MINUTES OF THE
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
CENTRAL SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
June 6, 2013
5:00 p.m.

PRESENT:  Dr David Holsey, Vice Chair
Ms Priscilla Kelly, Secretary
Mr David Vogt, Assistant Secretary
Ms Linda Good
Ms Stephanie Marquard
Mr Bob Wolfe
Dr Kyle Scott
Dr Ron Trowbridge

ABSENT:    Mr Robert Adam

I. CALL TO ORDER: Dr Holsey called the workshop and regular meeting of the Board of Trustees to order at 5.01 p.m. after determining that a quorum was present.

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

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

IV. ADMINISTRATION OF THE OATH OF OFFICE FOR TRUSTEES POSITIONS 1, 2 and 8: Judge Edith H Jones administered the oath of office to Ron Trowbridge, Ph.D., Position 8 of the Board of Trustees and to Dr Dave Holsey, Position 1 of the Board of Trustees. Texas State Representative Steven Toth administered the oath of office to Kyle A Scott, Ph.D., Position 2 of the Board of Trustees.

V. REORGANIZATION OF THE BOARD OF TRUSTEES (ACTION ITEM 1): Ms Kelly, a member of the Nominating Committee, presented the nominated slate of officers as follows: Dr Holsey, Chair, Mr Wolfe, Vice Chair; Ms Kelly, Secretary and Mr Vogt, Assistant Secretary. Ms Marquard made the motion to appoint the slate of officers, and upon a second to the motion by Ms Good, the Board unanimously accepted the slate as presented. A copy is attached as Exhibit “B”.

VI. INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS: Chancellor Carpenter introduced Dr. Audre Levy, president of LSC-CyFair who presented an update
on the incident on April 9, 2013 and recognized students, staff, faculty, police officers and administrators who assisted that day

VII. WORKSHOP: None

VIII. CLOSED SESSION: At 5:14 p.m Dr. Holsey convened the Board in closed session, in accordance with Section 551.001 et. seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

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

IX. RECONVENE REGULAR MEETING: Dr. Holsey reconvened the open meeting at 6:42 p.m.

X. APPROVAL OF THE MINUTES OF THE MAY 2, 2013 WORKSHOP AND REGULAR MEETING AND ACCEPT THE MINUTES OF THE MAY 22, 2013 SPECIAL MEETING: upon a motion by Ms. Good and a second to the motion by Ms. Marquard, the board approved the minutes of the May 2, 2013 Workshop and Regular Meeting Dr. Scott and Dr. Trowbridge abstained. Upon a motion by Ms. Good and a second to the motion by Ms. Marquard, the board approved the minutes of the May 22, 2013 Special Meeting of the Board of Trustees. Dr. Holsey, Ms. Marquard, Mr. Vogt, Mr. Wolfe, Dr. Scott and Dr. Trowbridge abstained.

XI. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor Carpenter presented an overview of the budget from the legislative session. Texas Association of Community Colleges (TACC) proposed a state allocation for community colleges of $1.7 billion. The Senate proposed $1.74 billion, the house proposed $1.69 billion and the final allocation was $1.72 billion. For employee insurance payments, TACC proposed $240 million, the Senate proposed $285 million, the house proposed $240 million and the final allocation was $286 million. For retirement payments, TACC proposed $106 million, the Senate proposed $116 million, the house side proposed $112 million, and the final allocation was $116 million. Total allocations proposed by TACC were $1.9 billion, the Senate proposed $2.19 billion, the house proposed $2.04 billion and the final allocation for community colleges was $2.17 billion. The down side is that with the defeat of the bond some of the new monies will have to be diverted to pay for priorities such as safety and security and other issues that cannot be delayed. The Chancellor commenced Mr. Ray Laughter, vice chancellor external affairs for all his hard work and time working with the Legislature.
The Chancellor said that student success has been a top priority of Lone Star College System and of the Board of Trustees in particular. He announced that we will be hosting a state-wide completion summit on September 23 and 24, 2013 at the System Office. Attending and speaking at that summit will be Senator Seliger, Representative Branch, THECB Commissioner Paredes and other nationally acclaimed experts.

Dr. Carpenter announced that TACC has been working to bring funding to the state to set up a statewide student success center that would support all of the community colleges in the state. $2 million was needed to launch that initiative and to date, with the support of the Kresge Foundation, the Lumina Foundation and the Gates Foundation, among others, over $2 million has been raised. The center will open this year under the direction of TACC.

2. **College Presidents:** None

3. **Vice Chancellors:** None

**XII. CITIZENS DESIRING TO ADDRESS THE BOARD:**

Dr. Larry Loomis-Price requested the Board respond to grievance issues and requested that the Board members email addresses be reinstated on the website.

Mr. Gordon Carruth asked the Board talk to faculty regarding issues at LSC-Montgomery.

Dr. John Burgdoff spoke on behalf of the American Federation of Teachers. He expressed that the AFT has a number of concerns including the employee grievance and appeals process, the dismissal and the reassignment of faculty members at LSC-Montgomery, salaries and campus security.

Mr. Joe Ramirez, representing the Hispanic Executive Society International (HESI) He expressed concerns about alleged Hispanic discrimination.

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

**XIV. POLICY CONSIDERATIONS:**

1. Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Section IV F.2 (SECOND READING) (ACTION ITEM 2): the Board unanimously approved the recommended revision of the Lone Star College System Board Policy IV F.2. This item was passed in the Consent Agenda. A copy is attached as Exhibit “D”.
2 Consideration of Approval to Amend Polling Location in the May 11, 2013 Trustee Election and Bond Election Order and to Appoint Early Voting Ballot Board Presiding Judge in Harris County (ACTION ITEM 3): the Board unanimously approved to amend the polling locations in the May 11, 2013 Trustee election and bond election order and to appoint central counting presiding judge and early voting ballot board presiding judge in Harris County This item was passed in the Consent Agenda. A copy is attached as Exhibit “E”

XV. FINANCIAL REPORTS AND CONSIDERATIONS:

1 Monthly Financial Statements: Ms Cindy Gilliam, vice chancellor for administration and finance, presented the monthly financial statements for the month ended April 30, 2013 A copy is attached as Exhibit “F”

2 Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Generator Maintenance and Repair Services for the System (ACTION ITEM 4): the Board unanimously approved the Chancellor or designee to negotiate and execute a contract to purchase generator maintenance and repair services for the System from Power Pro Tech Services, Inc., 410 West Canino, Houston, TX 77037 and Cummins Southern Plains, LLC, 7045 N. Loop 610 East, Houston, TX 77028, in the amount of $400,000 over the five-year contract term This item was passed in the Consent Agenda. A copy is attached as Exhibit “G”

3 Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Online Tutoring Services for the System (ACTION ITEM 5): upon a motion by Ms Kelly and a second by Mr Wolfe, the Board authorized the Chancellor or designee to negotiate and execute a contract to purchase online tutoring services for the System from Brainfuse, Inc., 271 Madison Ave., New York, NY 10016, in the amount not to exceed $125,000 over five years. In addition, should negotiations with Brainfuse be terminated, the Board authorized the Chancellor or designee to negotiate with the second highest ranked firm, Link-Systems International, Inc./NetTutor, 4515 George Rd, Suite 340, Tampa, FL 33634. Dr Scott opposed A copy is attached as Exhibit “H”

