MINUTES OF THE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381
October 18, 2016
5:00 p.m.

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

ABSENT: Dr. David Holsey
Mr. Bob Wolfe

WORKSHOP AND REGULAR MEETING

I. CALL TO ORDER: Ms. Good called the special meeting of the Board of Trustees to order at 5:00 p.m. after determining that a quorum was present.

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

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING AND THE STATUTORY ADVERTISING REQUIREMENTS: Mario Castillo, vice chancellor and general counsel confirmed that the Notice for the meeting had been properly posted and that the statutory advertising requirements had been met. No action was required. A copy is attached as Exhibit “A”.

Ms. Good asked Mr. John Guest, deputy general counsel to explain the purpose of the agenda items and why it was necessary to hold the special meeting. Mr. Guest indicated that after cancelling the Harris County election due to the District 6 unopposed candidate it was determined that there were 12 polling site precincts in Harris for the election for District 5 Trustee position and LSC would need to conduct the election for those precincts in Harris County. The emergency special meeting was called to amend the original election order to reflect that change.

IV. POLICY REPORT AND CONSIDERATIONS:
1. **Consideration of Approval of the Amended Order Calling Trustee Election (ACTION ITEM 1):** upon a motion by Dr. Smith and a second by Mr. Lloyd the Board of Trustees approved amending the order calling the trustee election on November 8, 2016. The trustee election is for District No. 5, District No. 6 and District No. 7 for a six year term on the Board of Trustees of the Lone Star College System. A copy is attached as Exhibit “B”.

2. **Consideration of Approval of Issues Regarding the November 8, 2016 Election in the Harris County Portion of Trustee District 5 (ACTION ITEM 2):** upon a motion by Mr. Murillo and a second by Dr. Scott the Board of Trustees approved the following recommendations: Authorize Helen Clougherty or a Designee Under Her Supervision to Appoint Presiding Judges and Alternate Presiding Judges on a Single-Election Basis for Election Day Voting; Appoint Helen Clougherty to Serve as Early Voting Clerk; Authorize Helen Clougherty to Appoint as Many Deputy Early Voting Clerks as May Be Necessary to Conduct Early Voting; Approve Appointments of College Employees to Serve as Deputy Early Voting Clerks, With or Without Additional Compensation; Authorize the Chancellor or a designee to Form Any Boards or Committees Necessary to Process Early Voting Results; and Authorize the Chancellor or a designee to Procure a Voting System Approved by the Texas Secretary of State for Voters Unable to Cast a Paper Ballot Without Assistance.

**V. CITIZENS DESIRING TO ADDRESS THE BOARD:** None.

**VI. SUGGESTED FUTURE AGENDA ITEMS:** None.

**VII. ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:03 p.m.

**ATTEST:**

[Signatures]

[Names]

Board of Trustees, Chair

Board of Trustees, Secretary
I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this special meeting was posted on Saturday the 15th day of October, 2016 in a place convenient to the public at LSC-System Office The Woodlands, The Woodlands Leadership Building, on all college campuses and on the system website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 15th day of October, 2016.
Policy Report and Consideration No. 1  (ACTION ITEM 1)  Board Meeting 10-6-16

Request:  
Consideration of Approval of Amending Order Calling Trustee Election

Chancellor’s Recommendation: 
That the Board of Trustees approve amending the order calling the trustee election on November 8, 2016. The trustee election is for District No. 5, District No. 6 and District No. 7 for a six year term on the Board of Trustees of the Lone Star College System.

Rationale: 
Board of Trustees Policy I.C.2.02 Elections, in accordance with Chapter 130 of the Texas Education Code, requires an election of trustees for single member districts in Districts 5, 6 and 7 for a six year term. Lone Star College will run the election in Harris County for Trustee Position 5.

Fiscal Impact: 
Montgomery County Elections Services and San Jacinto County Election Services shall conduct the election for the System at the designated county polling sites for early voting and on election day. Lone Star College System will conduct the election for the System at designated Harris County polling sites for early voting and on election day for Trustee District 5. The estimated cost is approximately $750,000 based on previous election costs. Funds are available in the approved 2015-2016 operating budget. Funds for the 2016-2017 fiscal year will be included in the proposed 2016-2017 operating budget.

Staff Resource: 
Helen Clougherty  832-813-6514
AMENDED ORDER CALLING SCHOOL TRUSTEE ELECTION

THE STATE OF TEXAS
COUNTIES OF HARRIS, MONTGOMERY, AND SAN JACINTO
LONE STAR COLLEGE SYSTEM

WHEREAS, under the laws governing the Lone Star College System ("System"), an election for Trustees to District Nos. 5, 6, and 7, respectively, on the Board of Trustees of the Lone Star College System, shall be held on November 8, 2016, under the direction of the Chancellor of the System or his designee; and

WHEREAS, on August 4, 2016, the Board of Trustees adopted an order ("Original Order") calling for this election to be held; and

WHEREAS, some statements in the Board’s Original Order are no longer accurate; and

WHEREAS, on October 3, 2016, the Board declared the sole candidate for Trustee of District No. 6, Myriam Saldivar, elected to that position and canceled the election for District No. 6; and

WHEREAS, the Board of Trustees desires to adopt this Amended Order to give adequate notice to the public of how this election shall be conducted.

