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

ABSENT: 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 6:00 p.m. after determining that a quorum was present.

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

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

Mr. Wolfe entered the meeting at 6:02 p.m.

IV. INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS: Chancellor Head introduced Steve Green with the Conroe Courier. Ms. Helen Clougherty, chief of staff, introduced the 2016 Academy Cohorts: LSC-CyFair, Brooke Ballard, Deyanira Johnson, Roberta Short; Ronnie Fernandez; LSC-Kingwood, Lisa Darling, Thilo Schimmel, Jill Todd; LSC-Montgomery, Jessica Granger; LSC-North Harris, Tawana Burke, Tiffany Burton, Rafael Donoso, David Gaer, Benjamin Gregersen, Debra Harper-LeBlanc, Kelly Jacobs, Marilyn Martin, Becca Stephenson, Ernesto Valenzuela, Stephen Washington; LSC-Tomball, Krist Bonnin, Anne Ginnett; LSC-UP, Lisa Hill, Keri Porter, Gina Sprowl; LSC-UP-SO, Eric Josey, Blaine Keener; Sharmesa Rogers; LSC-SO-TW, Rhonda Dumas-Harris, Donna Hammett.
The 2015 Academy Cohorts gave a presentation on their POD – Food Security at the Campuses.

V. **WORKSHOP:** Ms. Leah Goss, Chief Advancement Officer, Office of Advancement gave an overview of the Foundation Campaign.

VI. **CLOSED SESSION:** At 6:24 p.m. Ms. Good convened the Board in closed session, in accordance with Section 551.001 et seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

Section 551.071 - Consultation with Attorney
Section 551.072 - Deliberation Regarding Real Property

VII. **RECONVENE REGULAR MEETING:** Ms. Good reconvened the open meeting at 7:40 p.m.

VIII. **APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2015 WORKSHOP AND REGULAR MEETING:** upon a motion by Mr. Murillo and a second to the motion by Mr. Lloyd, the board approved the minutes of the October 1, 2015 Workshop and Regular Meeting with the following corrections: under personnel reports amend title for Norman Sievert to read Director of Compliance and Training Human Resources.

IX. **CITIZENS DESIRING TO ADDRESS THE BOARD:** Mr. Gordon Caruth spoke about his desire to be rehired at Lone Star College Montgomery.

Mr. Joe Ramirez representing HESI spoke about EEOC and hiring more Hispanic personnel at Lone Star College.

X. **SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Chancellor Head showed a chart from a publication from Community College Week Top 100 and gave a highlight of our rankings: 2nd for Education associate degrees, 3rd for All Disciplines – Hispanics, 3rd in Liberal Arts & Sciences, General Studies, and Humanities Associate Degrees, 4th in Nursing Degrees, Total Associate Degrees ranked 5th, Health Professions ranked 5th and All Disciplines – minorities ranked 6th.

Mr. Ray Laughter gave an update on meetings attended in DC with Dr. Head to discuss the Higher Education Act and give input on student loans and advocating for extending Pell grants year round. Mr. Laughter also gave an update on the results of the recent November 3, 2015 election.

2. **College Presidents:** Mr. Shah Ardalan, president of LSC-University Park gave a presentation on America’s Promise and proposed scenarios to provide funding for
incoming freshman to help provide a quality education at a low cost. The goal is to provide educational opportunities to help take people from poverty to prosperity.

3. **Vice Chancellors:** None.

4. **Faculty Senate Presidents:** Ms. Kim Carter, faculty senate president of LSC-Tomball gave a presentation on faculty engagement and the value of faculty and faculty input. Ms. Carter surveyed faculty, as well as administration, to determine their views on what defines faculty engagement to help make a better connection between faculty and administration.

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

   Mr. Art Murillo spoke about the two meetings he attended recently and how value based they are and beneficial.

   Dr. Ron Trowbridge attend the lawyer’s roundtable at the ACCT conference and spoke about an opinion on guns on campus that might affect the new law allowing campus carry.

**XI. CONSIDERATION OF THE CONSENT AGENDA:** Items number 1, 2 and 3 were pulled from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Scott made a motion to approve items 4, 5, 6 7, 8, 9, 10, 11, 12, and 13. Dr. Trowbridge seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.

**XII. POLICY REPORT AND CONSIDERATIONS:**

1. **Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual’s Sexual Violence Policy (FIRST READING):** the Board of Trustees reviewed the recommended revisions to the LSCS Board Policy Manual’s Sexual Violence Policy. This constitutes a first reading with the final reading to be at the December 3, 2015 meeting. A copy is attached as Exhibit “C”.

2. **Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Contractual Termination Notice and Appeal Section (FIRST READING):** the Board of Trustees reviewed the recommended revisions to LSCS Policy Manual Section IV.F.10.12 and Section IV.F.10.13 addressing the College’s policies governing the termination of a contractual employee’s employment contract. This constitutes a first reading with the final reading to be at the December 3, 2015 meeting. A copy is attached as Exhibit “D”.

3. **Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Change in Contract Status Section (FIRST READING):** the Board of Trustees reviewed the recommended revisions to LSCS Policy Manual Section IV.F.8.01, Section IV.F.8.02, and Section IV.F.8.03
addressing changes in contract status policies for contractual employees. This constitutes a first reading with the final reading to be at the December 3, 2015 meeting. A copy is attached as Exhibit “E”.

4. **Consideration of Approval to Adopt Resolution Approving and Adopting Recommended Revisions to Lone Star College (“LSC”) Board Policy Manual Section III.C.2, Investment Management, which Includes the Investment Policy and Strategies (FINAL READING) (ACTION ITEM 1):** upon a motion by Mr. Vogt and a second by Dr. Scott the Board of Trustees unanimously approved and adopted the recommended revisions to LSC Board Policy Manual Section III.C.2, Investment Management, which includes the System’s investment policy and strategies. A copy is attached as Exhibit “F”.

5. **Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.F.10. Review and Grievance Process (FINAL READING) (ACTION ITEM 2):** upon a motion by Dr. Scott and a second by Dr. Smith the board unanimously approved the proposed revisions to Board Policy Section IV. F.10. Review and Grievance Process to be revised to clarify the grievance process, add informal resolution prior to filing a grievance, allow a first level appeal to the college president/vice chancellor if the grievance has not been resolved, allow second level appeal to the chancellor if the grievance has not been resolved and allow appeal to the Board of Trustees if the grievance is not resolved after the second level appeal and it involves an allegation of violation of a Board Policy, including a violation of the grievance policy. A copy is attached as Exhibit “G”

**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 September 30, 2015. A copy is attached as Exhibit “H”.

2. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Addenda to Existing Memorandums of Understanding Waiving Out-of-District Fees for Students of Texas Gulf Coast International Education Consortium (“Consortium”) Members Enrolling in Study Abroad Programs (ACTION ITEM 3):** upon a motion by Dr. Scott and a second by Dr. Trowbridge the Board of Trustees authorizes the Chancellor or designee to negotiate and execute addenda to existing memorandums of understanding waiving out-of-district fees for students of Consortium members enrolling in study abroad programs. A copy is attached as Exhibit “I”.

3. **Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Facilities Management Services for Nonacademic Space at LSC-University Park Occupied by LSC-System Office Employees (ACTION ITEM 4):** the board unanimously authorized the Chancellor or designee
to negotiate and execute a contract to purchase facilities management services for space at LSC-University Park occupied by LSC-System Office employees and non-academic lease partners from Jones Lang LaSalle, Inc., 1400 Post Oak Blvd., Suite 1100, Houston, TX 77056, for a not-to-exceed amount of $8,000,000 over a five year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

4. Consideration of Approval to Purchase General Liability, Excess Liability, Workers’ Compensation and Builders’ Risk Insurance Coverage for the Owner Controlled Insurance Program (“OCIP”) (ACTION ITEM 5): the board unanimously approved the purchase of general liability, excess liability, workers’ compensation and builders’ risk insurance coverage for the OCIP with estimated premiums totaling $2.6 million. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

5. Consideration of Approval to Purchase Vehicles for the Police Department (ACTION ITEM 6): the board unanimously approved the purchase of vehicles for the police department from Caldwell Country Chevrolet, 800 State Highway 21 East, Caldwell, TX, 77836, in the amount of $163,298. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”.

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute the Guaranteed Maximum Price (“GMP”) Contracts with the LSC-CyFair Main Campus Construction Manager at Risk (“CMAR”) Firm for the Civil Construction Services Related to Phase One, Group 1A Projects Under the 2014 General Obligation Bond Construction Program (ACTION ITEM 7): the board unanimously authorized the Chancellor or designee to negotiate and execute the GMP contracts with the LSC-CyFair main campus CMAR firm for civil construction services related to the phase one, group 1A projects under the 2014 General Obligation Bond Program with Durotech, Inc., 11931 Wickchester Lane, Suite 205, Houston, TX 77043, in the amount of $2,785,659. This item was approved in the Consent Agenda. A copy is attached as Exhibit “M”.

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Emergency Purchase of Roofing Contractor Services Related to a Property Damage Claim at LSC-Tomball (ACTION ITEM 8): the Board of Trustees authorizes the Chancellor or Designee to negotiate and execute a contract for the emergency purchase of roofing contractor services related to a property damage claim at LSC-Tomball from Richardson-Vaughn General Contractors, LLC. (“RV”), 337 Oaks Trail, Suite 201, Garland, Texas 75043, in an amount not-to-exceed $1,900,000. This item was approved in the Consent Agenda. A copy is attached as Exhibit “N”.

8. Consideration of Approval of Student Group Travel Service Vendors (ACTION ITEM 9): the Board of Trustees approves the student group travel services from the following vendors: EF College Study Tours, Two Education Circle, Cambridge,
9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for the Donation of Land for the LSC-East Aldine Satellite Center with a Change in Acreage Donated that was Previously Authorized by the Board of Trustees on December 4, 2014 (ACTION ITEM 10): the Board of Trustees authorizes the Chancellor or his designee to negotiate and execute an agreement for the donation of land for the LSC-East Aldine Satellite Center with a change in acreage donated that was previously authorized by the Board of Trustees on December 4, 2014. This item was approved in the Consent Agenda. A copy is attached as Exhibit “P”.

XIV. BUILDING AND GROUNDS REPORTS:

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

XV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration of Ratification of Appointments (ACTION ITEM 11): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

2. Consideration of Acceptance of Resignations (ACTION ITEM 12): the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S”.

3. Consideration of Approval of Commissioning of Peace Officers (ACTION ITEM 13): the Board unanimously approved the commissioning of the following peace officers for Lone Star College System; Damien Charles, Erica Estelle, Eric Garmond, Christopher Smith and Thomas Tyree. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T”.

XVI. SUGGESTED FUTURE AGENDA ITEMS: None

XVII. ADJOURNMENT: There being no further business, the meeting was adjourned at 8:55 p.m.

ATTEST:
L.K. Good
Board of Trustees, Chair

Ronald L. Browbridge
Board of Trustees, Secretary
Certification of Posting of Notice to the November 5, 2015
Workshop and Regular Meeting of the
Lone Star College System’s
Board of Trustees

I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 2nd day of November, 2015 in a place convenient to the public in the Administration Office of the Central Services and Training Center, on all college campuses and on the system website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 2nd day of November, 2015.

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.

Tally Of Action Items

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<th>Chancellor Recommended Separate Action</th>
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<td>Approve Rev to LSC Board Policy III.C.2., Invest/Mgt.</td>
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<td>Approve Group Student Travel Service Vendors</td>
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<td>Approve Peace Officers</td>
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Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Sexual Violence Policy (FIRST READING)

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

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

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
IV.F.4. Prohibited Unlawful Discrimination and Harassment Policy

IV.F.4.01 Policy

The College strives to maintain a work environment compliant with all applicable employment laws, including all laws outlawing discrimination arising from: sexual harassment, sexual violence, race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. Unlawful employment discrimination by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clients, or contractors will not be tolerated.

Retaliating against an employee who complains about discrimination as defined in this policy is also unlawful. Moreover, retaliating against an employee for cooperating in an investigation initiated to discover any of the prohibited conduct identified in the prior paragraph, whether internal or external, is also unlawful and contrary to the College’s policies.

IV.F.4.02 Definitions

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

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

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

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

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

(f) Sexual Harassment. Sexual Harassment is defined in Section VI.E.3.02(f).

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

(h) Stalking. Stalking is defined in Section VI.E.3.02(h).

(i) Title IX Harassment. Title IX Harassment is defined in Section VI.E.3.02(i).

(j) Unlawful discrimination: Varying an employee’s or student’s employment or education terms or conditions because of the employee’s or student’s race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status constitutes unlawful discrimination.
Depending upon the circumstances and how they impact the workplace or academic environment, examples of unlawful discrimination could include the following:

1. Making decisions about a student’s or employee’s employment, compensation, or education because of his or her race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status;

2. Verbal abuse, offensive innuendo, or derogatory words because of a student’s or employee’s race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status; or

3. An open display of objects or pictures designed to create a hostile working or learning environment because of a person’s race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status.

IV.F.4.03 Addressing Employment Discrimination Complaints

(a) Sexual Harassment/Sexual Violence Complaints. When the College receives any employee complaint of sexual harassment or sexual violence it will promptly investigate the allegation in the same manner that student complaints are handled under Section VI.E.3.03.

(b) All Other Employment Discrimination Complaints. When the College receives any complaint of employment discrimination other than sexual harassment or sexual violence, the Human Resources Department promptly and impartially investigates the complaint. This investigation will at least include interviews of the complainant and the respondent and may also include witness interviews. All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion, and confidentiality as possible without compromising the investigation’s thoroughness and fairness.

(c) Complaint Processing and Handling Procedures. The General Counsel will develop procedures and forms to comply with this policy subject to the approval of the Chancellor or a designee.

IV.F.4.04 College Community Member Responsibilities

Each College community member helps ensure that no other community member suffers workplace sexual harassment or unlawful discrimination by fully cooperating in any related investigation.
Any College community member who witnesses an incident constituting unlawful discrimination in employment or who otherwise becomes aware of such an incident should immediately notify the Chief Human Resources Officer.

Any person who observes, or is victim to, an incident that may constitute sexual harassment, sexual violence, or other unlawful discrimination based on sex should immediately notify the Title IX Coordinator and the Chief Human Resources Officer.

**IV.F.4.05 Educational Setting**

This policy acknowledges academic freedom. Faculty and students participating in the educational setting, however, bear a responsibility to balance academic responsibilities and freedoms with a consideration of other participants’ reasonable sensitivities. In the exercise of academic freedom, the faculty member may, without limitation, discuss his or her own discipline in the classroom; he or she may not, however, rightfully claim the privilege of persistently discussing in the classroom any matter not related to the course subject. In extramural utterances, faculty members have an obligation to not represent themselves as an institutional representative, unless so designated by his or her supervising President.

**IV.F.4.06 No Employment Retaliation for Employment Discrimination Complaints**

Employment retaliation against any individual for making a sexual harassment or unlawful discrimination complaint, or for assisting in the investigation of such a complaint, is unlawful and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as, but not limited to, reprimand, change in work assignment, loss of privileges, mandatory training, employment suspension, or immediate discharge as outlined in Board Policy IV.F.13. Incidents of unlawful retaliation should be referred to the Human Resources Department (HR-compliance@lonestar.edu) for investigation and will be investigated in the same manner as claims of employment discrimination.

**IV.F.4.07 State and Federal Agencies**

Students and employees who believe they may have been subjected to sexual harassment, sexual violence, or unlawful discrimination may file a formal complaint with either or both of the government agencies below.

Equal Employment Opportunity Commission  
Mickey Leland Federal Building  
1919 Smith Street, 6th Floor  
Houston, Texas 77002-8049
Texas Workforce Commission
1117 Trinity Street, Room 144T
Austin, Texas 78778

Students and employees who believe they may have been subjected to sexual discrimination including sexual harassment or sexual violence may wish to file a complaint with local law enforcement. Filing a criminal complaint will not preclude any student from participating in an informal or formal grievance process as required under Title IX.

Using the College’s grievance or complaint processes does not prohibit an employee or student from filing a complaint with these agencies.

