MINUTES OF THE
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
CENTRAL SERVICES AND TRAINING CENTER
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
December 6, 2018
5:00 p.m.

PRESENT: Dr. Alton Smith, Chair
Ms. Myriam Saldivar, Vice Chair
Mr. Art Murillo, Secretary
Ms. Linda Good, Assistant Secretary
Mr. Ken Lloyd
Mr. David Vogt
Ms. Ernestine Pierce
Mr. Michael Stoma
Mr. Mike Sullivan

I. CALL TO ORDER: Dr. Smith called the workshop and regular meeting of the Board of Trustees to order at 5:02 p.m. after determining that a quorum was present.

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

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

IV. ADMINISTRATION OF OATH OF OFFICE FOR TRUSTEE DISTRICTS 1, 2, and 8. Texas State District Judge Robert Johnson administered the oath of office to Ernestine M. Pierce and Michael Stoma. Texas State Senator Paul Bettencourt had sworn in Mike Sullivan prior to the meeting.

V. CLOSED SESSION: At 5:02 p.m. Dr. Smith convened the Board in closed session, in accordance with Section 551.001 et seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

Section 551.071 – Consultation with Attorney
- Status of Pending Litigation
- On any item on the Agenda
Section 551.072 – Deliberation Regarding Real Property
VI. **RECONVENE REGULAR MEETING:** Dr. Smith reconvened the open meeting at 6:07 p.m.

VII. **REORGANIZATION OF THE BOARD OF TRUSTEES (ACTION ITEM 1):** Ms. Myriam Saldívar, a member of the nominating committee, presented the slate of officers: Dr. Alton Smith, Chair; Ms. Myriam Saldívar, Vice Chair; Mr. Art Murillo, Secretary; and Ms. Linda Good, Assistant Secretary. The motion was seconded by Linda Good. A roll call vote was taken: Voting Nay: Michael Stoma, Ken Lloyd and Ernestine M. Pierce. Voting Aye: Mike Sullivan, Myriam Saldívar, Alton Smith, David Vogt, Linda Good, and Art Murillo. The item passed with a 6-3 vote. A copy is attached as Exhibit “B”.

VIII. **INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS:** Mr. Landon Reed, assistant director of community outreach from Harris County Commissioner Jack Cagle’s office presented a proclamation to LSC-University Park for the partnership with KISD and HISD.

Ms. Helen Clougherty, vice chancellor and chief of staff/board liaison presented the 2018 top POD project from The Academy. The project title: LSC Emerging Engineer Network – POD members: Gabriela Andrade, Dr. Norjuan Austin, Cathy Nistetter, Dena Suttz and Dr. Jennifer Travis.

Ms. Helen Clougherty, vice chancellor and chief of staff/board liaison presented the 2019 Academy Cohort: LSC-CyFair: Venus Ravanmehr; LSC-North Harris: Jane Munksgaard, Chris Treviño, Debra Vick; LSC-Tomball: Amy Cook, Kentrie LeDee, Natalie Starks; LSC-University Park: Dara Peterson, Betty Rugh, Sonal Tongar, Ying Yi; LSC-System Office – The Woodlands: Jennifer Mendez; LSC-System Office – University Park: April Odell.

Trustee Myriam Saldivar left the meeting at 6:44 p.m. Trustee Murillo left the meeting at 6:46 p.m.

IX. **WORKSHOP:** None.

X. **APPROVAL OF THE MINUTES OF THE NOVEMBER 1, 2018 WORKSHOP AND REGULAR MEETING AND THE NOVEMBER 16, 2018 SPECIAL MEETING:** upon a motion by Mr. Vogt and a second by Mr. Sullivan, the board approved the minutes of the November 1, 2018 Workshop and Regular Meeting and the minutes of the November 16, 2018 Special Meeting.
XI. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Dr. Head announced that spring enrollments are down about 2%. LSC-Kingwood will have a grand reopening on February 15, 2019. Dr. Head met with Lieutenant Governor pertaining to state appropriations. Lone Star will be asking for $144 million.

2. College Presidents: Seelpa Keshvala, president of LSC-CyFair, gave a presentation highlighting Alumni Success Stories.

3. Vice Chancellors: None.

4. Faculty Senate Presidents: Dave Gaer, faculty senate president, LSC-university Park, gave a presentation on Safe Zones – Inclusion, Diversity and Equity.

5. Board Members: Mr. Vogt attended a play at LSC-Kingwood about the entire works of Shakespeare.

Dr. Smith participated in the Human Library at LSC-North Harris and the Brother to Brother event with high school and early college students from North Harris and LSC-Victory Center.

XII. CITIZEN PARTICIPATION: Mr. Earl Brewer spoke about retirement. Mr. John Burghduff, representing AFT, welcomed the new trustees to the board.

XIII. CONSIDERATION OF THE CONSENT AGENDA: Chair Smith proceeded with the Consent Agenda. Item # 6 was removed from the agenda and action will be taken at future board meeting. Items # 3, 9 and 20 were pulled from the agenda to be voted on separately. Ms. Good made a motion to approve Action Items 1, 2, 4, 5, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, and 24. Mr. Lloyd seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “C”.

XIV. CURRICULUM REPORTS AND CONSIDERATIONS:

1. Consideration of Approval to Offer a New Lone Star College (the “College”) Corrosion Technology Associate of Applied Science (“AAS”) Degree and Level 1 Certificate at Lone Star College-University Park (“LSC-University Park”) (ACTION ITEM 2): the Board of Trustees approve offering a Corrosion Technology AAS Degree and Level 1 Certificate at LSC-University Park beginning in Fall 2019. This item was passed in the Consent Agenda. A copy is attached as Exhibit “D”.

XV. FINANCIAL REPORTS AND CONSIDERATIONS:

1. Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report (“CAFR”) and the Independent Auditors’ Reports (ACTION ITEM 3): upon a motion by Mr. Vogt and a second by Mr. Sullivan the Board of Trustees authorized
the Chancellor or designee to negotiate and execute an Interlocal Agreement on behalf of the College to accept equipment donations from the City of Humble, located at 108 W. Main Street, Humble, Texas 77338 for LSC-Kingwood. A copy is attached as Exhibit “E”.

2. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract Extension on Behalf of Lone Star College (the “College”) for Armored Car Services (ACTION ITEM 4): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract extension on behalf of the College for armored car services with Dunbar Armored, Inc., 50 Schilling Road, Hunt Valley, MD for a six month period for a sum not exceeding $18,000, with a total revised sum not exceeding $178,000. That the Board of Trustees also waived Board Policy section III.D.2.9. Contract Term Limits stating that long-term contracts shall not exceed five years including any renewals or amendments. This item was passed in the Consent Agenda. A copy is attached as Exhibit “F”.

3. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts on Behalf of Lone Star College (the “College”) to Purchase Labor Market Analysis Software (ACTION ITEM 5): the Board of Trustees authorized the Chancellor or designee to negotiate and execute contracts on behalf of the College to purchase labor market analysis software from Economic Modeling Specialists International dba Emsi, 409 S. Jackson St., Moscow, ID in a sum not exceeding $205,000. The term of this award is for an initial three-year period with the option to renew for two additional one-year periods with mutual consent. This item was passed in the Consent Agenda. A copy is attached as Exhibit “G”.

