

**WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
November 3, 2016
6:00 p.m.**

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Certification of the Posting of the Notice of the Meeting
- IV.** Introductions, Special Guests, Recognitions
- V.** Workshop – Clarence Grier, Bond Sales
- VI.** Closed Session

The Board of Trustees, in accordance with Section 551.001, et seq. of the Texas Government Code will move into Closed Session 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

- LSC-University Park, LSC-CyFair, LSC-North Harris, LSC-Tomball, LSC–Montgomery, LSC-Kingwood, LSC-SO-University Park

Section 551.074 - Personnel Matters

- VII.** Reconvene Regular Meeting
- VIII.** Approval of the Minutes of the October 3, 2016 Workshop and Regular Meeting of the Board of Trustees and the Minutes of the October 18, 2016 Special Meeting
- IX.** Special Reports and Announcements
 - 1. Chancellor – Reports and comments from the Chancellor regarding meetings and conferences attended, campus visits, community and district activities, education programs, current affairs related to higher education

2. Presidents – Gerald Napoles, Organizational Development
3. Vice Chancellors - None
4. Faculty Senate Presidents – None
5. Board Members
 - Reports and comments from Board chair and Board members regarding meetings and conferences attended, campus visits, community and district activities, education programs, current affairs related to higher education
 - Board Committee Reports

X. Citizen Participation

XI. Consideration of the Consent Agenda

(The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Trustees receive agenda materials one week in advance of the meeting to prepare for the business to be conducted.)

XII. Policy Report and Considerations

1. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.A. Public Information Program, Section II.B. Public Complaints and Hearings, and Section II.C. Relationships with Community Organizations (**FIRST READING**)
2. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.D. Student and Community Use of System Facilities (**FIRST READING**)
3. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.E. Conduct on System Premises (**FIRST READING**)
4. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.H. Relationships with Governmental Agencies and Authorities (**FIRST READING**)
5. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.I. Relationships with Other Entities (**FIRST READING**)

6. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.J. Access to Programs, Services and Activities (**FIRST READING**)
7. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.K. Media Relations and Communications (**FIRST READING**)
8. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.L.1. Approval of Advertising (**FIRST READING**)
9. Consideration and Approval of the Recommended Resolution regarding the College's Policy Manual Section III.C.2, Investment Management, which includes the College's Investment Policy and Strategies (**ACTION ITEM 1**)
10. Consideration and Approval of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.D.1. Non-Academic Student Travel (**ACTION ITEM 2**)
11. Consideration and Approval of the Recommended Addition of the Lone Star College System Board Policy Manual Section VI.D.14. Student Organizations (**ACTION ITEM 3**)
12. Consideration and Approval of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.F.1.3. Title IX Harassment and Sexual Violence General Procedures (**ACTION ITEM 4**)
13. Consideration and Approval of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.H. Student Records (**ACTION ITEM 5**)

XIII. Curriculum Reports and Considerations

1. Consideration and Approval of the Expansion of the Computer Programming Specialist Associate of Applied Science (AAS) Degree and Certificates to Lone Star College-University Park (**ACTION ITEM 6**)

XIV. Financial Reports and Considerations

1. The financial statements for the month ended September 30, 2016
2. Consideration of Approval of a Tuition Exemption for Senior Citizens, 65 Years of Age or Older, Only for Formula Funded Courses (**ACTION ITEM 7**)
3. Consideration of Removal of Health Education Systems Incorporated (HESI) Fees Associated with Nursing Courses (**ACTION ITEM 8**)

4. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Managing Student Bacterial Meningitis Vaccine Medical Records (**ACTION ITEM 9**)
5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Financial Aid File Review and Verification Services (**ACTION ITEM 10**)
6. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase and Install Furnishings at LSC-Tomball Health Science Building (**ACTION ITEM 11**)
7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase and Install a Controlled Environmental Room for LSC-University Park (**ACTION ITEM 12**)
8. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the LSC-North Harris Construction Manager at Risk (CMAR) for Construction Services Related to the Electrical Underground Project (**ACTION ITEM 13**)
9. Consideration of Ratification of the Chancellor's or Designee's Execution of a Contract Amendment with the Lawn Maintenance Services Firm for the Purchase of Additional Services (**ACTION ITEM 14**)
10. Consideration of Approval to Authorize the Chancellor or Designee to Amend the LSC-University Park Contracts for Architectural and Construction Manager at Risk (CMAR) Services Related to the Design and Construction of the Geology Rock Wall at LSC-University Park's Center for Science and Innovation (**ACTION ITEM 15**)

XV. Personnel Report and Considerations

1. Consideration of Ratification of Appointments (**ACTION ITEM 16**)
2. Consideration of Acceptance of Resignations (**ACTION ITEM 17**)

XVI. Buildings and Grounds Report

Construction Projects Update

XVII. Suggested Future Agenda Items

XVIII. Adjournment

If during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to an item

noticed in this meeting, then such closed session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 - Consultation with Attorney

Section 551.072 - Deliberation Regarding Real Property

Section 551.073 - Deliberation Regarding Prospective Gift

Section 551.074 - Personnel Matters

Section 551.076 - Deliberation Regarding Security Devices

Section 551.082 - Student Discipline

Section 551.0821 - Personally Identifiable Information About Student

Section 551.084 - Exclusion of Witness

Section 551.087 - Economic Development Negotiations

**Certification of Posting of Notice to the November 3, 2016
Workshop and Regular Meeting of the
Lone Star College System's
Board of Trustees**

I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Monday the 31st day of October, 2016 in a place convenient to the public at LSC-System Office The Woodlands, The Woodlands Leadership Building, on all college campuses and on the system website as required by Section 551.002 et seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by Section 551.001 et seq., Texas Government Code.

Given under my hand this the 31st day of October, 2016.

LONE STAR COLLEGE SYSTEM



Stephen C. Head
Chancellor

**MINUTES OF THE
WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES
LONE STAR COLLEGE SYSTEM
TRAINING AND DEVELOPMENT CENTER BOARD ROOM
5000 RESEARCH FOREST DRIVE
THE WOODLANDS, TEXAS 77381-4356
October 3, 2016
6:00 p.m.**

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

ABSENT: Dr. David Holsey
Mr. Bob Wolfe

WORKSHOP AND REGULAR MEETING

- I. **CALL TO ORDER:** Chair Good called the workshop and regular meeting of the Board of Trustees to order at 6:00 p.m. after determining that a quorum was present.
- II. **PLEDGE OF ALLEGIANCE:** Mr. Murillo 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. **INTRODUCTIONS, SPECIAL GUESTS AND RECOGNITIONS:** Mr. Amos McDonald, vice chancellor of external affairs introduced Nicole Gauthier, the new executive director of LSC Foundation.

Mr. Link Alander, vice chancellor of college services, gave a brief overview of the 2016-17 Faculty Technology Innovation Grant. Ms. Nicole Aboltin, director client relations for college services, presented the winners: *The Technology in Teaching Initiative (Inspiring Excellence in Instruction)*, LSC-Tomball; Caroline Jamroz, Latoya Lewis and Rachel Smith; *The Innovation Room*, LSC-UP, Misty Sabol, Christina Cross, Frank Rodriguez, and Christopher Schaefer; *Pop-Up Discovery Dome: Teaching & Learning in an Immersive Theater*, LSC-UP, Ying Yi, Sarada Moturu, and J. Allen Margoitta; *Training for Careers in Bio-Medical, Industrial and Environmental Chemistry*, LSC-Tomball, Ira L. Goldknopf, Mohammad Mojibul Haque, Marvin Brandon Lowery, Muslim D. Shahid,

Doug Lamppin, William J. Simcik and LSC-Montgomery, Daniel Kainer; *Seeing is Believing, and Understanding: Microscopy in the Classroom*, LSC-Montgomery, Julie Harless, Janeu Houston, Anitha Iyer, Helen McDowell, Steve Smith, John Kleist, Melissa Jackson, Robert Broadhurst and Daniel Kainer; *Grammarly*, LSC-UP, Sharon Miller, Elizabeth Ethredge; *Zbrush and Substance Live*, LSC-Kingwood, Shawn Sedoff, LSC-NH, Caroline Chamness.

Mr. Rand Key, CEO, System Office-UP and commissioner of LSC public safety, presented an update on LSC Campus Carry. A task force has been established and forums will be held at all colleges to gather input regarding implementation of Senate Bill 11. By spring 2017, procedures and training/educational materials will be developed and the campus carry policy will be revised for an anticipated first reading at the March 2017 board meeting.

Mr. Vogt entered the meeting at 6:38 p.m.

V. **WORKSHOP:** None

VI. **CLOSED SESSION:** At 6:28 p.m. Chair Good convened the Board in closed session, in accordance with Section 551.001 et seq. of the Texas Government Code under one or more of the following provision(s) of the Act:

Section 551.071 – Consultation with Attorney

- Status of Pending Litigation
- On any item on the Agenda

Section 551.072 – Deliberation Regarding Real Property

- LSC-University Park, LSC-CyFair, LSC-North Harris, LSC-Tomball, LSC–Montgomery, LSC-Tomball, LSC-SO-University Park

Section 551.074 - Personnel Matters

Dr. Scott entered the meeting at 7:05 p.m.

VII. **RECONVENE REGULAR MEETING:** Ms. Good reconvened the open meeting at 7:13 p.m.

VIII. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 1, 2016 WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES AND THE SEPTEMBER 14, 2016 PUBLIC HEARING AND SEPTEMBER 19, 2016 PUBLIC HEARING:** upon a motion made by Dr. Trowbridge and a second by Dr. Scott the board unanimously approved the minutes of the September 1, 2016 Workshop and Regular Meeting. Upon a motion by Dr. Trowbridge and a second by Dr. Smith the board approved the minutes of the September 14, 2016 Public Hearing. Dr. Scott Abstained. Upon a motion by Dr. Smith and a second by Mr. Lloyd the board approved the minutes of the September 19, 2016 Public Hearing.

IX. SPECIAL REPORTS AND ANNOUNCEMENTS:

1. Chancellor: Dr. Head and Amos McDonald have been spending time in Austin visiting with legislators about the upcoming legislative session.

The Chancellor showed a slide of Community College Week's Top 100 Associate Degree Producers. The ranking for LSC in All Disciplines was 4th overall, 4th for Hispanics, 6th for Total Minority and 6th Total Non-Minority. The publication showed LSC ranked 16th for African American. Education ranking was 2nd, Nursing and Liberal Arts and Sciences, General Studies and Humanities was 3rd and Health professionals was ranked 5th. LSC is already working on a strategy to increase our rankings.

2. College Presidents: Mr. Shah Ardalan, president of LSC-UP, gave a presentation on the role of LSC in our community. He highlighted the new LSC-Promise and the flood relief efforts in providing financial support to those affected during the April floods. When ITT and Regency Beauty closed recently, faculty quickly assessed the programs, identified what classes were transferable and worked to help those students transfer to LSC. He highlighted the employee giving campaign is being held at each college to raise money for students and employees.

3. Vice Chancellors: None

4. Faculty Senate Presidents: Paula Khalaf, faculty senate president of LSC-UP, gave a presentation on "It's All About Student Success". Faculty try to craft learning experiences that generate curiosity. Professional development helps faculty better serve students by improving their teaching methods. Dr. Janet Zadina gave a presentation at LSC-UP on how anxiety and stress can affect learning, the brain and thinking. Research-based strategies were presented that help reduce anxiety and stress. What is working – active learning strategies to keep students engaged, intrusive advisors, degree plans and tracking, career services, working with the state to create clear pathways, and food banks. We need mentors from the community, an updated easy to find list for families for services. In trying to face the student's stress anxiety and PTSD community partnerships need to be formed and provided to help students overcome mental health problems.

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

Chair Good reminded the Nominating Committee that after the November 8 election they will need to meet to prepare a new slate of officers for recommendation at the December board meeting.

X. CITIZENS DESIRING TO ADDRESS THE BOARD: Mr. John Burghduff representing the AFT spoke about the grievance policy.

XI. CONSIDERATION OF THE CONSENT AGENDA: Items 1, 2, 3 and 15 were pulled from the agenda to be considered separately. Ms. Good proceeded with the Consent Agenda. Dr. Trowbridge made a motion to approve items 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17 and 18. Dr. Smith seconded the motion and the Board unanimously passed the Consent Agenda. A copy is attached as Exhibit “B”.

XII. POLICY REPORT AND CONSIDERATIONS:

1. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.D.1. Non-Academic Student Travel (FIRST READING): the Board of Trustees considered the recommended revision of the College’s Board Policy Section VI.D.1. Non-Academic Student Travel, clarifying the definition of Non-Academic Student Travel. A copy is attached as Exhibit “C”.
2. Consideration of the Recommended Addition of the Lone Star College System Board Policy Manual Section VI.D.14. Student Organizations (FIRST READING): the Board of Trustees considered the recommended addition of the College’s Board Policy Section VI.D.14. Student Organizations, clarifying student organizations. A copy is attached as Exhibit “D”.
3. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.H. Student Records (FIRST READING): the Board of Trustees considered the recommended revision of the College’s Board Policy Section VI.H. Student Records, clarifying that the Chancellor or a designee may share certain student records with select partner institutions. A copy is attached as Exhibit “E”.
4. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section I. Governance (FIRST READING): the Board of Trustees reviewed a revision to the College’s Board Policy Manual Section I. Governance which covers College policies related to College Governance, namely: the College’s legal status, foundational principles and administrative organization; the powers, duties, responsibilities, and organization of the Board of Trustees; Board meetings; and Trustee elections and service. A copy is attached as Exhibit “F”.
5. Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section VI.F.1.3. Title IX Harassment and Sexual Violence General Procedures (FIRST READING): the Board of Trustees considered the recommended revision of the College’s Board Policy Section VI.F.1.3. Title IX Harassment and Sexual Violence General Procedures clarifying the College employees who may receive and process a sexual violence report. A copy is attached as Exhibit “G”.

XIII. FOUNDATION REPORTS AND CONSIDERATIONS:

1. Ratify and Approve the Appointment of LSC Foundation Board Members (ACTION ITEM 1): upon a motion by Mr. Vogt and a second by Mr. Murillo the Board of Trustees ratified and approved the appointment of the LSC Foundation Board Members listed on the following page for the positions indicated. The attached list represents

those individuals selected by the LSC Foundation Board of Directors at their June 28, 2016 meeting. Dr. Scott abstained. A copy is attached as Exhibit “H”.

