



*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 A REGULAR MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL**

Tuesday, December 7, 2021, 4:00 PM

Administrative Office, 1601 Botham Jean Blvd., Room #007, Dallas, Texas 75215

[www.dcccd.edu/boardmeetingslive](http://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.

Regular Meeting Agenda

Page

- 1. Roll Call - Announcement of Quorum**
- 2. Certification of Notice Posted for the Meeting**
- 3. Pledges of Allegiance to U.S. and Texas Flags**
- 4. Citizens Desiring to Address the Board**
- 5. Special Presentation: Sean Preston Nguyen - El Centro Campus Student, 2021 World Food Championship Winner**
- 6. Special Presentation: Dallas College National Championships - Richland Campus Men's Soccer and Brookhaven Campus Women's**

## Soccer

### 7. Chancellor and Board Announcements

*(Comments on Accomplishments; Awards Received; Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; District/College Reports/Metrics, and Upcoming Events; Workshops, Seminars, and Conferences taking place at the District or any of its Colleges)*

7.1. Announcements from the Chancellor

7.2. Announcements from the Board Chair and/or Trustees

### 8. Consent Agenda

*(Consent Agenda items may be approved by a single motion and vote or, alternatively, upon request of a Trustee(s); any listed item can be removed and considered individually.)*

8.1. Redistricting Item

a. Adoption of Proposed Final Plan Redistricting Dallas College's Single-Member Trustee Districts Based on 2020 Census Data

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[Final Plan Redistricting Dallas College's Single-Member Trustee Districts Based on 2020 Census Data](#) 

Presenter: Bickerstaff Heath Delgado Acosta LLP

Reference Links:

[Dallas College Redistricting Information](#)

[Proposed Illustrative Maps](#)

[Individual Trustee Districts in the Illustrative Plan](#)

8.2. Resolution

a. Adoption of Resolution Ordering Election for May 7, 2022 in Trustee Districts 1, 2, 3 and 4

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[8.2.a\) Resolution Ordering Election May 7, 2022](#) 

8.3. Meeting Minutes

a. Approval of the November 9, 2021 Work Session Minutes





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[8.3.a\) 2021NOV9 work session meeting minutes](#) 




b. Approval of the November 9, 2021 Regular Meeting Minutes

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[8.3.b\) 2021NOV9 regular meeting minutes](#) 

8.4.	Policy Items	
	a. Approval of Amendments to Policies Concerning Term Contracts – DCA and DMAB (LOCAL)	30 - 36
	<a href="#">8.4.a) Policy Item DCA-DMAB</a> 	
	b. Approval of Amendments to Policies Concerning Student Rights and Responsibilities - FLD, FLDB, FLB, FM, and FMA	37 - 80
	<a href="#">8.4.b) Policy Item FLB, FLD, FM, FMA (LOCAL) combined final.pdf</a> 	
8.5.	Finance Item	
	a. Approval of Lease and Educational Services Agreement Between South Dallas Fair Park Innercity Community Development Corporation (ICDC) and Dallas College	81
	<a href="#">8.5.a) Finance Item Lease Educational Svcs South Dls Fair Park ICDC</a> 	
8.6.	Recommendation from Audit Committee	
	a. Approval of Annual Comprehensive Financial Report for the College and Richland Collegiate High School and Single Audit Report of Federal and State Awards together with Reports of Independent Auditors, for the Fiscal Years Ended August 31, 2021 and 2020	82
	<a href="#">8.6.a) Recommendation for Audit Cmte Approval of ACFR</a> 	

## 9. Informative Reports

9.1.	Committee Reports	
	<i>(Committee notes are listed only after they have been reviewed and approved by the committee in question.)</i>	
	a. Audit Committee Notes for September 14, 2021	83 - 90
	<a href="#">9.1.a) 2021SEPT14_audit committee meeting notes</a> 	
	b. Governance Committee Notes for November 9, 2021	91
	<a href="#">9.1.b) 2021NOV9_governance committee meeting notes</a> 	
	c. Finance Committee Notes for November 9, 2021	92 - 94
	<a href="#">9.1.c) 2021NOV9_finance committee meeting notes</a> 	
9.2.	Current Funds Operating Budget Report for October 2021	95 - 97
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9.3.	Monthly Award and Change Order Summary (October 2021) <a href="#">9.3) Info MonthlyAwardsCO October 2021</a>	98 - 101
9.4.	Notice of Grant Awards (December 2021) <a href="#">9.4) Informative Report NoticeOfGrantAwards DEC 2021</a>	102 - 105
9.5.	Dallas College Foundation Report (October 2021) <a href="#">9.5) Info Rpt DC Foundation Report October 2021</a>	106
9.6.	Workforce & Advancement Ascend Institute Report (October 2021) <a href="#">9.6) Info Rpt Wkfc Adv Ascend Inst Rpt</a>	107
9.7.	Dallas College Human Capital New Hire/Position Report (October 12, 2021 - November 12, 2021) <a href="#">9.7) HR update December 2021</a>	108 - 110
9.8.	2020-2021 Richland Collegiate High School (RCHS) Financial Integrity Rating System of Texas (FIRST) Financial Management Report <a href="#">9.8) Info Rpt RCHS 2021-2022 FIRST Report</a>	111 - 114