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Interlocal Agreement on Behalf of Lone Star College (the "College") with the Texas A&M Engineering Extension Services ("TEEX") and the Texas Manufacturing Assistance Center ("TMAC") (ACTION ITEM 6): this item was removed from the agenda with action to be taken at a future board meeting. A copy is attached as Exhibit “H”.

5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) to Purchase Instructional Equipment for the Instrumentation Technology Program at Lone Star College-Kingwood ("LSC-Kingwood") (ACTION ITEM 7): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College to purchase Instructional Equipment with Technical Laboratory Systems, Inc. P.O. Box 218609, Houston, TX in a sum not exceeding $315,333. This item was passed in the Consent Agenda. A copy is attached as Exhibit “I”.

6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) to Purchase Simulated Manikins for the Nursing Program at Lone Star College-Tomball ("LSC-Tomball") (ACTION ITEM 8): the Board of Trustees authorized the Chancellor or
designee to negotiate and execute a contract on behalf of the College to purchase high fidelity, mid fidelity, and low fidelity simulated manikins with CAE Healthcare Inc., 6300 Edgelake Drive, Sarasota, FL in a sum not exceeding $143,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “J”.

7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Additional Scopes of Work on Behalf of Lone Star College (the “College”) to Purchase Financial Aid Consultant Services (ACTION ITEM 9): upon a motion by Ms. Good and a second by Mr. Vogt the Board of Trustees authorized the Chancellor or designee to negotiate and execute additional scopes of work under a Master Service Agreement (“MSA”) for Consulting Services with Financial Aid Services (“FAS”), 180 Interstate North Parkway, Suite 550, Atlanta, GA, 30339, in a sum not exceeding $500,000 for a total revised sum not exceeding $780,000. A copy is attached as Exhibit “K”.

8. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Services Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Architectural Design Services for Small Public-Use Projects (ACTION ITEM 10): the Board of Trustees authorized the Chancellor or designee to negotiate and execute master services agreements for architectural design services for small public-use projects on an as needed basis from the highest qualified firms listed in Appendix A for up to five years. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work for small public-use projects of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all small public-use project scopes of work under the executed master services agreements not exceed $5,000,000 over the not to exceed five-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”.

9. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Mechanical, Electrical, and Plumbing (“MEP”) Engineering Design Services (ACTION ITEM 12): the Board of Trustees authorized the Chancellor or designee to negotiate and execute master services agreements for MEP engineering design services on an as needed basis from the highest qualified firms listed in Appendix A for up to five years. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all scopes of work under the executed master services agreements not exceed $3,000,000 over the not to exceed five-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M”.

10. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Heating, Ventilation, and Air Conditioning (“HVAC”) Testing, Adjusting, and Balancing (“TAB”) Engineering Services (ACTION ITEM 13): the Board of Trustees authorized the Chancellor or designee to negotiate and execute master service agreements for HVAC TAB services on an as needed basis from the highest qualified firms listed in below for up to five years: Campos Engineering, Inc., 10661 Haddington, Suite 190, Houston, TX 77043; National Precisionaire, LLC, 21321 Inverness Forest Blvd., Houston, TX 77073; Technical Air Balance of Texas, LLC, 19507 Wied Rd. Ste F, Spring, TX 77388. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work for of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all scopes of work under the executed master service agreements not exceed $2,500,000 over the not to exceed five-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N”.

11. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) for the Purchase of Construction Services with G.A.M. Construction Inc. at Lone Star College-System Office University Park (“SO-UP”) (ACTION ITEM 13): the Board of Trustees authorized the Chancellor or Designee to negotiate and execute a contract on behalf of the College for construction services with G.A.M. Construction Inc. (“GAM”), 3091 College Park Drive, Suite 240-134, The Woodlands, Texas for the SO-UP renovation of University Park Building 11, level 7 in a sum not exceeding $960,807. If negotiations cease for any reason with GAM, the College may proceed to negotiate with the next firm in the order of selection ranking with a score of not less than 70 until a contract is executed. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O”.

12. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) for the Purchase of Construction Services at Lone Star College-System Office University Park (“SO-UP”) (ACTION ITEM 14): the Board of Trustees authorized the Chancellor or Designee to negotiate and execute a contract on behalf of the College for construction services with Nash Industries, Inc. (“Nash”), 6610 Supply Row, Houston, TX for the SO-UP Office of Technology (“OTS”) renovation of the University Park Building 11, level 3 in a sum not exceeding $996,373. If negotiations cease for any reason with Nash, the College may proceed to negotiate with the next firm in the order of selection ranking with a score of not less than 70 until a contract is executed. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.

13. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the College”) for Construction Services at Lone Star College-University Park (“LSC-University Park”) for the
Commons Building Parking Garage (ACTION ITEM 15): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College for construction services with Elevator Repair Service, Inc., P.O. Box 11037, Houston, Texas, at LSC-University Park Commons Building Parking Garage for replacement of an elevator and related equipment in a sum not exceeding $188,404. The term of the contract will be for the duration of the project and not exceeding five years. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q”.

14. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute One or More Guaranteed Maximum Price (“GMP”) Contracts on Behalf of Lone Star College (the “College”) for Construction Services with the Construction Manager at Risk (“CMAR”) Firm Tellepsen Builders for the Lone Star College-Corporate College (“LSC-Corporate College”) Transportation Technology Center Project (ACTION ITEM 16): the Board of Trustees authorized the Chancellor or designee to negotiate and execute one or more GMP contracts on behalf of the College for additional construction services with CMAR Tellepsen Builders, L.P. (Tellepsen) 777 Benmar Drive, Suite 400, Houston, Texas for the Transportation Technology Center Project in a sum not exceeding $8,500,000, for a total revised sum not exceeding $23,901,245. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

15. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) for the Purchase of Design Services with M. Arthur Gensler Jr. & Associates for Lone Star College-CyFair (“LSC-CyFair”) (ACTION ITEM 17): the Board of Trustees authorized the Chancellor or designee to amend the contract on behalf of the College for design services with M. Arthur Gensler Jr. & Associates, Inc., 711 Louisiana Street, Suite 300, Houston, Texas, for the LSC-Fairbanks Center project and LSC-CyFair Center for Academic and Student Affairs (“CASA”) addition and renovation project for a sum not exceeding $160,000, for a total revised sum not exceeding $2,063,081. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S”.

16. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) for the Purchase of Design Services with Page Southerland Architects for Lone Star College-North Harris (“LSC-North Harris”) and Lone Star College-System Office (“LSC-System Office”) (ACTION ITEM 18): the Board of Trustees authorized the Chancellor or designee to amend the contract on behalf of the College for the purchase of design services with Page Southerland Page, Inc. d/b/a Page (“Page”), 1100 Louisiana, Suite 1, Houston, Texas, for the LSC-North Harris Greenspoint Center projects in a sum not exceeding $300,000 and for the LSC-System Office projects in a sum not exceeding $40,000, for a total sum not exceeding $859,180. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T”.

