




This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§ 551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code § 551.1282.

NOTICE OF FINANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL

Tuesday, September 14, 2021, 3:00 p.m.
1601 Botham Jean Blvd., Room #036, Dallas, Texas 75215
www.dcccd.edu/boardmeetingslive





THIS MEETING WILL BE CONDUCTED PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.127 BY VIDEOCONFERENCE CALL. AT LEAST A QUORUM OF THE BOARD OF TRUSTEES WILL BE PHYSICALLY PRESENT AND PARTICIPATING IN THE MEETING IN PERSON AT 1601 BOTHAM JEAN BOULEVARD, DALLAS, TEXAS 75215. ONE OR MORE MEMBERS OF THE BOARD OF TRUSTEES MAY BE PARTICIPATING FROM A REMOTE LOCATION VIA VIDEOCONFERENCE CALL AND SHALL BE VISIBLE AND AUDIBLE TO THE PUBLIC .

Finance Meeting Agenda


	Page
1. Roll Call - Announcement of a Quorum	
2. Certification of Notice Posted for the Meeting	
3. Citizens Desiring to Address the Board	
4. Committee Presentations	
4.1. Dallas College Property Tax Review	4 - 11
4.1) Dallas College Property Tax Review presentation 	
Presenter: John Robertson	
4.2. Redistricting 2021: Process and Guidelines Concerning	12 - 21

Page 1 of 41

5. Overview of Regular Agenda Items

- 5.1. Orders
 - a. Adoption of Order Adopting Guidelines for Persons Submitting Specific Redistricting Proposals and Providing Comments 22 - 24
[5.1.a\) Order Guidelines Submitting Redistricting Proposals](#) 
 - b. Adoption of Order Adopting Criteria for Use in 2021 Redistricting Process 25 - 27
[5.1.b\) Order Guidelines Submitting Redistricting Proposals](#) 
- 5.2. Finance Item
 - a. Adoption of Resolution Levying the Ad Valorem Tax Rate for Tax Year 2021 28 - 29
[5.2\) Resol Tax Rate Tax Year 2021](#) 
- 5.3. Policy Item - First Reading
 - a. Approval of Amendment to Policy Concerning Purchasing and Acquisition - CF (LOCAL) 30 - 36
[5.3.a\) Policy-First Reading CF \(LOCAL\)](#) 

6. Items for Review

- 6.1. Committee Notes
 - a. Finance Committee Notes for August 3, 2021 37 - 41
[6.1.a\) 2021AUG3 finance committee meeting notes](#) 

7. Executive Session

- 7.1. Consultation with Attorney Regarding Legal Matters or Pending and/or Contemplated Litigation or Settlement Offers - Section 551.071
- 7.2. Personnel Matters Relating to Appointment, Employment,

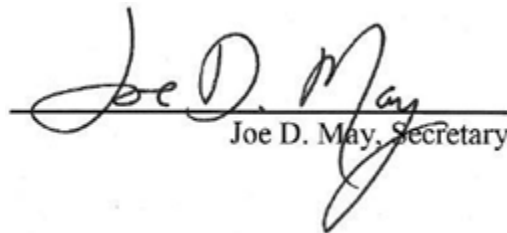
Evaluation, Assignments, Duties, Discipline, or Dismissal of
Officers or Employees - Section 551.074

- 7.3. Deliberate Regarding Real Property Since Open Deliberation
would have a Detrimental Effect Upon Negotiations with a
Third Person - Section 551.072
- 7.4. Deliberate Regarding Security Devices or Security Audits-
Sections 551.076 and 551.089

8. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE SEPTEMBER 14, 2021 FINANCE COMMITTEE
MEETING OF DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF
TRUSTEES

I, Joe D. May, Secretary of the Board of Trustees of Dallas College, do certify that a copy of this
notice was posted on the Dallas College website on the 10th day of September 2021 in
accordance with those provisions of section 551.043 (a)-(b)(1) of the Texas Government Code,
and those other provisions of the Texas Government Code that have not been temporarily
suspended by order of Governor Abbott on March 16, 2020.