4 Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase a Media Capture Solution for the System (ACTION ITEM 6): upon a motion by Mr Wolfe and a second by Dr. Scott, the Board authorized the Chancellor or designee to negotiate and execute a contract to purchase a media capture solution for the System with D2L Ltd., 715 Saint Peter Street, Baltimore, MD 21202, in an amount not to exceed $825,000 over five years In addition, should negotiations with D2L Ltd. Be terminated, the Board authorized the Chancellor or designee to negotiate with the second highest ranked firm McGraw-Hill Education, Tegrity Inc., 8900 Keystone Crossing, Suite 950, Indianapolis, IN 46240 Dr. Scott opposed. A copy is attached as Exhibit “I”
5 Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Conduct Data Analysis Services for the Statewide Texas Comletes Initiative (ACTION ITEM 7): upon a motion by Ms. Marquard and a second by Mr. Wolfe, the Board authorized the Chancellor or designee to negotiate and execute an agreement to conduct data analysis services for the statewide Texas Comletes initiative from the Institute for Evidence Based Change (IEBC), 2236 Encinitas, CA 92024, in the amount of $150,810. Dr. Scott opposed and Dr. Trowbridge abstained. A copy is attached as Exhibit “J”

6 Consideration of Approval to Purchase Science Supplies and Instructional Chemicals for the System (ACTION ITEM 8): the Board unanimously approved the purchase of science supplies and instructional chemicals for the System in the amount of $3,000,000 over five years from the following vendors: Carolina Biological Supply, 2700 York Road, Burlington, NC 27215, Fisher Scientific Company, 300 Industry Drive, Pittsburgh, PA 15275, VWR Science Education (dba: Sargent Welch Ward’s, VWR, P.O. Box 92912, Rochester, NY 14692 and Bio-Rad Laboratories, 2000 Alfred Noble Drive, Hercules, CA 94547. 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 Contract to Purchase Parking Permit Printing and Fulfillment Services for the System (ACTION ITEM 9): the Board unanimously authorized the Chancellor or designee to negotiate and execute a contract to purchase parking permit printing and fulfillment services for the System from Weldon, Williams and Lick (WWL), 711 North A Street, Fort Smith AR 72901-2121, in the amount of $500,000 through January 2017. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”

8 Consideration of the Selection of an External Audit Firm for the System (ACTION ITEM 10): upon a motion by Ms. Marquard and a second by Mr. Wolfe, the Board authorized the Board Audit Committee to select a firm to perform the annual audit of the System beginning with the 2012-13 fiscal year. In addition, the Board authorizes the Chancellor or designee to negotiate and execute any required contracts related to these services. Dr. Scott opposed and Dr. Trowbridge abstained. A copy is attached as Exhibit “M”

9 Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Creative Marketing Communications and Media Services for the System (ACTION ITEM 11): upon a motion by Ms. Marquard and a second by Mr. Wolfe, the Board authorized the Chancellor or designee to negotiate and execute a one year contract to purchase creative marketing communications and media services for the System from Richards/Carlberg, 1900 West Loop South, Suite 1100, Houston, TX 77027-3207. In addition, the Board authorizes the Chancellor or designee to negotiate and execute future project orders for each specific project and to extend the contract by amendment on an annual or biennial basis for an amount not to exceed $6,500,000 over a five year period. Dr. Scott opposed and Dr. Trowbridge abstained. A copy is attached as Exhibit “N”
10. Consideration of Approval to Authorize the Chancellor or Designee to Execute Documents for LSCS to Participate as a Member of the Compaq Center Drive West Owners Association, Inc (ACTION ITEM 12): upon a motion by Ms. Marquard and a second by Mr. Wolfe, the Board authorized the Chancellor or designee to execute documents for LSCS to participate as a member of the Compaq Center Drive West Owners Association, Inc for purposes of managing the shared road infrastructure on the former Hewlett Packard (HP) campus. In addition, the Board authorizes the Chancellor or designee to execute any easements required by the Association. Dr. Scott opposed and Dr. Trowbridge abstained. A copy is attached as Exhibit "O".

11. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Purchase Natural Gas for the Kingwood, North Harris and Montgomery Campuses (ACTION ITEM 13): the Board unanimously authorized the Chancellor or designee to negotiate and execute an agreement for the purchase of natural gas from the Texas General Land Office (GLO), 1700 N Congress Ave, P.O. Box 12873, Austin TX 78711-2873. This item was passed in the Consent Agenda. A copy is attached as Exhibit "P".

12. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Change Order #3 with CF Jordan Construction for the Purchase of Construction Services for LSC-Cypress Center (ACTION ITEM 14): the Board unanimously authorized the Chancellor or designee to negotiate and execute Change Order #3 for the purchase of construction services for LSC-Cypress Center (the Center) from CF Jordan Construction, 9801 Westheimer, Suite 320, Houston TX 77043, in the amount of $550,000, increasing the total construction contract to $15,841,400. This item was passed in the Consent Agenda. A copy is attached as Exhibit "Q".

13. Consideration of Approval of the 2013-14 Credit Tuition and Fee Schedule (ACTION ITEM 15): upon a motion by Ms. Marquard and a second by Mr. Wolfe, the Board approved the tuition and fee schedule for the 2013-14 academic year. Dr. Scott opposed and Dr. Trowbridge abstained. A copy is attached as Exhibit "R".

XVI. BUILDING AND GROUNDS REPORTS:

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

XVII. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 16): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "T".
2. **Consideration of Acceptance of Resignations (ACTION ITEM 17):** the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit "U."

3. **Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 18):** the Board unanimously approved the commissioning of the following peace officer for Lone Star College System, LSC-University Park, Charles C. Tanksley. This item was passed in the Consent Agenda. A copy is attached as Exhibit "V."

**XVIII. SPECIAL CONSIDERATION:**

1. **Consideration of Acceptance of Resignation of Trustee (ACTION ITEM 19):** the Board unanimously accepted and acknowledged the resignation of Randy Bates effective May 15, 2013. This item was passed in the Consent Agenda. A copy is attached as Exhibit "W."

Chairman Holsey appointed the Board Audit Committee as follows: Ms. Marquard, Chair, Mr. Wolfe and himself as members.

Chairman Holsey appointed the Citizen Policy Review Committee as follows: Bob Adam, Chair, David Vogt and Priscilla Kelly as members.

**XIX. SUGGESTED FUTURE ITEMS:** None

**XX. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:15 p.m.

**ATTEST**

[Signatures]

Board of Trustees, Chair

Board of Trustees, Secretary
Certification of Posting of Notice to the June 6, 2013
Workshop and Regular Meeting of the
Lone Star College System’s
Board of Trustees

I, Richard Carpenter, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 3rd day of June, 2013 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 3rd day of June, 2013

Richard Carpenter
Chancellor
Reorganization of the Board of Trustees    (ACTION ITEM 1)    Board Meeting 6-6-13

Board Policy D 101 requires that the “Officers of the Board shall be elected at the first regular meeting following the regular election of Board members in odd numbered years.” The Nominating Committee of Bob Adam (Chair), Priscilla Kelly and Bob Wolfe will recommend a slate of candidates for the following offices.

Chair
Vice Chair
Secretary
Assistant Secretary
Consideration of Consent Agenda

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

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

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

Tally of Action Items

<table>
<thead>
<tr>
<th># 2 Approve Board Policy VB 1 01</th>
<th>Consent Agenda</th>
<th>Chancellor Recommended Separate Action</th>
<th>Board Separate Action</th>
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<tbody>
<tr>
<td># 3 Approve Amendments to Election Order</td>
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<td># 4 Authorize Chan/Neg/Exec/Pur/Gen/Maintenance/Repair</td>
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<td># 5 Authorize Chan/Neg/Exec/Pur/Online Tutoring Services</td>
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<td># 6 Authorize Chan/Neg/Exec/Pur/Media Capture Solution</td>
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<td># 7 Authorize Chan/Neg/Exec/Data Analysis/Tx Completes</td>
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<td># 8 Authorize Chan/Neg/Exec/Pur/Science Supplies/Chems</td>
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<td># 9 Authorize Chan/Neg/Exec/Pur/Parking Permit Srvcs</td>
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<td>#10 Selection of External Audit Firm</td>
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<td>#11 Authorize Chan/Neg/Exec/Pur/Creative Mrktng Media</td>
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<td>#12 Authorize Chan/Neg/Exec/Docs/Compaq Cntr/Owners</td>
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<td>#13 Authorize Chan/Neg/Exec/Pur/Nat/Gas LSC-KW,NH,MC</td>
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<tr>
<td>#14 Authorize Chan/Neg/Exec/CO#3 LSC-Cypress Center</td>
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<td>#15 Approve 2013-14 Credit Tuition &amp; Fee Schedule</td>
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<td>#16 Ratify Appointments</td>
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<td>#17 Accept Resignations</td>
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<td>#18 Approve Commissioning of Peace Officers</td>
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<td>#19 Accept Resignation of Trustee</td>
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Policy Report and Consideration No. 1  (ACTION ITEM 2)  

Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Section IV F 2 (SECOND READING) (ACTION ITEM 2)

Chancellor's Recommendation: That the Board of Trustees approves the recommended revision of the Lone Star College System Board Policy Section IV F 2

Rationale: The recommended policy consideration will allow eligible LSCS employee to take LSCS classes utilizing a tuition and fee waiver rather than paying for the course and being reimbursed

Fiscal Impact: None

Staff Resource: Richard Carpenter  832-813-6515  
Brian Nelson  832-813-6655
IV.F.2. Professional Development and Educational Reimbursements/Waivers

IV.F.2.01 - Required Development

The System will provide support for development and training, renewal of professional licenses, professional association memberships, and continuing education requirements established for specific positions. Specific position requirements will be determined by the Chancellor or his or her designee.

The System will provide time off and course/training costs for job specific required training for all employees. This includes, but is not limited to orientation, legal compliance issues, systems training, process training and other position-specific training.

IV.F.2.02 - Professional Development Activities

Professional development includes activities and opportunities that enhance the skills, knowledge and abilities required in the employee’s current position, or prepare the employee for a career path position in his/her area. All professional development costs must be pre-approved by the supervisor, and within the budget of the department.

An employee may request Professional Development Leave to attend professional conferences, workshops, seminars, training courses, or meetings. The employee’s supervisor must approve Professional Development Leave. These pre-approved leaves are considered excused absences that do not count against sick, vacation, or compensatory time.

An employee may request reimbursement and/or an advance for expenses related to professional development activities, including registration fees, travel, meals, and lodging in accordance with System travel policies and procedures. The employee’s supervisor must approve professional development expenses.

IV.F.2.03 - Membership Organization

Memberships in professional or academic associations or organizations will be reimbursed, with supervisor approval, up to $25 per year per employee. The System cannot reimburse dues paid to unions or organizations that engage in lobbying or political activities.

IV.F.2.04 - Waiver of Tuition and Required Fees

The System encourages employees to further their educational, professional and vocational development. Therefore, the System will waive the tuition and required fees up to six (6) credit hours per term (maximum of eighteen (18) credit hours per academic year) for eligible employees for allowable LSCS courses taken in accordance with this policy. Subject to space availability, the System will also waive the tuition and required fees for all continuing education courses for eligible employees for allowable LSCS courses taken in accordance with this policy.
IV.F.2.05 - Eligibility for a Waiver of Tuition and Required Fees

All full-time employees are eligible for a waiver of tuition and required fees.

Part-time employees who are regularly employed with the System and who have completed twelve months of continuous employment are eligible. Employment is considered "continuous" if the employee receives a paycheck in each of twenty-four (24) consecutive pay periods.

Adjunct faculty who have taught at least six consecutive spring and fall semesters will be eligible for a waiver of tuition and required fees.

IV.F.2.06 – Conditions for Tuition Waiver

The System will waive 100% of tuition and required fees for each credit course or continuing education course taken at LSCS if all the following requirements are met:

- a. The course is related to the employee's present job or a job to which the employee may reasonably be promoted or reassigned,
- b. Eligibility was determined by the supervisor through a signed waiver form prior to enrollment, and
- c. Courses are scheduled outside the employee's working hours.

The System will require repayment of all tuition and fees waived for any of the following reasons:

- a. The employee fails to complete an approved course,
- b. The employee does not earn a C or better for an approved credit course,
- c. The employee does not submit a copy of a certificate of completion for an approved continuing education course, or
- d. The employee resigns or is terminated with or without cause before completing an approved course.

The System will not require repayment of all tuition and fees waived for any of the following reasons:

- a. A mandatory military obligation requires the employee to leave the Houston area or be unavailable to attend,
- b. A change in employment schedule or responsibility made by and for the System's benefit,
- c. A serious illness that prevents the employee from completing the course work, provided the employee submits medical documentation justifying the withdrawal, or
- d. The employee is terminated due to reductions in force, reorganization or other reasons not related to employee performance or conduct, before completing an approved course.

LSCS Policy Manual Section adopted by the Board of Trustees on June 6, 2013.
Policy Report and Consideration No. 2  (ACTION ITEM 3)  Board Meeting 6-6-13

Request: Consideration of Approval to Amend Polling Location in the May 11, 2013 Trustee Election and Bond Election Order and to Appoint Early Voting Ballot Board Presiding Judge in Harris County

Chancellor's Recommendation: That the Board of Trustees approves the amendment which moves one Harris County polling location

Rationale: Change in the polling location in Harris County was made in precinct HC-64 due to the facility was unable to provide a space due to other obligations

Pursuant to Sec 87.002 (b) of the Election Code, the Board is requested to appoint Sarah Singleton to serve as the early voting ballot board presiding judge in Harris County for our election. Pearlene Jerome will serve as an early voting ballot board member

Fiscal Impact: The estimated cost of the election is approximately $250,000 based on previous election costs. Funds are available in the 2012-2013 operating budget

Staff Resource: Helen Clougherty 832-813-6514
Financial Report and Consideration No. 1  Board Meeting 6-6-13

Report: Monthly Financial Statements

The financial statements for the month ended April 30, 2013 are presented for Board review.
HOW MUCH DO WE NEED IN RESERVES?
## LONE STAR COLLEGE SYSTEM

### Statement of Revenues and Expenditures

**General and Auxiliary Funds**

For the Eight Months Ended April 30, 2013

Unaudited

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
<th>% ACTUAL TO BUDGET</th>
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<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>State Appropriations</td>
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<td>$41,948,614</td>
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<td>Tuition and Fees</td>
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<td>$81,921,727</td>
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<td>Taxes</td>
<td>$105,530,000</td>
<td>$104,207,636</td>
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<td>Investments</td>
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<td>75.90%</td>
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<td>Other</td>
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<td>$3,115,624</td>
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<td>Tuition/Growth Contingency</td>
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<td><strong>Total Current Operations Revenues</strong></td>
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<td>Auxiliary Revenues</td>
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<td>$6,426,525</td>
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<td><strong>Total Revenues</strong></td>
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<td>82.08%</td>
<td>$224,737,268</td>
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<td>Reserves</td>
<td>$6,700,000</td>
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<td>0.00%</td>
<td>$121,605</td>
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<td><strong>Total Revenues and Reserves</strong></td>
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<td>$237,966,788</td>
<td>82.22%</td>
<td>$224,737,268</td>
</tr>
</tbody>
</table>

|                      |        |        |                    |                    |
| **EXPENDITURES**     |        |        |                    |                    |
| Instruction-Academic | $71,360,984 | $49,588,961 | 69.49% | $47,831,957 | 70.28% |
| Instruction-Workforce | $24,106,536 | $20,123,262 | 71.60% | $19,718,416 | 71.14% |
| Public Service       | $789,385 | $470,215 | 59.57% | $488,091 | 45.75% |
| Academic Support     | $48,144,612 | $25,768,948 | 53.52% | $23,668,162 | 54.26% |
| Student Services     | $37,313,493 | $21,632,716 | 57.98% | $18,308,511 | 58.14% |
| Institutional Support | $32,594,808 | $16,675,897 | 51.15% | $16,007,673 | 57.35% |
| Plant Operations and Maintenance | $59,640,709 | $19,782,363 | 65.74% | $18,332,105 | 58.00% |
| Staff Benefits       | $22,119,473 | $12,491,228 | 54.03% | $12,976,794 | 54.91% |
| Growth Contingency   | $2,910,000 | $ - | 0.00% | $121,605 | 3.92% |
| **Total Educational and General Expenditures** | $273,980,000 | $166,533,490 | 60.78% | $157,331,769 | 61.42% |
| Repair Replacement and Other |        |        |                    |                    |
| Internally Designated | $4,300,000 | $573,451 | 13.34% | $774,284 | 20.38% |
| Auxiliary            | $11,000,000 | $5,930,861 | 53.92% | $3,759,707 | 33.79% |
| **Total Expenditures** | $289,280,000 | $172,037,902 | 59.82% | $161,863,385 | 59.96% |
| Other Changes - Debt Service & Fund Transfers | $7,350,000 | $5,106,061 | 49.85% | $4,978,733 | 49.27% |