17. Consideration of Ratification of the Lease Agreement and Subsequent Amendments between Lone Star College (the “College”) and Williams Scotsman, Inc., and Approval
of Modification of Action Item 7 at the June 2018 Board of Trustees Meeting, Which Authorized a Lease Renewal (ACTION ITEM 19): the Board of Trustees Ratified the Lease Agreement and subsequent amendments between the College and Williams Scotsman, Inc. in a sum not exceeding $145,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U”.

18. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate a Lease Agreement on Behalf of Lone Star College (the “College”) for a Satellite Center in the Fallbrook Community in Collaboration with Fallbrook Church (“Fallbrook”) (ACTION ITEM 20): upon a motion by Mr. Vogt and a second by Ms. Good the Board of Trustees authorized the Chancellor or designee to negotiate a lease agreement on behalf of the College for a Satellite Center in the Fallbrook Community in collaboration with Fallbrook for an annual rent payment not to exceed $1,000,000. That the Board of Trustees also waive Board Policy section III.D.2.9. Contract Term Limits and Non-Availability of Funds Provision to allow the contract to extend beyond five years. The term of the contract will be for a period not to exceed 15 years. A copy is attached as Exhibit “V”.

19. Consideration of Ratification of the 4th Year License Renewal for Additional Accreditation and Assessment Support System Services (ACTION ITEM 21): the Board of Trustees approved the ratification of the 4th year license renewal for accreditation and assessment support system services with Higher One (“Higher One”), Inc., 115 Munson Street, New Haven, CT 06511, in a sum not exceeding $33,059 for a total revised sum not exceeding $124,804 over the five-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “W”.

20. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute the 5th Year License Renewal on Behalf of Lone Star College (the “College”) for Additional Accreditation and Assessment Support System Services (ACTION ITEM 22): the Board of Trustees authorized the Chancellor or designee to negotiate and execute the 5th year license renewal on behalf of the College for accreditation and assessment support system services with Higher One (“Higher One”), Inc., 115 Munson Street, New Haven, CT 06511, in a sum not exceeding $34,380 for the fifth year for a total revised sum not exceeding $159,182 over the five-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “X”.

21. Consideration of Approval to Increase the Previously Board Approved Spend on Behalf of Lone Star College (the “College”) for Advertisement Media Buys for Spring 2019 (ACTION ITEM 23): the Board of Trustees authorized the Chancellor or designee to increase the spend on behalf of the College for advertisement and media buys for Spring 2019 enrollment and to extend the previously authorized sum for creative marketing communications and media services from Lopez Negrete Communications, 3336 Richmond Avenue, Suite 200, Houston, TX 77098 in a sum not exceeding $400,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y”.

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XVI. **PERSONNEL REPORTS AND CONSIDERATIONS:**

1. **Consideration and Authorization for the Chancellor or Designee to Execute Proposed Employment Contracts for the Attached Individuals (ACTION ITEM 24):** the Board of Trustees authorized the Chancellor or a designee to execute proposed employment contracts for the attached individuals. Each individual’s name, job title, not-to-exceed contract sum, and hire start date is attached. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z”.

XVII. **FINANCIAL REPORT**

**Monthly Financial Report:** Ms. Jennifer Olenick, vice chancellor and CFO for finance and administration, presented the monthly financial statements for the month ended October 31, 2018. A copy is attached as Exhibit “aa”.

XVIII. **BUILDING AND GROUNDS REPORTS:**

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

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

XX. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:03 p.m.

**ATTEST:**

[Signatures]

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 meeting was posted on Monday the 3rd day of December, 2018 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 3rd day of December, 2018.

LONE STAR COLLEGE SYSTEM

Stephen C. Head
Chancellor
Reorganization of the Board of Trustees (ACTION ITEM 1)  

Board Meeting 12-6-18

Board Policy I.E.1.03. requires that: “The Board elects its officers by majority vote at its first regular Board Meeting following the regular election of Trustees in even-numbered years. The Board may elect officers at any time to fill a vacancy. The Board may also reorganize officers at other times at its discretion. The Board elects a Board Chair, Board Vice-Chair, Board Secretary, Assistant Board Secretary, and other officers at its discretion.”

The Nominating Committee of Dave Holsey, Art Murillo and Myriam Saldivar will recommend a slate of candidates for the following offices:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary

Exhibit "B"
## Consideration of Consent Agenda

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

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

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

### Tally of Action Items:

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*X - Removed from the agenda with action to be taken at future board meeting*
Request: Consideration of Approval to Offer a New Lone Star College (the “College”) Corrosion Technology Associate of Applied Science (“AAS”) Degree and Level 1 Certificate at Lone Star College-University Park (“LSC-University Park”)

Chancellor’s Recommendation: That the Board of Trustees approve offering a Corrosion Technology AAS Degree and Level 1 Certificate at LSC-University Park beginning in Fall 2019.

Rationale: LSC-University Park requests approval to offer a Corrosion Technology AAS Degree and Level 1 Certificate.

This program prepares students for entry-level jobs in corrosion inspection, detection, and evaluation.

Demand in the Houston/The Woodlands/Sugarland Metropolitan Statistical Area (“MSA”) shows steady growth for related occupations. Additionally, labor market data from the Texas Workforce Commission and Burning Glass Technologies shows strong wages and job demand over the past year for this occupational field.

<table>
<thead>
<tr>
<th>Corrosion Technology</th>
<th>Occupation: Non-Destructive Testing Specialists</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWC Forecasted Total Annual Average Job Openings in the Gulf Coast (2016-2026)</td>
<td>105</td>
</tr>
<tr>
<td>TWC Gulf Coast Median Wage (2017)</td>
<td>$28.71</td>
</tr>
<tr>
<td>Burning Glass Job Postings (Job Postings Nov. 01, 2017 - Oct. 31, 2018, Houston-The Woodlands-Sugarland Metropolitan Statistical Area)</td>
<td>139</td>
</tr>
</tbody>
</table>

Sources: Texas Workforce Commission, Burning Glass Technologies

The Texas Higher Education Coordinating Board requires that the College’s Board of Trustees approve new programs.

Fiscal Impact: Estimated start-up expenses not to exceed $208,775.04 will be funded with the LSC-University Park FY 2020 operating budget and Workforce Council Program Development funds. No additional funding will be required for start-up costs.

Staff Resource: Shah Ardalan 281-290-2999
Mario K. Castillo 832-813-6606
Financial Report and Consideration No. 1  (ACTION ITEM 3)  Board Meeting 12-6-18

Request: Consideration of Approval and Acceptance of the Comprehensive Annual Financial Report ("CAFR") and the Independent Auditors’ Reports

Chancellor’s Recommendation: That the Board of Trustees consider the Board Audit and Finance Committee’s recommendation regarding the approval and acceptance of the CAFR and the independent auditors’ reports.