Joe D. May, Secretary



Dallas College

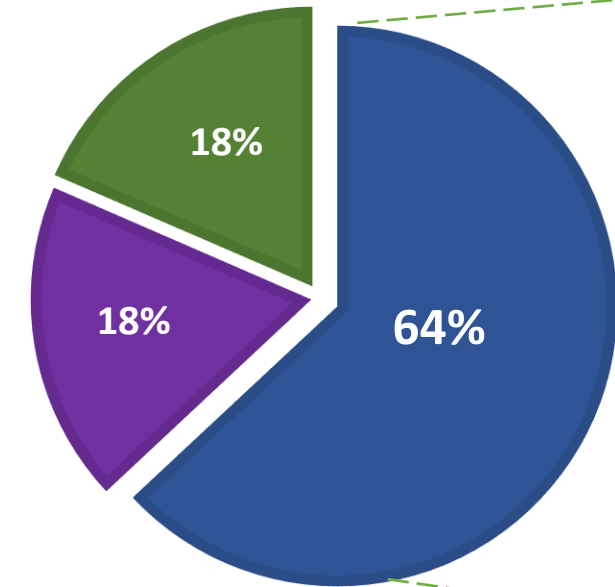
Property Tax Review

Board of Trustees
Finance Committee
September 14, 2021



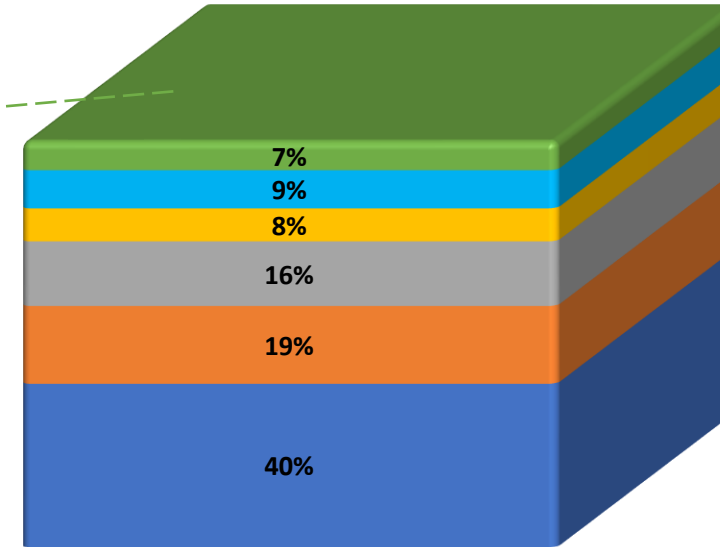
Budget breakdown - Taxes

Where the money goes



■ Taxes ■ State Appropriations ■ Tuition

The remaining instruction expenses are covered by tax revenue.



■ Dual Credit / Scholarships
■ Instruction
■ Academic Support
■ Facilities
■ Student Services
■ Institutional Support

Definitions

- **Components of Dallas College Tax Rate**
 - Maintenance & Operations---revenue for college operations and programs
 - Interest & Sinking Fund---Revenue used to pay the debt service on board approved debt (GO bonds, Tax notes)
- **Market Value**—value of a property in competitive market place as of January 1st
- **Taxable Assessed Value**---market value less exemptions
 - TAV values are dynamic and change daily after certification but only certified values are used for rate calculations.
- **Levy**---revenue amount calculated using TAV per \$100 multiplied by rate
- **Tax Collections**(actual tax revenue)---payments made for current year taxes plus prior year delinquent taxes including penalties and interest



New Property Tax Definitions

- **No New Revenue rate(NNR)**---rate that provides the same amount of revenue based on current certified and prior year adjusted TAV
- **Voter Approval rate(VAR)**---NNR multiplied by 1.08 (cap)
- **Adjusted TAV for NNR calculations**---Current year certified TAV less disputed properties and new property compared to prior year adjusted TAV. Based on total rate.
- **Adjusted TAV for VAR calculations**---Current year certified TAV less disputed properties plus new property. Each component calculated separately.

Tax Rate Rules & Procedures

- **Community Colleges are classified as Special Taxing Units (other than Schools and Water Districts)**
 - Rules and Procedures differ from other taxing entities (counties, ISD's and cities)
 - Required language in motion, resolution and publications
- **Since Dallas College proposed rate is above the NNR but below the VAR:**
 - Notice of meeting to adopt in newspaper (5 days prior) and website (7 days prior)
 - Only one public hearing required and is same day as vote to adopt.
- **If proposed rate is above NNR but below VAR**
 - One public hearing required and Board adopts rates
- **If proposed rate is above both NNR and VAR**
 - Triggers automatic election on rate



New Property Tax Terminology & Rates

OLD	NEW
Effective Tax Rate	No-New-Revenue Tax Rate (NNR)
Rollback Rate	Voter-Approval Tax Rate (VAR)

Current Total Rate	\$0.124000
Proposed Total Rate	\$0.123510
Voter-Approval Rate	\$0.123511
No-New-Revenue Total Rate	\$0.113779



Tax-Assessed Value (TAV)