**NET INCREASE (DECREASE) IN FUND BALANCES**

|                      |        |        |                    |                    |
| **General Funds**    | $0 | $59,327,261 | 100% | $56,482,481 | 100% |
| **Auxiliary Funds**  | $0 | $495,564 | 100% | $1,410,667 | 100% |
| **TOTAL NET INCREASE (DECREASE) IN FUND BALANCES** | $0 | $59,822,825 | 100% | $57,893,150 | 100% |
## LONE STAR COLLEGE SYSTEM

**Balance Sheet**

**April 30, 2013**

**Unaudited**

### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>General &amp; Auxiliary</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment in Plant</th>
<th>Memorandum Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash</strong></td>
<td>$ (7,434,882)</td>
<td>$ 2,834,427</td>
<td>$ -</td>
<td>$ (4,600,455)</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>18,174,525</td>
<td>6,608,423</td>
<td>4,351,026</td>
<td>29,333,974</td>
</tr>
<tr>
<td>Investments</td>
<td>135,475,511</td>
<td>67,891,534</td>
<td>1,114</td>
<td>203,368,159</td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>3,395,899</td>
<td>-</td>
<td>-</td>
<td>3,395,899</td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>36,323</td>
<td>-</td>
<td>-</td>
<td>36,323</td>
</tr>
<tr>
<td>Amount to be provided for retirement long-term debt</td>
<td>-</td>
<td>582,760,036</td>
<td>-</td>
<td>582,760,036</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>741,581,648</td>
<td>741,581,648</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 149,647,376</td>
<td>$ 660,094,420</td>
<td>$ 746,133,788</td>
<td>$ 1,555,875,584</td>
</tr>
</tbody>
</table>

### LIABILITIES AND FUND BALANCES

#### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>General &amp; Auxiliary</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment in Plant</th>
<th>Memorandum Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$ 20,122,214</td>
<td>$ 3,646,353</td>
<td>2,839,099</td>
<td>$ 26,607,666</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>5,999,536</td>
<td>4,459,999</td>
<td>-</td>
<td>10,459,535</td>
</tr>
<tr>
<td>Accrued compensable absences payable</td>
<td>6,377,619</td>
<td>314,611</td>
<td>-</td>
<td>6,692,230</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>5,221,801</td>
<td>-</td>
<td>5,221,801</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>588,600,302</td>
<td>-</td>
<td>588,600,302</td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>-</td>
<td>6,322,244</td>
<td>-</td>
<td>6,322,244</td>
</tr>
<tr>
<td><strong>TOTAL LIABIILITIES</strong></td>
<td>32,499,369</td>
<td>608,565,310</td>
<td>2,839,099</td>
<td>643,903,778</td>
</tr>
</tbody>
</table>

#### FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>General &amp; Auxiliary</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment in Plant</th>
<th>Memorandum Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>117,148,007</td>
<td>-</td>
<td>462,558,648</td>
<td>579,706,655</td>
</tr>
<tr>
<td>Restricted</td>
<td>-</td>
<td>(78,200)</td>
<td>-</td>
<td>(78,200)</td>
</tr>
<tr>
<td>Non grant agreements</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restricted for constr</td>
<td>-</td>
<td>9,334,157</td>
<td>279,276,083</td>
<td>288,610,240</td>
</tr>
<tr>
<td>Debt service</td>
<td>-</td>
<td>43,773,153</td>
<td>1,459,958</td>
<td>43,733,111</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td>117,148,007</td>
<td>51,529,110</td>
<td>743,294,689</td>
<td>911,971,806</td>
</tr>
</tbody>
</table>

### TOTAL LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>General &amp; Auxiliary</th>
<th>Restricted</th>
<th>GASB 34/35 Reporting &amp; Investment in Plant</th>
<th>Memorandum Totals Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCES</strong></td>
<td>$ 149,647,376</td>
<td>$ 660,094,420</td>
<td>$ 746,133,788</td>
<td>$ 1,555,875,584</td>
</tr>
</tbody>
</table>
## LONE STAR COLLEGE SYSTEM
### SUMMARY OF INVESTMENTS
#### AS OF APRIL 30, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Ending RV 03/31/2013</th>
<th>Total Buys</th>
<th>Total Sales</th>
<th>Interest/Dividends</th>
<th>Ending RV 04/30/2013</th>
<th>Ending RV 04/30/2012</th>
<th>Weighted Avg Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH</td>
<td>165,315</td>
<td>0</td>
<td>916</td>
<td>0</td>
<td>164,401</td>
<td>139,930</td>
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</tr>
<tr>
<td>POOLS</td>
<td>40,078,291</td>
<td>33,435,836</td>
<td>12,408,799</td>
<td>5,533</td>
<td>61,104,908</td>
<td>51,310,342</td>
<td></td>
</tr>
<tr>
<td>AGENCIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000,000</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF DEPOSIT</td>
<td>59,180,498</td>
<td>11,231</td>
<td>0</td>
<td>11,231</td>
<td>59,196,531</td>
<td>74,151,982</td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL PAPER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,997,972</td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>13,000,232</td>
<td>3,073</td>
<td>0</td>
<td>3,073</td>
<td>13,003,305</td>
<td>7,014,013</td>
<td></td>
</tr>
<tr>
<td><strong>Total/Average</strong></td>
<td>114,416,888</td>
<td>33,448,176</td>
<td>12,408,799</td>
<td>19,856</td>
<td>135,478,511</td>
<td>92,020,370</td>
<td>0.33%</td>
</tr>
<tr>
<td><strong>DEBT SERVICE &amp; CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF DEPOSIT</td>
<td>5,105,460</td>
<td>422</td>
<td>0</td>
<td>422</td>
<td>5,105,882</td>
<td>5,041,335</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>27,964,390</td>
<td>655,032</td>
<td>0</td>
<td>6,261</td>
<td>28,430,631</td>
<td>10,027,132</td>
<td></td>
</tr>
<tr>
<td>AGENCIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL PAPER</td>
<td>6,187,973</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6,190,007</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>CAPITAL PROJECTS POOLS</td>
<td>33,310,450</td>
<td>6,243</td>
<td>30,303,073</td>
<td>0,342</td>
<td>22,937,520</td>
<td>64,770,862</td>
<td>0.23%</td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNT</td>
<td>5,005,970</td>
<td>1,025</td>
<td>0</td>
<td>1,025</td>
<td>5,006,995</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total/Average</strong></td>
<td>97,579,774</td>
<td>47,640</td>
<td>30,566,073</td>
<td>12,268</td>
<td>67,891,534</td>
<td>88,305,134</td>
<td>0.23%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>212,416,682</td>
<td>33,928,116</td>
<td>42,974,868</td>
<td>32,097</td>
<td>203,367,045</td>
<td>180,325,504</td>
<td>0.29%</td>
</tr>
</tbody>
</table>
Financial Report and Consideration No. 2 (ACTION ITEM 4) Board Meeting 6-6-13

Request
Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Generator Maintenance and Repair Services for the System

Chancellor's Recommendation
That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase generator maintenance and repair services for the System from Power Pro Tech Services, Inc 410 West Canino, Houston, TX 77037, and Cummins Southern Plains LLC, 7045 N Loop 610 East, Houston, TX 77028, in the amount of $400,000 over the five-year contract term

Rationale
Regular full service maintenance and inspections of generators are necessary to meet equipment original design and manufacturer’s recommendations. To keep the generators in peak performance, oil, fuel and coolant analysis will be performed during maintenance. Generator inspections will ensure that the equipment is maintained in accordance with national electrical code. In addition to regular maintenance hourly rates, vendors submitted hourly rates for non-emergency and emergency service requests for unforeseen generator and engine repairs. Maintenance costs for the five year period are expected to be $300,000. In addition, costs for minor repairs and parts are estimated to be $100,000 bringing the total cost to $400,000 over the five-year contract term.