## **10. Executive Session (if required)**

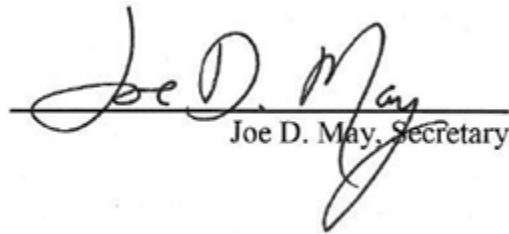
- 10.1. Consultation with Attorney Regarding Legal Matters, College's Redistricting and/or Pending Contemplated Litigation or Settlement Offers - Section 551.071
- 10.2. Personnel Matters Relating to Appointment, Employment, Evaluation, Assignments, Duties, Discipline, or Dismissal of Officers or Employees - Section 551.074
- 10.3. Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a Third Person - Section 551.072
- 10.4. Deliberate Regarding Security Devices or Security Audits- Sections 551.076 and 551.089

## **11. Adjournment**



CERTIFICATION OF NOTICE POSTED FOR THE DECEMBER 7, 2021 REGULAR 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 3rd day of December 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

## **RESOLUTION**

### **RESOLUTION OF THE BOARD OF TRUSTEES OF THE DALLAS COLLEGE APPROVING THE REDISTRICTING OF THE COLLEGE'S SINGLE-MEMBER TRUSTEE DISTRICTS AND ESTABLISHING NEW TRUSTEE DISTRICT BOUNDARY LINES FOR TRUSTEE ELECTIONS BASED ON 2020 CENSUS DATA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the results of the 2020 federal Census have been considered and indicate that the Dallas College's (the "College") single-member trustee districts are sufficiently out of population balance to require redistricting in order to comply with the "one-person, one-vote" (equal population) principle established by the U.S. Constitution; and

**WHEREAS**, the College engaged the law firm of Bickerstaff Heath Delgado Acosta LLP to act as the College's redistricting consultant, including advising and assisting the Board of Trustees in preparation of a new redistricting plan in compliance with applicable requirements of state and federal law; and

**WHEREAS**, Section 130.0826 of the Texas Education Code provides that the board of trustees of any junior college district that elects some or all of its members from single-member districts and in which the trustees serve staggered terms may provide for the trustees in office at the first election after redistricting to serve for the remainder of their terms in accordance with the section, and the Board finds that there is a benefit to the operations of the College if the same trustees continue in office until their terms expire; and

**WHEREAS**, on September 14, 2021, the Board adopted redistricting criteria to assist the College and the public in developing redistricting plans which comply with applicable federal and state laws, and the adopted redistricting criteria were applied in the development of the College's new redistricting plan; and

**WHEREAS**, on September 14, 2021, the Board also adopted redistricting guidelines regarding the submission of comments and proposed plans by the public, to ensure the ability of the College to timely receive and adequately consider them; and

**WHEREAS**, during the redistricting process the College provided notice to the public of its proposed discussions and development of a redistricting plan through meeting agendas posted in compliance with the Texas Open Meetings Act, and notices on the College's website, regarding public hearings; and

**WHEREAS**, the Board has considered the proposed redistricting plan at Board meetings on November 9, 2021, and December 2, 2021, and at a public hearing held on December 2, 2021, solicited oral testimony and written comments, and considered reports from the College's redistricting consultant, and various proposed plans regarding the appropriate reconfiguration of the trustee districts; and

**WHEREAS**, the Board finds that the attached trustee district redistricting plan is in the best interest of the citizens of the College, complies with the adopted redistricting criteria, and is

believed to comply with all state and federal requirements;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DALLAS COLLEGE:**

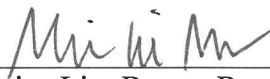
**A.** That the existing single-member trustee district boundary lines for the College are hereby amended, and the new districting plan depicted on the map attached hereto as **Exhibit A**, defining new trustee districts, as such new districts are further described in the tables attached hereto as **Exhibit B** reporting populations and demographic statistics for each such new district, is hereby adopted and designated to define the College's seven single-member trustee districts from and after the Effective Date; that **Exhibits A and B** are incorporated by reference in and made a part of this RESOLUTION, and shall be kept on file in the Board's Office.

