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

ABSENT: Ms. Myriam Saldívar

I. CALL TO ORDER: Dr. Smith called the workshop and regular 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. Trowbridge 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”.

Dr. Scott entered the meeting at 5:01 p.m.

IV. 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
Mr. Vogt entered the meeting at 5:38 p.m.

V. RECONVENE REGULAR MEETING: Dr. Smith reconvened the open meeting at 6:25 p.m.

Dr. Holsey entered the meeting at 6:33 p.m.

VI. INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS: Dr. Head welcomed Zac Ezzone with Community Impact. Dr. Head recognized several LSC students observing the board meeting this evening for their Texas and U.S. Government classes.

Dr. Head introduced Devethia Guillory, the incoming LSC-North Harris Faculty Senate president.

Mario Castillo introduced Ms. Sandra Martinez, manager of client relations, who presented the inaugural edition of LSC Voices, a diversity publication to help promote and celebrate the diversity at Lone Star and passions and stories of its employees.

Ms. Helen Clougherty, vice chancellor and chief of staff, to present the 2018-19 Sabbatical recipients. The recipients are: LSC-Montgomery: Dominic Beggan, Professor Political Science who will conduct scholarly research on the lessons learned from Hurricane Harvey. This research will share valuable insights into the vulnerabilities confronting the Lone Star College System when a natural disaster strikes, so we may be better prepared for future incidents.

LSC-Tomball: David Birch, Professor Political Science, will revisit a research project linked to federalism and intergovernmental relations on the one hand and to policy community interactions on the other. This project links the politics of problem definitions with the story lines of policy community actors in an attempt to better understand the dynamics of the policy process; Jared Cootz, Dean Instruction, will work on technological methods to increase student and community recruitment, as well as student enrollments for courses within the Arts, Behavioral & Social Sciences Division at LSC-Tomball, Steffani Frideres, Professor Art, will advance a body of artwork she has been experimenting with for the last two years that uses a historical photographic process called wet plate collodion printing that was in vogue during the U.S. civil war; Van Piercy, Professor English, will create an open access online rhetoric and composition course using Quality Matters reviews and Texas LEAP modeled assessments; Melissa Studdard, Professor English, will gain expertise in flash fiction, a genre that came to the forefront of Prof. Studdards’s field after she completed her terminal degree. After gaining this expertise through independent research, an online course, and practice of the form, she will bring her knowledge and
experience back to the Lone Star College System via the classroom, the System-Wide Creative Writing Committee, annotated book and story list to be shared with interested colleagues.

**LSC-University Park:** Paula Khalaf, Professor Developmental English, will research best practices of mentor programs and the Puente Project program review at Community Colleges in California. Will participate in the Puente Project to establish best practice recommendations for LSC-University Park's Puente Project.

**LSC-Cyfair:** Dorothea Scott, Professor, Librarian, will research viable learning technologies to create and implement working products designed to support distance-learning students and provide in-person library engagement; Rebecca Royer, Professor ESOL, ESL, will produce a digital manual for creating a successful ESOL co-requisite course. This manual will aid Lone Star College faculty in course creation, thereby enhancing ESOL students' success and college experience.

**LSC-North Harris:** Katie Hurter, Professor ESOL, will create 16 sets of dictations with accompanying conversation chain prompts and idiomatic phrases to support the Final Oral Assessments of the ESOL program's Oral Communication strand. Additionally, Professor Hurter will expand, polish and share the course materials she has created for the "book-free" Oral Communication 4 ESOL 0394 class.

**LSC-Kingwood:** Sharon Kenemore, Professor/Counselor; will use the information gained from her certification process as a reference to increasing suicide awareness for counselors, our college personnel, and students; Suzy Page, Professor English, will reflect on teaching practices and cultivate materials to increase student success. Professor Page will share these materials system-wide via the LSC English Curriculum Committee.

**VII. WORKSHOP:** Mario Castillo introduced Ms. Sandra Gregorson to give an overview of the Office of Governance, Audit & Compliance.