In compliance with Texas Education Code §44.031, a Request for Proposals (RFP #249) was advertised and issued to twenty-five (25) registered generator service providers and five (5) responses were received. Proposals were evaluated based on pricing, experience, references, quality control plan, past performances, long term cost, HUB plan, completeness and value added services. It is recommended to award the services to the two vendors with the highest evaluation scores as reflected in the attached tabulations. The term of this award will be for a period of three years beginning August 2013 with two one-year renewal options. The system has the right to cancel the contract at any time upon issue of a thirty-day written notice.

Fiscal Impact
Funds for this purchase are included in the approved FY 2012-13 operating budgets for the System. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource
Cindy Gilliam 832-813-6512
# RFP #249 - Generator Maintenance

## Evaluation Tabulation

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>Power Pro Tech Services, Inc</th>
<th>Cummins Southern Plains</th>
<th>Kiss Generators</th>
<th>Evolve Infrastructure Solutions</th>
<th>LCS Constructors Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>20</td>
<td>20</td>
<td>19</td>
<td>19</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>Reputation</td>
<td>10</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Quality Control Plan</td>
<td>10</td>
<td>5</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Experience</td>
<td>25</td>
<td>21</td>
<td>20</td>
<td>11</td>
<td>9</td>
<td>12</td>
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<tr>
<td>Past Performance</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>HUB Plan</td>
<td>10</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Long Term</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Value Added/Completeness</td>
<td>10</td>
<td>9</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
<td><strong>82</strong></td>
<td><strong>71</strong></td>
<td><strong>49</strong></td>
<td><strong>39</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Financial Report and Consideration No. 3  (ACTION ITEM 5)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Online Tutoring Services for the System.

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase online tutoring services for the System from Brainfuse, Inc., 271 Madison Ave, New York, NY 10016, in an amount not to exceed $125,000 over five years. In addition, should negotiations with Brainfuse be terminated, authorization is requested to negotiate with the second highest ranked firm, Link-Systems International, Inc./NetTutor, 4515 George Road, Suite 340, Tampa, FL 33634.

Rationale: Online tutoring services enable students to have a real-time exchange of communication with tutors in a highly interactive environment.

In compliance with Texas Education Code 44.031 (a), a Request for Proposals (RFP #242) was advertised and issued to nine (9) registered providers and four (4) responses were received. The determination of the proposal representing best value was based on a comprehensive process involving the participation of an evaluation committee of eight faculty and staff.

The evaluation was conducted in two phases, an initial proposal evaluation followed by a WebEx demonstration provided by the top three scoring vendors, Brainfuse, Inc., Net Tutor and Smarthinking. Vendors were evaluated based on qualifications and experience, services meeting System needs, references, quality of services, utilization of Historically Underutilized Businesses, cost, proposed implementation timeline and value-added options. The initial term of the contract will be for three years with an option to renew for two additional one-year periods.

Fiscal Impact: Funds for this purchase are available in the approved FY 2012-13 operating budget. Funds for subsequent years will be included in future recommended budgets.

Staff Resource: Keri Rogers  832-813-6597
**Financial Report and Consideration No. 4  (ACTION ITEM 6)  Board Meeting 6-6-13**

**Request**
Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase a Media Capture Solution for the System

**Chancellor’s Recommendation**
That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase a media capture solution for the System with D2L Ltd, 715 Saint Paul Street, Baltimore, MD 21202, in an amount not to exceed $825,000 over five years. In addition, should negotiations with D2L, Ltd be terminated, authorization is requested to negotiate with the second highest ranked firm, McGraw-Hill Education, Tegrity Inc, 8900 Keystone Crossing, Suite 950, and Indianapolis, IN 46240

**Rationale**
A media capture solution will enable LSCS faculty to produce online learning materials for students

In compliance with Texas Education Code 44.031 (a), a Request for Proposals (RFP #250) was advertised and issued to fourteen (14) registered bidders and five (5) responses were received. The determination of the proposal representing best value was based on a comprehensive process involving the participation of an evaluation committee of twelve faculty and staff.

The evaluation was conducted in two phases, the initial proposal evaluation followed by a WebEx demonstration provided by the top four scoring vendors D2L Ltd., Echo, McGraw Hill Tegrity and Panopto. Vendors were evaluated based on qualifications and experience, services meeting System needs, references, quality of services, utilization of Historically Underutilized Businesses, cost, proposed implementation timeline and value-added options. The initial term of the contract will be for three years with an option to renew for two additional one-year periods.

**Fiscal Impact**
Funds for this purchase are available in the approved FY 2012-13 operating budget. Funds for subsequent years will be included in future recommended budgets.

**Staff Resource**
Keri Rogers  
832-813-6597
Financial Report and Consideration No. 5  (ACTION ITEM 7)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Conduct Data Analysis Services for the Statewide Texas Completes Initiative

Chancellor's Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute an agreement to conduct data analysis services for the statewide Texas Completes initiative from the Institute for Evidence Based Change (IEBC), 2236 Encinitas Blvd, Encinitas, CA, 92024, in the amount of $150,810

Rationale: The Texas Completes initiative consists of a cadre of community colleges from across the state whose focus is to promote student success and completion. The cadre colleges, led by Lone Star College System, include Alamo Colleges, Dallas County Community College District, El Paso Community College and South Texas College.

In December 2012, administration approved the purchase of services from IEBC in the amount of $28,000. The initial work consisted of an assessment of data governance and coordination, technical capabilities and identification of cohorts and sub-cohorts and their access and use of data. A second phase of this work, which will cost $122,810, is needed to conduct training of staff and to perform the data collection and conversion necessary to apply data to strategic initiatives addressing student success and completion.

IEBC is a non-profit organization focused on improving education practices using data evidence to identify and implement changes that lead to measurable improvements in education. IEBC is recommended based on the knowledge and understanding of the program gained as a former consultant of the Gates Foundation and the Completion by Design Program. IEBC will lead the data focus for the project by collecting and analyzing data for all colleges participating in the Texas Completes initiative. IEBC has web-based tools for easy data access and partners in the development and support of achievement metrics utilizing an Evidence-Based Five-Step Change Process of collaboration, facilitating, intervention, gauging progress and review of data.

In Compliance with Texas Education Code 44.031 (j, 1), a sole source purchase is allowed for an item for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly. The vendor has a proprietary process to convert data to a file format required by the cadre of colleges that qualifies as a sole source purchase.
Fiscal Impact: In Fall 2012, the cadre of colleges provided $50,000 each to Lone Star College System to fund the initial Texas Completes Budget. This purchased will be paid using those funds. Purchases for subsequent years will be included in future recommended budgets.

