MINUTES OF THE  
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES  
LONE STAR COLLEGE SYSTEM  
TRAINING AND DEVELOPMENT CENTER BOARD ROOM  
5000 RESEARCH FOREST DRIVE  
THE WOODLANDS, TEXAS 77381-4356  
February 4, 2016  
6:00 p.m.

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

WORKSHOP AND REGULAR MEETING

I. CALL TO ORDER: Ms. Good called the workshop and regular meeting of the Board of Trustees to order at 6:08 p.m. after determining that a quorum was present.

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

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

IV. INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS: Chancellor Head announced that Shah Ardalan, president of LSC-UP was awarded a commendation from Representative Kevin Brady for his exemplary service as Chairman of the Houston Northwest Chamber of Commerce Board of Directors.

Dr. Head thanked Dr. Deana Sheppard for serving as interim president of LSC-CyFair. The chancellor introduced Dr. Seelpa Keshvala, the incoming president of LSC-CyFair. She will begin on March 1, 2016.

Ms. Linda Head, associate vice chancellor of workforce and corporate partnerships, introduced Mr. Andre Alcantar, chairman and commissioner from Texas Workforce Commission (TWC), Ms. Melissa Dillard, Global Training Programs Manager with National Oil Varco and Ms. Patricia Harakal, executive director Lone Star Corporate
College. Mr. Alcantar gave an overview of the active TWC skills development fund grants and the list of grants completed since its inception in 2008. Lone Star Corporate College has provided training to more than 5,550 employees through TWC grants. Ms. Dillard spoke about National Oilwell Varco’s grant participation from 2008 to the present and gave an overview of the company.

Dr. Smith entered the meeting at 6:08 p.m. Dr. Holsey entered the meeting at 6:14 p.m. Mr. Murillo entered the meeting at 6:27 p.m.

V. WORKSHOP: Dr. Head introduced Dr. Katie Caruso, director honors college. Dr. Caruso gave a presentation on the LSC–Jakarta Student Exchange Program which took place between August and November 2015. Ten honors college students were chosen and awarded a scholarship provided by the Sampoerna Foundation for 12 credit hours, housing and meals. Exchange students took courses with Indonesian peers at the LSC-Jakarta campus. Students attending the board meeting: Cierra Cordova-Lopez, Dakota Crespo, Emma Everett, Neil Macon, Kiran Jonathan Sankar and Daniela De La Pava. Several students gave an overview of their experience while in Jakarta.

VI. CLOSED SESSION: At 6:45 p.m. Ms. Good convened the Board in closed session, in accordance with Section 551.001 et seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

- Section 551.071 – Consultation with Attorney
  - Status of Pending Litigation
  - On any item on the Agenda
- Section 551.072 – Deliberation Regarding Real Property
  - LSC-University Park, LSC-CyFair, LSC-North Harris, LSC-Tomball, LSC–Montgomery, LSC-SO-University Park
- Section 551.074 - Personnel Matters
- Section 551.076 - Deliberation Regarding Security Devices

Dr. Scott entered the meeting at 7:28 p.m.

VII. RECONVENE REGULAR MEETING: Ms. Good reconvened the open meeting at 8:01 p.m.

VIII. APPROVAL OF THE MINUTES OF THE DECEMBER 3, 2015 WORKSHOP AND REGULAR MEETING: upon a motion by Dr. Trowbridge and a second by Dr. Smith the board approved the minutes of the December 3, 2015 Workshop and Regular Meeting. Dr. Holsey abstained.

IX. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Chancellor Head stated that enrollment is up 5% for spring semester over Spring 2015. UP is up 23% and Montgomery is up 10%. Dr. Head introduced Shawn Arraj with Community Impact and Stephen Green with the Conroe Courier.
Dr. Head announced LSC Promise which will begin in the fall 2016 semester. This is a tuition-free college scholarship that will provide tuition for 300 qualified students. The LSC Promise is funded through the proceeds from international ventures and is intended to help students who do not qualify for other financial aid.

Lone Star College System is also developing a Workforce Tools program to provide tools for students at the completion of the degree or certificate so they will be better prepared for work.

Dr. Head announced the Employee Long Term Service and Excellence Awards Banquet will be held on Friday, February 19, 2016 at 11 a.m. at the The Woodlands Waterway Marriott.

Dr. Head announced this was Ray Laughter’s last official board meeting due to his retirement. A retirement reception will be held on Friday February 12, 2016 to honor him.

The Chancellor highlighted the upcoming 2016 NLS meeting in Washington, DC where the White House has invited Chair Linda Good and him to discuss the LSC-Promise program. They will also discuss the importance of year round Pell grants, Pell grants available for non-credit programs, accreditation requirements remaining within the state and local governing boards and the need to allow more local input in helping students determine their federal loan needs in order to keep the loan amounts to a reasonable level and help reduce the amount of student debt.

2. College Presidents: Dr. Lee Ann Nutt, president of LSC-Tomball spoke about Serving Students with Disabilities. Based on the LSC 20/20 principle Students Matter, an overview was presented on ways Lone Star College System is meeting the needs of students with disabilities. The process for identifying students with disabilities was explained as was how these needs are met. Highlights or programs and activities from each campus were given to show how the students with disabilities are served.

3. Vice Chancellors: Mr. Mario Castillo, general counsel, addressed the board to present the new policy review process.

4. Faculty Senate Presidents: Dr. Karen Buckman, faculty senate president of LSC-Montgomery, gave a presentation on Professional Development.

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

Chair Linda Good recognized Shah Ardalan as a finalist for the Bellwether award at the Futures Assembly meeting they attended. LSC-UP came in 2nd place. Ms. Good also highlighted the invitation from the White House with Dr. Head to present the LSC Promise program.
Mr. Ron Trowbridge spoke about the legislative funding cutbacks and more money being allocated to the Tier 1 institutions instead of the money being distributed to community colleges.

Dr. Alton Smith spoke about the Acres Home Chamber of Commerce meeting he attended. Dr. Smith indicated that Dr. Austin Lane was the guest speaker and he gave an excellent presentation about Lone Star College and the challenges in the Acres Home area and the opportunities available through Lone Star College.

Mr. Ken Lloyd thanked Dr. Napoles for the invite to the Mi3Center and the staff that were in attendance. They were very helpful to those attending the meeting advising attendees on degree or certificate programs available and the cost of these programs.

X. **CITIZENS DESIRING TO ADDRESS THE BOARD:** Mr. David Wilson, Director of Cypress Tea Party commended the board on fiscal responsibility and talked about the Student Policy. Dr. Elizabeth Jenson addressed Action Item 8 – Oil Rig Training Item. Mr. John Burghduff, representing the AFT, spoke about the problems of student debt. Mr. Burghduff indicated the AFT is working with Debt Free Future to learn ways to help current students and staff to eliminate their student debt.

XI. **CONSIDERATION OF THE CONSENT AGENDA:** Items number 4 and 5 were pulled from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Trowbridge made a motion to approve items 1, 2, 3, 6, 7, 8, 9, 10, and 11. Dr. Smith seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.

XII. **POLICY REPORT AND CONSIDERATIONS:**

1. **Consideration of Recommended Revision of the Lone Star College System Board Policy Manual Section VI.A through VI.F.6, Students (FIRST READING):** the Board of Trustees reviewed Amendments to the College’s Board Policy Section VI, covering most of the policies affecting students. A copy is attached as Exhibit “C”.

2. **Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section IV.F.10.10, First Level Appeal (FIRST READING):** the Board of Trustees reviewed and approved the Recommended Revisions of the LSCS Board Policy Section IV.F.10.10, First Level Appeal. This item was passed in the Consent Agenda. A copy is attached as Exhibit “D”.

3. **Consideration of the Recommended Addition of the Lone Star College System Board Policy Manual Section IV.B.3A, Campus Peace Officers (FIRST READING):** the Board of Trustees reviewed and approved an addition to the Lone Star College Policy Manual. The new section would be Section IV.B.3A, Campus Peace Officers, and would delegate appointment and commissioning authority to the Chancellor or a designee. The hiring of campus peace officers would follow the College’s standard
hiring policies and procedures. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E”.

XIII. FINANCIAL REPORTS AND CONSIDERATIONS:

1. Monthly Financial Statements: Ms. Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements for the months ended November 30, 2015 and December 31, 2015. A copy is attached as Exhibit “F”.

2. Consideration of Approval of Revised Continuing Education Part-Time Instructors Salary Schedule (**ACTION ITEM 3**): the board unanimously approved the revised 2015 – 2016 Part Time Instructors Salary Schedule which will be effective March 1, 2016. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G”.

3. Consideration of Approval of Order Authorizing the Issuance of Lone Star College System Limited Tax General Obligation Bonds, Series 2016 (**ACTION ITEM 4**): upon a motion by Mr. Vogt and a second by Dr. Smith the Board of Trustees approves the order authorizing the issuance of up to $150 million Lone Star College System Limited Tax General Obligation Bonds, Series 2016. This authorization will remain in effect for up to twelve months from the date of Board approval. Dr. Holsey and Dr. Scott opposed. A copy is attached as Exhibit “H”.

4. Consideration of Approval of Order Authorizing the Issuance of Lone Star College System Refunding Maintenance Tax Notes, Series 2016 (**ACTION ITEM 5**): upon a motion by Dr. Smith and a second by Mr. Lloyd the Board of Trustees approves the order authorizing the issuance of Lone Star College System Refunding Maintenance Tax Notes, Series 2016. This authorization will remain in effect for up to twelve months from the date of Board approval. A copy is attached as Exhibit “I”.

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Construction Services for a Teaching and Learning Center (“TLC”) in the Technology Building at LSC-CyFair (**ACTION ITEM 6**): the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase construction services for a TLC in the Technology Building at LSC-CyFair from Millennium Project Solutions, Inc., 14026 FM 2100 Suite C, Crosby, Texas 77532, in an amount not-to-exceed $215,745. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Architectural Services for the LSC-CyFair Workforce Addition and Advanced Technology Center Buildout (**ACTION ITEM 7**): the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase architectural services from Brown Reynolds Watford
Architects ("BRW"), 4501 Magnolia Cove Drive, Suite 250, Building 6, Houston, Texas 77345, for an amount not-to-exceed $750,000. Texas Government Code §2254.004 allows LSC to begin negotiations with the next highest ranked firm should negotiations cease with the firm before it. LSC further restricts this procedure to allow negotiations only with firms that have a score of 70 and above. In this case, the next highest ranked firm with a score above 70 is PBK Architects, Inc. This item was passed in the Consent Agenda. A copy is attached as Exhibit "K".

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Master Services Agreement to Purchase Oil Rig Training and Facility Use Services (ACTION ITEM 8): the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a master service agreement to purchase oil rig training and facility use services from Baker Hughes for an amount not-to-exceed $400,000 for a one-year term. In addition, the Board of Trustees authorizes the Chancellor or designee to negotiate and execute the specific project scope of work agreements. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”.

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract with the Construction Manager at Risk ("CMAR") Now Under New Ownership, Previously Selected for the LSC-Montgomery Magnolia Satellite Center (ACTION ITEM 9): the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract with the CMAR, now under new ownership, previously selected for the LSC-Montgomery Magnolia Satellite Center, KBR Building Group, LLC, now known as BE&K Building Group, a Pernix Group Company. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M”.

XIV. BUILDING AND GROUNDS REPORTS:

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

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 14): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O”.

2. Consideration of Acceptance of Resignations (ACTION ITEM 15): the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.

XVI. SUGGESTED FUTURE AGENDA ITEMS: None
XVII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:44 p.m.

ATTEST:

[Signature]
Board of Trustees, Chair

[Signature]
Board of Trustees, Secretary
I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 1st day of February, 2016 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 1st day of February, 2016.

LONE STAR COLLEGE SYSTEM

__________________________
Stephen C. Head
Chancellor
Consideration of Consent Agenda

Consent Agenda:

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

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

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Policy Report and Consideration No. 1  (SECOND READING)  Board Meeting 2-4-16

Request:  Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI, Students  (SECOND READING)

Chancellor’s Recommendation:  That the Board of Trustees reviews and approves Amendments to the College’s Board Policy Section VI, covering most of the policies affecting students.

Rationale:  The current version of Section VI is unclear. Clarity is important in this particular section because it contains most of the policies that affect a student’s day-to-day life at the College. Certain component sections of Section VI, e.g., student discipline, student responsibilities, student disability and First Amendment rights, are updated to reflect changes in the law.

Fiscal Impact:  None

Staff Resource:  Mario K. Castillo  832-813-6655
               Helen Clougherty  832-813-6514
SECTION VI – STUDENTS

VI.A. ADMISSIONS

VI.A.1.01 Admissions Policy
The College is an open-enrollment community college system. It identifies, attracts, enrolls, and retains students reflecting the College’s diverse population. The College does not consider race, color, sex, sexual orientation, gender identity, national origin, religion, disability, age, or military status in admissions.

VI.A.1.02 Definitions

(a) Academic Fresh Start means the College does not average grades from courses taken 10 or more years before the start of the applicant’s first semester. The College may not give any applicant under this program course credit for courses older than 10 years. The applicant must be a Texas resident.

(b) Active Military Service means active service as a U.S. Armed Forces or the Texas National Guard member. A student withdrawing from the College to complete training exercises as a Texas National Guard member does not qualify.

(c) Chief Student Services Officer means the official on a member-college’s campus who has been designated as such in corresponding procedures.

(d) Potential Students are people that may enroll in the College’s coursework.
   1. High school, secondary education, GED, or home school program graduates.
   2. High school students enrolled in dual-credit or early-college programs.
   3. Special admissions may be granted for (a) students aged 16 years or younger, or (b) non-high school graduates if the College finds the applicant is able to do College-level work according to the same general standards as those students who graduated from public high school.

The College may enroll potential students with valid immigration visas if they qualify under (c)(1) through (c)(4).

This definition applies only to the College’s general admission policy. Special admission requirements are required for some of the College’s specific programs, degrees, and certificates. Those special rules are detailed in the College’s annual course catalog.

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1 Texas Education Code § 51.931 (September 1, 1995).
2 Texas Education Code § 51.9111 (June 17, 2005).
3 Texas Education Code § 54.051 (September 1, 2005).
(e) Texas Common Admission Application Form means the adopted Texas Higher Education Coordinating Board electronic common admission application form.4

VI.A.1.03 Admission Grievance Policy
Admission rejections are rare because the College is an open-enrollment institution. However, individuals should direct admission grievances to a member-college’s Chief Student Services Officer.

VI.A.1.04 Returning from Active Military Service5
The College welcomes back veterans after active military service by waiving reapplication and readmission fees. This waiver expires one year after the veteran ends active military service. The veteran must remain otherwise eligible to enroll. The College has two additional duties under this policy.

(a) Provide the student a financial aid packet similar to the one for which the student was eligible before withdrawing for military service. This assumes the student meets the current financial aid eligibility requirements and conditions.

(b) Allow the student the same academic status the student had before the student withdrew for military service. This includes any course credit the College awarded the student.

VI.B. TUITION AND FEES

VI.B.1.01 Policy
The College’s Board of Trustees sets tuition and fees for the College’s courses.6 Texas residents pay lower tuition and fees than out-of-state residents or international students. Likewise, out-of-district Texas residents pay higher tuition and fees than in-district Texas residents. Texas law, Texas Higher Education Coordinating Board rules, and this policy determine Texas residency.

VI.B.1.02 Definitions

(a) Adult means a person aged 18 years or older.