XIV. FINANCIAL REPORT AND CONSIDERATIONS:

1. Monthly Financial Statements: Ms. Carin Hutchins, acting CFO for administration and finance, presented the monthly financial statements for the month ended August 31, 2016. A copy is attached as Exhibit “I”.
2. Consideration of Approval of Resolution and Ordinance Levying the Interest and Sinking (I&S) Component of the Ad Valorem Tax Rate for Tax Year 2016 (ACTION ITEM 2): Dr. Smith made a motion with a second by Mr. Lloyd to adopt a resolution and ordinance levying the I&S component of the ad valorem tax rate for tax year 2016. Chair Good moved that the Interest and Sinking property tax rate of \$0.0278 be adopted. Mr. Vogt seconded the motion. Chair Good then took a roll call vote. Those voting for the motion were Ron Trowbridge, Ken Lloyd, Linda Good, Kyle Scott, David Vogt, Alton Smith and Art Murillo adopting the resolution and ordinance levying the I&S component of the ad valorem tax rate for tax year 2016 at \$.0278 per \$100 of assessed valuation. The motion carried. A copy is attached as Exhibit “J”.
3. Consideration of Approval of Resolution and Ordinance Levying the Maintenance and Operations Component of the Ad Valorem Tax Rate for Tax Year 2016 (ACTION ITEM 3): Chair Good moved that the maintenance and operations property tax be increased by the adoption of a tax rate of \$0.0800, which is effectively a 7.96% increase in the maintenance and operations tax rate. Dr. Smith seconded the motion. Chair Good then took a roll call vote. Those voting for the motion were Ron Trowbridge, Ken Lloyd, Linda Good, Kyle Scott, David Vogt, Alton Smith and Art Murillo adopting the resolution and ordinance levying the M&O component of the ad valorem tax year 2016 at \$0.800 per \$100 of assessed valuation. The motion carried. A copy is attached as Exhibit “K”.
4. Consideration of Approval to Submit Unlimited Grant Applications During FY 2016-2017 (ACTION ITEM 4): the Board of Trustees approved the Chancellor or designee to submit unlimited (i.e. no maximum dollar amount annually) grant applications during FY 2016-2017. The Chancellor also recommends that the Board of Trustees authorize him or a designee to execute and submit individual grant applications of \$100,000 or more without obtaining the Board’s individual pre-approval for each individual grant application. The attached table includes a list of grant contracts \$100,000 or more that the College has been awarded and is currently managing. This list includes annual grants that the College plans to re-apply for in FY 2016-2017. Additional grant application submissions will occur as opportunities arise and are determined to meet the strategic goals of the College. This item was passed in the Consent Agenda. A copy is attached as Exhibit “L”.
5. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase a College Parking Software Solution (ACTION ITEM

- 5):** the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract to purchase a college parking software solution from NuPark, Inc., 912 Petaluma Drive, Cedar Park, TX 78613, for a sum not exceeding \$199,264 and a term not exceeding five years. The initial term of this contract will be for a period of two years with the option to renew for three additional one-year periods. The Chancellor recommends that the vendor with the highest evaluation score be awarded the contract. This item was passed in the Consent Agenda. A copy is attached as Exhibit “M”.
6. Consideration of Approval of Investment Broker/Dealers for FY 2016-2017 (ACTION ITEM 6): the Board of Trustees approved the attached recommended list of investment broker/dealers for FY 2016-2017. This item was passed in the Consent Agenda. A copy is attached as Exhibit “N”.
 7. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Contracts to Purchase Parking Area and Roadway Striping Services (ACTION ITEM 7): the Board of Trustees authorize the Chancellor or designee to negotiate and execute contracts for the purchase of parking area and roadway striping services from the following firms: Goldstone Exterior Services, 1721 Oak Tree Drive, Houston, TX 77080 and ProSeal Services, 13226 Vernon Road, Cypress, TX 77492 with sums not to exceed \$2,000,000 and for contract terms not exceeding five years. It is recommended that both vendors be awarded a contract due to the volume of anticipated work. These contracts will establish pricing for all parking area and roadways on an as needed basis. The contracts will not obligate the College to purchase a fixed amount of services, but the pricing, terms and conditions, and specifications will be established for when the services are required. The initial contract terms shall be for three years with an option to renew for two additional one-year periods. Quotes will be requested from both vendors as specific scopes of work are identified. This item was passed in the Consent Agenda. A copy is attached as Exhibit “O”.
 8. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the LSC-North Harris Materials Testing Firm for Services Related to the Construction Skilled Trades Technology Building (ACTION ITEM 8): the Board of Trustees authorize the Chancellor or designee to execute a contract amendment with the LSC-North Harris materials testing firm, HVJ Associates, Inc. (HVJ), 6120 South Dairy Ashford Rd, Houston, TX 77072, for services related to the Construction Skilled Trades Technology Building in the amount of \$21,364 for a total revised contract amount of \$120,160. This item was passed in the Consent Agenda. A copy is attached as Exhibit “P”.
 9. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contracts with the Commissioning Firms for Services Related to the 2014 General Obligation Bond Construction Program Phase 1 Projects (ACTION ITEM 9): the Board of Trustees authorize the Chancellor or designee to amend the contracts with the commissioning firms as follows: Page Southerland Page, Inc. d/b/a Page (Page), 1100 Louisiana, Suite 1, Houston, Texas 77002, for construction phase services related to LSC-Kingwood and LSC-North Harris, in the sum of \$220,000, for a total revised

contract sum of \$585,420 and Sebesta, Inc., (Sebesta), 5300 Memorial Drive, Suite 390, Houston, Texas 77007, for construction phase services related to LSC-CyFair and LSC-University Park, in the sum of \$240,000, for a total revised contract sum of \$410,463. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Q”.

10. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the Security Design and Consulting Firm for Additional Services Related to the System-wide Mass Notification Infrastructure (ACTION ITEM 10): the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract amendment with TRC Engineers, Inc., 123 Technology Drive, Irvine, California 92624, for the purchase of additional services related to the system-wide mass notification infrastructure in the sum of \$199,946, for a total revised contract sum of \$2,400,000. This item was passed in the Consent Agenda. A copy is attached as Exhibit “R”.
11. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute Easements and Agreements on Behalf of the College Related to the 2014 General Obligation Bond Construction Program at LSC-University Park (ACTION ITEM 11): he Board of Trustees authorize the Chancellor or designee to negotiate and execute easements and agreements on behalf of the College related to the 2014 General Obligation Bond Construction Program at LSC-University Park. This item was passed in the Consent Agenda. A copy is attached as Exhibit “S”.
12. Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute an Interlocal Agreement Between Harris County and the College for Harris County to Provide Funding for LSC-CyFair to Operate a Joint Library Serving LSC-CyFair and the General Public (ACTION ITEM 12): the Board of Trustees authorize the Chancellor or designee to negotiate and execute an interlocal agreement between Harris County and the College for Harris County to provide funding for LSC-CyFair to operate a joint library serving LSC-CyFair and the general public. The initial term of this agreement will be for a period of one year, and the agreement will automatically renew for four additional one-year terms subject to the early termination of the agreement. This item was passed in the Consent Agenda. A copy is attached as Exhibit “T”.
13. Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the Pest Control Services Firm for Additional Services (ACTION ITEM 13): the Board of Trustees authorize the Chancellor or designee to execute a contract amendment with Cypress Creek Pest Control, P.O. Box 690548, Houston, TX 77269, for additional pest control services in the amount of \$60,000 for a total revised contract sum of \$200,000. The term of the contract is September 1, 2012 through August 31, 2017. This item was passed in the Consent Agenda. A copy is attached as Exhibit “U”.

XV. SPECIAL REPORT AND CONSIDERATIONS:

1. Consideration and Official Adoption of the Terms of Joint Election Agreements and Election Services Agreements to which Lone Star College is a Party (ACTION ITEM 14): the Board of Trustees officially adopt the terms of the joint election agreements and election services agreements that Lone Star College has entered into with Montgomery County, Texas and with San Jacinto County, Texas. This item was passed in the Consent Agenda. A copy is attached as Exhibit “V”.
2. Consideration and Adoption of Order Declaring Unopposed Candidate Myriam Saldivar Elected as Trustee for District 6 on the Board of Trustees and Canceling the November 2016 Election for District 6 Only (ACTION ITEM 15): upon a motion by Dr. Trowbridge and a second by Dr. Scott the Board of Trustees adopted an order declaring unopposed candidate Myriam Saldivar elected as Trustee for District 6 on the Board of Trustees and canceling the November 2016 election for District 6 only. A copy is attached as Exhibit “W”.

XVI. LONE STAR COLLEGE FOUNDATION REPORT:

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

XVII. PERSONNEL REPORTS AND CONSIDERATIONS:

3. Consideration of Ratification of Appointments (ACTION ITEM 18): the Board unanimously ratified the appointments as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Y”.
4. Consideration of Acceptance of Resignations (ACTION ITEM 19): the Board unanimously accepted the resignations as presented. This item was passed in the Consent Agenda. A copy is attached as Exhibit “Z”.

XVIII. BUILDING AND GROUNDS REPORTS:

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

XIX. SUGGESTED FUTURE AGENDA ITEMS: None.

Dr. Head announced there will be a groundbreaking on October 4, 2016 for the Process Technology Building at LSC-Kingwood at 9:00 a.m.

XX. ADJOURNMENT: There being no further business, the meeting was adjourned at 8:13 p.m.

ATTEST:

Board of Trustees, Chair

Board of Trustees, Secretary

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

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

ABSENT: Dr. David Holsey
Mr. Bob Wolfe

WORKSHOP AND REGULAR MEETING

- I. **CALL TO ORDER:** Ms. Good called the special meeting of the Board of Trustees to order at 5:00 p.m. after determining that a quorum was present.
- II. **PLEDGE OF ALLEGIANCE:** Dr. Scott led the Board and guests in reciting the Pledge of Allegiance.
- III. **CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING AND THE STATUTORY ADVERTISING REQUIREMENTS:** Mario Castillo, vice chancellor and general counsel confirmed that the Notice for the meeting had been properly posted and that the statutory advertising requirements had been met. No action was required. A copy is attached as Exhibit "A".

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

IV. POLICY REPORT AND CONSIDERATIONS:

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

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

V. CITIZENS DESIRING TO ADDRESS THE BOARD: None.

VI. SUGGESTED FUTURE AGENDA ITEMS: None.

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

ATTEST:

Board of Trustees, Chair

Board of Trustees, Secretary

Consideration of Consent Agenda

Board Meeting 11-3-16

Consent Agenda:

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

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

Tally Of Action Items

	<u>Consent Agenda</u>	<u>Chancellor Recommended Separate Action</u>	<u>Board Separate Action</u>
# 1 Approve Resolution Board Policy III.C.2., Invest/Mgt.	_____	_____	_____
# 2 Approve Rev to PolicySecVI.D.1/NonAcad/Stud/Travel	_____	_____	_____
# 3 Approve Rev to Policy Section VI.D.14.Student Org	_____	_____	_____
# 4 Approve Rev to Policy Section VI.F.1.3. Title IX	_____	_____	_____
# 5 Approve Rev to Policy Section VI.H Student Records	_____	_____	_____
# 6 Approve Expansion/Computer/Prog/AAS/Cert/LSC-UP	_____	_____	_____
# 7 Approve Tuition Exemption Senior Citizens/65 & Older	_____	_____	_____
# 8 Approve Removal/HESI/Fees/Nursing/Courses	_____	_____	_____
# 9 Auth/Chan/Exec/Contr/Manage/Student/Bact/Men/Vac	_____	_____	_____
# 10 Auth/Chan/Exec/Purch/Fin/Aid/Review/Verifi/Svcs	_____	_____	_____
# 11 Auth/Chan/Exec/Purch/Install/Furn/LSC-T/Hlth/Scienc	_____	_____	_____
# 12 Auth/Chan/Exec/Purch/Controlled/Env/Rm/LSC-UP	_____	_____	_____
# 13 Auth/Chan/Amend/Cont/LSC-NH/CMAR/Elect/Project	_____	_____	_____
# 14 Auth/Chan/Amend/Cont/Purch/Add'l/Lawn/Svcs	_____	_____	_____
# 14 Auth/Chan/Amend/LSC-UP/CMAR/Geology/Rock	_____	_____	_____
# 16 Ratify Appointments	_____	_____	_____
# 17 Ratify Appointments	_____	_____	_____

Policy Report and Consideration No. 1 (FIRST READING) Board Meeting 11-3-16

Request: Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.A. Public Information Program, Section II.B. Public Complaints and Hearings, and Section II.C. Relationships with Community Organizations (**FIRST READING**)

Chancellor's Recommendation: That the Board of Trustees consider revisions to the College's Board Policy Manual Section II.A. Public Information Program, Section II.B. Public Complaints and Hearings, and Section II.C. Relationships with Community Organizations, amending Section verbiage and organization for added clarity and transparency.

Rationale: The proposed revisions of Section II.A., Section II.B., and Section II.C. would provide a more cohesive reading of these portions of the Policy. Proposed revisions include reorganizing, renaming, and rewriting certain subsections for added clarity, continuity, and transparency, and the addition of definition subsections. Additionally, the proposed revisions reduce the overall page count of the policy sections from 22 to 14 pages for a more concise reading of policy provisions.

For these reasons, the College requests the Board to consider the proposed Section II.A., Section II.B., and Section II.C. policy revisions.

Fiscal Impact: None

Resource: Mario K. Castillo 832-813-6655

SECTION II COMMUNITY AND GOVERNMENTAL RELATIONS

II.A.1. Public Information Program

II.A.1.01. Public Information Policy

Lone Star College (the “College”) supports the public's right to access information concerning the College under the Texas Public Information Act. The Chancellor, as the chief administrative officer of the College¹, may designate an Officer for Public Records as the point of official information dissemination for the College.

II.A.1.02. Definitions

- (a) **Public Information** means information that is written, produced, collected, assembled, or maintained under a law or ordinance, or in connection with the transaction of official business by the College or for the College and to which the College owns the information; has a right of access to the information; or spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or by an individual officer or employee of the College in the officer's or employee's official capacity and the information pertains to official business of the College². Public Information also includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business³.
- (b) **Officer for Public Records** means the chief administrative officer of a governmental body or the officer's designee⁴. Information regarding the designated Officer for Public Records for the College can be found at www.lonestar.edu/public-records.htm.
- (c) **In Connection with the Transaction of Official Business** means information created by, transmitted to, received by, or maintained by an officer or employee of the College in the officer's or employee's official capacity, or a person or entity performing official business or a College function on behalf of the College, and pertains to official business of the College⁵.
- (d) **Commissioned Peace Officer** means an officer commissioned to carry a weapon⁶.

II.A.1.03. The Office of Public Records

Information requests in accordance with the Texas Public Information Act must be made through the Office of Public Records to the Officer for Public Records for the College. All executives and department leaders of the College are agents of the Officer for Public Records to ensure compliance with the Texas Public Information Act and College policy regarding public information. The Officer for Public Records will comply with all duties and obligations as required under the Texas Public Information Act.

¹ Tex. Gov't Code §552.201.

² Tex. Gov't Code §552.002.

³ Tex. Gov't Code §552.002.

⁴ Tex. Gov't Code § 552.201; §552.301(as amended).

⁵ Tex. Gov't Code §552.002.

⁶ Tex. Educ. Code §51.203 (Subchapter E).

II.A.1.04. Categories of Public Information

The following categories of information are public information and not excepted from required disclosure unless made confidential under the Texas Public Information Act or other law⁷:

- 1) a completed report, audit, evaluation, or investigation made of, for, or by the College;
- 2) the name, sex, ethnicity, salary, title, and dates of employment of each employee and officer of the College;
- 3) information in an account, voucher, or contract relating to the receipt or expenditure of public or other funds by the College;
- 4) the name of each official and the final record of voting on all proceedings of the College;
- 5) all working papers, research material, and information used to estimate the need or expenditure of public funds or taxes by the College, on completion of the estimate;
- 6) the name, place of business, and the name of the municipality to which local sales and use taxes are credited, if any, for the named person, of a person reporting or paying sales and use taxes under Chapter 151, Tax Code;
- 7) a description of the College's organization and where, from whom, and how the public may obtain information, submit information or requests, and obtain decisions;
- 8) a statement of the general course and method by which the College's functions are channeled and determined, including the nature and requirements of all formal and informal procedures;
- 9) a rule of procedure, a description of forms available or the places at which forms may be obtained, and instructions relating to the scope and content of all papers, reports, or examinations;
- 10) a substantive rule of general applicability adopted or issued by the College as authorized by law, and statement of general policy or interpretation of general applicability formulated and adopted by the College;
- 11) each amendment, revision, or repeal of the information described in items 7-10;
- 12) final opinions, including concurring and dissenting opinions, and orders issued in the adjudication of cases;
- 13) a policy statement or interpretation that has been adopted or issued by the College;
- 14) administrative staff manuals and instructions to staff that affect a member of the public;
- 15) information regarded as open to the public under the College's policies;
- 16) information that is in a bill for attorney's fees and that is not privileged under the attorney-client privilege;
- 17) information that is also contained in a public court record;
- 18) a settlement agreement to which the College is a party; and
- 19) certain College investment information as specified by Texas Government Code Section 552.0225.