**VIII. APPROVAL OF THE MINUTES OF THE MARCH 1, 2018 WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES AND THE MARCH 23, 2018 BOARD RETREAT:** upon a motion by Dr. Scott and a second by Ms. Good the board approved the minutes of the March 1, 2018 Workshop and Regular Meeting of the Board of Trustees. The vote was unanimous. Upon a motion by Dr. Scott and a second by Mr. Vogt the board approved the minutes of the March 23, 2018 Board Retreat. The vote was unanimous.

**IX. SPECIAL REPORTS AND ANNOUNCEMENTS:**

1. **Chancellor:** Dr. Head announced that Lone Star College was featured today in a story in the New York Times about students who start at community colleges and transfer to elite institutions. The Star Gala will be held on April 14th at the Woodlands Waterway Marriott.
2. **College Presidents:** Dr. Gerald Napoles gave a presentation on LSC Advisory Councils and Committees. These include Chancellor level advisory councils, cluster-level advisory committees, program level advisory committees, and community and faith based organizations.

3. **Vice Chancellors:** Ms. Jennifer Mott, executive vice chancellor and CFO, and Mr. Clarence Grier with RBC Capital Markets, gave a joint presentation on the Financial Condition Analysis of Texas Public Community College Districts and Lone Star College.

4. **Faculty Senate Presidents:** LSC-Kingwood Faculty Senate president Anthony Carrera presented on A Liberal Education for all. He highlighted the importance of a liberal arts degree education.

5. **Board Members:** Dr. Holsey visited LSC-Montgomery and the Digital Marketing Center and was very impressed with the process of monitoring activities on social media and the internet. Trustee Holsey shared this information with other colleagues and business owners and invited them to see this cutting edge technology.

Trustee Lloyd attended the Open Innovation Conference at LSC-UP and gave a highlight of the conference.

Trustee Murillo welcomed the students in attendance observing the board meeting and encouraged the students to become involved.

Dr. Trowbridge is still looking for stories about students with GRIT for the book he is collaborating on with Dr. Lee Ann Nutt.

Dr. Smith had the opportunity to attend the town hall meeting held by Dr. Quentin Wright to help people in the community become more aware of LSC-Houston North.

X. **CITIZEN PARTICIPATION:** Mr. John Burghduff, representing the AFT, pledged support for LSC-Houston North and addressed the board on the community schools movement.

Mr. Joe Ramirez addressed the board on diversity. Mr. David Maly addressed the board about student illness policy.

XI. **CONSIDERATION OF THE CONSENT AGENDA:** Item numbers 1 and 11 were removed from the agenda to be considered separately. Chair Smith proceeded with the Consent Agenda. Dr. Trowbridge made a motion to approve Action Items 2, 3, 4, 5, 6, 8, 9, 10, 12, 13, 14, 15, 16, and 17. Mr. Lloyd seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.
XII. **POLICY REPORTS AND CONSIDERATIONS:**

1. Consideration and Review of the Recommended Revision of the Lone Star College (the “College”) System Board Policy Manual Section VI.B.4. Fees, Fines, and Charges **(FIRST READING):** the Board of Trustees considered and reviewed revisions to the College’s Board Policy Manual Section VI.B.4. Fees, Fines, and Charges, which adds language regarding continued receipt of exemptions and waivers for formula-funded courses. A copy is attached as Exhibit “C”.

2. Consideration of the Recommended Addition of the Lone Star College (the “College”) System Board Policy Manual Section IX. Sexual Misconduct **(ACTION ITEM 1):** upon a motion by Dr. Scott and a second by Ms. Good the Board of Trustees considered and approved the recommended addition of Section IX. Sexual Misconduct to the College’s Board Policy Manual and the concurrent revision to existing Section VI.F. Sexual Harassment, Assault, Violence, and Discrimination. A copy is attached as Exhibit “D”.