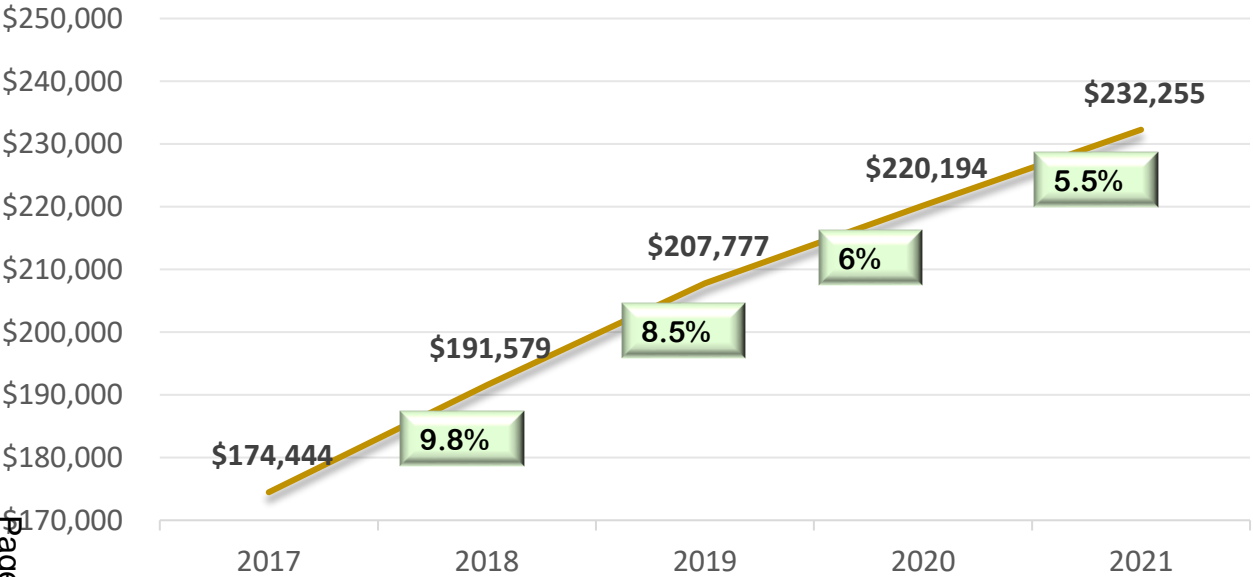
Certified TAV =
\$299.4 Billion

Average TAV increase for
all Dallas County
homeowners = ↑ 7%

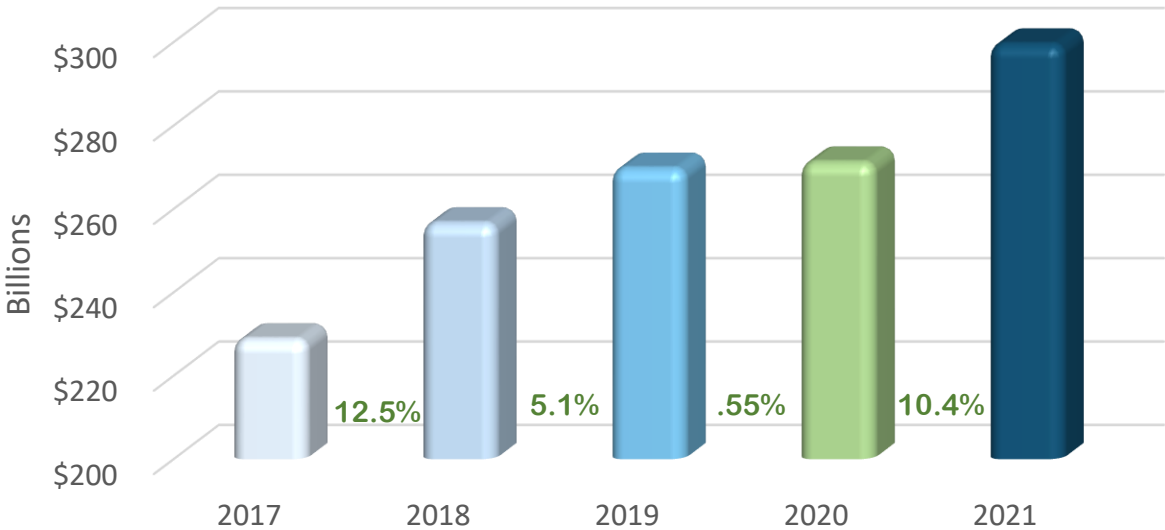
Change in revenue for
Dallas College = ↑ 2.8%

Dallas County Average Single Family TAV

Data sources = Dallas, Duncanville, Garland, Irving and Richardson



5 Year Total Certified TAV Trend



"Over 65/Disabled person" exemptions were increased in FY18 and FY19. Total taxpayer savings were \$4.9 million



Tax Revenues for Dallas College

- **Tax Year 2021**
 - Certified TAV \$299 billion
 - Budget based on Certified TAV multiplied by rate for each component
 - Adjusted for 99% collections and delinquent payments
 - Actual tax revenues based on collections



REDISTRICTING 2021

Presented by:

David Mendez

Bickerstaff Heath Delgado Acosta LLP

September 14, 2021

PRESENTATION OUTLINE

- 2020 Census Data Release Update
- Redistricting Timeline
- Legal Requirements and Traditional Redistricting Guidelines and Criteria

RELEASE OF CENSUS REDISTRICTING DATA

- Redistricting Data was released on August 12, 2021.
- State data has been converted by a GIS consultant over a 2–3-week period in August.
- This month, the firm is developing the Initial Assessment for Dallas College.

REDISTRICTING TIMELINE

Initial Assessment (October 5, 2021)

- We will analyze whether current districts require the College to redistrict.
- This “initial assessment” will consist of a presentation and discussion with the Board.
- If the districts are determined to be out of balance, we will outline the College’s obligations and adopt redistricting principals and guidelines that will guide the College through the redistricting process.

REDISTRICTING TIMELINE

Public Input and Develop Redistricting Plans (November 9th and December 2nd)

- We will work with the Board in a series of work sessions to develop plans that take into account legal and practical considerations and that follow the adopted redistricting guidelines and criteria.
- A public hearing will be held as part of the work sessions.