IV.F.4.08 Compliance and Training

The College expects the General Counsel, the Title IX Coordinator, and the Associate Vice Chancellor of Human Resources to coordinate efforts to comply with this policy and conduct any investigation within the specific requirements of the following laws:

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

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

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

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

The College shall provide training consistent with Texas and federal law to:

(a) New and existing employees regarding their protections under federal and state discrimination laws and the College’s related policies and complaint procedures; and

(b) Supervisory personnel and all employees regarding the College’s non-discrimination obligations.
VI.E.3. Sexual Harassment, Assault, Violence, and Discrimination

VI.E.3.01 Policy

The College strives to maintain an educational environment compliant with all applicable anti-discrimination laws, including all laws outlawing discrimination arising from: sexual harassment, sexual violence, race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. Unlawful academic discrimination by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clients, or contractors will not be tolerated.

Retaliating against a student who complains about discrimination as defined in this policy is also unlawful. Moreover, retaliating against a student for cooperating in an investigation initiated to discover any of the prohibited conduct identified in the prior paragraph, whether internal or external, is also unlawful and contrary to the College’s policies.

VI.E.3.02 Definitions

(a) Consent: Sexual activity requires consent. Consent is defined as a voluntary and positive agreement between the participants to engage in sexual activity. Consent to sexual activity may be communicated in a variety of ways, but one should presume that consent has not been given in the absence of a clear, positive agreement between the participants. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sexual activity helps to clarify consent and avoid any misunderstandings.

Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. A prior relationship does not indicate consent to future activity. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs, alcohol, or for any other reason, is not capable of giving valid consent. The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given.

(b) Dating Violence: Dating violence is committed by a person who is or was in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the relationship length, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence also includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Finally, dating violence does not include acts covered by the definition of domestic violence.
(c) **Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a victim’s spouse under Texas domestic or family violence laws; or any other person against an adult or youth victim who is protected from the person’s acts under Texas domestic or family violence laws.

(d) **Sexual Assault:** Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as stated in the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

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

1. Requests, conduct, or submission to unwelcome advances is made either explicitly or implicitly a term or condition of an individual’s employment, academic advancement, participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual;

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

3. Such conduct has the purpose or effect of creating an intimidating hostile work or academic environment that unreasonably interferes with an individual’s work, academic performance, education, or participation in College programs or activities.

(f) **Sexual Harassment:** Sexual harassment (a form of sex discrimination) includes two categories: (1) hostile work environment sexual harassment, and (2) quid pro quo sexual harassment.

Hostile work environment sexual harassment means verbal, physical, or visual forms of harassment that are sexual in nature, unwelcome, and severe, persistent, or pervasive. A hostile environment is often created by a series of incidents. However, a single severe incident, such as sexual assault, could create a hostile environment.

Conversely, quid pro quo sexual harassment means “this for that.” An example of this form of sexual harassment occurs if a faculty member (or staff member)
stipulates that a student’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether that student submits to unwelcome sexual conduct.

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

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

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

3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or unduly interfering with an individual’s work or academic performance.

(g) Sexual Violence: Sexual violence means a physical sexual act perpetrated without the complainant’s consent. This includes situations where a person is incapable of giving consent because of drug or alcohol impairment or a mental or physical disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and this policy.

(h) Stalking: Stalking is defined as engaging in a course of conduct (two or more acts), including, but not limited to, a pattern of repeated and unwanted attention, harassment, or conduct, directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(i) Title IX Harassment: Title IX harassment includes sexual harassment, gender-based harassment, and sexual violence. The following types of actions serve as non-exhaustive examples of Title IX harassment prohibited by this policy if sufficiently severe or pervasive:

1. Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent because of drug or alcohol impairment or mental or physical disability.
2. Direct or implied sexual statements or threats, demands for sexual favors, or sexual advances, accompanied by implied or actual promises of preferential treatment for submission to such demands; or implied or actual threats that failure to submit to such demands may result in adverse treatment concerning the person’s admission, enrollment, employment, work status, promotion, grades, or recommendation;

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

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

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

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

7. Acts of Title IX harassment may take many different forms. Examples include (i) direct threats and other verbal statements (ii) email or other electronic messages (iii) physical contact, (iv) jokes, (v) gestures, and (vi) pictures or other visuals. The conduct must be sufficiently severe or pervasive as to unlawfully limit an individual’s ability to participate in or benefit from the College’s activities. Further, such conduct is evaluated from the perspective of a reasonable person in the victim’s position, taking into account the totality of the circumstances involved in a particular matter.

VIE.3.03 Title IX Harassment and Sexual Violence General Procedures

Title IX harassment and sexual violence investigations are governed by the policies outlined below. The Office of General Counsel will develop procedures and forms to comply with this policy subject to the approval of the Chancellor or a designee.
(a) Reporting Sexual Violence

Any person who believes sexual violence occurred may promptly report the incident to one of the College’s responsible employees. A responsible employee includes any one or more of the following Campus Security Authorities: (i) the College’s Police Department, (ii) the Chief Student Services Officer, or (iii) the Title IX Coordinator.

All individuals listed in the prior paragraph shall promptly inform the Title IX Coordinator of any such report. The responsible employee must inform the reporting person that the responsible employee has a duty to relay the complaint to the Title IX Coordinator. The responsible employee must also inform the reporting student about his or her confidentiality options, available confidential advocacy, counseling, and other support services; the right to file a Title IX complaint with the College; and the right to report a crime to the campus or external law enforcement.

(b) Reporting Title IX Harassment Exclusive of Sexual Violence

Any person who believes Title IX harassment (excluding sexual violence) occurred is encouraged to report it to the Title IX Coordinator as quickly as possible. Reports can also be made to any supervisor, academic dean, Vice President of Instruction, Associate Vice Chancellor, Vice Chancellor, Chief Area Officer reporting directly to the Chancellor, President, or the Chancellor. Nothing in this policy restricts a complainant from filing a charge with an applicable law enforcement agency.

(c) Investigation and Interim Steps

The College may take interim steps to protect the complainant and the College’s community members pending the investigation or hearing of a Title IX harassment or sexual violence complaint depending on the nature of the complaint and the evidence.

A non-exhaustive list of such interim steps includes: issuing a no-contact order prohibiting the parties from having contact with each other; directing the lateral transfer of an employee or moving a student to another classroom setting; or making arrangements for alternative academic and employment environments. Interim steps can also depend on the respondent’s identity.

1. Faculty Employee: The President or a designee may place, after consulting with the Chancellor, the faculty member on administrative leave from employment responsibilities if the President reasonably believes that: (a) the alleged harassment or sexual violence occurred and (b) the respondent would be in a position to harm the College’s community members if the respondent continues to teach a class during an investigation or hearing under this section. Such leave may be with pay and all benefits.
2. **Non-Faculty Employee:** The applicable Vice Chancellor, President, or other Chief Area Officer reporting directly to the Chancellor responsible for the unit employing the respondent may place, after consulting with the Chancellor, the employee on administrative leave from employment responsibilities if he or she reasonably believes that: (a) the alleged harassment or sexual violence occurred; and (b) the respondent would be in a position to do harm to the College’s community members if the respondent continues to work in that unit or department during an investigation or hearing under this section. Such leave may be with pay and all benefits.

3. **Student:** The Chief Student Services Officer or a designee may restrict, after consulting with the President and Chancellor, the student-respondent from attendance at one or more classes or otherwise prohibit the student-respondent’s presence College-wide if the Chief Student Services Officer or a designee reasonably believes that: (a) the alleged harassment or sexual violence occurred; and (b) the respondent would be in a position to do harm to the College’s community members if the student-respondent continues to attend class or visit a particular campus during an investigation or hearing under this section.

4. **Third Party:** If the respondent is neither a student nor employee, the College, through the Office of the General Counsel, will nevertheless conduct an investigation and take steps to provide appropriate remedies for the complainant and, where appropriate, the College’s broader population. Such steps might include recommending the cancellation of an agreement in the case of a vendor, or the recommendation to sever a professional relationship.

(d) **Confidentiality**

The College strongly supports a student’s interest in confidentiality in Title IX harassment and sexual violence cases. The College will only disburse information regarding such cases to individuals with responsibility for preparing the College’s response. Disclosures required by local, state, or federal law will be the sole exception.

A complainant may request that his or her name not be disclosed to the respondent or that the College not investigate or seek action against the respondent. The College will determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the complainant. A complainant’s desire for anonymity or inaction may hinder the College’s investigation of a Title IX harassment or sexual violence complaint, but the College has the responsibility of providing a safe and nondiscriminatory environment for the College’s community members notwithstanding the complainant’s request for anonymity or inaction. The College will notify the complainant of its intention to disclose the
complainant’s identity if the College decides that providing a safe and nondiscriminatory environment for the College’s community members outweighs the complainant’s right to inaction or anonymity. The College will also notify the respondent that the complainant requested that the College not pursue disciplinary action against the respondent if the College elects to proceed.

The College does not require mental-health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, to report, without the complainant’s consent, incidents of sexual violence to the College in a way that identifies the complainant.

(e) Proceeding in Sexual Violence Cases

The College will hold a hearing when a complainant specifically alleges sexual violence within a reasonable period of receiving the complaint or at a time by mutual consent of the parties. Both the complainant and the respondent will have an opportunity to present witnesses and evidence at this hearing. Both the complainant and the respondent may appear through a representative, including legal counsel, and personal attendance is not required from either party.

Neither the complainant nor the respondent will have an opportunity to question the other party, whether personally or through a representative. Each party will be limited to presenting his or her case, except that either party may submit desired cross-examination questions to the hearing officer on the date of the hearing. The hearing officer will determine whether to ask the questions submitted during his or her questioning of either party—that decision is not appealable.

The hearing officer will be an independent arbiter or mediator selected by the College at its sole discretion. The College will also conduct its own investigation led internally by the Associate Vice Chancellor of Human Resources (in the case of an employee-respondent) or the Associate Vice Chancellor for Student Services (in the case of a student-respondent) and shall submit a report to the hearing officer at the hearing.

The hearing result, along with any recommendation for corrective and disciplinary action from the hearing officer, shall be delivered simultaneously to the complainant, the respondent, and the Chancellor within a reasonable period after the hearing. The Chancellor’s decision will be final.

(f) Proceedings in all Other Cases

The Title IX Coordinator will provide a copy of the complaint to the respondent within a reasonable period of receiving it from the complainant. The respondent will then have
a reasonable period to respond in writing to the Title IX Coordinator. The next step will depend on the respondent’s status at the time of the alleged Title IX violation:

1. The Title IX Coordinator will then, in the case of an employee-respondent, forward the complaint, the response, and all attached evidence and documentation to the Chief Human Resources Officer who functions as a hearing officer under this section;

2. The Title IX Coordinator will then, in the case of a student-respondent, forward the complaint, the response, and all attached evidence and documentation to the Associate Vice Chancellor for Student Services who functions as a hearing officer under this section; or

3. The Title IX Coordinator will then, in the case of a third-party-respondent, forward the complaint, the response, and all attached evidence and documentation to the Executive Vice Chancellor who functions as a hearing officer under this section.

The College will conduct its own investigation led internally by a designee of the Chief Human Resource Officer (in the case of an employee-respondent) or a designee of the Associate Vice Chancellor for Student Services (in the case of a student-respondent) and shall submit that report to the applicable hearing officer.

The hearing officer’s investigative result, along with any recommendation for corrective and disciplinary action, shall be delivered simultaneously to the complainant, the respondent, and the Chancellor within a reasonable time of the hearing officer’s receipt of the file from the Title IX Coordinator. The Chancellor’s decision will be final.

(g) Evidentiary Standard

A preponderance of evidence standard must be used in any investigation or hearing under this section.

(h) Potential Disciplinary Actions

1. Students: If the investigation or hearing reveals that family or domestic violence, dating violence, sexual assault, Title IX harassment, or stalking was committed by a student, further action will be taken, including, but not limited to, any and all disciplinary actions set forth in Board Policy VI.F.4.01. Moreover, students who are victims of sexual assault will not be subjected to disciplinary actions if they consumed alcohol or drugs at the time of their sexual assault. The absence of such disciplinary action encourages students to report potential Title IX violations without fear of reprisal.
2. **Employees:** If the investigation or hearing reveals that family or domestic violence, dating violence, sexual assault, Title IX harassment, or stalking was committed by an employee, further action will be taken up to and including immediate employment termination under Section IV.F.13.03 of this policy.

3. **Third Parties:** If the investigation or hearing reveals that family or domestic violence, dating violence, sexual assault, Title IX harassment, or stalking was committed by a non-employee non-student, further action will be taken, including, but not limited to immediate severance and termination of any contractual or business relationships.

(i) **Prohibition of Title IX Retaliation**

Retaliation is a violation of the College’s Title IX harassment policy. The College’s policy prohibits any College community member from retaliating because of a person’s Title IX complaint. It is against the College’s policy to retaliate against any person who exercised his or her right to file a formal or informal Title IX harassment complaint, used any of the related processes the College provides, cooperated with an investigation, or testified or otherwise offered evidence connected to a complaint. A complaint’s actual or perceived truth does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Title IX Coordinator.

VI.E.3.03 **Available Reporting Resources**

Complainants may contact the following agencies for assistance:

(a) **Internal Resources:**

Any College Office of Student Services
College Police Department: (281) 290-5911
College Office of Emergency Management: (281) 290-2891
College Employee Title IX Coordinator:

Chief Human Resources Officer
HR-Compliance@lonestar.edu
832-813-6520
College Student Title IX Coordinator
Associate Vice Chancellor of Student Services
Student-Compliance@lonestar.edu
832-813-6841

(b) External Resources:

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

Houston Police Department (HPD) Mental Health Unit
1502 Ben Taub Loop
Houston, Texas 77030

Tri-County MHMR Services
1506 Old Montgomery Rd.
Conroe, Texas 77304
Crisis Phone: (800) 659-6994
Main Phone: (936) 756-8331
Website: http://www.tcmhmrs.org/

www.NotAlone.gov

VI.E.3.04 Convicted Sex Offender Policy

The Texas Code of Criminal Procedure Article 62.153 mandates each person required to register as a sex offender, and who intends to be employed, work with a contractor, or attend classes at the College, to register with the College’s Police Department at least seven (7) days before reporting to any College location.
As part of this registration, the individual must submit information pertinent to his or her offenses, which will be forwarded to the College’s Review Committee for a determination of eligibility for employment, vendor services, or enrollment. A person seeking to be enrolled as a student must first be approved before completing the registration process.

Failure to register and receive necessary approval under this section may result in immediate suspension, dismissal, or termination of employment.
Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Contractual Termination Notice and Appeal Section (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees reviews the recommended revisions to LSCS Policy Manual Section IV.F.10.12 and Section IV.F.10.13 addressing the College’s policies governing the termination of a contractual employee’s employment contract.

Rationale: The College has various types of employment contracts with many of its employees. The proposed termination policies provide more robust due process protections to contractual employees before the College can terminate an employment contract while expanding the oversight of the Board of Trustees and the Chancellor.

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
IV.F.10.12 Contractual Termination Notice and Appeal

An employment contract with the College creates a property interest in the position solely for the contract’s period of time. A contractual employee terminated during a contract term is entitled to a pre-termination notice and pre-termination appeal under this policy.

a. **Pre-termination Notice**: A contractual employee’s supervising President, Vice-Chancellor, or Chief Area Officer reporting directly to the Chancellor, must deliver a Notice of Forthcoming Termination providing notice of the charges raised against the employee, the nature of the evidence supporting those charges, and an opportunity for the employee to respond in writing.

Or in the case of a President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor, if the Chancellor intends to propose the termination of a contractual employee who is a direct report to the Chancellor the Chancellor will deliver a Notice of Forthcoming Termination providing notice of the charges raised against the employee, the nature of the evidence supporting those charges, and an opportunity for the employee to respond in writing. The contractual employee shall have five working days to respond to the Notice of Forthcoming Termination before it is converted to a Notice of Recommended Termination. If an employee has not already been placed on administrative leave, the Notice of Recommended Termination shall also automatically place the employee on paid administrative leave during the pendency of any appeal.