Staff Resource: Cindy Gilliam
832-813-6512
Financial Report and Consideration No. 6  (ACTION ITEM 8)  Board Meeting 6-6-13

Request: Consideration of Approval to Purchase Science Supplies and Instructional Chemicals for the System

Chancellor's Recommendation: That the Board of Trustees approves the purchase of science supplies and instructional chemicals for the System in the amount of $3,000,000 over five years from the following vendors

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>CATEGORIES AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolina Biological Supply</td>
<td>2700 York Road, Burlington, NC 27215</td>
<td>Science supplies and instructional chemicals, (discount from catalog for non-core items)</td>
</tr>
<tr>
<td>Fisher Scientific Company</td>
<td>300 Industry Drive, Pittsburgh, PA 15275</td>
<td>Science supplies and instructional chemicals, (discount from catalog for non-core items)</td>
</tr>
<tr>
<td>VWR Science Education (dba Sargent Welch, Ward's, VWR)</td>
<td>P O Box 92912, Rochester, NY 14692</td>
<td>Science supplies and instructional chemicals, (discount from catalog for non-core items)</td>
</tr>
<tr>
<td>Bio-Rad Laboratories</td>
<td>2000 Alfred Noble Drive, Hercules, CA 94547</td>
<td>Specialty Science Supplies</td>
</tr>
</tbody>
</table>

Rationale: Science supplies and instructional chemicals are used to support the curriculum in biology, chemistry, physics and geology programs at each campus. Supplies include preserved and living specimens, prepared slides, glassware, petri-dishes and miscellaneous supplies. Chemicals include acetic acid, ethyl ether, hydrochloric acid, acetone, sodium bicarbonate, potassium bitartrate, sulfuric acid, zinc sulfate and other specialized chemicals for use in the labs. The recommendation for award is based on the most commonly used items and a discount from a catalog for purchases of general supplies and chemicals.

The term of this agreement will be for two years beginning July 2013 with the option to renew for three additional one-year periods based upon mutual consent. The recommended vendors will hold pricing for core items for two years. The renewal options may be subject to reasonable price increases based on vendor justification and approval by the System. The estimated amount is based on historical product usage over the previous 20-month period.

This purchase is in compliance with Texas Education Code §44.031. A Request for Proposals (RFP #233) was advertised and issued to twelve (12) registered science supplies and instructional chemicals vendors and
four (4) responses were received. Vendor proposals were based on several factors including cost, quality, vendor references and catalog discounts.

**Fiscal Impact:** Funds for this purchase are included in the approved FY 2012-13 operating budget. Funds for subsequent years will be included in future recommended budgets.

**Staff Resource:** Keri Rogers

832-813-6597
### Proposal Evaluation

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<th>Evaluation Criteria</th>
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<th>Carolina Biological</th>
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<th>VWR Science Education</th>
<th>Bio-Rad Laboratories</th>
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Financial Report and Consideration No. 7  (ACTION ITEM 9)  Board Meeting 6-6-13

Request:  Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Parking Permit Printing and Fulfillment Services for the System

Chancellor's Recommendation:  That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase parking permit printing and fulfillment services for the System from Weldon, Williams & Lick (WWL), 711 North A Street, Fort Smith, AR 72901-2121, in the amount of $500,000 through January 2017

Rationale:  In October 2011, the Board of Trustees approved a five year contract to purchase a system wide parking management system from T2 Systems, Inc (T2) The contract award to T2 was made in compliance with Texas Education Code 44 031(a) through a formal Request for Proposal process (RFP #123)

During the initial implementation of the parking program, LSCS utilized T2’s sole authorized partner, WWL, to perform the parking permit printing and fulfillment services WWL has a parking permit distribution management system which is integrated with T2’s parking management system and provided under an exclusive partnership between T2 and WWL. Administration recommends the continued use of WWL to provide these services, which have proven to be efficient and cost effective

In Compliance with Texas Education Code 44 031 (j, l), a sole source purchase is allowed for an item for which competition is precluded due to the existence of a patent, copyright, secret process or monopoly The purchase from WWL qualifies as sole source based on the exclusive partnership and integration of the T2 and WWL systems

Fiscal Impact:  Funds for this purchase are included in the FY 2012-13 operating budget Funds for subsequent years will be included in future recommended budgets

Staff Resource:  Rand Key  832-813-6522
Financial Report and Consideration No. 8  (ACTION ITEM 10)  Board Meeting 6-6-13

Request: Consideration of the Selection of an External Audit Firm for the System

Chancellor’s Recommendation: That the Board of Trustees authorizes the Board Audit Committee to select a firm to perform the annual audit of the System beginning with the 2012-13 fiscal year. In addition, authorizes the Chancellor or designee to negotiate and execute any required contracts related to these services.

Rationale: The System submits annual audited financial statements prepared in accordance with generally accepted accounting principles and in conformance with the Texas Higher Education Coordinating Board’s (THECB) Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges.

A Request for Qualifications (RFQ #241) was issued on March 20, 2013. Eight (8) firms submitted proposals. A list of the names and addresses of the eight firms is attached.

Board working committees are typically reorganized at the June meeting following a Board election. In order to give the newly formed Board Audit Committee an opportunity to participate in the selection of a firm, the interviews of finalist firms will be scheduled during June. To meet state-mandated filing deadlines, audit fieldwork typically begins in early July. The term of the contract will be for three years with two optional one-year renewals. The Board Audit Committee will report the selected firm to the full Board at the August 2013 regular monthly meeting.

Fiscal Impact: Funds for the annual audit will be included in the System’s recommended FY 2013-14 operating fund budget. Funds for subsequent years will be included in future recommended budgets.

Staff Resource: Cindy Gilliam 832-813-6512
List of Independent Audit Firms Submitting Proposals for the System

Belt Harris Pechacek
3210 Bingle Road,
Suite 300
Houston, TX 77055

CliftonLarsonAllen LLP
Stratum Executive Center
11044 Research Blvd,
Suite C500
Austin, TX 78759

Doeren Mayhew
One Riverway
Suite 1200
Houston, TX 77056

Gainer, Donnelly & Desroches, LLP
5847 San Felipe St
Suite 1100
Houston, TX 77057

Grant Thornton LLP
700 Milam Street
Suite 300
Houston, TX 77002

McConnell & Jorcs LLP
3040 Post Oak Blvd
Suite 1600
Houston, TX 77056

Weaver
24 Greenway Plaza
Suite 1800
Houston, TX 77046

Whitley Penn
3411 Richmond Ave
Suite 500
Houston, TX 77046
Financial Report and Consideration No. 9  (ACTION ITEM 11)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Creative Marketing Communications and Media Services for the System

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a one year contract to purchase creative marketing communications and media services for the System from Richards/Carlberg, 1900 West Loop South, Suite 1100, Houston, TX 77027-3207. In addition, authorize the Chancellor or designee to negotiate and execute future project orders for each specific project and to extend the contract by amendment on an annual or biennial basis for a not-to-exceed amount of $6,500,000 over a five year period.

Rationale: Continued creative marketing communications and media services are needed to assist the college system with the creation and placement of integrated marketing, public relations and branding campaigns that may include radio, television, billboards, print publications, digital, mobile and other forms of media. These continued services will assist the LSCS Public Information Council with the development of creative solutions that effectively address the outreach, student recruitment, advertising and marketing communications goals of the System.

In compliance with Texas Education Code 44.031, a Request for Proposals (RFP #247) was advertised and issued to twenty-two (22) marketing/design agencies. Eight (8) vendors provided a no bid response and one proposal was received. The sole respondent, Richards/Carlberg, was evaluated and selected on the basis of creativity, experience in the successful implementation of campaigns for both corporate and higher education clients, and effectiveness for developing and launching integrated marketing campaigns.

The cost of each individual project will be negotiated with Richards/Carlberg based upon defined criteria.

Fiscal Impact: Funds for these services will be included in the recommended FY 2013-14 operating budget for the System. Funds for subsequent years will be included in future recommended budgets.

