I. Call to Order

II. Pledge of Allegiance

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

IV. Introductions, Special Guests, Recognitions – Honors College

V. Workshop – Bond Financing Plan

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-CyFair, LSC-SO-University Park
- Section 551.074 - Personnel Matters
  - Duties and Responsibilities of Administrators in Administration and Finance

VII. Reconvene Regular Meeting

VIII. Approval of the Minutes of the May 5, 2016 Workshop and Regular Meeting of the Board of Trustees

IX. Special Reports and Announcements
1. Chancellor – Reports and comments from the Chancellor regarding meetings and conferences attended, campus visits, community and district activities, education programs, current affairs related to higher education

2. Presidents - None

3. Vice Chancellors - None

4. Faculty Senate Presidents -None

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 Proposed Amendment to Lone Star College Policy Manual Section IV.F.2 Professional Development and Qualified Tuition Reduction Program/Educational Assistance Program (SECOND READING)

2. Consideration and Approval of the Proposed Amendment to Lone Star College Policy Manual Section I.F.1.07 (ACTION ITEM 1) (FINAL READING)

3. Consideration and Approval of the Proposed Amendment to Lone Star College Policy Manual Section III.H.3 Fraud, Section IV.D.3 Ethical Standards, and Section IV.D.6 Reporting and Investigating Dishonesty and Fraud (ACTION ITEM 2) (FINAL READING)

4. Consideration and Approval of Proposed Amendment to Lone Star College Policy Manual Section IV.B.1, Appointment Types (ACTION ITEM 3) (FINAL READING)

XIII. Curriculum Reports and Considerations
1. Consideration of Approval to Expand Fire Science Technology Associate of Applied Science (AAS) Degree to Lone Star College-Kingwood (ACTION ITEM 4)

XIV. Financial Reports and Considerations

1. Monthly Financial Reports

2. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-North Harris Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Workforce Skills and Trade Center (ACTION ITEM 5)

3. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-Kingwood Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Process Technology Satellite Center (ACTION ITEM 6)

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-CyFair Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Cypress Center Workforce Expansion (ACTION ITEM 7)

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-Montgomery Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Live Entertainment Tech Expansion (ACTION ITEM 8)

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-University Park Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Building 12, 7th Floor Classroom Remodel (ACTION ITEM 9)

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase and Installation of Furniture for LSC-University Park (ACTION ITEM 10)

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase and Installation of Furniture for LSC-Tomball (ACTION ITEM 11)

9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Session Initiation Protocol (“SIP”) Trunking and Transport Services (ACTION ITEM 12)
10. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts to Purchase Temporary Employment and Training Services (ACTION ITEM 13)

11. Consideration of Approval to Purchase Equipment for the Surgical Technology Program at LSC-Tomball (ACTION ITEM 14)

12. Consideration of Approval to Purchase Additional Technology Hardware, Software and Services (ACTION ITEM 15)

13. Consideration of Adopting a Resolution and Ordinance Establishing Exemptions From Ad Valorem Taxes for Tax Year 2016 (ACTION ITEM 16)

XV. Special Report and Considerations

1. Consideration of Approval for the Board of Trustees to Submit a Nomination to Association of Community College Trustees (ACCT) for Dr. Stephen Head for the Chief Executive Officer Award. (ACTION ITEM 17)

2. Consideration of Approval for the Board of Trustees to Submit a Nomination to Association of Community College Trustees (ACCT) for Ms. Helen Clougherty for the Professional Board Staff Member Award. (ACTION ITEM 18)

XVI. Personnel Report and Considerations

3. Consideration of Ratification of Appointments (ACTION ITEM 19)

4. Consideration of Acceptance of Resignations (ACTION ITEM 20)

XVII. Buildings and Grounds Report

Construction Projects Update

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 June 2, 2016
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 Friday the 27th day of May, 2016 in a place convenient to the public at LSC-System Office The Woodlands, The Woodlands Leadership Building, 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 27th day of May, 2016.

LONE STAR COLLEGE SYSTEM

_____________________
Stephen C. Head
Chancellor
MINUTES OF THE
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
May 5, 2016
6:00 p.m.

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

ABSENT: Mr. Bob Wolfe

WORKSHOP AND REGULAR MEETING

I. CALL TO ORDER: Ms. Good called the workshop and regular meeting of the Board of Trustees to order at 6:03 p.m. after determining that a quorum was present.

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

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

Mr. Vogt entered the meeting at 6:05 p.m.

IV. INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS: None

V. WORKSHOP: David Birch, professor of Political Science at LSC-Tomball introduced Margaret Lambert, LSC-Kingwood and participants from the Kingwood, Montgomery and Tomball delegation that participated in the Model UN. They represented the Republic of Chad and received the outstanding delegation award. Students were given the opportunity to give insight into the process in writing their position papers and the format of the Model UN and they collaborated with representatives from other countries to write position papers. The students felt all of the LSC advisors helped them compete against four year
colleges and universities to be able to immerse themselves into the culture and politics of the country they represented.

J.R. Wilson – professor of History at LSC-NH and Erika Herrera, assistant professor of political science at LSC-North Harris, introduced students that represented the Republic of Poland. The Model UN is set up through Honors College at North Harris. Model UN is an Honors course in advanced historical analysis and it requires primary sources based on analytical research. Students are required to submit a 15-20 page graduate level primary resource paper. Canaan McGee and Jason Lovins were chosen from thousands of students nationally to present their Model UN research at the National Collegiate Undergraduate Research Conference. LSC-NH Model UN delegation won honorable mention and three awards for outstanding position papers. Students shared their experiences and how this program impacted their lives.

Dr. Head asked the following to introduce themselves: Katie Caruso, executive director of Honors College, Brian Kaiser, director of Honors College and Laura Dupree, academic advisor. They have been instrumental in making these programs a success.

VI. CLOSED SESSION: At 6:27 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
- 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

Section 551.074 - Personnel Matters
- Duties and Responsibilities of Administrators in Administration and Finance

VII. RECONVENE REGULAR MEETING: Ms. Good reconvened the open meeting at 7:42 p.m.

VIII. APPROVAL OF THE MINUTES OF THE APRIL 7, 2016 WORKSHOP AND REGULAR MEETING: Chair Good advised there was an omission to action item #10 under the personnel reports – add Alan Bright, Professor of Kinesiology to multi-year contracts. There was a motion by Dr. Smith to approve the amended minutes and a second by Mr. Lloyd for the board to approve the minutes of the April 7, 2016 Workshop and Regular Meeting. The minutes were approved. Dr. Holsey abstained.

IX. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Dr. Head gave a brief update on the state legislative affairs and budget.
The Chancellor announced LSC has a record breaking 7,032 students graduating with a degree or certificate, an 8% increase over last year. The graduation dates and times: Friday, May 13, 2016, 6:00 p.m. - LSC-Montgomery, The Woodlands Church; 7:00 pm. – LSC-NH, M.O. Campbell Center and LSC-UP, Champions Forest Baptist Church. On Saturday, May 14, 2016 at 9:00 a.m. - LSC-CyFair, The Berry Center; 10:00 a.m. LSC-Tomball, The Woodlands Church; 2:00 p.m. LSC-Kingwood, M.O. Campbell Center.

Dr. Head thanked Trustee Good, the Foundation and employees for all that they did to help our employees who were affected by the floods.

Chancellor Head highlighted the TEA Early College High School Demonstration Site grants awarded to three early college high schools affiliated with Lone Star College: Aldine ISD – Victory Early College High School, Humble ISD – Quest Early College High School and Spring ISD – Early College Academy at Southridge.

2. **College Presidents:** Dr. Seelpa Keshvala, president of LSC-CyFair gave a presentation on LSC’s response to the 2016 flood. All colleges developed relief plans, Board Chair Good gave presentations on legal aid. Relief centers were set up at each campus and Phi Beta Kappa Chapters assisted distribution of relief suppliers. The LSC Foundation had distributed over 800 grants to students and employees affected by the flooding amounting almost $300,000.

Mr. Ernest Brown, deputy director of Lone Star Legal Aid thanked Lone Star College for working with Lone Star Legal Aid in assisting those affected by the flooding.

3. **Vice Chancellors:** Mr. Amos McDonald, vice chancellor government and public relations gave a brief update on the flood donations and indicated that there were 803 distributions as of the board meeting and the total monies allocated had been exhausted. Mr. McDonald gave an update on the Star Gala – there were 686 attendees, five trustees, 63 employees and nine elected officials in attendance along with 30 student volunteers. A total of over $1 million was raised with $832,250 in cash collected with $265,500 pledged towards annual endowments or scholarships including LSC Promise. Through the efforts of the gala the Foundation has 25 new endowments and the endowment overall grew by $568,000. Only 20% of revenues were used for overall gala expenses.

Mr. Shah Ardalan, president of LSC-University Park gave an update on the announcement by Mayor Turner of the Texas Center for Hispanic Achievement. LSC led efforts for the state of Texas. He thanked Trustees Smith, Murillo and Trowbridge for attending. Over 100 leaders from K-12 ISD’s and area universities also attended.