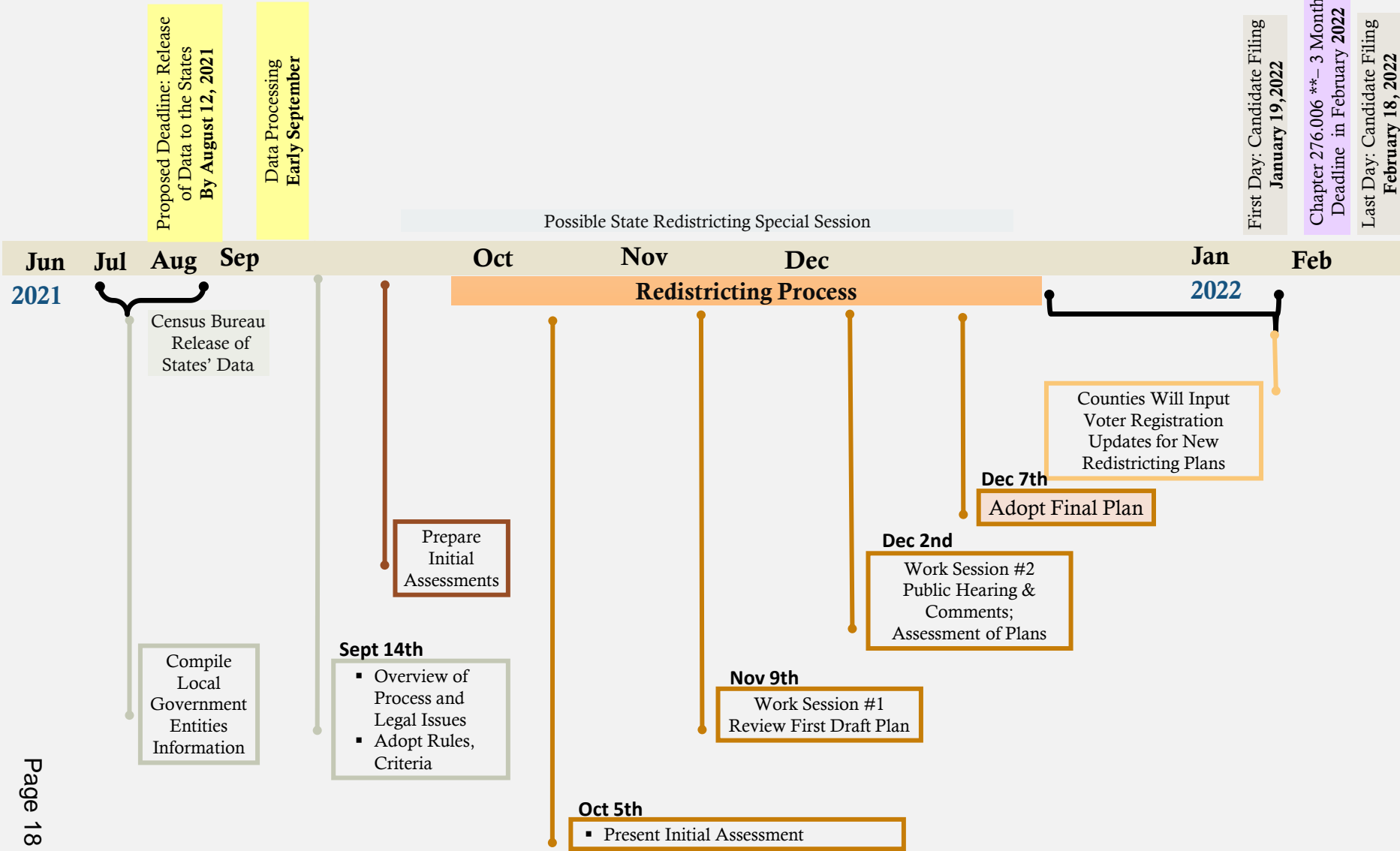
REDISTRICTING TIMELINE

Adoption of Final Plan (December 7, 2021)

- Work sessions will be held in open meetings.
- Any plan proposed by the Board will be available for public comment.
- A final plan must be adopted by January 19, 2022.

PROPOSED 2021 REDISTRICTING TIME LINE FOR DALLAS COLLEGE FOR A MAY 7, 2022 ELECTION

BASED ON CENSUS BUREAU RELEASE OF LEGACY DATA BY AUGUST 12, 2021



**NOTE: Texas Election Code Chapter 276.006:
A change in the boundary of a political subdivisions other than a county must be adopted 3 months prior to the election under than plan.

LEGAL REQUIREMENTS AND REDISTRICTING GUIDELINES AND CRITERIA

- Voting Rights Act and other legal principals.
- Changes to the law since 2010.
- Traditional redistricting guidelines and criteria.

QUESTIONS?



REDISTRICTING 2021

Presented by:

David Mendez

Bickerstaff Heath Delgado Acosta LLP

OVERVIEW OF REGULAR AGENDA ITEM NO. 5.1.b.

Approval of Order Adopting Guidelines for Persons Submitting Specific
Redistricting Proposals and Providing Comments

The Chancellor recommends that the Board of Trustees adopt the attached Order which sets forth reasonable guidelines applicable to persons wishing to submit specific redistricting plans they wish to have the Board consider. The Board has certain responsibilities for redistricting the College's trustee districts under applicable federal and state law and, with the release of the 2020 Census data it is possible that population growth in Dallas County may reveal that a population imbalance exists requiring redistricting. In that event, it is important that the Board adopt criteria and guidelines for the redistricting process, including setting criteria for any plans proposed by the public for consideration by Dallas College. Counsel for Dallas College which has been engaged to assist with any redistricting process has recommended the attached Order and it is consistent with the law and principles applicable to redistricting.

Effective Date

Upon Board Approval

ORDER NO. _____

THE STATE OF TEXAS §
§
DALLAS COLLEGE §

**GUIDELINES FOR PERSONS SUBMITTING
SPECIFIC REDISTRICTING PROPOSALS
AND PROVIDING COMMENTS**

WHEREAS, this Board of Trustees has certain responsibilities for redistricting the College's trustee districts under federal and state law including but not limited to Amendments 14 and 15 to the United States Constitution, U.S.C.A. and Section 2 of the Voting Rights Act, 52 U.S.C.A. §10301; and Tex. Gov't Code Ann. §§ 2058.001 and 2058.002; and

WHEREAS, the Dallas area has experienced significant growth during the decade and the Board reasonably anticipates that a review of the 2020 Census data may reveal that a population imbalance exists requiring redistricting; and

WHEREAS, in that event, it will be necessary to provide for the orderly consideration and evaluation of redistricting plans which may come before the Board; and