NOW, THEREFORE, be it ordered by the Board of Trustees of the Lone Star College System that:

SECTION 1: An election shall be held within the System on November 8, 2016, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing Trustees to fill positions for District Nos. 5, 6, and 7, respectively, of the Board of the System. The Chairman and Secretary of the Board are authorized and directed to give notice of such election in the manner and for the time required by law. All of the duly qualified resident electors of the System shall be qualified to vote in said election.

SECTION 2: Any qualified voter desiring election for a position on such Board shall file with Ms. Helen Clougherty as the agent for Dr. Ron Trowbridge, the Secretary of the Board of Trustees, between July 23, 2016 and August 22, 2016 a completed application and filing fee of two hundred dollars ($200.00) or a petition with the signatures of two hundred (200) registered voters of the Lone Star College System District in which he or she is a candidate to have his or her name placed on the official ballot and the District number on such Board for which he or she desires to become a candidate. Candidates must be residents of Districts 5, 6, or 7 in which they intend to run.

No candidate shall have a vote counted for him or her as a write-in candidate unless that person has filed a written declaration of write-in candidacy with Helen Clougherty, Vice Chancellor, Chief of Staff, by 5:00 p.m. on August 26, 2016 at the Lone Star College System Office.

If there is only one candidate for election to one or more positions at the close of the declaration of write-in candidacy deadline at 5:00 p.m. on August 26, 2016, Dr. Ron Trowbridge, Board of Trustees Secretary, shall certify in writing which candidates are unopposed for election. The certification shall be delivered to the Board of Trustees as soon as possible and the Board, in accordance with Texas Open Meeting requirements, may declare each unopposed candidate elected to office. If Dr. Ron Trowbridge is one of the unopposed candidates, Dr. Alton Smith, Board of Trustees Assistant Secretary, shall certify in writing which candidates are unopposed for election. The certification shall be delivered to the Board of Trustees as soon as possible and the
Board, in accordance with Texas Open Meeting requirements, may declare each unopposed candidate elected to office.

SECTION 3: The official ballot shall have printed on it:

Official Ballot
Lone Star College System
Trustees Election

and shall have designating numbers of each position to be filled, with the list of candidates under the position to which they respectively seek election. The names of the candidates for each position shall be arranged by lot.

At such election each qualified voter shall not vote for more than one candidate for each position. The candidates shall be elected by majority vote with the candidate receiving the majority of votes in the respective position being declared the winner.

The results of the election shall be canvassed by the Board on November 10, 2016 at 5:00 p.m., in the Board Room of the Lone Star College System District Services and Training Center, 5000 Research Forest Drive, The Woodlands, Texas.

Montgomery County Elections Services, San Jacinto County Election Services, and the System itself shall conduct the Trustee elections for the System at the designated county and District 5, 6, and 7 polling sites for early voting and on Election Day.

SECTION 4: The election shall be held at the following election precincts in Harris County, Montgomery County, and San Jacinto County within the boundaries and limits of Districts 5, 6, and 7 within Harris County, Montgomery County, and San Jacinto County for the Trustee election. The election precincts established shall be designated by numbers, and the boundaries of the election precincts shall be those respectively designated and numbered precincts, or parts of numbered precincts, lying within the boundaries of Districts 5, 6, and 7 within the System, which have been duly described, designated, and established by order of the Harris County Commissioners Court, Montgomery County Commissioners Court, and San Jacinto County Commissioners Court. The polling places are listed on Exhibit A—these polling sites are subject to change by decision of the respective county election administrator and will updated in this Order as the new sites are identified.

SECTION 5: Early voting by personal appearance shall begin on October 24, 2016 and continue through November 4, 2016 as listed on Exhibit B.

Montgomery County registered voters may early vote at any Montgomery County early voting location for the Trustee election.

Harris County registered voters may early vote at a Harris County early voting location within the boundaries of District 5 for the Trustee election.

San Jacinto County registered voters may early vote at any San Jacinto County early voting location for the Trustee election.

The Early Voting Clerk for the election in Montgomery County, hereby designated to be Suzie Harvey, Montgomery County Elections Administrator, 9159 Airport Road, Conroe, Texas, 77303 will process, mail, and tabulate the early ballots by mail for Montgomery County.