⁷ Tex. Gov't Code §552.022.

II.A.1.05. Request for Public Information

A Request for Public Information maintained by the College must be in writing and in compliance with the Texas Public Information Act. The request must properly identify the information to be produced and the name, address, email address, or other contact information of the individual requesting the information. A form of picture identification may be required to verify identity.

II.A.1.06. Processing Request for Public Information

The College will comply with all duties and obligations governing the response to a request for information under the Texas Public Information Act. The Officer for Public Records may establish procedures ensuring expeditious and accurate processing of requests for information requiring programming or manipulation of data.

II.A.1.07. Costs Associated with Request for Public Information

A charge associated with responding to requests for public information will be made in accordance with the Texas Public Information Act.

The College will provide a written, itemized statement detailing all estimated charges, including labor and personnel costs, to the individual requesting public information for requests exceeding \$40. If an alternative, less-costly method of viewing the records is available, the statement must include a notice that the College may be contacted regarding the alternative method. The Officer for Public Records will comply with notice responsibilities to the individual requesting public information, relating to the itemized statement, in accordance with the Texas Public Information Act⁸.

A deposit or bond for payment of anticipated costs for the preparation of public information may be required by the College if the charge for creating the copy would exceed \$100 and a required, written, itemization statement detailing estimated charges is provided to the individual requesting public information⁹. The Officer for Public Records may require a deposit or bond for payment of unpaid amounts owed the College relating to previous requests for public information before preparing a copy of public information in response to a new request if unpaid amounts exceed \$100¹⁰.

II.A.1.08. Access to Public Information

The Officer for Public Records will promptly produce a suitable copy of public information for inspection, duplication, or both, during regular College business hours¹¹, at the Office of Public Records upon request by any person within a reasonable time after the date on which the information is requested¹². However, information excepted from required disclosure or subject to federal Copyright Law may be excepted from inspection or duplication. The College may also comply with access to public information if the requested information is identifiable and readily available on an internet source maintained by the College and provided to the individual requesting

⁸ Tex. Gov't Code §552.2615.

⁹ Tex. Gov't Code §552.263.

¹⁰ Tex. Gov't Code §552.263.

¹¹ Tex. Gov't Code §552.021.

¹² Tex. Gov't Code §552.221; §552.228.

information¹³. Inspection or examination of the requested information will be performed in accordance with the Texas Public Information Act.

The Texas Public Information Act does not require the College to prepare or create information not in existence at the time the request for public information is made. The Texas Public Information Act also does not require the College to prepare or generate information in a specifically requested medium unless the College has the technological ability to fulfill the request and is not required to purchase software or hardware to accommodate the request¹⁴.

The College, at its discretion, may implement reasonable procedures by which public information may be inspected in accordance with the Americans with Disabilities Act.

II.A.1.09. Information Excepted from Required Disclosure

Several categories of information excepted from required disclosure exist under the Texas Public Information Act or other law. The following non-exhaustive list contains categories of information excepted from required public disclosure under the Texas Public Information Act or other law¹⁵. Consultation with a licensed, legal professional regarding the applicability of certain exceptions to a request for information is advised.

1. Information considered to be confidential by law; either constitutional, statutory, or by judicial decision.
2. Information in a personnel file, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, and transcripts from institutions of higher education maintained in files of professional employees; however, the degree obtained and the curriculum on the transcripts shall be subject to disclosure.
3. Information relating to litigation of a civil or criminal nature or settlement negotiations, to which the College is, or may be, a party or to which a Board member or employee of the College, as a consequence of the office or employment, is or may be a party, but only if the litigation is pending or reasonably anticipated at the time of the request.
4. Information that, if released, would give advantage to competitors or bidders.
5. Information pertaining to the location of real or personal property for a public purpose prior to public announcement of the project, or information pertaining to appraisals or purchase price of real or personal property for a public purpose prior to the formal award of contracts for the property.
6. Drafts and working papers involved in the preparation of proposed policies;
7. Information the College's attorney is prohibited from disclosing because of a duty to the College under the Texas Rules of Evidence or the Texas Disciplinary Rules of Professional Conduct or information that a court order has prohibited from disclosure.
8. Private correspondence and communications of an elected office holder relating to matters the disclosure of which would constitute an invasion of privacy.
9. Interagency or intra-agency memoranda or letters that would not be available by

¹³ Tex. Gov't Code §552.221.

¹⁴ Tex. Gov't Code §552.228.

¹⁵ Tex. Gov't Code §552.101.

- law to a party in litigation with the College.
10. Student records, except to College personnel, the student, his or her parents, or guardian (If the student is a minor), or spouse. The College is not required to release student records, except in conformity with FERPA¹⁶.
 11. Test items developed by the College.
 12. The certified agenda or tape recording of closed session, unless a court order makes it available for public inspection and copying.
 13. Records of a school library or library College that identify or serve to identify a person who requested, obtained, or used a library material or service, unless the records are disclosed:
 - i. because the library determines that disclosure is reasonably necessary for the operation of the library and the records are not confidential under other state or federal law;
 - ii. to a person with a special right of access under Gov. Code Sec. 522.023; or
 - iii. to a law enforcement agency or prosecutor under a court order or subpoena.
 14. An oral interview that is obtained for historical purposes by an agreement of confidentiality between the interviewee and the College. The interview becomes public information when the conditions of the agreement of confidentiality have been met.
 15. Rare books, original manuscripts, personal papers, unpublished letters, and audio and video tapes held by the College for the purpose of historical research.
 16. Applicant names for the position of Chancellor, except that the Board must give public notice of the name or names of the finalists being considered for the position at least 21 days prior to the meeting at which final action or vote is to be taken on the employment of the individual.
 17. Information in a commercial book or publication purchased or acquired by the College for research purposes, if the book or publication is commercially available to the public. The College is not required to make copies of commercially available information, but the College shall allow the inspection of information in a book or publication that is made part of, incorporated into, or referred to in a rule or policy of the College.
 18. Information submitted by a potential vendor or contractor to the Board in connection with an application for certification as a historically underutilized or disadvantaged business under a local, state, or federal certification program.
 19. The Social Security number of a living person. The College may redact the Social Security number of a living person from any information the College discloses to the public without the necessity of requesting a decision from the attorney general.
 20. Certain College investment information, as specified by Government Code 552.143, is not public information and is excepted from disclosure.
 21. A credit card, debit card, charge card, or access device number that is collected, assembled, or maintained by or for the College.
 22. An e-mail address of a member of the public that is provided for the purpose of communicating electronically with the College is confidential and not subject to disclosure unless the member of the public affirmatively consents to its release.
- This confidentiality does not apply to an e-mail address:

¹⁶ Tex. Gov't Code §552.026.

- i. Provided to the College by a person who has a contractual relationship with the College or by the contractor's agent;
 - ii. Provided to the College by a vendor who seeks to contract with the College or by the vendor's agent;
 - iii. Contained in a response to a request for bids or proposals, contained in a response to similar invitations soliciting offers or information relating to a potential contract, or provided to the College in the course of negotiating the terms of a contract or potential contract; or
 - iv. Provided to the College on a letterhead, coversheet, printed document, or other document made available to the public. The College may also disclose an e-mail address for any reason to another governmental body or to a federal agency.
23. Under certain circumstances, information (except basic information about an arrested person, an arrest, or a crime) held by a law enforcement agency or prosecutor, including:
 - i. Information that deals with detection, investigation, or prosecution of crime; and
 - ii. An internal record or notation that is maintained for internal use in matters relating to law enforcement or prosecution.
24. A trade secret obtained from a person and privileged or confidential by statute or judicial decision.
25. Commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained.
26. A photograph that depicts a peace officer, the release of which would endanger the life or physical safety of the officer, unless:
 - i. The officer is under indictment or charged with an offense by information;
 - ii. The officer is a party in a fire or police civil service hearing or a case in arbitration; or
 - iii. The photograph is introduced as evidence in a judicial proceeding.
27. Motor vehicle record information that relates to:
 - i. A motor vehicle operator's or driver's license or permit issued by an agency of this state;
 - ii. A motor vehicle title or registration issued by an agency of this state; or
 - iii. A personal identification document issued by an agency of this state or a local agency authorized to issue an identification document of the motor vehicle record information described above may be released only in accordance with Transportation Code Chapter 730.
28. An informer's name or information that would substantially reveal the identity of an informer, unless:
 - i. The informer or the informer's spouse consents to disclosure of the informer's name;
 - ii. The informer planned, initiated, or participated in the possible violation.
29. Information that relates to the economic development negotiations involving the Board and a business prospect that the Board seeks to have locate, stay, or expand in or near the College, if that information relates to:

- i. A trade secret of the business prospect; or
 - ii. Commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained.
30. Unless and until an agreement is made with the business prospect, information about a financial or other incentive being offered to a business prospect by the Board or by another person.
31. After an agreement is made, information about a financial or other incentive being offered is no longer exempted from public disclosure if the information is about a financial or other incentive being offered to the business prospect:
 - i. By the Board; or
 - ii. By another person, if the financial or other incentive may directly or indirectly result in the expenditure of public funds by the College or a reduction in revenue received by the College from any source.
32. Information that relates to computer network security or to the design, operation, or defense of a computer network¹⁷. The following information is confidential:
 - i. A computer network vulnerability report;
 - ii. Any other assessment of the extent to which data processing operations, a computer, or a computer program, network, College, or software of the College or of a contractor of the College is vulnerable to unauthorized access or harm, including an assessment of the extent to which the College's or contractor's electronically stored information is vulnerable to alteration, damage, or erasure.; and
 - iii. A photocopy or other copy of an identification badge issued to an official or employee of the College.
33. A military veteran's Department of Defense Form DD-124 or other military discharge record that first comes into the possession of the College in or after September 1, 2003. The record is confidential for the 75 years following the date it comes into the possession of the College in accordance with government Code 552.140. A College that obtains information from the record shall limit the use and disclosure of the information to the purpose for which the information was obtained.
34. The name or other information that would tend to disclose the identity of a person other than a governmental body, who makes a gift, grant, or donation of money or property, to the College or to any other person with the intent that the money or property be transferred to the College¹⁸.
35. Information relating to a participant in the Address Confidentiality Program for Victims of Family Violence, Sexual Assault, and Stalking is confidential, except as provided by Code of Criminal Procedure 56.90, and may not be disclosed¹⁹.
36. A College employee who is also a victim under Code of Criminal Procedure Chapter 56, Subchapter B may elect whether to allow public access to information held by the College district that would identify or tend to identify the victim, including a photograph or other visual representation of the victim. An election

¹⁷ Tex. Gov't Code §552.139.

¹⁸ Tex. Gov't Code §552.1235.

¹⁹ Tex. Code of Crim. Proc. §56.88.

under this subsection must be made in writing on a form developed by the college district, be signed by the employee, and be filed with the college district before the third anniversary of the latest to occur of one of the following:

- i. The date the crime was committed;
- ii. The date employment begins; or
- iii. The date the governmental body develops the form and provides it to employees.

If the employee fails to make an election, the identifying information is excepted from disclosure until the third anniversary of the date the crime was committed. In case of disability, impairment, or other incapacity of the employee, the election may be made by the guardian of the employee or former employee²⁰.

37. All information relating to a product, device, or process, the application or use of such a product, device, or process, and all technological and scientific information (including computer programs) developed in whole or in part at a college district, regardless of whether patentable or capable of being registered under copyright or trademark laws, that have a potential for being sold, traded, or licensed for a fee²¹.
38. Any information relating to a product, device, or process, the application or use of such product, device, or process, and any technological and scientific information (including computer programs) that is the proprietary information of a person, partnership, corporation, or federal agency that has been disclosed to a college district solely for the purposes of a written research contract or grant that contains a provision prohibiting the college district from disclosing such proprietary information to third persons or parties²².
39. Information maintained by or for a college district that would reveal the college district's plans or negotiations for commercialization or a proposed research agreement, contract, or grant, or that consists of unpublished research or data that may be commercialized, is not subject to the Public Information Act (PIA), unless the information has been published, is patented, or is otherwise subject to an executed license, sponsored research agreement, or research contract or grant²³.
40. The plans, specifications, blueprints, and designs, including related proprietary information, of a scientific research and development facility that is jointly financed by the federal government and a local government or state agency, including an institution of higher education, is confidential and is not subject to disclosure if the facility is designed and built for the purposes of promoting scientific research and development and increasing the economic development and diversification of this state²⁴.
41. Information maintained by or for the College that would reveal the College's plans or negotiations for commercialization or a proposed research agreement, contract, or grant, or that consists of unpublished research or data that may be commercialized, unless the information has been published, is patented, or is

²⁰ Tex. Gov't Code §552.132.

²¹ Tex. Educ. Code §51.914(a).

²² Tex. Educ. Code §51.914(a).

²³ Tex. Educ. Code §51.914(b).

²⁴ Tex. Educ. Code §51.914(a).

otherwise subject to an executed license, sponsored research agreement, or research contract or grant²⁵.

42. The plans, specifications, blueprints, and designs, including related proprietary information, of a scientific research and development facility that is jointly financed by the federal government and the College, if the facility is designed and built for the purposes of promoting scientific research and development and increasing the economic development and diversification of this state²⁶.
43. Unless the individual consents to disclosure, information that directly or indirectly reveals the identity of an individual who made a report to the compliance program office of the College, sought guidance from the office, or participated in an investigation conducted under the compliance program; and information that directly or indirectly reveals the identity of an individual as a person who is alleged to have or may have planned, initiated, or participated in activities that are the subject of a report made to the compliance program office if, after completing an investigation, the office determines the report to be unsubstantiated or without merit. Information is excepted from disclosure if it is collected or produced in a compliance program investigation and releasing the information would interfere with an ongoing compliance investigation. Although this information is excepted from disclosure under the Public Information Act, the College may disclose the information to specific individuals/entities in accordance with state law²⁷.
44. Except as provided under Section 37.108(c-2), any document or information collected, developed, or produced during a safety and security audit conducted under the Texas Education Code²⁸.
45. The personal identifying information obtained from an individual for the purpose of the emergency alert College of a college district, including an e-mail address or telephone number, is confidential and not subject to disclosure²⁹.
46. A sensitive crime scene image, as defined by Government Code 552.1085(a)(6), in the custody of the College³⁰.
47. Records, including any identifying information, of individual members, annuitants, retirees, beneficiaries, alternate payees, program participants, or persons eligible for benefits from TRS or another retirement College. This provision applies to records that are in the custody of the College acting in cooperation with or on behalf of the retirement College.

II.A.1.10. Personal Information of Employees and Officials

College employees, former employees, other than a commissioned peace officer, officials, or former officials must elect whether to allow public access to College-held information relating to the person's home address, home telephone number, or that reveals family member information. This written election must be made to the main personnel officer of the College not later than the 14th day after the date on which employment with the College begins; the official is elected or appointed; or the former employee or official ends service with the College³¹. Failure to elect

²⁵ Tex. Educ. Code §51.914(b).

²⁶ Tex. Educ. Code §51.914(a).

²⁷ Tex. Educ. Code §51.971(c)-(g).

²⁸ Tex. Educ. Code §37.108.

²⁹ Tex. Educ. Code §51.217(g).

³⁰ Tex. Gov't Code §552.1085.