Rationale: The CAFR for the fiscal years ended August 31, 2017 and August 31, 2018 and the independent auditors’ reports thereon are presented for Board approval and acceptance. The independent auditing firm Weaver and Tidwell, L.L.P. has issued an unmodified or “clean” opinion on the College’s financial statements and federal financial assistance programs. As required by the Texas Administrative Code (19 Tex. Admin. Code § 13.62(c)), the CAFR should be filed with various state agencies by January 1, 2019.

The reports are scheduled to be reviewed by the Board of Trustees Audit and Finance Committee prior to the December 6, 2018 Board meeting.

Fiscal Impact: None.

Staff Resource: Jennifer Mott  832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract Extension on Behalf of Lone Star College (the “College”) for Armored Car Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract extension on behalf of the College for armored car services with Dunbar Armored, Inc., 50 Schilling Road, Hunt Valley, MD for a six month period for a sum not exceeding $18,000, with a total revised sum not exceeding $178,000.

That the Board of Trustees also waive Board Policy section III.D.2.9. Contract Term Limits stating that long-term contracts shall not exceed five years including any renewals or amendments.

Rationale: The College requires armored car services be provided for pick-up and delivery of the College’s bank deposits from each campus and multiple centers. At the February 6, 2014 meeting, the Board of Trustees approved Dunbar Armored, Inc. to provide armored car services for the College through a Request for Proposal (“RFP”) process in compliance with the Texas Education Code §44.031 (a). The contract was awarded for a five-year period. At the December 7, 2017 meeting, the Board of Trustees approved the purchase of additional armored car services.

The extension authorization aligns the next contract for armored car services with the College’s fiscal year beginning with FY 2020. The College will conduct a new RFP process during Fiscal Year 2019 for armored car services to begin on September 1, 2019.

Fiscal Impact: Funds for this purchase are included in the approved FY 2019 operating budget.

Staff Resource: Jennifer Mott 832-813-6512
Financial Report and Consideration No. 3  (ACTION ITEM 5)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts on Behalf of Lone Star College (the “College”) to Purchase Labor Market Analysis Software

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute contracts on behalf of the College to purchase labor market analysis software from Economic Modeling Specialists International dba Emsi, 409 S. Jackson St., Moscow, ID in a sum not exceeding $205,000. The term of this award is for an initial three-year period with the option to renew for two additional one-year periods with mutual consent.

Rationale: The College needs labor market analysis software using real-time data and a job placement database to provide data to its instructors, administrators and students. The data will be used to assist faculty and staff with the following: develop, modify, expand, and possibly close workforce programs for degrees and certificates; advise students on major fields of study; identify companies who are hiring the occupations for which the College offer degrees and certificates or who may need customized training; serve as a mechanism to connect students to employers with current job openings; and provide demand data for employer partners.

In compliance with Texas Education Code §44.031(a), a Request for Proposals (“RFP”) #609 was publicly advertised and one response was received. The College evaluated the proposal based on cost; qualifications; experience; service needs met; references; quality of services; the extent to which certified historically underutilized business (“HUB”), minority and/or veteran or women-owned business are utilized; past performance; long-term cost; proposed implementation timeline; enhanced services/completeness; and thoroughness of response.

Fiscal Impact: Funds for this purchase are included in the approved FY2019 budget. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Mario K. Castillo 832-813-6606
Jennifer Mott 832-813-6512
Financial Report and Consideration No. 4  (ACTION ITEM 6)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Interlocal Agreement on Behalf of Lone Star College (the "College") with the Texas A&M Engineering Extension Services ("TEEX") and the Texas Manufacturing Assistance Center ("TMAC")

Chancellor's Recommendation: That the Board of Trustees approve the Chancellor or designee to negotiate and execute an interlocal agreement on behalf of the College with TEEX and TMAC for Lone Star College-Corporate College ("LSC-Corporate College") at Lone Star College-University Park ("LSC-University Park") to lease a 200 square foot area at no expense to TEEX and TMAC.

Rationale: This collaborative relationship will allow LSC-Corporate College, Lone Star College-Small Business Development Center ("LSC-SBDC"), TEEX, and TMAC to work together in providing training and consulting services to meet workforce need and assist with company growth. The interlocal agreement includes a lease agreement for office space at Lone Star College-University Park ("LSC-University Park"), a nondisclosure agreement, a non-compete agreement, and defines the collaborative relationship.

Approval from the Board of Trustees is sought because this interlocal agreement will be with another Texas public higher education institution.

Fiscal Impact: This interlocal agreement includes a lease for TEEX and TMAC. The estimated fair-market value of the lease space and furniture would be $30,000.

Staff Resource: Mario K. Castillo 832-813-6606
Financial Report and Consideration No. 5  (ACTION ITEM 7)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) to Purchase Instructional Equipment for the Instrumentation Technology Program at Lone Star College-Kingwood (“LSC-Kingwood”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract on behalf of the College to purchase Instructional Equipment with Technical Laboratory Systems, Inc. P.O. Box 218609, Houston, TX in a sum not exceeding $315,333.

Rationale: The LSC-Kingwood Instrumentation Technology Program provides specialty workforce education in the process technology industry. This equipment is used to train students in process instrumentation controls and systems. The College trains students using the current standards and accepted methodologies to calibrate, install, troubleshoot, and maintain process control devices that create highly competent, safe, and skilled graduates. The College also provides a training environment that embraces cutting-edge instrumentation technology in this profession, which is based upon real time training, relevant to and related to current industry technology and standards.

This purchase complies with Texas Education Code §44.031(a) (4) which allows for the use of interlocal contracts. The equipment purchase is from Technical Laboratory Systems, Inc. through the Choice Partners Cooperative Purchasing Contract #14/034MP. The College performed a market analysis to ensure that this represents the best value for the College.

Fiscal Impact: Funds for this purchase are included in the approved FY 2019 capital projects budget.

Staff Resource: Katherine Persson  281-312-1640
Jennifer Mott  832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) to Purchase Simulated Manikins for the Nursing Program at Lone Star College-Tomball (“LSC-Tomball”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract on behalf of the College to purchase high fidelity, mid fidelity, and low fidelity simulated manikins with CAE Healthcare Inc., 6300 Edgelake Drive, Sarasota, FL in a sum not exceeding $143,000.

Rationale: The LSC-Tomball Nursing Department provides specialty workforce nursing education in the health care industry. The equipment is used to train students in simulated nursing care. The College trains students using the current standards, best practices, and accepted methodologies for nursing practice in order to create competent, safe, and skilled graduates. The College also provides a training environment that embraces advanced technology in nursing education that is based upon real time training relevant to and related to current nursing education technology and standards.

The purchase complies with Texas Education Code §44.031(a) (4) which allows the use of interlocal contracts. The equipment purchase is from CAE Healthcare Inc. through the TXMAS Cooperative Purchasing, Contract #17-6501. The College performed a market analysis to ensure that this represents the best value for the College.

Fiscal Impact: $143,000 for these purchases are available from a grant from the Tomball Hospital Authority d/b/a Tomball Regional Health Foundation (“TRHF”).