Either category of contractual employee shall have five working days to respond to the Notice of Forthcoming Termination before it is converted to a Notice of Recommended Termination. If an employee has not already been placed on administrative leave, the Notice of Recommended Termination shall also automatically place the employee on paid administrative leave during the pendency of any appeal. If no appeal is filed, the Notice of Recommended Termination will automatically become a Notice of Termination on the 16th day following receipt of the Notice of Recommended Termination. The Board of Trustees delegates to the Chancellor the authority to terminate an employee’s employment in such a situation.

b. **Pre-termination Appeal**: That contractual employee has the right to request a hearing once his or her supervisor delivers a written Notice of Recommended Termination. That contractual employee must file a written request with the Chancellor within 15 working days after receiving that Notice of Recommended Termination. The written request for an appeal must specify whether the employee elects a representative. A contractual employee may elect to use legal representation during a pre-termination proceeding in the notice phase or in the appeal phase. The contractual employee is responsible for the costs of such representation.

1. **Appeal**: The contractual employee will have an opportunity to present evidence before the Chancellor alleging the termination is without cause, and/or would violate state or federal law. The Board of Trustees will hear any appeal from a President, Vice Chancellor, or Chief Area Officer. Every reference to “the Chancellor” below, as it relates to a President, Vice Chancellor, or Chief Area Officer should be interpreted to mean “the Board of Trustees” when the contractual employee being recommended for termination is a President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor at the time of the Chancellor’s recommended termination. Likewise, every reference to the President, Vice Chancellor, or Chief Area Officer below should be interpreted to mean the Chancellor when the subject contractual employee is a President, Vice Chancellor or Chief Area Officer reporting directly to the Chancellor.
2. **Hearing Date:** A hearing shall take place within thirty (30) working days after the employee files a written request for such hearing with the Chancellor.

3. **Hearing Records:** The employee and the employee’s President, Vice-Chancellor, or Chief Area Officer reporting to the Chancellor, will submit to the Chancellor a one-page statement identifying their concerns in employee’s continued employment. If the employee chooses to present witnesses at the pre-termination appeal hearing, then the employee may present individual witnesses during the hearing and copies of all documentation relied upon and in support of their position. At least ten (10) working days prior to the hearing, both the employee and the employee’s President, Vice-Chancellor, or Chief Area Officer shall furnish at least three copies of the hearing records, the names of witnesses, and name of any representative, to the Chancellor. The Chancellor will review only the hearing records submitted by the employee and his or her President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor, and upon convening the hearing, invite responses to certain questions in order to reach a decision.

4. **Time Allocation:** Both the employee and the employee’s President, Vice Chancellor, or Chief Area Officer reporting to the Chancellor, recommending the termination will each have at least thirty (30) minutes to present to the Chancellor. During the 30 minutes, the employee and the recommending supervisor may present their respective positions regarding the termination recommendation, including presentation of witnesses. This process does not provide for any cross-examination of the witnesses, or questioning of the employee and/or employee’s supervisor, or designee, from the other party or his or her representatives. The Chancellor will have thirty (30) minutes in which to question the parties present at the hearing, including witnesses.

5. **Decision:** The Chancellor will make a decision within fifteen (15) working days of the hearing. The decision of the Chancellor shall be final—except where the employee alleged a procedural irregularity that violates the Lone Star College System Board Policy Manual and is therefore appealable to the Board of Trustees under Section IV.F.10.06. The Board of Trustees delegates to the Chancellor the authority to terminate an employee’s employment where no allegation of procedural irregularity is made.

6. **Representation:** The employee may choose to have a representative at the hearing. The employee shall bear his or her own costs of any such representation.

7. **Notice of Representation:** The employee or his or her representative, including the legal representative, must provide at least ten (10) working days’ notice of such representation prior to any hearing under this section. The College’s General Counsel or a designee must be present at the hearing.

8. **Prohibition on Using College Resources:** The employee and his or her Representative, including the legal representative, shall not meet during the employee’s working hours when preparing for the employee’s pre-termination notice response or hearing and shall not use the College’s resources when preparing for either.

9. **Modification:** The Chancellor and his or her designee may modify the pre-termination hearing procedures upon written notice to the requesting employee and prior to the Hearing Date.
IV.F.10.13 Timeliness

The time limits, as provided in this policy, are created in order to ensure that issues are raised and addressed promptly. Timelines for the filing of and response to an appeal may be extended by the mutual agreement of the employee and the Chancellor’s Office. An appeal shall be considered resolved at the completion of any step, if all parties are satisfied or if neither party files a timely appeal to the next step.

The process permitted by this policy constitutes a grievance for purposes of Texas Education Code Section 51.960.
Request: Consideration of Approval of the Recommended Revision of the Lone Star College System Board Policy Manual’s Change in Contract Status Section (FIRST READING)

Chancellor’s Recommendation: That the Board of Trustees reviews the recommended revisions to LSCS Policy Manual Section IV.F.8.01, Section IV.F.8.02, and Section IV.F.8.03 addressing changes in contract status policies for contractual employees.

Rationale: The College has various types of employment contracts with many of its employees. The proposed policies addresses the modification, extension, and non-renewal of employment contracts in a fair manner that complies with local, state, and federal law while providing more oversight to the Chancellor and Board of Trustees.

Fiscal Impact: None

Staff Resource: Mario K. Castillo 832-813-6655
Helen Clougherty 832-813-6514
IV.F.8. Change in Contract Status

IV.F.8.01 Policy

The College has various types of employment contracts with many of its employees. The policy below addresses the modification, extension, and non-renewal of employment contracts in a fair manner that complies with local, state, and federal law.

IV.F.8.02 Definitions

(a) **Change in Contract Status:** A change in contract status occurs when a President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor, recommends a change in a subordinate’s employment contract status. It can also occur when the Chancellor recommends a change in a direct-report’s employment contract status. Change in contract status can take one of three forms:

1. The return to an annual contract in the subsequent academic year in the case of a faculty member or administrator on a multiple-year contract.

2. The continuation of an annual contract in the subsequent academic year in the case of a faculty member or administrator on an annual contract but who has, since execution of that annual contract, become eligible for a multiple-year contract.

3. The non-renewal of either an annual or multiple-year contract in the subsequent academic year.

(b) **Notice:** Notice of intention to effectuate a change in contract status as defined in the section above shall be given by the Chancellor on or before March 1st preceding the end of the contract term fixed in the current contract—provided the employee was employed before March 1st. The Board may employ the contractual employee in the same capacity for the succeeding academic year if the Chancellor fails to provide the March 1st notice. This process is not valid in the event that the Board of Trustees takes action for a reduction in force.

IV.F.8.03 Appealing a Contractual Change of Status Recommendation

The appeal of a Notice depends on the employee’s position at the time the contractual employee received the Notice.

(a) **Vice Chancellor, President, or Chief Area Officers.**

An employee who has received notice of a proposed change of status will have up to 20 working days to appeal a contractual change of status recommendation made by the Chancellor to the Board of Trustees. The request for an appeal presentation must be made to the Board Liaison.
The affected employee will have 30 minutes to explain his/her basis for why the change in status should not be upheld. The Chancellor will also have 30 minutes to explain the basis for the recommendation. No cross-examination will be permitted by either side, although the Board members may ask questions of the affected employee and the Chancellor. The Board will decide whether to uphold the Chancellor’s recommendation. Such decision will be made at the meeting at which the presentation is made or at a subsequent meeting which has been properly posted in accordance with the Open Meetings Act.

(b) All Other Contractual Employees.

From the date of receipt of the Notice the affected employee will have up to 20 working days to appeal a contractual change of status recommendation to the Office of the Chancellor.

The Chancellor’s review will include a personal meeting with the affected employee and the recommending President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor. The President, Vice Chancellor, or Chief Area Officer will have 30 minutes to explain the basis for the initial recommendation and provide any documentation.

The affected employee will then have 30 minutes to explain his/her basis for why the change in contract status should not be upheld by the Chancellor and will also have the opportunity to provide supporting documentation. Neither the supervisor, nor the affected employee, may cross-examine or question each other during their respective 30 minutes.

The Chancellor will notify the affected employee no later than 15 working days following receipt of the appeal of the Notice. The employee may directly appeal to the Board if the employee alleges a violation of the Lone Star College Board Policy Manual as defined in Section IV.F.10.06. The Chancellor will forward to the Board of Trustees all accepted recommendations and recommendations not appealed.

The process permitted by this policy constitutes a grievance for purposes of Texas Education Code Section 51.960.
Policy Report and Consideration No. 4  (ACTION ITEM 1)  Board Meeting 11-5-15

Request:  Consideration of Approval to Adopt Resolution Approving and Adopting Recommended Revisions to Lone Star College (“LSC”) Board Policy Manual Section III.C.2, Investment Management, which Includes the Investment Policy and Strategies (SECOND READING)

Chancellor’s Recommendation: That the Board of Trustees adopts a resolution approving and adopting the recommended revisions to LSC Board Policy Manual Section III.C.2, Investment Management, which includes the investment policy and strategies.

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

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

a. Addition of Associate CFO, a new position, as an authorized investment officer to section III.C.2.12 – Investment Officers. This change will provide required authorization for LSC’s financial institutions to add the Associate CFO as an authorized signatory to LSC accounts.

b. Addition of the following language to section III.C.2.26 – Compliance Audit: “Not later than January 1 of each even-numbered year, the System shall report the results of the most recent audit performed to the state auditor.” This language aligns LSC’s investment policy with requirements of the State Auditor’s Office which are currently being performed, but have not previously been enumerated in the investment policy.

c. Addition of a new section, III.C.2.29 – Annual Reporting, which includes the following language: “As required by the Texas State Auditor’s Office and in accordance with the General Appropriations Act, Article III, Rider 5 – Investment Reports, the System shall file with the State Auditor, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term...
investment funds, and all other securities transactions, in a method
prescribed by the State Auditor's Office. Copies of such reports
shall be available for public inspection. In addition the annual
investment report shall be posted on the System’s website by
December 31 of each year.” While staff has complied with this
reporting requirement each year, the requirement is not currently
specified in the investment policy.

d. A few minor grammatical and wording edits.

Fiscal Impact: None.

Staff Resource: Cindy Gilliam 832-813-6512
RESOLUTION OF THE BOARD OF TRUSTEES OF THE LONE STAR COLLEGE
SYSTEM APPROVING AND ADOPTING THE SYSTEM'S INVESTMENT POLICY
AND STRATEGIES

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

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

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

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

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

d. A few minor grammatical and wording edits.

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

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

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

ADOPTED this 5th day of November, 2015.

Chair, Board of Trustees
Lone Star College System
ATTEST:

Ronald L. Trousdale
Secretary, Board of Trustees
Lone Star College System

(SEAL)
III.C.2. Investment Management

III.C.2.01 – Investment Management

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

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

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

a. Safety and preservation of principal;

b. Maintenance of sufficient liquidity to meet operating needs;

c. Diversification;

d. Public Trust; and

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

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

III.C.2.02 – Purpose

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

III.C.2.03 – Strategy

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

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

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

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

III.C.2.04 – General Fund

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

III.C.2.05 – Restricted Fund

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

III.C.2.06 – Capital Projects

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

III.C.2.07 – Debt Service

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

III.C.2.08 – Trust and Agency Fund

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

III.C.2.09 – Prudent Person Rule

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

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

III.C.2.10 – Downgrades

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

III.C.2.11 – Delegation of Responsibility

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

III.C.2.12 – Investment Officers

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

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

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

III.C.2.13 – Capability of Investment Officers

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

III.C.2.14 – Training

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

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

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

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

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

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

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

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

The Investment Officers shall obtain and maintain information on all financial institutions and brokers/dealers authorized to transact financial transactions with the System.

The information shall include the following, as applicable:

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

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

III.C.2.17 – Annual Review

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

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

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

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

III.C.2.18 – Authorized Investments

The following are authorized investments:

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

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

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

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

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

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

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

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

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

The following are not authorized investments:

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

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

3. Collateralized mortgage obligations that have a stated final maturity of greater than 10 years: and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

III.C.2.19 – Collateralization

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

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

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

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

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

III.C.2.20 – Authorized Collateral

The System authorizes only the following types of collateral:

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

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

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

III.C.2.22 – Delivery versus Payment

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

III.C.2.23 – Competitive Environment

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

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

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

III.C.2.24 – Diversification

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

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

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

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

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

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

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

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

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

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

III.C.2.26 – Compliance Audit

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

III.C.2.27 – Monthly Reporting

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

III.C.2.28 – Quarterly Reporting

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

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

1. A detailed listing of individual investments and depository accounts by maturity date at the end of the reporting period;
2. A summary of the portfolio by market sectors and maturities;
3. The beginning and ending book and market values of each security and position by the type of asset and fund type invested;
4. Unrealized market gains or losses at the end of the period;
5. The account or fund or pooled group fund for which each individual investment was acquired;
6. Average weighted yield to maturity of the portfolio as compared to its benchmark;
7. Net accrued investment earnings for the reporting period;
8. Diversification by market sectors; and
9. A statement of compliance with the Act and the System’s Investment Policy and strategy as approved by the Board.

III.C.2.29 – Annual Reporting

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

III.C.2.30 – Market Values

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

III.C.2.31 – Annual Policy Review and Adoption

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

- Texas Higher Education Coordinating Board
- Texas Association of Community College Business Officers
- Government Finance Officers’ Association
- Government Finance Officers’ Association of Texas
- Government Treasurers’ Organization of Texas
- City Managers’ Association
- Texas Municipal League
- Council of Governments
- University of North Texas Center for Public Management
- American Institute of Certified Public Accountants
- Association of Governmental Accountants
- Texas Society of Certified Public Accountants
- Texas State Board of Public Accountancy
Policy Report and Consideration No. 5  (ACTION ITEM 2)  Board Meeting 11-5-15

Request: Consideration of Approval of the Recommended Revision of the Lone Star College Board Policy Section IV.F.10. Review and Grievance Process (SECOND READING)

Chancellor’s Recommendation: That the Board approves the proposed revisions to Board Policy Section IV. F.10. Review and Grievance Process to be revised to clarify the grievance process, add informal resolution prior to filing a grievance, allow a first level appeal to the college president/vice chancellor if the grievance has not been resolved, allow second level appeal to the chancellor if the grievance has not been resolved and allow appeal to the Board of Trustees if the grievance is not resolved after the second level appeal and it involves an allegation of violation of a Board Policy, including a violation of the grievance policy.

Rationale: The recommendation above nurtures an employee culture that values and respects all Lone Star College employees by encouraging early collaboration regarding employee grievances regardless of whether the particular employee has an employment contract. The proposed revisions afford the same process to all employees. Moreover, current policies insulate appeals from the chancellor’s review - the proposed revisions increase appellate review to the chancellor, and also allow a special appeal to the Board where the grievant specifically alleges a violation of Board policy.

Fiscal Impact: None

Staff Resource: Steve Head 832-813-6515
Helen Clougherty 832-813-6514
Mario K. Castillo 832-813-6655
IV.F.10. Employee Grievance and Review Process

IV.F.10.01 Policy

This policy establishes a fair and uniform process for resolving employee grievances that exceeds state and federal laws. Employees who use this process may do so without facing discrimination or retaliation. This policy nurtures an employee culture that values and respects all employees by encouraging early collaboration and resolution of employee concerns.

IV.F.10.02 Definitions

(a) **Grievant.** Grievant means the employee who initiates the procedures set forth in this policy.

(b) **Working Days.** Working days means the College’s business days. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

IV.F.10.03 Who May Bring a Grievance

Individual employees may submit grievances on behalf of themselves or multiple affected employees as an associational grievance.

IV.F.10.04 Serial Grievances

A grievant may not submit separate or serial grievances regarding the same issue. This includes grievances brought under another policy or procedure.

IV.F.10.05 Exclusions

The following concerns are not subject to this grievance policy and are addressed in other policies:

(a) Termination of contractual employees. See Policy IV.F.10.12

(b) Change in contract status. See Policy IV.F.8.03.

   Employee performance evaluations—before exhaustion of the procedure set out in Policy IV.F.7.09. Applicable time limits set forth in this grievance policy begin to run on the date that Policy IV.F.7.09 is exhausted.

(c) Allegations of discrimination, harassment, and retaliation, except for allegations of retaliation for filing or participating in a non-discrimination or harassment grievance. That procedure is in Section IV.F. of this policy manual. An employee disciplined following an investigation may use this policy to challenge the disciplinary action.

(d) Reduction in Force Terminations. See Policy IV.F.12.01.
(e) Challenges to ownership of intellectual property before exhaustion of the procedure set out in Policy IV.D.9.05. The time limits set forth in IV.F.10.09 begin on the date the procedure set out in Policy IV.D.9.05 has been exhausted.