XIII. **FINANCIAL REPORTS AND CONSIDERATIONS:**

1. Consideration of Approval to Authorize the Chancellor of Designee to Negotiate and Execute a Contract Amendment on Behalf of Lone Star College (the “College”) to Purchase Additional Services with Partners in Leadership **(ACTION ITEM 2):** the Board of Trustees authorized the Chancellor or Designee to negotiate and execute a contract amendment for additional services to support the College’s 20/20 culture to provide culture expertise in face-to-face workshops with each college leadership team and to continue the license agreement with Partners in Leadership, Inc., 27555 Ynez Road, Suite 300, Temecula, California 92591, in a sum not exceeding $293,000, for a revised total contract sum of $791,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “E”.

2. 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 Construction Services for Lone Star College-University Park (“LSC-University Park”) Kitchen Renovation **(ACTION ITEM 3):** the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College with Westway Construction Services, LLC, 8611 Derrington Road, Houston, TX 77064, to purchase construction services for the LSC-University Park kitchen renovation in a sum not exceeding $610,000. 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 a Contract Change Order on Behalf of Lone Star College (the “College”) to Purchase Additional Design Services for Lone Star College-CyFair (“LSC-CyFair”) Instructional and Student Life Building **(ACTION ITEM 4):** the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract change order
on behalf of the College with M. Arthur Gensler Jr. & Associates, Inc. dba Gensler (“Gensler”), 711 Louisiana Street #300, Houston, TX 77002 for additional design services for the sum of $34,450 for a total revised contract sum of $1,687,351. 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 a Contract Change Order on Behalf of Lone Star College (the “College”) to Purchase Additional Mobile Furniture Modifications and Additions for Lone Star College-Westway Park Technology Center (“LSC-Westway Park”) (ACTION ITEM 5): the Board of Trustees authorized the Chancellor or designee to execute a contract change order with J Tyler Services, Inc., 5920 Milwee, Houston, TX 77092 for the purchase of additional furniture in a sum not exceeding $181,269 for a revised sum not exceeding $1,007,825. This item was passed in the Consent Agenda. A copy is attached as Exhibit “H”.

5. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) with the Lone Star College-University Park (“LSC-University Park”) Architectural Firm for Additional Services (ACTION ITEM 6): the Board of Trustees authorized the Chancellor or designee to amend the contract for architectural services on behalf of the College with Kirksey Architecture, 6909 Portwest Drive, Houston, Texas 77024 for the LSC-University Park Center for Science & Innovation in a sum not exceeding $62,000 for a total revised contract sum not exceeding $1,218,399. 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 Police Supplies and Equipment for Lone Star College Police Department (“LSC-Police Department”) (ACTION ITEM 7): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College with Motorola Solutions, Inc., PO Box 404059, Atlanta, Georgia 30384 to purchase portable radios, VHF Band, AES, Encryption, unit chargers, and speaker microphones in a sum not exceeding $146,119. 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 a Contract on Behalf of Lone Star College (the “College”) to Purchase Police Supplies and Equipment for Lone Star College-Police Department (“LSC-Police Department”) (ACTION ITEM 8): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College with Axon Enterprise, Inc., 17800 N 85th St., Scottsdale, Arizona 85255 to purchase Tasers, holsters, battery packs, cartridges, a warranty, unit chargers, and speaker microphones in a sum not exceeding $105,595. This item was passed in the Consent Agenda. A copy is attached as Exhibit “K”.