(b) In-District Texas Resident7 means an adult Texas resident living in the College’s taxing district boundaries on the census date in the semester in which the student enrolls. It can also mean a non-adult Texas resident whose parents or guardians live within those boundaries on the census date in the semester in which the student enrolls. It can also mean property owners, and their dependents, who pay the College’s property taxes and are Texas residents. It can also mean the College’s full-time employee’s immediate

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4 Texas Education Code § 51.762 (June 17, 2005).
5 Texas Education Code § 51.9242 (effective June 17, 2005).
6 Texas Education Code § 54.008 (effective September 2001).
7 Texas Education Code § 54.052 (effective September 2005).
family members. Finally, it can also mean a Texas resident of the Acres Home Super Neighborhood attending the College’s Victory Center.

**(c) Texas Resident** means—for this tuition and fee policy—a person who satisfies one of several circumstances.

1. A person who lived in Texas no less than 12 straight months before the semester’s census date in which the person enrolls.

2. A dependent whose parent or guardian lived in Texas no less than 12 straight months before the semester’s census date in which the person enrolls.

3. A non-citizen person who first graduated from a Texas public or accredited private high school, home school program, or a Texas high school diploma-equivalent program. And second, lived in Texas for 36 months right before graduating or receiving a diploma-equivalent. And third, lived in Texas for 12 months before the student’s first academic semester’s census date.

4. A nonresident of Texas employed by a business or organization established in Texas under a Texas economic development and diversification program along with their spouse and children are eligible to pay resident tuition. It is irrelevant how long the person has lived in Texas. The enrolling student must file a letter of intent to establish Texas residency with the College.

5. A person who lived in Texas no less than 12 straight months before the semester's 12th day in which the person enrolls. And who holds an immigration visa allowing him or her to live in the United States.

6. A person who has filed a Petition for Permanent Resident Status (I-130 or I-140). And who has lived in Texas no less than 12 straight months before the applicable semester’s 12th day.

7. A person, ignoring immigration status, who satisfies (c)(3) above and provides the College an affidavit. The affidavit must promise that the person will apply for legal permanent residency as soon as eligible.

8. A person stationed in Texas who is an officer, enlisted, selectee, or draftee of the United States Army, Army National Guard, Air Force, Air National Guard, Navy, Marine Corps, Coast Guard, or a commissioned office in the Public Health Service. This also applies to the person’s spouse and dependent children. This definition does not apply to service members training in Texas in an isolated or routine manner.
9. A member of the United States Armed Services whose Home of Record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose Home of Record is not Texas but who provides the institution Leave and Earnings Statements that show the member has claimed Texas as his or her place of residence for the 12 straight months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children.

10. A Texas resident means a service member’s spouse or child under certain circumstances. First, the service member is stationed outside Texas. Second, the member’s spouse or child resides in Texas. Third, the spouse or child gives the College a letter of intent to establish Texas residency. It is irrelevant how long the spouse or child has lived in Texas if the letter-of-intent is filed.

(d) **Out-of-District Texas Resident** means an adult Texas resident living outside the College’s taxing district boundaries on the official enrollment reporting date. It can also mean a non-adult Texas resident whose parents or guardians live outside those boundaries on the official enrollment reporting date.

(f) **Out-of-State Residents** means a person aged over 18 years who does not meet the Texas Resident definition under this section. This definition also includes persons aged less than 18 years whose parents or legal guardians resided outside of Texas for the 12 months before the applicable semester.

VI.B.1.03 Establishing Texas Residency and District Status and Grievance Policy

The College will provide applicants with a questionnaire, which becomes part of the applicant’s admissions paperwork. The College can seek more information to answer questions raised by the applicant’s responses. Students must also tell the admissions office on the student’s campus when a student changes residences. Current and returning students may be required to prove their residency through supporting documents. A student that does not inform the admissions office can be disciplined under the Student Code of Conduct. The student must ensure that any residency issues are resolved before registering for classes, and file any grievance or objection with their Chief Student Services Officer. The Chief Student Services Officer has final authority to determine a student’s residency under this policy.

VI.B.1.04 Texas Tuition Fund and Texas Guaranteed Tuition Plan Tuition Rates

A Texas Tuition Promise Fund or Texas Guaranteed Tuition Plan beneficiary pays in state tuition, but may be required to pay higher fees than a Texas resident as defined in this section.

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8 Texas Education Code § 54.053 (effective September 1, 2005).
9 Texas Education Code § 54.054 (effective September 1, 2005).
10 Texas Education Code § 54.055 (effective September 1, 2005).
VI.B.1.05 Errors in Texas Residency and District Status\textsuperscript{11}

The College may misclassify an out-of-state resident as a Texas resident. The College will charge out-of-state tuition and fees to a misclassified person starting with the first semester after the error’s discovery.\textsuperscript{12}

The College may also misclassify a Texas resident as an out-of-state resident. The College will immediately charge Texas resident tuition and fees to the misclassified person starting the very semester during the error’s discovery. The College shall refund the person the sums the person paid over Texas resident tuition.

VI.B.1.06 Notice of Repeated Courses and Excessive Undergraduate Hours\textsuperscript{13}

The College and its students benefit when students timely complete certificate and degree programs. The College may charge a student higher tuition than standard tuition for repeated courses or carrying excess hours beyond those allowed for a student to keep paying in-state tuition and fees. The higher tuition rates and criteria are published in the College’s annual course catalog.

VI.B.1.07 Tuition Waiver Based on Contractual Training Agreements

Tuition and fees may be set in a contract when a third party pays the full cost, or a significant portion, of a continuing education or training program. The tuition waiver in this section can never apply where the third party’s payment does not cover at least instructional salaries. The Chancellor may authorize exceptions to this section, and shall report the same to the Board on at least an annual basis.

VI.B.1.08 Dual Credit Tuition Waiver

Texas high school students enrolled in dual credit courses will not pay the College any tuition, but the College may still charge fees to those students.

VI.B.2. Installment Payment Plans\textsuperscript{14}

VI.B.2.01 Policy

The College only accepts tuition-and-fee installment payments during the fall and spring semesters. Payment plans are unavailable during mini-semester or summer semester classes. Payment plans require a student’s first payment before classes begin. Likewise, payment plans require a student’s last payment before the applicable semester’s last day. Finally, a student who uses a payment plan will pay an extra enrollment fee at enrollment for each semester the student has a payment plan. The College will tell a student about any overdue tuition or fees as soon as it can. Not paying tuition and fees may impact enrollment status.

\textsuperscript{11} Texas Education Code § 54.056 (effective September 1, 2005).
\textsuperscript{12} Texas Education Code § 54.057 (effective September 1, 2005).
\textsuperscript{13} Texas Education Code § 54.014 (effective September 1, 2005).
\textsuperscript{14} Texas Education Code § 54.007 (effective June 17, 2011).
VI.B.2.02 Obtaining an Installment Payment Plan
The College requires students to enroll and complete necessary paperwork online for a tuition payment plan. That paperwork will include a written agreement outlining the payment plan’s terms and conditions, a promissory note as collateral for the debt, and the student’s financial aid award assignment covering the student’s tuition or fees.

The following statement in bold-faced type must be included in any student’s signed promissory note: “A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or session may be indefinitely denied a transcript.”

VI.B.2.03 Appealing Denial of a Transcript for Non-Payment
The student may appeal denial of an installment plan to the Chief Student Service Officer. The Chief Student Services Officer will have final authority regarding the student’s eligibility.

VI.B.2.04 Applying Financial Aid Awards to Tuition and Fees
The College applies a student’s financial aid award to pay a semester’s tuition and fees. The College will refund the balance after financial aid pays the student’s tuition and fees.

VI.B.3. Refund Policy

VI.B.3.01 Policy
The College generally refunds tuition and fees as soon as practical via a refund schedule appearing in this section. Students are advised, however, that Federal Pell Grants, FSEOG, and Direct Loans, are subject to a different policy by law.

VI.B.3.02 Refund Schedules Defined
Refund schedules are determined by the fund type, class type or course, the class semester-length, and the refund’s reason.

(a) General Refunds. Courses approved by the Texas Higher Education Coordinating Board for which credit hours are awarded are refunded in accordance with this section.16

1. The College will provide a full refund when the College cancels a scheduled course.

2. The College will provide a partial refund when a student drops a course or withdraws before the first day of classes. That partial refund will be the balance of all tuition and fees minus any registration fee, installment plan payment fee, and any applicable late fees.

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15 Texas Education Code § 54.0071 (effective June 17, 2011).
16 Texas Education Code § 54.006.
3. The College will provide a partial refund when a student drops a course or withdraws after the classes first calendar day during the fall or spring semester. That partial refund will be the prorated as follows.

   A. Calendar days 1 through 15 = 70 percent refund.
   B. Calendar days 16 through 20 = 25 percent refund.
   C. Calendar days 21 through semester’s end = no refund.

4. The College will provide a partial refund when a student drops a course or withdraws after the first calendar day of classes during a six-week summer semester. That partial refund will be prorated as follows.

   A. Calendar days 1 through 5 = 70 percent refund.
   B. Calendar days 6 through 7 = 25 percent refund.
   C. Calendar days after the 7th day = no refund.

(b) Title IV Financial Aid Refunds. Students receiving Federal Pell Grants, FSEOG, and Direct Loans are subject to this section. Federal law requires that such students stay enrolled in classes at least 60 percent of the course schedule. Students who withdraw before that date must return funds to the federal government and the College under the following terms:

The class schedule’s percentage that the student completed before withdrawing will be the percent of the Title IV assistance that the student earned and will not return. The College will inform the student of the percent completed and the balance owed to the College and the federal government. The student will then return the funds within 45 calendar days.

A student that does not repay the sum owed faces serious action if no valid repayment plan exists. First, the College may deny the student future course registration, transcripts, or grades. Second, the Department of Education may deny the student eligibility for Title IV funds in the future for not returning sums owed under this section.

Repayments will be returned to the Title IV programs in the following order: (1) unsubsidized Stafford Student Loans, then (2) Subsidized Stafford Student Loans, then (3) Plus Loan Program, then (4) Pell Grant Program, then (5) SEOG Grant Program, and finally, (6) Robert C. Byrd Honor Scholarship.

VI.B.3.03 Refund Grievance Policy
A student that believes an error has occurred regarding a refund should contact the college’s Vice President of Administrative Services. The only available appeal from a Vice President of Administrative Services’ determination is to the college president. The President's decision is final.
VI.B.3.04 Withdrawal for Military Service
The College provides a withdrawing, Active Military Service student three options: (a) refunding the tuition and fees the student paid for the semester in which the student withdraws; or (b) granting the student an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or (c) assigning an appropriate final grade or credit to a student who has satisfactorily completed substantial coursework and has demonstrated sufficient course-material mastery determined by the student’s instructor. The Active Military Service student decides the taken route.17

VI.B.4. Fees, Fines, and Charges

VI.B.4.01 Policy
The Board and College may set and collect special fees. The College will exempt students from tuition, dues, fees or charges as required by law.18 Continued receipt of exemptions and waivers is conditional.

VI.B.4.02 Definitions

(a) Continuing Education Course Fees are charged to each person registered in Continuing Education (CE) courses. The Board shall set the fee in an amount sufficient permitting the College to recover the costs of providing the course. CE fees only apply to the College’s courses that do not collect tuition or receive formula funding—including an extension course, correspondence course, or other self-supporting course. Students enrolled in CE courses where the College collects tuition or receives formula funding are charged a specific per-course sum as outlined in the College’s course catalog.

(b) Incidental fees include, without limitation, late registration fees, library fines, payment plan late fees, bad check charges, application processing fees, infrastructure fees, and laboratory breakage charge. The Board may fix the rate current and prospective students pay in incidental fees. Incidental fee rates shall reflect the College’s actual costs for materials and services. The College publishes a description and sum for each incidental fee in the College’s annual course catalog.

(c) Joint Enrollment Waivers arise when a student registers at two campuses under a joint or cooperative program at the same time. The student must pay all required student services fees to the college designated as the home college under the joint or cooperative program agreement. The non-home college under the joint or cooperative

17 Texas Education Code § 54.006.
18 Texas Education Code § 54.005
program agreement will award the student a Joint Enrollment Waiver for all required student services fees at the non-home college campus.19

(d) **Laboratory Fees** include, without limitation, a sum sufficient to cover the general laboratory material and supply costs a laboratory student uses. The College’s charges for laboratory fees shall not exceed the lesser of $24 per semester credit hour or the actual material-and-supply costs the student uses.

(e) **Student Activity Fees** include an every-semester fee per credit hour used to support student activities distinct from the College’s regularly scheduled academic functions and that involve or benefit students. All money collected as student activity fees shall be reserved and accounted for in a distinct account separate from other revenue sources. The College shall only use student activity fees for student activities as defined in this section.

**VI.B.4.03 Fee Grievance Policy**

Students that believe an error occurred regarding a fee should contact their Vice President of Administrative Services. The only available appeal from a Vice President of Administrative Services’ determination is to the campus President. The President’s decision is final.

**VI.C. FINANCIAL AID**

**VI.C.1. Financial Aid**

**VI.C.1.01 Policy**

Financial aid removes financial barriers preventing access to educational opportunities. The College participates in programs providing aid through grants, scholarships, work-study, and loans. Financial aid policies provide uniform, efficient guidelines for the College’s financial aid offices in getting information, giving awards, and governing programs. This policy supplements the College’s compliance with federal and state statutes and regulations.

**VI.C.1.02 Definitions**

(a) **Financial Aid Application.** Students applying for financial aid, other than scholarships, must first complete a Free Application for Federal Student Aid (FAFSA) form. The information submitted in the application may be verified. Scholarship applicants must submit scholarship applications by published deadlines. Scholarship donors determine scholarship eligibility criteria.

(b) **Disbursement of Financial Aid Funds.** Financial aid awards other than work-study awards are credited to the student’s account and pay tuition, fees, and books. Any

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balances are refunded to the student. The College’s work-study funds will be distributed through its payroll system.

(c) **Repayment of Title IV Funds.** Students receiving Title IV funds, who withdraw from a course before the 60 percent point of completion, must return the unearned portion of the Title IV funds.

(d) **Financial Aid Probation and Suspension** Students must meet certain academic progress standards to remain eligible for the College’s financial aid programs. Students who do not make satisfactory academic progress under the College’s Satisfactory Progress Standards will be placed on financial aid warning, probation, or suspension. The College will notify students in writing who are on financial aid probation that their aid will be suspended unless the student makes the required academic progress. Students who are suspended from financial aid are notified in writing that their financial aid has been suspended and that they can appeal the suspension. The student must prove on appeal that extenuating circumstances caused the situation, or that the student’s academic record continuously progresses. A student may forgo an appeal. A student who does not appeal faces several conditions to get financial aid again. First, the student must finish at least six College-approved semester hours. Second, the student must meet satisfactory academic progress. The student must satisfy both conditions to be eligible again for financial aid.

**VI.C.1.03 Appealing a Financial Aid Suspension.** A student placed on financial aid suspension who wants to appeal the suspension shall complete and submit an appeal form to the College’s Chief Financial Aid Officer. The College’s Chief Financial Aid Officer shall review each appeal, and determine on a case-by-case basis if the student’s circumstances warrant a suspension waiver and may resolve the appeal in three distinct methods.

(a) The College may allow the student to receive aid and remain on probation.

(b) The College may allow the student to receive aid under specified conditions.

(c) The College may deny the appeal.

The College must provide the student with a written decision regarding the student’s appeal and provide any remaining appeals remaining available.