**B.** That the Board hereby provides that the trustees in office at the first election after this redistricting order shall serve for the remainder of their terms in accordance with Section 130.0826 of the Texas Education Code, and that the trustee districts established by this redistricting order shall be filled as the staggered terms of trustees in office expire. The position of each trustee in office will be filled as it becomes vacant from the new trustee district created by this order for the same position.

**C.** That this RESOLUTION shall take and be given effect immediately; and that hereafter all College trustee elections shall be held under and in accordance with the new single-member trustee districting plan here adopted by the Board until such time as a subsequent lawfully-enacted districting plan shall be adopted to replace this plan.

**PASSED AND APPROVED** by the Board of Trustees of the Dallas College this 7<sup>th</sup> day of December, 2021.

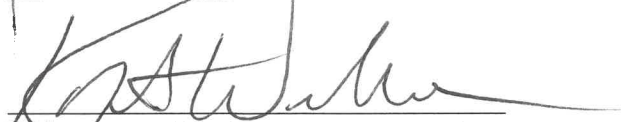
**DALLAS COLLEGE**

  
\_\_\_\_\_  
Monica Lira Bravo, Board Chair

**ATTEST:**

  
\_\_\_\_\_  
Joe D. May, Board Secretary

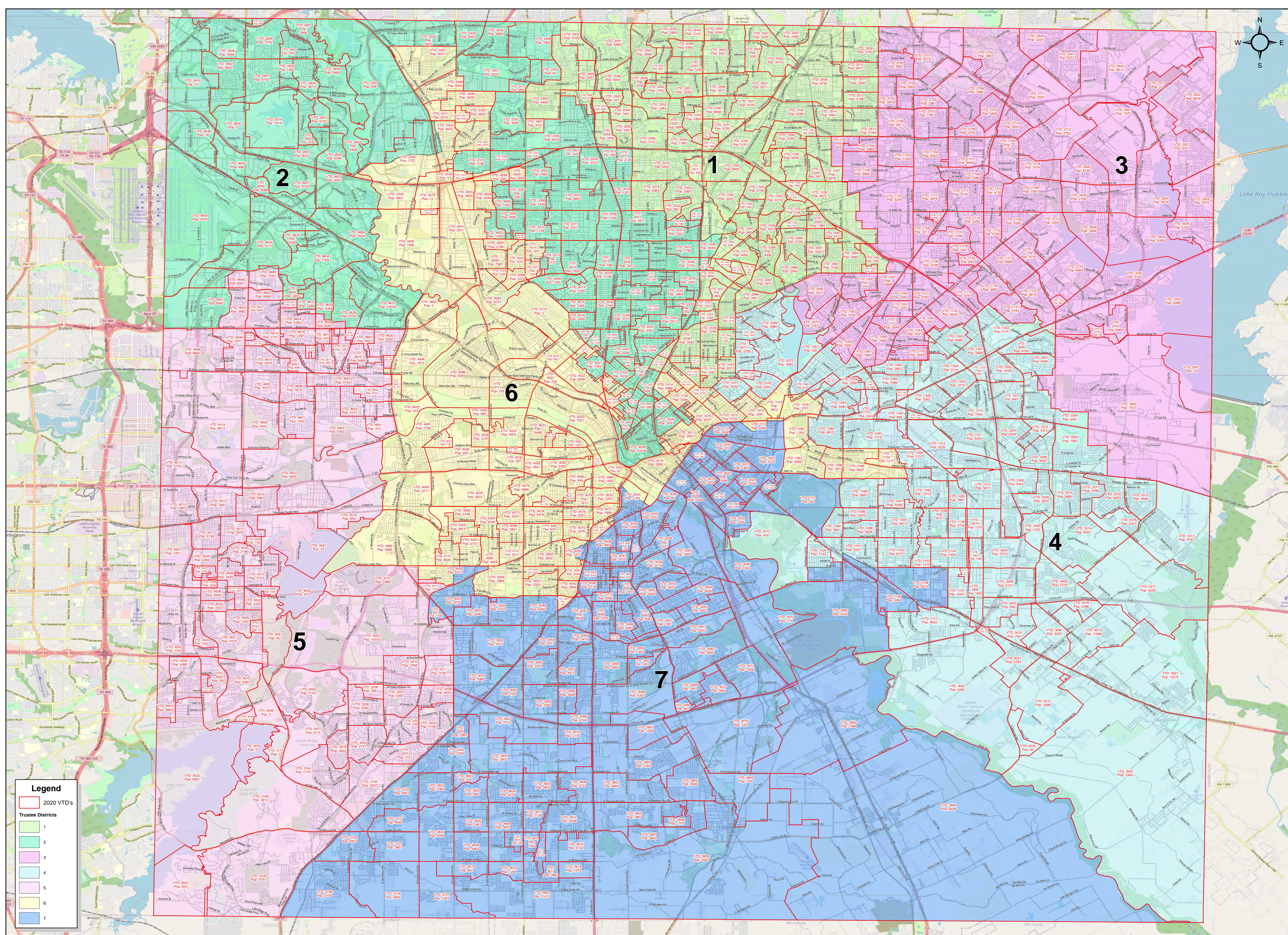
**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Robert Wendland, General Counsel