Staff Resource: Lee Ann Nutt 281-351-3378  
Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Additional Scopes of Work on Behalf of Lone Star College (the “College”) to Purchase Financial Aid Consultant Services

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute additional scopes of work under a Master Service Agreement (“MSA”) for Consulting Services with Financial Aid Services (“FAS”), 180 Interstate North Parkway, Suite 550, Atlanta, GA, 30339, in a sum not exceeding $500,000 for a total revised sum not exceeding $780,000.

Rationale: On October 23, 2018, the College received a Final Program Review Determination from the Department of Education citing total liabilities due of $13,857,513 for incorrectly disbursing federal aid to students from ineligible high schools and/or ineligible due to satisfactory academic progress. Given the magnitude of this liability, it is recommended that a thorough review and, as necessary, revisions of operations of the current delivery and efficiency of the financial aid organization be conducted promptly.

In March 2014, the College approved a MSA for Consulting Services with FAS for a five-year period to purchase financial aid staffing and consulting services through a formal Request for Proposal process in compliance with the Texas Education Code 44.031 with the contract being fully executed January 2015.

At the September 4, 2014 meeting, the Board of Trustees approved a ratification to purchase financial aid consulting services for the College with FAS for a sum not exceeding $130,000.

At the May 7, 2015 meeting, the Board of Trustees approved to purchase financial aid consulting services for a sum not exceeding $150,000.

Fiscal Impact: Funds for these purchases are included in the FY 2019 operating budget.

Staff Resource: Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Services Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Architectural Design Services for Small Public-Use Projects

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute master services agreements for architectural design services for small public-use projects on an as needed basis from the highest qualified firms listed in Appendix A for up to five years. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work for small public-use projects of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all small public-use project scopes of work under the executed master services agreements not exceed $5,000,000 over the not to exceed five-year period.

Rationale: Under existing processes, all capital projects exceeding $100,000 require Board approval at least twice, first to approve architectural services and second to approve construction services. Many projects require Board approval more than twice if pre-construction services and/or amendments are also required. Obtaining architectural design services through master services agreements will improve the turn-around time for small public-use projects while still retaining Board approval for the construction phase. Small public-use projects range in initial project cost estimate from $10,000 to $2,000,000 and are reasonably available to the public or in support of services to the general public.

These architectural design services shall only be used for small public-use projects. Examples include roof replacements, classroom renovations, and office space reconfigurations. Any projects of the private-business use type will require separate Board approval. The Master Services Agreements shall not exceed five years. Architectural design services for small public-use projects may include civil, structural, mechanical, plumbing, electrical, building envelope, and landscaping. Public-use project types may include new construction, improvements, renovations, alterations, expansions, repairs, graphic design, wayfinding, furniture fixtures, equipment, and interior design.

In compliance with the provisions of the Government Code §2254.004, a Request for Statement of Qualifications (“RFQ”) No. 614 was publically advertised. The College evaluated the firms based upon qualifications; references; relevant higher education; project experience; approach and
methodology; experience of proposed personnel; and extent to which certified historically underutilized businesses (“HUB”), minority, and or veteran or women-owned businesses are utilized. On-site presentations were made by eight firms receiving the highest qualification scores.

**Fiscal Impact:** Funds for these purchases are available from the 2014 General Obligation Bond Referendum-Series 2017A, Repair and Renovation Funds, and Operating Funds. Funds for subsequent years will be included in future recommended budgets.

**Staff Resource:** Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Mechanical, Electrical, and Plumbing (“MEP”) Engineering Design Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute master services agreements for MEP engineering design services on an as needed basis from the highest qualified firms listed in Appendix A for up to five years. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all scopes of work under the executed master services agreements not exceed $3,000,000 over the not to exceed five-year period.

Rationale: Obtaining MEP Engineering Design Services through master services agreements will improve the turn-around time for infrastructure projects. The Master Services Agreements shall not exceed five years. MEP Engineering Design Services needed may include preliminary design, working drawings, specifications including preparation of costs estimates, bidding documents as well as assistance in the procurement of construction services. Infrastructure project types may include feasibility studies, problem analysis, and design reviews.

In compliance with the provisions of the Government Code §2254.004, a Request for Statement of Qualifications (“RFQ”) #618 was publically advertised. The College conducted initial evaluations based upon qualifications; references; relevant higher education project experience; approach and methodology; experience of proposed personnel; and extent to which certified historically underutilized businesses (“HUB”), minority, and or veteran or women-owned businesses are utilized. On-site presentations were made by five firms receiving the highest qualification scores.

Fiscal Impact: Funds for these purchases are available from the 2014 General Obligation Bond Referendum-Series 2017A, Repair and Renovation Funds, and Operating Funds. Funds for subsequent years will be included in future recommended budgets.

Staff Resource: Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Master Service Agreements on Behalf of Lone Star College (the “College”) for the Purchase of Heating, Ventilation, and Air Conditioning (“HVAC”) Testing, Adjusting, and Balancing (“TAB”) Engineering Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute master services agreements for HVAC TAB services on an as needed basis from the highest qualified firms listed in below for up to five years. The Chancellor recommends that the Board of Trustees authorize the Chancellor or designee to execute individual scopes of work for of more than $100,000, but less than $500,000 without first obtaining the Board’s individual pre-approval as required under Board Policy Section III.D.2.4. The Chancellor recommends that the total sum for all scopes of work under the executed master services agreements not exceed $2,500,000 over the not to exceed five-year period.

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campos Engineering, Inc.</td>
<td>10661 Haddington, Suite 190, Houston, Texas 77043</td>
</tr>
<tr>
<td>National Precisionaire, LLC</td>
<td>21321 Inverness Forest Blvd., Houston, Texas 77073</td>
</tr>
<tr>
<td>Technical Air Balance of Texas, LLC</td>
<td>19507 Wied Rd, Ste. F, Spring, Texas 77388</td>
</tr>
</tbody>
</table>

Rationale: Obtaining HVAC TAB Engineering Services through master services agreements will improve the turn-around time for construction projects while still retaining Board approval for the construction phase. The Master Services Agreements shall not exceed five years. HVAC TAB Engineering Services for construction projects may include repair and replacement, renovation, and new construction.

In compliance with the provisions of the Government Code §2254.004, a Request for Statement of Qualifications (“RFQ”) #615 was publically advertised. The College conducted initial evaluations based upon the firm’s qualifications; references; relevant higher education project experience; approach and methodology; experience of proposed personnel; and extent to which certified historically underutilized businesses (“HUB”), minority, and or veteran or women-owned businesses are utilized.

Fiscal Impact: Funds for these purchases are available from the 2014 General Obligation Bond Referendum-Series 2017A, Repair and Replacement Funds, and Operating Funds. Funds for subsequent years will be included in future recommended budgets.
Staff Resource: Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) for the Purchase of Construction Services with G.A.M. Construction Inc. at Lone Star College-System Office University Park (“SO-UP”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract on behalf of the College for construction services with G.A.M. Construction Inc. (“GAM”), 3091 College Park Drive, Suite 240-134, The Woodlands, Texas for the SO-UP renovation of University Park Building 11, level 7 in a sum not exceeding $960,807. If negotiations cease for any reason with GAM, the College may proceed to negotiate with the next firm in the order of selection ranking with a score of not less than 70 until a contract is executed.