WHEREAS, these guidelines relate to persons who have specific redistricting plans they wish the Board to consider; and

WHEREAS, the Board also welcomes any comments relevant to the redistricting process;

NOW, THEREFORE, BE IT RESOLVED that, in order to make sure that any comments regarding the redistricting process and any redistricting plan that might be submitted are of maximum assistance to the Board in its decision-making process, the Board hereby sets the following guidelines to be followed by each person submitting a comment or a redistricting plan for consideration:

1. Proposed plans must be submitted in writing and be legible. If a plan is submitted orally, there is significant opportunity for misunderstanding, and it is possible that errors may be made in analyzing it. The Board wants to be sure that all proposals are fully and accurately considered.
2. Any plan must show the total population and voting age population for African-Americans, Hispanics, Asians, and Anglo/Other for each proposed commissioner precinct based on the 2020 Census Data. If a plan is submitted without a population breakdown, the Board may not have sufficient information to give it full consideration.
3. Plans should redistrict the entire College. The Board will be considering the effect of any plan on the entire College. Any plan is subject to the Voting Rights Act, which protects various racial and language minorities. Thus, as a matter of

federal law, the Board will be required to consider the effect of any proposal on multiple racial and ethnic groups. If a plan does not redistrict the entire College, it may be impossible for the Board to assess its impact on one or more protected minority groups.

4. Plans should conform to the redistricting criteria the Board will be using in drawing the trustee districts.
5. Comments must be submitted in writing and be legible, even if the person also makes the comments orally at a public hearing.
6. Persons providing comments and those submitting proposed plans must identify themselves by full name and home address and provide a phone number and, if available, an email address. The Board may wish to follow up on such comments or obtain additional information about submitted plans.
7. All comments and proposed plans must be submitted to the Board of Trustees by the close of the public hearing.

This resolution shall be effective upon passage by the Board of Trustees.

BE IT SO ORDERED.

Adopted on this 14th day of September 2021.

DALLAS COLLEGE

Monica Lira Bravo, Chair

ATTEST:

Joe D. May, Board Secretary

OVERVIEW OF REGULAR AGENDA ITEM NO. 5.1.b.

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Effective Date

Upon Board Approval

ORDER NO. _____

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 §
DALLAS COLLEGE §**

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7. All comments and proposed plans must be submitted to the Board of Trustees by the close of the public hearing.

This resolution shall be effective upon passage by the Board of Trustees.

BE IT SO ORDERED.

Adopted on this 14th day of September 2021.

DALLAS COLLEGE

Monica Lira Bravo, Chair

ATTEST:

Joe D. May, Board Secretary

OVERVIEW OF REGULAR AGENDA ITEMS NO. 5.2.a.

Approval of Resolution Levying the Ad Valorem Tax Rate for Tax Year 2021

The Chancellor recommends that the Board of Trustees adopt the attached resolution establishing the Ad Valorem tax rate of \$0.123510 per \$100 valuation for tax year 2021.

The proposed M&O rate to support the 2021-2022 budget of \$0.103510 per \$100 assessed valuation will result in the setting of a tax rate that exceeds the No-New Revenue M&O rate of \$0.095843 per \$100 assessed valuation but is less than the Voter-Approval M&O rate of \$0.103510 per \$100 assessed valuation. Revenue generated by the M&O component of the tax rate supports the line item "Taxes for Current Operations" in the unrestricted fund.

The I&S rate is \$0.020000 per \$100 of assessed valuation and is based on the debt payment requirements and projected collection rate as seen in the debt service fund budget for 2021-2022, the line item "General Obligation Bonds" and "Maintenance Tax Notes"; this rate is the same as the 2020-2021 I&S rate of \$0.020000.

The average taxable value of a residence homestead in 2021 tax year is \$230,928 compared to \$218,025 for 2020. The Administration estimates that the levy on an average home value will be \$285.22 representing a monthly increase of \$1.24 and an annual increase of \$14.87.

Provided the Board approves each component, the College's tax rate for 2021 will be \$0.123510 (\$0.103510 for M&O plus \$0.020 for I&S), which is greater than the No-New Revenue Tax Rate of \$0.113779 and lower than the Voter-Approval Tax Rate of \$0.123511.

As required by law, all required notices were published in the newspaper of largest circulation and on the Dallas College website.

Resource Contact

John Robertson, Chief Financial Officer

**RESOLUTION AND ORDER OF THE BOARD OF TRUSTEES
OF DALLAS COLLEGE SETTING THE 2021 TAX RATE**

WHEREAS, at its meeting of August 3, 2021, the Board of Trustees of Dallas College voted to propose a tax rate for 2021 and to follow the procedure for the adoption thereof; and

WHEREAS the Board of Trustees held a public hearing on the proposed tax rate for 2021 on September 14, 2021; and

WHEREAS, the Board of Trustees has complied with all the procedural requirements for the setting of the 2021 ad valorem tax rate as specified by the Texas Tax Code and Texas Education Code:

NOW, THEREFORE, BE IT RESOLVED, at the recommendation of the Chancellor, that the Board of Trustees of Dallas College approves setting the tax rate on \$100 valuation for 2021 at a total tax rate of \$0.123510, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.103510 for the purpose of maintenance and operations, and

\$0.020000 for the purpose of payment of principal and interest on debts.

Such taxes are to be assessed and collected by the tax officials designated by Dallas College.