Staff Resource: Ray Laughter 832-813-6621
Financial Report and Consideration No. 10  (ACTION ITEM 12)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Execute Documents for LSCS to Participate as a Member of the Compaq Center Drive West Owners Association, Inc

Chancellor's Recommendation: That the Board of Trustees authorizes the Chancellor or designee to execute documents for LSCS to participate as a member of the Compaq Center Drive West Owners Association, Inc (Association) for purposes of managing the shared road infrastructure on the former Hewlett Packard (HP) campus. In addition, authorize the Chancellor or designee to execute any easements required by the Association.

Rationale: LSC-University Park was acquired from HP in April 2009 with the understanding that HP would endeavor to transfer the campus road infrastructure ownership and maintenance to Harris County. To date, HP has been unable to reach an agreement with the County to assume ownership of the roads.

The easement for the road infrastructure, which was included in the original purchase and sale agreement, provides that the roads will be conveyed to LSCS and HP as tenants-in-common or to a private entity controlled by LSCS and HP, if conveyance of the roads to the County is unsuccessful. Consequently, the non-profit Association has been formed to own and manage the shared road infrastructure inside the entire campus.

The initial members of the Association will be LSCS, HP and Trammell Crow, which also owns property inside the campus. The Association will be responsible for the upkeep and maintenance of the roadways, overpass, traffic signals, street lights, medians and the associated landscape. The annual operational cost impact to LSCS is estimated at $40,000 and is based on the building area square footage of the respective landowners within the campuses. Each member will also convey any necessary easements to the Association to allow it to maintain and repair the road infrastructure. The Association intends to pursue conveyance of the road infrastructure to the County.

Fiscal Impact: Funds for LSCS' share of the Association costs will be included in the recommended FY 2013-14 operational budget for LSC-University Park. Funds for subsequent years will be included in future recommended budgets.

Staff Resource: Cindy Gilliam  832-813-6512
Brian Nelson  832-813-6655
Financial Report and Consideration No. 11  (ACTION ITEM 13)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement to Purchase Natural Gas for the Kingwood, North Harris and Montgomery Campuses

Chancellor's Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute an agreement for the purchase of natural gas from the Texas General Land Office (GLO), 1700 N Congress Ave, P O Box 12873, Austin, TX 78711-2873

Rationale: The existing agreement with GLO for natural gas purchases expires August 31, 2013. The proposed new agreement will be for transportation and supply of Natural Gas to the Kingwood, North Harris and Montgomery campuses with an annual average usage of 10 MMBtu or more per day.

The natural gas market is currently near a twelve-year low due to the significant inventory of natural gas from U.S. shale production. The natural gas rate is an “indicative rate” with a volatility range. Bid rates must be accepted within the same day as received in order to execute a fixed/indexed rate interlocal cooperation contract. The GLO aggregates volume within the local marketplace and competitively bids to establish leveraged pricing. It is therefore requested that the Chancellor or designee be authorized to execute the contract, once the price and term have been determined. The term of the agreement requires a minimum period of twelve months.

The estimated new commodity rate will provide a significant cost reduction for natural gas services as compared to the standard offer rate. Additionally, GLO purchases or exempt from State GRT (Gross Receipts Tax) and other surcharges.

This purchase is in accordance with Texas Government Code Section 791.025 which allows a local government to agree with another local government or with the state or a state agency, including the Comptroller, to purchase goods and services. Under this section, a local government complies with the requirement to seek competitive bids for the purchase of goods and services.

Fiscal Impact: The current commodity pricing rate for natural gas purchases is approximately $7.19 per MMBtu based on the current market. It is estimated the System could obtain a rate of approximately $5.03 per MMBtu, representing a 30% savings or $64,000 annually. Funds for this purchase will be included in future recommended budgets.

Staff Resource: Cindy Gilliam  832-813-6512
Financial Report and Consideration No. 12  (ACTION ITEM 14)  Board Meeting 6-6-13

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Change Order #3 with CF Jordan Construction for the Purchase of Construction Services for LSC-Cypress Center

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute Change Order #3 for the purchase of construction services for LSC-Cypress Center (the Center) from CF Jordan Construction, 9801 Westheimer, Suite 320, Houston, TX 77043, in the amount of $550,000, increasing the total construction contract to $15,841,400

Rationale: In May 2010 the Board of Trustees approved CF Jordan Construction as the general contractor to provide construction services for the Center for an estimated cost of $13,680,000. The project was suspended in Fall 2010 and resumed in August 2012 following the resolution of permitting issues with Harris County.

Change Order #1 was issued in August 2012 in the amount of $715,500 to cover costs related to reactivating the project including material price escalations, relocation of the building on the site as required by Harris County and acceleration of the schedule.

Change Order #2 was issued in March 2013 in the amount of $895,900 for additional construction improvements required by Harris County to mitigate traffic issues near the Center. This included improvements to the Fry-Clay Road intersection, the addition of a traffic signal at the Center entrance and relocation of the site entrances.

Change Order #3 in the amount of $550,000 is requested to cover the impact of adjustments to the workforce area, improvements to the site security, additional general conditions due to roadway permit delays and any unforeseen roadwork obstacles.

Fiscal Impact: Funds for this purchase are available from the 2008 general obligation bonds.

Staff Resource: Cindy Gilliam  832-813-6512
Financial Report and Consideration No. 13  (ACTION ITEM 15)  Board Meeting 6-6-13

Request:  Consideration of Approval of the 2013-14 Tuition and Fee Schedule

Chancellor's Recommendation:  That the Board of Trustees adopts the attached tuition and fee schedule for the 2013-2014 academic year. The recommended tuition rates and assessed fees include the following changes from the 2012-13 tuition and fee schedule:

- An increase in the discipline-based differential fee, the attached chart details the amount per discipline to be added to or deducted from the base tuition rate.

Rationale:  The differential fee is intended to offset the costs incurred for each discipline that are above the tuition rate. The differential fee has been scheduled for implementation over a three year period. The 2013-14 academic year represents the third and final year of the implementation phase. For future academic years, costs per discipline will be periodically reviewed and additional changes in the differential fee may be recommended.

Thus far, the fee addition for each year has been limited to $4. It is recommended that the fee changes for 2013-14 again be limited to $4 per credit hour. See attached chart for the itemization by discipline.

Fiscal Impact:  It is estimated that the proposed differential fee rates will generate approximately $1.7 million in additional student revenues for fiscal year 2013-14.

Staff Resource:  Cindy Gilliam  832-813-6512
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<th>DISCIPLINE</th>
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### FALL 2013 TUITION AND FEE SCHEDULE
**AMOUNTS FOR 12 CREDIT HOURS**
**IN-DISTRICT STUDENTS**

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<tr>
<td>Mechanics and Repairers-Diesel, Aviation Mech., and Transport Workers</td>
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<tr>
<td>Mechanics and Repairers-Electronics</td>
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<tr>
<td>Visual and Performing Arts</td>
<td>$776</td>
<td>$824</td>
<td>6.2%</td>
</tr>
</tbody>
</table>
Building and Grounds Report

Report: Construction Projects Update

The District's Facilities Planning and Construction Department has provided a summary report of the District's construction projects. See attached report.