IV.F.10.06 Appeal to the Board for Alleged Policy Violations

An employee may appeal the Chancellor’s decision to the Board of Trustees if the employee alleges a procedural irregularity in the decision that violates this policy manual. The policy section applicable to the challenged decision must directly reference this section for the decision to be appealable to the Board.

If a grievance does not involve an allegation of a violation of Board policy or an allegation of a violation of the grievance process, the grievant may present the grievance at the Citizen Participation portion of a Board meeting in accordance with Board Policy I.E.1.43.

IV.F.10.07 Right to Representation

At all informal or formal grievance or appeal levels, the grievant and/or the administration may be represented, including by legal counsel, provided that the selected representative does not claim the right to strike. The College will not pay any fees or expenses for the grievant’s representation. The grievance and appeal conferences held at all levels of the grievance process are informal conferences and no cross-examination of any person who attends the conference is allowed. The College’s administrator handling the conference may ask questions to get information to help in reaching a decision. The grievant’s representative may assist the grievant.

IV.F.10.08 Informal Resolution

The Board encourages employees to discuss their concerns, complaints, and grievances through informal conferences with their supervisor or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. An employee or group of employees who has a concern or grievance shall participate in an alternative dispute resolution process in an attempt to resolve the concern prior to presenting a formal grievance. Employees will be provided information on the alternative dispute resolution processes available. If the concern is not resolved by participating in such an informal resolution process, the employee can use the formal grievance process described below.
**IV.F.10.09 Presentation of Formal Grievance**

An employee who has a concern that has not been resolved through participation in the informal resolution process may file a formal grievance. Campus employees must file their grievance with their supervisory campus vice president. System Office employees must file their grievance with their respective associate vice chancellor or chief area officer. For assistance in determining to whom a formal grievance must be presented, a copy of the College’s current organizational chart can be found at [http://org.lonestar.edu/orgchart/LSCS-Internal030115.htm](http://org.lonestar.edu/orgchart/LSCS-Internal030115.htm).

The initial grievance must be filed with the grievant’s respective supervisor identified in the prior paragraph within 15 working days from the event, occurrence, or conclusion of the informal resolution process, whichever is later. Only in extraordinary circumstances will the respective supervisor consider exceptions to the 15 working day limit. The grievance must be made in writing and must include all supporting documentation the grievant wants considered. The grievant will be allowed to submit additional information in response to any information collected and relied upon by the vice president or associate vice chancellor/chief area officer. The Chancellor will be notified when a formal grievance has been filed.

The vice president or associate vice chancellor/chief area officer must confirm in writing receipt of the grievance within three working days. A grievance conference must be held within ten working days of receipt of the grievance. A decision must be rendered by the vice president or associate vice chancellor/chief area officer within five working days after the grievance conference. The written decision shall set forth the basis of the decision and any additional information or documents obtained after the grievance conference. In reaching a decision, the vice president or associate vice chancellor/chief area officer may consider the information presented at the grievance conference, and any other relevant documents or information he/she believes will help resolve the complaint.

The timelines set out above may be extended by mutual consent of the parties.

**IV.F.10.10 First Level Appeal**

In the event that the grievance has not been resolved or the timeframe has elapsed without the grievance being addressed or a decision rendered, the 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 of receipt of the appeal. The written decision shall set forth the basis of the decision and any additional information or documents obtained after the appeal conference.

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

The timelines set out above may be extended by mutual written consent of the parties.

**IV.F.10.11 Second Level Appeal**

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

The Chancellor, or his/her designee, must confirm receipt of the grievance within three (3) working days and provide a brief summary of the grievance to each member of the Board’s Grievance Committee. A Second Level Appeal conference must be held within ten (10) working days of receipt of the grievance. A decision must be rendered by the Chancellor, or his/her designee, within five (5) working days of the Second Level Appeal conference. The written decision shall set forth the basis of the decision, and any additional information or documentation obtained after the Second Level Appeal conference. In reaching a decision, the Chancellor, or his/her designee, may consider the information presented at the Second Level Appeal conference, and any other relevant documents or information the Chancellor or designee believes will help resolve the grievance. The grievant shall be given three (3) days to respond to any documents or information considered by the Chancellor or his or her designee not previously provided to the grievant. If the Chancellor chooses a designee to consider the grievance, the designee may not be a supervisor of the grievant and may not have been involved in the grievance prior to designation by the Chancellor.

The timelines set out above may be extended by mutual written consent of the parties.

**IV.F.10.12 Appeal to the Board**

If the grievance is still unresolved and it involves an allegation of violation of a Board policy, as defined earlier in Policy IV.F.10.6, including a violation of the grievance policy, the grievance may be appealed to the Board of Trustees. An Appeal to the Board must be made in writing and must be received in the Chancellor’s office no later than ten (10) working days of receipt of the Chancellor’s, or his/her designee’s, decision and must be accompanied by applicable references to the policy manual or the portion(s) of the Grievance policy that are alleged to have been violated.
It is the responsibility of the grievant to initiate the appeal to the Board and to provide all documentation to the Board, including any correspondence with the prior administrators who heard the grievance at the various levels and those administrators’ decisions.

The Chancellor’s office shall acknowledge receipt of the appeal and shall forward a copy to each Board member, along with all accompanying documentation, within five (5) working days of the appeal being received in the System Office.

The Board will consider the grievance, in accordance with the Open Meetings Act, at the next regularly scheduled Board meeting that is scheduled to occur at least 15 working days after the appeal to the Board is received in the System Office.

The Board shall set a reasonable time limit for presenting the Appeal to the Board, based on the information presented to the Board and allocating equal time to the grievant and the College. Appeals to the Board will be heard in closed session, unless the grievant specifically elects to have it heard in open session. Regardless of the grievant’s election to have the appeal heard in open session, if the grievance is against another employee, that other employee may elect to have the appeal heard in closed session.

The Board may make a decision, but is not required to do so. If the Board does not make a decision, the decision of the Chancellor, or his/her designee, is upheld. If the Board elects to render a decision, the decision will be announced orally before the meeting adjourns and a written decision will be mailed to the employee and the Chancellor within 30 calendar days.
Financial Report and Consideration No. 1

Report: Monthly Financial Statements

The financial statements for the month ended September 30, 2015 are presented for Board review.
% OF BUDGETED EXPENDITURES USED

- 11-12: 8%
- 12-13: 7%
- 13-14: 8%
- 14-15: 8%
- 15-16: 7%

SEPTEMBER
HOW MUCH DO WE NEED IN RESERVES?

- **REVENUES**
  - September

- **EXPENDITURES**
  - September
STUDENT REVENUES - FALL SEMESTER

- IN-DISTRICT TUITION
- OUT-OF-STATE/INTERNATIONAL TUITION
- STATE DEDUCTIONS
- FEES - ALL STUDENTS
- NON-CREDIT
- CORPORATE COLLEGE

Millions

<table>
<thead>
<tr>
<th></th>
<th>11-12</th>
<th>12-13</th>
<th>13-14</th>
<th>14-15</th>
<th>15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millions</td>
<td>50%</td>
<td>48%</td>
<td>47%</td>
<td>46%</td>
<td>46%</td>
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<tr>
<td>%-Change</td>
<td>-5%</td>
<td>-6%</td>
<td>-6%</td>
<td>-7%</td>
<td>-9%</td>
</tr>
</tbody>
</table>
## Statements of Revenues and Expenditures
### General and Auxiliary Funds
#### YTD September 30, 2015
Unaudited

### REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>PRIOR YEAR FISCAL YTD</th>
<th>% ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$ 74,090,000</td>
<td>$ 8,891,176</td>
<td>12.0%</td>
<td>$ 8,697,080</td>
<td>12.0%</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>111,840,000</td>
<td>46,385,619</td>
<td>41.5%</td>
<td>47,047,955</td>
<td>43.2%</td>
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</tr>
<tr>
<td>Taxes</td>
<td>125,260,000</td>
<td>177,866</td>
<td>0.1%</td>
<td>240,757</td>
<td>0.2%</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>420,000</td>
<td>17,612</td>
<td>4.2%</td>
<td>30,428</td>
<td>8.7%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>6,020,000</td>
<td>695,679</td>
<td>11.6%</td>
<td>661,697</td>
<td>11.3%</td>
<td></td>
</tr>
<tr>
<td>Tuition/Growth Contingency</td>
<td>910,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Current Operations Revenues</td>
<td>318,540,000</td>
<td>56,167,952</td>
<td>17.6%</td>
<td>56,677,917</td>
<td>18.5%</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Revenues</td>
<td>18,140,000</td>
<td>1,587,839</td>
<td>8.8%</td>
<td>832,260</td>
<td>5.5%</td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>336,680,000</td>
<td>57,755,791</td>
<td>17.2%</td>
<td>57,510,177</td>
<td>17.9%</td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>5,810,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Revenues and Reserves</td>
<td>342,490,000</td>
<td>57,755,791</td>
<td>17.2%</td>
<td>57,510,177</td>
<td>17.9%</td>
<td></td>
</tr>
</tbody>
</table>

### EXPENDITURES:

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
<th>PRIOR YEAR ACTUAL</th>
<th>PRIOR YEAR FISCAL YTD</th>
<th>% ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction-Academic</td>
<td>82,849,535</td>
<td>7,073,883</td>
<td>8.5%</td>
<td>6,460,883</td>
<td>8.0%</td>
<td></td>
</tr>
<tr>
<td>Instruction-Workforce</td>
<td>28,812,328</td>
<td>2,679,981</td>
<td>9.3%</td>
<td>2,621,559</td>
<td>10.1%</td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>765,555</td>
<td>69,890</td>
<td>9.1%</td>
<td>52,078</td>
<td>6.6%</td>
<td></td>
</tr>
<tr>
<td>Academic Support</td>
<td>54,680,914</td>
<td>2,461,574</td>
<td>4.5%</td>
<td>2,870,346</td>
<td>4.9%</td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>48,844,148</td>
<td>3,179,865</td>
<td>6.5%</td>
<td>2,782,571</td>
<td>6.2%</td>
<td></td>
</tr>
<tr>
<td>Institutional Support</td>
<td>33,057,976</td>
<td>2,440,158</td>
<td>7.4%</td>
<td>2,652,115</td>
<td>7.9%</td>
<td></td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>32,376,327</td>
<td>1,591,390</td>
<td>4.9%</td>
<td>2,824,980</td>
<td>8.8%</td>
<td></td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>26,563,217</td>
<td>2,353,404</td>
<td>8.9%</td>
<td>2,592,967</td>
<td>11.4%</td>
<td></td>
</tr>
<tr>
<td>Growth Contingency</td>
<td>410,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Educational and General Expenditures</td>
<td>308,360,000</td>
<td>21,850,145</td>
<td>7.1%</td>
<td>22,857,499</td>
<td>7.6%</td>
<td></td>
</tr>
<tr>
<td>Repair, Replacement and Other</td>
<td>5,050,000</td>
<td>2,976</td>
<td>0.1%</td>
<td>9,135</td>
<td>0.2%</td>
<td></td>
</tr>
<tr>
<td>Internally Designated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary</td>
<td>18,580,000</td>
<td>1,495,647</td>
<td>8.0%</td>
<td>1,486,245</td>
<td>9.9%</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>331,990,000</td>
<td>23,348,768</td>
<td>7.0%</td>
<td>24,352,879</td>
<td>7.6%</td>
<td></td>
</tr>
<tr>
<td>Other Changes - Debt Service &amp; Fund Transfers</td>
<td>10,500,000</td>
<td>2,072,356</td>
<td>7.0%</td>
<td>1,998,806</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures and Transfers</td>
<td>342,490,000</td>
<td>25,421,124</td>
<td>7.0%</td>
<td>26,351,685</td>
<td></td>
<td></td>
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</tbody>
</table>

### NET INCREASE (DECREASE) IN FUND BALANCES
#### General Funds
<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>440,000</td>
<td>32,242,475</td>
<td>7.4%</td>
</tr>
</tbody>
</table>

#### Auxiliary Funds
<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>FISCAL YTD ACTUAL</th>
<th>% ACTUAL TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary Funds</td>
<td>(440,000)</td>
<td>92,192</td>
<td>(21.2)%</td>
</tr>
</tbody>
</table>

### TOTAL NET INCREASE (DECREASE) IN FUND BALANCES
|                  | $ 0        | $ 32,334,667      | $ 31,158,492        |
LONE STAR COLLEGE

Balance Sheet
September 30, 2015
Unaudited

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General &amp; Auxiliary</th>
<th>Restricted, GASB 34/35</th>
<th>Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
<th>Memorandum Totals Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 50,974,531</td>
<td>$ 192,129,481</td>
<td></td>
<td>$ 243,104,012</td>
<td>$ 156,570,509</td>
</tr>
<tr>
<td></td>
<td>26,318,117</td>
<td>8,727,128</td>
<td></td>
<td>35,045,245</td>
<td>36,035,341</td>
</tr>
<tr>
<td></td>
<td>8,481,629</td>
<td>-</td>
<td></td>
<td>8,481,629</td>
<td>6,140,667</td>
</tr>
<tr>
<td></td>
<td>45,668</td>
<td>-</td>
<td></td>
<td>45,668</td>
<td>46,251</td>
</tr>
<tr>
<td>Cash, cash equivalents &amp; investments</td>
<td>-</td>
<td>-</td>
<td>$ 778,244,213</td>
<td>$ 778,244,213</td>
<td>769,836,501</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>$ 26,318,117</td>
<td>8,727,128</td>
<td>35,045,245</td>
<td>36,035,341</td>
<td></td>
</tr>
<tr>
<td>Prepaid and deferred expenses</td>
<td>8,481,629</td>
<td>-</td>
<td>8,481,629</td>
<td>6,140,667</td>
<td></td>
</tr>
<tr>
<td>Inventories, at cost</td>
<td>45,668</td>
<td>-</td>
<td>45,668</td>
<td>46,251</td>
<td></td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>-</td>
<td>-</td>
<td>778,244,213</td>
<td>778,244,213</td>
<td>769,836,501</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>$ 85,819,945</td>
<td>$ 979,100,822</td>
<td>$ 1,064,920,767</td>
<td>$ 968,629,269</td>
<td></td>
</tr>
</tbody>
</table>

LIABILITIES AND FUND BALANCES

<table>
<thead>
<tr>
<th>LIABILITIES:</th>
<th>General &amp; Auxiliary</th>
<th>Restricted, GASB 34/35</th>
<th>Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
<th>Memorandum Totals Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$ 1,634,500</td>
<td>$ 10,802,205</td>
<td>$ 12,436,705</td>
<td>$ 15,867,930</td>
<td></td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>3,810,951</td>
<td>4,574,662</td>
<td>8,385,613</td>
<td>8,751,571</td>
<td></td>
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<tr>
<td>Accrued compensable absences payable</td>
<td>5,640,136</td>
<td>318,636</td>
<td>5,958,772</td>
<td>7,448,014</td>
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</tr>
<tr>
<td>Accrued interest payable</td>
<td>-</td>
<td>4,644,305</td>
<td>4,644,305</td>
<td>1,046,901</td>
<td></td>
</tr>
<tr>
<td>Bonds payable</td>
<td>-</td>
<td>740,353,405</td>
<td>740,353,405</td>
<td>619,945,072</td>
<td></td>
</tr>
<tr>
<td>Assets held in custody for others</td>
<td>8,007</td>
<td>7,018,935</td>
<td>7,026,942</td>
<td>6,585,407</td>
<td></td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td>11,093,594</td>
<td>767,712,148</td>
<td>778,805,742</td>
<td>659,644,895</td>
<td></td>
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</tbody>
</table>

FUND BALANCES:

<table>
<thead>
<tr>
<th>Fund Balances</th>
<th>General &amp; Auxiliary</th>
<th>Restricted, GASB 34/35</th>
<th>Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
<th>Memorandum Totals Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>74,726,351</td>
<td>211,388,674</td>
<td>286,115,025</td>
<td>308,984,374</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL FUND BALANCES</th>
<th>General &amp; Auxiliary</th>
<th>Restricted, GASB 34/35</th>
<th>Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
<th>Memorandum Totals Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>74,726,351</td>
<td>211,388,674</td>
<td>286,115,025</td>
<td>308,984,374</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL LIABILITIES AND FUND BALANCES</th>
<th>General &amp; Auxiliary</th>
<th>Restricted, GASB 34/35</th>
<th>Reporting &amp; Investment In Plant</th>
<th>Memorandum Totals Current Year</th>
<th>Memorandum Totals Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 85,819,945</td>
<td>$ 979,100,822</td>
<td>$ 1,064,920,767</td>
<td>$ 968,629,269</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject to Change pending completion of the August 31, 2015 audit.
<table>
<thead>
<tr>
<th>Description</th>
<th>Ending BV 08/31/2015</th>
<th>Total Buys</th>
<th>Total Sells</th>
<th>Interest/Dividends</th>
<th>Ending BV 09/30/2015</th>
<th>Ending BV 09/30/2014</th>
<th>Weighted Avg. Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POOLS</td>
<td>$22,319,195</td>
<td>$52,683,406</td>
<td>$65,447,264</td>
<td>$3,035</td>
<td>$9,555,337</td>
<td>$24,660,593</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>33,476,001</td>
<td>16,990.00</td>
<td>16,990</td>
<td>33,492,991</td>
<td>56,159,398</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>5,632,622</td>
<td>1,029.00</td>
<td>3,000,000</td>
<td>2,633,651</td>
<td>15,111,166</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECURITIES</td>
<td>18,447,491</td>
<td>2,000,000</td>
<td>3,812</td>
<td>20,443,679</td>
<td>3,409,528</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total/Average</strong></td>
<td><strong>$79,875,309</strong></td>
<td><strong>$54,701,425</strong></td>
<td><strong>$68,451,076</strong></td>
<td><strong>$21,054</strong></td>
<td><strong>$66,125,658</strong></td>
<td><strong>$99,340,685</strong></td>
<td><strong>0.56%</strong></td>
</tr>
<tr>
<td>DEBT SERVICE &amp; CAPITAL PROJECTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>$-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$35,020,287</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE POOLS</td>
<td>18,820,802</td>
<td>5,236,901</td>
<td>2,072,356</td>
<td>21,985,347</td>
<td>18,567,896</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONEY MARKET ACCOUNTS</td>
<td>15,085,730</td>
<td>3,435</td>
<td>3,435</td>
<td>15,089,165</td>
<td>15,048,930</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total/Average</strong></td>
<td><strong>$199,857,445</strong></td>
<td><strong>$5,259,509</strong></td>
<td><strong>$17,069,763</strong></td>
<td><strong>$26,245</strong></td>
<td><strong>$188,847,191</strong></td>
<td><strong>$71,887,249</strong></td>
<td><strong>0.18%</strong></td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>$279,732,754</strong></td>
<td><strong>$59,960,934</strong></td>
<td><strong>$85,520,839</strong></td>
<td><strong>$47,299</strong></td>
<td><strong>$254,172,849</strong></td>
<td><strong>$171,227,934</strong></td>
<td><strong>0.26%</strong></td>
</tr>
</tbody>
</table>
LONE STAR COLLEGE

SEPTEMBER 2015, PORTFOLIO REPORT

<table>
<thead>
<tr>
<th></th>
<th>ENDING BV FY SEPTEMBER 2014</th>
<th>ENDING BV FY SEPTEMBER 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE &amp; CAPITAL PROJECTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$0
$50,000,000
$100,000,000
$150,000,000
$200,000,000
$250,000,000
$300,000,000

Ending BV FY September 2014
Ending BV FY September 2015
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Addenda to Existing Memorandums of Understanding Waiving Out-of-District Fees for Students of Texas Gulf Coast International Education Consortium (“Consortium”) Members Enrolling in Study Abroad Programs

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute addenda to existing memorandums of understanding waiving out-of-district fees for students of Consortium members enrolling in study abroad programs.

Rationale: There is an increased need for graduates with broad international knowledge and skills in the areas of business, culture, history and language to work in multi-national corporations, state and federal government, and non-profit organizations. However, there are challenges for community colleges across the state in filling faculty-led, short-term study abroad programs.

The Consortium, led by Lone Star College (“LSC”), was established to create a structure for institutions of higher education to work together on the promotion and development of study abroad programs with the goal of increasing student enrollment and participation, and decreasing program costs.

LSC signed memorandums of understanding with regional Gulf Coast community colleges in June 2015 to establish the Consortium. The addenda will waive out-of-district fees for students of Consortium members enrolling in LSC study abroad programs. LSC enrollment in these programs is projected to increase 45-50 students in Spring 2016.

In accordance with Texas Education Code §54.368(b), the Board may waive required fees.

Fiscal Impact: None. Revenue from additional course enrollments will offset revenue lost by the fee waiver.

Staff Resource: Austin Lane 832-813-6648
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Facilities Management Services for Space at LSC-University Park Occupied by LSC-System Office Employees and Non-academic lease partners

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute a contract to purchase facilities management services for space at LSC-University Park occupied by LSC-System Office employees and non-academic lease partners from Jones Lang LaSalle, Inc., 1400 Post Oak Blvd., Suite 1100, Houston, TX 77056, for a not-to-exceed amount of $8,000,000 over a five year period.

Rationale: After review of the options, it was determined that facilities management services for space at LSC-University Park occupied by LSC-System Office employees and non-academic lease partners can best be achieved by hiring a facilities management company to implement a full service operations & maintenance program. Services include, but are not limited to, general repairs, HVAC and electrical maintenance, generator maintenance, janitorial services, and lawn care services. The contractor will provide all supplies, equipment, and skills necessary to complete all services. The contractor will manage any sub-contractors hired to perform non-self-performed tasks as specified in Request for Proposal (RFP #396).

In compliance with the provisions of Texas Education Code §44.031(a), RFP #396 was publicly advertised and issued to 52 registered facilities management service providers. A pre-proposal conference was held and 13 companies were represented. A total of three responses were received. The evaluation of proposals was conducted based on the pricing, firm’s qualifications and experience, relevant client references, quality of goods and services, past performance, extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized, long-term cost, other relevant factors and completeness and thoroughness of proposal. The top two respondents were invited for an interview by a second committee. It is recommended that the firm with the highest interview evaluation score be awarded the contract for these services.

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

The not-to-exceed costs include increases associated with leasing of currently unoccupied space, a 2% increase in the base cost in years four.
and five as specified in the proposal, and projected miscellaneous projects outside the scope of the covered services.

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

**Staff Resource:**

Cindy Gilliam 832-813-6512  
Rand Key 281-655-3701
Financial Report and Consideration No. 4  (ACTION ITEM 5)  Board Meeting 11-5-15

Request: Consideration of Approval to Purchase General Liability, Excess Liability, Workers’ Compensation and Builders’ Risk Insurance Coverage for the Owner Controlled Insurance Program (“OCIP”)

Chancellor’s Recommendation: That the Board of Trustees approves the purchase of general liability, excess liability, workers’ compensation and builders’ risk insurance coverage for the OCIP with estimated premiums totaling $2.6 million.

Rationale: The Board approved the purchase of administrative services at the August, 2015 board meeting to manage the OCIP for large construction projects. This program replaces insurance normally carried by each contractor with a single program providing insurance coverage that protects LSC (owner) together with eligible and enrolled contractors and subcontractors.

Lone Star College’s OCIP administrator, McGriff, Seibels and Williams of Texas, Inc., requested competitive quotes from all available insurance carriers in the market for the OCIP. The proposal was evaluated for the adequacy of the coverage, deductible options and the five year premium cost. Approximately $1.4 million in savings is estimated over the five-year contract period.

It is recommended that the Board approve the purchase of the following insurance policies for the period November 6, 2015 through November 5, 2020.

**Primary General Liability**
The policy, provided by Zurich American Insurance Company, includes a $2,000,000 per occurrence limit with a general aggregate limit of $4,000,000. The deductible is $250,000 per occurrence. In the event of a claim involving the General Liability and the Workers’ Compensation coverage, there will be a combined single deductible of $375,000. The five year premium is $1.2 million.

**Excess Liability**
Total limit of liability of $50,000,000 is insured by three policies. The first policy, provided by Axis Surplus Insurance Company, includes $10,000,000 in excess of the primary General Liability. The second policy, provided by Lexington Insurance Company, includes $15,000,000 in excess of the first policy. The third policy, provided by RSUI Indemnity Company, includes $25,000,000 in excess of the first and second policies. The five year premium is $744,000.
Workers’ Compensation & Employer’s Liability
The policy, provided by Zurich American Insurance Company, provides statutory benefits and employer’s liability coverage for $1,000,000 bodily injury by accident and $1,000,000 bodily injury by disease (each employee). The bodily injury by disease coverage has a $1,000,000 policy limit. The deductible is $250,000. In the event of a claim involving the General Liability and the Workers’ Compensation coverage, there will be a combined single deductible of $375,000. The five year premium is $412,000.

Builders’ Risk Insurance
The policy, provided by Hanover Insurance Company, provides all risk of direct physical loss or damage to property to include a $100,000,000 limit at the jobsite and a $25,000,000 limit for anyone building. The deductible is $10,000. The five year premium is $250,000.

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. 5 (ACTION ITEM 6) Board Meeting 11-5-15

Request: Consideration of Approval to Purchase Vehicles for the Police Department

Chancellor’s Recommendation: That the Board of Trustees approves the purchase of vehicles for the police department from Caldwell Country Chevrolet, 800 State Highway 21 East, Caldwell, TX, 77836, in the amount of $163,298.

Rationale: Police vehicles are an important component of rapid response and campus patrol. The current Lone Star College police vehicle fleet is aged; 60% of the fleet is over five years old and 45% at least seven years old. The average life cycle of these vehicles is between five and seven years based on the service requirements. The purchase of these new police vehicles (six Chevrolet Impalas and one Tahoe) will refresh the fleet and replace all vehicles that are at least seven years of age.

This purchase is in compliance with Texas Education Code §44.031(a)(4) which allows the use of inter-local contracts. The purchase from Caldwell Country Chevrolet is being conducted through the Houston-Galveston Area Council Purchasing Cooperative, contract #VE11-13. A market analysis was performed to ensure the vehicle prices are best value.

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

Staff Resource: Rand Key 281-655-3701
Financial Report and Consideration No. 6 (ACTION ITEM 7) Board Meeting 11-5-15

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute the Guaranteed Maximum Price ("GMP") Contracts with the LSC-CyFair Main Campus Construction Manager at Risk ("CMAR") Firm for the Civil Construction Services Related to Phase One, Group 1A Projects Under the 2014 General Obligation Bond Construction Program

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or designee to negotiate and execute the GMP contracts with the LSC-CyFair main campus CMAR firm for civil construction services related to the phase one, group 1A projects under the 2014 General Obligation Bond Program with Durotech, Inc., 11931 Wickchester Lane, Suite 205, Houston, TX 77043, in the amount of $2,785,659.

Rationale: At the June 2015 Board meeting, the Board of Trustees approved Durotech to provide CMAR services for the construction of phase one, group 1A bond projects at LSC-CyFair main campus. The phase one, group 1A projects include an instructional building, central plant expansion, surface parking and Center for Academic and Student Affairs building renovations. The total budget for these projects is $26.6 million.

Durotech solicited proposals from subcontractors for the earthwork and site utilities construction based on the civil package construction drawings prepared by the approved project architect, Gensler. Bids were provided to Durotech from subcontractors and a GMP for civil construction services was prepared.

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

Staff Resource: Cindy Gilliam 832-813-6512
Deana Sheppard 281-290-3932
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Emergency Purchase of Roofing Contractor Services Related to a Property Damage Claim at LSC-Tomball

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or Designee to negotiate and execute a contract for the emergency purchase of roofing contractor services related to a property damage claim at LSC-Tomball from Richardson-Vaughn General Contractors, LLC. (“RV”), 337 Oaks Trail, Suite 201, Garland, Texas 75043, in an amount not-to-exceed $1,900,000.

Rationale: An emergency roof repair is required for a majority of the LSC-Tomball campus buildings due to extensive hail damage. The insurance carrier, Liberty Mutual (LM), recommended RV be enlisted to analyze the extent of damage and has approved the damage claim to cover the required roof repairs proposed by RV.

This purchase meets the requirement of an emergency under the Texas Government Code §2155.137 and LSC Board Policy Section III D.404 (e), which allows Lone Star College to proceed with a purchase without performing a competitive process to prevent situations that jeopardize public or employee safety, or that could result in a significant financial or operational loss.

Fiscal Impact: Funds for this emergency purchase are available from the approved LM insurance claim settlement. Lone Star College is required to pay the deductible of $25,000.

Staff Resource: Cindy Gilliam 832-813-6512
Lee Ann Nutt 281-351-3378
Financial Report and Consideration No. 8  (ACTION ITEM 9)  Board Meeting 11-5-15

Request: Consideration of Approval of Student Group Travel Services Vendors

Chancellor’s Recommendation: That the Board of Trustees approves the student group travel services vendors listed below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF College Study Tours</td>
<td>Two Education Circle</td>
</tr>
<tr>
<td></td>
<td>Cambridge, MA 02141</td>
</tr>
<tr>
<td>Show Me Madrid</td>
<td>911 Doral Lane, Houston, TX 77073</td>
</tr>
<tr>
<td>Corporate Travel Management</td>
<td>4500 Cherry Creek South Dr., Suite</td>
</tr>
<tr>
<td></td>
<td>900, Denver, CO 80246</td>
</tr>
<tr>
<td></td>
<td>7042 Highway 6 North</td>
</tr>
<tr>
<td>Infinity Travel Management</td>
<td>Houston, TX 77095</td>
</tr>
</tbody>
</table>

Rationale: Lone Star College (“LSC”) faculty, with assistance from the international studies and programs department, organize and execute over 15 student study abroad tours annually. LSC requires an experienced full-service educational travel provider pool offering group pricing discounts for a wide array of student travel requirements.

In compliance with Texas Education Code §44.031, a Request for Qualifications (RFQ #405) was advertised and issued to forty-one travel services vendors and five responses were received. One vendor withdrew its proposal. An advisory committee evaluated the initial proposals based on qualifications, experience, references, service quality, past performance, the extent to which certified historically underutilized businesses (HUB), minority and/or veteran and women-owned businesses are utilized, other relevant factors/enhanced services. Presentations were requested from all four firms. A second interview advisory committee evaluated the presentations and recommended that all four vendors receive an award establishing a provider pool for student group travel services.

As student group travel programs are developed, three approved vendors will be requested to provide competitive quotes for trips exceeding $50,000. Trips with total expenditures of $100,000 or more will be submitted for Board approval separately.

Awarded vendors will be supplemented with contracted cooperative travel providers as needed. The term of this award will be for a period up to five years. A recommendation to award one of these vendors a contract to provide employee travel services will be made in the near future.

Fiscal Impact: Travel expenses for LSC sponsored student groups are included in the approved FY 2015-16 operating budget. Travel expenses for study abroad
Financial Report and Consideration No. 9  (ACTION ITEM 10)  Board Meeting 11-5-15

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Agreement for the Donation of Land for the LSC-East Aldine Satellite Center with a Change in Acreage Donated that was Previously Authorized by the Board of Trustees on December 4, 2014

Chancellor’s Recommendation: That the Board of Trustees authorizes the Chancellor or his designee to negotiate and execute an agreement for the donation of land for the LSC-East Aldine Satellite Center with a change in acreage donated that was previously authorized by the Board of Trustees on December 4, 2014.

Rationale: In December 2014, the Board of Trustees authorized the Chancellor or designee to negotiate and execute an agreement for the donation of 15.9709 acres of land from the East Aldine Management District for the new LSC-East Aldine Satellite Center. The property is located approximately 1.5 miles east of the Hardy Toll Road on Aldine Mail Route Road and will be part of a 61 acre community focused development.

A minor adjustment to the acreage conveyed requires approval by the Board of Trustees.

In accordance with LSC Board Policy Section III Business Services: A.3.02, conveyances and transfers of real property by gift and/or donation require approval by the Board of Trustees.

Fiscal Impact: The donation of 16.0216 acres of land will be recorded on LSC’s financial statements at fair market value based on an independent appraisal.

Staff Resource: Cindy Gilliam 832-813-6512
Gerald Napoles 281-618-5444
programs are paid entirely by students and/or other participants. Funds for subsequent years will be included in future proposed budgets as necessary.