Rationale: This project requires renovation and interior build-out of a 25,000 square foot area that has not previously occupied by personnel of the College. The project is for the entire floor and allows growth within the College.

In compliance with the provisions of Texas Education Code §44.031(a), Competitive Sealed Proposals (“CSP”) #632 were publicly advertised and issued to registered bidders, and five responses were received. The College evaluated the proposals based on price; qualifications and experience; service needs met; reputation; quality of goods and services; past performance; extent to which certified historically underutilized businesses (“HUB”), minority, and or veteran or woman-owned businesses are utilized; long-term cost; value added services; and thoroughness and completeness of proposals.

Fiscal Impact: Funds for this purchase are available from the 2014 General Obligation Bond Referendum, Series 2017A.

Staff Resource: Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (the “College”) for the Purchase of Construction Services at Lone Star College-System Office University Park (“SO-UP”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or Designee to negotiate and execute a contract on behalf of the College for construction services with Nash Industries, Inc. (“Nash”), 6610 Supply Row, Houston, TX for the SO-UP Office of Technology (“OTS”) renovation of the University Park Building 11, level 3 in a sum not exceeding $996,373. If negotiations cease for any reason with Nash, the College may proceed to negotiate with the next firm in the order of selection ranking with a score of not less than 70 until a contract is executed.

Rationale: The OTS project requires renovation and interior build-out of a 25,000 square foot area that is currently occupied by personnel of the College. The project is for the entire floor and allows for growth within the College.

In compliance with the provisions of Texas Government Code §2269.055 (a), the College publically advertised and issued a Competitive Sealed Proposal (“CSP”) to registered bidders, and five responses were received. The College evaluated the proposals based on price; qualifications and experience; service needs met; reputation; quality of goods and services; past performance; extent to which certified historically underutilized businesses (“HUB”), minority, and or veteran or woman-owned businesses are utilized; long-term cost; value added services; and thoroughness and completeness of proposals.

Fiscal Impact: $996,373 for these purchases are available from the 2014 General Obligation Bond Referendum, Series 2017A.

Staff Resource: Jennifer Mott 832-813-6512
Financial Report and Consideration No. 13 (ACTION ITEM 15)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract on Behalf of Lone Star College (“the College”) for Construction Services at Lone Star College-University Park (“LSC-University Park”) for the Commons Building Parking Garage

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract on behalf of the College for construction services with Elevator Repair Service, Inc., P.O. Box 11037, Houston, Texas, at LSC-University Park Commons Building Parking Garage for replacement of an elevator and related equipment in a sum not exceeding $188,404. The term of the contract will be for the duration of the project and not exceeding five years.

Rationale: Hurricane Harvey caused flooding to the lower level of the Commons Building Parking Garage and damage to an elevator in the parking garage, which requires replacement. In compliance with Texas Education Code §44.031(a), a Request for Proposals (“RFP”) #624 was publicly advertised and one response was received. The College evaluated the proposal based on price; experience and reputation; quality of the goods and services; the extent to which certified historically underutilized business (“HUB”), minority and/or veteran or women-owned business are utilized; safety record; proposed personnel for the task; financial capability; and ability.

Fiscal Impact: Funds for these purchases are available from Fund 35. Subsequent reimbursement of Fund 35 will occur from insurance proceeds, FEMA Public Assistance proceeds, bond funds as deemed appropriate, and operation fund cash reserves, in this order.

Staff Resource: Jennifer Mott 832-813-6512
Financial Report and Consideration No. 14  (ACTION ITEM 16)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute One or More Guaranteed Maximum Price (“GMP”) Contracts on Behalf of Lone Star College (the “College”) for Construction Services with the Construction Manager at Risk (“CMAR”) Firm Tellepsen Builders for the Lone Star College-Corporate College (“LSC-Corporate College”) Transportation Technology Center Project

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute one or more GMP contracts on behalf of the College for additional construction services with CMAR Tellepsen Builders, L.P. (Tellepsen) 777 Benmar Drive, Suite 400, Houston, Texas for the Transportation Technology Center Project in a sum not exceeding $8,500,000, for a total revised sum not exceeding $23,901,245.

Rationale: At the June 2015 Board meeting, the Board of Trustees approved Tellepsen to provide CMAR services for the construction of phase one bond projects for LSC-Corporate College through a formal Request for Qualifications (“RFQ”) process in compliance with Texas Government Code Section 2254.00.

The LSC-Corporate College Transportation Technology Center is part of the expansion of the Professional Workforce Program. Programs offered by the College are for Professional Workforce Training for Commercial Truck Driver’s training, a Semi-Truck driving track, skills training, and simulator training, as well as, training for professional certifications.

The table below summarizes all transactions approved by the Board to date:

<table>
<thead>
<tr>
<th>Tellepsen Contract Summary</th>
<th>Approval</th>
<th>Description</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Approval</td>
<td>6/4/2015</td>
<td>North Harris Phase I Bond Projects</td>
<td>N/A</td>
</tr>
<tr>
<td>Board Approved Contract</td>
<td>6/2/2016</td>
<td>Construction and Skilled Trades Technology</td>
<td>$13,475,959</td>
</tr>
<tr>
<td>Board Approved 1st Amendment</td>
<td>11/3/2016</td>
<td>Electrical Underground Project</td>
<td>$1,100,000</td>
</tr>
<tr>
<td>Board Approved 2nd Amendment</td>
<td>12/1/2016</td>
<td>Central Plant Addition</td>
<td>$825,286</td>
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<td>------------------------------</td>
<td>----------</td>
<td>------------------------</td>
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</tr>
<tr>
<td>Proposed Amendment</td>
<td>12/6/2018</td>
<td>Transportation Technology</td>
<td>$8,500,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$23,901,245</td>
</tr>
</tbody>
</table>

**Fiscal Impact:** Funds for this project are available from the 2014 General Obligation Bond Referendum, Series 2017A.

**Staff Resource:**
- Mario K. Castillo
- Jennifer Mott
  - 832-813-6606
  - 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) for the Purchase of Design Services with M. Arthur Gensler Jr. & Associates for Lone Star College-CyFair (“LSC-CyFair”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contract on behalf of the College for design services with M. Arthur Gensler Jr. & Associates, Inc., 711 Louisiana Street, Suite 300, Houston, Texas, for the LSC-Fairbanks Center project and LSC-CyFair Center for Academic and Student Affairs (“CASA”) addition and renovation project for a sum not exceeding $160,000, for a total revised sum not exceeding $2,063,081.

Rationale: On April 9, 2015, the Board approved M. Arthur Gensler Jr. & Associates to provide design services for LSC-Fairbanks Center and LSC-CyFair Projects through a formal Request for Qualifications (“RFQ”) process in compliance with Texas Government Code §2254.004.