4. **Faculty Senate Presidents:** Ms. Sherry Young gave a presentation on Workforce Programs and highlighted programs from each college. The highlighted programs at each college were: LSC-CyFair - Petroleum Data Technician; LSC-Kingwood –
Designs in Print; LSC-Montgomery – Live Entertainment Technology; LSC-NH – HVAC; LSC-Tomball – Pharmacy Management Program; LSC-UP – Engineering Technology. Lone Star College has 42 Work Force credit programs and in the last four years Lone Star College has given out 13,311 certificates and degrees. There are 42,626 students this year in workforce programs.

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

Dr. Trowbridge spoke of the new Texas Center for Hispanic Achievement Center – it will be a consortium of 11 schools and groups to include Rice University. A recent demographics project states the population in the state of Texas in 2030 will likely be over 50% Hispanic and the poverty rate will increase. Currently 60% of K-12 students are in the poverty level and that would indicate that rate will get higher.

Mr. Art Murillo echoed the excitement for the new Texas Center for Hispanic Achievement and said that the synergy and support is there for this program and the fact that Lone Star is available to fill this need shows the innovation of Lone Star. Mr. Murillo also attended an event at the LSC-Greenspoint Center for the college readiness academy.

Dr. Alton Smith recognized and thanked all educators who are teaching our children in honor of Teacher Appreciation Week.

X. CITIZENS DESIRING TO ADDRESS THE BOARD: Mr. David Wilson, representing the Cypress Tea Party, addressed the board on Texas Transparency Stars Program and agenda action item #12, executive compensation plans.

Ms. Mary Medel addressed the board on hiring more Hispanic and Latino professors and staff. Mr. Jesus Medal addressed the board on increasing the number of Hispanic instructors to help improve the graduation rate of Hispanic students.

Mr. Joe Ramirez, HESI, spoke about lack of diversity.

XI. CONSIDERATION OF THE CONSENT AGENDA: Items 7, 10, 12, 13 and 15 were pulled from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Trowbridge made a motion to approve items 1, 2, 3, 4, 5, 6, 8, 9, 11, and 14. Mr. Lloyd 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 the Recommended Revision of the Lone Star College Board Policy Section I.F.1.07 (FIRST READING): the Board of Trustees reviewed the recommended revisions of Lone Star College System Board Policy Section I.F.1.07. A copy is attached as Exhibit “C”.

2. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section III.H.3 Fraud, Section IV.D.3 Ethical Standards, and
Section IV.D.6 Reporting and Investigating Dishonesty and Fraud **(FIRST READING):** the Board of Trustees reviewed Amendments to the College’s Board Policy Manual Section III.H.3, Section IV.D.3, and IV.D.6, amending College policies related to gifts to College officers and employees. A copy is attached as Exhibit “D”.

3. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section IV.F.2 Professional, Development and Qualified Tuition Reduction Program/Educational Assistance Program **(FIRST READING):** the Board of Trustees reviewed Amendments to the College’s Board Policy Manual Section IV.F.2, amending the name of Section IV.F.2 to Professional Development and Educational Assistance Program and Section policy provisions related to professional development and educational assistance for employees. A copy is attached as Exhibit “E”.

4. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section IV.B.1, Appointment Types **(FIRST READING):** the Board of Trustees reviewed the recommended revisions to the College’s Policy Manual Section IV.B.1, Appointment Types. A copy is attached as Exhibit “F”.

5. Consideration and Approval of the Recommended Revision of the Lone Star College System Board Policy Manual Sections IV.D.8 and IV.D.9 **(ACTION ITEM 1) (FINAL READING):** the Board of Trustees reviewed and approved Amendments to the College’s Board Policy Sections IV.D.8 and IV.D.9, covering intellectual property policies. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G”.

6. Consideration and Approval of the Recommended Revision of the Lone Star College System Board Policy Manual Section IV.E.6 **(ACTION ITEM 2) (FINAL READING):** the Board of Trustees reviewed and approved Amendments to the College’s Board Policy Section IV.E.6, covering the Family and Medical Leave Act policy. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H”.

7. Consideration and Approval to Change the October Board Meeting Date per LSC Board Policy I.E.1.31 – Day and Time of Regular Meeting **(ACTION ITEM 3):** the Board of Trustees approved moving the Thursday, October 6, 2016 Workshop and Regular Meeting to Monday, October 3, 2016 to allow members of the LSCS Board of Trustees to attend the Association of Community College Trustees Annual Leadership Congress in New Orleans October 5 – 8, 2016. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I”.

8. Consideration of Approval of the 2017-2018 Academic Calendar **(ACTION ITEM 4):** the Board of Trustees approved the proposed calendar. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

XIII. CURRICULUM REPORT AND CONSIDERATIONS:
1. Consideration of Approval for Pipefitting Associate of Applied Science (AAS) Degree at Lone Star College – North Harris **(ACTION ITEM 5):** the Board of Trustees approved a request for Pipefitting AAS Degree at LSC-North Harris. This item was
passed in the Consent Agenda. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

2. Consideration of Approval for Construction Supervision Level I Certificate, Level II Certificate and Associate of Applied Science (AAS) Degree at Lone Star College-North Harris (ACTION ITEM 6): the Board of Trustees approved the following request for Construction Supervision Level I Certificate, Level II Certificate and AAS degree at Lone Star College-North Harris. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”.

XIV. FINANCIAL REPORTS AND CONSIDERATIONS:

1. Monthly Financial Statements: Ms. Carin Hutchins, acting CFO for administration and finance, presented the monthly financial statements for the month ended March 31, 2016. A copy is attached as Exhibit “M”.

2. Consideration of Adopting a Resolution and Ordinance Establishing Exemptions From Ad Valorem Taxes for Tax Year 2016 (ACTION ITEM 7): due to lack of motion and second this item will be placed on the June 2, 2016 agenda for approval. A copy is attached as Exhibit “N”.

3. Consideration of Approval to Purchase Equipment for the Workforce Process Technology Program at LSC-Kingwood (ACTION ITEM 8): the Board of Trustees approved the purchase of equipment for the Workforce Process Technology program at LSC-Kingwood from Technical Laboratory Systems, 1113 Avenue B, Katy, TX 77493, in the amount of $322,231. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O”.

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase(s) of Cisco Network Hardware, Software and Maintenance (ACTION ITEM 9): the Board of Trustees authorizes the Chancellor or designee to negotiate and execute contracts for the purchase(s) of Cisco network hardware, software and maintenance from Netsync Network Solutions, 2500 West Loop South, Suite 410, Houston, Texas 77027, for a not-to-exceed amount of $5,000,000 over two years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute the Plan Description Document and Offer Enrollment in a Separation Incentive Plan to Eligible Employees (ACTION ITEM 10): with a motion by Dr. Smith and a second by Dr. Scott the Board of Trustees authorizes the Chancellor or designee to negotiate and execute the plan description document with Public Agency Retirement Services (“PARS”) and offer enrollment in a Separation Incentive Plan (“SIP”) to eligible employees. The implementation of the SIP, effective December 31, 2016, is contingent upon the plan having sufficient participation to meet the College’s fiscal and operational objectives. A copy is attached as Exhibit “Q”.

6
6. Consideration of Approval to Modify the Language in the Previously Approved April 9, 2015 and June 4, 2015 Agenda Items for the Purchase of Architectural and Construction Manager at Risk Services for the System (ACTION ITEM 11): the Board of Trustees approved the modification of language in the previously approved April 9, 2015 and June 4, 2015 agenda items for the purchase of architectural and construction manager at risk (“CMAR”) services for the System. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

7. Consideration of Approval to Authorize the Chancellor, or his designee to Establish Executive Retirement and Deferred Compensation Plans (ACTION ITEM 12): upon a motion by Dr. Holsey and a second by Dr. Scott the Board of Trustees authorizes the Chancellor, or his designee, to establish executive retirement and deferred compensation plans as required by eligible employment contracts. In addition, that the Board of Trustees authorizes the Chancellor, or his designee, to designate a Lone Star College administrator for such plans to execute necessary plan documents or amendments thereto for the life of the plans. A copy is attached as Exhibit “S”.

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 13): with a motion by Dr. Scott and a second by Dr. Smith the Board unanimously ratified the appointments as presented. A copy is attached as Exhibit “T”.

2. Consideration of Acceptance of Resignations (ACTION ITEM 14): the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U”.

3. Consideration of the Reappointment of Full-Time Faculty (ACTION ITEM 15): with a motion by Mr. Murillo and a second by Dr. Holsey the board ratified the list of Administrators and Workforce Skilled Trade Instructors Reappointments for the time periods and position indicated with the addition of Bennie Lambert, Interim Vice President Student Success. These are subject to final review and approval of the Chancellor. Ms. Good abstained. A copy is attached as Exhibit “V”.

XVI. BUILDING AND GROUNDS REPORTS:

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

XVII. SUGGESTED FUTURE AGENDA ITEMS: Items to be considered to be added to future board meeting agendas:

Setting up a Board policy review committee and Action Item for ACCT awards.
XVIII. ADJOURNMENT: There being no further business, the meeting was adjourned at 9:25 p.m.

ATTEST:

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

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

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

Tally Of Action Items

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Request: Consideration of the Proposed Amendment to Lone Star College Board Policy Manual Section IV.F.2 Professional Development and Qualified Tuition Reduction Program/Educational Assistance Program (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees review the Proposed Amendment to the College’s Board Policy Manual Section IV.F.2, amending the name of Section IV.F.2 to Professional Development and Educational Assistance Program and Section policy provisions related to professional development and educational assistance for employees.