³¹ Tex. Gov't Code §552.024; Tex. Gov't Code §552.117.

within this time period subjects the information to public access³². However, employees, former employees, officials, or former officials may make a written request to the personnel officer to open or close access to the information described in this subsection at any time³³. The College must provide required information to an individual under the Texas Public Information Act if withholding certain information without requesting a determination by the Texas Office of the Attorney General³⁴.

II.A.1.11. Commissioned Peace Officers

Information maintained by the College relating to the home address, home telephone number, emergency contact information, date of birth, or social security number of a Commissioned peace officer or information that reveals whether the officer has family members, is confidential and may not be disclosed to the public if the officer chooses to restrict public access to the information by notifying the College on a form provided by the College with evidence of the officer's status. This election remains valid until rescinded in writing by the officer. The College must provide required information to an individual under the Texas Public Information Act if withholding certain information without requesting a determination by the Texas Office of the Attorney General³⁵.

II.A.1.12. Attorney General Determinations

The College may seek to withhold certain requested information that it believes is not subject to required disclosure under the Texas Public Information Act or other law. The College will request a determination from the Texas Office of the Attorney General as to whether certain information is excepted from required disclosure, unless the information is otherwise deemed excepted from required disclosure by a Texas Attorney General previous determination, or express provision under the Texas Public Information Act. A request for a determination and notification to the individual requesting information will be conducted in accordance with the Texas Public Information Act³⁶. Information is presumed public if a determination is not requested.

(i) Third Party Property Interests

The College may request a determination from the Texas Office of the Attorney General as to whether requested information is excepted from required disclosure in cases where requested information may affect a person's privacy, proprietary, or property rights. The College may, but is not required to, submit its reasons supporting the withholding of information. The College will make a good faith attempt to notify persons or entities regarding the College's request for a determination in accordance with the Texas Public Information Act³⁷.

II.A.1.13. Voluntary Disclosure

The College may voluntarily disclose part or all of its records to any person, unless the disclosure is expressly prohibited by law or the information is confidential under law³⁸.

II.A.1.14. Repetitious or Redundant Requests

Requests for information in which the College has previously furnished or made copies available to the individual requesting public information on payment of applicable charges may be deemed

³² Tex. Gov't Code §552.024.

³³ Tex. Gov't Code §552.024.

³⁴ Tex. Gov't Code §552.024(c-2).

³⁵ Tex. Gov't Code §552.1175.

³⁶ Tex. Gov't Code §552.301.

³⁷ Tex. Gov't Code §552.305.

³⁸ Tex. Gov't Code §552.007.

repetitious or redundant and are subject to certain request processing exceptions under the Texas Public Information Act³⁹.

II.A.1.15. Substantial Employee or Personnel Time

College employees or personnel collectively spending 36 hours of time producing information for an individual requesting public information during the College's fiscal year will charge for any additional time spent producing information for the individual in accordance with the Texas Public Information Act⁴⁰.

II.A.1.16. Destruction of Records

A College record may be intentionally destroyed under the following conditions:

- (i) The record is listed on a records control schedule filed with the State Library and Archives Commission and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal standards.
- (ii) The record appears on a list of obsolete records approved by the State Library and Archives Commission.
- (iii) A destruction request is filed with an approved by the State Library and Archives Commission for a record not listed on an approved control schedule.
- (iv) A court issues an expunction order for the destruction or obliteration of the records, pursuant to state law.
- (v) The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by the State Library and Archives Commission⁴¹.
- (vi) When photographic duplicates of public records have been made according to Local Government Code Chapters 201-205, the Trustee may order the original public records to be destroyed or otherwise disposed. However, original public records shall not be destroyed or otherwise disposed until the time for filing legal proceedings based on any such record has elapsed or any other legal requirements for retention are met. Notice of such proposed destruction or disposition shall first be given to the state librarian.

II.A.1.17. Exceptions to Destruction of Records

The Board of Trustees' minute books shall not be disposed of or destroyed. A College record, the subject matter of which is known by the records custodian to be the subject of litigation, will not be destroyed until the litigation is settled. A College record that is covered by a litigation hold will also not be destroyed. A College record that is subject to a request under the Public Information Act or other law or court order will not be destroyed until the request is resolved.

II.A.1.18. Preservation of Records

The Board of Trustees will determine a time for which records that are not currently in use will be preserved, subject to any applicable rule or law governing the destruction or other disposition of local government records or public information.

³⁹ Tex. Gov't Code §552.232.

⁴⁰ Tex. Gov't Code §552.275.

⁴¹ Tex. Loc. Gov't Code §202.001.

The Board of Trustees will preserve the certified agenda or tape recording of a closed session of a Trustee meeting for at least two years from the date of the meeting. If an action involving the meeting is brought within that time period, the certified agenda or tape recording will be preserved while the action is pending⁴².

II.A.1.19. Filing Suit to Withhold Information

The Board of Trustees, or designee, may file suit seeking to withhold information, but the individual requesting public information may not be named as a party to that action. The Board of Trustees, or designee, must demonstrate to the court that a timely, good faith effort to inform the individual requesting public information was made in accordance with the Texas Public Information Act⁴³.

II.A.2. Students' Right to Know

II.A.2.01. Graduation Rates

In accordance with the Students Right to Know Act, the College shall produce and make readily available, through appropriate publications and mailings, and electronic media to all current students, and to any prospective student upon request, the completion or graduation rates of certificate- or degree-seeking, full-time students entering the College. The information shall be updated at least biennially⁴⁴.

II.A.2.02. Crime Statistics

Each College shall collect information with respect to campus crime statistics and campus security policies. Each College shall prepare, publish and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report as required.⁴⁵

II.A.2.03. Reports

Each College shall make available to the Coordinating Board, upon request, the information required to be reported by the Federal Student Right-To-Know Act and the Campus Security Act for the previous year. The information must be reported in the form required by the Act.

II.A.3. Preservation of Records for Litigation

II.A.3.01. Preservation of Records for Litigation Policy

The College will maintain and preserve all information that may be subject to pending litigation or in reasonable anticipation of litigation, whether in hard-copy or electronic form, as required by law.

II.A.3.02. Definitions

(a) **Discovery** means compulsory disclosure, at a party's request, of information that relates to

⁴² Tex. Gov't Code §551.104.

⁴³ Tex. Gov't Code §552.325.

⁴⁴ 20 U.S.C. §1092.

⁴⁵ 20 U.S.C. §1092(f).

litigation⁴⁶. A request for the production of documents is one of the most common discovery devices⁴⁷.

(b) Electronically Stored Information means writings, drawings, graphs charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained either directly or, if necessary, after translation by the responding party into a reasonably usable form⁴⁸. Electronically Stored Information will be preserved for retrieval at a later time in its original electronic form.

II.A.3.03. Duty to Preserve Records for Litigation

The College is under a legal duty to preserve all information, in whatever form or medium, once properly noticed that it is a party to litigation, or that litigation may be reasonably anticipated. The information must be identified as evidence reasonably relevant to litigation. The suspension of routine or intentional purging, overwriting, re-using, deleting, or any other destruction of information, including electronically stored information, identified as reasonably relevant to litigation or anticipated litigation is required by law.

II.A.3.04. Procedures for Preservation of Records for Litigation

The Chancellor, or designee, in coordination with the College's Office of the General Counsel, may develop and implement procedures for the preservation of information for litigation, or reasonably anticipated litigation. Additionally, procedures may be developed and implemented for response to a discovery request for electronically stored information maintained by the College.

II.B. PUBLIC COMMENT AND FEEDBACK

II.B.1.01. Public Comment Policy

The College welcomes comments or feedback from members of the general public. Trustees, individually, are accessible to members of the public to hear comments or feedback, so long as members of the public understand that individual Trustees cannot act on behalf of the Board except for properly noticed public Board meetings.

Members of the public may also provide comments or feedback during the citizen participation portion of a properly noticed public Board meeting. The Board may recommend comments and feedback received for discussion on a future Board meeting agenda.

II.B.1.02. Public Comment Exceptions

Public comments, feedback, or complaints governed by any other resolution procedure or process instituted by the College will be directed through those channels for resolution.

II.B.1.03. Public Comment Procedure

The Chancellor, or a designee, in coordination with the Office of the Chancellor and the College's Office of the General Counsel, may develop and implement procedures for resolution of complaints received by the College from members of the public.

⁴⁶ Blacks Law Dictionary, Third Ed.

⁴⁷ Blacks Law Dictionary, Third Ed.

⁴⁸ Fed. R. Civ. P. 34.

II.C. RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS

II.C.1. Relationships with Community Organizations

II.C.1.01. Relationships with Community Organizations Policy

The College supports opportunities for ongoing relationships with community organizations through joint projects, activities, and sponsorships.

II.C.1.02. Definitions

- (a) **Raffle** means the awarding of one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize⁴⁹.

II.C.1.03. Contests and Awarding of Prizes

Contests and activities sponsored by community-based organizations involving participation by students or employees or granting of awards or prizes to students or employees may be permitted by the College with prior approval by the Chancellor or the College President or their designee.

II.C.1.04. Campaigns or Activities for Raising Money

Campaigns or activities for raising money may be permitted by the College by prior approval of the Chancellor or College President or their designees.

II.C.1.05. Charitable Raffles

An organization that is a qualified non-profit organization for purposes of The Charitable Raffle Enabling Act may conduct raffles to benefit the College provided the organization complies with state law⁵⁰.

Organizations seeking to conduct a raffle to benefit the College must submit a request and receive approval from the Office of the General Counsel.

⁴⁹ Tex. Occ. Code §2002.002.

⁵⁰ Charitable Raffle Enabling Act (Tex. Occ. Code §2002).

II.D. COMMUNITY USE OF COLLEGE PREMISES

II.D.1. Facility Use

II.D.1.1. Policy

Lone Star College makes available its facilities and grounds for Third Party use consistent with the College's values, mission, and this policy.

II.D.1.2. Definitions

- (a) **Board** means the Board of Trustees with ultimate legal authority to govern the College.
- (b) **Facility Use Agreement** means the College's standard contract approved by the College's Office of the General Counsel and available on the College's website.
- (c) **Third Party** means individuals or groups not including College students or employees.

II.D.1.3. Requesting Facility Use

College facilities and grounds are available for occasional use by employees, students, and College community groups provided that each use is first approved in writing by the appropriate College official. Any proposed Third Party facility-use must enhance the College's public service mission and serve educational needs. The College will deny facility-use if the proposed use interferes with the College's instructional mission. Separate policies govern the use of College facilities as polling places or political party conventions.

II.D.1.4. Facility Use Fees

The Board authorizes the Chancellor to fix and collect rentals, rates, charges or fees from Third Parties for the use and/or availability of any College properties, buildings, structures, activities, operations, or facilities pursuant to the Chancellor's fee schedule available in the corresponding procedures.¹

The College may assess a facility-use fee sufficient to cover all associated costs. Costs include (1) police, custodial, maintenance, and other College employee support; (2) food and beverage preparation, set-up, sale, and service; (3) College equipment set-up and use including computers and audio-visual aids; (4) utilities and operational overhead; and (5) other necessary costs. The College will determine and charge these reasonable costs.

Required facility-use fees must be paid when the Facility Use Agreement is signed unless the College states otherwise in writing.

The College will establish and update a facility-use fee schedule. The College will deny commercial use requests, unless the College determines that the proposed commercial use significantly serves the community because of the proposed event's educational or cultural value.

II.D.1.5. College Facility Use Agreement Required

¹ TEX. EDU. CODE § 130.123(c).

Third Party individuals or groups approved to use College facilities must sign and follow the College's standard Facility Use Agreement. Any variations to this requirement must be approved by the College.

II.D.1.6. Prohibited Facility Use

The following activities are prohibited College facility uses:

- (a) holding partisan political meetings or fundraising, except for political party conventions held (1) with primary elections or (2) authorized student club activities to support or participate in partisan activities as allowed by Board Policy;
- (b) conducting activities which may damage the College's buildings, grounds, or equipment or present a risk of injury to people;
- (c) holding external groups' meetings that interfere with the College's educational facility use;
- (d) conduct violating any applicable laws; or
- (e) conducting unauthorized business or commercial activities, including the sale of products or services, except as specifically allowed by Board Policy. The following activities are not considered prohibited business or commercial activity if approved beforehand by the College:
 - 1. post-performance or post-reading sales of music, dance recordings, videos, or books;
 - 2. performances incidental to the College's educational mission (e.g., concerts, theater performances, or similar activities);
 - 3. recreational, cultural, and athletic events; public service radio and TV broadcasting; and events or functions which have as their principal purpose the improvement of relations between the College and the public;
 - 4. sales of art, baked goods, crafts, or similar items produced by students or College employees where the revenues are used by an authorized student group;
 - 5. authorized fundraisers which return less than 50% of the sales proceeds to the creator;
 - 6. sales of items by an authorized non-profit community organization with proceeds benefiting the College; or
 - 7. other sales of products or services specifically approved by the Board and memorialized in a written contract reviewed by College's Office of the General Counsel.

II.D.1.7. Alcohol in Facilities

The College is alcohol-free. Alcohol possession or consumption is prohibited in College facilities including classroom buildings, laboratories, auditoriums, library buildings, offices, athletic facilities, and all other College premises unless otherwise authorized in this policy. All federal law, state law, and local ordinances related to alcohol possession and consumption will be strictly enforced at all times on all College-owned, -leased, or -controlled property.

The Chancellor may allow alcohol service or consumption for persons aged 21 and over. The Chancellor may approve alcohol service or consumption at certain, limited College events. Individuals or groups requesting permission to serve alcohol must submit: (1) the Chancellor,

applicable college president, or LEO's written approval; (2) the appropriate plan for alcohol service or sale; (3) appropriate liability insurance coverage proof; and (4) any other requested information.

All parties approved to serve alcohol must comply with the Facility Use Agreement, College policies, local ordinances, the Texas Alcoholic Beverage Commission rules and regulations, Texas state law, and federal law—including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

II.D.1.8. Facilities as Polling Places

The College shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of a building for the same day and simultaneous use is impractical, the College shall determine which authority may use the building.² The College shall not assess a charge for the use of a College building for a polling place if the day of the election is a day on which the building is normally open for business. If the day of the election is a day on which the building is not normally open for business, a charge may be made only for reimbursement of the actual expenses resulting from use of the building in the election.³

II.D.1.9. Political Party Conventions

No charge may be made for the use of a College building for a precinct, county, or senatorial district convention except for reimbursement for the actual expenses resulting from use of the building for the convention.⁴ The College shall provide an itemized statement of expenses to the convention.⁵

II.D.2. Minors on College Premises

II.D.2.1. Policy

The College is a diverse community that provides equal academic opportunities while balancing the safety and well-being of all students. The College welcomes persons of all ages. Minors aged 15 and under on College premises must be supervised by a parent, legal guardian, or authorized responsible adult unless the Board has approved a variance to this requirement. Unaccompanied Minors aged 15 and under will be reported to College police and an officer will attempt to locate the minor's parent/guardian to accompany or remove the child. All Minors on College premises are subject to relevant College policies and procedures.

II.D.2.2. Definitions

(a) Authorized Responsible Adults means parents, legal guardians, or an adult authorized by a parent or legal guardian to be responsible for Minors.

(b) Minors means persons aged 15 and under.

² TEX. ELEC. CODE § 43.031(c).

³ TEX. ELEC. CODE § 43.033(a).

⁴ TEX. ELEC. CODE § 174.0631(a).

⁵ TEX. ELEC. CODE § 174.0631(b).

(c) **Premises** means any real property over which the College has possession, control, or legal ownership.

II.D.2.3. Approved Variances to Minors on College Premises

Colleges with a Harris County Public Library (“HCPL”) operating on the college campus will comply with HCPL regulations regarding children in the library.

