academy
Cindy Ross, Professor, English
Effective: 12 month contracted employee at annual salary of $60,125 beginning August 17, 2015

Education: M.A., B.A., English, SUNY Potsdam

Experience: GTA Lecturer, University of Oklahoma; Teacher, English, Cache Public Schools; Assistant Professor, English, Jefferson Community College; Adjunct Professor, Composition, SUNY Potsdam

d. LSC-Tomball-Temporary Contract
Casey Kaylor, Instructor, Nursing LVN
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015

Education: B.S., Nursing, University of Texas at Arlington; B.A., Psychology, Indiana University; A.A.S, Nursing, LSC-Tomball

Experience: Post Lung Transplant Coordinator, Houston Methodist Hospital; Registered Nurse, ICU Memorial Hermann Hospital; Registered Nurse, ICU, St. Joseph’s Hospital; Registered Nurse, Interventional Radiology, Tomball Regional Hospital; Instructors, Nobel Centers of Indiana; Supervisors, REM Indiana, Inc.

LSC-Tomball
Gloria Maristany, Assistant Professor, Education 1300
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education: M.Ed., Curriculum & Instruction, Sam Houston State University; B.S., Retail Management, Purdue University

Experience: Adjunct Instructor, Education 1300, LSC-Tomball; Bilingual Teacher, Conroe I.S.D.; Bilingual Teacher, Spring I.S.D

Sarah Stewart, Assistant Professor, Occupational & Life Skills
Effective: 12 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education: M.Ed., Instructional Design and Technology, West Texas A&M University; B.A., Varying Exceptionalities, University of North Florida

Experience: Adjunct Instructor, Education 1300; LSC-Montgomery; Instructor, Vocational and Functional Independent Living Skills, Tomball I.S.D.; Teacher, 5th Grade Curriculum, Putman County Scholl District
e. **LSC-Montgomery-Temporary Contracts**  
**Heather Campbell, Instructor, Political Science**  
**Effective:** 4.5 month contracted employee at annual salary of $18,379 beginning August 24, 2015  
**Education:** J.D., M.A., Political Science, University of Houston; B.A., Legal Studies, Rice University  
**Experience:** Senior Attorney, Seismic Exchange Inc., Senior Attorney, Senior Staff Attorney, The Coastal Corporation; Contract Attorney, Law Office of Jeffrey S. Kuhn; Litigation Associate, Sharpe & Kajander  

**Franklin Emeka, Instructor, Criminal Justice**  
**Effective:** 4.5 month contracted employee at annual salary of $27,897 beginning August 17, 2015  
**Education:** Ph.D., Philosophy, Prairie View A&M University; M.A., Arts, University of Houston-Clear Lake; B.S., Criminal Justice, University of Houston-Downtown  
**Experience:** Adjunct Faculty, Sociology, Department Chair, Public Services, Interim Vice President, Student Success, Department Chair, Computer Information & Technology LSC-Montgomery, North Harris, Kingwood; Adjunct Faculty, Criminal Justice Nevada State College; Adjunct Faculty, Criminal Justice, Sociology, Springfield College; Adjunct Faculty, Criminal Justice, Sociology, University of Houston-Downtown; Adjunct Faculty, Criminal Justice, Sociology, Our Lady of the Lake University; Dean, College of Liberal Arts and Sciences, DeVry University

**Gloria Grayless, Instructor, Accounting**  
**Effective:** 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015  
**Education:** M.B.A., Texas A&M University; B.B.A., Administration, Baylor University  
**Experience:** Adjunct Instructor, Accounting, LSC-Montgomery; Accountant, Self Employed; Accountant, Exxon Company; Accountant, First Federal Savings & Loan

**Marion Horn, Instructor, Developmental Math**  
**Effective:** 4.5 month contracted employee at annual prorated salary of $14,703 beginning August 24, 2015  
**Education:** B.S., Applied Mathematics, Texas A&M University
Experience: Adjunct Instructor, Mathematics, LSC-Montgomery; Math Instructor, Caney Creek High School; Math Instructor, Lago Vista High School; Math Instructor, Round Rock Alternative; Math Instructor, Clear Lake High School