# **EXHIBIT A**

## **Map**





# Dallas College Trustee Districts

## Illustrative Plan 1 Revised

© 2021 Bickerstaff Heath Delgado Acosta LLP  
Data Source: Roads, Water and other  
features obtained from the 2020  
Tiger/line files, U.S. Census Bureau





# **EXHIBIT B**

## **Tables**

## Demographics Report - Summary 2020 Census Total Population

Plan Last Edited on: 12/2/2021 2:25:29 PM

District	Persons	Ideal Size	Deviation	Hispanic % of Total Population	Non-Hispanic White % of Total Population	Non-Hispanic Black % of Total Population	Non-Hispanic Asian % of Total Population	Non-Hispanic Other % of Total Population
1	381,262	373,363	2.12%	24.74%	45.24%	18.14%	7.70%	4.19%
2	384,811	373,363	3.07%	16.99%	49.21%	9.99%	19.59%	4.22%
3	383,467	373,363	2.71%	38.86%	32.80%	14.09%	10.52%	3.73%
4	383,600	373,363	2.74%	52.70%	21.67%	21.31%	1.63%	2.69%
5	347,767	373,363	-6.86%	54.69%	19.41%	17.76%	5.10%	3.04%
6	348,082	373,363	-6.77%	65.86%	17.63%	11.38%	2.90%	2.24%
7	384,550	373,363	3.00%	33.16%	6.61%	57.21%	0.57%	2.46%

**TOTAL:** 2,613,539 40.48% 27.74% 21.61% 6.94% 3.24%

Ideal Size: 2613539 / 7 = 373363

Total Population: 2,613,539

Overall Deviation: 9.92%

*Some percentages may be subject to rounding errors.*

# Plan Name: Dallas College Trustee Districts - Illustrative Plan 1 Revised



## Demographics Report - Detailed 2020 Census Total Population

Plan Last Edited on: 12/2/2021 2:25:29 PM

District	Persons	Ideal Size	Deviation	Hispanic	Hispanic % of Total Population	ANGLO	Non-Hispanic Anglo % of Total Population	Black	Black % of Total Population	Asian	Asian % of Total Population	AM Indian Native	IND / NAT % TOT Pop.	Haw Pac. Isl.	HAW/ PAC % of Total Pop.	Other	Other % of Total Pop.	Two or More Races	Two or More Races % Tot Pop
1	381,262	373,363	2.12%	94,328	24.74%	172,474	45.24%	69,147	18.14%	29,347	7.70%	896	0.24%	180	0.05%	1,731	0.45%	13,159	3.45%
2	384,811	373,363	3.07%	65,396	16.99%	189,360	49.21%	38,447	9.99%	75,369	19.59%	1,033	0.27%	209	0.05%	1,725	0.45%	13,272	3.45%
3	383,467	373,363	2.71%	149,021	38.86%	125,768	32.80%	54,025	14.09%	40,335	10.52%	1,119	0.29%	162	0.04%	1,485	0.39%	11,552	3.01%
4	383,600	373,363	2.74%	202,146	52.70%	83,125	21.67%	81,753	21.31%	6,254	1.63%	1,044	0.27%	137	0.04%	1,079	0.28%	8,062	2.10%
5	347,767	373,363	-6.86%	190,184	54.69%	67,507	19.41%	61,773	17.76%	17,733	5.10%	1,085	0.31%	301	0.09%	1,387	0.40%	7,797	2.24%
6	348,082	373,363	-6.77%	229,240	65.86%	61,350	17.63%	39,607	11.38%	10,088	2.90%	862	0.25%	94	0.03%	1,179	0.34%	5,662	1.63%
7	384,550	373,363	3.00%	127,520	33.16%	25,403	6.61%	219,989	57.21%	2,188	0.57%	704	0.18%	92	0.02%	1,404	0.37%	7,250	1.89%
<b>TOTAL:</b>	2,613,539			1,057,835	40.48%	724,987	27.74%	564,741	21.61%	181,314	6.94%	6,743	0.26%	1,175	0.04%	9,990	0.38%	66,754	2.55%