The Early Voting Clerk for the election in Harris County, hereby designated to be Helen Clougherty, Lone Star College System Elections Administrator, 5000 Research Forest Drive, The Woodlands, Texas, 77381 will process, mail, and tabulate the early ballots by mail for Harris County.
The Early Voting Clerk for the election in San Jacinto County, hereby designated to be Vicki Shelly, San Jacinto County Elections Administrator, 51 East Pine Avenue, Room A1, Coldspring, Texas, 77331 will process, mail, and tabulate the early ballots by mail for San Jacinto County.

SECTION 6: The voting at each election site in Montgomery County and San Jacinto County shall be by voting machines duly adopted by the Commissioners Court of Montgomery County and of San Jacinto County utilizing a ballot method approved for use in elections held in each County. Voters in Harris County in District 5 shall use a paper ballot to vote for a candidate for the District 5 Trustee position. Voters in Montgomery County will vote by operating eSlate’s Rotary Select to highlight the name of the candidate for whom the voter desires to vote. The voter will push the ENTER button to register their vote. Voters in San Jacinto County will vote by operating Election Systems & Software, Inc. iVotronic Touch Screen to highlight the name of the candidate for who the voter desires to vote. The voter will press the small “vote” button at the very top of the iVotronic to cast the vote.

SECTION 7: This Order shall constitute the election order for the call of the election and the same or a substantial copy thereof shall constitute the notice of such election, and the Secretary of the Board is ordered to cause notice of the election to be given as required by law. Immediately after the election, the officers holding the election shall convey returns of the results to the Board of the System. The Board shall canvass such returns, declare the results of such election, and issue certificates of election to the persons shown by such returns to be elected to each of the named positions.

Notice of such election shall be given by publishing a substantial copy of this election order, in English, Spanish, Vietnamese, and Chinese, one time, not earlier than the thirtieth day nor later than the tenth day prior to the date set for the election, in a newspaper published in the District, and by posting a copy of this order on the bulletin board used for posting notices of Board of Trustees meetings, in at least three public places in the boundaries of the System and the System’s web page, not later than the 21st day prior to the date set for the election.

Said election shall be held in accordance with the Texas Election Code, except as modified by the Texas Education Code and the Federal Voting Rights Act of 1965, as amended.

Both the Chancellor and the Lone Star College Elections Administrator, Helen Clougherty, are hereby authorized to take any reasonable measures, including emergency measures, to ensure that the System and its designees conduct the election in accordance with applicable legal requirements.

It is hereby officially found and determined that notice of the meeting at which this order is adopted was given as required by the Texas Open Meetings Act, and that such meeting has been open to the public at all times when this order was discussed and acted on.

PASSED AND APPROVED on October 18, 2016.

________________________________________
Chair, Board of Trustees
LONE STAR COLLEGE SYSTEM

ATTEST:

________________________________
Secretary, Board of Trustees
LONE STAR COLLEGE SYSTEM

(SEAL)
Request: Consideration of Approval of Issues Regarding the November 8, 2016 Election in the Harris County Portion of Trustee District 5

Chancellor’s Recommendation: That the Board of Trustees approve the following recommendations:

1. Authorize Helen Clougherty or a Designee Under Her Supervision to Appoint Presiding Judges and Alternate Presiding Judges on a Single-Election Basis for Election Day Voting;

2. Appoint Helen Clougherty to Serve as Early Voting Clerk;

3. Authorize Helen Clougherty to Appoint as Many Deputy Early Voting Clerks as May Be Necessary to Conduct Early Voting;

4. Approve Appointments of College Employees to Serve as Deputy Early Voting Clerks, With or Without Additional Compensation;

5. Authorize the Chancellor or a designee to Form Any Boards or Committees Necessary to Process Early Voting Results; and

6. Authorize the Chancellor or a designee to Procure a Voting System Approved by the Texas Secretary of State for Voters Unable to Cast a Paper Ballot Without Assistance.

Rationale: For the portion of District 5 within Harris County, the College is currently the only entity willing and able to conduct the election ordered for November 8, 2016. Voting in this portion of District 5 will involve three early voting sites from October 24 through November 4 as well as Election Day voting at 12 sites used by the 15 Harris County precincts within District 5. The Texas Election Code requires that the Board approve certain matters related to elections conducted by the College. The College will be unable to effectively conduct the election without the Board’s approval of this item.

Fiscal Impact: Montgomery County Elections Services and San Jacinto County Election Services shall conduct the election for the System at the designated county polling sites for early voting and on election day. Lone Star College System will conduct the election for the System at designated Harris County polling sites for early voting and on election day for Trustee District 5. The estimated cost is approximately $750,000 based on previous election costs. Funds for the 2016-2017 are included in the proposed 2016-2017 operating budget.

Staff Resource: Helen Clougherty 832-813-6514