**Jocelyne Laing, Instructor, English for Speakers of Other Languages**

Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015

Education: B.A., Modern Languages, University of Brest

Experience: Foreign Language Teacher, Inverurie Academy; Foreign Language Trainer, Foreign Language Tutor, Grampian Regional Council and Northern College of Education

**Clayton Lust, Instructor, History**

Effective: 4.5 month contracted employee at annual salary of $15,899 beginning August 24, 2015

Education: M.A., B.A., History, University of Houston

Experience: Adjunct Instructor, History, LSC-Montgomery; Instructor, History, Houston Community College; Instructor, History, University of Houston

**Christine Montag, Instructor, Developmental Math**

Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015

Education: B.A., Economics, University of California-San Diego

Experience: Adjunct Instructor, Mathematics, LSC-Montgomery; Substitute Teacher, Conroe, I.S.D., Product Development Administrator, Titleist &Foot-Joy Worldwide; Oral Surgery Assistant, Pacific Center for Surgery

**Shayne Murphy, Instructor, Art**

Effective: 4.5 month contracted employee at annual salary of $16,236 beginning August 24, 2015

Education: M.F.A., University of North Texas; B.A., Art, University of Houston

Experience: Adjunct Instructor, Art, LSC-Montgomery; Adjunct Instructor, Drawing, San Jacinto College; Instructor, Drawing, University of North Texas; Production Artist; Gilbreath Communications; Associate Designer, Sine-
Co-Sine, LLC

Sandra Palacios-Plugge, Instructor, Live Entertainment Technology
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015

Education: B.A., Radio, TV-Film/Journalism, Baylor University

Experience: Adjunct Instructor, Drama; LSC-CyFair; Adjunct Professor, Film Production Management, Houston Community College; Office Manager, Sports Culture; Producer, Location Manager, CBS Television; Producer, Spindletop Productions; Location Manager, ABC Television; Location Manager, JFK; Assistant Location Manager, Problem Child; Assistant Location Manager, Born on the Fourth of July; Scout, The Road to Henrietta; Scout, Robocop I, II

Michelle Vanwijk, Instructor, AD Nursing
Effective: 4.5 month contracted employee at annual salary of $25,107 beginning August 17, 2015

Education: B.S., Nursing, University of Texas Southwestern; A.S., Nursing, LSC-North Harris

Experience: Adjunct Faculty, AD Nursing; LSC-Montgomery; ER Trauma Staff Nurse, Conroe Regional Medical Center; ER Trauma Staff Nurse, Memorial Hermann Hospital; Staff Nurse, The Woodlands Emergency Center; Staff Nurse, Houston Northwest Medical Center; Staff Nurse, St. Luke’s Community Medical Center; Paralegal, The Carter Law Center; Clinic Administrator, Nurse Practitioner, Staff Nurse, Medical Assistant, Community Wellness Clinic

Glen Wood, Instructor, History
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015

Education: M.A., B.S., History, Texas A&M University, A.A, Basic Studies, South Texas Junior College

Experience: Adjunct Instructor, History, Director, Student Services Information, Director, Manager, Coordinator, Records, LSC-Montgomery, Student Information Services; Adjunct Instructor, History, Houston Community College; Director, Coordinator, Officer Manager, Veteran Affairs; Data Entry Specialist, Instructor, History, University of Houston

LSC-Montgomery
**Michael Chavez, Vice President, Student Success**  
**Effective:** 12 month contracted employee at annual salary of $116,662 beginning August 10, 2015  
**Education:** Ed.D, Educational Administration, New Mexico State University; M.S., Counseling, B.S, Psychology, College of the Southwest  
**Experience:** Vice President, Student and Administrative Services, Coastal Bend College; Dean, Enrollment Management, Midland College; Dean, Educational Support Services, Alamo College; Associate Dean, Institute of Teaching, Director, Student Success, Arizona Western College; Coordinator, Edinboro Success Program, Edinboro University; New Director, Upward Bound, Professor, Psychology, Mexico Junior College; Case Manager, Guidance Center of Lea County;  

**Joseph Ferguson, Assistant Professor, Education**  
**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015  
**Education:** M.Ed., Sam Houston State University; B.S., Education, Texas A&M University; A.A., General Studies, LSC-Tomball  
**Experience:** Adjunct Instructor, EDUC, LSC-Montgomery; Assistant Principal, Tomball I.S.D.; Classroom, Spring I.S.D.; Permanent Substitute Teacher, Zion Lutheran School; Information Management Noncommissioned Officer, U.S. Army  