**Ideal Size: 2613539 / 7 = 373363**

**Total Population: 2,613,539**

**Overall Deviation: 9.92%**

*Some percentages may be subject to rounding errors.*



## Demographics Report - Summary 2020 Census Voting Age Population

Plan Last Edited on: 12/2/2021 2:25:29 PM

District	Total VAP*		Hispanic % of Total VAP	Non-Hispanic Anglo % of Total VAP	Non-Hispanic Black % of Total VAP	Non-Hispanic Asian % of Total VAP	Non-Hispanic Other % of Total VAP
<b>1</b>	300,732		22.11%	48.51%	17.70%	7.87%	3.80%
<b>2</b>	309,290		15.77%	52.48%	9.97%	18.10%	3.68%
<b>3</b>	289,028		35.06%	36.93%	13.71%	10.97%	3.33%
<b>4</b>	272,948		48.34%	25.59%	21.60%	1.92%	2.55%
<b>5</b>	254,947		50.46%	23.19%	17.93%	5.57%	2.85%
<b>6</b>	266,450		61.20%	21.17%	11.91%	3.38%	2.34%
<b>7</b>	279,183		29.45%	8.01%	59.60%	0.64%	2.30%
<b>TOTAL:</b>	1,972,578		36.63%	31.57%	21.62%	7.18%	3.01%

\* VAP - Voting Age Population

*Some percentages may be subject to rounding errors.*

**Plan Name: Dallas College Trustee Districts - Illustrative Plan 1 Revised**  
**Demographics Report - Detailed 2020 Census Voting Age Population**



Plan Last Edited on: 12/2/2021 2:25:29 PM

District	Total VAP	Hispanic VAP	% Hispanic VAP	Anglo VAP	% Anglo VAP	Black VAP	% Black VAP	Asian VAP	% Asian VAP	AM IND NATIVE VAP	% AM IND NATIVE VAP	HAW/PAC VAP	% HAW/PAC VAP	Other VAP	% Other VAP	Two or More Races VAP	% Two or more VAP
1	300,732	66,501	22.11%	145,893	48.51%	53,236	17.70%	23,672	7.87%	731	0.24%	143	0.05%	1,309	0.44%	9,247	3.07%
2	309,290	48,770	15.77%	162,311	52.48%	30,837	9.97%	55,984	18.10%	743	0.24%	162	0.05%	1,224	0.40%	9,259	2.99%
3	289,028	101,325	35.06%	106,750	36.93%	39,623	13.71%	31,699	10.97%	914	0.32%	122	0.04%	1,036	0.36%	7,559	2.62%
4	272,948	131,944	48.34%	69,844	25.59%	58,946	21.60%	5,252	1.92%	845	0.31%	111	0.04%	698	0.26%	5,308	1.94%
5	254,947	128,650	50.46%	59,121	23.19%	45,704	17.93%	14,210	5.57%	880	0.35%	232	0.09%	896	0.35%	5,254	2.06%
6	266,450	163,061	61.20%	56,420	21.17%	31,746	11.91%	8,996	3.38%	762	0.29%	82	0.03%	869	0.33%	4,514	1.69%
7	279,183	82,220	29.45%	22,357	8.01%	166,387	59.60%	1,788	0.64%	531	0.19%	70	0.03%	920	0.33%	4,910	1.76%
<b>TOTAL:</b>	1,972,578	722,471	36.63%	622,696	31.57%	426,479	21.62%	141,601	7.18%	5,406	0.27%	922	0.05%	6,952	0.35%	46,051	2.33%

\* VAP - Voting Age Population

*Some percentages may be subject to rounding errors.*

RESOLUTION NO. 8.2.a.