Rationale: Current policy requires repayment of tuition and fee waivers granted to employees unsuccessful in satisfying waiver eligibility requirements. In efforts to encourage and cultivate a culture of support to employees in educational career advancement opportunities, the College seeks to eliminate the condition of repayment under any circumstance. This amendment would also remove and relocate the specific listing of additional waiver eligibility requirements contained in current policy to procedures developed and published for this program. This relocation would allow the College the ability to promptly revise or adjust eligibility requirements as needed in response to evolving program needs. Additionally, the renaming of this Section to “Professional Development and Educational Assistance Program” (emphasis added) ensures that the College policy naming convention is accurately aligned with the federal statutory naming convention for this program.

For these reasons, the College requests the Board to consider and review the proposed Section IV.F.2 policy amendments.

Fiscal Impact: Based on prior fiscal year data, the cost of this policy amendment is estimated to be approximately $30,000.

Resource: Mario K. Castillo 832-813-6655
Carin Hutchins 832-813-6737
IV.F.2. Professional Development and Educational Assistance Program

IV.F.2.01 - Policy

The College encourages and supports the advancement of all employees through educational, professional, and vocational development and training opportunities.

IV.F.2.02 - Definitions

(a) **Professional Development** means activities and opportunities that enhance the skill, knowledge and ability required in an employee's current position, or prepares an employee for a career path position in their area\(^1\).

(b) **Educational Assistance Program** means a separate written plan of an employer for the exclusive benefit of his employees to provide such employees with educational assistance\(^2\).

(c) **Educational Assistance** means payment, by an employer, of expenses incurred by or on behalf of an employee for education of the employee (including, but not limited to, tuition, fees, and similar payments, books, supplies and equipment), and the provision, by an employer, of courses of instruction for such employee (including books, supplies, and equipment). Educational Assistance does not include payment for, or the provision of, tools or supplies which may be retained by the employee after completion of a course of instruction, or meals, lodging, or transportation, or payment for, or the provision of any benefits with respect to, any course or other education involving sports, games, or hobbies\(^3\).

(d) **Continuous Employment** means employment in which employees receive pay in 26 consecutive pay periods during normal working business days\(^4\).

(e) **Laboratory Fee** means a sum sufficient to cover the general laboratory material and supply costs used by a laboratory student. Laboratory fees charged by the College shall not exceed the lesser of $24 per semester credit hour of laboratory course credit for which the student is enrolled or the cost of actual materials and supplies used by the student.\(^5\)

IV.F.2.03 - Required Development

The College provides financial support for professional licensure renewals, professional association or organization membership dues, and established continuing education requirements for specific positions. Position requirements are determined by the Chancellor or designee. Additionally, the College provides time-off and cost-reimbursement for job-specific training

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\(^1\) Taken from existing Board Policy F.2.02 (professional development activities).


\(^3\) 26 U.S.C.A. §127(c)(1).

\(^4\) Taken from existing Board Policy F.2.05 (eligibility for a waiver of tuition and required fees).

\(^5\) LSC Board Policy Manual Section VI.B.4.02 (d); Texas Education Code Section 54.501.
required for all employees, including but not limited to, orientation, legal compliance training, systems training, process training and other position-specific training.

IV.F.2.04 - Professional Development Activities

An employee may request Professional Development Leave to attend professional conferences, workshops, seminars, training courses, or meetings as approved by the supervisor. Pre-approved Leave is an excused absence. Sick, vacation, or compensatory time is not used. Additionally, an employee may request reimbursement or an advance for expenses related to professional development activities, including registration fees, travel, meals, and lodging in accordance with College travel policies and procedures.

All Professional Development costs and expenses must be within departmental budget authority and pre-approved by an employee’s supervisor.

IV.F.2.05 - Organization Membership

Memberships in professional or academic associations or organizations are reimbursable, with supervisor approval, up to $25 a year per employee. The College shall not reimburse dues paid to unions or organizations engaging in lobbying or political activities.

IV.F.2.06 - Employee Educational Assistance

The College may provide limited Educational Assistance for eligible employees seeking to further their academic development. As Educational Assistance, the College will waive the tuition and required fees for eligible employees (up to six credit hours per term for a maximum of 18 credit hours per academic year) for approved College courses taken in accordance with this policy. Additionally, the College will do the same with state-funded continuing education courses for eligible employees for approved College courses taken in accordance with this policy, subject to space availability. The College may waive tuition and required fees for a course that includes a laboratory fee.

IV.F.2.07 Educational Assistance Eligibility

Full-time employees employed at the start of class are eligible to receive assistance.

Part-time employees regularly employed with the College who have completed twelve months of continuous employment are eligible. Adjunct faculty who have taught at least six consecutive spring and fall semesters are eligible for assistance.

IV.F.2.08 Educational Assistance Conditions

Conditions of Educational Assistance will be developed and published by the College in procedures for the Educational Assistance Program.
IV.F.2.09 Procedures

The Chancellor or designee may develop procedures for appropriate implementation of the program.
Policy Report and Consideration No. 2 (ACTION ITEM 1)  Board Meeting 6-2-16

Request: Consideration and Approval of the Proposed Amendment to Lone Star College Policy Manual Sections I.F.1.07 (ACTION ITEM 1) (FINAL READING)

Chancellor’s Recommendation: That the Board of Trustees review and approve the Proposed Amendment to Lone Star College System Board Policy Section I.F.1.07.

Rationale: This policy revision makes the Office of the General Counsel responsible for the accuracy and currency of the Policy Manual.

Fiscal Impact: None.

Staff Resource: Mario Castillo 832-813-6655
I.F.1.07 - Official Policy Manual

The Board shall designate one copy of the policy manual as the official policy manual of the System. The official version of the policy manual shall be an electronic copy on the System’s Office of the General Counsel website. The Office of the General Counsel shall be responsible for its accuracy and currency of the policy manual.
Request: Consideration and Approval of the Proposed Amendment to Lone Star College Board Policy Manual Section III.H.3 Fraud, Section IV.D.3 Ethical Standards, and Section IV.D.6 Reporting and Investigating Dishonesty and Fraud (ACTION ITEM 2) (FINAL READING)

Chancellor’s Recommendation: That the Board of Trustees review and approve the Proposed Amendment to the College’s Board Policy Manual Section III.H.3, Section IV.D.3, and IV.D.6, amending College policies related to gifts to College officers and employees.

Rationale: The Policy Manual does not explicitly allow College employees without conflicts of interest to accept tuition waivers or reimbursement for transportation, lodging, and meal expenses from a vendor providing a seminar or training program relevant to the employee’s job, even if the employee is directed by his or her manager to attend. Based on applicable statutes and Texas Ethics Commission opinions, the Office of the General Counsel believes that College employees may ethically accept tuition waivers and related expenses related to such seminars or training programs to the extent that the College would otherwise pay for these expenses. Therefore, we encourage the Board to amend the appropriate sections of the Policy Manual to explicitly allow College employees to accept tuition waivers and expense reimbursement from vendors in these situations.

Fiscal Impact: Minor impacts as employees in certain situations accept tuition waivers and expense reimbursements from vendors for vendor-provided seminars and training programs instead of having the College pay these costs.

Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
III.H.3. Fraud

III.H.3.01 Fraud Prevention
College managers with supervisory or review authority have the following responsibilities:

i. Each supervisor shall become aware of what can go wrong in their area of authority.

ii. Each supervisor shall put into place and maintain effective monitoring, review, and control procedures that will prevent acts of wrongdoing.

iii. Each supervisor shall put into place and maintain effective monitoring, review, and control procedures that will promptly detect acts of wrongdoing should prevention efforts fail.

Accountability for the effectiveness of these responsibilities cannot be delegated and shall remain with the supervisors and managers.

III.H.3.02 Fraud Definition
The College prohibits fraud and financial impropriety in the actions of its trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College.

Fraud and financial impropriety shall include, but not be limited to:

i. Forgery or alteration of a check, bank draft, or other financial document or account belonging to the College;

ii. Falsifying time sheets, expense reports, or other report documents;

iii. Misappropriation of funds, securities, supplies, or other assets;

iv. Impropriety in handling or reporting money or financial transactions;

v. Profiting as a result of insider knowledge of College activities;

vi. Disclosing confidential or proprietary information to outside parties;

vii. Accepting or seeking anything of material value from vendors or persons providing services/materials to the College, with the exception of a perishable gift less than $50 in value intended for a group of employees—provided, however, that an employee may, at the direction of the appropriate College manager, accept an invitation to attend a seminar or training program relevant to his or her job if the employee does not exercise discretion over pecuniary transactions between the College and the entity waiving the seminar or training program’s tuition and/or paying for related expenses. For any such seminar or training program, the College may accept a tuition waiver along with related transportation, lodging, and meal expenses for the employee to the extent that the College otherwise would pay for these expenses;

viii. Destruction, unauthorized modification, or disappearance of records, furniture, fixtures, or equipment; and
ix. Any similar or related irregularity to those mentioned in this section.