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8. 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 Additional Financial Aid File Review and Verification Services (ACTION ITEM 9): the Board of Trustees authorized the Chancellor or designee to purchase additional financial aid file review and verification services with Global Financial Aid Services (“Global”), 12268 Intraplex Parkway, Gulfport, MS 39052 in a sum not exceeding $320,000 for a total revised sum not exceeding $2,190,000 over the seven-year period. The extension of the contract term will be for one year and Global has agreed to continue the current fee structure and honor the terms and conditions as stated in the original contract award. 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 Purchase Additional Analog Telecommunication Services for Lone Star College (the “College”) (ACTION ITEM 10): the Board of Trustees approved the purchase of additional analog telecommunication services for the College for a sum not exceeding $1,380,000 for a five-year period from the following vendors: Windstream, 600 Willowbrook Office Park, Fairport, NY 14450; Consolidated Communications, 350 S. Loop 336W, Conroe, TX 77384; AT&T, 6500 W. Loop South, Bellaire, TX 77401 and Century Link Communications, 312 Higgins St. Humble, TX 77338. 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”) to Purchase Pressure Washing Services (ACTION ITEM 11): upon a motion by Dr. Scott and a second by Mr. Vogt the Board of Trustees authorized the Chancellor or designee to negotiate and execute master service contracts on behalf of the College to purchase pressure washing services. The scope of the award is for individual projects on an as needed basis. Total estimated cost will not exceed $4,500,000 over the five-year contract term from the following vendors: City Wide Building Services, LLC, 425 W. Mockingbird Lane, Dallas, TX 75247; Pro Seal Services, 13226 Vernon Rd., Cypress, TX 77429 and Pressure Washing America, LLC., 2007 Harbor Breeze, Katy, TX 77493. The term of this award is for an initial two years with the option to renew for three additional one year periods. The College reserves the right to cancel any agreement upon 30 days’ written notice without cause. Pricing will remain firm for the first year. Rate adjustments may be considered for subsequent years upon receipt of written justification supported by an increase in trade rates, inflation, or other measure as approved by the College. Quotes will be requested from all awarded vendors for all projects. A copy is attached as Exhibit “N”.

11. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract on Behalf of Lone Star College (the “College”) for Construction Services for Lone Star College-CyFair (“LSC-CyFair”) Westway Park Technology Center (ACTION ITEM 12): the Board of Trustees authorized the Chancellor or designee to negotiate and amend the contract on behalf of the College with Brookstone, LP, 3715 Dacoma Street, Houston, Texas 77092 for construction services of structured cabling
(data, communication and security) for the facility and the mock data room for LSC-CyFair for a sum not exceeding $715,000. 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 Purchase of Electronics Equipment Storage and Removal from Buildings Flooded Due to Hurricane Harvey at Lone Star College-Kingwood (“LSC-Kingwood”) (ACTION ITEM 13): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a contract on behalf of the College with Electronics Restoration Services, Inc. (“ERS”), 5803 Sovereign Drive #218, Houston, Texas, 77036 for purchase of electronics equipment storage and removal from buildings flooded due to Hurricane Harvey at LSC-Kingwood in a sum not exceeding $350,000. 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 a Royalty Percentage and Execute a Publishing Contract on Behalf of Lone Star College (the “College”) (ACTION ITEM 14): the Board of Trustees authorized the Chancellor or designee to negotiate a royalty percentage not less than 1% and execute a contract on behalf of the College. 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 a Renewal Agreement on Behalf of Lone Star College (the “College”) to Purchase ServiceNow Licensing (ACTION ITEM 15): the Board of Trustees authorized the Chancellor or designee to negotiate and execute a renewal agreement on behalf of the College to purchase ServiceNow licensing with Precision Task Group (“PTG”), 9801 Westheimer, Suite 803, Houston, Texas, 77042, for a sum not exceeding $2,500,000 for a three-year period. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.

XIV. PERSONNEL REPORTS AND CONSIDERATIONS:

1. Consideration and Authorization for the Chancellor or Designee to Execute Proposed Employment Contracts for the Attached Individuals (ACTION ITEM 16): 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 “S”.

15. Consideration and Authorization for the Chancellor or Designee to Execute Proposed Employment Contracts for the Attached Faculty Members (ACTION ITEM 17): the Board of Trustees authorized the Chancellor or a designee to execute proposed
employment contracts for the attached faculty members. Each faculty member’s name and job title is attached. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T”.

XV. LONE STAR COLLEGE FOUNDATION REPORT

LSC Foundation Gifts Received Report: the Board reviewed the report as presented. A copy is attached as Exhibit “U”.

XVI. 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 February 28, 2018. A copy is attached as Exhibit “V”.

XVII. BUILDING AND GROUNDS REPORTS:

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

XVIII. SUGGESTED FUTURE AGENDA ITEMS: None.

XIX. ADJOURNMENT: There being no further business, the meeting was adjourned at 8:22 p.m.

ATTEST:

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Board of Trustees, Chair    Board of Trustees, Secretary