General Obligation Bond Project Summaries – 2008 Election:

❖ **LSC-Cypress Center**
  • Interior painting, carpet & tile flooring are underway  Installation of the audio visual, fire alarm and emergency notification system are also in progress
  • The parking lot lighting is complete and landscaping is in progress
  • New workforce program equipment and furniture are on order and will begin arriving July 15
  • The permits for the area road improvements / traffic signals were issued by Harris County in early May and construction has started
  • The project is scheduled to be substantially complete in early August 2013, in time for the Fall 2013 semester

❖ **LSC-University Park**
  • Parking Garage 9 Upgrades – Structural repairs are underway and are scheduled to be completed by July 31, 2013  Additional upgrades, repairs and life-safety enhancements are under design and are scheduled to be completed by August 31

❖ **LSC-Kingwood**
  • CLA Building Office Renovation – Construction work has commenced on the CLA Building office renovation project with the installation of the new walls, power and data currently underway  The project is being coordinated with the Office of Technology Services (OTS) Server Renovation project, the facilities component of which is scheduled for a June 30, 2013 completion

Revenue Bond Project Summary

❖ **LSC-University Park**
  • Energy and Manufacturing Institute Building (EMI) – The site has been cleared, building pad stabilized and footings installed  Underground utility work is underway  Substantial completion is scheduled for March 2014
  • Physics and Chemistry Labs (Bldg 13 Level 6) – The demolition work is complete and build-out of new laboratories is underway  The project is scheduled to be completed in time for the Fall 2013 semester
Auxiliary Project Summary

- YMCA Child Care Academy (Visitor Center at LSC-University Park) - Construction is complete and project closeout documents are being prepared / processed. The tenant has started move-in and is planning for an early July opening.
- Fletcher Yoder Tenant Build-Out (LSC-University Park) - Construction is complete and project closeout documents are being prepared / processed. Tenant has occupied the new floor.
- Parking Restoration at LSC-Fairbanks Center – Design work is underway to mitigate the impact of the US 290 widening project. Necessary improvements include restriping the current parking area, relocating impacted site utilities, signage, and landscaping. The project will be funded through a settlement negotiated with the Texas Department of Transportation (TxDOT).
- Responsive Ed Tenant Build Out at LSC-University Center (TUC) – Design work is complete and construction is scheduled to commence in mid-June. The project is scheduled for an early August completion in time for the Fall 2013 semester.
- Union Pacific Railroad Training Facility (Central Plant at LSC-University Park) was bid and project awarded. Construction has started and is slated for completion in early September 2013.

Repair and Replacement Projects

- **LSC-North Harris**
  - Replace Exterior Doors
    - Obtaining pricing
  - Air Handler Replacement
    - Project complete
  - Canopy Installation
    - Project complete

- **LSC-Kingwood**
  - Catwalk Installation
    - Construction in progress
  - Replace Variable Speed Fan Drives
    - Project Complete
  - Replace tree mounted lighting
    - Design in progress
  - Automatic Door Openers
    - Design in progress

- **LSC-Tomball**
  - Replace Condenser Water Pumps
    - Construction in progress
  - Automatic Door Openers
    - Design in progress
  - Replace Fire Alarm System – Large Animal Facility
    - Design in progress
LSC-Montgomery
- Building F Sealant Work
  - Work in progress
- Elevator Replacement – Bldg F
  - Construction-related work out for bid

LSC-University Center
- Pressure Wash Exterior Building
  - Project complete
- Replace Variable Speed Fan Drives
  - Project scheduled to be complete in July

LSC-Cy-Fair
- Replace Carpet – Emergency Services Education Center
  - Work to be complete in July
- Dining Hall Renovation
  - Project substantially complete
- Replace Air Handler at Emergency Services Education Center
  - Project awarded, work scheduled to be complete by August
- Exterior Painting for Fairbanks Center
  - Project has been issued for bids Work scheduled to be complete in August

LSC-University Park
- Roof Anchors
  - Work scheduled to be complete late July
- Stairwell Pressurization
  - Project awarded Work scheduled to be complete by late August
- Courtyard Lighting
  - Project complete

LSC-System Office
- Replace Metal Roof
  - Project scheduled to be complete by mid-June
- Replace Air Coils – Three Rooftop Air Handlers
  - Work awarded Project scheduled to be complete by late June

Status Report on Construction-Related Services Procured Using a List of Pre-Approved Vendors:

Periodically, the Board of Trustees will authorize the Chancellor or his designee to negotiate and execute contracts for construction-related services procured over a set period of time using an approved list of service providers. Services are procured in compliance with purchasing policies from an approved list of service providers. To ensure the Board has visibility of these purchases, a brief summary of projects is included in the Facilities Planning and Construction Report each quarter.
Architectural Services - Renovations
Date of Board Approval 5-05-2012
Estimated Amount $600,000
Effective Dates May, 2012 - April, 2015
Current Quarter Activity $0
Expended-to-Date $153,650

UP Architectural Services
Date of Board Approval 5-05-2012
Estimated Amount $1,500,000
Effective Dates May, 2012 - April, 2015
Current Quarter Activity
  - O C +A - $199,270 - LSC-University Park Labs
Expended-to-Date $531,915

Engineering Services
Date of Board Approval 6-7-2012
Estimated Amount $750,000
Effective Dates June, 2012 - May, 2015
Current Quarter Activity None
Expended-to-Date $158,806

Area Job Order Contracts
Date of Board Approval 8-02-2012
Estimated Amount $1,000,000
Effective Dates September, 2012 - August, 2013
Current Quarter Activity
  - KBR, $151,152 - LSC-Kingwood Catwalk Installation
Expended-to-Date $283,340

Repair & Replacement Projects
Date of Board Approval 8-02-2012
Estimated Amount $4,200,000
Effective Dates September 2012 - August 2013
Current Quarter Activity
  - Lange Mechanical, $215,878 - LSC-University Park Stairwell Pressurization Upgrade
  - TD Industries, $175,848 - LSC-North Harris Air Handling Unit Replacement
Expended-to-Date $1,931,679
Personnel Report and Consideration No. 1 (ACTION ITEM 16) Board Meeting 6-6-13

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 from the LSC-University Park and LSC-CyFair

Fiscal Impact: Positions and salaries have been budgeted for 2012-2013

Staff Resource: Rand Key 832-813-6522
a. LSC- University Park

René A. Enriquez, Director, Database Administration
Effective 12 month contracted employee at an annual salary of $108,000 beginning April 29, 2013

Education M S, Management, Computing and Systems, Houston Baptist University, B B A, Business Analysis-MIS, Texas A&M University


b. LSC- CyFair

Catherine O'Brien, Dean, Instruction
Effective 12 month contracted employee at an annual salary of $91,800 beginning April 16, 2013

Education Ph D, Educational Leadership and Cultural Studies, University of Houston, M S, English Education, State University of New York at Oneonta, B A, English/Education, Le Moyne College

Experience Associate Professor, Education, Department Chair, Transitional English, FYE, Education, Lead Faculty, Education, LSCS CyFair, Director, Education, Sylvan Learning Center, Principal, David Crockett Middle School, Associate Principal, Stephen F Austin High School
Personnel Report and Consideration No. 2  (ACTION ITEM 17)  Board Meeting 6-6-2013

Request: Consideration of Resignations

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

LSC-CyFair
Jose Pedro Leite, Dean, Instruction
Effective May 3, 2013

LSC-University Park
Stephanie Gregg-March, Director, College Relations
Effective May 4, 2013

LSC-North Harris
Ricky P Gist, Professor, Chemistry
Effective May 1, 2013

LSC-System Office
Donna Gail Jackson, Director, Internal Audit
Effective May 1, 2013

Staff Resource: Rand Key  832-813-6522
Exhibit "V"

Personnel Report and Consideration No. 3 (ACTION ITEM 18)  Board Meeting 6-6-13

Request  Consideration of Approval of Commissioning of Peace Officers

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

Lone Star College–University Park
Charles C Tansley

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

Fiscal Impact  None

Staff Resource:  Rand Key  832-813-6522
Special Report and Consideration No. 1  (ACTION ITEM 19)  Board Meeting 6-6-13

Request:  
Consideration of Acceptance of Resignation of Trustee

Chancellor's Recommendation:  
That the resignation of Randy Bates be accepted and acknowledged effective May 15, 2013

Staff Resource:  
Richard Carpenter  832-813-6515