III.H.3.03 Investigation Responsibilities
The Internal Audit Department is responsible for the initial investigation and shall promptly notify the Location Executive Officer (LEO), General Counsel, and the Vice Chancellor for Administration and Finance/Chief Financial Officer of the review initiation. If any person who would otherwise be notified is a fact witness in the investigation, or in any other manner may be potentially implicated or involved in the investigation, he or she shall not be involved in the administrative oversight or reporting of the investigation. Once a factual investigation establishes fraud, the College’s General Counsel and Chief Financial Officer shall communicate the fraud to the Chancellor, and the Chancellor, in turn, shall communicate the findings to the Board of Trustees Audit Committee.

Decisions to prosecute or to turn the matter over to law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, shall be made by the Chancellor, in consultation with the Board of Trustees.

Decisions regarding the continuing employment of persons who are involved in, or who failed to take appropriate action to protect against dishonest or fraudulent conduct, shall be made in accordance with Board Policies regarding discipline and discharge.

III.H.3.04 Non-Retaliation
Any employee or student who reports suspected fraudulent activity in good faith shall be protected against any retaliation for making such a report. The reporting member of the College community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee’s or student’s supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this Policy will be disciplined, up to and including discharge of employment for an employee, or expulsion from the College for a student.

III.H.3.05 Confidentiality
The Director of Internal Audit may accept and initiate an investigation, on a confidential basis, from a College employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the Internal Audit Department shall be disclosed to and discussed with only those persons associated with the College who have a legitimate need to know for the performance of their job duties and responsibilities.
IV.D.3. Ethical Standards

IV.D.3.01 Ethical Standards
All employees must adhere to the highest ethical and professional standards, always conducting official duties for the College with integrity and honesty, and in conformance with applicable law, governing regulations, and the policies adopted by the Board of Trustees. All employees must:

a. Be responsible for protecting information that is made confidential by law, to which access is restricted by state or federal law, Board Policy, College procedures, or in accordance with contracts to which the College is bound. This includes an obligation to refuse to engage in any employment, sales, or commercial activity that might reasonably be expected to require or induce the disclosure of information acquired by reason of the employee’s position.

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 Section III.H.3.02(vii) above.

c. Avoid personal investments that could reasonably be expected to create a substantial conflict between the employee’s private interest and the public interest to which he or she is appointed to serve.

d. Perform all official duties and exercise all official powers in an impartial manner, free from any solicitation, acceptance or agreement to accept or give any personal benefit, including a benefit for or to one’s family.

e. Contribute to the creation of a positive and constructive environment that is essential for the success and effectiveness of the workplace and the teaching/learning process, including the responsibility for each employee to:

   i. Subscribe to the judicious use of power vested in his or her position and exercise particular care in relationships of unequal authority, such as that of a supervisor/subordinate or a faculty/student, in which he or she has responsibility for evaluation and decision-making.

   ii. Ensure that each employee/student under his or her direction has the opportunity to work/learn in an environment that is free from prohibited harassment or discrimination and that reflects concern for each individual and respect for each person.

   iii. Refuse to permit a family member to enroll in a class or other instructional activity for which the employee has responsibility to evaluate performance.

   iv. Take reasonable actions to ensure that appropriate rules regarding plagiarism and/or cheating are in place and enforced to protect academic integrity.
f. Keep accurate and reliable records of all matters for which he or she has responsibility, and maintain all records and funds in an accurate and straightforward manner that is consistent with the law and the College’s accounting processes.

g. Provide full and accurate information, and true records of all required documentation, including employee applications, employment verification documents, transcripts, certifications and credentials, criminal history, information regarding prior employment, and any other information which materially relates to the employee’s employment or application for employment with the College.
IV.D.6. Reporting and Investigating Dishonesty and Fraud

IV.D.6.01 Internal Control Systems
Each College manager is to be aware of the types of improprieties that might occur within his or her area of responsibility, to establish appropriate operating rules that will permit the timely identification of business irregularity, and to report any apparent irregularities to the Director of Internal Audit. Any required investigative activity will be conducted without regard to the suspected wrong-doer’s length of service, position/grade, or relationship to other internal or external persons.

IV.D.6.02 Actions Constituting Fraud
Any act of dishonesty or fraud, including but not limited to those listed below, is covered by this policy:

a. Forgery or alteration of a check, bank draft, or other financial document, or account belonging to the College;
b. Falsifying time sheets, expense reports, or other reporting documents;
c. Misappropriation of funds, securities, supplies, or other assets;
d. Impropriety in handling or reporting of money or financial transactions;
e. Profiting as a result of insider knowledge of College activities;
f. Disclosing confidential or proprietary information to outside parties;
g. Accepting or seeking anything of material value from vendors or persons providing services/material to the College, with the exception of a perishable gift with a value of less than $50, and intended for a group of employees or attendance at a vendor-provided or -sponsored seminar or training program under the conditions specified in Section III.H.3.02(vii) above;
h. Destruction, removal, or disappearance of records, furniture, fixtures, equipment, or other assets;
i. Unauthorized conversion, alteration, or tampering with any College record for any purpose; and
j. Any similar or related irregularity to those mentioned in this section.

IV.D.6.03 Investigation Responsibilities
The Internal Audit Department is responsible for the initial investigation and shall promptly notify the Location Executive Officer, General Counsel, and the Vice Chancellor for Administration and Finance/Chief Financial Officer of the initiation of the review. If any person who would otherwise be notified is a fact witness in the investigation, or in any other manner may be potentially implicated or involved in the investigation, he or she shall not be notified, or involved in the administrative oversight or reporting of the conduct of the investigation. Once a factual investigation establishes fraud, the College’s General Counsel
and Chief Financial Officer shall communicate the fraud to the Chancellor, and the Chancellor shall communicate the findings to the Board of Trustees Audit Committee.

Decisions to prosecute or to turn the matter over to the law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, will be made by the Chancellor, in consultation with the Board of Trustees.

Decisions regarding the continuing employment of persons who are involved in or who failed to take appropriate actions to protect against dishonest or fraudulent conduct will be made in accordance with Board Policies regarding discipline and discharge.

**IV.D.6.04 Non-Retaliation**

Any employee who reports suspected fraudulent activity in good faith shall be protected against any retaliation for making such a report. The reporting member of the campus community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee’s or student’s supervisor, or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this Policy will be disciplined, up to and including discharge of employment for an employee, or expulsion from the College for a student.

**IV.D.6.05 Confidentiality**

The Director of Internal Audit may accept and initiate an investigation based on confidential information received from a College employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the Internal Audit Department will be disclosed and discussed only with those persons associated with College who have a legitimate need to know, in the performance of their job duties and responsibilities.
Request: Consideration and Approval of the Proposed Amendment to Lone Star College Policy Manual Section IV.B.1 Appointment Types (ACTION ITEM 3) (FINAL READING)

Chancellor’s Recommendation: That the Board of Trustees reviews and approves the Proposed Amendment to the College’s Policy Manual Section IV.B.1, Appointment Types.

Rationale: The Amendment of Policy Manual Section IV.B.1, Appointment Types is necessary for the College to maintain compliance with statutory requirements, specifically the Patient Protection and Affordable Care Act.

Fiscal Impact: None.

Staff Resource: Mario Castillo 832-813-6842
Link Alander 832-813-6285
IV.B. EMPLOYMENT RELATIONSHIP

IV.B.1. Appointment Types

Each position is categorized by the Office of Human Resources as being in one of the fourteen (14) appointment categories, and as exempt or nonexempt. The categories, in turn, affect benefits eligibility, compensation, contractual status and other conditions of employment.

IV.B.1.01 Appointment Categories


2. Location Executive Officer (LEO): The Vice Chancellors and College Presidents, each of whom serve in a contractual position.


4. Faculty: Contractual employees whose primary duties and responsibilities directly relate to educational programs or student educational development. The term “faculty” only includes Faculty and Temporary Faculty.

5. Temporary Faculty: Contractual instructional employee who has the same duties and responsibilities as a permanent faculty member. Temporary faculty are hired in a full-time capacity on an annual contract, contingent upon College needs. Temporary faculty members have no right of continuing employment beyond the term of their current contract and do not have a right of notice of non-renewal and their service as temporary faculty members.

6. Instructor: Contractual instructional employee whose duties are instructing and teaching only. Instructors are hired on a reduced work load and will be paid at a prorated faculty salary. Instructors have no right of continued employment beyond their annual contract, do not have right of notice of non-renewal, and their service as instructor does not count towards eligibility for a multiyear contract or faculty status.

7. Adjunct: An employee who receives a limited appointment to teach no more than nine (9) credit hours per semester not to exceed eighteen (18) credit hours in any given academic year, defined for this purpose as a nine month period with two 4.5 semesters.

8. Dual Credit Instructor:

(a) Non Employee: A non-College employee. This person is employed by a local Independent School District (ISD). Dual Credit Instructors receive an
appointment from the ISD to teach and perform assigned duties. The College pays the local ISD, and ISD pays all monetary compensation and/or benefits to the Dual Credit Instructor. The ISD is the fiscal agent.

(b) Employee: College employee who receives a limited appointment to teach no more than nine (9) credit hours per semester not to exceed eighteen (18) credit hours in any given academic year, defined for this purpose as a nine month period with two 4.5 semesters. The College is the fiscal agent.