II.D.2.4. Requirements for Minors on College Premises

An Authorized Responsible Adult must supervise Minors on College premises unless the Minor is participating in a College class, program, or event. This means that Authorized Responsible Adults do not have to accompany Minors while they are participating in the College class, program, or event, but must be present to monitor the Minors’ activities outside of a College class, program, or event. Minors participating in a College class, program, or event must have written permission from their parent or legal guardian. The Authorized Responsible Adult must be immediately available in an emergency situation. The College does not staff its campuses with nurses, infirmaries, or other medical care facilities. The Authorized Responsible Adult must bring and dispense medications, provide minor medical care, or respond to a call indicating the Minor is ill. The Chancellor or Chancellor’s designee may provide a variance to this policy.

Minors not participating in a College class, program, or event are prohibited from entering or using computer labs, science labs, physical fitness facilities, storage rooms, equipment rooms, outdoor water features, or outdoor athletic facilities unless they are given express written permission from the appropriate college president or designee.

Dual-credit and other similar programs are governed by the applicable agreement between the College and independent school district or other secondary education institution. Thus, students participating in a College-approved program must abide by the requirements specified therein. If the agreement does not specify supervision requirements, then this policy section applies.

II.D.2.5. College Employee Children on College Premises

Employees may not bring children to their worksite, except for a brief visit, unless the applicable College campus specifically designated a time or place for employee children to be present. Employees who bring their children to a College work area for a brief visit must continuously supervise their children. No child may be left unattended or with other employees. An employee’s child’s presence should not obstruct or diffuse work or duties in the College work area. Supervisors may ask employees to have their children leave the work area. Ill children may not be brought to the employee’s work area. Other arrangements must be made to accommodate an ill child.

Employees may not supervise children at their worksite unless their job assignments relate to a College class, program, or event designed for Minors aged 15 or under and advance written permission from their parent or legal guardian is acquired.

II.D.2.6. Children of Students on College Premises

College students’ children may not enter the classroom, even for brief visits, without the instructor’s prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment

are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. Students may not have their children accompany them on College field trips unless the children are also enrolled in the class.

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- Request:** Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.E. Conduct on System Premises **(FIRST READING)**
- Chancellor's Recommendation:** That the Board of Trustees consider revision to the College's Board Policy Manual Section II.E. Conduct on System Premises which covers College policies related to community speech and prohibited conduct on College premises and amend the title to Section II.E. Speech and Conduct on College Premises.
- Rationale:** It has been several years since Section II.E. Speech and Conduct on College Premises was revised, and several policy matters needed to be revisited and, as necessary, revised or reaffirmed. During the revision process, it became apparent that the current version of Section II.E. Speech and Conduct on College Premises contained inaccurate language regarding community member speech activity on College premises. The revised version of Section II.E. Speech and Conduct on College Premises also revises the prohibited conduct policy by making the policy follow relevant law. The Board Policy Review Committee also recommends adoption of this proposed revised section.
- Fiscal Impact:** None
- Resource:** Mario K. Castillo 832-813-6655

II.E. SPEECH AND CONDUCT ON COLLEGE PREMISES

II.E.1. Speech Activity on College Premises

II.E.1.1. Policy

The College recognizes and supports free speech rights and the free exchange of ideas. The College recognizes individuals' freedom of speech, petition, and peaceful assembly rights as set forth in the United States Constitution and the Texas State Constitution. The College strives to provide a suitable environment for its faculty, staff, and students to work, study, and perform activities furthering the College's mission without undue interference or disturbance.

The College enforces Viewpoint- and Content-Neutral speech restrictions. Disruptive acts to the College's normal operations, in the Chancellor's or designee's view, are not allowed. Faculty, staff, and students engaging in acts disruptive to the College's normal operations may be subject to disciplinary action. Academic freedom and student First Amendment rights are covered elsewhere in the Policy Manual.

Public individuals or groups may not enter College premises for the purpose of advocacy, information distribution, or for speech activity except as permitted under College policies.

II.E.1.2. Definitions

- (a) College-approved** means an event held on College premises that was approved through appropriate College procedures.
- (b) College-sponsored** means the College's publications, theatrical productions, and other expressive activities that students, parents, and members of the public might reasonably perceive to bear the College's approval and license. These activities may be fairly characterized as part of the College curriculum, whether or not they occur in a traditional classroom setting, so long as they are supervised by employee-advisors and imparting particular knowledge or skills to student participants and audiences.
- (c) Disruptive** means substantially disrupting or materially interfering with the College's central mission of educating students. This definition does not include action that merely presents the possibility of discomfort or unpleasantness that often accompanies unpopular viewpoints.
- (d) Free Speech Areas** means designated areas of each College campus where Persons may engage in speech activities.
- (e) Person** means members of the public.
- (f) Premises** means any real property which the College possesses, controls, or owns.

(g) Viewpoint- and Content-Neutral means speech policies or procedures that regulate speech without consideration for the speech's content, such as regulations regarding speech's time, manner, and place.

II.E.1.3. Respect and Conduct during Speech Activities

All persons attending a College-sponsored or College-approved event will conduct themselves with respect for the forum and the learning environment at all times. Persons will have an opportunity to express contrary viewpoints as appropriate for the forum. Expression of a contrary or dissenting viewpoint may not be undertaken in a manner that disrupts the event or attempts to create a fearful or intimidating climate.

All persons are permitted to engage in speech activities in Free Speech Areas. However, speech activities that disrupt the College's normal operations or invade others' rights will not be permitted. Disruption to the College's normal operations, interference with an activity or event, threats, implied threats, physical intimidation, or any form of violent behavior will result in any or all of the following College actions: use of College disciplinary processes for students and employees, action by College police officers, or appropriate external law enforcement involvement.

II.E.1.4. Speech Activities May Not Cause Obstruction

Speech activities must not obstruct vehicular, bicycle, or pedestrian traffic. Speech activities must not interfere with ingress or egress to the College's facilities, activities, or events.

II.E.2. Prohibited Conduct on College Premises

II.E.2.1. Policy

The College provides a suitable environment for its faculty, staff, and students to work, study, and perform activities furthering the College's mission without undue interference or disturbance.

II.E.2.2. Prohibited Trespass and Damages

It is unlawful for any person to trespass on College grounds or damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on College grounds.¹

II.E.2.3. Entering or Remaining on College Premises After Withdrawal of Consent

A person who has been notified by a College president or a College police officer that consent to remain on the campus or facility has been withdrawn pursuant to a period of disruption², who has not had consent reinstated, and who willfully and knowingly enters or remains upon the campus or facility during the period for which consent has been withdrawn, is guilty of a misdemeanor and is subject to punishment as defined by law.³ This section does not apply to any person who enters or remains on the campus/facility for the sole purpose of applying to the College Chancellor, president, authorized officer, or authorized employee for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.⁴

¹ TEX. EDU. CODE § 51.204.

² TEX. EDU. CODE §§ 51.233; 51.234.

³ TEX. EDU. CODE §§ 51.239(a).

⁴ TEX. EDU. CODE §§ 51.239(b).

The College will establish procedures governing the notification and appeal of individuals whose consent to remain on campus has been withdrawn.

II.E.2.4. Disruptive Activities on College Premises

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on College premises.⁵ Disruptive activity is defined in Texas Education Code section 37.123. This section may not be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of the State of Texas.⁶

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⁵ TEX. EDU. CODE §§ 37.123(a), 51.935(a).

⁶ TEX. EDU. CODE § 37.123(e); 51.935(e).

Policy Report and Consideration No. 4 (FIRST READING) Board Meeting 11-3-16

Request: Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.H. Relationships with Governmental Agencies and Authorities **(FIRST READING)**

Chancellor's Recommendation: That the Board of Trustees consider revision to the College's Board Policy Manual Section II.H. Relationships with Governmental Agencies and Authorities which covers College policies related to Texas's Interlocal Cooperation Act and federal cooperation contracts.

Rationale: It has been several years since Section II.H. Relationships with Governmental Agencies and Authorities was revised, and several policy matters needed to be revisited and, as necessary, revised or reaffirmed. During the revision process, it became apparent that the current version of Section II.H. Relationships with Governmental Agencies and Authorities contained inaccurate language regarding the scope of Texas's Interlocal Cooperation Act. The revised version of Section II.H. Relationships with Governmental Agencies and Authorities corrects the inaccuracies and authorizes the College to enter into federal cooperation contracts. The Board Policy Review Committee also recommends adoption of this proposed revised section.

Fiscal Impact: None

Resource: Mario K. Castillo 832-813-6655

II.H. RELATIONSHIPS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

II.H.1. Interlocal Cooperation Contracts

II.H.1.1 Policy

Under Texas's Interlocal Cooperation Act ("ICA"), the College may contract with a county, municipality, special district, junior college district, other political subdivision of Texas or another state, or other ICA-defined local government to increase the College's efficiency and effectiveness.¹

II.H.1.2 Payment

An interlocal contract must be authorized by the Board and the governing body of each contracting party. An interlocal contract must (1) state the purpose, terms, rights and duties of the contracting parties; and (2) specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.²

Any interlocal contractual payment must be in an amount that fairly compensates the performing party for the services or functions performed under the contract.³ Interlocal contracts may be renewed.⁴

II.H.1.3 Cooperation with State and Local Governments

The College may join with appropriate state and local government authorities and local agencies to deliver contracted services and to implement joint projects, initiatives, and activities that help fulfill the College's mission.

II.H.1.4 Assurances

The College provides required assurances for direct contracting, grant receipts, and agreements. Policies that guide these assurances are found throughout this Policy Manual.

II.H.2. Federal Cooperation Contracts

The College may seek and implement direct contracts, grants, and agreements with federal governmental authorities and agencies to fulfill its mission and benefit students and citizens.

¹ Tex Gov't Code §791.001.

² *Id.* §791.011(d).

³ *Id.* §791.011(e).

⁴ *Id.* §791.011 (f).

Request: Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.I. Relationships with Other Entities **(FIRST READING)**

Chancellor's Recommendation: That the Board of Trustees consider revision to the College's Board Policy Manual Section II.I. Relationships with Other Entities which covers College policies related to affiliations with school districts, other colleges, and accreditation with the Southern Association of Colleges and Schools Commission on Colleges and amend the title to Section II.I. Relationships with Educational Entities.

Rationale: It has been several years since Section II.I. Relationships with Educational Entities was revised, and policy matters needed to be revisited and, as necessary, revised or reaffirmed. During the revision process, it became apparent that the current version of Section II.I. Relationships with Educational Entities contained incomplete language regarding contractual relationships between the College and School Districts. The revised version of Section II.I. Relationships with Educational Entities expressly authorizes the College to contract with independent school districts located wholly or partially in the College's service area. The Board Policy Review Committee also recommends adoption of this proposed revised section.

Fiscal Impact: None

Resource: Mario K. Castillo 832-813-6655

II.I. RELATIONSHIPS WITH EDUCATIONAL ENTITIES

II.I.1. Relationships with School Districts

II.I.1.1. College Courses at School System Facilities

The Board may enter into a contract with the trustees of an independent school district in a county contiguous to, but not a part of, the College, to hold college courses at the school district's facilities.¹ Both boards must approve the contract by resolution. The College may also enter into such contracts with independent school districts located wholly or partially in the College's service area.

II.I.1.2. Reports of Academic Achievement

Under guidelines established by the Texas Higher Education Coordinating Board and the State Board of Education, the College reports student performance during the first year enrolled after high school graduation to the high school or public community college last attended. This report includes, but is not limited to, appropriate student test scores, a description of developmental courses required, and the student's grade point average. Appropriate safeguards for student privacy shall be followed.²

II.I.2. Relationships with Colleges and Universities

II.I.2.1. Policy

Direct relations with other college systems and universities enhance the College's delivery of instructional programs and services to students and citizens. The College may enter into arrangements with other college systems and universities to fulfill the College's mission.

II.I.2.2. Partnerships

The College develops and implements direct partnerships, contracts, and joint projects with other colleges and universities regarding transfer of coursework, joint delivery of college courses, small business development services, technology transfer, and continuing professional development.

II.I.2.3. International Affiliations

Under applicable laws and College policies, the College establishes affiliations with other institutions of higher education to allow international students to participate in College courses, distance education, online classes, and dual credit.

II.I.3. Accreditation Agencies

II.I.3.1. Relationships with Educational Accreditation Agencies

The College maintains accreditation with the Southern Association of Colleges and Schools Commission on Colleges. The College may also pursue accreditation with other educational and licensing agencies. Each of the College's relationships with independent school districts and with other institutions of higher education shall meet any requirements imposed by the College's accreditation agencies.

¹ TEX. EDU. CODE §§ 130.006, 0103; 19 TEX. ADMIN. CODE § 4.84.

² TEX. EDU. CODE §§ 51.403(e); 19 TEX. ADMIN. CODE § 9.23.

II.J. COMMUNITY ACCESSIBILITY

II.J.1. Community Members with Disabilities

II.J.1.1. Policy

The College recognizes and supports the principles set forth in federal and state laws designed to eliminate discrimination against qualified individuals with disabilities. The College believes in equal access to educational opportunities for all individuals and is committed to making reasonable accommodations, including providing auxiliary aids and services, for qualified individuals with disabilities as required by law.

Students seeking disability accommodation must refer to Policy Section VI for the relevant student policy and procedures. College employees seeking disability accommodation must refer to Policy Section IV for the relevant employee policy and procedures. This section provides notice to third parties of the availability of certain services for individuals with disabilities.

II.J.1.2. Third Parties Requesting Accommodations

Third parties attending College activities or events (*e.g.*, College play, graduation ceremony, Board meeting, etc.) may contact the College's Executive Director of Disability Services to request that the College provide disability accommodation or modification at the activity or event. The Executive Director of Disability Services will collaborate with the applicable college president or responsible employee to review and, if possible, implement the request. Third parties requesting accommodation or modification are urged to make the request at least three business days before the activity or event.

II.J.1.3. Notice

The College shall make available to interested persons information regarding the provisions of applicable law and their applicability to College services, programs, or activities, and make such information available to interested persons in such manner as the Chancellor finds necessary to apprise such persons of the protections against discrimination assured them by law.

II.J.1.4. Responsible Employee Designation¹

The College designates the Executive Director of Disability Services as the employee responsible for coordinating the College's efforts to comply with and carry out its responsibilities under applicable disability laws, including investigations of complaints communicated to the College alleging its noncompliance and/or any actions prohibited by applicable laws. Similarly, the College also designates the Associate Vice Chancellor of Human Resources as the employee responsible for coordinating the College's efforts to comply with and carry out its responsibilities under applicable disability laws as they relate to College employees requesting disability accommodation. If either the Executive Director of Disability Services or Associate Vice Chancellor of Human Resources position is vacant, the Chancellor shall designate the responsible employee for this section. The College shall make available to all interested individuals the names, office addresses, and telephone numbers of the employees designated.

¹ 28 CFR 35.107(a)

- Request:** Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.K. Media Relations and Communications **(FIRST READING)**
- Chancellor's Recommendation:** That the Board of Trustees consider revision to the College's Board Policy Manual Section II.K. Media Relations and Communications which covers College policies related to media communications by College personnel.
- Rationale:** It has been several years since Section II.K. Media Relations and Communications was revised, and policy matters needed to be revisited and, as necessary, revised or reaffirmed. During the revision process, it became apparent that the current version of Section II.K. Media Relations and Communications lacked a definition of "media communications". The revised version of Section II.K. Media Relations and Communications defines this term. The Board Policy Review Committee also recommends adoption of this proposed revised section.
- Fiscal Impact:** None
- Resource:** Mario K. Castillo 832-813-6655

II.K. MEDIA RELATIONS AND COMMUNICATIONS

II.K.1. Media Relations and Communications

II.K.1.1. Media Relations Representatives

The Chancellor and each college President's designated media relations representatives are responsible for maintaining working relationships with news media, initiating news releases and other proactive communication with media, responding to inquiries, coordinating crisis communications, and tracking news coverage of the College.