**VI.C.1.04 Title IV Fraud**
Any person who embezzles, misapplies, steals, or who obtains funds by intentional misrepresentation, false statement, or forgery, commits fraud. A person who also does not refund any owed funds, assets, or property received under Title IV, commits theft and conversion. A person committing fraud can be penalized and fined under federal law.
The College shall refer the matter to the U.S. Department of Education by forwarding the investigative report to the agency and supporting documents. The College’s administrators shall determine if the case should be referred to the U.S. Attorney General, and in that event, the College’s General Counsel shall be responsible for making such referral.

VI.D. STUDENT WELFARE AND RIGHTS

VI.D.1. Student Organizations

VI.D.1.01 Policy
The College provides equal opportunities to all students participating in courses, activities, and programs regardless of race, color, creed, national origin, gender, gender identity, age, veteran’s status, sexual orientation, or disability. The College cannot deny a student group recognition because of the group’s views.

VI.D.1.02 Definitions

(a) **Necessary Student Travel Paperwork** includes a completed Student Travel Request Form, a trip plan, a trip roster, a Participant Release Form, and a Medical Treatment Authorization form.

(b) **Risk Management Program** means a program that discusses the following topics (1) possessing and using alcoholic beverages or illegal drugs, including penalties that may be imposed for possessing either substance; (2) hazing; (3) sexual harassment; (4) fire and other safety issues, including possessing and using a firearm, other weapon, or explosive device; (5) traveling outside the College’s location area; (6) behavior at parties and other events held by a student organization; and (7) adoption by a student organization of a risk management policy.

(c) **Student Organization Advisor** means a person who (1) serves in an advisory capacity to a student organization and its members, (2) has aged at least 21 years, (3) is not a student at the College, and (4) is the College’s full-time employee.

(d) **Student Organization Representatives** means the following four officer positions, or similar officer positions: the president, vice president, secretary, and treasurer.

(e) **Student Travel** means students traveling to reach an activity or event located 25 miles or farther away from the campus or departure center. Student Travel must also include any of the following four conditions and the 25-mile requirement. First, any activity or event the College funds. Second, any travel in a vehicle the College owns, leases, or rents. Third, a registered student organization requires the travel. Fourth, the college, campus, department, class or course, college office, study-abroad program, college-scheduled
sports event or competition, or a recognized student organization or its representatives direct the travel.

(f) **Student Travel Funded by the College** means a college-maintained budget item or fund created and funding expenses associated with the activity or event. The College funds travel even if an outside tour company arranges the college-sponsored trip and travelers pay their own travel-related expenses.

(g) **Student Travel Required by a Registered Student Organization** means the travel comprises the organization’s official activities, including attending and participating at conventions, workshops, athletic events, and non-athletic competitions. This definition does not include social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

**VI.D.1.03 Student Travel Policies**

Students will complete and submit necessary student travel paperwork at least five days before the necessary travel. Commercial airlines, college-owned, -rented, or -leased vehicles, and commercial vehicles are approved transportation modes for student travel under this policy.

A driver transporting students in college-owned, -leased, or -rented vehicles must meet the following conditions: (a) be a College employee approved by the Chief Student Services Officer, (b) have a valid driver’s license appropriate for the vehicle being driven, and (c) have a satisfactory driving record, which the College reviewed within six months of the scheduled student travel.

The driver must also ensure that passenger numbers do not exceed the vehicle’s designated passenger capacity—each passenger must be secured by a seat belt. A driver may not drive for more than three consecutive hours without taking a fifteen-minute break from driving. A driver may not read e-mails or text messages while driving students.

The following applies when student-owned vehicles are used for student travel. First, the College’s students are not covered by the College’s vehicle insurance policies and cannot be College-approved drivers. Second, adult students drive their own private vehicles at their own discretion and at their own peril. Third, adult students riding with another adult student do so on their own and at their own peril. Fourth, the College’s employees cannot arrange for students to drive other students. Fifth, all student drivers must sign a liability waiver for driving their own vehicle. Sixth, all student-owned vehicle accidents or collisions must be covered by the student’s vehicle insurance policy. Seventh, the private-travel conditions must be detailed in the Travel Waiver form. Eighth, the College must provide any student driver with directions to the intended destination.
VI.D.1.04 Student Group Registration Eligibility
A student group may register on the College’s campuses if (a) the student group does not deny membership because of race, color, creed, national origin, gender, age, veteran’s status, sexual orientation, or disability; (b) the College’s full-time employee acts as the group’s advisor; (c) its registration is not prohibited after disciplinary action; and (d) currently enrolled students and the College’s employees compose its membership. Alumni, faculty, and staff can serve as advisers by invitation.

VI.D.1.05 Required Risk Management Training for Student Groups
The College will provide a risk management program for registered student organizations and their advisors at least once each academic year. The College requires the student organization’s representatives and its advisors to attend. The College must record the program’s attendance and keep those records for at least three years after the program is held. Other student organization members may attend the program. Advisors or student representatives will brief the entire student organization on the program’s contents at the next full membership meeting.

VI.D.1.06 Compliance with the College’s Policies
Registered student organizations must comply with the College’s policies and procedures. The student organization’s activities and programs require sponsor approval. The College’s legal representatives never include student organizations. A registered student organization may not use the College’s tax exemption number for its purchases.

VI.D.1.07 Violation of the College’s Policies
The College can charge a registered student organization with violating the Student Code of Conduct. The organization and its officers may be held responsible for violations during organization-sponsored events. The College holds student organizations and their officers responsible for violations committed by a member representing the organization or associated with the organization.

Sanctions for student organization misconduct may include the College revoking the registered student organization’s status. Sanctions can also include those listed in the Student Code of Conduct. A student organization may also appeal or proceed as an individual student might under the Student Code of Conduct.

VI.D.1.08 Sale of Taxable Items
A registered student organization’s sales are exempt from taxes imposed by Subchapter C of the Texas Tax Code so long as the sales price remains $5,000 or less. Similarly, when a student organization manufactures or donates an otherwise taxable good, the good remains exempt from the taxes imposed by Subchapter C of the Tax Code regardless of sales price unless sold to the donor or manufacturer if certain conditions are met. First, the student organization must sell the goods at a one-day fundraising sale. Second, that one-day fundraising sale cannot occur more than once a month. The storage, use, or consumption of a taxable item acquired tax-free under
this section remains exempted from the use tax imposed by Subchapter D of the Tax Code until the item’s resale or transfer.

A registered student organization qualifies for this section if (a) it’s affiliated with the College, (b) has as its primary purpose a non-profit goal, and (c) files a certification with the Texas Comptroller.

VI.D.1.09 – Raffles
The College allows registered student organizations to hold raffle-ticket sales at the College—subject to reasonable time, place, and manner restrictions and always following Texas law.

VI.D.2. Religious Holy Days

VI.D.2.01 Policy
The College respects our students’ religious observances even though they may conflict with the College’s class meetings, assignments, and examinations.

VI.D.2.02 Definitions
(a) Religious Holiday means a holy day observed by a religion whose worship places are exempt from property taxation under Section 11.20 of the Texas Tax Code.

(b) Excused Absence means a student is treated consistently with the instructor’s policies and procedures regarding other excused absences—except that no instructor may unilaterally deny the student the opportunity for make-up work under this policy.

VI.D.2.03 Requesting Absences for Religious Holy Days
Student class attendance affects the educational experience, and students should attend all classes in which they are enrolled. Each faculty member shall communicate the attendance policy to his or her classes. The College shall include in its course catalog a statement regarding its attendance policies and procedures for religious holy days. A student who is excused under this section may not be penalized for the absence; however, the instructor may appropriately respond if the student does not complete any postponed or rescheduled assignment or exam.

VI.D.3. Crime and Security Reports
The College shall collect information regarding campus crime statistics and campus security policies as required by law. The College will prepare, publish and distribute an annual security report through appropriate publications, electronic media, or mailings to all current students and employees as required by law. The College will also provide the resulting report to any applicant for enrollment or employment upon request. This report shall include the following:

(a) A statement of current policies concerning security and access to campus facilities, and security considerations in maintaining campus facilities.

(b) A statement of current policies concerning campus law enforcement that includes:
(1) the enforcement authority of security personnel, including their working relationship with state and local police agencies, and whether those security
personnel have the authority to arrest individuals; and (2) the policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

(c) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

(d) A description of programs designed to inform students and employees about crime prevention.

(e) Campus and community crime statistics.

VI.D.4. Student Support Services
The Executive Vice Chancellor shall ensure that the Colleges make available to all students effective student support services, including academic advising services, academic-support services, skills assessment and placement services, career services, financial aid services, student enrollment services, and support services for students with disabilities.

VI.D.5. Student Health Notices and Immunizations
The College’s policy on HIV infection and AIDS shall be included in the student handbook and be available for viewing by all new and returning students on the College’s website.

VI.D.6. Drug and Alcohol Testing
Students and faculty members in the health occupation, emergency services, or child care programs may require drug testing if reasonable suspicion exists that they may be impaired or as required by affiliated third-parties.

VI.D.7. Criminal Background Checks
Before registering in the College’s health professions and emergency services, and or child development program, a student must pass a criminal background check performed by an external consumer agency the College selects. The student shall sign a release and directly pay the agency the background-check cost. Background check results, confidentially kept, are sent directly to the program director and the student.

VI.D.8. Legal Notice Regarding Steroids
The following notice regarding legal restrictions on steroids shall be posted in the College’s gyms: “Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery or administering of an anabolic steroid or growth hormone in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or increasing muscle bulk or strength through anabolic steroid use by a person in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth
hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.”

VI.D.9. Graduation Rates
The College publishes or mails to all current students its full-time student completion and graduation rates. It also provides the same to any requesting prospective student. The College updates the information at least every two years.

VI.D.10. Student First Amendment Rights and Other Rights

VI.D.10.01 Policy
The College’s students retain their First Amendment rights, but voluntarily assume certain responsibilities by enrolling in the College. The College’s students enjoy First Amendment protections at all college-sponsored events subject to limited exceptions. Secular and religious student expression remains protected by the First Amendment and may not be abridged unless, in the Chancellor’s or a designee’s view, the speech is disruptive, school-sponsored, promotes illegal drug use, or the regulation remains viewpoint- and content-neutral.

With the exceptions stated above, the College shall take no action respecting a religion’s establishment, nor will the College prohibit religion’s free exercise. The College will not abridge speech, the press, peaceful assembly, or grievance petitions. Students distributing literature, displaying signs, petitioning for change, and sharing information concerning issues of public concern are protected by the First Amendment. Students also maintain their rights against unreasonable searches and seizures as provided herein.

VI.D.10.02 Definitions

(a) **Disruptive** means substantially disrupting or materially interfering with the College’s central mission of educating students. This definition does not include action that merely presents the possibility of discomfort or unpleasantness that always accompanies an unpopular viewpoint.

(b) **School-sponsored** means the College’s publications, theatrical productions, and other expressive activities that students, parents, and members of the public might reasonably perceive to bear the College’s approval and license. These activities may fairly be characterized as part of the school curriculum, whether or not they occur in a traditional classroom setting, so long as they are supervised by employee-advisors and imparting particular knowledge or skills to student participants and audiences.

(c) **Student Affairs Administrators** means administrators directly responsible for student services at the campus or center. The term Chief Student Service Officer and Student Affairs Administrators both represent the same person.
(d) **Student** means any person registered to attend the College’s courses or class. This definition includes individuals enrolled in non-credit classes, including but not limited to, continuing education, GED, or ESL classes.

(e) **Campus** means any real property over which the College has possession, control, or legal ownership.

(f) **Viewpoint- and Content-Neutral** means speech policies or procedures that regulate speech without consideration for the speech’s content, such as regulations regarding speech’s time, manner, and place.

**VI.D.10.03 First Amendment Grievances**

A student that believes his or her rights have been violated under this section may file a grievance under Section IV.D.12.

**VI.D.10.04 Student Interviews and Emails**

The College respects a student’s privacy rights. But the College can interview students on a matter to protect the College’s overall welfare.

(a) **Email Confidentiality.** The College cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential should probably not be communicated over e-mail. The College reserves email-access rights during routine computer maintenance and housekeeping, carrying out internal investigations, preparing public records responses, or disclosing messages, data, or files to law enforcement authorities.

(b) **E-Mail Records.** Messages sent as email should meet the same standards for distribution or display as tangible documents or instruments. As with all records the College maintains, as required by law, files saved on the College’s information system or servers, including e-mail, may be released after a public information act request.

**VI.D.10.05 Warrantless Search**

The College’s officials have limited authority to search a student’s person or property as follows even without a warrant under certain conditions: (a) any prohibited item within “plain view” can be seized; (b) personal property may be searched, if probable cause exists, and only if exigent circumstances justify not obtaining a search warrant; (c) areas such as lockers and desks, which the College owns and operates may be searched by the College officials when they have reasonable suspicion to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched; and (d) stolen items and items which are forbidden by Board policy or law may be impounded and used as evidence in internal school disciplinary proceedings against the student.
VI.D.11. Students with Disability Rights

VI.D.11.01. Policy
The College recognizes and supports the principles set forth in all federal and state laws designed to eliminate discrimination against qualified individuals with disabilities. The College believes in equal access to educational opportunities for all individuals. The College is committed to making reasonable accommodations, including furnishing auxiliary aids and services, for qualified individuals with disabilities as required by law. For purposes of this section, accommodation requests also mean requests for auxiliary aids and services.

The College shall communicate and make available the procedures for the prompt and equitable implementation of reasonable accommodations for qualified individuals.20

VI.D.11.02. Student Responsibility to Request Accommodation
Students with disabilities have the right to an equal opportunity to participate in and benefit from College services, programs, or activities. Students are responsible for identifying themselves as individuals requesting accommodation based on a qualifying disability each semester. Students shall direct accommodation requests to one of the College’s Disability Services Offices. While the College accepts accommodation requests throughout each semester, students are strongly urged to submit accommodation requests at least four weeks before each semester starts. The College has a two-step process to reasonably accommodate students with qualifying disabilities. Students must actively participate in this process. The two steps are (a) certifying the student’s qualifying disability and (b) determining the student’s reasonable accommodation.

Students certified as eligible for accommodation will engage in a collaborative process with the Disability Services Office to determine their reasonable accommodation. An accommodation will not be considered reasonable if it fundamentally alters the nature of a service, program, facility, or activity of the College. The College is not required to lower or substantially modify program standards or codes of conduct. Students should notify their instructors of the accommodation once it is determined. Students receiving accommodation shall be evaluated based on their ability, not disability.

VI.D.11.03. Requests for Reconsideration or Revision of Accommodations and Discrimination Complaints

(a) Reconsideration or Revision of Accommodations. Students may appeal denied accommodations or College-proposed accommodations. Students may also request accommodation revision during the semester. Each Disability Services Office evaluates appeals and revision requests for its campus. Students should appeal accommodation denials or College-proposed accommodations within two weeks. Students requiring accommodation revision anytime during the semester should submit a request as soon as possible. Students

20 28 CFR Part 35.107 (b)
may appeal Disability Services Office decisions to the Executive Director of Disability Services. Students may also file a complaint at any time with the regional Office of Civil Rights at the U.S. Department of Education or through the civil court system.

(b) Discrimination Complaints. Students who believe they are unlawfully discriminated against on the basis of disability are encouraged to report the incident(s) to the Disability Services Office and or in the manner described in Section VI.D.12 (Student Civil Rights Complaints). Students may also file a complaint at any time with the regional Office of Civil Rights at the U.S. Department of Education or through the civil court system.