9. Workforce Skilled Trade Instructor: Contractual instructional employee whose duties are instructing, teaching, and program and career development designed to meet workforce needs, identified through College partnerships with business, government, and community organizations. Instructors may be hired on a full or reduced work load. Position has no right of continued employment beyond the initial term of employment. Employee has no right of notice of non-renewal and service does not count towards eligibility for a multiyear contract or faculty status.

10. Continuing Education (CE) Instructor: An employee who receives a limited appointment to teach specific non-credit course(s).

11. Professional Staff: Non-contractual employee designated as exempt by the Office of Human Resources in accordance with the Fair Labor Standards Act overtime requirements.

12. Support Staff: Non-contractual employee designated as non-exempt by the Office of Human Resources in accordance with the Fair Labor Standards Act overtime requirements.

13. Grant Funded Employee: An employee who receives a limited appointment to perform specific services that are supported by external grant funds.

14. Volunteer: A person who serves in a non-employee position to perform particular duties or services, without monetary compensation or benefits.

*LSCS Policy Manual Section adopted by the Board of Trustees on August 6, 2015*
Request: Consideration of Approval to Expand Fire Science Technology Associate of Applied Science (AAS) Degree to Lone Star College-Kingwood

Chancellor’s Recommendation: That the Board of Trustees approve an expansion of the Fire Science Technology AAS degree to Lone Star College-Kingwood.

Rationale: Lone Star College-Kingwood has traditionally offered the Basic Structural Firefighter Certificate. With growing demands and an opportunity to expand the LSC-Kingwood facilities, it has become evident a need exists for the Fire Science Technology AAS. Demands in the Houston-Sugarland-Baytown Metropolitan Statistical Area (MSA) show substantial growth for firefighters, and labor market data from the Texas Workforce Commission and Economic Modeling Specialists show moderate to strong wages for this occupational field.

<table>
<thead>
<tr>
<th>Fire Science Technology AAS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation: Firefighters</td>
<td></td>
</tr>
<tr>
<td>TWC Total Annual Average Job Openings (2012-2022)</td>
<td>180</td>
</tr>
<tr>
<td>TWC Entry Wage (2013)</td>
<td>$15.31</td>
</tr>
<tr>
<td>TWC Median Wage (2013)</td>
<td>$23.66</td>
</tr>
</tbody>
</table>

Sources: Texas Workforce Commission

There will be no change to current program curriculum for this expansion to occur. Labor market data and zip code analysis were reviewed during the internal vetting process for this expansion request. No negative impacts to the existing programs at LSC-CyFair and LSC-Montgomery are predicted.

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

Fiscal Impact: Funding for this program will be included in the proposed FY 2016-17 budget for LSC-Kingwood.

Staff Resource: Katherine Persson 832-316-8009
Austin Lane 832-386-9381
Financial Report and Consideration No. 1  

Report: Monthly Financial Statements

The financial statements for the month ended April 30, 2016 are presented for Board review.
ACTUAL REVENUES AS A % OF BUDGET
9/1 THROUGH 4/30

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>77.5%</td>
</tr>
<tr>
<td>2012-13</td>
<td>80.2%</td>
</tr>
<tr>
<td>2013-14</td>
<td>81.6%</td>
</tr>
<tr>
<td>2014-15</td>
<td>82.3%</td>
</tr>
<tr>
<td>2015-16</td>
<td>81.5%</td>
</tr>
</tbody>
</table>
ACTUAL EXPENDITURES AS A % OF BUDGET
9/1 THROUGH 4/30

- 60.0%
- 59.8%
- 60.7%
- 62.4%
- 62.5%
## LONE STAR COLLEGE

**Statement of Revenues and Expenditures**  
**General and Auxiliary Funds**  
**YTD April 30, 2016**  
**Unaudited**

<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>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$74,090,000</td>
<td>$45,884,371</td>
<td>61.9%</td>
<td>$44,934,932</td>
<td>62.0%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>111,840,000</td>
<td>90,769,866</td>
<td>81.2%</td>
<td>91,216,065</td>
<td>83.7%</td>
</tr>
<tr>
<td>Taxes</td>
<td>125,260,000</td>
<td>124,210,013</td>
<td>99.2%</td>
<td>113,683,397</td>
<td>97.8%</td>
</tr>
<tr>
<td>Investments</td>
<td>420,000</td>
<td>278,878</td>
<td>66.4%</td>
<td>268,839</td>
<td>76.8%</td>
</tr>
<tr>
<td>Other</td>
<td>6,020,000</td>
<td>3,369,945</td>
<td>56.0%</td>
<td>3,318,436</td>
<td>56.7%</td>
</tr>
<tr>
<td>Tuition/Growth Contingency</td>
<td>910,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Current Operations Revenues</strong></td>
<td>318,540,000</td>
<td>264,513,073</td>
<td>83.0%</td>
<td>253,421,669</td>
<td>82.9%</td>
</tr>
<tr>
<td>Auxiliary Revenues</td>
<td>18,140,000</td>
<td>9,736,832</td>
<td>53.7%</td>
<td>10,422,617</td>
<td>69.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>336,680,000</td>
<td>274,249,905</td>
<td>81.5%</td>
<td>263,844,286</td>
<td>82.3%</td>
</tr>
<tr>
<td>Reserves</td>
<td>5,810,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues and Reserves</strong></td>
<td>342,490,000</td>
<td>274,249,905</td>
<td>81.5%</td>
<td>263,844,286</td>
<td>82.3%</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction-Academic</td>
<td>81,976,726</td>
<td>55,425,698</td>
<td>67.6%</td>
<td>53,352,075</td>
<td>68.2%</td>
</tr>
<tr>
<td>Instruction-Workforce</td>
<td>29,593,065</td>
<td>21,748,561</td>
<td>73.5%</td>
<td>20,838,280</td>
<td>77.1%</td>
</tr>
<tr>
<td>Public Service</td>
<td>798,400</td>
<td>478,437</td>
<td>59.9%</td>
<td>411,303</td>
<td>53.6%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>52,910,505</td>
<td>29,851,925</td>
<td>56.4%</td>
<td>31,166,504</td>
<td>54.0%</td>
</tr>
<tr>
<td>Student Services</td>
<td>48,544,695</td>
<td>26,658,334</td>
<td>54.9%</td>
<td>25,297,376</td>
<td>57.6%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>32,641,161</td>
<td>20,377,773</td>
<td>62.4%</td>
<td>21,446,913</td>
<td>63.2%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>33,462,827</td>
<td>21,571,657</td>
<td>64.5%</td>
<td>20,146,391</td>
<td>57.1%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>26,862,621</td>
<td>18,632,392</td>
<td>69.4%</td>
<td>17,430,951</td>
<td>77.1%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>1,570,000</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>308,360,000</td>
<td>194,744,777</td>
<td>63.2%</td>
<td>190,089,793</td>
<td>63.1%</td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internally Designated</td>
<td>5,050,000</td>
<td>1,742,456</td>
<td>34.5%</td>
<td>1,321,516</td>
<td>26.2%</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>18,580,000</td>
<td>10,936,841</td>
<td>58.9%</td>
<td>9,210,095</td>
<td>61.4%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>331,990,000</td>
<td>207,624,074</td>
<td>62.5%</td>
<td>200,621,404</td>
<td>62.4%</td>
</tr>
<tr>
<td><strong>Other Changes - Debt Service &amp; Fund Transfers</strong></td>
<td>10,500,000</td>
<td>6,979,844</td>
<td>62.5%</td>
<td>6,913,344</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>342,490,000</td>
<td>214,403,918</td>
<td>62.5%</td>
<td>207,534,748</td>
<td></td>
</tr>
<tr>
<td><strong>NET INCREASE (DECREASE) IN FUND BALANCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Funds</td>
<td>440,000</td>
<td>61,045,996</td>
<td>55,097,016</td>
<td>55,097,016</td>
<td>55,097,016</td>
</tr>
<tr>
<td>Auxiliary Funds</td>
<td>(440,000)</td>
<td>(1,200,009)</td>
<td>1,212,522</td>
<td>1,212,522</td>
<td>1,212,522</td>
</tr>
<tr>
<td><strong>TOTAL NET INCREASE (DECREASE) IN FUND BALANCES</strong></td>
<td>$0</td>
<td>$59,845,987</td>
<td>$56,309,538</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## LONE STAR COLLEGE

### Balance Sheet

**April 30, 2016**  
**Unaudited**

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>$77,156,427</td>
<td>$203,350,840</td>
<td>$(8,367)</td>
<td>$280,498,900</td>
<td>$334,465,857</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>22,242,667</td>
<td>5,313,638</td>
<td>4,922,552</td>
<td>32,478,857</td>
<td>32,033,396</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>11,652,018</td>
<td>-</td>
<td>-</td>
<td>11,652,018</td>
<td>7,471,028</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>15,672</td>
<td>-</td>
<td>-</td>
<td>15,672</td>
<td>47,536</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>785,646,171</td>
<td>785,646,171</td>
<td>754,695,409</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$111,066,784</td>
<td>$208,664,478</td>
<td>$790,560,356</td>
<td>$1,110,291,618</td>
<td>$1,128,713,226</td>
</tr>
</tbody>
</table>