II.K.1.2. Definitions

(a) Media Communications means news releases or other public communications naming an affiliation with the College or any of its colleges or otherwise linking to the College's identity.

II.K.1.3. Approval Requirement

Media communications issued by other entities officially recognized by the College must be approved by a designated media relations representative before distribution. Related issues concerning advertising and branding are addressed in other policies¹ and issues regarding intellectual property—including trademarks—are also addressed in another policy².

II.K.1.4. Communication Plans

Designated media relations representatives shall prepare a communication plan covering processes and procedures for media relations and internal and external communications.

The College shall also adopt an emergency communication plan that includes guidelines and procedures for communicating to all stakeholders. The emergency communication plan designates and provides a process to notify crisis communication teams.

II.K.1.5. Communication with Media by College Personnel

Designated media relations representatives shall be referred any media inquiries regarding administrative or policy matters.

Employees who are not designated media relations representatives have a right to express individual opinions to the public, but they should identify their comments as personal, confine personal communication initiatives to their personal time, and avoid linking the College's identity to their personal advocacy of topics and issues outside the scope of their job-related duties. Employee participation in political activity and freedom of association is addressed in a separate policy.³

¹ Policy Manual Section II.L.1

² Policy Manual Section IV.D.8

³ Policy Manual Section II.M

Policy Report and Consideration No. 8 (FIRST READING) Board Meeting 11-3-16

Request: Consideration of the Recommended Revision of the Lone Star College System Board Policy Manual Section II.L.1. Approval of Advertising **(FIRST READING)**

Chancellor's Recommendation: That the Board of Trustees consider revision to the College's Board Policy Manual Section II.L.1. Approval of Advertising which covers College policies related to advertising and amend the title to Section II.L.1. Advertising Approval.

Rationale: It has been several years since Section II.L.1. Advertising Approval was revised, and policy matters needed to be revisited and, as necessary, revised or reaffirmed. During the revision process, it became apparent that the current version of Section II.L.1. Advertising Approval had an incorrect title for the Vice Chancellor for Government and Public Relations. The revised version of Section II.L.1. Advertising Approval corrects this title. The Board Policy Review Committee also recommends adoption of this proposed revised section.

Fiscal Impact: None

Resource: Mario K. Castillo 832-813-6655

II.L.1. Advertising Approval

II.L.1.1. Authorized Persons Advertising

Print, broadcast, Web, mail, and outdoor display advertising may be used as communication to promote the products or services or convey important messages of the College.

The Chancellor or designees must approve College advertising. Advertising to recruit faculty and staff will be conducted through Human Resources. Vendor-supplied advertising opportunities may be considered in purchasing practices.

The Vice Chancellor for Government and Public Relations or designees shall manage the College's relationships with advertising agencies and other related providers.

II.L.1.2. College Use of Identity and Branding Elements

The names, logos, trademarks, and other identifying marks of the College are valuable College assets, as set forth in another policy.¹ As such, these marks may be used by its Foundation, Board of Trustees, colleges and centers only with the express approval of the Vice Chancellor for Government and Public Relations or designee.

The College's logos may be used by any College office for authorized College publications and activities. The official [College style book](#) outlines procedures governing use of identifying marks. The logotypes may not be altered or presented except as outlined in the College style book.

II.L.1.3. Creation of Branding Elements

The creation of branding elements (e.g., slogans, taglines, and logotypes) is the responsibility of the Vice Chancellor for Government and Public Relations or designee. Entities within the College wishing to create branding elements for departments, programs, or events must adhere to the process outlined in the College style book.

II.L.1.4. Outside Advertising at the College

College departments and programs may accept advertising such as the display of commercial logos or slogans at sponsored events, or ads in publications in exchange for fees or services. The College reserves the right to refuse any advertisement that does not serve the College's educational mission or does not meet the College's standards.

Outside businesses and organizations must obtain written permission to distribute advertising on College premises. Proposals to post links on any College website that connect to businesses and organizations must be approved by the Vice Chancellor for Government and Public Relations or designees.

¹ Policy Manual Section IV.D.

Policy Report and Consideration No. 9 (ACTION ITEM 1) Board Meeting 11-3-16

Request: Consideration and Approval of the Recommended Resolution regarding the College's Policy Manual Section III.C.2. Investment Management, which includes the College's Investment Policy and Strategies

Chancellor's Recommendation: That the Board of Trustees review and approve the College's Policy Manual Section III.C.2. Investment Management, which includes the College's investment policy and strategies. Also, that the Board adopt a resolution stating that it has reviewed the investment policy and strategies and is not making any changes to them at this time.

Rationale: To comply with the College's Policy Manual, Section III.C.2.31 – Annual Policy Review and Adoption, and Government Code § 2256.005(e), part of the Public Funds Investment Act (PFIA), the Board of Trustees reviews its investment policy and strategies at least annually. In addition, the PFIA requires that the Board adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed its investment policy and strategies. This written instrument must also record any changes made to either the investment policy or strategies.

No changes are proposed to the policy at this time; however, recommended changes are being developed for consideration in the Board's upcoming meetings.

Fiscal Impact: None

Staff Resource: Mario Castillo 832-813-6655
Carin Hutchins 832-813-6737

**RESOLUTION OF THE BOARD OF TRUSTEES OF LONE STAR COLLEGE
APPROVING AND ADOPTING LONE STAR COLLEGE’S
INVESTMENT POLICY AND STRATEGIES**

WHEREAS, the Board of Trustees of Lone Star College (the “College”) has performed its annual review of the College’s investment policy and strategies required by the Public Funds Investment Act and the College’s Board Policy Manual, Section III.C.2.31—Annual Policy Review and Adoption; and

WHEREAS, the Board has determined that the policy and strategies, as they presently exist, are appropriate and in the best interests of the College and should be approved and readopted.

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

Section 1. The Board of Trustees has performed its annual review of the College’s investment policy and strategies and approves and readopts them with no changes at this time.

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

ADOPTED this 3rd day of November 2016.

Chair, Board of Trustees
Lone Star College

ATTEST:

Secretary, Board of Trustees
Lone Star College

(SEAL)

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Fourth Edition**

SECTION VI – STUDENTS

VI.D. STUDENT WELFARE AND RIGHTS

VI.D.1. Non-Academic Student Travel

VI.D.1.1. Policy

The College provides equal non-academic student travel opportunities to all students regardless of race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. Section VI.D.1. applies only to Non-Academic Student Travel as defined below.

VI.D.1.2. Definitions

- (a) **Necessary Student Travel Paperwork** includes all required forms specified in the Chancellor’s Procedures for Non-Academic Student Travel.
- (b) **Non-Academic Student Travel** covered by this Policy means travel that meets three conditions. First, the travel must be at least farther than 25 miles¹ from the closest Lone Star College campus or satellite center to the final destination. Second, the travel is not directed by an instructional employee to achieve an academic objective. Third, either (1) the College funds the travel *and* uses a college-owned or -leased vehicle,² or (2) a college-registered student organization requires the travel.³ Travel that does not meet all three of these conditions is not considered Non-Academic Student Travel and Section VI.D.1. does not apply.
- (c) **Non-Academic Student Travel Funded by the College** means paying for expenses associated with the activity or event from a College-maintained budget item or fund. The College funds travel even if an outside tour company arranges the College-sponsored trip and travelers pay their own travel-related expenses.
- (d) **Non-Academic Student Travel Required by a Registered Student Organization** means the travel related to the organization’s official activities, including attending and participating at conventions, workshops, athletic events, and non-athletic competitions. This definition does not include social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

VI.D.1.3. Non-Academic Student Travel

Students complete and submit Necessary Student Travel Paperwork at least five working days before the Non-Academic Student Travel. Commercial airlines, College-owned, -rented,

¹ Tex. Educ. Code Ann. § 51.950(b).

² Tex. Educ. Code Ann. § 51.950(b)(1).

³ Tex. Educ. Code Ann. § 51.950(b)(2).

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or -leased vehicles, and commercial vehicles are approved transportation modes for Non-Academic Student Travel under this policy.⁴

(a) College-Provided Transportation. A driver transporting students in College-owned, -leased, or -rented vehicles must meet the following qualifications: (1) be a College employee approved by the Chief Student Services Officer, (2) have a valid driver's license appropriate for the vehicle being driven, and (3) have a satisfactory driving record.⁵

The driver must also ensure that passenger numbers do not exceed the vehicle's designated passenger capacity⁶—each passenger must be secured by a seat belt.⁷ A driver must not drive for more than three consecutive hours without taking a 15-minute break from driving.⁸ A driver may not read emails or text messages while driving students. A driver must obey all safety procedures and traffic laws.⁹

(b) Student-Provided Transportation. The following applies when student-owned vehicles are used for Non-Academic Student Travel: (1) College students are not covered by the College's vehicle insurance policies and cannot be College-approved drivers; (2) adult students drive their own private vehicles at their discretion and peril; (3) adult students riding with another adult student do so at their discretion and peril; (4) College employees cannot arrange for students to drive other students; (5) all student drivers must sign a liability waiver for driving their own vehicle and submit this in accordance with the Necessary Student Travel Paperwork; (6) all student-owned vehicle accidents or collisions must be covered by the student's vehicle insurance policy; (7) the Non-Academic Student Travel conditions must be detailed in the appropriate form submitted with the Necessary Student Travel Paperwork; and (8) the College must provide student drivers with directions to the intended destination.

⁴ Tex. Educ. Code Ann. § 51.950(d)(1).

⁵ Tex. Educ. Code Ann. § 51.950(d)(2)(C)(i).

⁶ Tex. Educ. Code Ann. § 51.950(d)(2)(B).

⁷ Tex. Educ. Code Ann. § 51.950(d)(2)(A).

⁸ Tex. Educ. Code Ann. § 51.950(d)(2)(C)(ii).

⁹ Tex. Educ. Code Ann. § 51.950(2).

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SECTION VI – STUDENTS

VI.D. STUDENT WELFARE AND RIGHTS

VI.D.14. Student Organizations

VI.D.14.1. Policy

The College provides equal opportunities to all students participating in student organizations regardless of race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. The College cannot deny a student group registration because of the group's views.

VI.D.14.2. Definitions

- (a) Risk Management Program** means a program that discusses the following topics: (1) possessing and using alcoholic beverages or illegal drugs, including penalties that may be imposed for possessing either substance; (2) hazing; (3) sexual harassment; (4) fire and other safety issues, including possessing and using a firearm, other weapon, or explosive device; (5) traveling outside the College's location area; (6) behavior at parties and other events held by a student organization; and (7) adoption by a student organization of a risk management policy.
- (b) Student Organization** means a student group that has properly registered with and is recognized by the College.
- (c) Student Organization Advisor** means a person who (1) serves in an advisory capacity to a student organization and its members, (2) has aged at least 21 years, (3) is not a student at the College, and (4) is the College's full-time employee or a part-time employee expressly authorized by a college president to serve in the appointed, volunteer capacity.
- (d) Student Organization Representatives** means the following officer positions or similar officer positions: the president, vice president, secretary, and treasurer.

VI.D.14.3. Procedures

The Chancellor will develop and publish procedures to effectuate this policy.

VI.F. Sexual Harassment, Assault, Violence, and Discrimination

VI.F.1.3. Title IX Harassment and Sexual Violence General Procedures

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

(a) Reporting Sexual Violence

Any person who believes sexual violence occurred may promptly report the incident to one of the College's responsible employees or Campus Security Authorities (CSA) including, but not limited to: (i) the College's Police Department, (ii) the Chief Student Services Officer, or (iii) the Title IX Coordinator.

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

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SECTION VI – STUDENTS

VI.H. STUDENT RECORDS

VI.H.1. Student Records

The College will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) when collecting, maintaining, and releasing student records. Students have rights regarding their records.

- (a) The right to inspect and review their education records within 45 days of the College's receipt of a written request for access.
- (b) The right to request amendment of the student's education records if the student believes the records are inaccurate, misleading, or violate the student's privacy rights.
- (c) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (d) The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the College to comply with the requirements of FERPA.

Directory Information. The College collects directory information regarding each student. Directory information includes the student's name, classification, full or part-time enrollment, program of study, dates of enrollment, degrees and certificates received, and awards and honors received. The College may release directory information without the student's consent unless the student requests that the College not release directory information. A student may make such a request to the Office of Student Records or by updating their MyLoneStar settings.

Limited Directory Information. The College also collects the student's address, telephone number, and email, which the College classifies as Limited Directory Information. Only College Partner Organizations can request a student's Limited Directory Information. The College may release Limited Directory Information to College Partner Organizations without the student's consent unless the student requests that the College not release this Limited Directory Information. A student may make such a request to the Office of Student Records or by updating their MyLoneStar settings. The Associate Vice Chancellor of Analytics and Institutional Reporting maintains an updated list of approved College Partner Organizations.

Curriculum Report and Consideration No. 1 (ACTION ITEM 6) Board Meeting 11-3-16

Request: Consideration and Approval of the expansion of the Computer Programming Specialist Associate of Applied Science (AAS) degree and certificates to Lone Star College-University Park

Chancellor's Recommendation: That the Board of Trustees approve the expansion of the Computer Programming Specialist AAS degree and certificates to Lone Star College-University Park.

Rationale: Lone Star College-University Park has requested approval for expansion of the following Computer Programming degree and certificates:

1. Computer Programmer Certificate Level I
2. Computer Programmer Certificate Level II
3. Computer Programming Specialist AAS Degree

Demand in the Houston-Sugarland-Baytown Metropolitan Statistical Area (MSA) has grown for computer programmers. Labor market data from the Texas Workforce Commission, Economic Modeling Specialists and Burning Glass Technologies shows high demand and strong wage growth for this occupational field.

Computer Programming AAS	
Occupation: Computer Programmers	
TWC Total Annual Average Job Openings (2012-2022)	210
TWC Median Wage (2015)	\$40.40
Burning Glass Demand (Job Postings Aug. 1, 2015- Jul. 31, 2016, Houston-The Woodlands-Sugarland Metropolitan Statistical Area)	999

Sources: Texas Workforce Commission, Burning Glass Technologies

There will be no change to current program curriculum or LSC locations for this expansion to occur.

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

Fiscal Impact: Funding for this program has been included in the proposed FY 2016-17 budget for LSC-University Park.