(c) Prohibition of Retaliation or Coercion. No College community member shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the applicable laws, or because that individual made a submitted a complaint or charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under any applicable law.

No College community member shall coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by any applicable law.21

VI.D.11.04. Responsible Employee Designation22
The College designates the Executive Director of Disability Services as the employee responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under applicable disability laws, including investigations of complaints communicated to the College alleging its noncompliance and/or any actions prohibited by applicable laws. The College shall further designate at least one employee at each campus to assist the Executive Director of Disability Services in carrying out the College’s responsibilities. The College shall make available to all interested individuals the names, office addresses, and telephone numbers of the employees designated.

VI.D.11.05. Confidentiality and Records
Students’ disability records are confidential. The confidentiality protects students from discrimination on the basis of disability as well as to ensure the non-release of their medical records except as needed to provide educational services. The College’s Disability Services Office on each campus is responsible for collecting and maintaining disability-related documentation, confidential records of each student’s visit, and any ongoing changes in the student’s condition. These records are kept in a separate, secure digital file accessible only by Disability Services Office personnel and housed in the College’s headquarters.

21 28 CFR 35.134
22 28 CFR 35.107(a)
Disability-related information is shared only when necessary. Limited information may be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VI.D.12 Civil Rights Complaints

VI.D.12.01 Policy
The College provides equal treatment and educational opportunities to all persons without regard to race, color, creed, national origin, gender, age, veteran’s status, sexual orientation, and disability. Any student experiencing discriminatory treatment or civil rights violations, aside from Sexual Violence or Title IX addressed in Section VI.E.3.02, may submit a civil rights complaint under this section.

VI.D.12.02 Reporting and Processing Civil Rights Complaints
Students experiencing a civil rights violation should complain to their Chief Student Services Officer or President as soon as possible. The receiving College official will promptly investigate the complaint and take any appropriate corrective or disciplinary action on his or her campus. The receiving College official will also forward the complaint, report, and any corrective or disciplinary actions taken to the Chancellor. The Chancellor shall consider any College-wide changes in light of the complaint. The Chancellor's decision is final.

VI.D.12.03 Potential Disciplinary Actions
If the investigation reveals an employee committed a civil rights violation action will be taken under this policy’s Section IV.F.11 or IV.F.13.

VI.D.12.04 Prohibition on Retaliation
The College’s policy prohibits any College employee from retaliating against a student for submitting a student’s civil rights complaint. The College’s policy forbids retaliating against any person who submitted a civil rights complaint. The College's policy also forbids retaliating against anyone who helps investigate such a complaint. A complaint’s actual or perceived truth does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Chief Student Services Officer or President.

VI.E. STUDENT RESPONSIBILITIES

VI.E.1. Student Code of Conduct

VI.E.1.01 Policy
The College provides a safe and responsive learning environment for all students. The College achieves that environment by enforcing the Lone Star College System Student Code of Conduct. The Student Code of Conduct applies to all students enrolled in a credit or non-credit course at the College. It also applies to all online-only and hybrid students.
The College believes that honesty, respect, fairness, and accountability are the cornerstones of a worthwhile education. The College promotes personal and academic honesty and integrity. The College believes that all learners—students, faculty, staff, and administrators—will be honest, respectful, fair, and accountable by providing their own work and being candid when work belongs to another. The College prohibits fabricating sources, cheating, or plagiarism in work submitted to the College. The College considers those prohibited acts academic dishonesty. The College teaches not only substantive matters, but graduates ethical and responsible people.

VI.E.1.02 Definitions

(a) **Prohibited Computer Use** can take many forms—especially in a fast developing industry—but the following list should allow students to understand the types of uses that are specifically prohibited. The following list is not a complete list, but does provide some illustrative examples for students to appreciate in using the College’s computers or its systems.

1. Intentionally disrupting the access of other students, faculty, or staff to the College’s digital or electronic resources;

2. Knowingly obtaining access to a computer account, identification number, or password assigned to another student, faculty member, staff member, or college office without authorization;

3. Knowingly using an account, identification number, or password belonging to another student, faculty member, staff member, or College office for other than its intended purpose without authorization, or using an identification number or an inactive account, password, or identification number;

4. Misusing the College’s computer equipment by falsifying or altering records or documents, damaging programs belonging to others, sending harassing or threatening material, or unlawfully duplicating copyrighted property.

5. Intentionally using the College’s computer resources to store, download, upload, display, print, or email computer images that constitute “obscene materials” as defined by Texas law that are not directly related to, or required for, a specific educational course or research project related to an educational program;

6. Displaying or transmitting messages, images, or cartoons that are sexually explicit or that demean a person on the basis of race, ethnicity, gender national origin, disability, or religion; or

7. Using the College’s e-mail or other computer resources for commercial purposes or for personal financial gain.

8. Intentionally overloading the College’s computer resources.
Access to the College’s e-mail and similar electronic communication systems remains a privilege extended to current employees, students, and affiliates in good standing. The privilege of access ends with the termination of employment, the failure to re-enroll in a College educational program, or disciplinary sanctions. This definition includes unauthorized access based on previous standing with the College.

(b) **College-sponsored activity** means events and activities initiated by a student, student organization, college department, faculty member, or other employee which meet one of the following conditions.

1. The College hosts the event or activity on its premises.
2. The College expressly authorizes, aids, supervises, or conducts the event or activity.
3. The College funds any portion of the event or activity.
4. The College’s registered student organizations initiated, conducted, or promoted the event or activity in the organization’s or College’s name.

(c) **Prohibited weapons include:**

1. Firearms (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
2. Ammunition.
3. An explosive weapon (any explosive or incendiary device, bomb, grenade, rocket or mine designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon).
4. An illegal knife (knife blade over 5½ inches; hand instrument designed to cut or stab another by being thrown; switchblade knife; dagger; bowie knife; sword; or spear).
5. A taser (any weapon firing barbs attached by wires to batteries, causing temporary paralysis).
6. Knuckles (any instrument consisting of finger rings or guards made of a hard substance designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).
7. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being).
8. A zip gun (a device or combination of devices that was not originally a firearm adapted to expel a projectile through a smooth-bore or rifle-bore barrel by using the energy generated by an explosion or burning substance).

9. A club (instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk).

(d) Student means any person (1) registered with the College, (2) who the College has accepted for admission, or (3) who intends to attend the College.

(e) Hazing means any intentional, knowing, or reckless act directed against a student that endangers the student’s mental health, physical health, or safety. Moreover, the student organization requires the student’s act to initiate, affiliate, appoint, or maintain membership in any student organization. Whether the act occurs on or off the College’s property remains irrelevant.

VI.E.1.03 Academic Matters
Students assigned to healthcare or other facilities, as part of clinical courses or serving in internships as part of a course, are expected to behave in a professional manner. Students must adhere to professional norms for the particular professional field. A student’s academic performance evaluation includes a professional conduct component. The College will take academic, not disciplinary, action against a student that fails to meet the professional expectations of such a course.

VI.E.1.04 Off-Campus Activities
Students are not under the College’s control when not on the College’s property or when such students are not participating in a college-sponsored activity. The College assumes no responsibility for the off-campus activities or its students’ personal conduct. Students who break the law risk the related consequences of so doing. The College may, however, take disciplinary action against students whose conduct at a non-college-sponsored event poses a serious and substantial danger to any student.

VI.E.1.05 Non-Academic Misconduct
Non-academic misconduct can occur in many different ways. The list below presents some examples of non-academic misconduct. The list does not contain every conceivable example of non-academic misconduct. The college publishes this list only giving students examples of the types of conduct that might qualify as academic misconduct.

(a) Disrupting, obstructing, or interfering with College activities, access to college facilities, or college-sponsored activities.

(b) Physically or psychologically abusing, threatening violence, making terroristic threats, stalking, or harassing the College’s members or visitors. This includes oral and electronic threats.
(c) Using, possessing, or storing any weapon, dangerous chemical, ammunition, or explosive element regardless of whether the possessor holds a federal, state, or other license.

(d) Using a simulated weapon, explosive, or ammunition, in an assault or battery.

(e) Initiating or inducing false report with the College.

(f) Misusing or damaging fire safety equipment. Tampering, misusing, damaging, or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, fire alarms or doors, or other similar equipment.

(g) Engaging in prohibited computer use.

(h) Violating the terms of any disciplinary action.

(i) Inducing or participating in hazing.

(j) Violating any College policy, procedure, regulation or rule.

(k) Unlawfully possessing, using, selling, administering, or distributing alcoholic beverages, illegal or controlled substances, designer drugs, or drug paraphernalia.

(l) Littering, damaging, defacing, removing, occupying, using, or destroying the College’s property without the College’s authority.

(m) Gambling, raffling, or holding a lottery at the College without approval.

(n) Violating any local, state, federal, or other applicable law.

(o) Engaging in obscene, vulgar, lewd, or indecent conduct, expression, or sexual conduct on the College’s property.

(p) Furnishing false information or willfully misrepresenting any fact to the College or to the College’s community members acting in their official capacities.

(q) Forging, altering, falsifying, or misusing the College’s documents, records, forms, or identification cards.

(r) Willfully misrepresenting to anyone the relationship between an individual and the College. This includes willfully misrepresenting that the College supports, sponsors, or approves the services or activities of any person, group, or organization.

(s) Stealing or trying to steal the College’s property or services or those of any of its community members.

(t) Infringing upon the right of other students to fair and equal access to any of the College’s library materials and other of the College’s academic resources.

(u) Using, without authorization, the College’s facilities or equipment.

(v) Causing false information to be presented before any administrative proceeding of LSCS, or intentionally destroying evidence relevant to such a proceeding.
(w) Failing to comply with the direction of LSCS officials, including campus security officers acting in the performance of their duties.

(x) Abandoning a child in any place on the College’s premises without providing reasonable and necessary care for the child.

Attempting to commit acts prohibited in this Code of Conduct, or encouraging or assisting others to commit such acts are prohibited and may be punished to the same extent as if one had committed the prohibited act.

VI.E.1.07 Classroom Misconduct
The College recognizes and encourages distinct views in the learning process. Differing viewpoints, however, must be part of the learning process—not detract from it. Individual faculty members set appropriate conduct standards at the start of each class or course. Students who disrupt a classroom, are warned by the instructor, may be asked to leave the classroom. A student refusing to leave a classroom after being asked to do so by the instructor may be removed by the College’s Police Department. The instructor must submit a written report documenting the incident to the location’s Chief Student Services Officer. The report must include the date, time, place, and describe the circumstances of the classroom disruption.

VI.F. SEXUAL HARASSMENT, ASSAULT, AND VIOLENCE
[VAWA Amendments / Second Reading in December]

VI.G STUDENT DISCIPLINE

VI.G.1 General Provisions

VI.G.1.01 Student Discipline Policy
The College shall maintain safety, order, and integrity by enforcing conduct standards. Misconduct subjects students to discipline under this section. The College shall respect each person’s dignity and rights throughout the discipline process. When possible, members of the College community should try to resolve minor allegations of misconduct informally.

VI.G.1.02 Definitions

(a) Appeal means to request in writing that the Executive Vice Chancellor review a decision of suspension or expulsion, stating why it should be modified or reversed.

(b) Chief Conduct Officer means a campus vice-president to whom the campus president give primary responsibility for student discipline.

(c) Discipline Committee means a panel appointed from each campus to review suspensions and expulsions imposed by other campuses.
(d) **Due process** means a student’s procedural and substantive constitutional protections.23

(e) **Effective notice** means written notice served in person, e-mailed to a person’s College e-mail address, or mailed to a person’s address.

(f) **Expulsion** means permanent exclusion from any or all College classes and activities.

(g) **Misconduct** means violating minimum standards of student conduct required to maintain safety, order, and integrity.

(h) **Period of disruption** means any period in which it reasonably appears that there is a threat of destruction to institutional property, injury to human life on the campus or facility, or a threat of willful disruption of the orderly operation of the campus or facility.

(i) **Sanction** means a penalty against a student, including oral or written warning, probation, suspension, expulsion, failing grade for a course, exam, or assignment, or other proper penalty.

(j) **Suspension** means temporary exclusion from any or all College classes and activities.

VI.G.1.03 How to Report Misconduct
Anyone may report misconduct in writing to a Chief Conduct Officer. Reports shall include all relevant facts, including dates, times, and places. The reporter shall supply available evidence and shall commit to participate in the investigation or hearing unless alleged misconduct is Title IX Harassment as defined in Section VI.E.3. False reports are misconduct.

VI.G.1.04 Investigation
The Chief Conduct Officer shall forward reported academic misconduct, such as cheating or plagiarism, to the student’s instructor, who shall investigate and impose appropriate academic sanctions as necessary. Policy Section V.C.3 shall govern appeals of academic sanctions. Within fifteen working days after receiving a written report alleging misconduct, the Chief Conduct Officer shall investigate the allegations and issue a written decision either dismissing the allegations or finding the student responsible for misconduct and imposing sanctions. If the decision imposes suspension or expulsion, the student may request a Discipline Committee hearing.

VI.G.1.05 Hearing
The Chief Conduct Officer shall give the student effective notice of the date, time, and place of his or her Discipline Committee hearing. Notices shall set forth specific allegations, list all evidence of misconduct including all witnesses who may testify against the student, and provide copies of all documents to be used against the student. The Chief Discipline Officer must prove misconduct to the Discipline Committee by preponderance of the evidence.

Accused students shall have the right to confront and question their accusers during the hearing unless a legally recognized exception to this right applies. Within five working days after the hearing, the Discipline Committee will issue a written majority decision either dismissing the matter or finding the student responsible for misconduct. A decision finding a student responsible for misconduct shall explain the specific misconduct and evidence thereof and recommend sanctions. Either party may appeal the Discipline Committee’s decision. The College may hold a joint hearing for two or more students alleged to have participated in the same incident(s) of misconduct.

VI.G.1.06 Effect of Sanctions
Unless otherwise specified in writing, suspension or expulsion shall have College-wide effect. A student suspended or expelled from one campus may not enroll at another campus without the Executive Vice Chancellor’s permission unless the sanction has expired by its own terms or has been reversed on appeal. Any student facing unresolved discipline may not register without the Chief Discipline Officer’s permission. The College may agree at any time to impose certain sanctions if a student admits misconduct, and the student and Chief Discipline Officer shall sign any such agreement. In addition to sanctions, the College may pursue any and all remedies at law or equity.

VI.G.1.07 Due Process Requirements
Students have a protected interest in receiving an education. Except during periods of disruption, students must receive due process before they may be suspended or expelled. Due process requires notifying students of charges against them, explaining evidence against them, and giving students a fair opportunity to present their side of the story. Due process is not required for sanctions that do not affect students’ interest in receiving an education, such as warnings or exclusion from extracurricular activities. Except during a period of disruption, no suspension or expulsion will take effect before the appeal process ends.

VI.G.1.08 Autonomy
Misconduct may also violate federal, state, or local laws, and students subject to discipline may also face civil or criminal legal penalties. Civil or criminal proceedings—or the lack thereof—related to alleged misconduct will not determine discipline.

VI.G.1.09 Periods of Disruption
During periods of disruption, the powers and procedures in Texas Education Code Chapter 51, Subchapter E-1 shall apply and shall prevail over this section if they conflict. Students must receive due process as soon as practicable during periods of disruption.

