

**MINUTES OF THE  
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES  
LONE STAR COLLEGE SYSTEM  
CENTRAL SERVICES AND TRAINING CENTER  
TRAINING AND DEVELOPMENT BOARD ROOM  
5000 RESEARCH FOREST DRIVE  
February 5, 2009  
5:00 p.m.**

**PRESENT:** Mr. Randy Bates, Chair  
Dr. David Holsey, Vice Chair  
Ms. Priscilla Kelly, Secretary  
Mr. Robert Adam  
Dr. Richard Campbell  
Ms. Stephanie Marquard  
Mr. David Vogt  
Mr. Robert Wolfe

**ABSENT:** Mr. Chris Daniel, Assistant Secretary

- I. **CALL TO ORDER:** Mr. Bates called the workshop and regular meeting of the Board of Trustees to order at 5:05 p.m. after determining 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 Carpenter confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit "A."
- IV. **WORKSHOP:**
  1. **Musical Performance:** Dr. Todd Miller, professor of music at LSC-Kingwood and Mr. Jay Whatley, associate professor of music at LSC-Kingwood, have been invited to perform at the All American Recital at Carnegie Hall on March 14. Dr. Miller and Mr. Whatley performed a song from the musical Les Misérables for the Board.
  2. **Sabbaticals:** Professor Craig Livingston of LSC-Montgomery, one of the sabbatical recipients, introduced faculty and administrators present at the Board meeting who have been awarded sabbaticals for the 2009-2010 academic year. The sabbatical recipients are as follows: from LSC-CyFair professor Claire Gunnels-White and professor Claire Phillips; from LSC-Kingwood professor Suzy Page; from LSC-Montgomery professor Gary Brown, professor Jared Cootz, professor Vivian Jones, professor Denise Lorenz, professor Mark Stelter and professor Linda Woodward; from LSC-North Harris professor Jack Dixon, professor Darryl Egley, professor Roy Hanscom and professor Marguerite Tamasy; from LSC-Tomball professor Dusty

Capistran, professor Steffani Frideres, professor Barbara Hayward, professor Van Piercy, professor Kathy Sanchez and professor Jane Simons.

3. Texas Higher Education Coordinating Board Grant: William Durham, associate vice chancellor, eCollege, reported that LSCS has been awarded a Texas Higher Education Coordinating Board grant in the amount of \$250,000 to develop, pilot and evaluate twelve (12) stand alone modules of instruction which will enhance the effectiveness of on-line and hybrid instruction across the State. Mr. Durham introduced the team that wrote the grant: Nita Schiro, Christina Cross, Chris Turek and Dr. James Baker partnering with Spring Independent School District and Sam Houston State University.

Mr. Vogt arrived at 5:20 p.m.

- V. CLOSED SESSION: At 5:21 p.m. Mr. Bates convened the Board in closed session, in accordance with Section 551.001 et. Seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

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

Mr. Wolfe arrived at 5:30 p.m.

- VI. RECONVENE REGULAR MEETING: Mr. Bates reconvened the open meeting at 7:30 p.m.
- VII. INTRODUCTIONS, SPECIAL GUESTS, RECOGNITIONS: Chancellor Carpenter welcomed Kimberly Stauffer of the Houston Chronicle and Kassia Micek of the Conroe Courier.
- VIII. ACCEPTANCE OF THE MINUTES OF THE DECEMBER 4, 2008 WORKSHOP AND REGULAR MEETING: upon a motion by Dr. Campbell and a second to the motion by Dr. Holsey, the Board approved the minutes of the December 4, 2008 Workshop and Regular Meeting. Mr. Bates abstained.
- IX. CITIZENS DESIRING TO ADDRESS THE BOARD: Dr. Elizabeth Jensen suggested an internal audit be conducted on the information presented to the Board on the child development and family studies major, the child development lab school and the proposal process used for outsourcing the LSC-North Harris child care program. Dr. Jensen asked the Board to temporarily reinstate the child development and family studies major pending a recommendation from the department.

**X. SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. Chancellor: Chancellor Carpenter reported the System is trimming costs in view of the economy. Some of the areas being reduced are travel costs system-wide, conducting energy audit, and continuing to reduce administrative and legal costs. Spring enrollment is up 5% over spring 2008. LSC-Montgomery leads with 8.5%. The three President searches for LSC-Montgomery, LSC-Tomball and LSC-CyFair are underway. All of the searches are on schedule to present to the Board at the May meeting.
2. College Presidents: Dr. Ray Hawkins, president of LSC-Tomball, presented an overview of the Academy for Lifelong Learning (ALL), a volunteer driven organization to benefit community members ages 50 and better. ALL provides opportunities for continuing intellectual and cultural growth through study and interaction among members. ALL provides classes and seminars, social activities, skills development and opportunities for personal growth. ALL programs are on all five Lone Star College campuses.
3. Vice Chancellors: None.
4. Faculty Senate Presidents: Dr. Craig Livingston, faculty senate president of LSC-Montgomery, reported on the spring break trip Dr. Livingston will be leading to the Civil War western theater, southwestern Tennessee and northeastern Mississippi. Major points of interest will be visits to Shiloh, Corinth and Vicksburg. Half of the group of forty will be students.
5. Other:

Summary Report of Awards of Funding Proposal: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the summary report showing a little over \$600,000 awarded this quarter. Ms. Gilliam announced that Eileen Booher has been named the Director of Resource Development and Administration, beginning the reorganization of the System's grant activity, bringing all five colleges and the System office together working toward common goals in looking for external sources. A copy is attached as Exhibit "B."

- XI. CONSIDERATION OF CONSENT AGENDA:** Mr. Bates proceeded with the Consent Agenda. Mr. Adam made a motion to approve Action Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16. Ms. Kelly seconded the motion, and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit "C."

**XII. POLICY REPORTS AND CONSIDERATIONS**

Consideration of Approval and Ratification for Board of Trustees Travel (ACTION ITEM 1): the Board unanimously authorized Randy Bates, Chris Daniel, David Holsey and Bob Wolfe to attend the Community College National Legislative Summit in Washington, D.C., February 9 -11, 2009 and ratified the attendance of Richard

Campbell at the Texas Association of Community College Trustees and Administrators, which was held February 2-3, 2009 in Austin, Texas. This item was passed in the Consent Agenda. A copy is attached as Exhibit "D."

### **XIII. FINANCIAL REPORTS AND CONSIDERATIONS**

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements. A copy is attached as Exhibit "E."
2. Quarterly Investment Report: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the quarterly investment report. A copy is attached as Exhibit "F."

Ms. Gilliam reported that the Legislative Budget Board has asked that institutions of higher education present a proposal to the budget board, that in the event the budget board would ask to reduce appropriations by 2.5%, where the institutions would get those monies. Lone Star College System would have to look at summer offerings.

3. Consideration of Approval to Purchase Boiler Inspections, Maintenance and Repairs (ACTION ITEM 2): the Board unanimously approved the purchase of boiler inspections, maintenance and repairs from Letsos Company, 8435 Westglen Drive, Houston, TX 77063 in the amount of \$20,986 annually for inspections and maintenance, plus an estimated amount of \$15,000 annually for minor repairs, for a total estimated amount of \$179,930 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit "G."
4. Consideration of Approval to Purchase Temporary Employment Services for Office of Technology Services (OTS) (ACTION ITEM 3): the Board unanimously approved the purchase of temporary employment services for OTS from Robert Half International (RHI), 654 North Sam Houston Parkway, Suite 256, Houston, TX 77060 in an amount not to exceed \$100,000 for FY 2008-09. This item was passed in the Consent Agenda. A copy is attached as Exhibit "H."
5. Consideration of Approval to Purchase Printing and Mailing Services for The Star and Silver Star Newsletters (ACTION ITEM 4): the Board unanimously approved the purchase of printing and mailing services for this year's issue of The Star and Silver Star Newsletters for an estimated amount of \$108,784 from the vendors listed below. This purchase includes an option to renew annually for four additional years. The vendors are: TriStar Web Graphics in the amount of \$46,000 for printing services, R.R. Donnelley in the amount of \$9,984 for mailing services and United States Postal Service in the amount of \$52,800. This item was passed in the Consent Agenda. A copy is attached as Exhibit "I."
6. Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Separate Parcels of Real Estate for the Lone Star

College System (ACTION ITEM 5): the Board unanimously authorized the Chancellor or his designee to negotiate and execute a contract for 1) the purchase of land and/or buildings for the new LSCS-University Center, and 2) the purchase of land and buildings for LSC-North Harris new health professions building. Both purchases will be an amount not to exceed fair market value. This item was passed in the Consent Agenda. A copy is attached as Exhibit "J."

7. Consideration of Approval to Purchase Welding Supplies and Gases (ACTION ITEM 6): the Board unanimously approved the purchase of welding supplies and gases for an estimated amount of \$65,000 annually for a total of \$195,000 over a period of three years from the vendors listed below. This purchase includes an option to renew for two additional one year terms. This item was passed in the Consent Agenda. A copy is attached as Exhibit K."
8. Consideration of Approval to Purchase Office Supplies (ACTION ITEM 7): the Board unanimously approved the purchase of office supplies from Corporate Express, a Staples Company, 6400 Hollister, Houston, TX 77040 for an estimated amount of \$568,000 annually for a total estimated amount of \$2,840,000 over five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit "L."
9. Consideration of Approval to Negotiate and Execute an Agreement for Fire Alarm Inspections and Maintenance Services (ACTION ITEM 8): the Board unanimously approved the Chancellor or his designee to negotiate and execute an agreement for fire alarm inspections and maintenance services from Wilson Fire Equipment, 7303 Empire Central, Houston, TX 77040 in the amount of \$35,280 annually, plus an estimated amount of \$15,000 annually for minor repairs, for a total amount of \$150,840 over three years. This purchase includes the option to renew for two additional one year terms.. This item was passed in the Consent Agenda. A copy is attached as Exhibit "M."
10. Consideration of Approval to Purchase Software License Upgrade, Training, Implementation Services, and Annual Maintenance for Resource 25 (R25) Software (ACTION ITEM 9): the Board unanimously approved the purchase of a license upgrade, training, implementation services, and annual maintenance for R25 software from CollegeNet, Inc., 805 Southwest Broadway, Suite 1600, Portland, OR 97205 in the amount of \$85,515, plus \$38,893 per year for annual maintenance. This item was passed in the Consent Agenda. A copy is attached as Exhibit "N."
11. Consideration of Approval to Purchase Additional Technology Hardware, Software and Services (ACTION ITEM 10): the Board unanimously approved the cooperative purchase of technology hardware, software and services from LSCS Board approved purchasing cooperative programs for an additional amount of \$6,000,000 for a total of \$12,000,000 in FY 2008-09. In addition, authorize the Chancellor or designee to execute any agreements related to these purchases. of digital imaging hardware, software and consulting services from Engraphix Imaging Systems, Inc. (Engraphix), 110 28420 Hardy Toll Road, Suite 175 Houston, Texas

77373, for an estimated amount of \$900,000 over three years. This item was passed in the Consent Agenda. A copy is attached as Exhibit "O."

12. Consideration of Approval to Negotiate and Execute an Agreement for Fire Sprinkler Inspections and Maintenance Services (ACTION ITEM 11): the Board unanimously approved the Chancellor or his designee to negotiate and execute an agreement for fire sprinkler inspections and maintenance services from the lowest bidder, HiTech Integrated Solutions, 4355 Sylvanfield Drive #260, Houston, TX 77014 in the amount of \$16,328 annually, plus an estimated amount of \$11,000 annually for minor repairs, for a total estimated amount of \$81,984 over three years. This purchase includes the option to renew for two additional one year terms.. This item was passed in the Consent Agenda. A copy is attached as Exhibit "P."
13. Consideration of Approval to Purchase Construction Services to Install a Metal Storage Building at LSC-Kingwood (ACTION ITEM 12): the Board unanimously approved the purchase of construction services to install a metal storage building at LSC-Kingwood from the BuyBoard Area Job Order Contractor (AJOC), Jamail & Smith Construction (J&S), 228 McCarty, Houston, TX 77029, in the amount of \$225,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit "Q."
14. Consideration of Acceptance of Gifts (ACTION ITEM 13): the Board unanimously accepted and acknowledged gifts donated to the Lone Star College System in accordance with the donor's wishes. This item was passed in the Consent Agenda. A copy is attached as Exhibit "R."

#### **XIV. BUILDING AND GROUNDS REPORT:**

Construction Projects Update: the Board reviewed the report as presented. A copy is attached as Exhibit "S."

#### **XV. PERSONNEL REPORTS AND CONSIDERATIONS:**

1. Consideration of Ratification of Appointments (ACTION ITEM 14): the Board ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "T."
2. Consideration of Acceptance of Resignations (ACTION ITEM 15): the Board accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "U."
3. Consideration of Approval of Commissioning of Peace Officer (ACTION ITEM 16): the Board unanimously approved the commissioning of the following peace officers for the Lone Star College System: LSC-Kingwood – Corey C. Johnson; LSC-Montgomery – Thomas A. Wolff and LSC-Tomball – Adam T. Duran. This item was passed in the Consent Agenda. A copy is attached as Exhibit "V."

XVI. SUGGESTED FUTURE AGENDA ITEMS: None

XVII. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:17 p.m.

ATTEST:

  
\_\_\_\_\_  
Board of Trustees, Chair


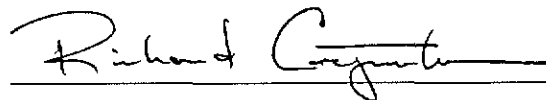
  
\_\_\_\_\_  
Board of Trustees, Secretary

Exhibit "A"

**Certification of Posting of Notice to the February 5, 2009  
Workshop and Regular Meeting of the  
Lone Star College System's  
Board of Trustees**

I, Richard Carpenter, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 2nd day of February, 2009 in a place convenient to the public in the Administration Office of the Central Services and Training Center, on all college campuses and on the system website, as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 2nd day of February, 2009.

A handwritten signature in cursive script, reading "Richard Carpenter", is written over a horizontal line.

Richard Carpenter  
Chancellor

Exhibit "B"

Special Report and Announcement

Board Meeting 2-5-09

Summary Report of Funding Proposal Awards:

The following report includes a listing of the funding proposals that have been awarded during the first quarter (September, October and November 2008). The first page of the report includes summary data for the first quarter.

<b>Awarded Grants</b>	<b>1<sup>st</sup> Quarter 2008-2009</b>
Total Amount of Awards	\$638,128
Total Number of Grants Awarded	8
LSCS is Fiscal Agent	5
<b><u>Pending Proposals</u></b>	
Number of Pending Proposals	6
Amount of Pending Proposals	\$351,933

## Lone Star College System

### **Grant Awards Received Between September 1, 2008 – November 30, 2008**

1. Grant Title: Professional Nursing Shortage Reduction Program FY 2009  
Funding Agency: Texas Higher Education Coordinating Board (THECB)  
Amount Awarded: \$239,829  
Date Awarded: 9/1/2008  
Fiscal Agent: Lone Star College System  
Project Director: LSC-CyFair – Margaret Ugalde; LSC-Montgomery – Manijeh Azhang Scott; LSC-North Harris – Pamela Mason; LSC-Kingwood - Wanda Seaback; System-wide – Gayle LoPiccolo.  
  
Colleges: LSC- CyFair, LSC-Kingwood, LSC-Montgomery, and LSC-North Harris  
  
Duration: 1 Year  
External Partners: N/A

Description:

The 80th Texas Legislature appropriated \$7,350,000 to THECB in fiscal year 2008 for the Professional Nursing Shortage Reduction Program to be distributed to the state's public and private nursing programs that show an increase in the total number of nursing graduates at the associate degree level and above.

2. Grant Title: Small Business Development Center (SBDC)  
Funding Agency: U. S. Small Business Administration  
Amount Awarded: \$150,000  
Date Awarded: 10/1/2008  
Fiscal Agent: University of Houston  
Project Director: Sal Mira  
College: Lone Star College System  
Duration: 1 Year  
External Partners: University of Houston

Description:

The SBDC Program is designed to provide high quality business and economic development assistance to small businesses and rising entrepreneurs in order to promote growth,

expansion, innovation, increased productivity and management improvement. To accomplish these objectives, SBDCs link resources of the federal, state and local governments with the resources of the educational community and the private sector to meet the specialized needs of the increasingly diverse small business community.