Staff Resource: Mario Castillo 832-813-6655
Shah Ardalan 281-290-2999

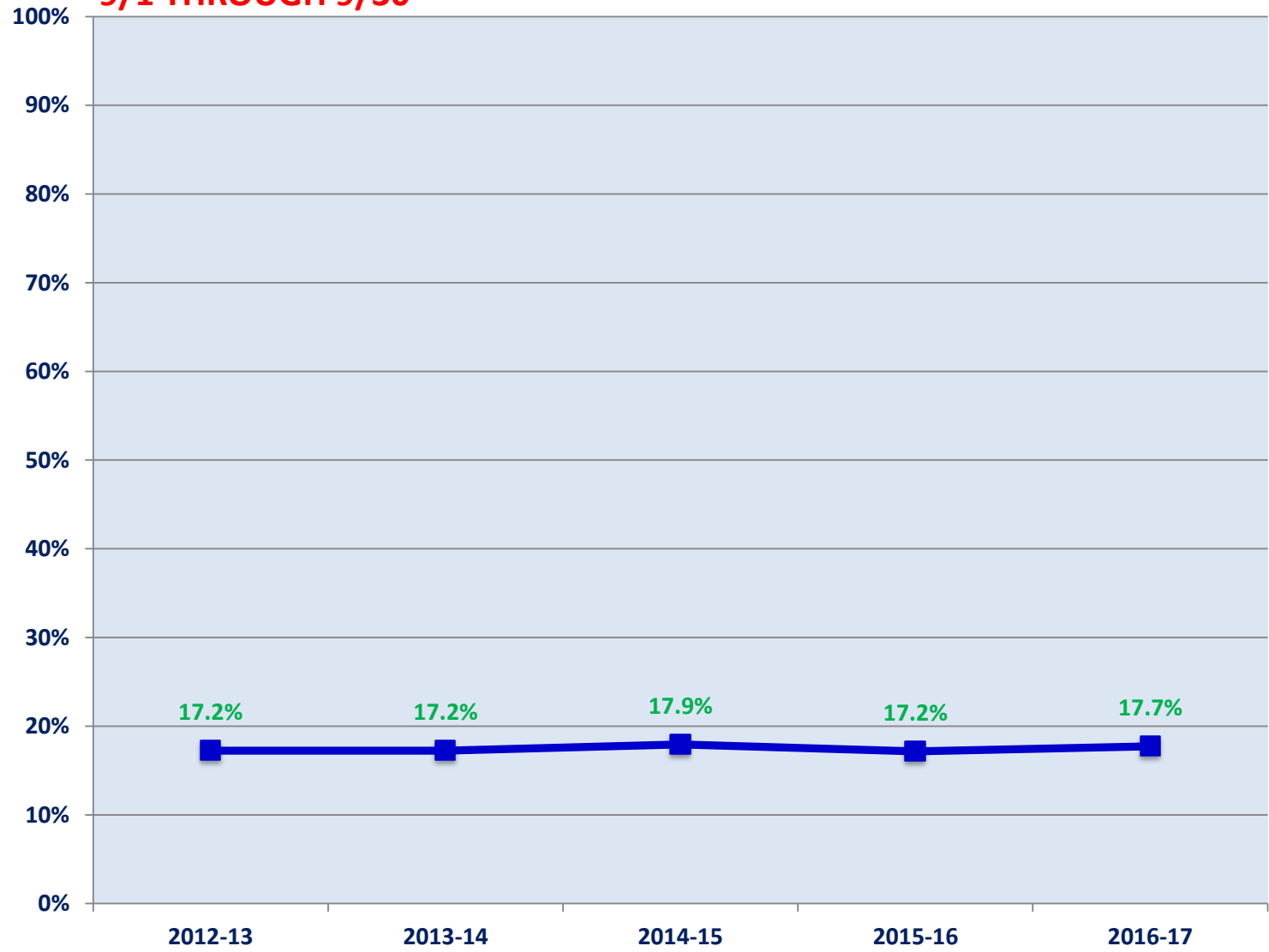
Financial Report and Consideration No. 1

Board Meeting 11-3-16

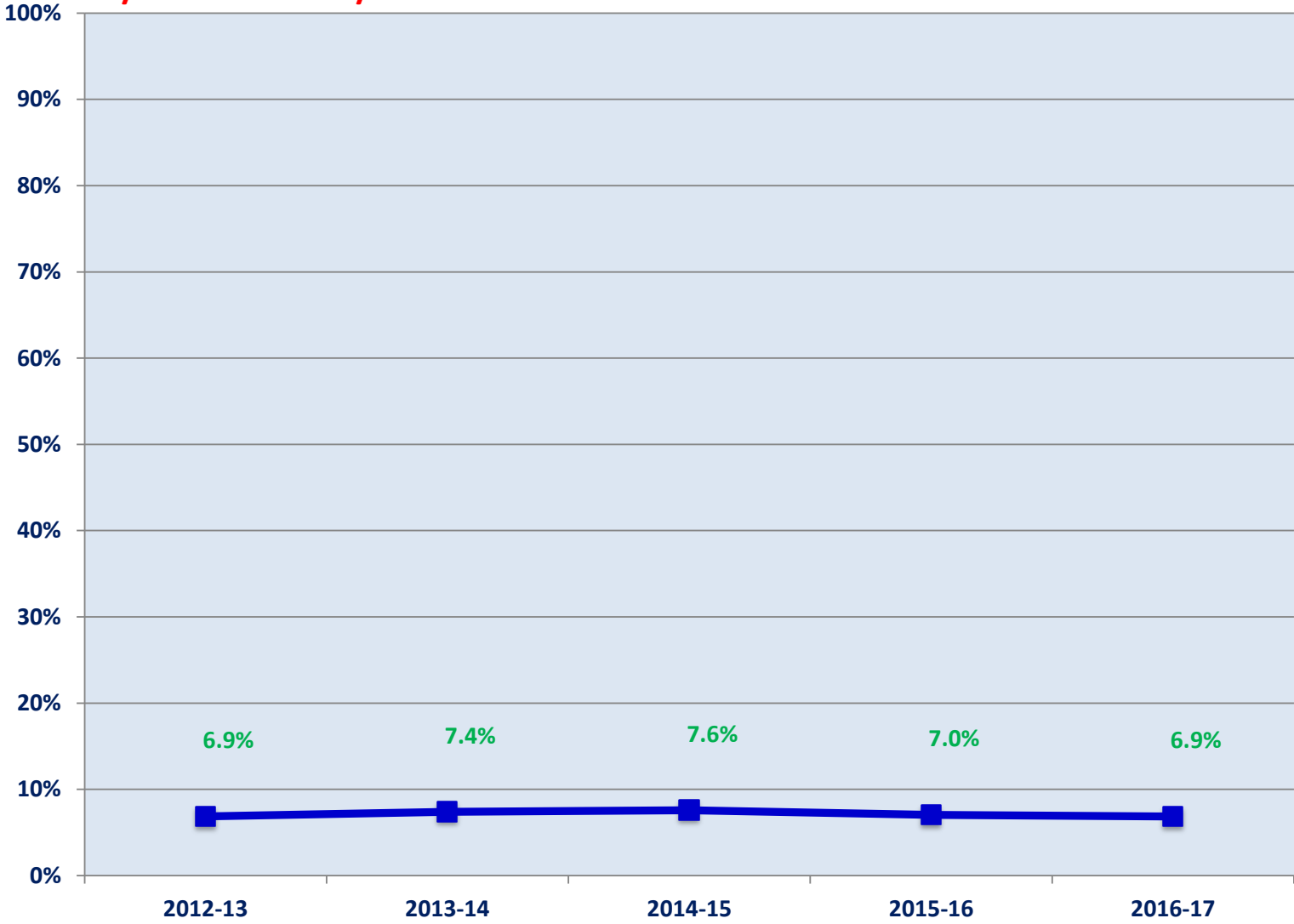
Report: Monthly Financial Statements

The financial statements for the month ended September 30, 2016 are presented for Board review.

**ACTUAL REVENUES AS A % OF BUDGET
9/1 THROUGH 9/30**



**ACTUAL EXPENDITURES AS A % OF BUDGET
9/1 THROUGH 9/30**



LONE STAR COLLEGE

Statement of Revenues and Expenditures
 General and Auxiliary Funds
 YTD September 30, 2016
 Unaudited

	BUDGET	FISCAL YTD ACTUAL	% ACTUAL TO BUDGET 8% FY ELAPSED	PRIOR YEAR ACTUAL FISCAL YTD 9/30/2015	PRIOR YEAR % ACTUAL TO BUDGET 8% FY ELAPSED
REVENUES:					
State Appropriations	\$ 74,051,000	\$ 8,876,235	12.0%	\$ 8,891,176	12.0%
Tuition and Fees	119,381,000	50,530,446	42.3%	46,385,619	41.5%
Taxes	134,613,000	303,082	0.2%	177,866	0.1%
Investments	365,000	37,658	10.3%	17,612	4.2%
Other	5,962,000	595,668	10.0%	695,679	11.6%
Total Current Operations Revenues	334,372,000	60,343,089	18.0%	56,167,952	17.6%
Auxiliary Revenues	13,290,000	1,241,098	9.3%	1,587,839	8.8%
Total Revenues	347,662,000	61,584,187	17.7%	57,755,791	17.2%
EXPENDITURES:					
Instruction-Academic	84,928,976	6,648,663	7.8%	7,073,883	8.5%
Instruction-Workforce	28,162,177	2,673,354	9.5%	2,679,981	9.3%
Public Service	752,597	54,533	7.2%	69,890	9.1%
Academic Support	55,204,263	3,457,568	6.3%	2,461,574	4.5%
Student Services	46,020,501	3,079,904	6.7%	3,179,865	6.5%
Institutional Support	36,574,925	2,019,104	5.5%	2,440,158	7.4%
Plant Operation and Maintenance	35,047,205	1,370,496	3.9%	1,591,390	4.9%
Staff Benefits	32,799,356	2,619,370	8.0%	2,353,404	8.9%
Total Educational and General Expenditures	319,490,000	21,922,992	6.9%	21,850,145	7.1%
Repair, Replacement and Other Internally Designated	5,562,000	44,647	0.8%	2,976	0.1%
Auxiliary	11,790,000	1,110,741	9.4%	1,495,647	8.0%
Total Expenditures	336,842,000	23,078,380	6.9%	23,348,768	7.0%
Other Changes - Debt Service & Fund Transfers	7,500,000	2,149,481		2,072,356	
Total Expenditures & Transfers	344,342,000	25,227,861		25,421,124	
NET INCREASE IN FUND BALANCES					
General Funds	1,820,000	36,225,969		32,242,475	
Auxiliary Funds	1,500,000	130,357		92,192	
TOTAL NET INCREASE IN FUND BALANCES	\$ 3,320,000	\$ 36,356,326		\$ 32,334,667	

LONE STAR COLLEGE

**Balance Sheet
September 30, 2016
Unaudited**

ASSETS	General & Auxiliary	Restricted	GASB Reporting Entries (*)	Memorandum Totals Current Year	Memorandum Totals Prior Year
Cash, cash equivalents & investments	\$ 48,004,101	\$ 114,208,852	\$ (535)	\$ 162,212,418	\$ 243,104,012
Accounts receivable, net	27,075,193	11,068,982	4,712,764	42,856,939	35,045,245
Prepaid and deferred expenses	15,111,217	-	-	15,111,217	8,481,629
Inventories, at cost	-	-	-	-	45,668
Capital assets, net	-	-	807,183,080	807,183,080	778,244,213
TOTAL ASSETS	90,190,511	125,277,834	811,895,309	1,027,363,654	1,064,920,767
Deferred Outflows	-	-	8,864,100	8,864,100	-
TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 90,190,511	\$ 125,277,834	\$ 820,759,409	\$ 1,036,227,754	\$ 1,064,920,767
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Accounts payable & Accrued Absences Payable	\$ 8,612,822	\$ 9,645,127	-	\$ 18,257,949	\$ 18,395,477
Deferred revenues	3,795,026	4,002,593	-	7,797,619	8,385,613
Accrued interest payable	-	3,501,048	-	3,501,048	4,644,305
Bonds payable	-	-	679,361,579	679,361,579	740,353,405
Net Pension Liability	-	-	48,590,998	48,590,998	-
Assets held in custody for others	273,297	6,807,163	-	7,080,460	7,026,942
TOTAL LIABILITIES	12,681,145	23,955,931	727,952,577	764,589,653	778,805,742
Deferred Inflows	-	-	14,864,130	14,864,130	-
TOTAL LIABILITIES AND DEFERRED INFLOWS	12,681,145	23,955,931	742,816,707	779,453,783	778,805,742
TOTAL FUND BALANCES	77,509,366	101,321,903	77,942,702	256,773,971	286,115,025
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES	\$ 90,190,511	\$ 125,277,834	\$ 820,759,409	\$ 1,036,227,754	\$ 1,064,920,767

* Includes GASB (Governmental Accounting Standards Board) reporting entries related to Capital Assets, Long-Term Debt, and Pensions

Subject to change pending completion of the August 31, 2016 audit

**LONE STAR COLLEGE
SUMMARY OF OPERATING FUNDS
AS OF SEPTEMBER 30, 2016**

OPERATING FUNDS 09/30/2016	
OPERATING CASH	
POOLS	\$ 14,444,396
MONEY MARKET ACCOUNTS	1,788,872
Operating Cash - Subtotal	\$ 16,233,268
CASH RESERVES	
CERTIFICATES OF DEPOSIT	\$ 4,058,837
SECURITIES	33,000,345
Cash Reserves - Subtotal	\$ 37,059,182
TOTAL	\$ 53,292,450

Financial Report and Consideration No. 2 (ACTION ITEM 7) Board Meeting 11-3-16

Request: Consideration of Approval of a Tuition Exemption for Senior Citizens, 65 Years of Age or Older, for Formula Funded Courses

Chancellor's Recommendation: That the Board of Trustees approve a tuition exemption for senior citizens, 65 years of age or older, for formula funded courses. This exemption will not apply to fees charged for the courses. The maximum award is tuition for up to 6 credit hours per semester.

Rationale: Texas Education Code §54.365(c) authorizes the governing board of an institution of higher education to allow up to 6 credit hours of courses per semester to be taken by senior citizens, at least 65 years of age or older, without payment of tuition. Additionally, senior citizens must also satisfy both grade point average and cumulative hour requirements as set forth in Senate Bill 1210 (83rd Texas Legislature, regular session) for continued exemption eligibility.

Approval of this exemption will encourage senior citizens to continue their education and stay involved with the College.

Fiscal Impact: It is projected that the exemption will result in \$89,000 per year in lost tuition revenues. However, increased enrollments may generate additional fee revenues and contact hour funding.

Staff Resource: Steve Head 832-813-6515
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 3 (ACTION ITEM 8) Board Meeting 11-3-16

Request: Consideration of Removal of Health Education Systems Incorporated (HESI) Fees Associated with Nursing Courses

Chancellor's Recommendation: That the Board of Trustees approve removal of HESI fees associated with nursing courses as described below.

Rationale: In prior years, the College assessed nursing students in certain courses using the HESI exam. The College purchased the HESI exam materials and offset the cost by collecting a fee from students who registered in those courses. As college nursing programs explore and develop other pedagogical tools, the HESI exam will not be used by all programs. Therefore, removal of the fees provides the option for each college program to pursue the assessment and preparation tools best fit for their student population. (See the attached schedule).

Fiscal Impact: None

Staff Resource: Helen Clougherty 832-813-6514
Carin Hutchins 832-813-6737

Schedule of Removal of Nursing Course HESI Fees

Course	Campus(es)	Term Effective
RNSG 1343	CF	Spring 2017
RNSG 1523	TC, KC, NH	Spring 2017
RNSG 2201	CF	Spring 2017
RNSG 2213	CF	Spring 2017
RNSG 2331	CF	Spring 2017
VNSG 2410	TC	Spring 2017
RNSG 2504	MC, TC, KC, NH	Spring 2017
RNSG 2514	TC, KC, NH	Spring 2017
RNSG 2535	TC, KC, NH	Spring 2017
RNSG 1523	MC	Fall 2017
RNSG 2514	MC	Fall 2017
RNSG 2535	MC	Spring 2018

Financial Report and Consideration No. 4 (ACTION ITEM 9) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for Managing Bacterial Meningitis Vaccine Student Medical Records

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract with Magnus Health Technology, Inc., 323 West Martin Street, Raleigh, NC 27601, for managing bacterial meningitis vaccine student medical records at no cost to the College. Students will be billed a one-time \$10 fee directly upon account creation. Magnus Health Technology will maintain the current price of \$10.00 per student through February 2017 to allow the College to complete spring registration. Beginning March 2017, Magnus Health Technology will charge \$10.50 per student through the duration of the contract. In FY 2017, it is projected that new student enrollment will be approximately 7,000 which will result in the firm earning approximately \$73,000.