### Deferred Outflows

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>TOTAL ASSETS AND DEFERRED OUTFLOWS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>$111,066,784 $208,664,478 $799,424,456 $1,119,155,718 $1,128,713,226</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</th>
<th>Memorandum Totals</th>
<th>Memorandum Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable &amp; Accrued Absences Payable</td>
<td>$3,717,201</td>
<td>$8,871,864</td>
<td>-</td>
<td>$12,589,065</td>
<td>$15,642,443</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>6,166,875</td>
<td>5,167,624</td>
<td>-</td>
<td>11,334,499</td>
<td>10,935,556</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>6,502,382</td>
<td>-</td>
<td>6,502,382</td>
<td>1,420,363</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>736,481,875</td>
<td>-</td>
<td>736,481,875</td>
<td>755,776,098</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>-</td>
<td>48,590,998</td>
<td>-</td>
<td>48,590,998</td>
<td>-</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>-</td>
<td>7,795,963</td>
<td>-</td>
<td>7,795,963</td>
<td>7,511,164</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>$9,884,076</td>
<td>$28,337,833</td>
<td>$785,072,873</td>
<td>$823,294,782</td>
<td>$791,086,034</td>
</tr>
</tbody>
</table>

**Deferred Inflows**

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>TOTAL LIABILITIES AND DEFERRED INFLOWS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>$9,884,076 $28,337,833 $799,937,003 $838,158,912 $791,086,034</td>
</tr>
</tbody>
</table>

**TOTAL FUND BALANCES**

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$101,182,708</td>
<td>$180,326,645</td>
<td>$111,066,784 $208,664,478 $799,424,456 $1,119,155,718 $1,128,713,226</td>
</tr>
</tbody>
</table>
# LONE STAR COLLEGE
## SUMMARY OF INVESTMENTS
### AS OF APRIL 30, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Ending BV 03/31/2016</th>
<th>Total Buys</th>
<th>Total Sells</th>
<th>Interest/Dividends</th>
<th>Ending BV 04/30/2016</th>
<th>Ending BV 04/30/2015</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POOLS</td>
<td>$37,471,822</td>
<td>$12,662,216</td>
<td>$27,139,898</td>
<td>$14,201</td>
<td>$22,994,140</td>
<td>$27,892,515</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>14,162,071</td>
<td>7,985</td>
<td>-</td>
<td>7,985</td>
<td>14,170,056</td>
<td>45,678,955</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>15,652,977</td>
<td>6,318</td>
<td>-</td>
<td>6,318</td>
<td>15,659,295</td>
<td>15,624,717</td>
<td></td>
</tr>
<tr>
<td>SECURITIES</td>
<td>38,993,538</td>
<td>-</td>
<td>998,813</td>
<td>-</td>
<td>37,994,725</td>
<td>21,463,015</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>$106,280,408</td>
<td>$12,676,519</td>
<td>$28,138,711</td>
<td>$28,504</td>
<td>$90,818,216</td>
<td>$110,659,202</td>
<td>0.58%</td>
</tr>
<tr>
<td><strong>DEBT SERVICE &amp; CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$1,240,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,240,000</td>
<td>10,036,011</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>56,669,920</td>
<td>1,101,757</td>
<td>-</td>
<td>23,859</td>
<td>57,771,677</td>
<td>38,829,405</td>
<td></td>
</tr>
<tr>
<td>CAPITAL PROJECTS POOLS</td>
<td>113,053,611</td>
<td>50,450</td>
<td>-</td>
<td>50,450</td>
<td>113,104,061</td>
<td>167,271,505</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>15,113,378</td>
<td>4,512</td>
<td>-</td>
<td>4,512</td>
<td>15,117,890</td>
<td>15,071,991</td>
<td></td>
</tr>
<tr>
<td>AGENCIES</td>
<td>14,328,481</td>
<td>-</td>
<td>4,626</td>
<td>-</td>
<td>14,323,855</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>$200,405,390</td>
<td>$1,156,719</td>
<td>$4,626</td>
<td>78,821</td>
<td>$201,557,483</td>
<td>$231,208,912</td>
<td>0.52%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$306,685,798</td>
<td>$13,833,238</td>
<td>$28,143,337</td>
<td>$107,325</td>
<td>$292,375,699</td>
<td>$341,868,114</td>
<td>0.54%</td>
</tr>
</tbody>
</table>
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-North Harris Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Construction and Skilled Trades Technology Center.

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a GMP contract with the LSC-North Harris CMAR firm, Tellepsen Builders, L.P., 777 Benmar Drive, Suite 400, Houston, Texas 77060, for construction services related to the Workforce Skills and Trade Center, a phase one, group 4 project, in an amount not-to-exceed $13,475,959.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Tellepsen Builders, L.P. to provide CMAR services for projects at LSC-North Harris through a formal Request for Qualifications process in compliance with Texas Government Code §2269.253.

Tellepsen Builders, L.P. solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, PBK Architects, Inc. Bids were provided to Tellepsen Builders, L.P. from subcontractors and the GMP contract was prepared.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Gerald Napoles 281-765-7999
Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute aGuaranteed Maximum Price ("GMP") Contract with the LSC-Kingwood Construction Manager at Risk ("CMAR") Firm for Construction Services Related to the Process Technology Satellite Center

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a GMP contract with the LSC-Kingwood CMAR firm, Balfour Beatty Construction, LLC, 4321 Directors Row, Houston, Texas 77092, for construction services related to the Process Technology Satellite Center, a phase one, group 2 project, in an amount not-to-exceed $13,475,960.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Balfour Beatty Construction, LLC to provide CMAR services for projects at LSC-Kingwood through a formal Request for Qualifications process in compliance with Texas Government Code §2269.253.

Balfour Beatty Construction, LLC solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, WHR Architects, Inc. Bids were provided to Balfour Beatty Construction, LLC from subcontractors and the GMP contract was prepared.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Katherine Persson 291-312-1640
Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-CyFair Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Cypress Center Workforce Expansion

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a GMP contract with the LSC-CyFair CMAR firm, Satterfield & Pontikes Construction, Inc., 11000 Equity Drive, Suite 100, Houston, Texas 77041, for construction services related to the Cypress Center Workforce Expansion, a phase one, group 1B project, in an amount not-to-exceed $1,675,991.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Satterfield & Pontikes Construction, Inc. to provide CMAR services for projects at LSC-CyFair through a formal Request for Qualifications process in compliance with Texas Government Code §2269.253.

Satterfield & Pontikes Construction, Inc. solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, BRW Architects, Inc. Bids were provided to Satterfield & Pontikes Construction, Inc. from subcontractors and the GMP contract was prepared.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Seelpa Keshvala 281-290-3940
Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price (“GMP”) Contract with the LSC-Montgomery Construction Manager at Risk (“CMAR”) Firm for Construction Services Related to the Live Entertainment Tech Expansion

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a GMP contract with the LSC-Montgomery CMAR firm, Rogers-O’Brien Construction, Ltd. dba Rogers-O’Brien, 11200 Richmond, Suite 110, Houston, Texas 77082, for construction services related to the Live Entertainment Tech Expansion, a phase one, group 3A project, in an amount not-to-exceed $2,000,000.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Rogers-O’Brien to provide CMAR services for projects at LSC-Montgomery through a formal Request for Qualifications process in compliance with Texas Government Code §2269.253.

Rogers-O’Brien solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, Smith & Company Architects. Bids were provided to Rogers-O’Brien from subcontractors and the GMP contract was prepared.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Rebecca Riley 936-273-7222
Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737
Financial Report and Consideration No. 6  (ACTION ITEM 9)  Board Meeting 6-2-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Guaranteed Maximum Price ("GMP") Contract with the LSC-University Park Construction Manager at Risk ("CMAR") Firm for Construction Services Related to the Building 12, 7th Floor Classroom Remodel

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a GMP contract with the LSC-University Park CMAR firm, Turner Construction Company, 4263 Dacoma Street, Houston, Texas 77092, for construction services related to the Building 12, 7th Floor Classroom Remodel, a phase one, group 6B project, in an amount not-to-exceed $818,164.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Turner Construction Company to provide CMAR services for projects at LSC-University Park through a formal Request for Qualifications process in compliance with Texas Government Code §2269.253.