3. Grant Title: EPA-NCER Awards for National Student Design Competition for Sustainability
- Funding Agency: U.S. Environmental Protection Agency
- Amount Awarded: \$9,440
- Date Awarded: 10/8/2008
- Fiscal Agent: Lone Star College System
- Project Director: Dr. Cherith Letargo
- College: LSC-Kingwood
- Duration: 1 Year
- External Partners: University of Houston, HK-FIL AM Foundation and the University of the Philippines

Description:

The project will develop an integrated waste and water management system for a newly-built rural community in the Philippines. The student team will develop an economical methodology for solid waste management and wastewater treatment to reduce water pollution and diseases related to water-borne sources. It will also investigate strategies for grey water use, bio-solid production and use, water roof recycling systems for rain collection, and reuse/recycling of municipal solid waste.

4. Grant Title: Advanced Technical Credit Project
- Funding Agency: Texas Education Agency (TEA)
- Amount Awarded: \$200,000
- Latest Date Awarded: 9/1/2008
- Fiscal Agent: Lone Star College System
- Project Director: Bob Lucas
- College: Lone Star College System
- Duration: 1 Year
- External Partners: N/A

Description:

The Advanced Technical Credit (ATC) maintenance and training project provides a formal, statewide process for the management, maintenance and improvement of statewide articulation for advanced technical credit, technical assistance, and training. This includes support of a statewide ATC Leadership committee, and facilitating the review and revision of existing as well as new course alignments.

5. Grant Title: Skills Standards for Logistics Management AAS Degree  
Funding Agency: Texas Skills Standards Board (TSSB)  
Amount Awarded: \$5,000  
Date Awarded: 11/12/2008  
Fiscal Agent: Del Mar College  
Project Director: Anne Albarelli  
College: LSC-CyFair  
Duration: 1 Year  
External Partners: Del Mar College

Description:

LSCS will incorporate the Manufacturing Skills Standards Council skills standards for the manufacturing section of Logistics and Inventory Control into their existing Logistics Management AAS Degree. LSC-CyFair faculty will follow the TSSB Users Guide for Community Colleges. In addition, LSC-CyFair will work closely with the TSSB staff and industry representatives in enhancing or creating courses that include all key activities of the Logistics and Inventory Skills Standards. Documentation will include an application for TSSB Program recognition, a matrix identifying each course that includes the key activities, a syllabus for each course documenting the inclusion of the skills standards and a statement of assurances signed by the LSCS Chancellor and Advisory Committee Chair.

6. Grant Title: Skills Standards for Visual Communications Multimedia AAS Degree  
Funding Agency: Texas Skills Standards Board (TSSB)  
Amount Awarded: \$5,000  
Date Awarded: 11/24/2008  
Fiscal Agent: Del Mar College  
Project Director: Julie Brasher  
College: LSC – CyFair  
Duration: 1 Year

External Partners: Del Mar College

Description:

LSC-Cy Fair, in cooperation with LSC-Kingwood and LSC- North Harris, will incorporate the TSSB recognized NWCET standards for digital media into their existing Visual Communications Multimedia AAS degree. In addition, the Lone Star Colleges will work closely with TSSB staff and industry representatives in enhancing or creating courses that include all key activities of the digital media skills standards.

7. Grant Title: A Needs-Based Best Practices Professional Development Program for Teaching Students with Learning Disabilities in the Community College Setting

Funding Agency: U.S. Department of Education

Amount Awarded: \$21,859

Date Awarded: 10/1/2008

Fiscal Agent: Landmark College

Project Director: System-wide - Sandi Patton; LSC-Kingwood- Lee Ann Leibst; LSC-CyFair-Karen Miner

College: Lone Star College System

Duration: 1 Year

External Partners: Landmark College

Description:

This partnership grant is designed to give the participating colleges, including LSCS, the opportunity to develop training for faculty, staff, and administration related to serving students with learning disabilities and/or ADHD in order to enhance the success and retention of these students. Training will address the unique needs of LSCS, as identified in a needs assessment, and will be available in a variety of modalities, including online. Additionally, Landmark will train LSCS participating staff in their best practices, as well as share their exemplary programs. A positive, unplanned outcome is that LSCS will gain prominence and recognition for the quality of services and training available to promote the success and retention of students with disabilities.

8. Grant Title: Texas Network for Teaching Excellence in Career and Technical Education

Funding Agency: Texas Higher Education Coordinating Board

Amount Awarded: \$7,000

Date Awarded: 9/1/2008

Fiscal Agent: Austin Community College

Project Director: Laurie Passmore  
College: Lone Star College System  
Duration: 1 Year  
External Partners: Austin Community College

Description:

Through a Perkins Leadership Grant, LSCS is a sub-contractee to Austin Community College. LSCS's professional development staff is supporting this statewide effort to create and maintain "The Network." This is a powerful, new online resource created for the unique professional development needs of career and technical education faculty, counselors and administrators across Texas. This site establishes a centrally located network of past and future professional development programs free of charge. LSCS has agreed to do the following: host train-the-trainer events for colleges in the region, provide at least five modules to be housed on The Network, participate in evaluation and testing of Network site functions, participate in distribution of promotional materials and attend Network planning meetings held either face-to-face or via web conferences.

**Consideration of Consent Agenda**

**Board Meeting 2-5-09**

**Consent**

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

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

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

Tally of  
Action Items:

	<u>Consent</u>	<u>Chancellor</u>	<u>Board</u>
	<u>Agenda</u>	<u>Recommended</u>	<u>Separate</u>
		<u>Separate Action</u>	<u>Action</u>
# 1 – Approve and Ratify Board Travel	_____	_____	_____
# 2 - Approve Purchase Boiler Inspections/Mtce/Repairs	_____	_____	_____
# 3 – Approve Purchase Temporary Employment Svc/OTS	_____	_____	_____
# 4 – Approve Purchase Printing/Mailing Services	_____	_____	_____
# 5 – Authorize/Chancellor/Neg/Exec/Contracts/Real Estate	_____	_____	_____
# 6 – Approve Purchase Welding Supplies and Gases	_____	_____	_____
# 7 – Approve Purchase Office Supplies	_____	_____	_____
# 8 – Approve Negotiate/Exec/Agreement/Fire Alarm Svcs	_____	_____	_____
# 9 – Approve Purchase Software License/Maintenance/R25	_____	_____	_____
#10 – Approve Purchase Add'l Tech Hardware/Software Svcs	_____	_____	_____
#11 – Approve Negotiate/Exec/Agreement Fire Sprinkler Svcs	_____	_____	_____
#12 – Approve Purchase/Installation/Metal Storage Bldg/K	_____	_____	_____
#13 – Accept Gifts	_____	_____	_____
#14 – Ratify Appointments	_____	_____	_____
#15 – Accept Resignations	_____	_____	_____
#16 – Approve Commissioning of Peace Officers	_____	_____	_____

Exhibit "D"

Policy Report and Consideration

(ACTION ITEM 1)

Board Meeting 2-5-09

**Request:** Consideration of Approval and Ratification for Board of Trustees Travel

**Chancellor's**

**Recommendation:** That the Board of Trustees authorize Randy Bates, Chris Daniel, David Holsey and Bob Wolfe to attend the Community College National Legislative Summit in Washington, D.C., February 9-11, 2009 and ratify the attendance of Richard Campbell at the Texas Association of Community College Trustees and Administrators, which was held February 2-3, 2009 in Austin, Texas.

**Rationale:** The annual conference programs and activities provide an opportunity for trustee development.

**Fiscal Impact:** Funds have been approved for professional development in the 2008-2009 Budget.

**Resource:** Richard Carpenter 832-813-6515

Financial Report and Consideration No. 1

Board Meeting 2-5-09

**Report:** Monthly Financial Statements

The financial statements for the months ended December 31, 2008 and November 30, 2008 are presented for Board review.

**LONE STAR COLLEGE SYSTEM**

STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE FOUR MONTHS ENDED DECEMBER 31, 2008  
 UNAUDITED

	BUDGET	33% OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 12/31/2007	% OF 08/31/08 ACTUAL
<b>REVENUES:</b>					
STATE APPROPRIATIONS	\$ 55,000,000	\$ 26,521,854	48.22%	\$ 23,588,306	42.79%
TUITION AND FEES	49,336,900	35,860,686	72.69%	32,409,890	71.44%
TAXES	89,560,000	15,154,968	16.92%	13,908,920	16.50%
INVESTMENTS	1,900,000	243,062	12.79%	517,627	28.72%
OTHER	3,150,000	775,302	24.61%	504,010	20.26%
TOTAL EDUCATIONAL AND GENERAL REVENUES	198,946,900	78,555,872	39.49%	70,928,753	37.52%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	800,000	119,686	14.96%	321,332	47.50%
TOTAL REVENUES	199,746,900	78,675,558	39.39%	71,250,085	37.55%
<b>EXPENDITURES:</b>					
INSTRUCTION - ACADEMIC	50,712,855	19,359,821	38.18%	18,546,084	38.61%
INSTRUCTION - WORKFORCE	31,969,917	8,495,821	26.57%	8,684,177	35.16%
PUBLIC SERVICE	1,024,650	211,315	20.62%	219,962	32.70%
ACADEMIC SUPPORT	39,310,018	10,139,350	25.79%	9,353,275	30.43%
STUDENT SERVICES	19,512,828	5,228,679	26.80%	4,323,962	30.31%
INSTITUTIONAL SUPPORT	24,101,416	6,242,933	25.90%	6,934,436	26.98%
PLANT OPERATION AND MAINTENANCE	24,896,637	8,073,174	32.43%	7,351,590	31.06%
STAFF BENEFITS	10,351,678	5,143,208	49.68%	3,542,434	39.49%
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	201,879,999	62,894,301	31.15%	58,955,920	33.35%
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	2,250,000	329,493	14.64%	11,662	0.69%
TOTAL EXPENDITURES	204,129,999	63,223,794	30.97%	58,967,582	33.04%
OTHER CHANGES - DEBT SERVICE & FUND TRANSFERS	4,630,000	-	0.00%	0	0.00%
NET INCREASE (DECREASE) IN FUND BALANCES	\$ (9,013,099)	\$ 15,451,764		\$ 12,282,503	

LONE STAR COLLEGE SYSTEM

STATEMENT OF OPERATIONS - TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE FOUR MONTHS ENDED DECEMBER 31, 2008  
 UNAUDITED

	BUDGET	33 % OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 12/31/2007	% OF 08/31/08 ACTUAL
<b>REVENUES:</b>					
Technology fee	\$ 5,570,000	\$ 3,982,059	71.49%	\$ 3,778,703	71.83%
Investments	130,000	21,126	16.25%	47,543	43.81%
Miscellaneous	-	-	0.00%	-	0.00%
Total revenues & additions	<u>5,700,000</u>	<u>4,003,185</u>	<u>70.23%</u>	<u>3,826,246</u>	<u>71.00%</u>
<b>EXPENDITURES:</b>					
<u>Automated Library System</u>					
Salaries and Benefits	-	-	-	-	-
Services	328,405	221,579	67.47%	189,329	70.29%
Travel and Professional Development	6,996	-	0.00%	-	-
Supplies	16,144	4,751	29.43%	920	6.49%
Communications	24,000	10,000	41.67%	8,000	33.33%
Total Dynix Library System	<u>375,545</u>	<u>236,330</u>	<u>62.93%</u>	<u>198,249</u>	<u>64.47%</u>
<u>Datatel Services</u>					
Salaries and Benefits	-	-	-	-	-
Services	858,054	584,541	68.12%	595,551	75.19%
Travel and Professional Development	70,713	(679)	-0.96%	-	0.00%
Supplies	13,250	-	0.00%	-	0.00%
Communications	127,533	40,603	31.84%	3,081	20.84%
Equipment	36,756	(32,971)	-89.70%	-	0.00%
Total Datatel Services	<u>1,106,306</u>	<u>591,494</u>	<u>53.47%</u>	<u>598,632</u>	<u>70.52%</u>
<u>E-Mail Services &amp; Telecommunications</u>					
Administrative Salaries and related benefits	-	-	-	-	-
Services	683,040	62,667	9.17%	295,061	37.18%
Travel and Professional Development	37,700	1,534	4.07%	4,897	20.75%
Supplies	61,200	9,408	15.37%	12,516	32.25%
Communications	40,328	24,839	61.59%	30,218	10.60%
Equipment	540,250	18,484	3.42%	12,481	2.96%
Total E-Mail Services & Telecommunications	<u>1,362,518</u>	<u>116,932</u>	<u>8.58%</u>	<u>355,173</u>	<u>22.72%</u>
<u>Campus Support</u>					
Salaries and Benefits	-	-	-	-	-
Services	460,796	280	0.06%	4,121	1.15%
Supplies	1,521,935	-	0.00%	270,098	29.21%
Travel	-	-	-	-	-
Equipment	872,900	-	0.00%	486,738	40.31%
Total Campus Support	<u>2,855,631</u>	<u>280</u>	<u>0.01%</u>	<u>760,957</u>	<u>30.56%</u>
Total expenditures	<u>5,700,000</u>	<u>945,036</u>	<u>16.58%</u>	<u>1,913,011</u>	<u>36.72%</u>
NET INCREASE (DECREASE) IN FUND BALANCE	<u>\$ -</u>	<u>\$ 3,058,149</u>		<u>\$ 1,913,235</u>	

LONE STAR COLLEGE SYSTEM  
BALANCE SHEET  
DECEMBER 31, 2008  
UNAUDITED

ASSETS	Operating Funds			Plant Funds		Debt Service		Memorandum		
	Unrestricted	Auxiliary	Restricted	Loan Funds	CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable	Agency Funds	Totals Current Year
Cash	\$ 866,741	\$ 5,950,686	\$ 3,968,976	\$ 486,100	\$ (13,406,044)	\$ (81,499)	\$ 696	\$ -	\$ (783,650)	\$ (2,997,994)
Accounts receivable (net of allowance for doubtful accounts)	14,900,139	72,851	-	-	-	-	-	-	180,006	15,152,996
Taxes receivable (net of allowance for doubtful accounts)	77,832,297	-	3,770,464	-	-	-	35,425,109	-	-	113,257,406
Due from grantor agency	9,349,720	-	-	-	-	-	-	150,000,000	2,339,529	161,689,249
Due from other funds	44,340,067	-	-	-	173,340,490	-	11,383,315	-	-	229,063,872
Investments	-	-	-	-	-	-	4,912	-	-	4,912
Accrued interest receivable	4,912	-	-	-	-	-	-	-	-	450,458
Prepaid and deferred expenses	450,458	-	-	-	-	-	-	-	-	82,333
Deposits	82,333	-	-	-	-	-	-	-	-	41,969
Inventories, at cost	-	41,969	-	-	-	-	-	-	-	52,828,554
Land	-	-	-	-	-	-	-	-	-	317,176,820
Buildings	-	-	-	-	-	-	-	-	-	5,589,001
Leasehold Improvements	-	-	-	-	-	-	-	-	-	12,144,839
Library books	-	-	-	-	-	-	-	-	-	15,521,314
Furniture, Fixtures & Equipment	-	-	-	-	-	-	-	-	-	4,724,287
Capitalized Interest Costs	-	-	-	-	-	-	-	-	-	3,175,940
Construction In Progress	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	\$ 147,826,667	\$ 6,065,506	\$ 7,739,440	\$ 486,100	\$ 159,934,446	\$ 411,079,256	\$ 46,809,120	\$ 150,000,000	\$ 1,735,885	\$ 931,676,420
<b>LIABILITIES AND FUND BALANCES</b>										
<b>LIABILITIES:</b>										
Accounts payable	\$ 2,551,903	\$ 28,401	\$ 141,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,721,885
Accrued salaries	2,193,700	-	-	-	-	-	-	-	-	2,193,700
Due to other funds	-	4,288,787	6,521,674	-	150,581,422	9,995	287,371	-	-	161,689,249
Deferred revenues	77,837,000	291	1,581,233	470	-	-	35,425,109	-	-	114,844,103
Accrued compensable absences payable	4,749,742	-	-	-	-	-	-	-	-	4,749,742
Accrued Interest Payable	-	-	-	-	-	-	6,047,371	-	-	6,047,371
Bonds payable	-	-	-	-	-	-	200,714	358,674,674	-	358,875,388
Assets held in custody for others	-	-	(505,048)	-	-	-	-	-	1,735,885	1,230,837
<b>TOTAL LIABILITIES</b>	87,332,345	4,317,479	7,739,440	469	150,581,422	9,995	41,960,565	358,674,674	1,735,885	632,352,274
<b>FUND BALANCES:</b>										
Unrestricted	60,494,322	-	-	-	-	-	-	-	-	60,494,322
Auxiliary	-	1,748,027	-	-	-	-	-	-	-	1,748,027
Restricted	-	-	-	485,631	-	-	-	-	-	485,631
Loans	-	-	-	-	9,353,024	-	-	-	-	9,353,024
Restricted for construction	-	-	-	-	-	411,069,261	-	-	-	411,069,261
Investment in fixed assets	-	-	-	-	-	-	4,848,555	-	-	4,848,555
Debt service	-	-	-	-	-	-	-	(208,674,674)	-	(208,674,674)
To be provided for debt service	60,494,322	1,748,027	-	485,631	9,353,024	411,069,261	4,848,555	(208,674,674)	-	279,324,146
<b>TOTAL FUND BALANCES</b>	121,488,644	1,748,027	-	485,631	9,353,024	411,069,261	4,848,555	(208,674,674)	-	279,324,146
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	\$ 147,826,667	\$ 6,065,506	\$ 7,739,440	\$ 486,100	\$ 159,934,446	\$ 411,079,256	\$ 46,809,120	\$ 150,000,000	\$ 1,735,885	\$ 931,676,420