**Cheryl Herdejurgen, Assistant Professor, Nursing, RN**  
**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015  
**Education:** M.S., Nursing, University of Texas at Houston; B.S., Nursing, Houston Baptist University  
**Experience:** Staff Nurse, Nexus Specialty Hospital; School Nurse, Conroe, I.S.D; Staff Nurse, Providence Alaska Medical Center; Sr. Research Nurse, Epilepsy, University of Texas Health Science Center at Houston; Research Nurse II, Baylor College of Medicine; Staff Nurse, St. Luke’s Episcopal Hospital; Staff Nurse, St. Joseph’s Hospital; Staff Nurse, Memorial Hermann Hospital  

**James Horban, Assistant Professor, Live Entertainment Technology**  
**Effective:** 10.5 month contracted employee at annual salary of $56,224 beginning August 17, 2015
**Education:** M.F.A., Theatrical Design, University of Massachusetts; B.F.A., Theatrical Design & Production, Focus in Lighting & Scenic Design, University of Cincinnati

**Experience:** Overwire Electrician, Long Wharf Theatre; Lighting Designer, Town Hall Theater; Lighting Designer, Long Lake Camp of the Arts

**Mattie McCowen, Assistant Professor, Nursing-LVN**

**Effective:** 12 month contracted employee at annual prorated salary of $67,640 beginning August 17, 2015

**Education:** M.S.N., Advance Practice Nursing, University of Texas Health Science Center at Houston; B.S., Nursing, Lamar University; A.S., Nursing, Lee College; A.S., Respiratory Therapy, LSC-North Harris

**Experience:** Adjunct Faculty, Nursing, LSC-Kingwood; Staff Educator, Quality Risk Management Specialist, Registered Nurse, Respiratory Therapist, Conroe Regional Medical Center; Respiratory Therapist, Cleveland Regional Medical Center; Respiratory Therapist, HealthSouth Rehabilitation

**Mead McLean, Assistant Professor, Art**

**Effective:** 10.5 month contracted employee at annual prorated salary of $54,041 beginning August 17, 2015

**Education:** M.F.A., B.F.A., Painting, Savannah College Art of Design

**Experience:** Member, The Collective on Depot; Director, Online Marketing, Assistant Facilities Manager, Facilities Manager, Meadowbrook Inn & Suites; Mixed Media Instructor, SCAD; Member, Nth Gallery

**Jacquinita Rose, Assistant Professor, Mathematics**

**Effective:** 9 month contracted employee at annual salary of $57,435 beginning August 17, 2015

**Education:** Ph.D., Math, The University of Oklahoma; M.A., B.A., Mathematics The University of Tulsa; A.A., Liberal Arts, Tulsa Junior College

**Experience:** Adjunct Instructor, Mathematics, LSC-Montgomery; Dean, Academic Affairs, Pierce College; Adjunct Instructor, Mathematics, Antelope Valley Colleges; Adjunct Instructor, Mathematics, Tulsa Community College

**Stephen Smith, Assistant Professor, Biology**

**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

**Education:** M.S., Aquatic Biology, B.S., Biology, Southwest Texas State University
Experience: Adjunct Instructor, Biology, LSC-Montgomery, Tomball; Instructor, Biology, Southwest Texas State University; Manager, Water Section, Texas Commission on Environmental Quality

Roy Turner, Associate Professor, English
Effective: 10.5 month contracted employee at annual salary of $66,297 beginning August 17, 2015

Education: Ph.D., English, University of New Mexico; M.A., B.A., English, Brigham Young University

Experience: Instructor, English, Department Chair, Writing, Director, Instruction, Program Coordinator, Developmental Education; Instructor, Writing, University of Mexico; Instructor, English, Utah Valley State College; Instructor, English, Brigham Young University

f. LSC-CyFair-Temporary Contracts
Tomoko Baker, Instructor, Japanese
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015

Education: B.A., Liberal Arts, The University of the Air; A.A., Japanese Literature, Komazawa Junior College