Staff Resource: Austin Lane 832-813-6648
Building and Grounds Report

Report: Construction Projects Update

The monthly construction projects update is presented for Board review.
2013 Revenue Bond Projects Summary

LSC-Tomball
- Creekside Satellite Center: The exterior of the building is complete. The interior finishes, including painting, mill work, toilet fixtures and hardware, are in progress. The elevator installation has commenced. Testing and commissioning of mechanical, plumbing and electrical equipment is underway. Substantial Completion is scheduled for the end of November 2015.

2015 General Obligation Bond Projects Summary

General
- Miscellaneous Consulting Services: Contracts have been executed with the security, technology and commissioning consultants.

LSC-CyFair
- Instruction and Student Life Building: Construction documents are complete and have been issued for pricing. The Guaranteed Maximum Price (GMP) for the site - civil construction improvements is being presented for recommended approval at the November Board of Trustees meeting.
- Cypress Center Work Force Expansion: Construction documents are in progress and it is anticipated the GMP will be presented for recommended approval at the December Board of Trustees meeting.
- Information Technology and Visual Communications Center: Programming of the interior buildout of the newly acquired building is in progress.

LSC-Kingwood
- Student Center Expansion: The design development drawings are finished and the construction documents are 25% complete.
- Process Technology Center: The schematic design of the facility is being re-evaluated to maximize available land use. A separate Request for Proposal has been issued for the Pilot Plant facility and a recommendation will be presented at the December Board of Trustees Meeting.

LSC-Montgomery
- Conroe Satellite Center Expansion: The design development documents are approximately 50% complete and expected to be finished by the end of November.

LSC-North Harris
- Applied Technology Workforce Building: The design development has commenced.

LSC-Tomball
- Health Science Building - 3rd Floor Buildout: The construction documents are 25% complete and on track to be finished by the end of December.

LSC-University Park
- New Science Building: Construction documents have been released to the general contractor in preparation for the GMP bid process.
Request: Consideration of Ratification of Appointments.

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

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

Fiscal Impact: Positions and salaries have been budgeted for 2014-2015.

Staff Resource: Link Alander 832-813-6832
a. LSC-System Office-Regular Contracts

Amy Benya, Senior Associate General Counsel, Office of General Counsel

Effective: 12 month contracted employee at annual salary of $103,082 beginning September 1, 2015

Education: J.D., Thurgood Marshall School of Law, Texas Southern University; B.A., Government, Nicholls State University

Experience: Sr. Assistant-, General Counsel, LSC-General Counsel; Assistant General Counsel, Texas Department of Criminal Justice; Assistant Attorney General, Office of the Attorney General; Contract Attorney, The Deyon Law Group

Tiffany Cauley, Sr. Manager, Human Resources

Effective: 12 month contracted employee at annual pro-rated salary of $63,976 beginning September 28, 2015

Education: M.B.A., B.A., Political Science, University of St. Thomas


Valentina Dassey, Assistant General Counsel, Office of General Counsel

Effective: 12 month contracted employee at annual pro-rated salary of $84,502 beginning September 21, 2015

Education: J.D., Paul M. Hebert Law Center, Louisiana State University; L.L.M., Energy, Environment and Natural Resources Law; B.A., English, Literature, Minor in Sociology, Biology, Louisiana State University

Experience: Litigation Associate, Monty & Ramirez LLP

John Guest, Deputy General Counsel, Office of General Counsel

Effective: 12 month contracted employee at annual pro-rated salary of $125,741 beginning September 24, 2015

Education: J.D., South Texas College of Law; B.S., Commerce, Washington and Lee University

Experience: Global Corporate Counsel, Pharm-Olam International; General Counsel, Director, Risk Management, Servisair Fuel Services; Regional Director, Counsel, Regional Managing Attorney, Managing Attorney, The Hartford
Chantell Hines, Executive Director, LSC-Online  
**Effective:** 12 month contracted employee at annual salary of $107,246.51 beginning September 1, 2015  
**Education:** Ph.D., Psychology, Capella University; M.A., Counseling, B.S., Psychology, Prairie View A&M University  
**Experience:** Director, Compliance & Communication, Vice President, Dean, Academic Services, Assistant Dean, Instruction & Student Services, Senior Instructional Technologist, Adjunct Instructor, Psychology, LSC-Academic & Student Affairs, North Harris, CyFair; Associate Vice President, Student Affairs, Louisiana Community & Technical College System; Director, Office of Student and Career Services, American Intercontinental University; Assistant Dean, Co-NCATE Coordinator/College of Education, Merit Scholar Outreach Coordinator, Prairie View A&M University; Adjunct Instructor, Psychology, University of Phoenix

Laura Isdell, Director, Administration & Prospective Students  
**Effective:** 12 month contracted employee at annual salary of $66,560 beginning September 1, 2015  
**Education:** M.S., Education, University of Tennessee; B.S., Psychology, Missouri State University  
**Experience:** Assistant Director, Complex Director, Department of Student Housing, Adjunct Instructor, Leadership, University of Kansas; Resident Hall Director, Office of Residence Life, Adjunct Instructor, Student Development, Northern Arizona University; Academic Advisor, Practicum, Adjunct Instructor, Leadership, University of Tennessee; Student Supervisor, Disability Support Services, Missouri State University

Seth Larsen, Assistant General Counsel, Office of General Counsel  
**Effective:** 12 month contracted employee at annual salary of $84,502 beginning September 1, 2015  
**Education:** J.D., South Texas College of Law; B.A., Political Science; Brigham Young University  
**Experience:** Associate Attorney, Law Office of Beard & Lane; Clerk, 312th Judicial District Court, Honorable Judge David D. Farr

Nancy Molina, Assistant General Counsel, Office of General Counsel  
**Effective:** 12 month contracted employee at annual pro-rated salary of $84,502 beginning September 28, 2015
Education:  J.D., University of Houston Law Center; B.A., Journalism, University of Houston

Experience:  Labor, Employment and Benefits Associate, Monty & Ramirez LLP;

b.  LSC-System Office at University Park
   Maria Croft, Director, Contact Center
   Effective:  12 month contracted employee at annual salary of $105,067.96 beginning September 1, 2015

   Education:  Associate of Microsoft networking, A.A., Lone Star College – Montgomery; B.S., Interdisciplinary, Psychology minor, University of Houston – Downtown

   Experience:  Team Lead, Contact Center, Instructional Technologist I, Coordinator I, Academic and special event room scheduler, Specialist IV, Service Desk, Information Service Technician, Microcomputer Specialist I, Lone Star College

c.  LSC-North Harris-Temporary Contracts
   Abel Adame, Instructor, Welding
   Effective:  4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

   Education:  Diploma, Douglas MacArthur High School

   Experience:  Welder, Electrical Substations, Dacon Corporation; BP Chemical Plant; Exxon Mobil Chemical Plant, Lyondell Plant; CenterPoint Energy Substations

   Keneshia Waiters, Workforce Skilled Trade Instructor, Cosmetology
   Effective:  12 month contracted employee at annual salary of $62,665.74 beginning September 1, 2015

   Education:  B.S., University of Houston; A.A.S., Cosmetology Operator License, Cosmetology Instructor License, San Jacinto College

   Experience:  Educator, Lone Star College – CHI Institute; Workshop Educator, Regency Beauty Institute; Executive Administrator, Beverly D. Corporation; Educator/Instructor, San Jacinto College; Account Representative, Baylor College of Medicine; Hairstylist, The Next Level Hair Studio; Hairstylist, Supercuts

   Paula Dean, Instructor, Developmental Studies English
   Effective:  4.5 month contracted employee at annual pro-rated salary of $25,107 beginning September 1, 2015
**Ralph Angeles, Faculty, Government**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $14,981 beginning September 1, 2015

**Education:** M.Ed., Curriculum & Instruction, B.S., Interdisciplinary Studies, Prairie View A&M University

**Experience:** Adjunct Faculty, English, LSC-North Harris; Teacher, Language Arts, Aldine I.S.D.

**Richard Ullery, Instructor, Diesel Technology**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

**Education:** M.A., Political Science, University of Texas at Arlington; B.A., Political Science, Stephen F. Austin University

**Experience:** Adjunct Faculty, Government, LSC-North Harris; Recreation Assistant, Tennis; Staff Member, Midwest Model United Nations Conference

**Steven Rydarowski, Instructor, English**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $24,615 beginning September 1, 2015

**Education:** M.A., English, B.S., Psychology, Sam Houston State University

**Experience:** Adjunct Professor, English, Lone Star College; Graduate Teaching Assistant, English, Writing Center Tutor, Intern, Texas Review Press, Sam Houston State University

**Taffi Hill, Workforce Skilled Trade Instructor, Cosmetology**

**Effective:** 12 month contracted employee at annual salary of $62,665.74 beginning September 1, 2015

**Education:** A.A.S., Cosmetology, T& I Certification, Lambuth College, Lone Star College – North Harris, Lone Star College – Kingwood, Prairie View A&M

**Experience:** Adjunct Instructor, Cosmetology, Lone Star College-North Harris; Cosmetologist, RK Hair Designer; Contract Assistant, CHI; Salon Manager/Stylist, Le Monde Beau Salon & Day; Rater/SME/Consultant,
d. **LSC-North Harris-Regular Contracts**

**Bobby Jones, Assistant Professor, English**

**Effective:** 10.5 month contracted employee at annual pro-rated salary of $60,858.30 beginning September 1, 2015

**Education:** M.A., English, Southern New Hampshire University; M.A.Ed., Curriculum and Technology, University of Phoenix; B.S., Secondary Education, University of Texas at Tyler; A.S., Liberal Arts, Trinity Valley Community College

**Experience:** Assistant Professor, English, LSC-Atascocita Center; English/Developmental English Tutor, Lone Star College – Kingwood; Adjunct Instructor, English, San Jacinto College – Central Campus; Teacher, English, South San Antonio Independent School District; Teacher, English, Athens Independent School District; Teacher, English, Palestine Independent School District

**Christopher Phlegar, Assistant Professor, EDUC**

**Effective:** 10.5 month contracted employee at annual pro-rated salary of $59,665 beginning September 1, 2015

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

**Experience:** Adjunct Professor, Social Sciences, Lone Star College - Kingwood; Teacher, Public Achievement Sponsor, Quest Early College High School; Teaching Assistant, Political Science, University of Houston

**Jenna Mendoza, Assistant Professor, Nursing**

**Effective:** 10.5 month contracted employee at annual pro-rated salary of $56,416 beginning September 1, 2015

**Education:** M.S., Nursing, University of Kansas Medical Center; B.S., Nursing, Avila University; A.A., Johnson County Community College

**Experience:** Education Resources Specialist III, Memorial Hermann Northeast; IV Therapy Registered Nurse, Registered Nurse, St. Joseph Medical Center; Clinical Adjunct Instructor, Avila University

**Kayrath Vongphrachanh, Assistant Professor, Mathematics**

**Effective:** 10.5 month contracted employee at annual pro-rated salary of $60,858.30 beginning September 1, 2015
Education:  M.S., Mathematics, Texas Southern University; B.S., Biological and Physical Science, University of Houston – Downtown; A.S., North Harris College

Experience:  Adjunct Instructor, Developmental Mathematics, Professional Math Tutor, Lone Star College; Adjunct Instructor, Developmental Mathematics, Houston Community College; Professional Math Tutor, Parkway College; Professional Math Tutor, University of Houston – Downtown

**Michael DiBiasio, Workforce Skilled Trade Instructor, Engineering and Manual Technology**
**Effective:**  12 month contracted employee at annual salary of $61,437 beginning September 1, 2015

Education:  National Association of Corrosion Engineers Certification

Experience:  Instructor, Drilling Technology, Lone Star College; Global Senior Technical Advisor – Drilling Fluids & Drilling Waste Management, Global QA/QC Laboratory Supervisor, US Product Line Manager – Underbalanced Fluids, Weatherford International; Senior Technical Advisor, Newpark Drilling Fluids, Inc.; Senior Contract Drilling Fluids Engineer, Baroid and M-I Drilling Fluids; Senior Scientist, Member of Technical Service Laboratory, Baroid Drilling Fluids, Inc.; Senior Technical Service Advisor, Baker Hughes; Senior Field Engineer, IMCO Services

**Terry Erwin, Senior Director, Facilities**
**Effective:**  12 month contracted employee at annual salary of $92,469.28 beginning September 1, 2015

Experience:  Project Director, Lone Star College; Development Technician/Construction Liaison, College of Southern Nevada; Superintendent/Construction Project Manager, Delta Electric; Superintendent/Construction Project Manager, Master Electric; Superintendent/Foreman, Universal Electric

**Terranye Overshown, Assistant Professor, EDUC**
**Effective:**  10.5 month contracted employee at annual pro-rated salary of $56,224 beginning October 1, 2015

Education:  M.A., Counseling, B.S., Psychology, Prairie View A&M University

Experience:  Assistant Faculty, Human Development/EDUC/First Year Experience, Lone Star College; Outreach Worker for Health and Medical Services/Counseling, Houston Independent School District; Upward
Bound Advisor/Administrative Assistant/Volunteer/Counselor/Youth Program Aide & Teen Counselor, The Salvation Army; Mental Health Technician/Counseling Intern, Cypress Creek Hospital; Substitute Teacher, Aldine Independent School District; Customer Account Executive, Comcast

e. **LSC-Kingwood-Temporary Contracts**

**Amy Potter, Instructor, English**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $15,918 beginning September 1, 2015

**Education:** M.A., Literary and Cultural Studies, Carnegie Mellon University; M.A., English, B.A., English, Sam Houston State University

**Experience:** Adjunct Instructor, English, Lone Star College – Kingwood; Graduate English Instructor, Carnegie Mellon University; Graduate English Instructor, Sam Houston State University

**Dalia Gumeel, Instructor, Computer Information Systems**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

**Education:** M.S., Information System Management, University of Phoenix; B.S. Computer Science and Statistics, University of Khartoum

**Experience:** Software Developer, Sudan University of Science & Technology

**John Carnes, Instructor, Government**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $17,575 beginning September 1, 2015

**Education:** Ed.S., Northwestern State University; M.A., Political Science and Criminal Justice, B.S., Political Science and Criminal Justice, University of Louisiana at Lafayette

**Experience:** Instructor, Adjunct Instructor, Lone Star College – Kingwood, Teacher, Government, Splendora Independent School District; Secondary Lead Teacher, Southwest Schools; Teacher and Department Head, Iberia Parish School Board; Teacher and Department Head, Rapdies Parish School Board; Teacher, Lafayette Parish School Board

**Joyce Phillips, Instructor, Education**
Effective: 4.5 month contracted employee at annual pro-rated salary of $27,897 beginning September 1, 2015

Education: Ed.D., Educational Leadership, University of Phoenix; M.Ed., Mid-management, B.S., Biology, Prairie View A&M

Experience: Assistant Director of Curriculum Development, ADVETI; Principal, Texas Can; Curriculum Assistant Principal, Teacher, Aldine Independent School District

Krimildo Lane, Instructor, Developmental Mathematics
Effective: 4.5 month contracted employee at annual pro-rated salary of $12,800 beginning September 1, 2015

Education: B.S., Chemical Engineering, B.A., Physics; McDaniel College; Certification, Logistics, Intelligence, Russian, Logistics Training Course, Intelligence, Linguistics

Experience: College Teacher, Tutor, WyzAnt Tutoring; Intelligence Specialist, Brigade, United States Army; Private Investigator, Operations and Logistics, All County Security; Camp Counselor, Vista Camps

Melissa Silva, Instructor, ESOL
Effective: 4.5 month contracted employee at annual pro-rated salary of $17,575 beginning September 1, 2015

Education: M.A., English, B.A., English, Oklahoma State University

Experience: Instructor, ESOL, Lone Star College – Kingwood; ESL Teacher K-12, Liverpool Central School District; ESL Instructor, Onondaga Community College; TESL Faculty, Qinghua University; ESL Instructor, Oklahoma State University; ESL Conversation Leader, English Language Institute, Oklahoma State University

Monet Krause, Instructor, LVN Nursing
Effective: 4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

Education: B.S., Nursing, Grand Canyon University; A.A., Nursing, Mira Costa College; License Vocational Nurse, Louisiana College