On August 4, 2016, the Board approved the purchase of additional Architectural Services from M. Arthur Gensler Jr. for LSC–CyFair projects.

The proposed contract extension complies with Texas Education Code Chapter 44, Subchapter B, §44.031, §44.0311, and §44.312. Professional Architectural Services were to include, but not be limited to, design, mechanical, electrical, plumbing, HVAC, and civil engineering.

The table below summarizes all transactions approved by the Board to date for this firm:

<table>
<thead>
<tr>
<th>M. Arthur Gensler Jr. &amp; Associates</th>
<th>Approval</th>
<th>Description</th>
<th>Sum</th>
</tr>
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<tbody>
<tr>
<td>Board Approved Contract</td>
<td>4/9/2015</td>
<td>Design Services, Phase I Bond Projects-LSC CyFair</td>
<td>$1,418,750</td>
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<tr>
<td>Board Approved Language Modification</td>
<td>5/5/2016</td>
<td>Allow for purchase of Design Services to be funded</td>
<td>N/A</td>
</tr>
<tr>
<td>Amendment</td>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------</td>
<td>------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Board Approved 1st Amendment</td>
<td>8/4/2016</td>
<td>Additional Design Services</td>
<td>$204,631</td>
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<tr>
<td>Board Approved 2nd Amendment</td>
<td>8/3/2017</td>
<td>Additional Design Services</td>
<td>$29,700</td>
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<tr>
<td>Renewal Letter First Year Renewal</td>
<td>10/20/2017</td>
<td>Gensler Agreed to the first-year renewal period</td>
<td>N/A</td>
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<tr>
<td>Board Approved 3rd Amendment</td>
<td>8/2/2018</td>
<td>Additional Design Services</td>
<td>$180,000</td>
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<tr>
<td>Proposed Amendment</td>
<td>12/6/2018</td>
<td>Additional Design Services: Fairbanks-classroom conversion, single accessible restroom, CASA-addition and student drop off</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

**Total**                             $2,063,081

**Fiscal Impact:** Funds for this purchase are available from the 2014 General Obligation Bond Referendum, Series 2017A.

**Staff Resource:**
- Seelpa Keshvala 281-290-3940
- Jennifer Mott 832-813-6512
Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) for the Purchase of Design Services with Page Southerland Architects for Lone Star College-North Harris ("LSC-North Harris") and Lone Star College-System Office ("LSC-System Office")

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contract on behalf of the College for the purchase of design services with Page Southerland Page, Inc. d/b/a Page ("Page"), 1100 Louisiana, Suite 1, Houston, Texas, for the LSC-North Harris Greenspoint Center projects in a sum not exceeding $300,000 and for the LSC-System Office projects in a sum not exceeding $40,000, for a total sum not exceeding $859,180.

Rationale: At the August 4, 2016 meeting, the Board of Trustees approved amendment of the agreement with Page to provide design services for LSC-Tomball projects.

At the April 9, 2015 meeting, the Board of Trustees approved Page to provide design services for LSC-Tomball projects through a formal Request for Qualifications ("RFQ") process in compliance with Texas Government Code §2254.004.

Professional Architectural Services include, but are not limited to, design, mechanical, electrical, plumbing, HVAC, and civil engineering.

The table below summarizes all transactions approved by the Board to date for this firm:

<table>
<thead>
<tr>
<th>Page Southerland Page</th>
<th>Approval</th>
<th>Description</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Approved Contract</td>
<td>4/9/2015</td>
<td>Architectural Services</td>
<td>$303,000</td>
</tr>
<tr>
<td>Board Approved 1st Amendment</td>
<td>8/4/2016</td>
<td>Additional Services</td>
<td>$216,180</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>12/6/2018</td>
<td>Design for Greenspoint projects: Houston North College Administration Suite Level 3, other functional spaces</td>
<td>$300,000</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>12/6/2018</td>
<td>Design for System Office projects: single accessible restroom</td>
<td>$40,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$859,180</td>
</tr>
</tbody>
</table>
**Fiscal Impact:** $200,000 for this purchase is included in the approved FY 2019 LSC-North Harris operating budget which is reimbursed to the College by the Greater Greenspoint Tax Increment Reinvestment Zone (“TIRZ”) agreement. $40,000 for this purchase is available from the 2014 General Obligation Bond Referendum, Series 2017A.

**Staff Resource:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald Napoles</td>
<td>281-618-5444</td>
</tr>
<tr>
<td>Jennifer Mott</td>
<td>832-813-6512</td>
</tr>
</tbody>
</table>
Exhibit "U"

Financial Report and Consideration No. 17 (ACTION ITEM 19) Board Meeting 12-6-18

Request: Consideration of Ratification of the Lease Agreement and Subsequent Amendments between Lone Star College (the “College”) and Williams Scotsman, Inc., and Approval of Modification of Action Item 7 at the June 2018 Board of Trustees Meeting, Which Authorized a Lease Renewal

Chancellor’s Recommendation: That the Board of Trustees Ratify the Lease Agreement and subsequent amendments between the College and Williams Scotsman, Inc. in a sum not exceeding $145,000.

Rationale: The leasing of the modular building is necessary to meet the obligations under a separate Lease Agreement with TechnipFMC. The modular building is located at the LSC-Oil and Gas Services Training Center at 14102 Humble Road, Tomball, Texas 77375. The initial Lease Agreement with Williams Scotsman, Inc. for the modular building was dated January 9, 2015. A subsequent amendment was dated June 13, 2017. The Board approved an amendment with a September 10, 2018 to September 9, 2019 term at its June 2018 Board Meeting. At the June 2018 Board Meeting, the expected yearly rental expense was reported as $16,500, but the corrected annual rental expense is $18,600.

Fiscal Impact: The annual rental expense is $18,600 for the September 10, 2018 through September 9, 2019 term with a modular removal fee of $50,000. These expenses are offset by revenues from the lease with TechnipFMC. The College has paid $72,126 through August 2018 since the commencement of the Lease in January 2015, and the rental expense for FY2019 is $18,600. Cumulative expenditures exceed $100,000.

Staff Resource: Jennifer Mott 832-813-6512
Financial Report and Consideration No. 18  (ACTION ITEM 20)  Board Meeting 12-6-18

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate a Lease Agreement on Behalf of Lone Star College (the “College”) for a Satellite Center in the Fallbrook Community in Collaboration with Fallbrook Church (“Fallbrook”)

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate a lease agreement on behalf of the College for a Satellite Center in the Fallbrook Community in collaboration with Fallbrook for an annual rent payment not to exceed $1,000,000. That the Board of Trustees also waive Board Policy section III.D.2.9. Contract Term Limits and Non-Availability of Funds Provision to allow the contract to extend beyond five years. The term of the contract will be for a period not to exceed 15 years.

Rationale: Fallbrook leadership has approached the College to establish a Satellite Center in the Fallbrook Community. It is proposed for Fallbrook to build to suit an approximate 50,000 square foot facility and for the College to lease the building for operations as a Satellite Center. The Center will include classrooms, computer labs, a data center, offices, and collaborative workspaces allowing students to experience real-world work environments in both academic and workforce programs.