Experience: Adjunct Instructor, Japanese, LSC-CyFair; Adjunct Instructor, Japanese, Houston Community College; Adjunct Instructor, University of Central Oklahoma; Director, Curriculum Design, Ibaraki International; Instructor, Anne Language School; Instructor, Tokyo International Language Institute

David Bruner, Assistant Professor, Anthropology
Effective: 10.5 month contracted employee at annual prorated salary of $66,297 beginning August 17, 2015

Education: Ph.D., Anthropology, Binghamton University; M.A., B.A., Anthropology, University of Houston

Experience: Professor, Anthropology, LSC-CyFair; Instructor, Anthropology, Houston Community College; Instructor, Anthropology, University of Houston; Archaeologist, Naval Air Weapons Station; Laboratory Manager, Senior Project Manager, Earth Search Incorporate; Director, Field Studies, Yates Community Archaeology Project

Kevin Dickson, Instructor, Fire Science
Effective: 4.5 month contracted employee at annual salary of $14,703 beginning August 24, 2015
Cynthia Gernhart, Instructor, EDUC 1300
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015

Education: B.A., Emphasis in Fire Administration,
Experience: Adjunct Instructor, Fire Service Educator, LSC-CyFair; Educator, Fire Service, Wharton County Junior College; Training Officer, Bastrop County Emergency Service District; Battalion Chief, Missouri City Fire & Rescue Services; Firefighter, Port Jefferson Volunteer Fire Department

Jack Grisham, Instructor, Math
Effective: 4.5 month contracted employee at annual prorated salary of $18,379 beginning August 24, 2015

Education: Ph.D., M.S., Mathematics, Rice University; B.S., Mathematics, Oklahoma University
Experience: Adjunct Instructor, Math, LSC-CyFair; Adjunct Professor, Mathematics, DeVry; Instructor, Faculty Chair, Mathematics, University of Phoenix; President, Revex Technologies, Inc.; Project Leader, User Interface

Kristin Henze, Instructor, History
Effective: 4.5 month contracted employee at annual prorated salary of $15,899 beginning August 24, 2015

Education: M.A., U.S. History, B.A., History, Political Science, Texas Tech University
Experience: Adjunct Instructor, History, LSC-CyFair; Adjunct Instructor, U.S. History, Moberly Area Community College

Jennifer Jenkins, Instructor, History
Effective: 4.5 month contracted employee at annual salary of $18,379 beginning August 24, 2015

Education: M.Ed., Music Education, B.S., Music, University of South Dakota
Experience: Adjunct Instructor, EDUC 1300, LSC-CyFair; Music Instructor, Brighton Academy; Teacher, Music, Prairie Winds Academy; Writer, Backyard Poultry Magazine; Director of Music, Hinton Public Schools, Director of Music, Vermillion Public Schools; Director of Music, Elk Point Public Schools; Director of Music, Coleridge Community Schools
Education: Ph.D., Comparative European History, Brandeis University; M.A., African and Middle Eastern Studies, The University of Michigan; B.A., History and Spanish, Wellesley College

Experience: Adjunct Instructor, History, LSC-CyFair; Instructor, Global Studies, University College Utrecht; Assistant Director, Admissions, Northeastern University Law School; Admission Officer, Harvard Law School; Instructor, Global Comparative History, Concord Academy; Student Activities Coordinator, Harvard Foundation for Intercultural and Race Relations

Bethany Lawson, Instructor, EDUC 1300
Effective: 4.5 month contracted employee at annual salary of $15,899 beginning August 24, 2015

Education: M.Ed., Elementary School Counseling, B.S., Family and Consumer Sciences Education, Iowa State University

Experience: Adjunct Instructor, EDUC 1300, LSC-CyFair; Teacher, Copperfield Church Preschool; Adjunct Instructor, Classical Conversations Art Camp;

Bindu Nayar, Instructor, English
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015

Education: M.A., English Literature, Kerala University; B.A., English Literature, H.H. The Maharajah’s College for Women

Experience: Adjunct Faculty, English, LSC-CyFair; Adjunct Faculty, English, Harrisburg Area Community College; Instructor, Hospitality Communication and Language, Institute of Hotel Management and Catering Technology

Carolee Pittard, Instructor, Transitional Studies English
Effective: 4.5 month contracted employee at annual salary of $17,666 beginning August 24, 2015