LONE STAR COLLEGE SYSTEM  
STATEMENT OF CHANGES IN FUND BALANCES  
FOR THE FOUR MONTHS ENDED DECEMBER 31, 2008  
UNAUDITED

	Operating Funds			Total	Loan Funds	Plant Funds		Debt Service		Memorandum Totals
	Unrestricted	Auxiliary	Restricted			CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable	
FUND BALANCE, SEPTEMBER 1, 2008	\$ 41,984,409	\$ 2,062,940	\$ -	\$ 44,047,349	\$ 485,631	\$ 14,455,959	\$ 411,076,146	\$ 3,764,581	\$ (208,990,769)	\$ 264,838,797
REVENUES AND OTHER ADDITIONS:										
Current Funds revenue	67,139,900	1,341,940	-	68,481,840	-	-	-	-	-	68,481,840
Taxes	15,154,968	-	-	15,154,968	-	-	-	6,527,095	-	21,682,063
Federal grants and contracts	-	-	11,450,826	11,450,826	-	-	-	-	-	11,450,826
State grants and contracts	-	-	546,787	546,787	-	-	-	-	-	546,787
Local gifts, grants and contracts	-	-	482,881	482,881	-	-	-	-	-	482,881
Interest income	383,875	-	-	383,875	-	1,039,221	-	53,051	-	1,476,147
Revenue Bond debt service transfer from Operating	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-	-	-	-
Bonds issued	-	-	-	-	-	-	-	-	-	-
Total revenues and other additions	82,678,743	1,341,940	12,480,494	96,501,177	-	1,039,221	-	6,580,746	-	104,121,144
EXPENDITURES AND OTHER DEDUCTIONS:										
Current Funds expenditures	64,168,830	1,656,853	12,480,494	78,306,177	-	-	-	-	-	78,306,177
Expended for plant facilities	-	-	-	-	-	6,142,056	6,885	-	-	6,148,941
Disposal of plant assets	-	-	-	-	-	-	-	-	-	-
Administrative and collection costs	-	-	-	-	-	-	-	119,758	-	119,758
Revenue Bond debt service transfer to Interest & Sinking	-	-	-	-	-	-	-	-	-	-
Bond issuance cost	-	-	-	-	-	-	-	-	-	-
Bond principal payments/amortization	-	-	-	-	-	-	-	-	316,095	316,095
Cost of Assets Sold	-	-	-	-	-	-	-	-	-	-
Bond interest expense	-	-	-	-	-	-	-	5,375,441	-	5,375,441
Bond agency fees	-	-	-	-	-	-	-	1,573	-	1,573
Total expenditures and other deductions	64,168,830	1,656,853	12,480,494	78,306,177	-	6,142,056	6,885	5,396,772	316,095	90,267,985
NON-MANDATORY TRANSFERS	-	-	-	-	-	-	-	-	-	-
CHANGES IN FUND BALANCE	18,509,913	(314,913)	-	18,195,000	-	(5,102,835)	(6,885)	1,083,974	316,095	14,485,349
FUND BALANCE, DECEMBER 31, 2008	\$ 60,494,322	\$ 1,748,027	\$ -	\$ 62,242,349	\$ 485,631	\$ 9,353,024	\$ 411,069,261	\$ 4,848,555	\$ (208,674,674)	\$ 279,324,146

**LONE STAR COLLEGE SYSTEM  
SUMMARY OF INVESTMENTS  
AS OF DECEMBER 31, 2008**

	<u>Book Value</u>	<u>Market Value</u>	<u>Weighted Avg. Days To Maturity</u>	<u>Weighted Avg. Purchase Yield</u>
<b>OPERATING UNRESTRICTED</b>				
(Includes Renewal and Replacement Funds)				
U. S. Government Agencies	\$ 1,958,236	\$ 1,966,973		2.31%
US Treasury Bills	-	-		0.00%
Logic	2,374	2,374		1.95%
Lone Star	25,363,197	25,363,197		1.40%
TexPool	16,644,480	16,644,480		1.95%
Overnight Sweep	371,780	371,780		1.31%
<b>TOTAL</b>	<u>44,340,067</u>	<u>44,348,804</u>	<u>5</u>	<u>1.64%</u>
<b>OPERATING RESTRICTED</b>				
Lone Star	-	-		
TexPool	-	-		
<b>TOTAL</b>	<u>-</u>	<u>-</u>		
<b>CONSTRUCTION IN PROGRESS</b>				
U. S. Government Agencies	-	-		-
Commercial Paper	-	-		-
JPMorgan Chase - MMF	50,033,800	50,033,800		1.80%
Lone Star	100,858,635	100,858,635		1.40%
TexPool	22,448,055	22,448,055		1.95%
<b>TOTAL</b>	<u>173,340,490</u>	<u>173,340,490</u>	<u>1</u>	<u>1.59%</u>
<b>INTEREST &amp; SINKING</b>				
Logic	1,187	1,187		1.95%
Lone Star	11,175,022	11,175,022		1.40%
TexPool	207,106	207,106		1.95%
<b>TOTAL</b>	<u>11,383,315</u>	<u>11,383,315</u>	<u>1</u>	<u>1.41%</u>
<b>TOTAL INVESTMENTS</b>	<u>\$ 229,063,872</u>	<u>\$ 229,072,609</u>	<u>2</u>	<u>1.59%</u>

Benchmark: 90 day U.S. Treasury Bill for Current Unrestricted and Restricted Funds 0.11%  
 Benchmark: 90 day U.S. Treasury Bill for Construction 0.11%  
 & Interest & Sinking

LONE STAR COLLEGE SYSTEM  
INVESTMENT ACTIVITY REPORT  
FOR THE MONTH ENDED DECEMBER 31, 2008

	Operating Unrestricted*	Avg Buy Yield	Operating Restricted	Avg Buy Yield	Construction In Progress	Avg Buy Yield	Interest & Sinking	Avg Buy Yield	Total	Avg Buy Yield
<b>BEGINNING BOOK VALUE</b>	\$ 45,174,507	1.80%	\$ -	1.74%	\$ 173,111,897	1.74%	\$ 5,962,813	1.74%	\$ 224,249,217	1.75%
<b>PURCHASES:</b>										
Logic	4	1.95%	-	-	-	-	2	1.95%	6	1.95%
Lone Star	3,097,287	1.40%	-	-	-	5,420,239	1.40%	8,517,526	1.40%	
TexPool	-	-	-	-	28,633	1.49%	261	1.49%	28,894	1.49%
JPMorgan Chase Liquidity MMF	-	-	-	-	50,033,800	1.80%	-	50,033,800	1.80%	
Overnight Sweep	20,715,990	1.31%	-	-	-	-	-	20,715,990	1.31%	
<b>TOTAL PURCHASES</b>	<u>23,813,281</u>	<u>1.32%</u>	<u>-</u>	<u>1.80%</u>	<u>50,062,433</u>	<u>1.80%</u>	<u>5,420,502</u>	<u>1.40%</u>	<u>79,296,216</u>	<u>1.63%</u>
<b>MATURITIES</b>										
Lone Star	-	-	-	-	49,833,840	1.40%	-	-	49,833,840	1.40%
Texpool	2,619,069	1.49%	-	-	-	-	-	2,619,069	1.49%	
Overnight Sweep	22,027,799	1.31%	-	-	-	-	-	22,027,799	1.31%	
<b>TOTAL MATURITIES</b>	<u>24,646,868</u>	<u>1.33%</u>	<u>-</u>	<u>-</u>	<u>49,833,840</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>74,480,708</u>	<u>1.38%</u>
Premium / ( Discount )	3,236	-	-	-	-	-	-	-	3,236	-
Unrealized Gains ( Losses)	(4,089)	-	-	-	-	-	-	-	(4,089)	-
<b>ENDING BOOK VALUE</b>	<u>44,340,067</u>	<u>1.64%</u>	<u>-</u>	<u>1.50%</u>	<u>173,340,490</u>	<u>1.50%</u>	<u>11,383,315</u>	<u>1.41%</u>	<u>229,063,872</u>	<u>1.59%</u>
Beg. Unrealized Gains (Losses)	7,055	-	-	-	-	-	-	-	7,055	-
Unrealized Gains ( Losses) Chg.	1,682	-	-	-	-	-	-	-	1,682	-
<b>ENDING MARKET VALUE</b>	<u>\$ 44,348,804</u>		<u>\$ -</u>		<u>\$ 173,340,490</u>		<u>\$ 11,383,315</u>		<u>\$ 229,072,609</u>	

**LONE STAR COLLEGE SYSTEM**

STATEMENT OF CURRENT OPERATING FUNDS, EXCLUDING THE TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE THREE MONTHS ENDED NOVEMBER 30, 2008  
 UNAUDITED

	BUDGET	25% OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 11/30/2007	% OF 08/31/08 ACTUAL
<b>REVENUES:</b>					
STATE APPROPRIATIONS	\$ 55,000,000	\$ 20,577,097	37.41%	\$ 18,376,936	33.34%
TUITION AND FEES	49,336,900	28,780,641	58.33%	25,714,439	56.68%
TAXES	89,560,000	2,619,166	2.92%	2,211,696	2.62%
INVESTMENTS	1,900,000	189,622	9.98%	431,402	23.94%
OTHER	3,150,000	703,489	22.33%	461,271	18.55%
<b>TOTAL EDUCATIONAL AND GENERAL REVENUES</b>	<b>198,946,900</b>	<b>52,870,015</b>	<b>26.57%</b>	<b>47,195,744</b>	<b>24.96%</b>
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	800,000	96,109	12.01%	249,326	36.86%
<b>TOTAL REVENUES</b>	<b>199,746,900</b>	<b>52,966,124</b>	<b>26.52%</b>	<b>47,445,070</b>	<b>25.01%</b>
<b>EXPENDITURES:</b>					
INSTRUCTION - ACADEMIC	50,682,102	14,372,578	28.36%	13,687,006	28.49%
INSTRUCTION - WORKFORCE	31,799,933	6,308,734	19.84%	6,500,822	26.32%
PUBLIC SERVICE	1,023,650	152,715	14.92%	169,804	25.24%
ACADEMIC SUPPORT	39,416,806	7,391,192	18.75%	6,765,005	22.01%
STUDENT SERVICES	19,856,792	3,975,213	20.02%	3,257,200	22.83%
INSTITUTIONAL SUPPORT	23,954,770	4,750,566	19.83%	5,068,756	19.72%
PLANT OPERATION AND MAINTENANCE	24,801,268	5,752,361	23.19%	5,329,087	22.52%
STAFF BENEFITS	10,344,678	4,003,642	38.70%	2,700,823	30.11%
<b>TOTAL EDUCATIONAL AND GENERAL EXPENDITURES</b>	<b>201,879,999</b>	<b>46,707,001</b>	<b>23.14%</b>	<b>43,478,503</b>	<b>24.60%</b>
REPAIR, REPLACEMENT AND OTHER INTERNALLY DESIGNATED	2,250,000	218,927	9.73%	3,513	0.21%
<b>TOTAL EXPENDITURES</b>	<b>204,129,999</b>	<b>46,925,928</b>	<b>22.99%</b>	<b>43,482,016</b>	<b>24.37%</b>
<b>OTHER CHANGES - DEBT SERVICE &amp; FUND TRANSFERS</b>	<b>4,630,000</b>	<b>-</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>\$ (9,013,099)</b>	<b>\$ 6,040,196</b>		<b>\$ 3,963,054</b>	

LONE STAR COLLEGE SYSTEM

STATEMENT OF OPERATIONS - TECHNOLOGY FUND  
 REVENUES, EXPENDITURES AND OTHER CHANGES - BUDGET & ACTUAL  
 FOR THE THREE MONTHS ENDED NOVEMBER 30, 2008  
 UNAUDITED

	BUDGET	25 % OF FISCAL YEAR ACTUAL	% ACTUAL TO BUDGET	PRIOR YEAR ACTUAL 11/30/2007	% OF 08/31/08 ACTUAL
<b>REVENUES:</b>					
Technology fee	\$ 5,570,000	\$ 3,160,885	56.75%	\$ 3,006,768	57.15%
Investments	130,000	17,006	13.08%	35,476	32.69%
Miscellaneous	-	-	0.00%	-	0.00%
Total revenues & additions	<u>5,700,000</u>	<u>3,177,891</u>	<u>55.75%</u>	<u>3,042,244</u>	<u>56.45%</u>
<b>EXPENDITURES:</b>					
<u>Automated Library System</u>					
Salaries and Benefits	-	-	-	-	-
Services	328,405	215,396	65.59%	174,607	64.83%
Travel and Professional Development	6,996	-	0.00%	-	-
Supplies	16,144	4,751	29.43%	-	0.00%
Communications	<u>24,000</u>	<u>8,000</u>	<u>33.33%</u>	<u>6,000</u>	<u>25.00%</u>
Total Dynix Library System	375,545	228,147	60.75%	180,607	58.73%
<u>Datatel Services</u>					
Salaries and Benefits	-	-	-	-	-
Services	874,083	516,502	59.09%	391,168	49.39%
Travel and Professional Development	70,713	(679)	-0.96%	-	0.00%
Supplies	13,250	-	0.00%	-	0.00%
Communications	127,533	21,092	16.54%	2,013	13.62%
Equipment	<u>20,727</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>0.00%</u>
Total Datatel Services	1,106,306	536,915	48.53%	393,181	46.32%
<u>E-Mail Services &amp; Telecommunications</u>					
Administrative Salaries and related benefits	-	-	-	-	-
Services	683,040	30,320	4.44%	238,980	30.11%
Travel and Professional Development	37,700	1,093	2.90%	1,855	7.86%
Supplies	61,200	8,228	13.44%	12,516	32.25%
Communications	40,328	27,119	67.25%	16,812	5.90%
Equipment	<u>540,250</u>	<u>18,484</u>	<u>3.42%</u>	<u>12,481</u>	<u>2.96%</u>
Total E-Mail Services & Telecommunications	1,362,518	85,244	6.26%	282,644	18.08%
<u>Campus Support</u>					
Salaries and Benefits	-	-	-	-	-
Services	411,631	280	0.07%	-	0.00%
Supplies	1,302,935	-	0.00%	230,148	24.89%
Travel	-	-	-	-	-
Equipment	<u>1,141,065</u>	<u>-</u>	<u>0.00%</u>	<u>308,864</u>	<u>25.58%</u>
Total Campus Support	2,855,631	280	0.01%	539,012	21.64%
Total expenditures	<u>5,700,000</u>	<u>850,586</u>	<u>14.92%</u>	<u>1,395,444</u>	<u>26.79%</u>
NET INCREASE (DECREASE) IN FUND BALANCE	\$ -	\$ 2,327,305		\$ 1,646,800	