24 Id.
26 Goss v. Lopez, 419 U.S.565 (1975); Univ. of Tex. Med. Sch. v. Than., 901 S.W.2d 926 (Tex. 1995); Willis v. Tex. Tech Univ. Health Sciences Center, 394 F. App’x. 86, 87 (5th Cir. 2010).
27 NCAA v. Yeo, 171 S.W.3d 863, 865 (Tex.2005).
VI.G.1.10 Discipline in Health Occupations Programs
Health Occupations Program Deans shall act as Chief Discipline Officers for their programs.

VI.H.1. Student Records
The College will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) when collecting, maintaining, and releasing student records. Students have rights regarding their records.

(a) The right to inspect and review their education records within 45 days of the College’s receipt of a written request for access.

(b) The right to request amendment of the student’s education records if the student believes the records are inaccurate, misleading, or violate the student’s privacy rights.

(c) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

(d) The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the College to comply with the requirements of FERPA.

The College collects directory information regarding each student. Directory information includes the student’s name, classification, full or part-time enrollment, program of study, dates of enrollment, degrees and certificates received, and awards and honors received.

The College may release directory information without the student’s consent unless the student requests that the College not release directory information. A student may make such a request to the Office of Student Records or by updating their MyLoneStar settings.
Request: Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section IV.F.10.10, First Level Appeal (ACTION ITEM 1) (FINAL READING)

Chancellor's Recommendation: That the Board of Trustees reviews and approves an Amendment to the Recommended Revisions of the LSCS Board Policy Section IV.F.10.10, First Level Appeal.

Rationale: The current version of Section IV.F.10.10 (First Level Appeal) requires a decision to be made within five working days of receipt of the appeal, but provides for a grievance appeal conference to be held within 10 days of receipt of appeal. This is inconsistent with Sections IV.F.10.09 (Presentation of Formal Grievance) and IV.F.10.11 (Second Level Appeal) which provide for a decision to be made within five working days after the corresponding conference which must be held within 10 days of receipt of the grievance or appeal. Thus, a decision under the current version of Section IV.F.10.10 (First Level Appeal) could be required prior to the grievance appeal conference being held. By amending the Board Policy Section IV.F.10., consistent timelines can be established between Sections IV.F.10.09 (Presentation of Formal Grievance), IV.F.10.10 (First Level Appeal), and IV.F.10.11 (Second Level Appeal).

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
IV.F.10.10 First Level Appeal

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

Within three (3) working days of receiving the appeal, the president/vice chancellor must confirm receipt of the grievance and provide a brief summary of the grievance to the Chancellor who will then immediately forward the summary to each member of the Board’s Grievance Committee. A grievance appeal conference must be held within ten (10) working days of receipt of the grievance. A written decision must be rendered by the president/vice chancellor within five (5) working days after the grievance appeal conference. The written decision shall set forth the basis of the decision and any additional information or documents obtained after the appeal conference.

In reaching a decision, the president/vice chancellor may consider the information presented at the grievance conference, and any other relevant documents or information the president/vice chancellor believes will help resolve the complaint.

The timelines set out above may be extended by mutual written consent of the parties.
<table>
<thead>
<tr>
<th>Request:</th>
<th>Consideration of the Recommended Addition to the Lone Star College System Board Policy Manual of Section IV.B.3A, Campus Peace Officers (ACTION ITEM 2) (FINAL READING)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor's Recommendation:</td>
<td>That the Board of Trustees reviews and approves an addition to the Lone Star College Policy Manual. The new section would be Section IV.B.3A, Campus Peace Officers, and would delegate appointment and commissioning authority to the Chancellor or a designee. The hiring of campus peace officers would follow the College’s standard hiring policies and procedures.</td>
</tr>
<tr>
<td>Rationale:</td>
<td>The current non-delegating policy impedes the Chief’s ability to appoint and commission officers in between board meetings, resulting in the loss of qualified candidates.</td>
</tr>
<tr>
<td>Fiscal Impact:</td>
<td>None</td>
</tr>
</tbody>
</table>
| Staff Resource: | Mario K. Castillo 832-813-6655  
Helen Clougherty 832-813-6514 |
IV.B.3A Campus Peace Officers

IV.B.3A.01 Appointing and Commissioning Campus Peace Officers
The Board has statutory authority to employ and commission campus peace officers to promote safety on the College’s premises. TCOLE must certify all campus peace officers as police officers and each officer must take and file the Texas peace officers oath.

IV.B.3A.02 Definitions

(a) **Appoint** means to administer the Texas peace officer oath of office to a person the College hired.

(b) **Campus Peace Officer** means a person the College employs as a peace officer under Section 51.203 of the Texas Education Code.

(c) **Commission** means to grant a person licensed to serve as a peace officer in Texas the authority to serve as a campus peace officer for the College.

(d) **College Premises** means all real property owned, leased, or otherwise the College controls.

(e) **TCOLE** means the Texas Commission on Law Enforcement, a state agency with duties and powers regarding peace officers.

IV.B.3A.03 Delegation of Authority
The Board delegates every campus peace officer’s appointment and commission to the Chancellor or a designee. Such delegation of authority will be exercised in congruity with the College’s other hiring policies and procedures.

IV.B.3A.04 Campus Peace Officers Authority
Campus peace officers shall use all lawful means to preserve the peace within their jurisdiction. Although they shall typically confine their duties to the College’s premises, campus peace officers have primary jurisdiction within all counties containing College’s premises, which currently includes the counties of Harris, Montgomery, and San Jacinto.

Within his or her primary jurisdiction, each campus peace officer is vested with all the powers, privileges, and immunities of peace officers; may, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates Texas law; and may enforce all traffic laws on streets and highways.

Outside his or her primary jurisdiction, a campus peace officer is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates Texas law if the campus peace officer is summoned by another law enforcement agency to provide assistance, is assisting another law enforcement agency, or is otherwise performing his or her duties as a peace officer for the College.
Report: Monthly Financial Statements

The financial statements for the months ended December 31, 2015 and November 30, 2015 and the quarterly investment report for the period ending November 30, 2015 are presented for Board review.
ACTUAL REVENUES AS A % OF BUDGET
9/1 THROUGH 12/31

- 11-12: 32.5%
- 12-13: 33.9%
- 13-14: 38.0%
- 14-15: 40.3%
- 15-16: 36.1%
ACTUAL EXPENDITURES AS A % OF BUDGET
9/1 THROUGH 12/31 (33% OF YEAR)

15-16: 31.0%
14-15: 30.9%
13-14: 28.8%
12-13: 28.2%
11-12: 29.8%
STUDENT REVENUES THROUGH DECEMBER 31, 2015

- Credit Tuition: 47%
- Out of LSC Fees: 12%
- Differential Fees: 5%
- Other Credit Fees: 33%
- Non-Credit Revenues: 3%
## LONE STAR COLLEGE

### Statement of Revenues and Expenditures

**General and Auxiliary Funds**  
**YTD December 31, 2015**  
**Unaudited**

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td>ACTUAL</td>
<td></td>
<td>12/31/2014</td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>74,090,000</td>
<td>31,842,257</td>
<td>43.0%</td>
<td>31,164,548</td>
<td>43.0%</td>
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<tr>
<td>Tuition and Fees</td>
<td>111,840,000</td>
<td>46,962,018</td>
<td>42.0%</td>
<td>47,353,625</td>
<td>43.5%</td>
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<tr>
<td>Taxes</td>
<td>125,260,000</td>
<td>36,103,589</td>
<td>28.8%</td>
<td>44,101,723</td>
<td>37.9%</td>
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<tr>
<td>Investments</td>
<td>420,000</td>
<td>107,507</td>
<td>25.6%</td>
<td>135,153</td>
<td>38.6%</td>
</tr>
<tr>
<td>Other</td>
<td>6,020,000</td>
<td>1,778,406</td>
<td>29.5%</td>
<td>1,795,701</td>
<td>30.7%</td>
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<tr>
<td>Tuition/Growth Contingency</td>
<td>910,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>Total Current Operations Revenues</td>
<td>318,540,000</td>
<td>116,793,777</td>
<td>36.7%</td>
<td>124,550,750</td>
<td>40.8%</td>
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<tr>
<td>Auxiliary Revenues</td>
<td>18,140,000</td>
<td>4,602,244</td>
<td>25.4%</td>
<td>4,615,854</td>
<td>30.8%</td>
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<tr>
<td>Total Revenues</td>
<td>336,680,000</td>
<td>121,396,021</td>
<td>36.1%</td>
<td>129,166,604</td>
<td>40.3%</td>
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<tr>
<td>Reserves</td>
<td>5,810,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Revenues and Reserves</td>
<td>342,490,000</td>
<td>121,396,021</td>
<td>36.1%</td>
<td>129,166,604</td>
<td>40.3%</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction-Academic</td>
<td>81,672,035</td>
<td>28,311,083</td>
<td>34.7%</td>
<td>26,259,840</td>
<td>33.4%</td>
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<tr>
<td>Instruction-Workforce</td>
<td>28,936,018</td>
<td>11,066,472</td>
<td>38.2%</td>
<td>10,745,086</td>
<td>40.9%</td>
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<tr>
<td>Public Service</td>
<td>764,555</td>
<td>228,908</td>
<td>29.9%</td>
<td>207,437</td>
<td>26.4%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>54,360,724</td>
<td>14,829,957</td>
<td>27.3%</td>
<td>14,661,035</td>
<td>24.7%</td>
</tr>
<tr>
<td>Student Services</td>
<td>48,305,448</td>
<td>13,104,178</td>
<td>27.1%</td>
<td>12,591,192</td>
<td>28.5%</td>
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<tr>
<td>Institutional Support</td>
<td>32,962,976</td>
<td>10,348,328</td>
<td>31.4%</td>
<td>11,347,959</td>
<td>33.8%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>33,036,027</td>
<td>10,322,240</td>
<td>31.3%</td>
<td>9,680,782</td>
<td>28.4%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>26,932,217</td>
<td>9,229,188</td>
<td>34.3%</td>
<td>8,952,696</td>
<td>39.5%</td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>1,390,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Educational and General Expenditures</td>
<td>308,360,000</td>
<td>97,450,354</td>
<td>31.6%</td>
<td>94,446,027</td>
<td>31.3%</td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td>5,050,000</td>
<td>143,658</td>
<td>2.8%</td>
<td>354,346</td>
<td>7.0%</td>
</tr>
<tr>
<td>Internally Designated</td>
<td>18,580,000</td>
<td>5,326,931</td>
<td>28.7%</td>
<td>4,651,033</td>
<td>31.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>331,990,000</td>
<td>102,920,943</td>
<td>31.0%</td>
<td>99,451,406</td>
<td>30.9%</td>
</tr>
<tr>
<td>Other Changes - Debt Service &amp; Fund Transfers</td>
<td>10,500,000</td>
<td>2,072,356</td>
<td>31.0%</td>
<td>1,998,806</td>
<td>30.9%</td>
</tr>
<tr>
<td>Total Expenditures and Transfers</td>
<td>342,490,000</td>
<td>104,993,299</td>
<td>31.0%</td>
<td>101,450,212</td>
<td>30.9%</td>
</tr>
</tbody>
</table>

### NET INCREASE (DECREASE) IN FUND BALANCES

|                      |        |            |                    |                  |                    |
| **General Funds**    | 440,000 | 17,127,409 |                    | 27,751,571        |                    |
| **Auxiliary Funds**  | (440,000) | (724,687) |                    | (35,179)          |                    |

**TOTAL NET INCREASE (DECREASE) IN FUND BALANCES** $ 0 $ 16,402,722 $ 27,716,392
## LONE STAR COLLEGE

**Balance Sheet**  
**December 31, 2015**  
**Unaudited**

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Investment In Plant</th>
<th>Memorandum Current Year</th>
<th>Memorandum Prior Year</th>
<th>Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>$ 40,777,712</td>
<td>$ 179,103,330</td>
<td>$ (8,367)</td>
<td>$ 219,872,675</td>
<td>$ 163,765,413</td>
<td></td>
<td>$ 775,987,158</td>
<td>$ 1,169,040,558</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>107,482,181</td>
<td>54,793,474</td>
<td>4,914,457</td>
<td>167,190,112</td>
<td>119,369,592</td>
<td></td>
<td>233,896,804</td>
<td>302,509,751</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>10,860,420</td>
<td>-</td>
<td>-</td>
<td>10,860,420</td>
<td>7,831,867</td>
<td></td>
<td>11,720,840</td>
<td>18,692,287</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>36,283</td>
<td>-</td>
<td>-</td>
<td>36,283</td>
<td>40,786</td>
<td></td>
<td>73,069</td>
<td>77,069</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>(771,081,068)</td>
<td></td>
<td>(762,364,907)</td>
<td></td>
<td>(805,451,258)</td>
<td>(984,406,225)</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 159,156,596</td>
<td>$ 233,896,804</td>
<td>$ 775,987,158</td>
<td>$ 1,169,040,558</td>
<td>$ 1,053,372,565</td>
<td></td>
<td>2,181,444,458</td>
<td>2,241,406,758</td>
</tr>
</tbody>
</table>

### LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Investment In Plant</th>
<th>Memorandum Current Year</th>
<th>Memorandum Prior Year</th>
<th>Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Outflows</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,864,100</td>
<td>8,864,100</td>
<td></td>
<td>8,864,100</td>
<td>8,864,100</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND DEFERRED OUTFLOWS</strong></td>
<td>$ 159,156,596</td>
<td>$ 233,896,804</td>
<td>$ 784,851,258</td>
<td>$ 1,177,904,658</td>
<td>$ 1,053,372,565</td>
<td></td>
<td>2,956,295,458</td>
<td>3,126,311,408</td>
</tr>
</tbody>
</table>

### LIABILITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Investment In Plant</th>
<th>Memorandum Current Year</th>
<th>Memorandum Prior Year</th>
<th>Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$ 4,897,149</td>
<td>$ 8,699,538</td>
<td>-</td>
<td>13,596,687</td>
<td>10,646,549</td>
<td></td>
<td>15,445,737</td>
<td>11,208,594</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>90,222,612</td>
<td>41,765,719</td>
<td>-</td>
<td>131,988,331</td>
<td>98,215,617</td>
<td></td>
<td>142,205,321</td>
<td>139,361,921</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>5,586,778</td>
<td>311,374</td>
<td>-</td>
<td>5,898,152</td>
<td>7,335,571</td>
<td></td>
<td>13,424,349</td>
<td>15,233,722</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>14,107,743</td>
<td>-</td>
<td>14,107,743</td>
<td>10,152,390</td>
<td></td>
<td>24,260,533</td>
<td>24,260,533</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>(1,920,901)</td>
<td>741,996,130</td>
<td>740,075,229</td>
<td>616,583,038</td>
<td></td>
<td>722,070,029</td>
<td>616,583,038</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>-</td>
<td>-</td>
<td>48,590,998</td>
<td>48,590,998</td>
<td>-</td>
<td></td>
<td>48,590,998</td>
<td>48,590,998</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>710,615</td>
<td>6,967,284</td>
<td>-</td>
<td>7,677,899</td>
<td>6,473,678</td>
<td></td>
<td>8,445,503</td>
<td>8,477,567</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>101,417,154</td>
<td>69,930,757</td>
<td>790,587,128</td>
<td>961,935,039</td>
<td>749,404,843</td>
<td></td>
<td>1,782,897,035</td>
<td>1,741,379,883</td>
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</table>