Education: JD, University of Houston Law Center; B.A., English, University of Houston

Experience: Adjunct Instructor, Transitional Second Language; Instructor, Texas Bar Association, Aldine I.S.D

Fadhill Tuguta, Instructor, Biology
Effective: 4.5 month contracted employee at annual salary of $15,899 beginning August 24, 2015
Ataollah Zamani, Instructor, Physics
Effective:  4.5 month contracted employee at annual salary of $16,541 beginning August 26, 2015

Education:  M.Sc., Geophysics, Penn State; M.Sc., Physics, The Wichita State University; B.Sc., Physics, Mathematics, The University of Tehran
Experience:  Adjunct Instructor, Physics, LSC-CyFair; Faculty, Physics, Houston Community College; Faculty, Physics, ITT Technical Institute

Monica Hernandez Valencia, Assistant Professor, Biology
Effective:  10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

Education:  M.S., Biological Sciences, Health Concentration, Louisiana State University; B.S., Biology, Stephen F. Austin State University
Experience:  Adjunct Instructor, Anatomy and Physiology, LSC-CyFair; Adjunct Instructor, Anatomy and Physiology, San Jacinto College; Teacher, Science, PSJA I.S.D; Teacher, Science, McAllen I.S.D., Tutor, Math, Reading and Writing, Sylvan Learning Center; Teacher, Biology, La Joya I.S.D; Medical Assistant, Mission Internal Medicine Clinic

Andrea Holliger, Assistant Professor, English
Effective:  10.5 month contracted employee at annual salary of $63,723 beginning August 17, 2015

Education:  Ph.D., Literature, University of Kentucky; M.A., Literature, University of Virginia; B.A., English, University of Missouri
Experience:  Instructor, Literature, Writing, University of Kentucky; Subscription Manager, The Hedgehog Review

Stephanie Krueger, Assistant Professor, Spanish
Effective:  10.5 month contracted employee at annual salary of $55,122 beginning August 17, 2015
**Timothy Mousel, Associate Professor, Kinesiology,**

**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

**Education:** M.S., Sports Fitness Management, United States Sports Academy; B.A., Physical Education, University of Northern Iowa

**Experience:** Instructor, Physical Education, Kinesiology, Program Manager, Kinesiology, LSC-CyFair, Montgomery; Teacher, Physical Education, Houston Community College; Owner, Technological Solutions; Owner, The Edge Personal Training; Personal Conference Presenter, Exercise ETC.; Owner, Chief Instructor, Mousel Self-Defense Academy; Chief Physical Training Instructor, HCC Law Enforcement Academy; Fitness Director, The Houston Club; Personal Fitness Trainer, The Texas Club

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**Cynthia Sledge, Associate Professor, Psychology**

**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015

**Education:** M.A., General Psychology, B.S., Psychology, B.A., Sociology, Fordham University; M.A., Forensic Psychology, John Jay College of Criminal Justice

**Experience:** Adjunct Instructor, Psychology, LSC-CyFair; Professor, Psychology, San Jacinto College; Adjunct Instructor, Psychology, Houston Community College; Director of Education, Court Reporting Institute of Houston; Adjunct Professor, Psychology, Fairleigh Dickinson University; Adjunct Instructor, Psychology, Concordia College; Director, Therapeutic Learning Center; Mental Health Clinician, Barnert Community Counseling; Forensic Psychologist, Mental Health Professional, Morristown Memorial Hospital

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**Kristen Vaczi, Assistant Professor, Petroleum Data Technology**

**Effective:** 10.5 month contracted employee at annual salary of $59,665 beginning August 24, 2015

**Education:** M.S., Geology, University of Houston; B.A., Geology, University of Texas at Arlington

**Experience:** Petrophysicist, Exploration Geologist, Repsol E&P USA; Geoscience Technician, ExxonMobil
g. LSC-University Park-Temporary Contracts

Robert Bexar, Instructor, Government
Effective: 4.5 month contracted employee at annual salary of $15,899 beginning August 24, 2015

Education: M.A., Political Science, Texas State University; B.A., Government, The University of Texas at Austin