LONG STAR COLLEGE SYSTEM  
BALANCE SHEET  
NOVEMBER 30, 2008  
UNAUDITED

ASSETS	Operating Funds			Plant Funds			Debt Service		Agency Funds	Memorandum Totals Current Year
	Unrestricted	Auxiliary	Restricted	Loan Funds	CIP	Investment in Fixed Assets	Interest and Sinking	Bond Payable		
Cash	\$ (7,340,747)	\$ 6,116,905	\$ 4,222,891	\$ 486,100	\$ (8,671,862)	\$ (81,499)	\$ 696	\$ -	\$ (206,044)	\$ (5,473,560)
Accounts receivable (net of allowance for doubtful accounts)	11,135,597	44,044	-	-	-	-	-	-	311,056	11,494,697
Taxes receivable (net of allowance for doubtful accounts)	84,173,691	-	-	-	-	-	36,846,690	-	-	121,020,381
Due from grantor agency	9,000,029	-	3,596,882	-	-	-	-	-	-	3,596,882
Due from other funds	45,174,507	-	-	-	173,111,897	-	5,962,813	150,000,000	2,370,854	161,370,883
Investments	5,934	-	-	-	-	-	-	5,934	-	5,934
Accrued interest receivable	509,863	-	-	-	-	-	-	-	-	509,863
Prepaid and deferred expenses	82,333	43,444	-	-	-	-	-	-	-	82,333
Deposits	-	-	-	-	-	-	-	-	-	43,444
Inventories, at cost	-	-	-	-	-	-	52,828,554	-	-	52,828,554
Land	-	-	-	-	-	-	317,176,820	-	-	317,176,820
Buildings	-	-	-	-	-	-	5,589,001	-	-	5,589,001
Leasehold Improvements	-	-	-	-	-	-	12,144,839	-	-	12,144,839
Library books	-	-	-	-	-	-	15,521,314	-	-	15,521,314
Furniture, Fixtures & Equipment	-	-	-	-	-	-	4,724,287	-	-	4,724,287
Capitalized Interest Costs	-	-	-	-	-	-	3,175,940	-	-	3,175,940
Construction In Progress	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 142,745,207</b>	<b>\$ 6,204,393</b>	<b>\$ 7,819,773</b>	<b>\$ 486,100</b>	<b>\$ 164,440,035</b>	<b>\$ 411,079,256</b>	<b>\$ 42,810,199</b>	<b>\$ 150,000,000</b>	<b>\$ 2,475,866</b>	<b>\$ 928,060,829</b>
<b>LIABILITIES AND FUND BALANCES</b>										
<b>LIABILITIES:</b>										
Accounts payable	\$ 1,879,214	\$ 35,620	\$ 253,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,168,322
Accrued salaries	1,675,108	-	-	-	-	-	-	-	-	1,675,108
Due to other funds	84,173,395	4,183,258	6,324,890	470	150,542,776	9,995	309,964	-	-	161,370,883
Deferred revenues	4,660,560	491	1,644,007	-	-	-	36,846,689	-	-	122,670,052
Accrued compensable absences payable	-	-	-	-	-	-	-	-	-	4,660,560
Accrued Interest Payable	-	-	-	-	-	-	4,703,510	-	-	4,703,510
Bonds payable	-	-	-	-	-	-	200,714	358,863,781	-	359,004,495
Assets held in custody for others	-	-	(402,592)	-	-	-	-	-	2,475,866	2,073,271
<b>TOTAL LIABILITIES</b>	<b>92,393,297</b>	<b>4,219,369</b>	<b>7,819,773</b>	<b>469</b>	<b>150,542,776</b>	<b>9,995</b>	<b>42,060,877</b>	<b>358,863,781</b>	<b>2,475,866</b>	<b>658,386,203</b>
<b>FUND BALANCES:</b>										
Unrestricted	50,351,910	-	-	-	-	-	-	-	-	50,351,910
Auxiliary	-	1,985,024	-	-	-	-	-	-	-	1,985,024
Restricted	-	-	-	485,631	-	-	-	-	-	485,631
Restricted for construction	-	-	-	-	13,897,259	-	-	-	-	13,897,259
Investment in fixed assets	-	-	-	-	-	411,069,261	749,322	-	-	411,069,261
Debt service	-	-	-	-	-	-	-	(208,863,781)	-	(208,863,781)
To be provided for debt service	-	-	-	-	-	-	-	(208,863,781)	-	(208,863,781)
<b>TOTAL FUND BALANCES</b>	<b>50,351,910</b>	<b>1,985,024</b>	<b>485,631</b>	<b>485,631</b>	<b>13,897,259</b>	<b>411,069,261</b>	<b>749,322</b>	<b>(208,863,781)</b>	<b>2,475,866</b>	<b>269,674,626</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 142,745,207</b>	<b>\$ 6,204,393</b>	<b>\$ 7,819,773</b>	<b>\$ 486,100</b>	<b>\$ 164,440,035</b>	<b>\$ 411,079,256</b>	<b>\$ 42,810,199</b>	<b>\$ 150,000,000</b>	<b>\$ 2,475,866</b>	<b>\$ 928,060,829</b>

LONE STAR COLLEGE SYSTEM  
 STATEMENT OF CHANGES IN FUND BALANCES  
 FOR THE THREE MONTHS ENDED NOVEMBER 30, 2008  
 UNAUDITED

	Operating Funds		Loan Funds	Plant Funds		Debt Service		Memorandum Totals Current Year	
	Unrestricted	Auxiliary		Restricted	Total	Capital	Investment in Fixed Assets		Interest and Sinking
FUND BALANCE, SEPTEMBER 1, 2008	\$ 41,984,409	\$ 2,062,940	\$ -	\$ 44,047,349	\$ 485,631	\$ 14,455,859	\$ 3,764,581	\$ (208,990,769)	\$ 264,838,797
REVENUES AND OTHER ADDITIONS:									
Current Funds revenue	53,222,111	1,170,916	-	54,393,027	-	-	-	-	54,393,027
Taxes	2,619,166	-	-	2,619,166	-	-	1,084,405	-	3,703,571
Federal grants and contracts	-	10,838,066	-	10,838,066	-	-	-	-	10,838,066
State grants and contracts	-	422,961	-	422,961	-	-	-	-	422,961
Local gifts, grants and contracts	-	303,245	-	303,245	-	-	-	-	303,245
Interest income	302,736	-	-	302,736	-	810,629	5,791	-	1,119,156
Revenue Bond debt service transfer from Operating	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-	-	-
Bonds issued	-	-	-	-	-	-	-	-	-
Total revenues and other additions	56,144,013	1,170,916	11,564,272	68,879,201	-	810,629	1,090,196	-	70,785,026
EXPENDITURES AND OTHER DEDUCTIONS:									
Current Funds expenditures	47,776,512	1,248,832	11,564,272	60,589,616	-	-	-	-	60,589,616
Expended for plant facilities	-	-	-	-	-	1,369,229	-	-	1,376,114
Disposal of plant assets	-	-	-	-	-	-	-	-	-
Administrative and collection costs	-	-	-	-	-	-	72,302	-	72,302
Revenue Bond debt service transfer to Interest & Sinking	-	-	-	-	-	-	-	-	-
Bond issuance cost	-	-	-	-	-	-	-	-	-
Bond principal payments/amortization	-	-	-	-	-	-	-	126,988	126,988
Cost of Assets Sold	-	-	-	-	-	-	-	-	-
Bond interest expense	-	-	-	-	-	-	4,031,580	-	4,031,580
Bond agency fees	-	-	-	-	-	-	1,573	-	1,573
Total expenditures and other deductions	47,776,512	1,248,832	11,564,272	60,589,616	-	1,369,229	4,104,455	126,988	66,198,173
NON-MANDATORY TRANSFERS	-	-	-	-	-	-	-	-	-
CHANGES IN FUND BALANCE	8,367,501	(77,916)	-	8,289,585	-	(558,600)	(3,015,259)	126,988	4,835,829
FUND BALANCE, NOVEMBER 30, 2008	\$ 50,351,910	\$ 1,985,024	\$ -	\$ 52,336,934	\$ (485,631)	\$ 13,897,259	\$ 749,322	\$ (208,863,781)	\$ 269,674,626

**LONE STAR COLLEGE SYSTEM  
SUMMARY OF INVESTMENTS  
AS OF NOVEMBER 30, 2008**

	<u>Book Value</u>	<u>Market Value</u>	<u>Weighted Avg. Days To Maturity</u>	<u>Weighted Avg. Purchase Yield</u>
<b>OPERATING UNRESTRICTED</b>				
(Includes Renewal and Replacement Funds)				
U. S. Government Agencies	\$ 1,959,089	\$ 1,966,144		2.31%
US Treasury Bills	-	-		
Logic	2,370	2,370		2.20%
Lone Star	22,265,910	22,265,910		1.73%
TexPool	19,263,549	19,263,549		1.82%
Overnight Sweep	1,683,589	1,683,589		1.81%
<b>TOTAL</b>	<u>45,174,507</u>	<u>45,181,562</u>	<u>6</u>	<u>1.80%</u>
<b>OPERATING RESTRICTED</b>				
Lone Star	-	-		
TexPool	-	-		
<b>TOTAL</b>	<u>-</u>	<u>-</u>		
<b>CONSTRUCTION IN PROGRESS</b>				
U. S. Government Agencies	-	-		
Commercial Paper	-	-		
Lone Star	150,692,475	150,692,475		1.73%
TexPool	22,419,422	22,419,422		1.82%
<b>TOTAL</b>	<u>173,111,897</u>	<u>173,111,897</u>	<u>1</u>	<u>1.74%</u>
<b>INTEREST &amp; SINKING</b>				
Logic	1,185	1,185		2.20%
Lone Star	5,754,783	5,754,783		1.73%
TexPool	206,845	206,845		1.82%
<b>TOTAL</b>	<u>5,962,813</u>	<u>5,962,813</u>	<u>1</u>	<u>1.74%</u>
<b>TOTAL INVESTMENTS</b>	<u>\$ 224,249,217</u>	<u>\$ 224,256,272</u>	<u>2</u>	<u>1.76%</u>

Benchmark: 90 day U.S. Treasury Bill for Current Unrestricted and Restricted Funds 0.01%  
 Benchmark: 90 day U.S. Treasury Bill for Construction & Interest & Sinking 0.01%

LONE STAR COLLEGE SYSTEM  
INVESTMENT ACTIVITY REPORT  
FOR THE MONTH ENDED NOVEMBER 30, 2008

	Operating Unrestricted*	Avg Buy Yield	Operating Restricted	Avg Buy Yield	Construction In Progress	Avg Buy Yield	Interest & Sinking	Avg Buy Yield	Total	Avg Buy Yield
<b>BEGINNING BOOK VALUE</b>	\$ 51,683,414	2.06%	\$ -	2.07%	\$ 172,830,645	2.07%	\$ 5,280,472	2.08%	\$ 229,794,531	2.07%
<b>PURCHASES:</b>										
U.S. Government Agencies	-	-	-	-	-	-	-	-	-	-
Commercial Paper	-	-	-	-	-	-	-	-	-	-
Logic	4	2.20%	-	-	-	-	2	2.20%	6	2.20%
Lone Star	-	-	-	-	209,081	1.73%	681,684	1.73%	890,765	1.73%
TexPool	375,172	1.82%	-	-	72,171	1.82%	635	1.82%	447,998	1.82%
Overnight Sweep	52,002,844	1.81%	-	-	-	-	-	-	52,002,844	1.81%
<b>TOTAL PURCHASES</b>	<u>52,378,020</u>	<u>1.81%</u>	<u>-</u>	<u>1.75%</u>	<u>281,252</u>	<u>1.75%</u>	<u>682,341</u>	<u>1.73%</u>	<u>53,341,613</u>	<u>1.81%</u>
<b>MATURITIES</b>										
Lone Star	7,016,319	1.73%	-	-	-	-	-	-	7,016,319	1.73%
Texpool	-	-	-	-	-	-	-	-	-	-
Overnight Sweep	51,869,755	1.81%	-	-	-	-	-	-	51,869,755	1.81%
<b>TOTAL MATURITIES</b>	<u>58,886,074</u>	<u>1.80%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>58,886,074</u>	<u>1.80%</u>
Premium / ( Discount )	4,089	-	-	-	-	-	-	-	4,089	-
Unrealized Gains ( Losses)	(4,942)	-	-	-	-	-	-	-	(4,942)	-
<b>ENDING BOOK VALUE</b>	<u>45,174,507</u>	<u>1.80%</u>	<u>-</u>	<u>1.74%</u>	<u>173,111,897</u>	<u>1.74%</u>	<u>5,962,813</u>	<u>1.74%</u>	<u>224,249,217</u>	<u>1.75%</u>
Reg. Unrealized Gains ( Losses)	(2,178)	-	-	-	-	-	-	-	(2,178)	-
Unrealized Gains ( Losses) Chg.	9,233	-	-	-	-	-	-	-	9,233	-
<b>ENDING MARKET VALUE</b>	<u>\$ 45,181,562</u>	<u>-</u>	<u>\$ 173,111,897</u>	<u>-</u>	<u>\$ 5,962,813</u>	<u>-</u>	<u>\$ 224,256,272</u>	<u>-</u>	<u>\$ 224,256,272</u>	<u>-</u>

\* Includes Renewal & Replacement Fund

Exhibit "F"

Financial Report and Consideration No. 2

Board Meeting 2-5-09

**Report:** Quarterly Investment Report

The quarterly investment report for the quarter ended November 30, 2008 is presented for Board review.

LONE STAR COLLEGE SYSTEM  
 INVESTMENT PORTFOLIO REPORT  
 FOR THE QUARTER ENDED NOVEMBER 30, 2008

FUND: PORTFOLIO

MONEY MARKET SWEEP / INVESTMENT POOLS

	Purchase Date	Maturity Date	Face Amount	Buy Yield	Beginning Market Value 8/31/2008	Beginning Book Value 8/31/2008	Securities Purchased	Period Book / Market Transactions	Securities Matured	Disc. / Prem. Amortization	Ending Book Value 11/30/2008	Period Unrealized Gain / (Loss)	Ending Market Value 11/30/2008
TriPool	9/23/1993	N/A	N/A	(1)	\$ 9,017,774	\$ 9,017,774	\$ 306,575	\$ 11,656,775	\$ -	\$ -	\$ (2,332,426)	\$ -	\$ (2,332,426)
TriPool	9/23/1993	N/A	N/A	(1)	3,205,817	3,205,817	16,985	-	-	-	3,222,802	-	3,222,802
TriPool	5/24/1994	N/A	N/A	(1)	18,278,791	18,278,791	94,382	-	-	-	18,373,173	-	18,373,173
Logic	9/3/1996	N/A	N/A	(2)	2,356	2,356	14	-	-	-	2,370	-	2,370
Lone Star	3/29/2001	N/A	N/A	(5)	332,862	332,862	1,727	-	-	-	334,589	-	334,589
Lone Star	3/29/2001	N/A	N/A	(5)	4,062	4,062	22	-	-	-	4,084	-	4,084
Lone Star	1/26/2001	N/A	N/A	(5)	37,152,912	37,152,912	-	\$ 15,225,675	-	-	21,927,237	-	21,927,237
Sweep	8/31/2006	N/A	N/A	(1)	1,875,270	1,875,270	-	191,681	-	-	1,683,589	-	1,683,589
TriPool	7/6/2001	N/A	N/A	(1)	22,301,268	22,301,268	150,810,629	-	-	-	173,111,897	-	173,111,897
Logic	5/26/1984	N/A	N/A	(1)	205,783	205,783	1,065	-	-	-	206,846	-	206,846
Lone Star	2/5/1997	N/A	N/A	(2)	1,178	1,178	7	-	-	-	1,185	-	1,185
Lone Star	3/29/2001	N/A	N/A	(5)	2,836,195	2,836,195	2,918,587	-	-	-	5,754,782	-	5,754,782
<b>TOTAL</b>					<b>95,214,268</b>	<b>95,214,268</b>	<b>154,149,991</b>	<b>27,074,131</b>	<b>-</b>	<b>-</b>	<b>222,290,128</b>	<b>-</b>	<b>222,290,128</b>

AGENCY COUPON SECURITIES

FNMA	1/31/2008	9/15/2008	1,500,000	2.83%	1,501,425	1,502,481	-	1,500,000	-	(2,481)	-	1,056	-
FHLB	4/2/2008	4/1/2009	1,000,000	2.39%	997,100	1,000,000	-	-	-	-	1,000,000	7,300	1,007,300
FHLB	4/9/2008	6/15/2009	300,000	4.08%	300,639	303,824	-	-	-	(1,147)	302,677	4,828	307,505
FHLB	4/10/2008	2/15/2009	655,000	2.30%	660,830	657,824	-	-	-	(1,412)	656,412	(1,994)	654,418
<b>TOTAL</b>			<b>3,455,000</b>		<b>3,459,994</b>	<b>3,464,129</b>	<b>-</b>	<b>1,500,000</b>	<b>-</b>	<b>(5,040)</b>	<b>1,959,089</b>	<b>11,190</b>	<b>1,970,279</b>

**LONE STAR COLLEGE SYSTEM**  
**INVESTMENT PORTFOLIO REPORT**  
**FOR THE QUARTER ENDED NOVEMBER 30, 2008**

**FUND: PORTFOLIO**

	Purchase Date	Maturity Date	Face Amount	Buy Yield	Beginning		Period Book / Market Transactions		Ending Book Value 11/30/2008	Period Unrealized Gain / (Loss)	Ending Market Value 11/30/2008
					Market Value 8/31/2008	Book Value 8/31/2008	Securities Purchased	Securities Matured			
MONEY MKT FUNDS / POOLS					95,214,268	95,214,268	154,149,991	27,074,131	222,290,124	-	222,290,128
COMMERCIAL PAPER					3,459,994	3,464,129	-	1,590,000	1,959,089	11,190	1,966,144
AGENCY SECURITIES (Note 3-4)											
<b>PORTFOLIO TOTAL</b>					<b>\$ 98,674,262</b>	<b>\$ 98,678,397</b>	<b>\$ 154,149,991</b>	<b>\$ 28,574,131</b>	<b>\$ 224,249,217</b>	<b>\$ 11,190</b>	<b>\$ 224,256,272</b>

**SUMMARY**

MONEY MKT FUNDS / POOLS  
 COMMERCIAL PAPER  
 AGENCY SECURITIES (Note 3-4)

**PORTFOLIO TOTAL**

**NOTES:**

- (1) The TaxPool yield varies daily. The average yield as of August 31, 2008 was 2.45% and the November 30, 2008 average yield was 1.82%.
- (2) The Logic yield varies daily. The average yield for August 31, 2008 was 2.58% and the November 30, 2008 average yield was 2.20%.
- (3) The benchmark for the Unrestricted and Restricted Funds is the 90 day U.S. Treasury Bill. As of November 30, 2008 the rate was .01%.
- (4) The benchmark for the Construction in Progress and Interest & Sinking Funds is a 1 year Treasury. As of November 30, 2008 the rate was .90%.
- (5) The Lone Star yield varies daily. The average yield as of August 31, 2008 was 2.42% and the November 30, 2008 average yield was 1.73%.