### FUND BALANCES:

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Investment In Plant</th>
<th>Memorandum Current Year</th>
<th>Memorandum Prior Year</th>
<th>Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balances</td>
<td>57,739,442</td>
<td>163,966,047</td>
<td>(20,600,000)</td>
<td>201,105,489</td>
<td>303,967,722</td>
<td></td>
<td>260,705,521</td>
<td>334,633,241</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td>57,739,442</td>
<td>163,966,047</td>
<td>(20,600,000)</td>
<td>201,105,489</td>
<td>303,967,722</td>
<td></td>
<td>260,705,521</td>
<td>334,633,241</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Description</th>
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<th>Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</strong></td>
<td>$ 159,156,596</td>
<td>$ 233,896,804</td>
<td>$ 784,851,258</td>
<td>$ 1,177,904,658</td>
<td>$ 1,053,372,565</td>
<td></td>
<td>2,956,295,458</td>
<td>3,126,311,408</td>
</tr>
</tbody>
</table>


## LONE STAR COLLEGE
### SUMMARY OF INVESTMENTS
#### AS OF DECEMBER 31, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Ending BV 11/30/2015</th>
<th>Total Buys</th>
<th>Total Sells</th>
<th>Interest/Dividends</th>
<th>Ending BV 12/31/2015</th>
<th>Ending BV 12/31/14</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POOLS</td>
<td>$7,779,060</td>
<td>$83,238,496</td>
<td>$71,754,387</td>
<td>$2,026</td>
<td>$19,263,169</td>
<td>$44,254,154</td>
<td></td>
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<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>14,375,917</td>
<td>7,732</td>
<td>-</td>
<td>7,732</td>
<td>14,383,649</td>
<td>51,412,480</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>635,270</td>
<td>5,001,543</td>
<td>-</td>
<td>1,497</td>
<td>5,636,813</td>
<td>2,615,444</td>
<td></td>
</tr>
<tr>
<td>SECURITIES</td>
<td>13,037,564</td>
<td>3,101</td>
<td>6,203</td>
<td>3,101</td>
<td>13,034,462</td>
<td>3,407,939</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>$35,827,811</td>
<td>$88,250,872</td>
<td>$71,760,590</td>
<td>$14,356</td>
<td>$52,318,093</td>
<td>$101,690,017</td>
<td>0.53%</td>
</tr>
<tr>
<td><strong>DEBT SERVICE &amp; CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$1,240,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,240,000</td>
<td>10,024,809</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>22,259,749</td>
<td>1,616,128</td>
<td>-</td>
<td>5,661</td>
<td>23,875,877</td>
<td>17,938,536</td>
<td></td>
</tr>
<tr>
<td>CAPITAL PROJECTS POOLS</td>
<td>126,944,395</td>
<td>1,818,553</td>
<td>13,906,677</td>
<td>23,633</td>
<td>114,856,271</td>
<td>24,032,308</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>15,096,321</td>
<td>3,975</td>
<td>-</td>
<td>3,975</td>
<td>15,100,296</td>
<td>15,058,816</td>
<td></td>
</tr>
<tr>
<td>AGENCIES</td>
<td>14,346,922</td>
<td>7,413</td>
<td>11,822</td>
<td>7,413</td>
<td>14,342,513</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Average</strong></td>
<td>$179,887,387</td>
<td>$3,446,069</td>
<td>$13,918,499</td>
<td>$40,682</td>
<td>$169,414,957</td>
<td>$67,054,469</td>
<td>0.28%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$215,715,198</td>
<td>$91,696,941</td>
<td>$85,679,089</td>
<td>$55,038</td>
<td>$221,733,050</td>
<td>$168,744,486</td>
<td>0.34%</td>
</tr>
</tbody>
</table>
ACTUAL REVENUES AS A % OF BUDGET
9/1 THROUGH 11/30 (25% OF YEAR)

- 15-16: 24.1%
- 14-15: 25.4%
- 13-14: 25.1%
- 12-13: 24.2%
- 11-12: 23.2%
ACTUAL EXPENDITURES AS A % OF BUDGET
9/1 THROUGH 11/30 (25% OF YEAR)

- 15-16: 23.8%
- 14-15: 23.4%
- 13-14: 22.2%
- 12-13: 21.1%
- 11-12: 22.4%
STUDENT REVENUES THROUGH NOVEMBER 30, 2015

- Credit Tuition: 47%
- Other Credit Fees: 32%
- Out of LSC Fees: 12%
- Differential Fees: 6%
- Non-Credit Revenues: 3%
LONE STAR COLLEGE

Statement of Revenues and Expenditures
General and Auxiliary Funds
YTD November 30, 2015
Unaudited

| REVENUES: | | | | | | |
|---|---|---|---|---|---|
| | BUDGET | FISCAL YTD | % ACTUAL | PRIOR YEAR | PRIOR YEAR |
| | | ACTUAL | TO BUDGET | ACTUAL | TO BUDGET |
| | | | 25% FY ELAPSED | 11/30/2014 | 25% FY ELAPSED |
| State Appropriations | $74,090,000 | $24,821,203 | 33.5% | $24,279,356 | 33.5% |
| Tuition and Fees | 111,840,000 | 46,756,915 | 41.8% | 47,274,377 | 43.4% |
| Taxes | 125,260,000 | 4,522,690 | 3.6% | 5,004,718 | 4.3% |
| Investments | 420,000 | 135,248 | 15.5% | 133,234 | 38.1% |
| Other | 6,020,000 | 1,121,432 | 18.6% | 1,112,604 | 19.0% |
| Tuition/Growth Contingency | 910,000 | - | 0.0% | - | 0.0% |
| Total Current Operations Revenues | 318,540,000 | 77,287,488 | 24.3% | 77,804,289 | 25.5% |
| Auxiliary Revenues | 18,140,000 | 3,877,093 | 21.4% | 3,658,947 | 24.4% |
| Total Revenues | 336,680,000 | 81,164,581 | 24.1% | 81,463,236 | 25.4% |
| Reserves | 5,810,000 | - | 0.0% | - | 0.0% |
| Total Revenues and Reserves | 342,490,000 | 81,164,581 | 24.1% | 81,463,236 | 25.4% |

| EXPENDITURES: | | | | | | |
|---|---|---|---|---|---|
| | BUDGET | FISCAL YTD | % ACTUAL | PRIOR YEAR | PRIOR YEAR |
| | | ACTUAL | TO BUDGET | ACTUAL | TO BUDGET |
| | | | 25% FY ELAPSED | 11/30/2014 | 25% FY ELAPSED |
| Instruction-Academic | 81,371,935 | 22,325,220 | 27.4% | 20,918,136 | 26.3% |
| Instruction-Workforce | 28,897,428 | 8,716,734 | 30.2% | 8,336,823 | 31.8% |
| Public Service | 764,555 | 171,012 | 22.4% | 159,663 | 20.3% |
| Academic Support | 54,492,514 | 10,935,288 | 20.1% | 10,267,462 | 17.3% |
| Student Services | 48,455,748 | 10,011,559 | 20.6% | 9,144,786 | 20.5% |
| Institutional Support | 33,467,276 | 7,850,275 | 23.5% | 8,317,002 | 24.8% |
| Plant Operation and Maintenance | 32,613,127 | 8,106,233 | 25.5% | 7,139,236 | 22.0% |
| Staff Benefits | 26,907,417 | 6,975,197 | 25.9% | 6,844,888 | 30.2% |
| Growth Contingency | 1,390,000 | - | 0.0% | - | 0.0% |
| Total Educational and General Expenditures | 308,360,000 | 75,081,518 | 24.3% | 71,217,986 | 23.6% |
| Repair, Replacement and Other | | | | | |
| Internally Designated | 5,050,000 | 104,448 | 2.1% | 239,049 | 4.7% |
| Auxiliary | 18,580,000 | 3,863,888 | 20.8% | 3,843,520 | 25.6% |
| Total Expenditures | 331,990,000 | 79,049,854 | 23.8% | 75,300,555 | 23.4% |
| Other Changes - Debt Service & Fund Transfers | 10,500,000 | 2,072,356 | | 1,998,806 | |
| Total Expenditures and Transfers | 342,490,000 | 81,122,210 | | 77,299,361 | |

NET INCREASE (DECREASE) IN FUND BALANCES

| General Funds | 440,000 | 29,166 | 4,348,448 |
| Auxiliary Funds | (440,000) | (13,205) | (184,573) |

TOTAL NET INCREASE (DECREASE) IN FUND BALANCES $0 $42,371 $4,163,875
## LONE STAR COLLEGE

**Balance Sheet**  
**November 30, 2015**  
**Unaudited**

### ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>$20,097,164</td>
<td>$186,197,979</td>
<td>$8,367</td>
<td>$206,286,776</td>
<td>$124,279,185</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>9,707,016</td>
<td>-</td>
<td>-</td>
<td>9,707,016</td>
<td>6,555,280</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>47,440</td>
<td>-</td>
<td>-</td>
<td>47,440</td>
<td>47,604</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>773,299,145</td>
<td>764,050,213</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$166,047,315</td>
<td>$240,868,413</td>
<td>$778,203,209</td>
<td>$1,185,118,937</td>
<td>$1,071,295,618</td>
</tr>
</tbody>
</table>

### Liabilities and Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$476,495</td>
<td>$11,693,555</td>
<td>-</td>
<td>$12,170,050</td>
<td>$8,108,137</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>117,892,972</td>
<td>53,705,624</td>
<td>-</td>
<td>171,598,596</td>
<td>153,900,120</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>5,588,740</td>
<td>312,707</td>
<td>-</td>
<td>5,901,447</td>
<td>7,303,014</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>10,953,264</td>
<td>-</td>
<td>10,953,264</td>
<td>7,868,986</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>(1,828,176)</td>
<td>741,996,130</td>
<td>740,167,954</td>
<td>616,739,383</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>-</td>
<td>48,590,998</td>
<td>48,590,998</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>710,017</td>
<td>6,972,157</td>
<td>-</td>
<td>7,682,174</td>
<td>6,421,175</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>$124,668,224</td>
<td>81,809,131</td>
<td>790,587,128</td>
<td>997,064,483</td>
<td>800,340,815</td>
</tr>
</tbody>
</table>

### Deferred Inflows

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Inflows</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>14,864,130</td>
<td>14,864,130</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES AND DEFERRED INFLOWS**  
$124,668,224  
81,809,131  
805,451,258  
1,011,928,613  
800,340,815

**Fund Balances:**

<table>
<thead>
<tr>
<th>Description</th>
<th>General &amp; Reporting</th>
<th>Restricted</th>
<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balances</td>
<td>41,379,091</td>
<td>159,059,282</td>
<td>(18,383,949)</td>
<td>182,054,424</td>
<td>270,954,803</td>
</tr>
</tbody>
</table>

**TOTAL FUND BALANCES**  
$41,379,091  
159,059,282  
(18,383,949)  
182,054,424  
270,954,803

**TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES**

<table>
<thead>
<tr>
<th>Description</th>
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<th>GASB 34/35</th>
<th>Memorandum Totals</th>
<th>Memorandum Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$166,047,315</td>
<td>$240,868,413</td>
<td>$787,067,309</td>
<td>$1,193,983,037</td>
<td>$1,071,295,618</td>
<td></td>
</tr>
</tbody>
</table>
QUARTERLY INVESTMENT REPORT

FOR THE QUARTER ENDED

November 30, 2015

Prepared by
Administration and Finance Department

/s/ Cynthia F. Gilliam
Cynthia F. Gilliam, Vice Chancellor for Administration & Finance/CFO

/s/ Tammy Cortes
Tammy Cortes, Associate Vice Chancellor for Administration & Finance

The investment portfolio of Lone Star College is in compliance with the Public Funds Investment Act and the College's Investment Policy and strategies.
Quarter End Results by Investment Category:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Market and Investment Pools</td>
<td>80.1%</td>
<td>$172,714,795 $</td>
<td>-</td>
<td>$172,714,795</td>
<td>81.4%</td>
<td>$227,809,262 $</td>
<td>-</td>
<td>$227,809,262 $</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>7.2%</td>
<td>15,615,917</td>
<td>-</td>
<td>15,615,917</td>
<td>12.0%</td>
<td>33,476,001 $</td>
<td>-</td>
<td>33,476,001 $</td>
</tr>
<tr>
<td>Agency Securities</td>
<td>12.7%</td>
<td>27,384,486</td>
<td>(43,409)</td>
<td>27,341,077</td>
<td>6.6%</td>
<td>18,447,491</td>
<td>(8,367)</td>
<td>18,439,124</td>
</tr>
<tr>
<td>Portfolio Total</td>
<td>100.0%</td>
<td>$215,715,198 $</td>
<td>(43,409)</td>
<td>$215,671,789</td>
<td>100.0%</td>
<td>$279,732,754 $</td>
<td>(8,367)</td>
<td>$279,724,387</td>
</tr>
</tbody>
</table>

Average Yield as of November 30, 2015

- TexPool: 0.18%
- Logic: 0.16%
- Lone Star: 0.21%
- Southside: 0.22%
- Capital One: 0.30%

Average Yield as of August 31, 2015

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

NOTES:
1) Yields for the above referenced accounts vary daily.
2) The benchmark for the Unrestricted and Restricted Funds is the 90 day U.S. Treasury Bill. As of November 30, 2015 the rate was 0.22%.
## INVESTMENT PORTFOLIO REPORT
FOR THE QUARTER ENDED NOVEMBER 30, 2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FROST BANK</td>
<td>11/4/2015</td>
<td>5,000,000</td>
<td>0.85%</td>
<td>4,989,055</td>
<td>5,000,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FNMA</td>
<td>10/27/2015</td>
<td>5,000,000</td>
<td>0.55%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>34,485,000</td>
<td></td>
<td>33,476,001</td>
<td>33,476,001</td>
<td>41,409</td>
<td>1,240,000</td>
<td>19,141,493</td>
<td>-</td>
<td>15,615,917</td>
<td>-</td>
<td>15,615,917</td>
</tr>
</tbody>
</table>

| BOND          |               | 2,400,000   | 0.40%     | 2,401,152                         | 2,400,807                     | -                 | -                   | -                   | -                           | 2,400,807                     | -                              | -                              |
| BOND          |               | 1,000,000   | 0.62%     | 1,001,080                         | 1,000,000                     | -                 | -                   | -                   | -                           | 1,000,000                     | 1,160                          | 1,001,160                      |
| FHLMC         | 2/24/2015     | 3,000,000   | 0.70%     | 3,000,000                         | 3,000,000                     | -                 | -                   | -                   | -                           | 3,000,000                     | 1,026                          | 3,003,026                      |
| FHLMC         | 2/27/2015     | 5,000,000   | 0.80%     | 4,989,055                         | 5,000,000                     | -                 | -                   | -                   | -                           | 5,000,000                     | -                              | -                              |
| FFCH          | 3/4/2015      | 5,000,000   | 1.09%     | 5,000,000                         | 3,000,000                     | -                 | -                   | -                   | -                           | 3,000,000                     | 3,297                          | 3,003,297                      |
| FHLMC         | 9/8/2015      | 2,000,000   | 1.08%     | -                                 | -                             | -                 | -                   | -                   | -                           | 2,000,000                     | -                              | 2,000,162                      |
| FNMA          | 10/26/2015    | 3,000,000   | 0.57%     | -                                 | -                             | -                 | -                   | -                   | -                           | 3,000,000                     | (3,068)                        | 2,996,932                      |
| FNMA          | 10/27/2015    | 4,000,000   | 0.55%     | -                                 | -                             | 12,278            | 3,000,000           | 3,000,000           | -                           | 4,036,286                     | (4,234)                        | 2,972,952                      |
| TOTAL         |               | 36,668,000  |           | 18,459,124                        | 18,447,491                    | 16,268,000        | 7,400,807           | 116,486             | 27,384,486                   | (43,409)                      | 27,341,077                     |