Experience: File Management Clerk, Baker Botts, LLP; Messenger, State of Texas Senate, Assistant Sergeant at Arms, Phone Monitor, Texas State Capital

Amanda Brown, Instructor, Biology
Effective: 4.5 month contracted employee at annual salary of $16,541 beginning August 24, 2015

Education: M.S., Zoology, Texas Tech University; B.S., Biology, B.S., Exercise Physiology, Austin College

Experience: Adjunct Instructor, Biology, LSC-University Park; Professor, Assistant Division Chair, Biology, Blinn College; Educator, Biology, Environmental Science, Cypress Fairbanks I.S.D

Natalia Dovzak, Instructor, English for Speaker of Other Languages
Effective: 9 month contracted employee at annual salary of $34,115 beginning August 24, 2015

Education: M.A., B.A., English, German, Mari State Training Institute

Experience: Adjunct Instructor, ESOL, LSC-University Park, Tomball, North Harris; Adjunct Instructor, ESOL, Intensive English, Houston Community College; Instructor, ESL, English Language Specialist; Faculty, English, Mari State University

Melissa Gatlin, Instructor, Education
Effective: 9 month contracted employee at annual salary of $34,115 beginning August 24, 2015

Education: M.Ed., Elementary Education, Stephen F. Austin State University; M.B.A., International Business, St Thomas University; B.A., Marketing, Stephen F. Austin State University

Experience: Adjunct Instructor, Education, LSC-University Park; Teacher, Magnolia I.S.D.; Lab Instructor, Physics, Stephen F. Austin State University; Sales Consultant, David Weekly Homes; Sales, Fujitsu Computer Product of America; Sr. Business Account Manager, Maxtor Corporation; Team Leader, Sales, SGI; Customer Service Representative, Chandler Attwood
Limited

**Barbara Gaworecki, Instructor, Math**

**Effective:** 9 month contracted employee at annual salary of $34,115 beginning August 17, 2015

**Education:** M.A., Mathematics, University of Houston; B.A., Mathematics, Le Moyne College

**Experience:** Adjunct Instructor, Math, LSC-University Park; Teacher, Secondary Mathematics, Cypress Fairbanks I.S.D.

**April Hart, Instructor, Economics**

**Effective:** 4.5 month contracted employee at annual salary of $36,183 beginning August 24, 2015

**Education:** M.S., Applied Economics, Texas A&M University; B.A., Business Management, Our Lady of the Lake University; A.A.A., Business Administration, LSC-North Harris

**Experience:** Executive Director, Planning and Institutional Effectiveness, Texas A&M University; Director, University Lead for Institutional Assessment & Effectiveness; Campus Director, Institutional Research & Effectiveness, LSC-CyFair; Researcher, Market & Business Development; ReNu Power, LLC; Director Institutional Planning, Assessment & Effectiveness, The Victoria College; Executive Director, Finance & Planning, Ashby Gardens & Nature Retreat; Financial Rate Consultant, Lower Colorado Authority;

**Amy Hirsch, Instructor, Humanities**

**Effective:** 4.5 month contracted employee at annual salary of $25,107 beginning August 17, 2015

**Education:** M.A., Humanities, California State University; B.A., English, University of Maryland

**Experience:** Adjunct Instructor, Humanities, Coordinator, Office of Student Life, Staff Assistant, Student Success, Specialist, Accounts Payable, LSC-University Park, Tomball

**Charles Kennedy, Instructor, Law Enforcement**

**Effective:** 4.5 month contracted employee at annual salary of $21,104 beginning August 24, 2015

**Experience:** Police Officer, Magnolia Police Department; Police Officer, Montgomery County Precinct; Police Officer, Waller Police Department; Police Officer, Stagecoach Police Department
Hamid Nahavandi, Instructor, Math
Effective: 9 month contracted employee at annual salary of $34,115 beginning August 24, 2015
Education: M.S., Mathematics, Prairie View A&M University; B.S., Mechanical Engineering, Lamar University
Experience: Adjunct Instructor, Mathematics, LSC-University Park, Tomball; CPR Instructor, American Heart Association; Teacher, Mathematics, Physics, Cypress Creek High School