Turner Construction Company solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, RdR Architects, Inc. Bids were provided to Turner Construction Company from subcontractors and the GMP contract was prepared.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Shah Ardalan  281-290-2999
Jimmy Martin  281-290-2608
Carin Hutchins  832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase and Installation of Furniture for LSC-University Park

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute contracts for the purchase and installation of furniture for LSC-University Park Building 12, 7th floor classroom renovation from the vendors below for a not-to-exceed amount of $160,000.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ADDRESS</th>
<th>COOP CONTRACT#</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Seaman dba Debner &amp; Company</td>
<td>8020 Katy Freeway Houston, TX 77024</td>
<td>TXMAS #6-71111010</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TXMAS #11-71050</td>
<td>$80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US Communities #4400003404</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buyboard #487-15</td>
<td>$2,000</td>
</tr>
<tr>
<td>Gateway Printing &amp; Office Supply</td>
<td>315 S. Closner Edinburg, TX 77477</td>
<td>TXMAS #13-710180</td>
<td>$3,000</td>
</tr>
<tr>
<td>Visual Techniques</td>
<td>2200 Jahan Trail Longview, TX 75604</td>
<td>BuyBoard #482-15</td>
<td>$54,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$160,000</strong></td>
</tr>
</tbody>
</table>

Rationale: This purchase is in compliance with the provisions of Texas Education Code §44.031(a)(4) which allows the use of interlocal contracts. A market analysis was performed to ensure the purchase represents the best value for Lone Star College.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Shah Ardalan 281-290-2999
               Jimmy Martin 281-290-2608
               Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase and Installation of Furniture for LSC-Tomball

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute contracts for the purchase and installation of furniture for the LSC-Tomball Health Science Building 3rd floor renovation from the vendors below for a total not-to-exceed amount of $120,000.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ADDRESS</th>
<th>COOP CONTRACT #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Seaman dba Debner &amp; Company</td>
<td>8020 Katy Freeway Houston, TX 77024</td>
<td>TXMAS #11-71050</td>
<td>$60,000</td>
</tr>
<tr>
<td>Visual Techniques</td>
<td>2200 Jahan Trail Longview, TX 75604</td>
<td>BuyBoard #482-15</td>
<td>$60,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$120,000</td>
</tr>
</tbody>
</table>

Rationale: This purchase is in compliance with the provisions of Texas Education Code §44.031(a)(4) which allows the use of interlocal contracts. A market analysis was performed to ensure the purchase represents the best value for Lone Star College.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Lee Ann Nutt 281-351-3378
                Jimmy Martin 281-290-2608
                Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Session Initiation Protocol ("SIP") Trunking and Transport Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase SIP trunking and transport services from AT & T Corporation, One AT & T Way, Bedminster, NJ 07921, for an amount not-to-exceed $450,000 over five years. The initial term of the contract will be for two years with an option to renew for three additional one-year periods. Either party may terminate the agreement upon 30 days’ written notice.

Rationale: These services are a Voice over Internet Protocol ("VoIP") and streaming media service by which internet telephony providers deliver telephone services and unified communications such as inbound and outbound dialing, voicemail, call forwarding/transfer, caller ID, and call hold and conferencing to customers. Lone Star College ("LSC") requires these services for approximately 6,500 telephones in over 24 locations to support staff operations, meeting rooms, conference rooms and emergency service. Currently, this service is provided by numerous vendors utilizing traditional Plain Old Telephone and Primary Rate Interface type services.

In compliance with the provisions of Texas Education Code §44.031(a), a Request for Proposals (RFP #429) was publicly advertised and issued to 488 bidders and four responses were received. The evaluation of the proposals was conducted based on cost, qualifications, experience and service needs met; references; quality of services; the extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized; past performance; long-term cost; and enhanced services/completeness and thoroughness of response. It is recommended that the firm with the highest evaluation score be awarded the contract.

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.

Staff Resource

Link Alander 832-813-6832
Carin Hutchins 832-813-6737
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts for the Purchase of Temporary Employment and Training Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute contracts for the purchase of temporary employment and training services for a not-to-exceed amount of $11,000,000 over the five-year period from the recommended vendors on the attached list. The term of the contracts will be for an initial three years with the option to renew for two additional one-year terms based upon mutual consent. The contracts may be terminated by either party, with or without cause, with 30 days’ written notice.

Rationale: Lone Star College (the “College”) requires the use of temporary employment services to provide departments with sufficient staffing to continue normal operations during employee vacancies, vacations and/or illnesses. Temporary staffing is also needed to enable departments to meet deadlines and complete projects quickly and effectively during peak periods. In addition, the College’s workforce programs, Continuing Education and Corporate College require the use of temporary services to meet curriculum development needs and training contract requirements.

In compliance with the requirements of Texas Education Code §44.031(a), a Request for Proposals (RFP #427) was publicly advertised and issued to 51 temporary employment and training agencies and 22 responses were received. The evaluation of proposals was conducted based on proposed hourly rates for each job classification; qualifications and service needs met; references; quality of service; past performance; the extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized; other relevant factors/enhanced services; and location. To ensure continuous availability of service providers to meet the varying needs of the College’s operating units, the recommendation is to award contracts to the top 16 vendors with the highest evaluation scores.

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.

Staff Resource: Austin Lane 832-813-6648
Link Alander 832-813-6832
Carin Hutchins 832-813-6737
RFP #427 - Temporary Employment and Training Services

Recommended Service Providers

**Burnett Specialists**  
9800 Richmond, Suite 800  
Houston, Texas 77042  
alicia@burnettspecialists.com

**Primary Services, LP**  
520 Post Oak Boulevard, Suite 550  
Houston, Texas 77027  
atanguay@primaryservices.com

**Chase Source, LP**  
3311 West Alabama Street  
Houston, Texas 77098  
tyoung@chasesource.com

**Spearhead Group, Inc.**  
4615 Southwest Freeway, Suite 470  
Houston, Texas 77027  
vikkim@spearheadgroup.com

**Core Staff Services**  
4801 Woodway Drive, Suite 290  
Houston, Texas 77056  
Andrew.mackey@corestaff.com

**Spearhead Group, Inc.**  
3311 West Alabama Street  
Houston, Texas 77098  
tyoung@chasesource.com

**Staff-Solve, Inc.**  
12941 North Freeway, Suite 630  
Houston, Texas 77060  
jode@staffsolve.com

**Execu Team Staffing, LP**  
2401 Fountain View Drive, 800  
Houston, Texas 77057  
laura@executeam.com

**Superior Talent Resources, Inc.**  
10205 Westheimer Road, Suite 150  
Houston, Texas 77042  
remikj@superiorgroup.com

**Key Staff, Inc.**  
2909 Hillcroft Avenue, Suite 620  
Houston, Texas 77057  
amy@keystaffinc.com

**TexcelVision, Inc.**  
7322 Southwest Freeway, Suite 100-133  
Houston Texas 77074  
shobhna.nihalani@texcelvision.com

**Latavco Consulting Group, LLC**  
1120 NASA Parkway, Suite 22D  
Houston, Texas 77058  
lbell@latavco.com

**Clayton Services, Inc.**  
480 N. Sam Houston Parkway East, Suite 140  
Houston, Texas 77060  
bjames@claytonpersonnel.com

**Staffmark**  
110 Cypress Station drive #112  
Houston, Texas 77090  
Leticia.enriquez@staffmark.com

**TPI Staffing, Inc.**  
21840 Northwest Freeway, Suite E  
Cypress, Texas 77429  
lindseyc@tpistaffing.com

**Meador Staffing Services, Inc.**  
722A Fairmont Parkway  
Pasadena, Texas 77504  
pbratton@meador.com

**JBT & Associates, Inc.**  
15340 Vantage Parkway Ease, suite 250  
Houston, Texas 77032  
bt@snellinghouston.com
Request: Consideration of Approval to Purchase Equipment for the Surgical Technology Program at LSC-Tomball

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of equipment for the Surgical Technology program at LSC-Tomball from the vendors listed below in the total amount of $291,173.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getinge USA</td>
<td>1777 E. Henrietta Road Rochester, NY 14623</td>
<td>$104,595</td>
</tr>
<tr>
<td>Stryker Communications</td>
<td>1410 Lakeside Parkway Flower Mound, TX 75028</td>
<td>$186,578</td>
</tr>
</tbody>
</table>

Rationale: The Surgical Technology program prepares students to become surgical team members for positions at hospitals and surgery centers. Operating rooms and sterile processing departments contain highly sophisticated technology designed to minimize trauma and to ensure that all instrumentation meets industry standards to prevent infections. All Lone Star College (“LSC”) clinical affiliates use this technology and require students to be properly trained on it.

The purchase from Getinge USA is in compliance with Texas Education Code §44.031(a)(4) which allows the use of interlocal contracts. This purchase will be made through Texas Multiple Award Schedule (TXMAS) Purchasing Cooperative Contract #14-6511A010.

The purchase from Stryker is in compliance with Texas Education Code §51.9335(b) for best value. The technology provided by Stryker is compatible with existing Stryker equipment and justified as an exclusive acquisition required by LSC clinical partners such as St. Luke’s, Memorial Hermann, North Cypress Medical Center, and Tomball Regional Medical Center.

A market analysis was performed for both purchases to ensure that they represent the best value for LSC.

Fiscal Impact: Funds for this purchase are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Lee Ann Nutt 281-351-3378
                Jimmy Martin 281-290-2608
                Carin Hutchins 832-813-6737
Request: Consideration of Approval to Purchase Additional Technology Hardware, Software and Services

Chancellor’s Recommendation: That the Board of Trustees approve the purchase of additional technology hardware, software and services in an estimated amount of $3,000,000, increasing the total not-to-exceed amount to $15,000,000 for FY 2015-16. In addition, authorize the Chancellor or designee to execute any agreements or statements of work related to these purchases.

Rationale: On August 6, 2015, the Board of Trustees approved the purchase of technology hardware, software and services in an amount not-to-exceed $12,000,000 in FY 2015-16. This pre-approval enables the Office of Technology Services (“OTS”) to acquire goods and services needed to upgrade enterprise systems and replace equipment that has reached end-of-life, as well as procure required consulting services. Over the last seven fiscal years, this approach for technology purchases has saved the College approximately 30% off the already negotiated cooperative purchasing program’s contract prices.