Experience: Nurse, Surgical Specialties Float Department, Scripps Clinic; Charge Nurse, Fertility Services, Smotrich Center for Reproductive Enhancement; Charge Nurse, Obstetrical, Gynecological, and Fertility Services, The Woodlands Center for Women
Stephanie Gregg-March, Instructor, Developmental Mathematics
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: Ph.D., General Psychology, Grand Canyon University; M.Ed., Instructional Leadership, B.S., Psychology, Academic Advising Certificate, Sam Houston State University; A.A., Liberal Arts, Lone Star College; Online Adjunct Certification, Southern New Hampshire University

Experience: Adjunct Faculty, Psychology, Director of College Relations, Events and College Relations Manager, Lone Star College – University Park; International Academic Advisor, Library Technology and Administration Specialist, Lone Star College – University Center; Adjunct Faculty, General Education, Southern New Hampshire University; EMBA University Center Liaison, Texas A&M University – University Center; Owner, Logo Pros.

f. LSC-Kingwood-Regular Contracts
Carlos Palacios, Professor, English
Effective: 10.5 month contracted employee at annual pro-rated salary of $59,665 beginning September 1, 2015

Education: M.A., English, B.A., English, Texas A&M International University; M.A., Library Science, Sam Houston State University; A.A., Science, Laredo Community College

Experience: Adjunct Professor, Texas A&M International University; Adjunct Professor, Laredo Community College; Teacher, Dr. Leo G. Cigarroa High School

Jamie Turner, Assistant Professor, Engineering
Effective: 10.5 month contracted employee at annual pro-rated salary of $66,297 beginning September 1, 2015

Education: Ph.D., Engineering Systems, B.S., Metallurgical and Materials Engineering, Colorado School of Mines

Experience: Adjunct Instructor, Colorado School of Mines; Self-employed

Joanna Allaire, Professor, Dental Hygiene
Effective: 12 month contracted employee at annual pro-rated salary of $63,209 beginning September 16, 2015
**Marvin Sparks, Instructor, EDUC**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $25,107 beginning September 1, 2015

**Education:** M.A., Percussion, Eastern Illinois University; B.M., Percussion, University of Illinois

**Experience:** Adjunct Professor, Lone Star College; Adjunct Professor, Texas Southern University; Itinerant Instrumental Music Specialist, North Forest Independent School District; Assistant Professor, University of Missouri – St. Louis; Assistant Professor, Music, University of Houston; Assistant Band Director, Kastner Intermediate School; Instructor, Music, Eastern Illinois University; Consultant, Percussion Clinics, Waltrip High School; Consultant, Percussion Clinics, North Forest Independent School District; Consultant, Percussion Clinics, Mac Arthur High School; Consultant, Percussion, Chicago Public Schools System; Master Teacher, Percussive Arts, American Conservatory of Music

**Robert Davis, Instructor, Government**

**Effective:** 10.5 month contracted employee at annual pro-rated salary of $66,297 beginning September 1, 2015

**Education:** Ph.D., Modern History, MSt, Historical Research, University of Oxford; M.A., Central & East European Studies, Jagiellonian University; B.A., English, University of St. Thomas

**Experience:** Adjunct Faculty, Lone Star College – Kingwood; Lone Star College – North Harris; Consultant, European Network for Research & Cooperation on Roma/Gypsy Issues; Visiting Lecturer, National University of Political and Administrative Studies Bucharest; Research Assistant, University of Oxford; English Teacher/ Peace Corps Volunteer, US Peace Corps; English Teacher, Hargrave High School

**Robyn DePalma, Professor, AD Nursing**

**Effective:** 12 month contracted employee at annual pro-rated salary of $61,733 beginning September 21, 2015

**Education:** M.S., Dental Hygiene, University of Tennessee Health Science Center; B.S., Dental Hygiene, University of Texas Dental Branch – Houston School of Dental Hygiene

**Experience:** Associate Professor, Clinical Educator Track, Assistant Professor, Clinical Educator Track, Clinical Assistant Professor, University of Texas School of Dentistry; Gayle Bradshaw, DDS.; Kip W. Saunders, DDS.; Clinical Specialist, Dental View Inc.; James Andres, DDS.; William Orr, DDS.
**Education:**  M.S., Nursing, Benedictine University; B.S., Nursing, University of Texas at Arlington; A.A., Nursing, Kansas City Community College

**Experience:**  Nurse Clinical Manager, Harris Health System LBJ Hospital; Supervisor/Outpatient Cardiac Rehab, Staff Nurse/ Cardiac Catheterization Laboratory, Staff and Charge Nurse/Telemetry, St. David’s South Austin Medical Center; Staff and Charge Nurse/ SICU, Tomball Regional Hospital; Physicians Nurse Assistant/RN, Houston Heart Clinic; Physicians Nurse Assistant/ RN, Humble Cardiology; Staff and Charge Nurse/ ER-Cath Lab, Northeast Medical Center; Staff and Charge Nurse/Cardiothoracic Surgery, Psychiatric Nurses Assistant/ Adult Psychiatric Unit, Kansas University Medical Center

g. **LSC-Tomball – Health Science Center**  
**Mary Jones, Professor, AD Nursing**  
**Effective:**  10.5 month contracted employee at annual pro-rated salary of $62,988.32 beginning September 1, 2015

**Education:**  M.S., Nursing, B.S., Nursing, Angelo State University; A.A.S., Nursing, North Harris Montgomery College

**Experience:**  Adjunct Faculty, Nursing, Education, Professor, Vocational Nursing, Lone Star College – CyFair; Registered Nurse, Infectious Disease/Wound Care Practice, Rajendra G. Pandya; Registered Nurse, Staff Search Agency; Registered Nurse, Med/Surgical and Pediatric Charge Nurse/Clinical Preceptor, Tomball Regional Medical Center; Registered Nurse, Home Health, Pro Home Health; Clinical Instructor, North Harris Montgomery College District

h. **LSC-Montgomery- Temporary Contracts**  
**Aaron Clevenson, Instructor, Physics**  
**Effective:**  4.5 month contracted employee at annual pro-rated salary of $16,082 beginning September 8, 2015

**Education:**  Ph.D., Computer Science, Texas A&M University; M.S., Measurement & Control Sciences, B.S., Physics, Carnegie-Mellon University

**Experience:**  Senior Consultant, Team Leader, Accenture; Staff Engineer/ Consultant, Maintenance Supervisor, Engineer, DuPont; School Board Member, Humble Independent School District

**Carol Weller, Instructor, Education**  
**Effective:**  4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015
Education: M.A., Education, Computer Education, California State University – Los Angeles; B.A., Liberal Studies, California State University – Long Beach; A.A., General Education, Cerritos Community College

Experience: Adjunct Faculty, Lone Star College – Montgomery; Internship, Developmental Education Administration, Lone Star College – University Park; Substitute Teacher, Conroe Independent School District; PTO President and PTO/PTA Volunteer, Conroe Independent School District; Academic Computer Coordinator/Teacher, Brookfield Academy; Coordinator, Computer Education, Polytechnic School; Master Teacher, Downey Unified School District

Clay Stamper, Instructor, Welding
Effective: 4.5 month contracted employee at annual pro-rated salary of $14,667 beginning September 1, 2015

Education: A.A.S., Metalurgy, Welding, Texas State Technical College

Experience: Welder, Hydraquip; Pipe Welder, Texas Specialty Welders; Welder, IPS; QC Lead, G.E. Oil and Gas; Welder, L&S Cryogenics; Welder, J.E. Merit; Welder, Technician, West Cryogenic; Supervisor, Trinity Industries; Supervisor, Metalarc Construction Services

Ginger Dolan, Instructor, English
Effective: 4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015

Education: M.Ed., Reading/Language Arts, B.S., Photography, Sam Houston State University

Experience: Teacher, Williams Elementary, PPCD/Resource Teacher, Greenleaf Elementary; Special Education Resource Aide, Coulson Tough Elementary; Intensive Strategies and Procedures for Enhancing Autistic Communications Aide, Powell Elementary

Haley Stoner, Instructor, English
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: M.A., English, Sam Houston State University; M.T.S. Beeson Divinity School; B.A., English, Union University

Experience: Adjunct Instructor, English, Lone Star College – Montgomery; Instructor, English, Graduate Studies Reviewer, Graduate Teaching Assistant, Sam Houston State University; Teacher, English, Atascocita High School; Teacher, English, Quest Early College High School
Jennifer Corso, Instructor, Education
Effect: 4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015
Education: M.A., Special Education, Sam Houston State University; B.S., Special Education, Western Illinois University
Experience: Behavioral Consultant, Houston ABA; Teacher, Stovall Middle School; Teacher, Hinojosa EC/PK Center; Teacher, Orange Grove Elementary School; Teacher, Florence High School; Teacher, Kimball Hill Elementary School

Kimberly Moen, Instructor, English
Effect: 4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015
Education: M.A., Writing, DePaul University; B.A., Secondary English Education, University N. Florida
Experience: Adjunct Instructor, English, Lone Star College; ESL Teacher, Genoa-Kingston Middle School; Regional Safe Schools Program Teacher, Yorkville High School; Online Teacher, Educate Online; Adjunct Instructor, English, College of DuPage & North Central College; Instructor, Horizon Software; Teacher, Language Arts, Grades 7-8, Orange Park Jr. High School

Linda Sternick, Instructor, AD Nursing
Effect: 4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015
Education: M.S., Nursing, University of Texas Health Science Center; B.S., Nursing and Psychology, Southeast Missouri State University
Experience: Clinical Adjunct Faculty, Lone Star College – Montgomery, Lone Star College CyFair; Nurse Practitioner, CVS/Minute Clinic; Mid-level Provider, Team Health South- Memorial Hermann NW; Family Nurse Practitioner Student, University of Texas Health Science Center; Cardiovascular Sales Specialist, Coronary Care Group, Schering-Plough/Merck Pharmaceuticals; Cardiovascular Specialist, Millennium Pharmaceuticals; Registered Nurse, Tomball Regional Hospital; Registered Nurse, Houston Northwest Medical Center; Registered Nurse, North Houston Cardiac Diagnostic Center; Registered Nurse/ Preoperative and Postoperative Care, Texas Outpatient Surgery Center; Registered Nurse, Pediatric Office, Dr. Donald Leass, M.D.; Registered Nurse, Thoracic Surgery and Medicine, The University of Texas, M.D. Anderson Hospital and Tumor Institute
Peggy Turner, Instructor, Biology  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $13,911 beginning September 8, 2015  
**Education:** M.S., Biology, B.S., Biology, University of Arkansas at Little Rock  
**Experience:** Adjunct Faculty, Biology and Biotechnology, Lone Star College; Substitute Teacher, Magnolia Independent School District; Part-time Substitute, Little Leaders at Woodlands Place Baptist Church; Graduate Assistant, University of Arkansas at Little Rock  

Raymond Besser, Instructor, Accounting  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $25,107 beginning September 1, 2015  
**Education:** M.B.A., Taxation, Golden Gate University; B.S., Business Management, University of Southern California  
**Experience:** Adjunct Professor, Lone Star College – Montgomery; Adjunct Professor, University of Phoenix; Senior Accountant, OMK – North America; Controller, Ferrostaal Inc.; Accounting Manager, Kinder Morgan; Controller, LHR Technologies; Financial Analyst, MD Anderson Cancer Center; Controller, Doublemark Corporation  

Roger Rodriguez, Instructor, Sociology  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015  
**Education:** M.A., English, M.A., Sociology/Political Science, B.A., English/History, B.A., Psychology/English, Texas A&M International University  
**Experience:** Instructor, Sociology, Lone Star College; Instructor, Sociology, Texas A&M International University; Professor, English, Laredo Community College; Teacher, English, Premier High School; Teacher, English, J.W. Nixon High School  

Tad Wells, Instructor, Education  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $14,473 beginning September 8, 2015  
**Education:** M.A., Education, Oral Roberts University; M.A., Linguistics, University of Texas; B.A., Management, Eckerd College  
**Experience:** Adjunct Faculty, Math, Education, Lone Star College; Teacher, Geometry, Klein Collins High School; Teacher, Technology Systems, Nimitz Ninth
Grade Center; Teacher, Algebra & Geometry, W.T. Hall High School; Teacher, Special Education, Moorhead Junior High School; Teacher, Special Education, Reading and English, Caney Creek High School; Teacher, Math, Knox Junior High School; Technical Training Counselor, Saudi Arabian Airlines; Department Head, Electronics, Contract Training Project Manager, ESL Teacher/Chief Instructor/Writer, Spartan School of Aeronautics; Adjunct Teacher, Phonetics, Freshman Composition for International Students, Oral Roberts University; Linguist, Instructor, Summer Institute of Linguistics

William Brown, Instructor, Philosophy
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: M.B.A., University of Central Florida; B.S., Chemistry, B.S., Biology, University of Alabama

Experience: Adjunct Faculty, Philosophy, Lone Star College – Montgomery; Adjunct Faculty, Philosophy, Lone Star College North Harris; Adjunct Faculty, Philosophy, Lone Star College Tomball; LMSO Logistics Manager, Madison Research Corporation; JSC Logistics/Local Store Manager, BAE Systems; Manager, Logistics Analysis, Brown & Root Services – Pioneer; Manager, Logistics Planning & Analysis, Pioneer Contract Services Inc.; Disabled Veterans Outreach Program Coordinator, Texas Employment Commission; Personnel Administration/Employee Relations Supervisor, Celanese Chemical Company, Inc.; Captain, United States Airforce

William Williams, Instructor, Automotive
Effective: 4.5 month contracted employee at annual pro-rated salary of $18,379 beginning September 8, 2015

Education: B.S.E.E., University of Alabama

Experience: Adjunct Professor, Lone Star College; Motor Vehicle Technician IV, Texas Department of Criminal Justice; Owner/Operator, Willis Car Care Center; Instrument and Electrical Engineer, CDI Corporation; Account Executive, GSE Systems; Director of Sales and Marketing, K-TEK Corporation; National Sales Manager, ABB Kent-Taylor; Southwest Regional Sales Manager, Bailey Controls Company; Atlanta South Branch Manager, Honeywell Industrial Automation Control; Systems Product Marketing Manager, International Marketing Development Coordinator, Yokogawa Corporation of America; Senior Control Systems Specialist, Rosemount; Applications Sales Engineer, Puffer-Sweiven, Fisher Controls Representative; Manager, Measurement Systems Division, Gould; Sales Representative, Westinghouse Instrument Service Company; Account
Manager, Taylor Instrument Company; Senior Field Engineer, Schlumberger Offshore Services

i. LSC-Montgomery-Regular Contracts
James McGee, Vice-President, Instruction
Effective: 12 month contracted employee at annual salary of $116,662 beginning September 1, 2015

Education: Ph.D., Mathematics, M.A.M, Auburn University; B.S., Mathematics, Jackson State University

Experience: Dean of Mathematics, Science, and Engineering, Interim Dean of Sustainability, Business and Career Technologies Elgin Community College; Dean of Mathematics, Education, Science and Health, Kishwaukee College; Department Chair, Instructor, Malcolm X College; Assistant Professor, Applied Mathematics, Illinois Institute of Technology

Natalie Foreman, Assistant Professor, Education
Effective: 10.5 month contracted employee at annual pro-rated salary of $59,665 beginning September 17, 2015

Education: M.Ed., Education Administration, Texas Southern University; B.S., Education, Premed, Baylor University

Experience: Adjunct Professor, Lone Star College; Teacher, Humanities, Dueitt Middle School; President and Founder, Humanity’s Hope; Teacher, Science, Coach, Atascocita Middle School; Motivational Speaker and Mentor, George Foreman Youth and Community Center; Teacher, Social Studies, Link Elementary; Executive Assistant, George Foreman Enterprises

Tarcia Hubert, Associate Professor, Mathematics
Effective: 10.5 month contracted employee at annual pro-rated salary of $66,297 beginning September 1, 2015

Education: Ph.D., Curriculum and Instruction – Mathematics Education, Texas A&M University; M.S., Mathematics, B.S., Mathematics and Accounting, Stephen F. Austin State University

Experience: Post-Doctoral Fellow, University of Houston; Part-time Mathematics Instructor, Trident University International; Instructor, Mathematics, Huston-Tillotson University; Associate Director, Aggie STEM Center, Texas A&M University; Assistant Professor, Mathematics, Austin Community College; Graduate Teaching Assistant, Mathematics, Stephen F. Austin State University
j. **LSC-CyFair-Temporary Contracts**