**Statement of Compliance:**

This report is presented in accordance with Generally Accepted Accounting Principles and will be reviewed by the District's Independent Auditors, McConnell & Jones LLP.  
 This report reflects compliance with the investment strategy expressed in the Investment Policy of the Board of Trustees and the Public Funds Investment Act as amended by HB 2459.

Cynthia F. Gilliam  
 Vice Chancellor of Business Affairs and Chief Financial Officer

John M. Robertson  
 Treasurer

LONE STAR COLLEGE SYSTEM  
INVESTMENT PORTFOLIO REPORT  
FOR THE QUARTER ENDED NOVEMBER 30, 2008

FUND: OPERATING (UNRESTRICTED)

	Purchase Date	Maturity Date	Face Amount	Buy Yield	Beginning Market Value 8/31/2008	Beginning Book Value 8/31/2008	Securities Purchased	Period Book/Market Transactions Securities Maturated	Disc./Prem. Amortization	Ending Book Value 11/30/2008	Period Unrealized Gain/(Loss)	Ending Market Value 11/30/2008
<b>MONEY MARKET SWEEP/INVESTMENT POOLS</b>												
TexPool	9/23/1993	N/A	N/A	(1)	\$ 9,017,774	\$ 9,017,774	\$ 306,575	\$ 11,656,775	\$ -	\$ (2,332,426)	\$ -	\$ (2,332,426)
TexPool	9/23/1993	N/A	N/A	(1)	3,205,817	3,205,817	16,985	-	-	3,222,802	-	3,222,802
TexPool	5/24/1994	N/A	N/A	(1)	18,278,791	18,278,791	94,182	-	-	18,373,173	-	18,373,173
Logic	9/3/1996	N/A	N/A	(2)	2,356	2,356	14	-	-	2,370	-	2,370
Lone Star	3/29/2001	N/A	N/A	(5)	332,863	332,863	1,727	-	-	334,590	-	334,590
Lone Star	3/29/2001	N/A	N/A	(5)	4,063	4,063	22	-	-	4,085	-	4,085
Lone Star Sweep	1/26/2001	N/A	N/A	(5)	37,152,910	37,152,910	15,225,675	-	-	21,927,235	-	21,927,235
	8/11/2006	N/A	N/A		1,875,270	1,875,270	191,681	-	-	1,683,589	-	1,683,589
<b>TOTAL</b>					<b>69,869,844</b>	<b>69,869,844</b>	<b>419,705</b>	<b>27,074,131</b>	<b>-</b>	<b>43,215,418</b>	<b>-</b>	<b>43,215,418</b>

AGENCY COUPON SECURITIES

FRNA	1/31/2008	9/15/2008	1,500,000	2.83%	1,501,425	1,502,481	-	1,500,000	(2,481)	-	1,056	-
FILB	4/2/2008	4/1/2009	1,000,000	2.30%	997,100.00	1,000,000.00	-	-	(1,147)	1,000,000	7,300	1,004,400
FILB	4/9/2008	6/15/2009	300,000	4.00%	300,639.00	301,824.00	-	-	(1,412)	302,677	4,828	304,320
FILB	4/10/2008	2/15/2009	655,000	2.30%	660,830.00	637,824.00	-	-	(1,412)	636,412	(1,994)	637,424
<b>TOTAL</b>			<b>3,455,000</b>		<b>3,459,994</b>	<b>3,164,129</b>	<b>-</b>	<b>1,500,000</b>	<b>(5,040)</b>	<b>1,959,089</b>	<b>11,190</b>	<b>1,966,144</b>

SUMMARY:

MONEY MKT SWEEP / POOLS	69,869,844	419,705	27,074,131	-	43,215,418	-	43,215,418
COMMERCIAL PAPER	3,459,994	-	-	-	-	-	-
AGENCY SECURITIES (Note 3)	3,459,994	-	1,500,000	(5,040)	1,959,089	11,190	1,966,144
<b>PORTFOLIO TOTAL</b>	<b>73,329,838</b>	<b>419,705</b>	<b>28,574,131</b>	<b>(5,040)</b>	<b>45,174,507</b>	<b>11,190</b>	<b>45,181,562</b>

NOTES:

- (1) The TexPool yield varies daily. The average yield as of August 31, 2008 was 2.45% and the November 30, 2008 average yield was 1.82%.
- (2) The Logic yield varies daily. The average yield for August 31, 2008 was 2.58% and the November 30, 2008 average yield was 2.20%.
- (3) The benchmark for the Unrestricted and Restricted Funds is the 90 day U.S. Treasury Bill. As of November 30, 2008 the rate was .01%.
- (5) The Lone Star yield varies daily. The average yield as of August 31, 2008 was 2.42% and the November 30, 2008 average yield was 1.71%.

Statements of Compliance:

This report is presented in accordance with Generally Accepted Accounting Principles and will be reviewed by the District's Independent Auditor, McConnell & Jones LLP. This report reflects compliance with the investment strategy expressed in the Investment Policy of the Board of Trustees and the Public Funds Investment Act as amended by HB 2459.

LONE STAR COLLEGE SYSTEM  
 INVESTMENT PORTFOLIO REPORT  
 FOR THE QUARTER ENDED NOVEMBER 30, 2008

FUND: CONSTRUCTION IN PROGRESS

	Purchase Date	Maturity Date	Face Amount	Buy Yield	Beginning Market Value 8/31/2008	Beginning Book Value 8/31/2008	Period Book / Market Transactions			Ending Book Value 11/30/2008	Ending Market Value 11/30/2008	Period Unrealized Gain / (Loss)
							Securities Purchased	Securities Matured	Disc / Prem Amortization			
<b>MONEY MARKET SWEEP / INVESTMENT POOLS</b>												
TedPool	7/6/2001	N/A	N/A	(1)	\$ 22,301,268	\$ 22,301,268	\$ 118,154	\$ -	\$ -	\$ 22,419,422	\$ -	\$ 22,419,422
Lone Star	9/10/2008	N/A	N/A	(5)	\$ -	\$ -	\$ 150,692,475	\$ -	\$ -	\$ 150,692,475	\$ -	\$ 150,692,475
<b>TOTAL</b>					<b>\$ 22,301,268</b>	<b>\$ 22,301,268</b>	<b>\$ 150,810,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 173,111,897</b>	<b>\$ -</b>	<b>\$ 173,111,897</b>
<b>SUMMARY:</b>												
MONEY MKT FUNDS / POOLS					22,301,268	22,301,268	150,810,629	-	-	173,111,897	-	173,111,897
AGENCY SECURITIES					-	-	-	-	-	-	-	-
<b>PORTFOLIO TOTAL</b>					<b>\$ 22,301,268</b>	<b>\$ 22,301,268</b>	<b>\$ 150,810,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 173,111,897</b>	<b>\$ -</b>	<b>\$ 173,111,897</b>

NOTES:

- (1) The TedPool yield varies daily. The average yield as of August 31, 2008 was 2.45% and the November 30, 2008 average yield was 1.82%
- (4) The benchmark for the Construction in Progress and Interest & Sinking Funds is a 1 year Treasury. As of November 30, 2008 the rate was .00%
- (5) The Lone Star yield varies daily. The average yield as of August 31, 2008 was 2.42% and the November 30, 2008 average yield was 1.73%

Statements of Compliance:

This report is presented in accordance with Generally Accepted Accounting Principles and will be reviewed by the District's Independent Auditors, McConnell & Jones LLP. This report reflects compliance with the investment strategy expressed in the Investment Policy of the Board of Trustees and the Public Funds Investment Act as amended by HB 2459.

LONE STAR COLLEGE SYSTEM  
 INVESTMENT PORTFOLIO REPORT  
 FOR THE QUARTER ENDED NOVEMBER 30, 2008

FUND: INTEREST & SINKING

	Purchase Date	Maturity Date	Face Amount	Buy Yield	Beginning		Period Book / Market Transactions		Ending Book Value 11/30/08	Period Unrealized Gain / (Loss)	Ending Market Value 11/30/08
					Market Value 8/31/08	Book Value 8/31/08	Securities Purchased	Securities Matured			
<b>MONEY MARKET SWEEP / INVESTMENT POOLS</b>											
TexPool	5/26/1994	N/A	N/A	(1)	205,782	205,782	1,063	-	206,845	-	206,845
Logic	2/5/1997	N/A	N/A	(2)	1,178	1,178	7	-	1,185	-	1,185
Lone Star	3/29/2001	N/A	N/A	(5)	2,836,196	2,836,196	2,918,587	-	5,754,783	-	5,754,783
<b>TOTAL</b>					<b>3,043,156</b>	<b>3,043,156</b>	<b>2,919,657</b>	<b>-</b>	<b>5,962,813</b>	<b>-</b>	<b>5,962,813</b>
<b>SUMMARY:</b>											
MONEY MKT FUNDS / POOLS					3,043,156	3,043,156	2,919,657	-	5,962,813	-	5,962,813
AGENCY SECURITIES											
<b>PORTFOLIO TOTAL</b>					<b>\$ 3,043,156</b>	<b>\$ 3,043,156</b>	<b>\$ 2,919,657</b>	<b>\$ -</b>	<b>\$ 5,962,813</b>	<b>\$ -</b>	<b>\$ 5,962,813</b>

NOTES:

- (1) The TexPool yield varies daily. The average yield as of August 31, 2008 was 2.45% and the November 30, 2008 average yield was 1.82%.
- (2) The Logic yield varies daily. The average yield for August 31, 2008 was 2.58% and the November 30, 2008 average yield was 2.20%.
- (4) The benchmark for the Construction in Progress and Interest & Sinking Funds is a 1 year Treasury. As of November 30, 2008 the rate was 90%.
- (5) The Lone Star yield varies daily. The average yield as of August 31, 2008 was 2.42% and the November 30, 2008 average yield was 1.73%.

Statements of Compliance:

This report is presented in accordance with Generally Accepted Accounting Principles and will be reviewed by the District's Independent Auditors, McConnell & Jones LLP. This report reflects compliance with the investment strategy expressed in the Investment Policy of the Board of Trustees and the Public Funds Investment Act as amended by IIB 24-59.

**LONE STAR COLLEGE SYSTEM**  
**INVESTMENT PORTFOLIO REPORT**  
**FOR THE QUARTER ENDED NOVEMBER 30, 2008**

Type of Security	Portfolio %	Book Value 11/30/2008	Unrealized Gains / (Losses)	Market Value 11/30/2008
Money Market Sweep and Investment Pools	99.1%	\$ 222,290,128	\$ -	\$ 222,290,128
Commercial Paper	0.0%	0	0	0
Agency Securities	0.9%	1,959,089	7,055	1,966,144
<b>Portfolio Total</b>	<b>100.0%</b>	<b>\$ 224,249,217</b>	<b>\$ 7,055</b>	<b>\$ 224,256,272</b>

Financial Report and Consideration No. 3 (ACTION ITEM 2) Board Meeting 2-5-09

**Request:** Consideration of Approval to Purchase Boiler Inspections, Maintenance and Repairs

**Chancellor's Recommendation:** That the Board of Trustees approve the purchase of boiler inspections, maintenance and repairs from Letsos Company, 8435 Westglen Drive, Houston, TX 77063 in the amount of \$20,986 annually for inspections and maintenance, plus an estimated amount of \$15,000 annually for minor repairs, for a total estimated amount of \$179,930 over five years.

**Rationale:** The college system requires maintenance, annual operating inspections, and repairs of its boiler units. Boiler maintenance and adjustments will be performed within the original equipment design and manufacturer's recommendations. The maintenance services will assist in keeping the boiler units in peak performance, clean, and safe. Annual boiler inspections will ensure that the equipment is functioning in accordance with the manufacturer's specifications. Additional boiler repairs may be required on an as needed basis.

The term of this award will be for a period of three years effective March 1, 2009 through February 28, 2012, with the option to renew for two additional one year periods. The agreement may be cancelled upon a thirty-day written notice.

Proposals were sent to thirty-two heating, ventilation and air conditioning service providers and four responses were received. Proposals were evaluated based on cost of inspection services, technicians' abilities, hourly labor rates, company profile and experience in boiler maintenance, references and response time. It is recommended to award the purchase to Letsos who received the highest total awarded points. See attached Evaluation and Bid Tabulations.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2008-09 operating budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Cindy Gilliam 832-813-6512

**Boiler Inspection, Maintenance  
and Repairs**

**EVALUATION TABULATION**

Factors	Maximum Points	<b>Letsos Company</b>	United Services	AMS of Houston	Automated Logic/UES
Total cost of services	35	<b>32</b>	35	21	25
Company Profile, References, Experience	20	<b>18</b>	14	16	14
Quality of Goods and Services, Technician Qualifications	20	<b>16</b>	16	16	16
Customer Service, Experience, Meets the Needs of LSCS, Other Services	20	<b>18</b>	16	16	16
Participation in Walkthrough and Completeness of proposal	5	<b>5</b>	1	5	0
<b>TOTAL</b>	100	<b>89</b>	82	74	71

**BID TABULATION**

Respondent	Boiler Maintenance and Inspections (Annual Cost)	Rates-Minor Repairs
United Services	\$15,632	Hourly/Overtime rate: \$75/\$112 Sunday/Holiday rate: \$150 Parts: Not Offered
<b>Letsos Company</b>	<b>\$20,986</b>	Hourly/Overtime rate: \$69/\$103.50 Sunday/Holiday rate \$103.50 Parts: 25% markup over cost
AMS of Houston	\$42,320	Hourly/Overtime rate: \$80/\$100 Sunday/Holiday rate \$100 Parts: 10% off discount
Automated Logic/UES	\$46,462	Hourly/Overtime rate: \$75/\$108 Sunday/Holiday rate: \$108 Parts: 20% discount off list

Financial Report and Consideration No. 4

(ACTION ITEM 3)

Board Meeting 2-5-09

**Request:** Consideration of Approval to Purchase Temporary Employment Services for Office of Technology Services (OTS)

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of temporary employment services for OTS from Robert Half International (RHI), 654 North Sam Houston Parkway, Suite 256, Houston, TX 77060 in an amount not to exceed \$100,000 for FY 2008-09.

**Rationale:** The use of temporary employment services enable sufficient staffing to allow departments to meet deadlines and complete projects quickly and effectively during peak periods. In addition, these services are utilized to provide staffing to continue normal operations during employee vacations or illnesses.

High level, skilled workforce is required to support the System's technology needs and requirements. The current qualified and approved firms for temporary employment services are not able to provide personnel with the required level of expertise and qualifications. RHI is the leading Houston area firm to supply skilled technology staff for temporary employment.

These specialized services are available from RHI through the HGAC-Buy purchasing cooperative. Board Policy D.4.04 and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency to purchase goods and services. The local government that purchases the goods and services under such an agreement satisfies the requirement of the local government to seek competitive bids for the purchase of such goods and services. The Board approved the membership in the H-GAC Buy purchasing cooperative at its January 25, 1997 board meeting.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2008-09 operating budgets.

**Staff Resource:** Shah Ardalan 832-813-6737

**Financial Report and Consideration No. 5 (ACTION ITEM 4) Board Meeting 2-5-09**

**Request:** Consideration of Approval to Purchase Printing and Mailing Services for The Star and Silver Star Newsletters

**Chancellor's Recommendation:** That the Board of Trustees approve the purchase of printing and mailing services for this year's issue of The Star and Silver Star Newsletters for an estimated amount of \$108,784 from the vendors listed below. This purchase includes an option to renew annually for four additional years.