Fiscal Impact: The College will lease the approximately 50,000 square foot facility for a rental rate not to exceed $1,000,000 annually over a 15 year period. Funds for the annual rental will be included in future proposed budgets.

Staff Resource: Jennifer Mott  832-813-6512
Request: Consideration of Ratification of the 4th Year License Renewal for Additional Accreditation and Assessment Support System Services

Chancellor’s Recommendation: That the Board of Trustees approve the ratification of the 4th year license renewal for accreditation and assessment support system services with Higher One (“Higher One”), Inc., 115 Munson Street, New Haven, CT 06511, in a sum not exceeding $33,059 for a total revised sum not exceeding $124,804 over the five-year period.

Rationale: The College uses the online tool, Compliance Assist, from Higher One to facilitate the College’s ongoing accreditation and assessment processes for the Southern Association of Colleges and Schools (“SACS”). This tool is used to develop and store the College’s accreditation report and accompanying supporting data, as well as assessment data including student learning outcomes, unit effectiveness assessment results, and the Quality Enhancement Plan (“QEP”). Maintaining the consistency and expertise provided by Higher One enables the project to continue on schedule.

On February 4, 2010, the Board of Trustees approved the purchase of the license for Compliance Assist conducted under RFP No. 10-049. The original contract was awarded to Dataliant, Inc., which was purchased by Campus Labs in 2012. Higher One purchased Campus Labs in 2013. Appropriate contracts were put in place at the time of each purchase.

Due to the critical nature of continuing with Compliance Assist on the College’s accreditation, and avoiding costs of transitioning to another support system, the Chancellor requested authority to renew the contract with Higher One for an additional three-year period.

On October 10, 2014, the Chancellor approved the license renewal for the purchase of additional accreditation and assessment support system services for a sum not exceeding $91,743 over a three-year period.

On August 3, 2017, the Chancellor approved the license renewal for the purchase of additional accreditation and assessment support system services for a sum not exceeding $33,059 for the first one-year renewal option bringing the total contract sum to $124,804.

The request for the license renewal for the purchase of additional accreditation and assessment support system services has exceeded $100,000 and requires the Board’s approval.
Fiscal Impact: Funds for these purchases are included in the approved FY 2019 operating budget.

Staff Resource: Link Alander 832-813-6832
Jennifer Mott 832-813-6512
Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute the 5th Year License Renewal on Behalf of Lone Star College (the “College”) for Additional Accreditation and Assessment Support System Services

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute the 5th year license renewal on behalf of the College for accreditation and assessment support system services with Higher One (“Higher One”), Inc., 115 Munson Street, New Haven, CT 06511, in a sum not exceeding $34,380 for the fifth year for a total revised sum not exceeding $159,182 over the five-year period.

Rationale: On February 4, 2010, the Board of Trustees approved the purchase of the license for Compliance Assist conducted under RFP No. 10-049. The original contract was awarded to Dataliant, Inc., which was purchased by Campus Labs in 2012. Higher One purchased Campus Labs in 2013. Appropriate contracts were put in place at the time of each purchase.

Due to the critical nature of continuing with Compliance Assist on the College’s accreditation, and avoiding costs of transitioning to another support system, the Chancellor requested authority to renew the contract with Higher One for an additional three-year period.

On October 10, 2014, the Chancellor approved the license renewal for the purchase of additional accreditation and assessment support system services for a sum not exceeding $91,743 over a three-year period.

On August 3, 2017, the Chancellor approved the license renewal for the purchase of additional accreditation and assessment support system services for a sum not exceeding $33,059 for the first one-year renewal option bringing the total contract to a sum to $124,804.

The request for the license renewal for the purchase of additional accreditation and assessment support system services has exceeded $100,000 and requires the Board’s approval.

Fiscal Impact: Funds for these purchases are included in the approved FY 2019 operating budget.

Staff Resource: Link Alander 832-813-6832
Jennifer Mott 832-813-6512
Financial Report and Consideration No. 21  (ACTION ITEM 23)  Board Meeting 12-6-18

Request: Consideration of Approval to Increase the Previously Board Approved Spend on Behalf of Lone Star College (the “College”) for Advertisement Media Buys for Spring 2019

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or designee to increase the spend on behalf of the College for advertisement and media buys for Spring 2019 enrollment and to extend the previously authorized sum for creative marketing communications and media services from Lopez Negrete Communications, 3336 Richmond Avenue, Suite 200, Houston, TX 77098 in a sum not exceeding $400,000.

Rationale: Creative marketing communications and media services are required to assist the College with the creation and placement of integrated marketing, public relations, and branding campaigns that may include radio, television, billboards, print publications, digital, mobile, and other forms of media. These services will assist the College with the development of creative solutions that effectively address the outreach, student recruitment, advertising, and marketing communications goals of the College.

In compliance with Texas Education Code §44.031(a), a Request for Proposals (“RFP”) #423 was advertised and issued to twenty-nine marketing/design agencies and seven proposals were received. The proposals were evaluated by an advisory committee based on cost, qualifications, experience and service needs met, quality of services, vendor references, extent to which certified historically underutilized businesses (“HUB”), minority and/or veteran or women-owned businesses are utilized, other enhanced services/location/completeness and thoroughness of presentation. On-site presentations were made by the four firms receiving the highest proposal evaluation scores. It is recommended that the firm with the highest on-site presentation evaluation score be awarded the contract.

Fiscal Impact: Funds for these services are included in the approved FY 2019 operating budget. Funds for subsequent years will be included in future proposed budgets.

Staff Resource: Helen Clougherty 832-813-6514
Request: Consideration and Authorization for the Chancellor or Designee to Execute Proposed Employment Contracts for the Attached Individuals

Chancellor’s Recommendation: That the Board of Trustees authorize the Chancellor or a designee to execute proposed employment contracts for the attached individuals. Each individual’s name, job title, not-to-exceed contract sum, and hire start date is attached.

Rationale: Board Policy Section III.D.1.3.(a) requires Board approval of employment contracts. In accordance with this policy, this authorization would expressly delegate such authority to the Chancellor or a designee for the attached individuals.

Fiscal Impact: Positions and salaries have been budgeted for 2018–2019.

Staff Resource: Mario K. Castillo 832-813-6606
<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Not-to-Exceed Contract Sum</th>
<th>Hire Date</th>
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<tbody>
<tr>
<td>LeDee-Fontenot, Kentrie</td>
<td>Director Professional Development</td>
<td>$ 66,560</td>
<td>5/1/2018</td>
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<tr>
<td>Lizama, Veronica</td>
<td>Project Director Senior Construction</td>
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<td>9/17/2018</td>
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<td>Watkins, Alana</td>
<td>Instructor - English</td>
<td>$ 36,183</td>
<td>9/1/2018</td>
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<td>Wood, Christina</td>
<td>Assistant General Counsel</td>
<td>$ 84,502</td>
<td>10/1/2018</td>
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