Adoption of Resolution Ordering Election for May 7, 2022 in Trustee  
Districts 1, 2, 3 and 4

The Chancellor recommends that the Board of Trustees of Dallas College order an election and other matters related to the election by adopting the attached Election Order Resolution. The election will be held on May 7, 2022 in Trustee Districts 1, 2, 3 and 4. The election regarding Trustee District 1 will be to serve the unexpired term of that office and the person elected shall serve until May 2024. The other three (3) Districts elections will be for a full six-year term of office.

Effective Date

Upon Board Approval

Policy Reminders

Board policies pertinent to evaluating a recommendation for ordering the Board of Trustees election include:

*The Board has the legal power and duty to:*

*Order elections as required by law. BAA (LEGAL), POWERS, DUTIES, RESPONSIBILITIES: ELECTIONS, Education Code 130.082(f), 130.122(b)*

*For an election to be held on a uniform election date, the Board shall order the election not later than the 78<sup>th</sup> day before election day. Election Code 3.004(a)(3)-3.005(c)*

*Each election order must state the date of the election, the offices or measures to be voted on, the location of the main early voting polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. The Board shall retain the election order for at least 6 months after election day. BBB (LEGAL), BOARD MEMBERS ELECTIONS, ELECTION ORDER, Election Code 3.006, 3.008, 66.058(a), 83, 010, 85.004, 85.007*

## ELECTION ORDER RESOLUTION

WHEREAS, Section 3.004, Election Code, and Section 130.082, Education Code, requires the Board of Trustees of Dallas College to order an election to elect certain members of the Board of Trustees in even-numbered years;

WHEREAS, a vacancy occurred in District 1 during 2021 which resulted in the need to call an election in May 2022 for the unexpired term of that office until May 2024; and

WHEREAS, various provisions of the Election Code require the election order to contain certain information; NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF DALLAS COLLEGE:

Section 1. That an election shall be held on the first Saturday in May 2022 which is the seventh day of May 2022, to elect a total of four (4) members to the Board of Trustees of Dallas College, one in each of the Trustee Districts 1, 2, 3, and 4, provided that, for District 1, only, such election shall be for election to office to serve the unexpired term of that Trustee District term of office until May 2024. The election for Districts 2, 3 and 4 shall be for a term of six (6) years.

Section 2. That Michael Scarpello is the early voting clerk for the May 7, 2022 election. Early voting by mail shall be conducted at the Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Applications for ballot by mail may be filed beginning January 1, 2022 through April 26, 2022.

The main early polling location for voting by personal appearance is the George L. Allen Sr., Courts Building, 600 Commerce Street, Dallas, Texas 75202, and other locations as designated by the Board of Trustees of Dallas College.

Early voting by personal appearance dates and times:


April 25 thru April 29	(Monday thru Friday)	8:00 a.m. to 5:00 p.m.
April 30	(Saturday)	8:00 a.m. to 5:00 p.m.
May 1	(Sunday)	1:00 p.m. to 6:00 p.m.
May 2 & May 3	(Monday & Tuesday)	7:00 a.m. to 7:00 p.m.

Section 3. That the date of the final canvass of returns for the May 7, 2022 election is Wednesday, May 18, 2022, at 1601 Botham Jean Boulevard, Dallas, Texas 75215 and the presiding officer of the canvass is Monica Lira Bravo.

Section 4. That simultaneously with the adoption of this resolution, a Spanish version of this resolution is adopted.

Section 5. That this resolution is effective upon adoption by the Board of Trustees of Dallas College and that this resolution shall be signed by the Chair of the Board of Trustees.

DALLAS COLLEGE

By:   
Monica Lira Bravo,  
Chair, Board of Trustees

ATTEST:

By:   
Joe D. May  
Secretary, Board of Trustees

Adopted: December 7, 2021

## RESOLUCIÓN DE LA ORDEN DE ELECCIÓN

POR CUANTO, el Artículo 3.004, Código Electoral, y el Artículo 130.082, Código de Educación, requieren que la Junta de Síndicos del Colegio de Dallas ordene una elección para elegir a ciertos miembros de la Junta de Síndicos en años pares;

POR CUANTO, una disposición ocurrió en el Distrito 1 durante 2021 que resulto en la necesidad de llevar a cabo una elección en mayo del 2022 para el mandato no vencido de ese cargo hasta mayo de 2024; y

POR CUANTO, del Código Electoral requieren que la orden de elección contenga cierta información, POR LO TANTO;

LA JUNTA DE SÍNDICOS DEL COLEGIO DE DALLAS RESUELVE QUE:

Artículo 1. Se tendrá una votación el primer sábado de mayo del 2022, el cual es el séptimo día de mayo del 2022, para elegir cuatro (4) miembros de la Junta de Síndicos del Colegio Dallas en los Distritos de Síndicos 1, 2, 3 y 4, siempre que, solo para el Distrito 1, dicha elección sea para servir el término no vencido de ese período de mandato del Distrito hasta mayo del 2024. La elección para los Distritos 2, 3 y 4 será por un período de seis (6) años.