Maintenance & Operations Tax Rate

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.00% OF THE TOTAL PROPOSED RATE OVER THE TOTAL NO-NEW REVENUE TAX RATE AND WILL RAISE TAXES FOR MAINTENANCE & OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY -\$0.49.

ADOPTED this the 14th day of September 2021, by the Board of Trustees of Dallas College.

Monica Lira Bravo, Chair
Board of Trustees

Joe D. May, Secretary
Board of Trustees

OVERVIEW OF REGULAR AGENDA ITEM NO. 5.3.

Approval of Amendment to Policy Concerning Purchasing and Acquisition - CF (LOCAL)

The Chancellor and Chief Financial Officer recommend approval of the following amendments to Board Policy CF (LOCAL).

The proposed changes were initiated as a result of conversations with Finance Committee Chair Boyd and Trustee Ritter regarding appropriate signatory authority for an enterprise with a budget of approximately \$750M. These initial conversations began a few months ago in an effort to improve efficiency in business operations. The transition to Dallas College has been a catalyst in creating these revisions in that our new organizational structure requires that this policy be updated to reflect current position titles and signatory levels among the executive leadership commensurate with the Dallas College budget.

Also included with these proposed revisions is a Signatory Authority Memo which specifies authorized signers and their designees.

Effective date

Upon Board Approval

PURCHASING AND ACQUISITION

CF
(LOCAL)

**Purchasing /
Contractual
Authority**

The Board delegates to the Chancellor, ~~chief~~ Chief financial ~~Finan-~~
~~cial officer~~ Officer, or designee the authority to approve any pur-
chase or contract of \$~~100~~250,000 or less. The Board shall approve
all purchases or contracts of more than \$~~100~~250,000, unless the
Board has previously approved a budget line item listing the pur-
chase expenditure. In recognition of the fact that it is typically not
possible to identify the vendor(s) from which an approved purchase
is going to be acquired at the time of budget line item approval, the
College District's purchasing department shall provide an informa-
tional report, not less than quarterly, to the Board listing all vendors
for budget line item purchases with which the College District con-
tracted during the reporting period and the dollar amount of the
contract.

In the event the approximate cost of a purchase or contract ap-
proved as a budget line item increases materially between the time
of Board approval of the budget line item and execution of the con-
tract or purchase, or, where applicable, the item is to be acquired
from a vendor(s) different than that previously identified to the
Board, the item will be taken back to the Board for approval.

For purposes of this policy, the term "materially" for an approved
budget line item shall mean an increase of more than 25% of the
original contract price:

- ~~Greater than \$100,000, but less than \$499,999, an increase
of ten percent or more in the purchase or contract price from
that which was approved as a budget line item by the Board;~~
- ~~Greater than \$500,000, but less than \$1,999,000, an increase
of five percent or more in the purchase or contract price from
that which was approved as a budget line item by the Board;
and~~
- ~~Greater than \$2,000,000, an increase of two and one-half per-
cent or more in the purchase or contract price from that which
was approved as a budget line item by the Board.~~

Purchasing

The Board gives critical attention to the purchase of goods and ser-
vices by the College District. In each case, the Board seeks to ac-
cept the lowest responsible proposal ~~bid offer~~ that represents the
best value for the College District after considering all legal permis-
sible factors in awarding a contract. In determining the best value,
the Board shall act faithfully and exercise its best judgment to best
serve the interests of the College District and shall always exercise
its honest discretion in seeking to accomplish the objective sought.
The College District shall strictly comply with all laws governing the

PURCHASING AND ACQUISITION

CF
(LOCAL)

purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Chancellor or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids. In addition, the College District may waive technicalities and award bids that are less than \$50,000.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Chancellor or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals. In addition, the College District may waive technicalities and award proposals that are less than \$50,000.

Electronic Bids or Proposals

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Purchase Commitments	All purchase commitments shall be made by the Chancellor or designee, in accordance with administrative procedures, including the College District's purchasing procedures.
Personal Purchases	College District employees shall not be permitted to make purchases for personal use through the College District's business office.
Delinquent Franchise Taxes	Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.
Minority Business Program	<p>The College District is committed to developing, maintaining, and enhancing participation by minority business enterprises and women-owned business enterprises in all phases of the College District's procurement processes and, to the greatest extent feasible, to support their efforts to compete for purchases of equipment, supplies, services, and construction projects.</p> <p>The College District shall encourage all vendors, suppliers, contractors, and professionals doing business with the College District to support the common goal of equal opportunity for all citizens. In the expenditure of College District funds, neither the College District nor its contractors, suppliers, or vendors of goods and services shall discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, disability, or any other basis prohibited in this manual on any matter related to awarding of purchases, contracts, and subcontracts.</p> <p>To attain a reasonable degree of participation under this policy, the College District reserves the right to make any special provisions consistent with laws and Board policy with the goal of fairness to all prospective vendors.</p>
Contracts	<p>This policy applies to all contracts to which the College District is a party. [See DCA]</p> <p>The power to contract on behalf of the College District is vested in the Board and no contract or agreement shall be entered into without approval of the Board unless the authority to contract is expressly delegated in this policy. Delegations of contractual authority to various personnel who are specified in this policy are necessary and appropriate for the timely, efficient administration of the College District. The following guidelines should be rigidly adhered to</p>

PURCHASING AND ACQUISITION

CF
(LOCAL)

and strictly construed to prevent unauthorized transactions and activities.