TriStar Web Graphics	\$46,000	Printing Services
R.R. Donnelley	\$9,984	Mailing Services
United States Postal Service	\$52,800	Postage

**Rationale:** The eight page Star Newsletter will provide a source of information to the System's residents and taxpayers concerning various topics within the System. The Silver Star Newsletter will address topics specific to residents 65 and older in LSCS's service area. The Star Newsletter will be mailed in March 2009 and the Silver Star Newsletter will be mailed in September 2009.

Mailing services will provide updated residence counts for each zip code, mail preparation, and delivery to the post office. In addition, this purchase will consist of the postage for these printed materials. The estimated total postage cost of \$52,800 is based on a standard flat rate.

The term of the award will be for a period of one year beginning February 2009 with the option to renew for four additional one year terms.

Proposals were sent to thirty printing and mailing vendors and eight responses were received. It is recommended that the bid be awarded to the lowest bidders. See Bid Tabulation.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2008-09 operating budgets. Funds for subsequent years will be included in future proposed budgets.

**Staff Resource:** Ray Laughter 832-813-6621

Printing and Mailing Services for  
The Star and Silver Star Newsletters

**BID TABULATION**

<u>Vendor</u>	<u>Printing</u>	<u>Mailing</u>
Tri Star Web Graphics	\$46,000	No Bid
Ideal Printers	\$55,200	\$19,500
Liberty Press	\$62,703	\$11,300
<b>RR Donnelley</b>	\$78,666	<b>\$9,984</b>
Southwest Precisions Printers	\$77,388	\$11,799
Grover Printing	Included	Included
Wrights Printing	\$79,590*	No Bid
Premier IMS, Inc	\$133,995	\$22,700

\*Star Newsletter only

**Financial Report and Consideration No: 6    (ACTION ITEM 5)    Board Meeting 2-5-09**

**Request:**                      Consideration of Authorization for the Chancellor to Negotiate and Execute a Contract for the Purchase of Separate Parcels of Real Estate for the Lone Star College System

**Chancellor's Recommendation:**    That the Board of Trustees authorize the Chancellor or his designee to negotiate and execute a contract for 1) the purchase of land and/or buildings for the new LSCS-University Center, and 2) the purchase of land and buildings for LSC-North Harris new health professions building. Both purchases will be an amount not to exceed fair market value.

**Rationale:**                      Over the past 10 years, the Lone Star College-University Center has partnered with Prairie View A&M, Sam Houston State University, Texas A&M University, Texas Southern University, University of Houston and UH Downtown for convenient access to higher education for residents of the greater Houston area. The current LSC-University Center is located centrally to the LSCS service area in The Woodlands. As a result of the successful LSCS bond referendum in 2008, LSCS has responded to the Northwest Houston community in continuing the successful model of partnering with four year universities for an additional upper division university center to be located in an area to better serve the Aldine, Cy Fair, Tomball and Spring communities. The acquisition of land and/or buildings for a new LSCS-University Center will meet this need.

The acquisition of the LSC-North Harris health professions building and property will allow LSC-North Harris to develop a modern health professions training facility adjacent to Northwest Medical Hospital and near a number of auxiliary health related businesses. The site offers medical office layout, over 350 parking areas and a safe and well lighted area, with room to add new programs in the future. The facility will enable the college to offer a range of health related programs that will benefit the community and students. It will strengthen the economic development of the area that over the long term will enhance the community and college system. In addition, it is envisioned that the site will serve as a regional training center with state of the art training facilities.

**Fiscal Impact:**                      Funds for these purchases are available from 2008 General Obligation Bonds. The cost for the new LSC-University Center and LSC-North Harris properties is estimated to be \$28M and \$7M, respectively.

**Staff Resource:**

Richard Carpenter  
Cindy Gilliam  
Steve Head  
Brian Nelson

832-813-6515  
832-813-6512  
281-618-5441  
832-813-6655



Welding Supplies  
and Gases

BID TABULATION

<u>Vendor</u>	<u>Estimated Annual Amount for Core Items*</u>	<u>Discount for Non-core Items</u>
Airgas Southwest	\$46,527	15%
Matheson Tri-Gas	\$4,804	20%
Retco Alloy Co.	\$0	15%

\*Due to the wide variety of welding supplies required to support instruction, most purchases will be non-core items based upon percentage discounts.

Financial Report and Consideration No. 8. (ACTION ITEM 7)      Board Meeting 2-5-09

**Request:**                      Consideration of Approval to Purchase Office Supplies

**Chancellor's Recommendation:**      That the Board of Trustees approve the purchase of office supplies from Corporate Express, a Staples Company, 6400 Hollister, Houston, TX 77040 for an estimated amount of \$568,000 annually for a total estimated amount of \$2,840,000 over five years.

**Rationale:**                      Office supplies are used throughout the system to support operations and include pens, staples, calendars and other desktop items. Price proposals were requested for 90 of the most purchased office supply items which represents approximately 40% of the office supplies ordered.

Due to the wide variety of products used throughout the System, sixty percent of the college system's office supply orders would be considered non-core items. A percentage discount off the catalog list price would apply to these items.

The award will be for five years, beginning March 1, 2009 through February 28, 2014 with the option to cancel with 30 days written notice. Unit prices for these core items will remain firm for the initial two years. The college system may accept reasonable price increases to accommodate for changes in market conditions and fuel surcharges.

Bid proposals were sent to fifteen office supply companies and six responses were received. See attached Bid and Evaluation Tabulations.

An eight member committee with representatives from each campus independently evaluated the proposals based upon pricing, web based ordering, delivery, catalog discount/costs, return policy and billing. In addition, presentations were requested from the top three vendors. It is recommended to award this purchase to Corporate Express, the proposal receiving the highest score.

The overall package from Corporate Express provides the best value based upon the most comprehensive pricing strategy including a deeper catalog discount, 65%, on non-core items. Corporate Express will offer:

- 15% loyalty incentive on the first three months of system purchases,
- 1% volume incentive to be paid on net sales for all college locations,
- 1% on total yearly purchases if the average order reaches \$200 (currently at \$184 for the first quarter FY 2009), and

- 1% if a minimum \$75 web order requirement is implemented.

Based on historical spending patterns, each 1% discount is estimated to be approximately \$5,500 per year, while the 15% loyalty rebate is estimated to be \$20,250.

In addition, the Corporate Express distribution warehouse is in Houston and can provide next day service. Corporate Express/Staples web site (E-way) easily accommodates the System's on-line ordering and displays the System's discounted prices. Additionally, Corporate Express accepts P-cards for payment of online orders. By using the P-card for office supply purchases, the system will increase the annual rebate received from J.P. Morgan Chase by approximately \$5,000.

**Fiscal Impact:** Funds for these purchases are included in the approved FY 2008-09 operating budgets. Funds for subsequent fiscal years will be included in future operating budgets.

**Staff Resource:** Cindy Gilliam 832-813-6512

Office Supplies

BID TABULATION

Vendor	Total Core Items	Catalog Discount	Total Estimated Annual Rebates
Office Depot	\$51,664	45%	\$11,540
CompuPro Global	\$54,962	40%	\$11,540
<b>Corporate Express/Staples</b>	<b>\$62,565</b>	<b>65%</b>	<b>\$16,500</b> <b>\$20,250 – Initial loyalty rebate</b>
OfficeMax	\$69,976	55%	\$17,040
Tejas Office Products	\$91,515	55%	\$5,680
Challenge Office Products	\$118,676	1 to 65%	none

EVALUATION TABULATION

Criteria	Max. Points	Corporate Express/Staples	Office Depot	Compu Pro Global	Office Max	Tejas Office Products	Challenge Office Products
Pricing of Core Items	25	<b>19.2</b>	24	17.4	13.9	11.6	4.8
Web Order Capabilities	15	<b>13.5</b>	12.4	11.6	12.2	9.8	10.1
Delivery	10	<b>8.3</b>	8.3	7.9	6.9	8	6.3
Catalog Discounts	10	<b>9.5</b>	7	5.4	6.8	7.4	2.8
Management Reports	10	<b>8.1</b>	7.3	7	7.4	7	3.6
Return Policy	10	<b>7.4</b>	6.8	6.1	6.6	6.5	1.5
Rebates	10	<b>8.9</b>	7.5	6.6	6.6	5	0
Billing	5	<b>4</b>	4	2.9	3.8	3.6	1.9
Completeness and Thoroughness of Proposal	5	<b>4</b>	4	3.3	3.4	3.4	1.9
Total	100	<b>83</b>	81	68	68	62	33

Exhibit "M"

Financial Report and Consideration No. 9 (ACTION ITEM 8) Board Meeting 2-5-09

**Request:** Consideration of Approval to Negotiate and Execute an Agreement for Fire Alarm Inspections and Maintenance Services

**Chancellor's Recommendation:** That the Board of Trustees approve the Chancellor or his designee to negotiate and execute an agreement for fire alarm inspections and maintenance services from Wilson Fire Equipment, 7303 Empire Central, Houston, TX 77040 in the amount of \$35,280 annually, plus an estimated amount of \$15,000 annually for minor repairs, for a total amount of \$150,840 over three years. This purchase includes the option to renew for two additional one year terms.

**Rationale:** The college system requires annual inspections, maintenance and routine repairs of its fire detection systems by certified technicians. To ensure all fire alarm systems operate at optimum performance, all smoke and heat detection devices and pull stations will be individually tested and visual and sound devices activated both inside and outside the buildings. Any strobe light, horn or detection devices that do not pass inspection will be replaced. Additionally, minor unscheduled repairs will be performed on an as needed basis throughout the year.

The term of this award will be for a period of three years effective March 1, 2009 through February 28, 2012, with the option to renew for two additional one year periods. The agreement may be cancelled upon a thirty-day written notice.

Request for proposals were sent to twenty-one fire protection vendors qualified to work on all manufactured products installed at LSCS campuses and six responses were received. Proposals were evaluated based on cost of services, company profile and experience in fire alarm system maintenance, references, technicians' abilities, customer service, attendance at pre-bid meeting and completeness of proposal. It is recommended to award the purchase to Wilson Fire Equipment who received the highest total awarded points. See attached Evaluation and Bid Tabulations.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2008-09 operating budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:** Cindy Gilliam 832-813-6512

**Fire Alarm Inspection, Maintenance  
and Repairs**

EVALUATION TABULATION

Factors	Max. Points	Wilson Fire Equip.	Fire Tron	API Systems Group	Northstar Alarm & Supp.	HiTech Integrated Solutions	Tyco Simplex Grinnell
Purchase price of services	35	29.3	27	19	31	14	25.5
Company Profile, References, Experience	10	8.2	9	7	8.5	7.2	4.5
Technician Qualifications	20	12.8	12.8	12.5	9.8	12.5	6.2
Customer Service; Meets LSCS Needs	20	15.5	14.3	12.5	8.7	12.7	6
Attendance at Pre-Bid/Walk thru	10	10	0	10	0	10	7*
Completeness of proposal	5	3.2	3.8	2.7	2.7	3.5	1.3
<b>TOTAL</b>	<b>100</b>	<b>79</b>	<b>67</b>	<b>64</b>	<b>61</b>	<b>60</b>	<b>51</b>

\*Did not receive maximum points due to attendance at only one of the two meetings. The first meeting was the most important.

BID TABULATION

Respondent	Fire Alarm Inspections and Maintenance (Annual Cost)	Rates-Minor Repairs
Northstar Alarm and Suppression Systems	\$32,000	Hourly/Overtime rate: \$70/\$105 Sunday/Holiday rate: \$140 Parts: 10% Discount
<b>Wilson Fire Equipment</b>	<b>\$35,280</b>	Hourly/Overtime rate: \$80/\$120 Sunday/Holiday rate: \$160 Parts: 30% Discount
Fire Tron, Inc	\$37,731	Hourly/Overtime rate: \$115/\$155 Sunday/Holiday rate: \$230 Parts: 20% Discount
Tyco/ SimplexGrinnell	\$38,604	Hourly/Overtime rate: \$150/\$225 Sunday/Holiday rate: \$300 Parts: 10% Discount
API Systems Group	\$45,285	Hourly/Overtime rate: \$85/\$127.50 Sunday/Holiday rate: \$100 Parts: 5% Discount
HiTech Integrated Solutions	\$55,822	Hourly/Overtime rate: \$116/\$174 Sunday/Holiday rate: \$232 Parts: 10% Discount

Exhibit "N"

Financial Report and Consideration No. 10 (ACTION ITEM 9) Board Meeting 2-5-09

**Request:** Consideration of Approval to Purchase Software License Upgrade, Training, Implementation Services, and Annual Maintenance for Resource 25 (R25) Software

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the purchase of a license upgrade, training, implementation services, and annual maintenance for R25 software from CollegeNet, Inc., 805 Southwest Broadway, Suite 1600, Portland, OR 97205 in the amount of \$85,515, plus \$38,893 per year for annual maintenance.

**Rationale:**

LSCS purchased Schedule 25 and Schedule 25E in 1994 to automate classroom and event scheduling. In 2002, CollegeNet completed a major redesign and reprogramming of the resource scheduling software (R25), and provided a deep discount to the System for the purchase of the new software. The Board ratified the purchase of the new software version in August 2002 in the amount of \$55,634. In addition, the System purchased X25 reporting services in the amount of \$29,950, using the quarterly technology purchase Board approval. X25 provides a graphical interface with R25 for space utilization reports.

A system-wide study has determined that reimplementation of the R25 product is necessary. The plan is to combine the five separate SQL databases into one large database as well as purchase the web-based software version.

Currently, the System has a limited number of R25 software licenses. This purchase will upgrade the existing licenses and provide unlimited licensing. In addition, a training tools package will be purchased to provide a software training solution in lieu of sending new users to training. Implementation services will include the data review and analysis, data consolidation, and business practices consulting services. Consultant travel and expenses are estimated to be no more than \$4,500 and will be billed as incurred.

This software is fully integrated with LSCS's current Enterprise Resource Planning (ERP) system, Datatel Colleague, and has the capabilities to be integrated with other ERP systems.

The System has made a large initial investment and long-term commitment to utilize CollegeNet products. It is essential to continue purchasing any related products and services directly from the software developer, CollegeNet. Pursuant to Texas Education Code Subchapter B., Sec.

44.031 j(1) the System may purchase from one source for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly. R25 is protected by copyright.

**Fiscal Impact:** Funds for this purchase are available from the 2008 general obligation bonds. The total annual maintenance cost of \$109,571 for the existing (\$70,678) and upgraded (\$38,893) software licenses will be included in future proposed budgets.

**Staff Resource:** Shah Ardalan 832-813-6742

## Exhibit "O"

### Financial Report and Consideration No. 11 (ACTION ITEM 10) Board Meeting 2-5-09

**Request:** *Consideration of Approval to Purchase Additional Technology Hardware, Software and Services*

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the cooperative purchase of technology hardware, software and services from LSCS Board approved purchasing cooperative programs for an additional amount of \$6,000,000 for a total of \$12,000,000 in FY 2008-09. In addition, authorize the Chancellor or designee to execute any agreements related to these purchases.

**Rationale:** In September 2008, the Board of Trustees approved the Department of Information Resources (DIR) cooperative purchase of technology hardware, software and services in the amount of \$6,000,000 for FY 2008-09 based on the Office of Technology Services (OTS) Technology Initiatives project list.

The initial pre-approval enabled OTS to acquire the goods and services needed to upgrade enterprise systems and replace equipment that had reached end-of-life, as well as required consulting services. To continue to enhance student success, it is requested to increase the allocation to \$12,000,000 for FY 2008-09 to fulfill LSCS's aggressive plan to meet the technology needs of faculty, staff and students. In addition, this approval will extend beyond the use of the DIR cooperative program to include any Board approved cooperative purchasing program in accordance with Texas Government Code, Subchapter F, Sections 271.101-102 and will not be limited to the OTS Technology Initiatives project list.

From September 2008 to January 2009, OTS has made purchases in the amount of \$5,829,268 of the original authorization. The market value of these purchases is \$12,315,592 for a savings of \$6,486,324 or 111.27 percent. Compared to the prices negotiated by State of Texas DIR, LSCS was able to save \$3,528,446 or 61.48 percent.

Beyond the financial savings, LSCS has received significant benefits from the implementation of this pre-approval process. Faculty, students and staff have received updated technology on-time, without delay. In addition, the purchasing process has been simplified for technology purchases.