Artículo 2: Michael Scarpello es el empleado a cargo de la votación anticipada para la elección del 7 de mayo del 2022. La votación anticipada por correo se realizará en el Departamento de Elecciones del Condado de Dallas, 1520 Round Table Drive, Dallas, Texas 75247. Las solicitudes de votación anticipada por correo comienza el 1 de enero de 2022 y concluye el 26 de abril de 2022.

El lugar principal para votar en forma anticipada en persona es en George L. Allen Sr., Courts Building, 600 Commerce Street, Dallas, Texas 75202 y los demás lugares designados por la Junta de Síndicos del Colegio Comunitario de Dallas.

Días y horario para votar en forma anticipada:

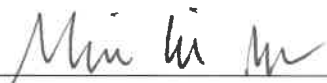
25 de abril hasta el 29 de abril	lunes a viernes	8:00 a.m. hasta las 5:00 p.m.
30 de abril	sábado	8:00 a.m. hasta las 5:00 p.m.
1 de mayo	domingo	1:00 p.m. hasta las 6:00 p.m.
2 y 3 de mayo	lunes y martes	7:00 a.m. hasta las 7:00 p.m.

Artículo 3. La fecha para presentar el escrutinio final de la elección del 7 de mayo de 2022 es el miércoles, 18 de mayo de 2022, 1601 Botham Jean Boulevard, Dallas, Texas 75215 y Monica Lira Bravo es la funcionaria que preside el escrutinio electoral.

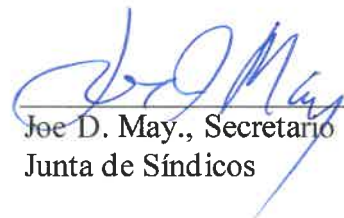
Artículo 4. Simultáneamente con la adopción de esta resolución, se adopta la versión en idioma español de la misma.

Artículo 5. Esta resolución entrará en vigor en el momento en que sea adoptada por la Junta de Síndicos del Colegio de Dallas. La misma será firmada por la Presidenta de la Junta de Síndicos.

COLEGIO DE DALLAS

Por:   
Monica Lira Bravo, Presidenta  
Junta de Síndicos

DOY FE:

Por:   
Joe D. May., Secretario  
Junta de Síndicos

Adoptada: 7 de diciembre de 2021

## CONSENT AGENDA NO. 8.3.a.

### Approval of the November 9, 2021 Work Session Minutes

It is recommended that the Board approve the minutes of the November 9, 2021 work session.

A work session of the Board of Trustees of Dallas College was held November 9, 2021, beginning at 11:23 a.m. at the administrative building and was broadcasted via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

### Board Members and Officers Present

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

### Members Absent

None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Monica Lira Bravo.
2. **Certification of Notice Posted** for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**  
None.
4. **Presentation by Legal Counsel of Draft Illustrative Plan Redistricting the Trustee Districts Based on Recently Issued 2020 Census Data**  
Presenters: Rob Wendland, David Mendez- Bickerstaff

David Mendez began with explanation of 2020 Census Data and potential impact on current Dallas College trustee districts. Mendez shared 2021 Initial Assessment Demographics report summary. He brought attention to district 5 and 6. He suggested possible solutions to address population anomalies that created an unbalanced percentage representation among the districts in respect to ethnic and age representations of the Dallas population in those districts. Districts with current deviations that were over 10% needed to be



addressed in this discussion and district lines should be redrawn to bring those percentages within the legal limit.

**5. Discussion by the Board of Draft Plan and Amendments, if necessary, to Develop a Plan for Future Adoption**

Presenter: Rob Wendland, David Mendez, Bickerstaff

Members of the Board discussed changes that would be within margin of difference to each of their districts. Mendez facilitated discussion and assisted by a Bickerstaff colleague in a virtual manner, with a use of a specialized mapping software to visually represent any changes made and thus aid discussions.

Changes were made to several districts that were within the legal limits. These changes were visually shared using the specialized software technology provided by Bickerstaff team.

Maps with redrawn district lines would be publicly posted and shared on the Dallas College trustee website. Guidelines and criteria would also be shared to ensure changes made followed all legal requirements. A public hearing would be held on Thursday, December 2, 2022 to allow for public comment regarding any changes made.