**Amy Larsen, Instructor, English**

*Effective:* 4.5 month contracted employee at annual pro-rated salary of $18,379 beginning September 1, 2015

*Education:* Ph.D., English, M.A., English, Texas A&M University; B.A., English, Centenary College of Louisiana

*Experience:* Graduate Assistant Teacher, Texas A&M University

**Aubrey Thacker, Instructor, EMS**

*Effective:* 4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

*Education:* A.A.S., Emergency Medical Services Professions, Lone Star College

*Experience:* Adjunct Faculty, EMT Basic Courses, Lone Star College; In-Charge Paramedic, CyFair VFD; Paramedic Tech, Tomball Regional Hospital; Supervisor, Woodforest National Bank; Manager, Paul’s Pizza Shop; Personal Assistant, Wolf Vending

**Beatrix Foldi, Instructor, Biology**

*Effective:* 4.5 month contracted employee at annual pro-rated salary of $18,379 beginning September 1, 2015

*Education:* M.D., Semmelweis University; M.S., Biomedical Engineering, Technical University of Budapest; M.P.H., Epidemiology, University of South Florida

*Experience:* Adjunct Faculty, Biology, Lone Star College; Graduate Research Analyst, Research Fellow, MD Anderson Cancer Center; Research Fellow, National Cancer Institute; Data Analyst, Office of Research, Baylor College of Medicine; Doctoral Student/Candidate/Teaching Assistant, The University of Texas, Health Science Center School of Public Health; Field Research Associate, CDC/ Emory University/ University of South Florida; Intern, James A. Haley Veterans Administration Hospital; Intern, Colleges of Public Health, Nursing & Social Work, University of South Florida; Public Health Intern, Keystone Peer Review Organization; Emergency Medicine Physician Resident, National Ambulance and Emergency Service; Research Assistant, Technical University of Budapest; Resident Medical Officer, Chinoin Pharmaceutical Plant; Research Assistant, Institute of Oncology

**Claudia Kom majosyula, Instructor, Nursing**

*Effective:* 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015
Education: M.S., Nursing, University of Texas Tyler; B.S., Nursing, University of Texas Arlington; A.D.N., Excelsior College; Nursing Diploma, School of Nursing

Experience: Staff Nurse/Charge Nurse, Women Center, Cypress Fairbanks Medical Center; Charge Nurse, Gynecology Unit, Memorial City Hospital; Staff Nurse, Medical Surgical Oncology Unit, Spring Branch Hospital; Staff Nurse, Medical Oncology Unit, Del Sol Medical Center; Charge Nurse/Supervisor, Rehabilitation, Del Sol Rehabilitation Hospital; Home Health Nurse, Ambulante Krankenpflege; Staff Nurse, Spinal Cord Injuries Unit, Rehabilitation Hospital; Home Health Nurse, Sozialstation

Edgardo Torres Ramirez, Instructor, Machining
Effective: 4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

Education: Diploma, Dr. Carlos Gonzales High School, Puerto Rico

Experience: Mechanical Engineering Technician, Enpro Industries, Compressor Products International

Grady Watts, Instructor, Philosophy
Effective: 4.5 month contracted employee at annual pro-rated salary of $15,899 beginning September 1, 2015

Education: M.A., Philosophy, University of Houston; M.S., Criminology, B.S., Political Science, Lamar University

Experience: Crew Leader, Census Bureau; Graduate Student Instructor, Criminology and Terrorism, Research Assistant, Lamar University; Legal Research Assistant, Wells Payton

Kevin Mifflin, Instructor, EMS
Effective: 4.5 month contracted employee at annual pro-rated salary of $14,703 beginning September 1, 2015

Education: B.B.A., Management, Texas A&M University

Experience: Adjunct Faculty, EMS Professions, Lone Star College; EMS Field Supervisor, Associate EMS Director – Clinical Practice, Paramedic III, Montgomery County Hospital District; Director of Clinical Services, GoldStar EMS; Paramedic III/ Field Training Officer/ Field Supervisor, Cypress Creek EMS; Regional Medical Control Officer, Rural/Metro Ambulance
Kimberly Mori, Instructor, English
Effective: 4.5 month contracted employee at annual pro-rated salary of $15,899 beginning September 1, 2015

Education: M.A., English and Higher Education, Sam Houston State University; M.S.W., San Diego State University; B.A., English, University of California, Los Angeles (UCLA)

Experience: Adjunct Faculty, English and Transitional English, Lone Star College; Adoptions Social Worker, Houston Home Study; Social Worker, San Diego County Department of Social Services; Graduate Assistant, San Diego State University School of Social Work; Foster Care Licensing/Education Worker, Hawaii Department of Human Services; Financial Counselor/Consumer Advocate/Adult Education Instructor, U.S. Department of Defense, Germany; ASK Academic Peer Counselor, Academic Tutor, University of California, Los Angeles (UCLA)

Patricia Darvishi, Instructor, EDUC
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: M.Ed., Education Administration, Grand Canyon University; B.S., Special Education; Ohio Dominican University; A.S., Culinary Management, Penn Valley Community College

Experience: President, ARD Culinary Concepts, Inc.; Special Education Instructional Coach, CMCD Facilitator, Indianola Middle School; Facilitator, Chairperson, S.A.I.L. Coordinator Columbus Public Schools/ Ashland University

Rajnish Verma, Instructor, Biology
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning August 24, 2015

Education: M.D., Internal Medicine, Tver State Medical University; B.S., Biology, Delhi University

Experience: Adjunct Professor/Instructor, University of Houston – Downtown; Adjunct Professor/Instructor, Coleman College of Health Sciences; Adjunct Professor/Instructor, Houston Community College; Instructor, Federal Detention Center; Founder, Owner, Manager, Director, Cardinal Adult Daycare Center; Team Lead, Ray Graham Association; Internal Medicine Physician, Hindu Rao Hospital
Terry Garrett, Instructor, Speech
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015
Education: M.A., Speech, B.A., History, University of North Texas
Experience: Adjunct Instructor, Speech, Lone Star College – CyFair; Adjunct Instructor, Speech, Lone Star College – Tomball; Instructor, Speech, Debate Coach, Lee College; Adjunct Instructor, Speech, El Centro College; Teacher, Junior High History, Assistant Girls basketball and Head Cross County and Track Coach, Vanguard Prep School; Instructor, Speech, Debate Coach, Southeastern Oklahoma State University

Udo Williams, Instructor, Government
Effective: 4.5 month contracted employee at annual pro-rated salary of $18,379 beginning September 1, 2015
Education: Ph.D., Political Science – International Relations & Diplomacy, M.A., Political Science, Ohio State University; B.A., Sociology/Political Science, Paine College; Diploma, Online Bible College
Experience: Insurance Agent, Cautious Investment Ventures Corp.; Mortgage Agent, Mortgage Centre; Diplomat/ Director/ Ambassador, Ministry of Foreign Affairs

Yumiko Kawa, Instructor, Government
Effective: 4.5 month contracted employee at annual pro-rated salary of $15,281 beginning September 1, 2015
Education: M.A., Political Science, B.A., Anthropology, The University of Texas at San Antonio; A.A., Anthropology, San Antonio College
Experience: Adjunct Faculty, Social Sciences/ Government, San Jacinto College – North Campus; Volunteer English Tutor, Literacy Advance of Houston; Call Center Operator, AIG/Chartis Travelguard; Graduate Research Assistant, The University of Texas at San Antonio; National III Category Public Servant, Former Ministry of Postal and Telecommunication

k. LSC-CyFair-Regular Contracts
James Campbell, Assistant Professor, Art
Effective: 10.5 month contracted employee at annual pro-rated salary of $57,348 beginning September 1, 2015
Education: M.L.A., Art History, University of St. Thomas; B.A., Art History/ French Literature, Baylor University
Experience: Adjunct Professor, Art, Lone Star College; Adjunct Lecturer, Art, University of Houston Downtown; Adjunct Professor, Art History, Houston Community College Southwest; Adjunct Lecturer, Art, University of St. Thomas

**Jay Roberts, Assistant Professor, EMS**

**Effective:** 12 month contracted employee at annual salary of $60,125 beginning September 1, 2015

**Education:** A.A.S., Emergency Medical Services, Lone Star College; Commercial Pilots License, American Flyers

**Experience:** Adjunct Professor, Lone Star College – CyFair; In-charge Paramedic, CyFair VFD; Emergency Room Technician, North Cypress Medical Center; In-charge Paramedic NorthStar EMS; Critical Care Technician, West Houston Medical Center; Emergency Medical Technician, Transcare EMS; Flight Instructor, American Flyers

**John Roberts, Instructor, Mathematics**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $13,784 beginning September 21, 2015

**Education:** J.D., Franklin Pierce Law Center; M.S., Electrical Engineering, M.A., Mathematics, University of Kentucky; B.A., Mathematics and Physics, Vanderbilt University; Law License, Massachusetts

**Experience:** Adjunct Professor, Mathematics, Devry University; Account Executive, Chevron-Texaco; Information Technology Manager, Project Manager, Head of Computing, Joint Operations (Saudi Arabia Texaco), Database Applications Programmer, Assistant Computer Chief, Geophysicist, Texaco; Teaching Assistant, University of Kentucky; Member, Bar of Texas; Member, New Hampshire Bar Association

**Preeti Singh, Associate Professor, Mathematics**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $66,297 beginning September 1, 2015

**Education:** Ph.D., Mathematics, University of Houston; M.S., Mathematics, B.S., Mathematics University of Delhi; B.Ed., I.P. University

**Experience:** Adjunct Instructor, Mathematics, Visiting Associate Professor, Lone Star College – CyFair; Teaching Fellow/Instructor, University of Houston; High School Teacher, S.S. Mota Singh School
Sheryl Goodwin, Assistant Professor, Sonography
Effective: 12 month contracted employee at annual salary of $60,125 beginning September 1, 2015

Education: A.A.S., Diagnostic Medical Sonography, Lone Star College – CyFair; A.A., Biology, San Jacinto College

Experience: Adjunct Instructor, Sonography, Lab Assistant/Tutor, Lone Star College-CyFair; Lab Teaching Assistant, Geology, Sam Houston State University

1. LSC-Fairbanks Center-Temporary Contracts
Thu Nguyen, Instructor, English
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: M.A., English, Notre Dame de Namur University; B.A. University of Pedagogy

Experience: Instructor, English; Kumon Math & Reading Centers; Instructor, English, Vietnam-United States Language Centers; Instructor, English, University of Pedagogy; Teacher, English, Le Hong Phong High School; Teacher, English, Nguyen Trung Truc High School

Triston Young, Instructor, History
Effective: 4.5 month contracted employee at annual pro-rated salary of $15,281 beginning September 1, 2015

Education: M.A., History, B.A., History, Sociology minor, Texas Southern University

Experience: Adjunct Professor, History, Lone Star College; Adjunct Professor, History; Graduate Teaching Assistantship, History, Texas Southern University

m. LSC-Cypress Center-Temporary Contracts
John Telles, Instructor, Mathematics
Effective: 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015

Education: M.A., Teaching Mathematics, B.S., Mathematics, New Mexico State University

Experience: Assistant Professor, Adjunct Instructor, Mathematics, Tutor Coordinator, Assistant Tutor Coordinator, Tutor – Teaching Tech II, Doña Ana Community College; Personal Math Tutor
n. **LSC-University Park-Temporary Contracts**

**Daniel LeClair, Instructor, History**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $16,217 beginning September 1, 2015

**Education:** M.A., History, B.B.A., Management Information Systems, University of Houston

**Experience:** Teaching Assistant, University of Houston; M1 Abrams Tank Crewman, United States Army; Senior Consultant, GSF Development Consortium; Senior Developer, EPS Software Corp.; Project Leader, Eagle USA Airfreight; Systems Analyst, Ashland Exploration Inc.

**Elizabeth Bennett, Instructor, English**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $16,217 beginning September 1, 2015

**Education:** M.A., English, National University; B.S., Interdisciplinary Studies, Professional Writing minor; A.A., Houston Community College

**Experience:** Adjunct Professor, Composition, Developmental Writing, Lone Star College; Online Tutor, English, Houston Community College; Online Teaching Assistant, Ashford University; Writing Consultant, MBA Capstone Project, Texas Southern University; Technical Writer, House of Forgings, Inc.; Freelance Editor

**Guy Harwell, Instructor, Mathematics**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $13,911 beginning September 8, 2015

**Education:** M.S., Mathematical Sciences, B.S., Mathematical Sciences, University of Houston – Clear Lake; A.S., Mathematical Sciences, San Jacinto College

**Experience:** Adjunct Instructor, Mathematics, Academic Mathematics/ College Preparatory Mathematics, CRLA Level 3 Lead Tutor San Jacinto College – South

**Ilse Granizo, Instructor, Speech**

**Effective:** 4.5 month contracted employee at annual pro-rated salary of $12,668 beginning September 8, 2015

**Education:** M.A., Communication Studies, Texas State University; B.A., Interpersonal Communication, Psychology minor, St. Edward’s University

**Experience:** Graduate Instructional Assistant, Texas State University; Teacher’s Assistant, St. Edward’s University; Administrative Assistant, Milton Guerrero, MD.; Assistant, BTT Alterations and Cleaners
Keita Brock, Instructor, EDUC  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $12,921 beginning September 8, 2015  
**Education:** M.A., Counseling and Educational Leadership, Prairie View A&M University; B.A., Psychology, Texas Southern University  
**Experience:** Adjunct Professor, Student Success, Academic Advisor, San Jacinto College – North

Lorraine Tischler, Instructor, Developmental English  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $16,541 beginning September 1, 2015  
**Education:** B.Ed., University of Lethbridge; M.A., Christian Studies, Canadian Theological Seminary  
**Experience:** Professor, English Composition, Teacher and Coordinator, TESOL program, Ozark College; Teacher, High School English, Strathcona Academy; Teacher, First Grade, Chapel Speaker, Woodstock International School; Children’s Ministries Director, Beulah Alliance Church

Marcia Lawson, Instructor, Mathematics  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $15,899 beginning September 1, 2015  
**Education:** M.S., Mathematics, B.S., Computer Science, B.S., Merchandising and Design, Prairie View A&M University; Masters Certificate, Project Management, George Washington University  
**Experience:** Adjunct Faculty, Mathematics, Houston Community College; Adjunct Faculty, Mathematics, University of Phoenix; Tutor, Prairie View A&M University, Director of Business Development, SecureCare; Senior Project Manager, Sungard Higher Education; Engineering Program Manager, Systems Engineer IV, Systems Engineer III, Hewlett Packard Company

Nicole Stalnaker, Instructor, Psychology  
**Effective:** 4.5 month contracted employee at annual pro-rated salary of $14,266 beginning September 8, 2015  
**Education:** M.A., Psychology, Criminal Justice minor, Radford University; B.A., Psychology and Public Justice, State University of New York  
**Experience:** Children’s Volunteer Coordinator, Asbury Methodist Church; Police Detective, Bryan Police Department; Children’s Therapist, Mental Health/Mental Retardation; Team Leader/Clinical Counselor, New Hope for Children
Request: Consideration of Resignations

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

**LSC-CyFair**
Ivan Harrell, Vice President, Student Success
Effective October 1, 2015

Kaye Lunsford, Counselor/Assistant Professor
Effective September 12, 2015

Nicholas Spezza, Dean, Instruction
Effective October 3, 2015

Michael Stafford, Director, Library
Effective September 12, 2015

**LSC-System Office**
Melissa Gonzalez, Vice Chancellor, Workforce & Economic Development
Effective October 1, 2015

**LSC-System Office- University Park**
Susan Karr, Special Projects
Effective September 16, 2015

Nadezhda Nazarenko, Executive Director, College Prep
Effective October 8, 2015

Omar Ochoa, Manager, Corporate College Sales
Effective September 12, 2015

**LSC-University Park**
Rui Dai, Professor, Math
Effective September 1, 2015

Staff Resource: Link Alander 832-813-6832
Personnel Report and Consideration No. 3  (ACTION ITEM 13)  Board Meeting 11-5-15

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:

- Damien Charles
- Erica Estelle
- Eric Garmond
- Christopher Smith
- Thomas Tyree

Rationale: The 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