To ensure the Board continues to have visibility of the technology purchases made under this request, a brief summary of purchases and savings will be submitted on a regular basis.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2008-09 operating, technology and bond fund budgets.

**Staff Resource:** Shah Ardalan 832-813-6847



**September 2008 Board Approval  
Pre-approved DIR purchases  
Savings Summary**

Items	List Price	DIR Price	LSCS Price	Savings
Technology Refresh (printers, computers, servers)	\$ 3,943,369	\$ 3,229,945	\$ 2,417,077	\$ 1,526,292
Maintenance Agreement Renewals	\$ 503,323	\$ 392,592	\$ 352,718	\$ 150,605
Enterprise Virus protection	\$ 672,080	\$ 623,195	\$ 98,830	\$ 573,250
Desktop Management	\$ 1,190,626	\$ 927,821	\$ 282,392	\$ 908,235
Digital Signage	\$ 1,010,214	\$ 613,710	\$ 580,814	\$ 429,401
Infrastructure Monitoring	\$ 923,114	\$ 755,384	\$ 481,391	\$ 441,723
Green Computing (server consolidation)	\$ 621,895	\$ 549,000	\$ 445,000	\$ 176,895
Enterprise Backup and Archiving	\$ 3,450,970	\$ 2,321,394	\$ 1,171,047	\$ 2,279,923
<b>Misc Projects</b>				
- Project Management				
- VoIP server	\$ 84,910	\$ 62,945	\$ 55,326	\$ 29,584
<b>Totals</b>	<b>\$ 12,315,592</b>	<b>\$ 9,413,041</b>	<b>\$ 5,829,268</b>	<b>\$ 6,486,324</b>
	<b>Savings List to LSCS Price</b>		<b>Savings DIR to LSCS Price</b>	
	<b>\$ 6,486,324</b>		<b>111.27%</b>	
		<b>\$ 3,583,773</b>		<b>61.48%</b>

Total Allocation	\$ 6,000,000
Total purchases against the September Board approval	\$ 5,829,268
Remaining pre-approved allocation	\$ 170,732

**Financial Report and Consideration No. 12 (ACTION ITEM 11) Board Meeting 2-5-09**

**Request:** Consideration of Approval to Negotiate and Execute an Agreement for Fire Sprinkler Inspections and Maintenance Services

**Chancellor's**

**Recommendation:** That the Board of Trustees approve the Chancellor or his designee to negotiate and execute an agreement for fire sprinkler inspections and maintenance services from the lowest bidder, HiTech Integrated Solutions, 4355 Sylvanfield Drive #260, Houston, TX 77014 in the amount of \$16,328 annually, plus an estimated amount of \$11,000 annually for minor repairs, for a total estimated amount of \$81,984 over three years. This purchase includes the option to renew for two additional one year terms.

**Rationale:**

The college system requires annual and quarterly inspections and routine maintenance of its fire suppression systems by certified technicians. Sprinkler system standpipe pressure and tamper/flow device testing will be performed within the National Fire Protection Association guidelines and LSCS insurance carrier's recommendations. Thorough quarterly main drain testing and annual activation of dry pipe flow switch detection devices will ensure proper functioning of all systems and that sufficient water is available should there be an emergency. Additionally, minor repairs may be performed on an as needed basis throughout the year.

The term of this agreement will be for a period of three years effective March 1, 2009 through February 28, 2012, with the option to renew for two additional one year periods. The agreement may be cancelled upon a thirty-day written notice.

Request for proposals were sent to twenty-one fire protection vendors and five responses were received. See attached Bid Tabulation.

**Fiscal Impact:**

Funds for this purchase are included in the approved FY 2008-09 operating budgets. Funds for subsequent fiscal years will be included in future proposed budgets.

**Staff Resource:**

Cindy Gilliam

832-813-6512

**Fire Sprinkler Inspection, Maintenance  
and Repairs**

BID TABULATION

<b>Respondent</b>	<b>Fire Sprinkler Inspection and Maintenance (Annual Cost)</b>	<b>Rates-Minor Repairs</b>
<b>HiTech Integrated Solutions</b>	<b>\$16,328</b>	Hourly/Overtime rate: \$110/\$165 Sunday/Holiday rate: \$220 Parts: 10% Discount
Fire Tron, Inc	\$18,310	Hourly/Overtime rate: \$85/\$125 Sunday/Holiday rate: \$170 Parts: 15% Discount
Tyco SimplexGrinnell	\$18,908	Hourly/Overtime rate: \$104/\$260 Sunday/Holiday rate: \$208 Parts: 10% Discount
Western State Fire Protection	\$43,970	Hourly/Overtime rate: \$80/\$105 Sunday/Holiday rate: \$160 Parts: 10% Discount
Kauffman Company	\$57,520	Hourly/Overtime rate: \$85/\$115 Sunday/Holiday rate: \$170 Parts: 30% Discount

Exhibit "Q"

Financial Report and Consideration No. 13 (ACTION ITEM 12) Board Meeting 2-5-09

**Request:** Consideration of Approval to Purchase Construction Services to Install a Metal Storage Building at LSC-Kingwood

**Chancellor's Recommendation:** That the Board of Trustees approve the purchase of construction services to install a metal storage building at LSC-Kingwood from the BuyBoard Area Job Order Contractor (AJOC), Jamail & Smith Construction (J&S), 228 McCarty, Houston, TX 77029, in the amount of \$225,000.

**Rationale:** This project will consist of relocating one sewer, creating a concrete pad, and erecting a 3,000 sq. ft. metal storage building approved and purchased in FY 2008. This will alleviate the severe shortage of storage space at LSC-Kingwood, which has necessitated leasing cargo containers to store IT, arts & humanities props, stages and maintenance supplies.

The Board of Trustees approved the annual purchase of AJOC construction services for construction related projects in an amount not to exceed \$1,000,000 for FY 2008-09 at the August 7, 2008 Board meeting. However, it was agreed that projects in excess of \$100,000 would be presented to the Board individually for consideration of approval.

Texas Education Code, Section 44.041, Job Order Contracts for Facilities Construction or Repair, allows the System to award job order contracts for minor construction, repair, rehabilitation or alteration of a facility if the work is of a recurring nature, but the delivery times and quantities are indefinite and quantities and orders are awarded substantially on the basis of pre-described and pre-priced tasks.

Board Policy D.4.04 and Title 7, Intergovernmental Relations, Chapter 791, subchapter 791.025 of the Government Code, states that a local government may agree with another local government or with the state or a state agency, including the BuyBoard, to purchase goods and services. The local government that purchases the goods and services satisfies the requirement of the local government to seek competitive bids for the purchase of goods and services. The BuyBoard selected J&S through an extensive competitive bid process. The fixed unit price proposal was based upon RS Means Facilities Cost Data less a percentage discount, which is reasonable and within industry standards.

**Fiscal Impact:** Funds for this purchase are available from the approved FY 2008-09 operating budget for LSC-Kingwood.

**Staff Resource:** Katherine Persson 281-312-1640  
Cindy Gilliam 832-813-6512

**Financial Report and Consideration No. 14 (ACTION ITEM 13) Board Meeting 2-5-09**

**Request:** Consideration of Acceptance of Gifts

**Chancellor's**

**Recommendation:** That the Board of Trustees formally accept and acknowledge the following gifts donated to the Lone Star College System in accordance with the donors' wishes:

One (1) lithograph – Día de los Muertos '97 – donated by Mark and Esther Zimmerman to the Lone Star College System.

One (1) book – Beaches and Coasts – by Richard Davis & Duncan Fitzgerald, donated by Christine D. Bradford to the LSC-Tomball Library.

One (1) ambulance donated by Northwest Rural EMS/Brian Petrilla to the Lone Star College System.

One (1) drafting blueprint machine donated by Michael Warren to the Lone Star College System.

Audio-Tech Business Book Summaries donated by Kenneth & Angelique Barber to the LSC-Tomball Library.

Collection of art and history reference books donated by Deborah Ellington to the LSC-Montgomery Library.

Photographic equipment including a Panorama camera, timers, film developing tanks, and other miscellaneous darkroom equipment donated by Rhodes Gallery/Charles Rhodes to LSC-Tomball.

**Rationale:** In accordance with LSCS Board Policy Business Services: A3.01- Gifts, the authority to accept gifts is vested solely with the Board of Trustees.

**Fiscal Impact:** None

**Staff Resource:** Ray Laughter 832-813-6620

**Building and Grounds Report**

**Board Meeting 2-5-09**

**Report:** Construction Projects Update

The System's plant operations and facilities department has provided a summary report of the System's construction projects. See attached report.



## Monthly Facilities Planning and Construction Report

February 5, 2009

### General Obligation Bond Project Summaries – 2000 Election:

#### ❖ LSC- Tomball

- ◆ Entry Column Renovation - Project bids have come in significantly over budget. Alternative design solutions are being developed while supplemental funding sources are being evaluated.

### General Obligation Bond Project Summaries – 2008 Election:

#### ❖ LSC-North Harris

- ◆ Mechanical Replacements – This project consists of replacing chilled water pumps, air handling units and variable frequency drives. The Board of Trustees approved this project at the September regular board meeting. Most of the construction was completed over the winter break. Asbestos testing was done in the middle of October, and the related abatements were completed just prior to the commencement of construction.
- ◆ Electrical Infrastructure Upgrades – This project was approved by the Board of Trustees at the September regular board meeting. The construction manager at risk has finalized the contract details for the job. The switchgear and transformers have been ordered. Emergency power receptacles are being installed in select locations. Parking lot light feeds are being tested and verified. The design process is ongoing.
- ◆ Programming for the campus construction projects is ongoing and expected to be completed by early February. The programming for the off-campus health professions building is scheduled to begin in late January.

#### ❖ LSC-Kingwood

- ◆ Committee meetings continue on a weekly basis for the programming of the new student and conference center and the arts instructional building. This phase of the project is expected to be completed in February.

#### ❖ LSC-Montgomery

- ◆ Programming for New Buildings – Programming committee meetings are occurring on an as-needed basis. Programming for the new health/science building continues and is expected to wrap up by the end of January. The music instruction and academic building committees have concluded their meetings and are reviewing the draft programming documents.
- ◆ Schematic Design for New Buildings – The design phase for the new buildings was initiated and the first meeting to review the site selection and preliminary schematic diagrams was held in January.
- ◆ Parking Garage: The selection process for the design-build contractor is underway with a total of 29 proposals received in January. An agenda item will be submitted to the Board of Trustees at the March regular meeting.

- ◆ Building Automation Upgrades – The design of the upgrade kicked off in January and is ongoing.
- ◆ Fire Alarm System Upgrades –The existing fire alarm system will be evaluated for possible upgrades along with the general campus infrastructure assessment associated with the new buildings.
  
- ❖ LSC-Tomball
  - ◆ Programming for New Buildings – Committee meetings have concluded on the performing arts building, vet tech addition and Willow Chase Center expansion while final documents are being completed. Formal approvals are anticipated by the end of January. Programming activities began on the health/science building and are targeted for completion by the end of February.
  
- ❖ LSC-Fairbanks
  - ◆ Negotiation for the purchase of the LSC-Fairbanks property is in progress. Appraisals have been completed by both parties and differences in values are being reviewed.
  
- ❖ LSC-Cy Fair
  - ◆ Programming for New Buildings – Committee meetings are occurring on a weekly basis to program the new instructional building(s) and the addition to the learning center for student services. The programming is scheduled to be completed by the end of January.
  - ◆ Campus Master Plan –The current campus master plan is under review and will be revised to accommodate the additional forty acres of land purchased adjacent to the north boundary of the campus. The new plan will be complete in February. A new survey of the campus will be performed to include all property, identify all easements, and the exact location of all buildings, roads, water retention areas, and parking lots.
  
- ❖ LSC-New Satellite Centers
  - ◆ Programming for the three new centers continued in January. The design team is visiting various programs around the System for best practices. Land selection continues for the LSC-CyFair and LSC-Montgomery satellite campuses. Building programming is scheduled to be complete in January, but may be delayed until the land is purchased for two of the centers..
  
- ❖ LSC-Central Services and Training Center
  - ◆ Programming for Training Center Addition – Two programming meetings were held in December. Additional meetings will be scheduled as needed.
  - ◆ Modular Building – The LSC-Online staff occupied the temporary building at the beginning of December. This project is complete.
  - ◆ Programming for Houston Advanced Research Center (HARC) Renovations – Programming commenced in conjunction with the programming of the training center addition.

## 2007 Revenue Bond Project Summaries:

### ❖ LSC-North Harris

- ◆ Dining and Food Preparation Area Renovation – This project is substantially complete and the grand opening was held January 12. Punch list resolution is expected by mid-February.
- ◆ Water and Sanitary Services Replacement – The Richey Road Municipal Utility District agreement was approved at the September Board meeting. Professional design services were approved at the October Board meeting and the service contract is under development. The project, which requires coordination among several MUDS, Aldine ISD and the System, is planned to be completed in 2009.
- ◆ Building Automation System Upgrades - Shop drawings have been completed and material orders have been placed. Installation has begun in the areas where no asbestos is present. Proposals for asbestos testing and the related abatements are under review. The central plant was transitioned to the new system over the holidays. Engineering design work on the balance of the campus has reached 95% completion and cable pulling activities have commenced across the site. Both projects are scheduled for completion in May.

### ❖ LSC-Montgomery

- ◆ Electrical System Upgrades – This project has been completed. The engineer's recommendations are under review for project development purposes.
- ◆ Card Access System Upgrades – This project, to replace and install additional card readers, continues to be implemented without issue and is expected to be completed within 3 months.
- ◆ Walkway Expansion Joint Sealant - Significant progress was made over the holiday break and the project should be completed in February.

### ❖ LSC-Kingwood

- ◆ Fire Alarm Upgrades – The installation of the new fire alarm system is progressing. This project is expected to be completed by the end of January.
- ◆ Security System Upgrades for LSC-Kingwood and LSC-Tomball – The installation continues at both campuses and is planned to be completed in early February.
- ◆ Roof Repairs and/or Replacement for LSC-Kingwood and LSC-Tomball – Construction at Kingwood and Tomball continues to progress smoothly. The project at Kingwood is 98% complete and the anticipated completion date is late February when the skylights are installed. Tomball is 82% complete with an anticipated completion date of late February.

### ❖ LSC-CyFair

- ◆ Land for a New Satellite Center – Two properties have been identified as possible locations. A demographic analysis and potential education programs are being evaluated to assist with the selection.

❖

### ❖ LSC-Tomball

Tomball projects were bid in combination with other campuses to reduce the cost. The status of these projects can be found in other campus reports as follows:

- ◆ Building Automation System Upgrades – LSC-North Harris
- ◆ Security System Upgrades – LSC-Kingwood
- ◆ Roof Repairs and/or Replacement – LSC-Kingwood

## **Hurricane Ike Recovery**

### ❖ LSC-Kingwood

- ◆ Student Center and Fine Arts Building (SFA) Repairs – Power loss for the ventilation and air conditioning system as well as water infiltration has resulted in indoor air quality issues. This building houses student services such as registration, bursar's office, financial aid, and several administrative offices. These services are being relocated until all environmental concerns are addressed.

### ❖ LSC-Montgomery

- ◆ Building F (Library) Repairs – Wood book shelf ends that were submersed in water will require replacement. Campus staff is evaluating replacement options. Repairs to window scalant and flashing damaged during the storm were completed in January.
- ◆ Building F (Library) Patio Drainage – An evaluation of the drainage system for the patio was initiated in January. Patio area drains became clogged with the storm debris and contributed to the infiltration of water into the building.
- ◆ General Repairs – The masonry wall near the tennis courts has been repaired and painted. Lights at the tennis courts were realigned in December along with other general lighting repairs.

### ❖ System Offices

- ◆ Kiosk Repairs – Two kiosks that were damaged are in the process of being repaired. Delivery of the canopies is scheduled for February.

Personnel Report and Consideration No. 1 (ACTION ITEM 14) Board Meeting 2-5-09

**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 from the CyFair, Kingwood, Montgomery, North Harris, Tomball, and System Office.

**Fiscal Impact:** Positions and salaries have been budgeted for 2008-2009.

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

a. **CyFair**

**Feleccia Moore-Davis, Vice President, Student Learning**

Effective: Twelve-month contracted employee at an annual salary of \$101,000 beginning December 1, 2008.

Education: Ph.D., Regent University, Major: Organizational Leadership; M.S., Texas A&M University, Major: Industrial/Organizational Psychology; B.S., Xavier University of Louisiana, Major: Psychology.

Experience: Dean, Lone Star College System; Department Chair and Psychology Instructor, Houston Community College System; Psychology Instructor, Fayetteville Technology Community College.