Delegation of
Contractual
Authority

Certain officials of the College District are hereby expressly authorized to contract on behalf of the College District as follows:

1. Capital improvement change orders. The Chancellor or Chief Financial Officer may authorize a capital improvement change order if the amount of the change order is less than ~~\$400~~250,000 and is less than 25 percent of the original contract. The Board may delegate its authority to approve a change order of \$~~400~~250,000 or more to the Chancellor or Chief Financial Officer if the Board authorizes a contingency fund and the change order does not exceed the contingency fund. Otherwise, a change order of \$~~400~~250,000 or more must be taken to the Board for approval.
2. Educational services. The Chancellor, Provost, Vice Chancellor of Workforce and Advancement or designee is authorized to enter into contracts to provide educational services, provided the contract is less than \$~~250~~400,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.
3. Employment of personnel. [See DC and DCA(LOCAL)]
4. General:
 - a. The Provost, college-Campus Ppresidents, the ~~chief~~ Chief Technology/Innovation Officer, the ~~executive~~ Ex-ecutive vice-Vice ~~chancellor~~Chancellor, ~~the chief finan-~~ cial officer, dDeputy eChief fFacilities eOfficer, dDeputy eChief bBusiness eOfficer, and ~~chief~~ Chief talent Human Resources ~~officer~~Officer. Vice Chancellor of Student Services and Vice Chancellor of Workforce and Advancement, and the College District director of purchasing may authorize a contract in an amount of less than \$50,000 in accordance with Board policy and the purchasing regulations in the Business Procedures Manual. The Chief Financial Officer will be the designee when needed.
 - b. The Chancellor or Chief Financial Officer may authorize a contract for construction, replacement, or repair of College District equipment or facilities in an amount greater than the authority set forth in this policy, as appropriate, in the event of a catastrophe, emergency, or natural disaster if such action is necessary for the health

PURCHASING AND ACQUISITION

CF
(LOCAL)

or safety of College District_ students or staff or for continuity of operations. The Chancellor or designee shall report such a contract to the Board as soon as reasonably practicable after awarding the contract. The report shall include detail on the underlying event and justification for the contract.

5. Sale or lease of instructional television programs and digital content for distance learning. The College District_ desires to give broad distribution to its instructional television programs and digital content for distance learning and, by sale or lease, to recover its development and production costs. The Chancellor, Provost, or designee is hereby authorized to make and execute agreements for the sale or lease of such instructional television programs and digital content for distance learning, provided that such agreements do not require the expenditure of College District funds.
6. Contract amendments, other than capital improvement change orders. Guidelines are as follows:
 - a. The Chancellor or Chief Financial Officer may authorize an increase to a contract that was previously approved by the Board if the increase is not to exceed 25 percent of the original contract but less than \$~~100~~250,000. An increase of \$~~100~~250,000 or more must be taken to the Board for approval.
 - b. The Chancellor or Chief Financial Officer may authorize an increase to a contract that was previously approved by the Chancellor or Chief Financial Officer if the increase does not cause the total amount of the contract to equal or exceed \$~~100~~50,000 and quotations, proposals, or competitive bids are not required under CF(LOCAL).

Signatory Authority

Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College District by the Board Chair or the Chancellor or designee. The Chancellor's Office shall maintain a list of authorized designees and the type of contract(s) that the designee is authorized to execute on behalf of the College District. The list shall be updated as necessary and shall annually be included as an exhibit to the College District budget.

Custody of Contracts

The Chancellor is designated as custodian of all contracts of the College District. He or she shall maintain on file one original of every contract to which the College District is a party.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Other Authorizations		In accordance with resolutions on file in the College District Business Office, certain specified employees of the College District are authorized and empowered by the Board to sign warrants on College District funds for lawful expenses of the College District.
Warrants		
External Funding		The Chancellor or designee is authorized to make application on behalf of the College District to private or governmental agencies for external funding and shall report to the Board, not less than quarterly, all applications submitted and grants received. Prior approval of the Board shall be required for any grant application in support of construction of new facilities or any grant application the terms of which require specific Board approval.
Surplus Property		The Chancellor or designee may authorize resolutions or other documents that are necessary for purchase of surplus property items from appropriate state agencies if the cost of the items is less than \$ 50 <u>100</u> ,000.
Industrial Alcohol		
		The Chancellor is authorized to designate certain College District employees to sign all documents required for procurement of industrial alcohol for use in science instructional programs.
Clinical Affiliation Contracts		The Chancellor, <u>Provost</u> or designee may authorize contracts with local hospitals and health-care agencies to utilize their facilities for nursing and allied health clinical experiences if the College District is not required to compensate the hospitals or agencies for use of their facilities.

ITEMS FOR REVIEW NO. 6.1.a.

Finance Committee Notes for August 3, 2021

A hybrid Finance Committee meeting of the Board of Trustees of the Dallas College was held Tuesday, August 3, 2021, beginning at 3:23 p.m. on the Cisco Webex platform and was broadcast via the streaming link:

<http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Committee Chair Cliff Boyd.

Board Members and Officers Present

- * Mr. Cliff Boyd (committee chair)
Ms. Monica Lira Bravo
- * Ms. Charletta Rogers Compton
Ms. Diana Flores
Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter
Ms. Dorothy Zimmermann

Board Members Absent

None.

- * *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None

4. Committee Presentations

1. Overview of Dallas College and Richland Collegiate High School Budgets for FY 2021-22

Tiska Thomas presented an overview of the Dallas College and Richland Collegiate High School (RCHS) Budgets for fiscal year 2021-2022. The RCHS budget consists of an addition of state appropriations and the reallocation of that funding.