Nora Pacha, Instructor, Biology
Effective: 9 month contracted employee at annual salary of $40,205 beginning August 24, 2015
Education: D.C., Chiropractic, Texas Chiropractic College; B.S., Biology, University of Texas
Experience: Adjunct Instructor, Biology, LSC-University Park; Chiropractor, The Joint; Chiropractor, Pacha Chiropractic and Alternative Medicine; Substitute Teacher, Klein I.S.D.; Survey Clerk, Black Canyon National Recreation Area; Athletic Trainer, University of Texas; Office Assistant, Dr. Chu; Medical Assistant, Dr. Pacha

Charles Peveto, Instructor, Math
Effective: 9 month contracted employee at annual salary of $34,115 beginning August 24, 2015
Education: M.A., B.S., Mathematics, Sam Houston State University
Experience: Adjunct Instructor, Mathematics, LSC-University Park, North Harris; Teacher, Mathematics, Spring I.S.D.; Teacher, Mathematics, Cypress Fairbanks High School; Instructor, Mathematics, Blinn College; Teacher, Mathematics, Orangefield High School; Teacher, Mathematics, Nederland Junior High School; Teacher, Mathematics, Bay City School District

Natalie Rodgers, Instructor, Art
Effective: 9 month contracted employee at annual salary of $32,148 beginning August 24, 2015
Education: M.F.A, Visual Arts, Washington University; B.A., Studio Art, Baylor University
Experience: Adjunct Instructor, Art, LSC-University Park

LSC-University Park
Matthew Bryant, Assistant Professor, Chemistry
Effective: 10.5 month contracted employee at annual salary of $55,122 beginning August 17, 2015
Education: M.S., Chemistry, Vanderbilt University; B.S, Chemistry, University of Central Florida
Experience: Adjunct Instructor, Chemistry, LSC-University Park; Teacher, Chemistry, Langham Creek High School; Tutor, Chemistry, University of Central Florida; Tutor, Chemistry, Valencia College

William Grayson, Assistant Professor, Drama
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.F.A., Acting, University of Arkansas; B.A., Theater Performance, West Texas A&M University
Experience: Adjunct Instructor, Drama, LSC-University Park; Adjunct Instructor, Theater, Tarrant County College;

Nolide Guzman Zambrano, Associate Professor, Engineering
Effective: 10.5 month contracted employee at annual salary of $66,297 beginning August 17, 2015
Education: Ph.D., Petroleum Engineering, The University of Tulsa; M.S., B.S, Chemical Engineering, Universidad Central de Venezuela
Experience: Adjunct Instructor, Associate Professor, Online Instructor, Chemistry, LSC-University Park; Research Associate, The University of Tulsa; Associate Professor, Assistant Professor, Professor, Chief of Unit Operations, Engineering, Universidad Central De Venezuela

Amy Harris, Assistant Professor, Math
Effective: 10.5 month contracted employee at annual salary of $ 59,665 beginning August 17, 2015
Education: M.S., Applied Mathematics, B.A., Accounting, University of Texas at Austin
Experience: Adjunct Instructor, Mathematics, LSC-University Park, Tomball; Adjunct Instructor, Mathematics, Supplemental Instructor, San Jacinto College; Project Manager, Horn Wallace Cole & Co.; Controller, OGA
Management Partnership; Controller, Formcraft, Inc.; Controller, Anderson Greenwood Subsidiaries; Accountant, AccounTemps; Manager, Financial Reporting & Analysis; Controller, Prufrock Restaurants; Assistant Vice President, First Republic Bank; Capital Budget Analyst, Diamond Shamrock International; Accountant Texas Oil & Gas

Amy Huddleston, Project Director, Facilities
Effective: 12 month contracted employee at annual salary of $65,225 beginning August 17, 2015
Education: A.A.S., General Studies, LSC-CyFair
Experience: Project Manager, Campus Facilities, Specialist, Business Services, LSC-CyFair, Academic Assistant, Casper College; Office Manager, LPL Financial Services; Executive Secretary, INTEGRIS Heart Center; Executive Assistant, Seagate Technology, LLC

Methias Plank, Assistant Professor, Government
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.A., B.A., Political Science, San Diego State University
Experience: Adjunct Instructor, Political Science, LSC-University Park; Teacher, Government, Klein I.S.D; Teacher, Government, Community High School