**Gail Lorber, Business, Associate Professor**

Effective: Ten and one-half month contracted employee at an annual salary of \$50,776 beginning January 5, 2009.

Education: M.B.A. & B.S, Clark University, Major: Management/Marketing & Liberal Arts/Psychology.

Experience: Senior Consultant, LSCS Small Business Development Center; Owner/Project Director, Up-Starts Marketing & Communications; Faculty Specialist, Faculty Trainer, & Adjunct Faculty, Grand Canyon University; Adjunct Faculty, University of Phoenix; Instructional Specialist, University of Phoenix Online; Office Automation Consultant, Brookline Periodontal Associates; Business Office Manager/Registrar, Massasoit School.

**Charles B. French, Speech, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$15,842 beginning January 16, 2009.

Education: M.A., Texas A&M University, Major: Speech Communication; B.A., Trinity University, Major: Speech Communication.

Experience: Temporary Full-Time Instructor, Adjunct Faculty, Lone Star College – CyFair; Insurance Agent, American Income Life Insurance; Public Speaking Instructor, Texas A&M University; Consultant, Texas A&M Food Safety Inspection Service; Editorial Assistant, Trinity University English Department.

**Leslie Breen, Chemistry, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$18,208 beginning January 16, 2009.

Education: Ph.D., Pennsylvania State University, Major: Chemistry; B.A., Wheaton College, Major: Chemistry.

Experience: Temporary Full-Time Instructor, Lone Star College-CyFair, Regulatory Chemist, Baker Petrolite Corporation; Substitute Teacher, Cypress Fairbanks ISD.

**Linda Crowl, Government, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$17,508 beginning January 1, 2009.

Education: M.A., Johns Hopkins University School of Advanced International Studies, Major: International Relations; B.A., Oberlin College, Major: Government and French.

Experience: Long-Term Substitute Teacher, Beckendorff Junior High School; Tutor of ESL, Literacy Advance Houston; Research Fellow, Victoria University of Wellington; Research Assistant, University of Otago; Publication Fellow, University of South Pacific; Volunteer, Peace Corps; Editor of SAIS Review, Publication Assistant, John Hopkins University; Budget Analyst, U.S. Senate Budget Committee.

**Britney M. Jeffrey, English, Assistant Professor**

Effective: Temporary 4.5-month contracted employee at a semester salary of \$20,917 beginning January 1, 2009.

Education: M.A., Sam Houston State University, Major: English; B.A., Texas A&M University, Major: English.

Experience: Traditional Tutor, Lone Star College-CyFair; Part-Time Administrative Assistant, LegalLink/Merrill Communications; Calendar Manager and Account Executive, LegalLink; Writing Tutor, Lone Star College-Tomball; Issues Editor and Editorial Assistant, Locke Science Publishing.

**Phaik Sim Chandler, Biology, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$16,828 beginning January 1, 2009.

Education: Ph.D., University of Texas School of Public Health, Major: Epidemiology; B.S., Murdoch University, Major: Veterinary Science.

Experience: Adjunct Faculty, Lone Star College-CyFair, Kingwood, and Tomball; Faculty, Houston Baptist University; Clinical Instructor, Graduate Teaching Assistant, and Graduate Research Assistant, University of Texas School of Nursing; Veterinary Medical Officer, Australian Quarantine and Inspection Service; Veterinary Surgeon, Dr. Susan Joubert, Kenwick Veterinary Hospital, Australia.

**b. Kingwood**

**Hilary D. Miller, CIT, Assistant Professor**

Effective: Temporary 4.5-month contracted employee at a semester salary of \$22,188 beginning January 16, 2009.

Education: M.S.B.A. & B.B.A., Mississippi State University, Major: Information Systems & Business Information Systems.

Experience: Temporary Full-Time Instructor, Lone Star College-Kingwood, Senior Specialist, ExxonMobil Corporation; Graduate Assistant, Mississippi State University; Part-Time Customer Service Representative, Unistar Computers/Sparco.com.

**Oscar Ramos, Director, Office of Technology Services-Campus**

Effective: Twelve-month contracted employee at an annual salary of \$80,000 beginning November 15, 2008.

Education: B.S., University of Houston-Clear Lake, Major: Management Information Systems.

Experience: Analyst, Microsystems 2, University of Houston; Information Technology Specialist, SDI and X-Ray X-Press Mobile Imaging; Media Tech, University of Houston-Clear Lake.

**Christopher Crumley, Director, Enrollment Management**

Effective: Twelve-month contracted employee at an annual salary of \$60,331 beginning January 1, 2009.

Education: M.A. & B.A., California State University-Long Beach, Major: History.

Experience: Admissions Recruiting Coordinator, University of Science and Arts of Oklahoma; History Instructor, Pathways/Outreach Specialist, Pathways to Teaching Program, and Job Placement/Academic Advisor, Santiago Canyon College; Teaching Assistant/Reader and University Recruiter/Admissions Counselor, California State University-Long Beach; Associate Dean, Liberal Arts and Community Service Division, Tulsa Community College.

c. **Montgomery**

**Brandy Andrews Harvey, English, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$17,508 beginning January 1, 2009.

Education: Ph.D. & M.A., University of Louisiana at Lafayette, Major: English; B.S., University of Southern Mississippi, Major: English.

Experience: Instructor of English, Nicholls State University; Adjunct Instructor, L.E. Fletcher Technical Community College; Graduate Assistant (Teaching and Research)/University Fellow, University of Louisiana at Lafayette; Assistant to the Director, University Press of Mississippi.

**Joel Mott, Music, Assistant Professor**

Effective: Temporary 4.5-month contracted employee at a semester salary of \$20,104 beginning January 5, 2009.

Education: M.M., University of Texas at Austin, Major: Music Theory; B.A., Austin College, Major: Music Theory/Composition.

Experience: Teaching Assistant (Ear Training), University of Texas; Administrative Assistant; Sud-Chemie, Inc.; Peer Tutor, Austin College.

**Britt K. Michelsen, Government, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$14,641 beginning January 16, 2009.

Education: M.A. & B.A., University of Hawaii, Major: American Studies & Philosophy.

Experience: Business Analyst/Associate Consultant, Lascaux Consulting, LLC; Business Process Manager/Senior Analyst/Project Manager, International Business Systems; Project Manager/Technical & Marketing Writing, Baker Hughes INTEQ; Director of Training, Hawaii Child & Family Service; Business Analyst/Trainer, Hawaii Medical Services Association.

**Ronald Bostick, Welding, Assistant Professor**

Effective: Temporary 4.5-month contracted employee at a semester salary of \$21,039 beginning January 16, 2009.

Experience: CE Welding Instructor, Lone Star College-Montgomery; Boiler Room Supervisor, Texas Department of Criminal Justice; Wastewater Plant Operator, City of Cleveland; Certified Welder, Union Tank Car Company & Brown & Root.

**Chandra A. Schorg, Accounting, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$15,233 beginning January 16, 2009.

Education: M.B.A. & B.B.A., Texas Woman's University, Major: Accounting.

Experience: Temporary Full-Time Instructor & Adjunct Faculty, Lone Star College-Tomball, Montgomery & Kingwood; Assistant Professor of Accounting & Visiting Assistant Professor of Accounting, Loyola University-New Orleans; Lecturer III in Accounting, Texas Woman's University.

**Anitha Ramaswamy, Biology, Assistant Professor**

Effective: Temporary 4.5-month contracted employee at a semester salary of \$21,761 beginning January 16, 2009.

Education: M.S., Texas A&M University, Major: Plant Pathology & Microbiology; M.S., Mangalore University, Major: Applied Botany; B.S., K.G.F. First Grade College, Major: Natural Science.

Experience: Adjunct Faculty, Lone Star College-Montgomery & CyFair; Senior Research Assistant, University of Texas-M.D. Anderson Cancer Center; Graduate Assistant, Texas A&M University.

**d. North Harris**

**Steven Kolar, Dean, Instruction-Health and Human Services**

Effective: Twelve-month contracted employee at an annual salary of \$88,400 beginning November 17, 2008.

Education: M.B.A. & B.B.A., University of Houston-Victoria, Major: Management; A.A.S., Lone Star College-North Harris, Major: Nursing.

Experience: Acting Dean, Health and Human Services & Director, EMS Professions, Lone Star College-North Harris; Education/Resource Specialist III & Staff RN-Emergency Department, Memorial Hermann Northeast Hospital; EMS Director, Medical Transfer Systems dba Crossroads Ambulance; Adjunct/Part-Time Instructor, The Victoria College.

**Tom Ray Woodard, Machining, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$14,727 beginning January 16, 2009.

Experience: Machinist, Minco Inc. & FCM Corp.

**David Puller, Reference Librarian, Assistant Professor**

Effective: Twelve-month contracted employee at an annual salary of \$54,230 beginning January 1, 2009.

Education: M.A., Asbury Theological Seminary, Major: Divinity; M.L.S., Kent State University, Major: Library and Information Science; B.A., Ohio Wesleyan University, Major: History.

Experience: Pastor, First United Methodist Church; Librarian, Clay County Public Library & Jacksonville Public Library; Teacher, Robert E. Lee Academy.

**Cecilia L. Sutphen, Director, Public Relations**

Effective: Twelve month contracted employee at an annual salary of \$60,000 beginning January 5, 2009.

Education: B.B.A., Sam Houston State University, Major: Marketing, Management, and Finance.

Experience: Program Manager, Program Coordinator, Manager-Media Publications, and External Affairs Coordinator, Lone Star College System; Assistant Cost Accountant, General Cable; Assistant Branch Accountant, Borden, Inc.

**e. Tomball**

**Diana Broome, Pharmacy Technology, Assistant Professor**

Effective: Ten and one-half month contracted employee at an annual salary of \$49,092 beginning January 14, 2009.

Education: A.S. & A.S., Blinn College, Major: Chemistry & Business.

Experience: Lead Pharmacy Technician, College Station Medical Center; Pharmacy Technician Instructor, Blinn College.

**Vanessa Gilbert-Cronen, Sociology, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$17,508 beginning January 16, 2009.

Education: Ph.D. & M.P.H., University of North Texas Health Science Center, Major: Biomedical Science & Health Services Research/Community Health; B.A., University of North Texas, Sociology and Anthropology.

Experience: Adjunct Faculty and Temporary Full-Time Instructor, Lone Star College-Tomball; Research Consultant-Site Manager, University of Akron Institute for Health and Social Policy; Research Associate, National Organization on Adolescent Pregnancy, Parenting and Prevention, Inc.; Needs Assessment Consultant, Blue Cross Blue Shield Texas Incorporated.

**Ranne J. Freese, English, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$15,234 beginning January 12, 2009.

Education: M.A. & B.A., Minnesota State University, Major: Education & English; A.A.S., University of Minnesota, Major: Child Care Services.

Experience: Temporary Full-Time Instructor and Adjunct Faculty, Lone Star College-Tomball; Professor, Houston Community College System.

**Sondra Kellar, Accounting, Instructor**

Effective: 4.5-month contracted employee at an annual pro-rated (70%) salary of \$15,233 beginning January 16, 2009.

Education: M.B.A., Sam Houston State University, Major: Accounting; B.S., Oklahoma State University, Major: Accounting.

Experience: Adjunct Faculty, Lone Star College-Tomball; Accounting Manager, Entergy Utility Corp., Owner, Consulting Services; Comptroller, Molecular Structure Corporation; Controller, Tetra Services, Inc.

**Benjamin Leung, Director, Office of Technology Services-Campus**

Effective: Twelve month contracted employee at an annual salary of \$80,000 beginning January 19, 2009.

Education: B.S., San Francisco State University, Major: Business Administration.

Experience: Director of Law Information Technology Services, University of San Francisco School of Law; Director of Law School Technology Services and Technology Services Manager/Student Services Coordinator, Golden Gate University School of Law.

f. **System Office**

**Robert B. Teague, Director, Servers**

Effective: Twelve month contracted employee at an annual salary of \$85,000 beginning November 16, 2008.

Education: A.A., Columbia College, Major: General.

Experience: Director of Information Technology and Student Services, Lone Star College-Tomball; System Project Director for Tomball College (Contract), Maxon Enterprises Inc., Desktop Services Supervisor, Howery Simon Arnold & White, LLP; SR PC/LAN Technician, Weatherford International; Network Administrator, Information Systems Security Officer, US Army.

**Karen Miner, Director, Achieving the Dream**

Effective: Twelve month contracted employee at an annual salary of \$71,051 beginning December 1, 2008.

Education: M.S. & B.S., Emporia State University, Major: Rehabilitation Counseling & Rehabilitation Education Services.

Experience: Counselor/Coordinator of Disability Services, Counselor, Assistant Dean of Student Development-Division of Math, Art & Communications, Interim Director of Extended Learning Center, Assistant Dean of Student Development, Coordinator of Student Support Systems, and Adjunct Faculty, Lone Star College-CyFair & Montgomery; Counselor, Johnson County Community College; Rehabilitation Counselor, State of Missouri.

**Eileen Booher, Director, Resource Development & Administration**

Effective: Twelve-month contracted employee at an annual salary of \$87,327 beginning January 1, 2009.

Education: M.S., University of Houston, Major: Occupational Technology; B.S., Bradley University, Major: Business Administration.

Experience: Director, Resource Development and Grants Administration & Executive Director, Gulf coast Tech Prep Consortium, Lone State College System; Training Manager, Catapult Corporation; Lead Teacher, Early Childhood, Holy Spirit Episcopal School.

**Sherry Walton, Director, Network Operations**

Effective: Twelve-month contracted employee at an annual salary of \$85,000 beginning January 1, 2009.

Education: A.A., Lone Star College-Kingwood, Major: General.

Experience: Network Engineer, Administaff; Sr. Network Engineer, Humble ISD; Network Administrator, Charter Bank; Bookkeeper/Lan Administrator; Spencer Partnership.

**Ronald Brown, Director, Institutional Effectiveness**

Effective: Twelve-month contracted employee at an annual salary of \$70,000 beginning December 16, 2008.

Education: Ph.D., Texas A&M University, Major: Education Administration/Human Resource Development; M.E.D. & B.B.A., Prairie View A&M University, Major: Education Administration & Management Information Systems.

Experience: Program Director, The Texas Higher Education Coordinating Board; Research Analyst and Student Affairs and Career Service Coordinator, Prairie View A&M University; Faculty Member, Axia College and University of Phoenix.

**Christina Cross, Director, Instructional Technology**

Effective: Twelve-month contracted employee at an annual salary of \$60,331 beginning January 15, 2009.

Education: B.B.A., Sam Houston State University, Major: Management of Information Systems.

Experience: Instructional Technologist, Lone Star College System; Internet Marketing, Hasselmeier Group; Computer Systems Specialist, Sam Houston State University Computer Services.

**Christina C. Todd, Director, Instructional Programs**

Effective: Twelve-month contracted employee at an annual salary of \$65,000 beginning January 5, 2009.

Education: M.P.A., The University of Texas at Austin, Major: Public Affairs; B.A., University of Denver, Major: Political Science.

Experience: Program Manager and Labor Market Analyst, Lone Star College System; Research Analyst, Taxpayers Research Council; Legislative Intern, Office of Congressman Lloyd Doggett; Videographer/Videotape Editor and Records Manager, Law Firm Automation, Inc.

**Personnel Report and Consideration No. 2 (ACTION ITEM 15) Board Meeting 2-5-09**

**Request:** Consideration of Resignations

**Chancellor's**

**Recommendation:** That the resignations listed below be accepted and acknowledged.

Montgomery

**Alicia Jean Bankston, Professor, English**

Effective November 8, 2008

North Harris

**Deborah K. Fultner, Professor, Associate Degree Nursing**

Effective January 7, 2009

**Georgia T. Carmichael, Professor, Speech**

Effective December 31, 2008

Tomball

**Linda E. Bryan, Professor, English**

Effective December 31, 2008

**Stephen Odumosu, Professor, English**

Effective December 31, 2008

**Staff Resource:** Rand Key

832-813-6522

Exhibit "V"

**Personnel Report and Consideration No. 3 (ACTION ITEM 16) Board Meeting 2-5-09**

**Request:** Consideration of Approval of Commissioning of Peace Officers

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

**Lone Star College-Kingwood**  
Corey C. Johnson

**Lone Star College-Montgomery**  
Thomas A. Wolff

**Lone Star College-Tomball**  
Adam T. Duran

**Rationale:** These officers are eligible to be commissioned by this Board because they:

1. Have a current license from the Texas Commission on Law Enforcement Officer Standards and Education;
2. Have taken and filed the oath required of peace officers; and
3. Possess a sufficient number of college credit hours to meet the minimum standard for a Lone Star College System peace officer.

**Fiscal Impact:** None

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