The Board of Trustees revised Section IV.D.1.(d) of the Lone Star College Policy Manual on February 1, 2018. The notice and comment period for the policy was open to the public from September 5, 2017, to October 5, 2017. The procedures were last updated on February 1, 2018. The notice and comment period for the procedures was open to the public from October 24, 2017, to November 23, 2017. The policy and procedures were posted for public comment at http://www.lonestar.edu/proposed-policies.htm. Commenters could anonymously submit comments to LSC-PolicyFeedback@lonestar.edu and LSC-ProcedureFeedback@lonestar.edu. We received a total of ten responses, some containing comments on multiple subjects. We have responded to their comments based on the posted Policy and Procedures.

**Comment 1:** Commenters requested clarification on this Procedure's scope as regards other educational assistance programs.

**Response 1:** We added language clarifying that these Procedures apply to tuition exemption of certain College courses. These Procedures do not govern Chancellor Scholarships or reimbursement of non-College courses.

**Comment 2:** Commenters asked whether, in practice, Adjunct Faculty would wait longer than other employees to become eligible.

**Response 2:** Yes, in practice, Adjunct Faculty eligibility requires a longer vesting period. This accounts for Adjunct Faculty schedule variations.

**Comment 3:** Commenters asked whether the Office of Human Resources has discretion in how it interprets continuous employment to account for pay cycle variations.

**Response 3:** Yes, the Office of Human resources may account for pay cycle variations when it reviews employee eligibility.

**Comment 4:** Commenters asked for the rationale regarding the differences in eligibility requirements between Adjunct Faculty and other part-time employees.

**Response 4:** Please see Response 2. The College must account for schedule variations when expending funds to ensure equitable vesting.

**Comment 5:** Commenters asked whether other skills instructors may become eligible in the future.

**Response 5:** The College will review how this program is implemented and will make such determinations once it has more information.