## SUMMARY

MONEY MARKET AND INVESTMENT / POOLS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>227,809,262</th>
<th>227,809,262</th>
<th>88,614</th>
<th>-</th>
<th>172,714,795</th>
<th>-</th>
<th>172,714,795</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>33,476,001</td>
<td>33,476,001</td>
<td>41,409</td>
<td>1,240,000</td>
<td>19,141,493</td>
<td>-</td>
<td>15,615,917</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>36,668,000</td>
<td>18,459,124</td>
<td>18,447,491</td>
<td>16,268,000</td>
<td>7,400,807</td>
<td>116,486</td>
<td>27,384,486</td>
</tr>
<tr>
<td>PORTFOLIO TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LONE STAR COLLEGE

15
LONE STAR COLLEGE
INVESTMENT PORTFOLIO COMPOSITION
FOR THE QUARTER ENDED NOVEMBER 30, 2015

- Logic: 51%
- LSIP: 19%
- MMA: 10%
- Security: 13%
- CDs: 7%
- Texpool: 0%
## LONE STAR COLLEGE
### INVESTMENT PORTFOLIO REPORT BY FUND
### FOR THE QUARTER ENDED NOVEMBER 30, 2015

**FUND:** OPERATING (UNRESTRICTED)

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Market Value</th>
<th>Yield</th>
<th>Buy Date</th>
<th>Period Book / Market Transactions</th>
<th>Ending Book Value</th>
<th>Unrealized Gain / (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONEY MARKET AND INVESTMENT POOLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>9/23/1993</td>
<td>N/A</td>
<td>$14,007</td>
<td>$14,007</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>$14,010</td>
</tr>
<tr>
<td>TexPool Prime</td>
<td>9/23/1993</td>
<td>N/A</td>
<td>5,012,468</td>
<td>5,012,468</td>
<td>1,106</td>
<td>-</td>
<td>-</td>
<td>381,551</td>
</tr>
<tr>
<td>Logic</td>
<td>9/3/1996</td>
<td>N/A</td>
<td>1,274,331</td>
<td>1,274,331</td>
<td>430</td>
<td>-</td>
<td>-</td>
<td>1,888,821</td>
</tr>
<tr>
<td>Lone Star-Govt</td>
<td>3/29/2001</td>
<td>N/A</td>
<td>3,737,398</td>
<td>3,737,398</td>
<td>15</td>
<td>-</td>
<td>-</td>
<td>539</td>
</tr>
<tr>
<td>Lone Star-Corporate</td>
<td>3/29/2001</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Lone Star-Corporate Plus</td>
<td>1/26/2001</td>
<td>N/A</td>
<td>12,280,988</td>
<td>12,280,988</td>
<td>3,856</td>
<td>-</td>
<td>-</td>
<td>5,496,136</td>
</tr>
<tr>
<td>Southside - MMA</td>
<td>N/A</td>
<td>N/A</td>
<td>5,632,622</td>
<td>5,632,622</td>
<td>2,648</td>
<td>-</td>
<td>-</td>
<td>635,270</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>27,951,817</td>
<td>27,951,817</td>
<td>8,058</td>
<td>-</td>
<td>-</td>
<td>8,414,330</td>
</tr>
</tbody>
</table>

| **CERTIFICATES OF DEPOSIT** | | | | | | | | |
| Green Bank | 3/20/2012 | 3/20/2015 | 245,000 | 0.50% | 245,000 | - | - | 245,000 | - |
| Comerica | 4/1/2014 | 11/2/2015 | 4,000,000 | 0.40% | 4,021,401 | 4,021,401 | 4,100 | 4,025,501 | - |
| Comerica | 1/24/2014 | 10/1/2015 | 10,000,000 | 0.44% | 10,069,786 | 10,069,786 | 4,613 | 10,074,399 | - |
| Comerica | 5/29/2014 | 5/2/2016 | 10,000,000 | 0.64% | 10,080,432 | 10,080,432 | 16,270 | 10,096,702 | - |
| Comerica | 9/3/2014 | 9/1/2016 | 5,000,000 | 0.71% | 5,032,581 | 5,032,581 | 9,012 | 5,041,593 | - |
| Comerica | 9/3/2014 | 10/3/2016 | 4,000,000 | 0.73% | 4,026,801 | 4,026,801 | 7,414 | 4,034,215 | - |
| **TOTAL** | | | 33,245,000 | 33,476,001 | 41,409 | - | - | 14,375,917 | - |

| **SECURITIES** | | | | | | | | |
| BOND | 3/25/2014 | 10/1/2015 | 2,400,000 | 0.40% | 2,401,152 | 2,400,807 | - | 2,400,807 | - |
| BOND | 4/16/2014 | 4/15/2016 | 1,000,000 | 0.62% | 1,001,080 | 1,000,000 | - | - | 1,000,000 |
| FHLB | 2/12/2015 | 12/9/2016 | 4,000,000 | 0.70% | 4,044,448 | 4,046,684 | - | 37,564 | 4,037,564 |
| FHLMC | 2/24/2015 | 2/24/2017 | 3,000,000 | 0.75% | 3,001,786 | 3,000,000 | - | 3,000,000 | 1,026 |
| FHLMC | 2/27/2015 | 2/27/2017 | 5,000,000 | 0.60% | 5,000,000 | 4,998,055 | - | 5,000,000 | 3,000,000 |
| FHLMC | 3/4/2015 | 12/4/2017 | 5,000,000 | 1.00% | 5,001,071 | 5,000,000 | - | - | 3,000,000 |
| FHLMC | 9/8/2015 | 9/8/2017 | 2,000,000 | 1.00% | 2,000,000 | 2,000,000 | - | 162 | 2,000,162 |
| **TOTAL** | | | 22,400,000 | 18,439,124 | 18,447,491 | - | 2,000,000 | 18,447,491 | 37,564 | 13,037,564 |

| **SUMMARY** | | | | | | | | |
| **MONEY MARKET AND INVESTMENT POOLS** | | | | | | | | |
| 27,951,817 | 27,951,817 | 8,058 | - | - | - | 8,414,330 | - |
| **CERTIFICATES OF DEPOSIT** | | | | | | | | |
| 33,476,001 | 33,476,001 | 41,409 | - | 19,141,493 | - | 14,375,917 | - |
| **SECURITIES** | | | | | | | | |
| 22,400,000 | 18,439,124 | 18,447,491 | - | 2,000,000 | 7,400,807 | 37,564 | 13,037,564 | 4,609 |
| **PORTFOLIO TOTAL** | | | | | | | | |
| 79,866,942 | 79,875,309 | 49,957 | - | 26,542,300 | 37,564 | 35,827,811 | 4,609 | 35,832,420 |
## INVESTMENT PORTFOLIO REPORT BY FUND
FOR THE QUARTER ENDED NOVEMBER 30, 2015

### FUND: CONSTRUCTION IN PROGRESS

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Maturity Date</th>
<th>Face Amount</th>
<th>Yield</th>
<th>Beginning Market Value 8/31/2015</th>
<th>Beginning Book Value 8/31/2015</th>
<th>Interest Payments</th>
<th>Securities Dis. / Prem.</th>
<th>Ending Book Value 11/30/2015</th>
<th>Unrealized Market Value 11/30/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONEY MARKET AND INVESTMENT POOLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TexPool Prime</td>
<td>N/A</td>
<td>N/A</td>
<td>$30,486</td>
<td>$30,486</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>$30,499</td>
<td>$30,499</td>
</tr>
<tr>
<td>Logic-CIP GO Bonds</td>
<td>N/A</td>
<td>N/A</td>
<td>145,301,101</td>
<td>145,301,101</td>
<td>48,416</td>
<td>-</td>
<td>-</td>
<td>108,405,564</td>
<td>108,405,564</td>
</tr>
<tr>
<td>Lone Star-Corporate MTN Bond</td>
<td>N/A</td>
<td>N/A</td>
<td>40,511</td>
<td>40,511</td>
<td>56</td>
<td>-</td>
<td>-</td>
<td>40,555</td>
<td>40,555</td>
</tr>
<tr>
<td>Lone Star-Corporate - Corporate Plus</td>
<td>N/A</td>
<td>N/A</td>
<td>20,569,483</td>
<td>20,569,483</td>
<td>9,377</td>
<td>-</td>
<td>-</td>
<td>18,458,469</td>
<td>18,458,469</td>
</tr>
<tr>
<td>Southside - MMA</td>
<td>N/A</td>
<td>N/A</td>
<td>5,029,684</td>
<td>5,029,684</td>
<td>3,066</td>
<td>-</td>
<td>-</td>
<td>3,032,750</td>
<td>3,032,750</td>
</tr>
<tr>
<td>Capital One-MMA</td>
<td>N/A</td>
<td>N/A</td>
<td>10,056,047</td>
<td>10,056,047</td>
<td>7,854</td>
<td>-</td>
<td>-</td>
<td>10,063,571</td>
<td>10,063,571</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$181,036,643</td>
<td>$181,036,643</td>
<td>68,743</td>
<td>-</td>
<td>-</td>
<td>$142,040,716</td>
<td>$142,040,716</td>
</tr>
</tbody>
</table>

| **CERTIFICATES OF DEPOSIT** | | | | | | | | | |
| FROST BANK | 10/28/2015 | 4/28/2017 | 245,000 | 0.90% | - | - | - | 245,000 | - 245,000 |
| FROST BANK | 10/28/2015 | 4/28/2017 | 250,000 | 0.90% | - | - | - | 250,000 | - 250,000 |
| FROST BANK | 10/29/2015 | 5/1/2017 | 250,000 | 0.90% | - | - | - | 250,000 | - 250,000 |
| FROST BANK | 11/4/2015 | 5/4/2017 | 250,000 | 0.85% | - | - | - | 250,000 | - 250,000 |
| **TOTAL** | | | - | - | - | - | - | 1,240,000 | 1,240,000 |

| **SECURITIES** | | | | | | | | | |
| FFCB | 10/26/2015 | 4/21/2017 | 3,000,000 | 0.565% | - | - | - | 3,000,000 | (3,068) 2,996,932 (4,234) 2,992,698 |
| FNMA | 10/27/2015 | 4/27/2017 | 5,000,000 | 0.548% | - | - | - | 5,000,000 | 40,379 5,040,379 (20,954) 5,019,423 |
| FNMA | 10/27/2015 | 4/27/2017 | 5,000,000 | 0.500% | - | - | - | 5,000,000 | 31,314 5,031,314 (17,459) 5,013,855 |
| **TOTAL** | | | - | - | - | - | - | 14,268,000 | 14,246,922 (48,018) 14,298,904 |

| **SUMMARY:** | | | | | | | | | |
| **MONEY MARKET AND INVESTMENT POOLS** | 181,036,643 | 181,036,643 | 68,743 | - | - | - | 142,040,716 | 142,040,716 |
| **CERTIFICATES OF DEPOSIT** | - | - | - | - | - | - | - 1,240,000 | 1,240,000 |
| **SECURITIES** | - | - | - | - | - | - | 14,268,000 | 14,246,922 (48,018) 14,298,904 |
| **PORTFOLIO TOTAL** | 181,036,643 | 181,036,643 | 68,743 | - | - | - | 157,627,638 | 157,579,620 |
### LONE STAR COLLEGE

INVESTMENT PORTFOLIO REPORT

FOR THE QUARTER ENDED NOVEMBER 30, 2015

<table>
<thead>
<tr>
<th>FUND:</th>
<th>INTEREST &amp; SINKING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>MONEY MARKET AND INVESTMENT POOLS</td>
<td></td>
</tr>
<tr>
<td>TexPool</td>
<td>N/A</td>
</tr>
<tr>
<td>Logic</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Govt</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Corporate</td>
<td>N/A</td>
</tr>
<tr>
<td>Lone Star-Corporate Plus</td>
<td>N/A</td>
</tr>
<tr>
<td>Capital One-MMA</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY:

MONEY MARKET AND INVESTMENT / POOLS 18,820,803 $ 18,820,803 11,816 $ - - - 22,259,749 $ - 22,259,749

PORTFOLIO TOTAL 18,820,803 $ 18,820,803 $ 11,816 $ - $ - $ - $22,259,749 $ - $22,259,749
LONE STAR COLLEGE
TOTAL INVESTMENT PORTFOLIO BOOK VALUE
FOUR YEAR COMPARISON THROUGH NOVEMBER 30, 2015

This chart tracks LSC's total book value quarter-by-quarter to provide a historical perspective of the College's investment portfolio.
Financial Report and Consideration No. 2  (ACTION ITEM 3)  Board Meeting 2-4-16

Request: Consideration of Approval of Revised Continuing Education Part-Time Instructors Salary Schedule

Chancellor’s Recommendation: That the Board of Trustees approves the revised 2015 – 2016 Part-Time Instructors Salary Schedule which will be effective March 1, 2016.

Rationale: The salary schedule revisions:

   a) Consolidate the continuing technical education (CTE) and continuing education (CE) pay rates
   b) Remove old language - programs no longer offered have been removed and new certifications presently being offered have been added
   c) Remove years of experience to be equitable with standard part-time/adjuncts
   d) The financial impact of the increase in the rate of pay for current part-time instructors of English as a Second Language (ESL) & Languages (workforce only) is an additional $6.92 per hour per employee.

Fiscal Impact: The total cost of the pay increase is approximately $86,000 and is included in the 2015-16 approved budget.

Staff Resource: Link Alander 832-813-6832
Austin Lane 832-813-6648

Exhibit "G"
Financial Report and Consideration No. 3  (ACTION ITEM 4)  Board Meeting 2-4-16

Request: Consideration of Approval of Order Authorizing the Issuance of Lone Star College System Limited Tax General Obligation Bonds, Series 2016, and Other Series or Subseries Designated by this Order; Authorizing the Chancellor and/or Vice Chancellor of Administration and Finance/Chief Financial Officer to Determine the Amount, Interest Rate, Redemption Provisions and Maturity Relating to the Bonds; Authorizing the Distribution of a Preliminary Official Statement and Official Statement; Authorizing a Bond Purchase Agreement and Other Related Transaction Documents; and Making Other Determinations and Findings Necessary Relating to the Issuance of the Bonds

Chancellor’s Recommendation: That the Board of Trustees approves the order authorizing the issuance of up to $150 million Lone Star College System Limited Tax General Obligation Bonds, Series 2016. This authorization will remain in effect for up to twelve months from the date of Board approval.

Rationale: This parameter order allows the Administration and Finance staff, with the assistance of the College’s financial advisors, RBC, to identify the most optimal time during the next twelve months to issue the proposed new bonds for up to $150 million.

Fiscal Impact: In today’s market, the College could issue up to $150 million in project fund proceeds for an approximate all-in true interest cost of 3.8%. If the College issues the entire $150 million, the debt service tax rate will not exceed $0.0335, which is the same rate assessed for the 2008 bond projects.