Kevin Tucker, Assistant Professor,
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.L.A., History, University of St. Thomas; M.A., History, Sam Houston State University; B.S., Computer Science, University of Houston-Clear Lake

David Wiederrecht, Associate Professor, Kinesiology
Effective: 10.5 month contracted employee at annual salary of $59,665 beginning August 17, 2015
Education: M.S., Exercise Science, Western Maryland College; B.A., Health and Physical Education, Messiah College
Experience: Instructor, Kinesiology, Department Chair, Bethel College; Head Women’s Track and Field Coach, University of Wisconsin; Associate Professor, Kinesiology, Cecil Community College; Teacher, Health, Physical Education, Red Lion Area School District

Ying Yi, Assistant Professor, Physics

Effective: 10.5 month contracted employee at annual salary of $60,047 beginning August 17, 2015

Education: Ph.D., Physics, University of Houston; M.S. Theoretical Physics, B.S., Applied Physics, Chongqing University

Experience: Adjunct Instructor, Physics, LSC-University Park; Adjunct Faculty, Physics, Houston Community College; Adjunct Instructor, Physics, Presbyterian College
Personnel Report and Consideration No. 2  (ACTION ITEM 14)  Board Meeting 10-1-15

Request: Consideration of Resignations

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

**LSC-North Harris**

Joel Barr, Assistant Professor, Art
Effective September 1, 2015

Ginger Fray, Assistant Professor, English
Effective September 1, 2015

Richard Gregory, Police Chief
Effective September 1, 2015

Huong Haddad, Professor, Massage Therapy
Effective September 1, 2015

James Kieke, Professor, Emergency Medical Service
Effective August 7, 2015

Raul Lopez, Workforce Skilled Instructor, Heating Ventilation & Air Conditioning
Effective September 1, 2015

Rhonda Ragsdale, Professor, History
Effective August 18, 2015

Lorraine Schoenbeck, Assistant Professor, Medical Assisting
Effective September 1, 2015

Cori Scott, Assistant Professor, Nursing
Effective September 1, 2015

Martha Whitley, Assistant Professor, EDUC
Effective September 1, 2015

Marvin Williams, Assistant Professor, English
Effective September 1, 2015
**LSC-Kingwood**
Carl Carey, Professor, EDUC 1300
Effective September 1, 2015

Robin Garrett, Executive Director, Continuing Education
Effective September 1, 2015

Leonard Hullar, Assistant Professor, Political Science
Effective September 1, 2015

Gabriele Klopp, Professor, AD Nursing
Effective August 16, 2015

Wendy LaFargue, Associate Professor, AD Nursing
Effective September 1, 2015

Diane Langton, Professor, AD Nursing
Effective August 31, 2015

Joseph Minton, Professor, English
Effective September 1, 2015

Cora Ann Williams, Professor, Speech
Effective September 1, 2015

**LSC-Tomball**
Robert Eubank, Professor, Political Science
Effective September 1, 2015

**LSC-Montgomery**
Natasha Alvandi, Professor, English
Effective September 1, 2015

Jonathan Couch, Associate Professor, Automotive Technology
Effective September 1, 2015

**LSC-CyFair**
Rito Silva, Dean, Student Services
Effective August 31, 2015

Rosemarie Visconti, Professor, Reference Librarian
Effective September 1, 2015

**LSC-System Office**
Kurt Czupryn, Executive Director, University Center
Effective September 1, 2015
Judith Lux, Director, Foundation Events
Effective September 1, 2015

Ronda Rotelli, Chief Officer, Human Resources
Effective September 1, 2015

**LSC-System Office- University Park**
Ann Bolman, Vice President, College Services
Effective September 1, 2015

Jonathan Durfield, Associate Vice Chancellor, Special Projects
Effective September 1, 2015

John Galiotos, Dean, Energy & Manufacturing Institute
Effective September 1, 2015

Donetta Goodall, Special Assistant, Chancellor’s Office
Effective September 1, 2015

Shannon Infante, System Director, Financial Aid Communication & Training
Effective September 1, 2015

David Kaczynski, Sr. Project Director, Lease Administration
Effective September 1, 2015

Benjamin Leung, Project Manager, Enterprise Applications
Effective September 1, 2015

**Staff Resource:**
Link Alander 832-813-6832