The initial term of this contract will be for a period of three years with the option to renew for two additional one-year periods.

Rationale: Texas Senate Bill 1107, which passed and was adopted into law during the 81st Texas Legislature, addresses vaccination against bacterial meningitis of students entering public, private or independent institutions of higher education. Institutions are required to receive either (i) a certificate signed by the student's health practitioner, (ii) an official student immunization record; or (iii) a student affidavit claiming an exemption as allowed by law.

Magnus Health Technology provides the opportunity for students to create a personal health information portal. All vaccination records are submitted through Magnus Health Technology; however, students who sign the conscientious objection form may either submit it through Magnus Health Technology or directly to Student Services at any College location. Students incur no cost if they submit a conscientious objection form to Student Services.

In compliance with the provisions of Texas Education Code §44.031 (a), a Request for Proposal (RFP #455) was publicly advertised and issued to three medical records vendors and one response was received. The evaluation of the proposal was conducted based on cost; qualifications; experience; references; quality of service; extent to which certified historically underutilized businesses (HUB), minority and/or veteran or women-owned businesses are utilized; past performance; long-term cost; and other relevant factors.

Fiscal Impact: The College incurs no costs related to these services.

Staff Resource: Helen Clougherty 832-813-6514
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 5 (ACTION ITEM 10) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase Financial Aid File Review and Verification Services

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract with Global Financial Aid Services (Global), 12268 Intraplex Parkway, Gulfport, MS 39502, to purchase financial aid file review and verification services for a sum not exceeding \$270,000. 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.

Rationale: At the February 2, 2012 meeting, the Board of Trustees approved the purchase of financial aid file review and verification services for the College through a formal Request for Proposals process in compliance with Texas Government Code §44.031 (a).

Global Financial Aid Services was awarded the contract to provide these services. The contract was for an initial term of two years with an option to renew for three one-year terms.

An additional year is needed to complete the FY 2016-2017 program without interruption and to allow sufficient time to complete a new Request for Proposal process.

Fiscal Impact: Funds for this purchase are available from the approved FY 2016-2017 budget.

Staff Resource: Helen Clougherty 832-813-6648
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 6 (ACTION ITEM 11) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract for the Purchase and Installation of Furnishings at LSC-Tomball Health Science Building

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract with J. Tyler Services, Inc., 5920 Milwee, Houston, Texas 77092, for the purchase and installation of furnishings in a sum not exceeding \$138,998. The Chancellor recommends that the firm with the highest evaluation score be awarded the contract.

Rationale: This purchase is for the acquisition and installation of new furnishings for the recent buildout of LSC-Tomball Health Science Center, 3rd Floor.

In accordance with the provisions of Texas Government Code §44.031 (a), a Request for Proposal (RFP #452) was publicly advertised and issued to 40 vendors and six responses were received. The proposals were evaluated based on cost; 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 women-owned businesses are utilized; long-term cost; and other enhanced services.

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

Staff Resource: Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 7 (ACTION ITEM 12) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Negotiate and Execute a Contract to Purchase a Controlled Environmental Room for LSC-University Park's Center for Science and Innovation

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to negotiate and execute a contract with Solid Construction Solutions, LLC, 1490 Belvoir Street, Channelview, Texas 77530, for a controlled environmental room for LSC-University Park's Center for Science and Innovation in a sum not exceeding \$138,406. The Chancellor recommends that the firm with the highest evaluation score be awarded the contract.

Rationale: The controlled environmental room is necessary to store samples of various frozen species for research. It will be located in the Center for Science and Innovation building and is required to be delivered to the site prior to the completion of the building to allow for coordinated utility connections and integration with the building fabric and systems.

In compliance with the provisions of Texas Government Code §2269.055, a Competitive Sealed Proposal (CSP #450) was publicly advertised and issued to 19 general contractors and one response was received. The evaluation of the proposal was conducted based on cost; qualifications and experience; reputation – client references; quality of services; the extent to which certified historically underutilized business (HUB), minority and/or veteran or women-owned businesses are utilized; past performance; long-term cost; and other enhanced services.

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

Staff Resource: Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 8 (ACTION ITEM 13) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the LSC-North Harris Construction Manager at Risk (CMAR) for Construction Services Related to the Electrical Underground Project

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contract with Tellepsen Builders, L.P. (Tellepsen), 777 Benmar Drive, Suite 400, Houston, Texas, 77060, for construction services related to the Electrical Underground Project in the sum of \$1,100,000, for a total revised contract sum of \$14,575,959.

Rationale: At the June 4, 2015 meeting, the Board of Trustees approved Tellepsen to provide CMAR services for the construction of phase one bond projects for LSC-North Harris through a formal Request for Qualifications process in compliance with Texas Government Code Section 2254.004.

At the June 2, 2016 meeting, the Board of Trustees approved a GMP contract with Tellepsen for \$13,475,959 for construction services related to the Workforce Skills and Trade Center, now called the Construction and Skilled Trades Technology Center.

This amendment is for construction services related to the Electrical Underground Project, which replaces the existing overhead electrical service with a more reliable underground service. This project was scheduled for phase 3, but needs to be accelerated due to reliability concerns brought on by multiple college wide power outages earlier in the year. Both the request for qualifications process and the executed contract allow Tellepsen to be awarded other projects.

Tellepsen Builders solicited proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, PBK Architects, Inc. Bids were provided to Tellepsen Builders, L.P. from subcontractors and the GMP was prepared.

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

Staff Resource: Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 9 (ACTION ITEM 14) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the Contract with the Lawn Maintenance Services Firm for Additional Services

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to execute a contract amendment with Western Horticultural Services, 11335 Charles Road, Houston, TX 77041, for additional lawn maintenance services in the sum of \$400,000 for a total revised contract sum of \$1,700,000. The term of the contract is March 8, 2013 through March 8, 2018.

Rationale: At the February 7, 2013 meeting, the Board of Trustees approved the purchase of lawn maintenance services from Western Horticultural Services in the amount of \$1,300,000 through a formal Request for Proposals process in compliance with Texas Government Code §44.031 (a). The initial contract was executed for \$1,300,000.

This amendment is required to provide routine monthly lawn maintenance services for the LSC-Atascocita Center, the Energy and Manufacturing Institute at LSC-University Park and new facilities such as LSC-Cypress Center.

Fiscal Impact: Funds for this purchase are included in the approved FY 2016-2017 budget. Funds for next fiscal year will be included in the FY 2017-2018 proposed budget.

Staff Resource: Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737

Financial Report and Consideration No. 10 (ACTION ITEM 15) Board Meeting 11-3-16

Request: Consideration of Approval to Authorize the Chancellor or Designee to Amend the LSC-University Park Contracts for Architectural and Construction Manager at Risk (CMAR) Services Related to the Design and Construction of the Geology Rock Wall at LSC-University Park's Center for Science and Innovation

Chancellor's Recommendation: That the Board of Trustees authorize the Chancellor or designee to amend the contracts for architectural and CMAR services related to the design and construction of the Geology Rock Wall (Wall) at LSC-University Park's Center for Science and Innovation for a sum not exceeding \$250,000 as follows:

1. Kirksey Architects, Inc. (Kirksey), 6909 Portwest Drive, Houston, Texas, 77024, in the sum of \$25,000, for a total revised contract sum of \$1,031,719.
2. E.E. Reed Construction, L.P. (E.E. Reed), 333 Commerce Green Blvd., Sugarland, Texas 77478, in the sum of \$225,000, for a total revised contract sum of \$17,441,108.

Rationale: Noble Energy has agreed to make a donation to the LSC-Foundation to help construct a Wall at LSC-University Park's Center for Science and Innovation. The donation will be paid over three years and the first installment of \$83,500 will be used to offset a portion of the Wall's cost. The remaining installments totaling \$166,500 will be used to establish endowments or program funds.

At the April 9, 2015 and June 4, 2015 meetings, the Board of Trustees approved Kirksey and E.E. Reed to provide design and CMAR services, respectively, for LSC-University Park projects through formal Request for Qualifications processes in compliance with Texas Government Code Section 2254.004.

The tables below summarizes the original contracts and amendments approved by the Board of Trustees to date. Contract amendments are now required for design and construction services related to the Wall.

Kirksey Contract Summary	Board Approval	Description	Amount
Original	4/9/2015	Phase 1, Group 6A projects at LSC-UP	\$ 890,800
1 st Amendment	8/4/2016	Furniture design, exterior signage, etc.	\$ 115,919
Proposed Amendment	11/3/2016	Geology Rock Wall	\$ 25,000
Total			\$1,031,719

E.E. Reed Contract Summary	Board Approval	Description	Amount
Original	3/3/2016	GMP-LSC-UP's Center for Science and Innovation	\$15,400,000
1 st Amendment	8/4/2016	GMP –Bldg. 12 &13 Entrance Canopy & Parking Project	\$ 1,816,108
Proposed Amendment	11/3/2016	Geology Rock Wall	\$ 225,000
Total			\$17,441,108

E.E. Reed will solicit proposals from subcontractors for construction services related to this project based on the drawings prepared by the approved project architect, Kirksey. Bids will be provided to E.E. Reed from subcontractors and the GMP contract will be prepared.

Fiscal Impact: Noble Energy's donation of \$83,500 (first installment) to the LSC-Foundation is specifically for the Wall. Funds to build the remainder of the Wall are available from the General Obligation Bonds, Series 2015A.

Staff Resource: Jimmy Martin 281-290-2608
Carin Hutchins 832-813-6737
Shah Ardalan 281-290-2999

Personnel Report and Consideration No. 1 (ACTION ITEM 16) Board Meeting 11-3-16

Request: Consideration of Ratification of Appointments.

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

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

Fiscal Impact: Positions and salaries have been budgeted for 2016-2017.

Staff Resource: Mario Castillo 832-813-6655

a. LSC-Kingwood

Regan Houang, Director, Campus Services

Effective: 12 month contracted employee at a salary of \$101,216 beginning September 12, 2016

Education: B.S., Mechanical Engineering, Clemson University

b. LSC-System Office

Chantell Hines, Associate Vice Chancellor, Student Success

Effective: 12 month contracted employee at a salary of \$128,255 beginning October 1, 2016

Education: Ph.D., Psychology, Capella University; M.A., Counseling, B.S., Psychology, Prairie View A&M University

Kristen Baker, Director, Special Events-External Affairs

Effective: 12 month contracted employee at a salary of \$65,255 beginning October 1, 2016

Education: B.S., Accounting, Western Governor's University; A.S., Lone Star College-Montgomery

Lawrence Mills, Executive Director, Human Resources Services

Effective: 12 month contracted employee at a salary of \$103,082 beginning September 16, 2016

Education: B.A., Organizational Communication, Michigan State University

Nicole Robinson, Executive Director, Foundation

Effective: 12 month contracted employee at a salary of \$120,000 beginning October 1, 2016

Education: B.S., Psychology, Louisiana State University

c. LSC-Tomball

Jared Cootz, Dean, Instruction

Effective: 12 month contracted employee at a salary of \$97,177 beginning September 26, 2016

Education: M.A., Psychology, Sociology, B.A., Psychology, Our Lady of the Lake University; A.A., Lone Star College-North Harris

Paula Dean, Assistant Professor, LifePATH

Effective: 12 month contracted employee at a salary of \$67,640 beginning September 1, 2016

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

Nathan Fortenbury, Assistant Professor, Mathematics

Effective: 10.5 month contracted employee at a salary of \$55,122 beginning September 1, 2016

Education: M.S., B.S., Mathematics, University of Texas at Tyler

Jackie Thomas, Chief Strategist, Strategic Initiatives

Effective: 12 month contracted employee at a salary of \$118,995 beginning October 1, 2016

Education: Ph.D., Educational Psychology and Individual Differences, University of Houston; M.S., Higher Education, Florida State University; B.S., Consumer Science and Merchandising, University of Houston

d. LSC-University Park

Mosadi Porter, Associate Dean, Admissions & Outreach

Effective: 12 month contracted employee at a salary of \$63,976 beginning September 6, 2016

Education: D.Ed., Administration and Supervision, University of Houston; M.Ed., Educational Administration/ Student Affairs Administration in Higher Education, B.A., Speech Communication, Texas A&M University-College Station

Personnel Report and Consideration No. 2 (ACTION ITEM 17) Board Meeting 11-3-16

Request: Consideration of Resignations

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

LSC-CyFair

Robert Keyes, Vice President Administration
Effective October 4, 2016

LSC-North Harris

Marinela Castano, Professor-AD Nursing
Effective September 1, 2016

LSC-System Office

Lynn Christopher, Director-Payroll
Effective September 30, 2016

LSC-Tomball

Kimberly Rumsey, Professor-AD Nursing
Effective September 1, 2016

LSC-University Park

Meredith O'Hara, Professor-AD Nursing
Effective September 1, 2016

Staff Resource: Mario Castillo

832-813-6655

Building and Grounds Report

Board Meeting 11-3-16

Report: Construction Projects Update

The monthly construction projects update is presented for Board review.

CONSTRUCTION PROJECTS UPDATE

November 3, 2016

2014 General Obligation Bond Projects Summary

LSC-CyFair

- Instruction and Student Life Building: The roofing, exterior sheathing, windows, and mechanical/electrical/plumbing rough-ins are complete. Glass curtain wall, brick, and interior drywall are in progress. Overall project construction is expected to be complete in March 2017.
- Cypress Center Satellite Expansion: Construction will begin in December and is expected to be complete in summer 2017.
- Westway Park Technology Center: The GMP will be presented for consideration of approval at the December 2016 Board of Trustees meeting. Construction is expected to be complete in summer 2017.

LSC-Kingwood

- Student Services Center Expansion: Structural steel is in progress. Construction is expected to be complete in February 2017.
- Process Technology Center: Foundation work is in progress. Construction is expected to be complete in August 2017.

LSC-Montgomery

- Conroe Satellite Center: Mechanical and electrical equipment, as well as stairs and sidewalks, are complete. Interior walls are complete and finish work is in progress. Construction is expected to be complete in January 2017.
- Live Entertainment Technology Building: Underground utility installation nearing completion. The building slab will be placed in early November. Construction is expected to be complete in March 2017.

LSC-North Harris

- Construction & Skilled Trades Technology Center: Foundation and detention pond are complete, while building slab and site utilities are in progress. Construction is expected to be complete in July 2017.
- East Aldine Satellite Center: The construction documents have been completed and negotiations with Aldine ISD on the associated Interlocal Agreement are in progress.
- Relocate Electrical Service Underground: The GMP is being presented for consideration of approval at the November 2016 Board of Trustees meeting. Construction is expected to be complete in April 2017.
- Central Plant Renovations: Bidding is in progress. It is anticipated that the GMP will be presented for approval at the December 2016 Board of Trustees meeting. Construction is expected to be complete in May 2017.

LSC-Tomball

- Health Science Building - 3rd Floor Buildout: Surgical equipment is being installed on the second floor, with completion anticipated in November 2016.

- South Entrance Drive: Bidding is in progress. It is anticipated that the GMP will be presented for consideration of approval at the February 2017 Board of Trustees meeting, with a fall 2017 construction completion.

LSC-University Park

- Science and Innovation Building: Steel erection and floor slabs are complete. Roofing, exterior walls, and mechanical, electrical, and plumbing work are in progress. Construction is expected to be complete in May 2017.
- Building 12 & 13 Entrance Canopy and Parking: Construction will begin in November and is scheduled for a March 2017 completion.