Staff Resource: Cindy Gilliam  832-813-6512
Financial Report and Consideration No. 4  (ACTION ITEM 5)  Board Meeting 2-4-16

Request: Consideration of Approval of Order Authorizing Issuance of Lone Star College System Refunding Maintenance Tax Notes, Series 2016, and Other Series or Subseries Designated by this Order; Providing for the Sale Thereof in Accordance with Specified Parameters; Authorizing the Redemption and/or Defeasance Prior to Maturity of Certain Outstanding Notes and Authorizing the Chancellor and/or Vice Chancellor of Administration and Finance/Chief Financial Officer to Take Necessary Steps for the Redemption and/or Defeasance of Such Notes; and Enacting Other Provisions Related Thereto

Chancellor’s Recommendation: That the Board of Trustees approves the order authorizing the issuance of Lone Star College System Refunding Maintenance Tax Notes, Series 2016. This authorization will remain in effect for up to twelve months from the date of Board approval.

Rationale: Staff frequently assesses the investment market for refunding opportunities to secure a lower interest rate. The proposed parameter order allows staff to identify up to $16,890,000 par value of the notes to refund in the prevailing market, and to identify the optimal time to issue the notes.

Fiscal Impact: In today’s market, approximately $12,650,000 dollars of maintenance tax notes would be selected as refunding candidates and if refunded would produce approximately $960,000 dollars in savings (in today’s dollars) or 7.6% of the par refunded.

Staff Resource: Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Construction Services for a Teaching and Learning Center ("TLC") in the Technology Building at LSC-CyFair

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase construction services for a TLC in the Technology Building at LSC-CyFair from Millennium Project Solutions, Inc., 14026 FM 2100 Suite C, Crosby, Texas 77532, in an amount not-to-exceed $215,745.

Rationale: The proposed new TLC will be utilized by faculty and staff to provide a centralized location for students and staff to gather for training and development.

The TLC will be located in the Technology Building and occupy the space formerly used by the Visual Communication Center. This move will allow for expansion of the Academic Success Center in the space formerly used by TLC.

This purchase is in compliance with the requirements of Texas Education Code §44.031 (a, 5) which allows the use of inter-local contracts. This purchase is being conducted through a Job Order Contract ("JOC") with Choice Partners, Contract #15/041JN-10. A market analysis was performed to ensure the pricing represents best value for LSC.

Fiscal Impact: Funds for this purchase are available from the approved FY 2015-16 budget.

Staff Resource: Deana Sheppard 281-290-3932
Cindy Gilliam 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Architectural Services for LSC-CyFair Workforce Addition and Advanced Technology Center Buildout

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase architectural services from Brown Reynolds Watford Architects (“BRW”), 4501 Magnolia Cove Drive, Suite 250, Building 6, Houston, Texas 77345, for an amount not-to-exceed $750,000. Texas Government Code §2254.004 allows LSC to begin negotiations with the next highest ranked firm should negotiations cease with the firm before it. LSC further restricts this procedure to allow negotiations only with firms that have a score of 70 and above. In this case, the next highest ranked firm with a score above 70 is PBK Architects, Inc.

Rationale: At the April 9, 2015 Board Meeting, the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract with Stantec Architecture Inc. for architectural services in compliance with the provisions of Texas Government Code §2254.004 through a formal Request for Qualifications process.

The 2014 Bond Program included the construction of a building to house the Advanced Technology Center and to add space to the existing workforce building located at LSC-Cypress Center. An opportunity became available to purchase an existing building to house the Advanced Technology Center, allowing LSC to provide high-demand programs for students earlier than originally planned. Stantec determined that it did not have the appropriate staff for the revised scope of services and requested to be released from the contract.

To complete the design for both projects, a new Request for Qualifications (RFQ #415) was publicly advertised and issued to ninety-eight firms. A pre-proposal conference was held and thirty-two companies were represented. A total of eighteen responses were received.

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

The term of the contract will be for the duration of the project awarded; however, the overall contract term or any extension(s) will not exceed five years. LSC reserves the right to cancel such contract with or without cause upon thirty days written notice.

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

**Staff Resource:** Cindy Gilliam  832-813-6512
Financial Report and Consideration No. 7  (ACTION ITEM 8)  Board Meeting 2-4-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Master Services Agreement to Purchase Oil Rig Training and Facility Use Services

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a master service agreement to purchase oil rig training and facility use services from Baker Hughes for an amount not-to-exceed $400,000 for a one-year term. In addition, the Board of Trustees authorizes the Chancellor or designee to negotiate and execute the specific project scope of work agreements.

Rationale: LSC is the first community college in the U.S. to receive the International Association of Drilling Contractors accreditation for its Oil & Gas Roustabout/Floorhand program. Currently, the Drilling course (80 hours) is taught in a lab. Due to corporate safety policies, the students are not able to work as interns on a rig, and have no opportunity for actual hands-on experience.

In the Introduction to Oil & Gas courses that are part of the Floorhand program and run as independent courses, students travel to the Ocean Star Museum in Galveston, TX for the hands-on portion. This is a traditional small rig with significant limitations in providing a realistic experience.

Given these needs, LSC is constructing a new Oil & Gas Advanced Technology Center; however, the earliest date the rig will be ready for instruction is in Fall 2017. An interim solution is available through the Baker Hughes Western Hemisphere Education Center, which will allow LSC to provide hands-on application in a controlled environment. LSC can also reduce course costs and minimize travel time for the students and instructors.

Texas Education Code §44.031 (j), allows a sole source purchase for an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly. The training provided by Baker Hughes is proprietary in nature and specifically designed for Baker Hughes equipment. In addition, the Baker Hughes training facility is the only one of its kind available in the area.

Fiscal Impact: Funds for this purchase are available from the approved FY 2015-16 budget.

Staff Resource: Lee Ann Nutt  281-351-3378
Austin Lane  832-813-6648
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract with the Construction Manager at Risk (“CMAR”), Now Under New Ownership, Previously Selected for the LSC-Montgomery Magnolia Satellite Center

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract with the CMAR, now under new ownership, previously selected for the LSC-Montgomery Magnolia Satellite Center, KBR Building Group, LLC, now known as BE&K Building Group, a Pernix Group Company.

Rationale: At the June 4, 2015 meeting, the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract for CMAR services from KBR Building Group, LLC for the LSC-Montgomery Magnolia Satellite Center in compliance with the provisions of Texas Government Code §2269.253 through a formal Request for Qualifications process.

On June 30, 2015, Pernix Group, Inc., a construction company, acquired KBR Building Group, LLC and it is now known as BE&K Building Group, a Pernix Group Company. While the ownership of the company has changed, the original proposal and contract terms will remain the same including the assigned project team, schedule, price, etc.

An appropriate due diligence study related to the new owner, Pernix Group, Inc., has been completed. No issues were identified that would impair the firm’s ability to provide the required CMAR services.

Fiscal Impact: None.

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

The monthly construction projects update is presented for Board review.
CONSTRUCTION PROJECTS UPDATE
February 4, 2016

2013 Revenue Bond Projects Summary

LSC-Tomball

- Creekside Satellite Center: The project received a full Certificate of Occupancy on December 29, 2015. A dedication ceremony was held on January 15, 2016 and classes began on January 19th.

2015 General Obligation Bond Projects Summary

LSC-CyFair

- Instruction and Student Life Building: Harris County permit documents have been approved. Construction for civil and site improvements has begun.
- Cypress Center Workforce Expansion & Information Technology and Visual Communications Center: A contract for architectural services is being presented for consideration of approval at the February 2016 Board of Trustees meeting. The Cypress Center Workforce Expansion design development documents are complete and the architect will complete the construction documents for permitting and bidding. It is anticipated that a GMP will be presented for consideration of approval at the May 2016 Board of Trustees meeting. The Information Technology and Visual Communications Center GMP is anticipated to be presented for consideration of approval at the June 2016 Board of Trustees meeting. Both projects are expected to be complete in January 2017.

LSC-Kingwood

- Student Center Expansion: The construction documents are complete and have been submitted for permitting and pricing. It is anticipated that a GMP will be presented for consideration of approval at the March 2016 Board of Trustees meeting. Construction is expected to be complete in December 2016.
- Process Technology Center: Preparation of the construction documents is in progress. It is anticipated that the GMPs for site/civil work and the remainder of the project construction will be presented for consideration of approval at the March 2016 and May 2016 Board of Trustees meetings, respectively. The project is expected to be complete in June 2017.

LSC-Montgomery

- Conroe Satellite Center & Live Entertainment Tech Expansions: It is anticipated that the GMPs will be presented for consideration of approval at the March 2016 Board of Trustees meeting. Construction is expected to be complete in December 2016.

LSC-North Harris

- Applied Technology Workforce Building: The facility design development is in progress. It is anticipated that a GMP will be presented for consideration of approval
at the June 2016 Board of Trustees meeting. Construction is expected to be complete in June 2017.

- **East Aldine Satellite Center:** Preparation of the construction documents is in progress. It is anticipated that a GMP will be presented for consideration of approval at the April 2016 Board of Trustees meeting. Construction is expected to be complete in May 2017. Programming of the Aldine ISD addition has begun and construction is anticipated to be complete in July 2017.

- **Transportation and Logistics Institute:** A due diligence study is in progress on a proposed site.

**LSC-Tomball**

- **Health Science Building - 3rd Floor Buildout:** It is anticipated that a GMP will be presented for consideration of approval at the March 2016 Board of Trustees meeting. Construction is expected to be complete in August 2016.

- **Oil & Gas Training Center:** The oil rig donation has been finalized. Discussions with other potential service and equipment donors continue.

**LSC-University Park**

- **Science and Innovation Center:** It is anticipated that a GMP will be presented for consideration of approval at the March 2016 Board of Trustees meeting. Construction is expected to be complete in May 2017.
Personnel Report and Consideration No. 1 (ACTION ITEM 10) Board Meeting 2-4-16

Request: Consideration of Ratification of Appointments.

Chancellor’s Recommendation: That the contractual appointments listed on the following pages be ratified for the positions indicated.

Rationale: These contractual appointments include ratification of Administrators and Faculty.

Fiscal Impact: Positions and salaries have been budgeted for 2015-2016.

Staff Resource: Link Alander 832-813-6832
a. LSC-System Office  
Cynthia Drummond, Director-Grant Development, Workforce and Economic Development  
**Effective:** 12 month contracted employee at annual salary of $68,943.84 beginning November 2, 2015  
**Education:** M.A., Counseling, West Virginia University; B.S., Psychology, Fairmont State University  
**Experience:** Grant Writer, Lone Star College System; Program Director, Humble Area Assistance Ministries; Regional Program Manager, Program Coordinator, DePelchin Children’s Center  

Debra Sappington, Executive Director, Construction  
**Effective:** 12 month contracted employee at annual salary of $84,502.00 beginning November 23, 2015  
**Education:** M. Arch., University of Houston; B.Des., Architecture, University of Florida  
**Experience:** Director of Consultancy, LCS Constructors, Inc.; S&T Leadership, Senior Project Manager, Lab Designer, Gensler; Project Architect, Project Manager, Kirksey Architects  

Deborah Jurries, Director, Workforce Education, Workforce and Economic Development  
**Effective:** 12 month contracted employee at annual salary of $68,943.84 beginning December 1, 2015  
**Education:** B.S., Psychology, Sam Houston State University  
**Experience:** Analyst II, Workforce Education and Corporate Partnerships, Account Representative, Staff Assistant II, Coordinator, Texas Workforce Commission Grants, Corporate College, Lone Star College System; Coordinator II, Workforce and New Program Development, Corporate and Continuing Education, Lone Star College-Montgomery  

Anne Money, Senior Manager, CSI, Organizational Development  
**Effective:** 12 month contracted employee at annual salary of $71,501.88 beginning December 1, 2015  
**Education:** B.F.A., Visual Communication/Digital Design, American Intercontinental University; A.A.S., Tomball College; Diploma of Production Art, Art Institute of Houston
Experience: HR Manager, Designer II, Multimedia, Instructional Technologist, Program Coordinator, Lone Star College-System Office; Adjunct Instructor, Lone Star College-Kingwood, Lone Star College-Tomball; Program Coordinator, DL Multimedia Developer, Specialist, Specialist III, Technology Services Specialist, Helpdesk, Center for Teaching and Distance Learning

b. LSC-Kingwood

David Baty, Vice-President, Instruction

Effective: 12 month contracted employee at annual salary of $118,995.24 beginning January 1, 2016

Education: M.Ed., Educational Leadership, University of Sarasota; B.A., Psychology, University of South Florida; A.A., St. Petersburg Junior College

Experience: Interim Vice President- Instruction, Lone Star College-Kingwood; Dean, Lone Star College-Atascocita Center; Dean of Student Services, Associate Dean, Director, Community and Professional Learning, Adjunct Instructor, Quinebaug Valley Community College; Center Director, University College at Bath/Brunswick; Adjunct Instructor, University of Maine at Augusta

Jay Whatley, Dean, Instruction

Effective: 12 month contracted employee at annual salary of $89,277.47 beginning January 1, 2016

Education: D.M.A., Piano Performance & Pedagogy, University of Texas-Austin; Master of Music, Piano Performance, B.M., Piano Performance, Sam Houston State University

Experience: Professor, Music, Lone Star College-Kingwood; Assistant Professor, Music, Area Coordinator, Keyboard Studies, Coordinator, Class Piano Program, Visiting Lecturer, School of Music, Sam Houston State University

c. LSC-Tomball

Bobbye Silva, Reference Librarian/ Professor, Library Services

Effective: 12 month contracted employee at annual salary of $64,381 beginning December 1, 2015

Education: M.L.S., Texas Woman’s University; B.S., Geophysics, Texas A&M University

Experience: Head of Circulation, Office Coordinator/Coordinator, Circulation Assistant, Lone Star College-Tomball; Independent Contractor, Preston Exploration, LLC.; Division Geophysicist, International Paper Petroleum; Consultant, CONOCO Oil; Entry Level to Senior Project Geophysicist, TENNECO Oil
d. **LSC-CyFair**

*Melissa Dixon, Reference Librarian/Assistant Professor, Library Services*

**Effective:** 12 month contracted employee at annual salary of $64,381 beginning December 1, 2015

**Education:** M.L.S., Wayne State University; B.A., Liberal Arts, English Creative Writing, University of Detroit Mercy

**Experience:** Youth Services Librarian, Bellaire City Library; Children’s Librarian, White Lake Township Library; Children’s and Teen Librarian, Royal Oak Public Library

e. **LSC-North Harris**

*Valschkia Dabney, Vice President, Centers*

**Effective:** 12 month contracted employee at annual salary of $103,082.00 beginning January 11, 2016

**Education:** Ph.D., Educational Administration, Community College Leadership Program, The University of Texas at Austin; M.B.A., Project Management, University of Phoenix; B.A., Communication, E-Commerce and Website Development, The University of Houston Clear Lake; A.A., Social Science, Multi-Cultural Studies, San Jacinto College Central

**Experience:** Program Coordinator, Extended Learning Center, Lone Star College-System Office; Associate Dean, College to Careers (Workforce Education), Truman College; Director, Training & Professional Development, San Jacinto College District; Program Director, Blinn College; Executive Assistant to V.P./CEO of Marketing & Public Relations, Pro-Staff, Texas Children’s Hospital; Executive Assistant to the Division Chair, Department of Otolaryngology Head & Neck Surgery, The U.T. Health Science Center; Program Supervisor, San Jacinto College Central; Administrative Assistant, Admissions Office, Baylor College of Medicine; Long-Term Substitute Teacher, Klein Independent School District
Request: Consideration of Resignations

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

**LSC-Cypress Center**
Rebecca Westphal, Associate Professor, Biology
Effective November 5, 2015

**LSC-System Office**
Sarah Ray, Director, Foundation Events
Effective January 16, 2016

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