This increase will allow OTS to purchase required software licenses and hardware and complete infrastructure projects through the end of the fiscal year to meet the technology needs of faculty, staff and students. In fiscal years 2012 through 2014, the total annual amount approved by the Board of Trustees for these technology related purchases was $15,000,000.

These purchases will be made in accordance with methods approved by state law and allowed by Board policy including, but not limited to, competitive bids and purchasing cooperative contracts.

Fiscal Impact: Funds for these purchases are included in the approved FY 2015-16 operating, technology and bond fund budgets.

Staff Resource: Link Alander 832-813-6832
Carin Hutchins 832-813-6737
Request: Consideration of Adopting a Resolution and Ordinance Establishing Exemptions From Ad Valorem Taxes for Tax Year 2016

Chancellor’s Recommendation: That the Board of Trustees adopt a resolution and ordinance establishing the following exemptions from ad valorem taxes for tax year 2016 for Harris, Montgomery, and San Jacinto counties.

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

Rationale: Texas Property Tax Code Section 11.13 authorizes the governing body of a taxing unit to adopt certain exemptions to ad valorem taxation to be effective for that taxing unit.

Lone Star College is not proposing a change in the exemptions from tax year 2015. In addition, taxpayers who are eligible for the Disability or Over 65 exemption will also automatically qualify for a “tax freeze” (amount paid remains the same regardless of appraisal values) as approved by the Board of Trustees in September 2006.

Fiscal Impact: The 2016 proposed tax rate, scheduled for consideration in September 2016, will take into consideration the impact of these exemptions, and the proposed rate will ensure that adequate tax revenues will be generated to support the adopted budgets.

Staff Resource: Carin Hutchins 832-813-6737
RESOLUTION AND ORDINANCE OF THE BOARD OF TRUSTEES OF THE
LONE STAR COLLEGE SYSTEM DISTRICT ESTABLISHING EXEMPTIONS
FROM AD VALOREM TAXES FOR TAX YEAR 2016

WHEREAS, the Board of Trustees of the Lone Star College System District finds that it is necessary to levy a tax for the tax year 2016 for all of the College’s lawful expenses, because to carry out the duties and responsibilities placed upon the College by law, a tax must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the College’s Board of Trustees wishes to establish, and is authorized by the Texas Property Tax Code to establish, certain exemptions to the taxable values of certain properties in the College’s tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2016.

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

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first $5,000 or 1% of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by an individual who is disabled (as defined in Section 11.13(m) (1) of the Texas Property Tax Code) or who is 65 years of age or older and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that the first $75,000 of value of said property be exempt from ad valorem taxation.

ADOPTED, PASSED, AND APPROVED this 2nd day of June, 2016.

Chair, Board of Trustees
Lone Star College System District

Secretary, Board of Trustees
Lone Star College System District
Request: Consideration of Approval for the Board of Trustees to Submit a Nomination to Association of Community College Trustees (ACCT) for Dr. Stephen Head for the Chief Executive Officer Award.

Chancellor’s Recommendation: That the Board of Trustees approve submitting a nomination for Dr. Stephen Head for the Chief Executive Officer Award.

Rationale: The Association of Community College Trustees (ACCT), in its regional awards programs, annually recognizes one chief executive officer in each of their five regions for their tremendous contributions to community colleges. The Chief Executive Officer Award is given by ACCT in recognition of chief executive officers who demonstrate commitment to excellence in advancing the community college movement.

Fiscal Impact: None.

Staff Resource: Helen Clougherty 832-813-6514
Request: Consideration of Approval for the Board of Trustees to Submit a Nomination to Association of Community College Trustees (ACCT) for Ms. Helen Clougherty for the Professional Board Staff Member Award.

Chancellor’s Recommendation: That the Board of Trustees approve submitting a nomination for Ms. Helen Clougherty for the Professional Board Staff Member Award.

Rationale: The Association of Community College Trustees (ACCT), in its regional awards programs, annually recognizes one professional board staff member in each of their five regions for their tremendous contributions to community colleges. The Professional Board Staff Member Award was first awarded in 2001 and is presented to any board staff member of an ACCT member two-year post-secondary institution or state system of two-year post-secondary institutions in recognition of exemplary service to boards.

Fiscal Impact: None.

Staff Resource: Helen Clougherty 832-813-6514
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 2015-2016.

Staff Resource: Link Alander 832-813-6832
a. **LSC-System Office**  
Mara Andersen, President & Executive Director, Community Colleges for International Development (CCID)  
**Effective:** 12 month contracted employee at a salary of $117,000 beginning April 1, 2016  
**Education:** M.P.P., George Washington University; B.A., Asian Studies, Colorado College  
**Experience:** Foreign Service Officer, Policy and Planning Officer, East Asia-Pacific Region, Senior Program Officer, Secretary of State’s Office of the Global Partnership Initiative, Public Affairs Section Chief, U.S. Consulate, Shenyang, China, Assistant Public Affairs Officer, U.S. Embassy, Abu Dhabi, United Arab Emirates, Vice Consul, U.S. Consulate General, Hong Kong, U.S. Department of State; Program Leader, The Experiment in International Education, Northeast China; Assistant Curator for Education, Special Exhibitions, Denver Art Museum; Teacher, English as a Foreign Language, Qiao Ci American School, Taiwan

Tracie Hunter, Executive Director, Financial Aid  
**Effective:** 12 month contracted employee at a salary of $103,082 beginning April 6, 2016  
**Education:** M.P.A., California State University; B.A., American Studies, Occidental College  
**Experience:** Director of Financial Aid, Fayetteville Technical Community College; Director of Financial Aid and Scholarships, Elizabeth City State University; Assistant Vice President of Enrollment, Director of Financial Aid, Marymount California University; Director of Financial Aid, California State University Channel Islands; Financial Aid Consultant, The Kenaly Complement, Inc.; Director of Student Financial Aid, Prairie View A&M University; Associate Dean of Financial Aid, Registrar, Director of Financial Aid, Pacific Oaks College; Assistant Director of Financial Aid, University of LaVerne, Assistant Director of Financial Aid, Pitzer College; Financial Aid Counselor, Loyola Law School
Request: Consideration of Resignations

Chancellor’s Recommendation:

That the resignations listed below be accepted and acknowledged.

**LSC-System Office**
Lynette O’Keefe, Executive Director, Educational Partnerships
Effective April 16, 2016

**LSC-Tomball**
Ronnie Pickard, Executive Director, College Relations
Effective April 16, 2016

**LSC-CyFair**
Tamika Wise, Professor, AD Nursing
Effective April 22, 2016

**Staff Resource:** Link Alander 832-813-6832
Report: Construction Projects Update

The monthly construction projects update is presented for Board review.
CONSTRUCTION PROJECTS UPDATE
June 2, 2016

2014 General Obligation Bond Projects Summary

LSC-CyFair
- Instruction and Student Life Building: Building slab has been placed and structural steel erection is in progress. Masonry walls on Central Plant are in progress. Construction is expected to be complete in March 2017.
- Cypress Center Workforce Expansion: The Guaranteed Maximum Price (“GMP”) is being presented for consideration of approval at the June 2016 Board of Trustees meeting. Construction is expected to be complete in March 2017.
- Westway Park Technology Center: Construction documents are in progress. It is anticipated that the GMP will be presented for consideration of approval at the September 2016 Board of Trustees meeting. Construction is expected to be complete in May 2017.

LSC-Kingwood
- Student Services Center Expansion: Site utilities are in progress. Construction is expected to be complete in January 2017.
- Process Technology Center: The GMP is being presented for consideration of approval at the June 2016 Board of Trustees meeting. Construction is expected to be complete in July 2017.

LSC-Montgomery
- Conroe Satellite Center: Building foundation is in progress. Construction is expected to be complete in January 2017.
- Live Entertainment Technology Building: The GMP is being presented for consideration of approval at the June 2016 Board of Trustees meeting. Construction is expected to be complete in March 2017.
- Magnolia Satellite Center: Negotiations on a potential land tract are underway.

LSC-North Harris
- Construction and Skilled Trades Technology Center: The GMP is being presented for approval at the June 2016 Board of Trustees meeting. Construction is expected to be complete in June 2017.
- East Aldine Satellite Center: The Aldine ISD Early College Facility Design Development documents are in progress and it is anticipated that the GMP will be presented for consideration of approval at the October 2016 Board of Trustees meeting. Construction of both projects is expected to be complete in November 2017.
- Transportation and Logistics Institute: Negotiations on a potential land tract are underway.
- Relocate Electrical Service Underground: Design Development documents are in progress and it is anticipated that the GMP will be presented for approval at the September 2016 Board of Trustees meeting. Construction is expected to be complete in January 2017.
**LSC-Tomball**

- **Health Science Building - 3rd Floor Buildout:** Interior partitions and mechanical, electrical, and plumbing overhead work in progress. Construction is expected to be complete in August 2016.

**LSC-University Park**

- **Science and Innovation Center:** Underground utility installation is in progress. Construction is expected to be complete in May 2017.
- **Workforce Assessment Center:** Construction documents are in progress. It is anticipated that the GMP will be presented for consideration of approval at the September 2016 Board of Trustees meeting. Construction of this interior renovation project is expected to be complete in December 2016.