Budget development begins with a memo for guidelines and a calendar. Town halls were held to address budget concerns and process changes. Individual meetings were scheduled by workgroup to discuss their specific budgets. The budget managers met with their workgroup and then submitted their proposal, which included an excel file that is used to develop the Budget Book line items. The Budget Book is not an authorization to spend, but rather a transparent documentation of what is being planned.

The budget consists of three sources of revenue: state appropriations, tuition, and taxes. State appropriations and tuition have allowable uses, such as instructional costs, academic support, and student services. Taxes supplement institutional support, which includes all central services - IT, police, financing, human resources, and physical plant. Taxes give us the flexibility of returning value to our students through waivers for student scholarships, emergency aid, and campus food pantries.

Together, state appropriations and tuition are over 40% of the revenue stream with instruction utilizing the entire allocation. Currently, Dallas College is the 5th lowest in the state for tuition costs at \$79, which includes learning materials.

Projected total revenue for FY 2021-2022 is \$494 million, which is a \$6.9 million increase over the current year. Changes in variances on expenses are in salaries, wages, and benefits due to reallocation of employees by fund and a proposed compensation adjustment. Leadership has planned a compensation analysis to begin next year.

Auxiliary funds also show a change in variance. Auxiliary funds were originally based on student service activities and fees. Since Dallas College does not charge fees, the funding mechanism was an accounting transfer of funds, which did not occur this year so funds were reallocated to the unrestricted operating budget.

Scott Wright spoke about changes and efficiencies in facilities, such as energy management and energy savings by changing incandescent fixtures to LEDs. Some construction projects have been completed in-house, which is approximately \$350,000 in savings. A fleet management service department has been created to provide vehicle maintenance in-house. Construction management is now in-house with a construction manager at each campus with about \$3.6 million in savings, which has been utilized to fund additional FIP projects.

The FY 2021 expense savings are comprised of \$2.8 million from bond defeasance and \$11 million in operational savings through the reorganization, which is transitional and not permanent savings. The financial reinvestment includes scholarships, student success through counseling, workforce, and advancement through outreach for job training and job placement, and business continuity.

Trustee Flores asked if the Board would need to look at models for incremental increases of our tax rate. John Robertson responded that the Board has control to change tuition and taxes. Discussions would need to begin now for tuition changes that would be in effect for Spring.

Trustee Ritter asked about the change in compensation from 3 to 4%. Tiska Thomas responded that the change reflects the employees who were previously paid from auxiliary funds.

Trustee Flores asked about the decrease in purchased services. Tiska Thomas stated that landscaping and vehicle maintenance are now in-house services, creating cost savings.

Trustee Zimmermann spoke favorably about the vehicle maintenance and the apprenticeship opportunities for students. Trustee Boyd suggested sourcing vehicles from local cities for use by Dallas College police.

Trustee Flores asked about the diversity, equity, and inclusion (DEI) budget. Tiska Thomas stated that about \$1.5 million has been set aside for the DEI budget to cover operating expenses, professional development, consultants, and the office of sustainability. Trustee Flores also asked how to obtain funding for Board initiatives planned through the Board committees. Tiska Thomas responded that Board initiatives should be a part of the initial budget conversations and that changes in funding could be made during the Spring revision by working with business affairs and that some funding may require Board approval.

Trustee Flores suggested that chairs of Board committees be notified in advance of budget building and given the opportunity to discuss Board initiatives that may require funding.

Trustee Flores requested the amount of funding used for staff development by operational area and the staff development total, along with a comparison of 2-3 years. Tiska Thomas and John Robertson will get that information to the Board.

Trustee Ritter requested budget comparisons over the past few years to see trends. Trustee Ritter also spoke about software contracts, technology, and going paperless. Trustee Ritter requested a review and increase of the chancellor's spending authority. Trustee Boyd suggested removing immaterial items and eliminating duplication of licenses.

5. Overview of Regular Agenda Items

1. Financial Items

a. Overview of the Investment Policy and Broker-Dealers list for FY 2021-2022

Investment strategy remains consistent with the FY 2020 approach and updates have been made to safeguard principle and ensure high liquidity.

The Broker-Dealers list is updated annually and includes two veteran-owned and an African American firm. The number of trades per Broker-Dealer was presented. It is important to note that the number of trades is not proportionate to the volume.

Trustee Boyd asked how the firms are selected. Tiska stated that firms complete a questionnaire and are vetted annually. Trustee Boyd asked if there is a Hispanic firm. John Robertson responded that we would continue to look for a Hispanic firm. Trustee Bravo asked if the Brokers are local. John Robertson stated that the Brokers have local offices.

b. Overview of the Adoption of Resolution Approving the Dallas College and Richland Collegiate High School Budgets for FY 2021-2022

This is a resolution to approve the proposed budget as presented in the Budget Book.

c. Overview of the Resolution Authorizing Sale and Issuance of Dallas College Tax Notes, Series 2021

This resolution proposes an approval of \$50 million to proceed with on-going projects.

d. Overview of Approval of Date to Adopt Ad Valorem Tax Rate for 2021 Tax Year, 2022 Fiscal Year

This resolution includes a motion to set the date and propose the M&O tax rate of 10.351 cents, which is a reduction.

2. Richland Collegiate High School Items

- a. Overview of the Approval of Revised Budget for Richland Collegiate High School (RCHS) for FY 2020-2021

6. **Items for Review**

1. Committee Notes

- a. Finance Committee Notes for May 4, 2021 were not reviewed.

7. **Executive Session**

None.

8. **Adjournment** was at 4:26 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.