**6. Executive Session**

None.

**7. Adjournment**

The work session adjourned at 12:32 p.m.

*Captioned video and transcripts for Dallas College Board Meetings are available at our website, [www.dcccd.edu/boardmeetingslive](http://www.dcccd.edu/boardmeetingslive), under the Archived Videos section.*

## CONSENT AGENDA NO. 8.3.b.

### Approval of the November 9, 2021 Regular Meeting Minutes

It is recommended that the Board approve the minutes of the November 9, 2021 Regular Board meeting.

A Regular meeting of the Board of Trustees of Dallas College was held Tuesday, November 9, 2021, beginning at 4:40 p.m. and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

#### Board Members and Officers Present

Mr. Cliff Boyd  
Ms. Monica Lira Bravo (Chair)  
Ms. Charletta Rogers Compton  
Ms. Diana Flores  
Dr. Joe May (Secretary and Chancellor)  
Mr. Phil Ritter (Vice Chair)  
Ms. Gretchen Williams  
Ms. Dorothy Zimmermann

#### Members Absent

None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Monica Lira Bravo.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**

Chair Bravo acknowledged that five citizens will be addressing the Board.

Robert Baretto, community member and former emeritus student, was the first citizen to speak. He asked five other community members to stand and be recognized. He wanted to speak on behalf of the once thriving Emeritus program students who consisted of 500 seniors actively involved and engaged on campus. Baretto shared his concern regarding the current state of the program. He went on to say that Dr. Grant had been designated as the new director of the program and assured them he would keep the program going. Baretto stated that only two campuses have the Emeritus program – Richland Campus and Brookhaven Campus.

He explained that students receive six free credits every semester for lifetime learning and self-improvement and gave the board a handout explaining the program. Trustee Compton asked if she could ask questions regarding this program. Chair Bravo advised it was not on the day's agenda.

The second speaker was Richard Menchaca, faculty member of 55 years, representing himself and many of the faculty. Menchaca reported that many faculty and staff felt retribution if they spoke themselves, so he wanted to speak on their behalf. He shared his concerns regarding the current quality and integrity of their education. His purpose was to petition the Board to take no action regarding the proposed removal of the faculty's rolling three-year contract. He believed what was once a model institution of higher education, the Dallas County Community College District, which consistently produced true student success, was no longer supported by the Board, the Chancellor and the leadership. Menchaca referenced Chancellor May's recent email regarding the end of the transition. He believed employees felt betrayed by the college when being asked to sign non-disclosure agreements when accepting their severance. He asked the Board to reverse their decision back to faculty three-year contracts.

Trustee Flores asked General Counsel Rob Wendland to confirm that speakers should address their comments to the Board as a whole and not to any one particular individual and asked speakers to refrain from attacks on individuals.

The third speaker was Tommy Thompson, president of Dallas College Faculty Association, employed since 1977, and who has served many times. Thompson recognized some need for change and supported many of the changes even though the impact of the transition was difficult and that there were misconceptions about the rolling three-year contracts. He wanted to clear up the point that it was not automatic or perpetual renewal, and each year the faculty member must be recommended for the next three-year renewal by the administration. The three-year contract is important to not only faculty but to the college, he said. Thompson said that he believed younger and more diverse faculty members would leave for better job security at other institutions where there were five- or seven-year contracts. He urged the Board to also give careful consideration before implementing the faculty evaluation system revision.

The fourth speaker was Carl Knight, representing himself, who worked for Dallas College for 50 years and had also previously been the president of the Faculty Association. He shared that he started the revolving three-year with Dr. Bill J. Priest. He advised that Dr. Priest did not want tenure for faculty and went on to share that if there were faculty issues that faculty would then have two years to correct them. Knight said the three-year contracts offered a compromise to the faculty tenure. He believed there could be a difference of opinion between faculty and administration

without threat of losing your job. He ended stating it was a privilege to work at Dallas College and that one of the top family practitioners was an Eastfield Campus graduate.

The last speaker was Matt Hinckley, history faculty and Eastfield Campus Faculty Association president. Hinckley said he lived in Dallas County and would be purchasing a new home here because he believed in the future of the county. Hinckley reported that a healthy majority of faculty embraced the consolidation into Dallas College. In August, 58% of the Faculty Association members across all campuses voted. He went on to say that adding school-based representation to the faculty council and changing the association's structure required a two-thirds majority, but it was very difficult to reform the association. Hinckley hoped they would get the necessary two-thirds vote to bring the faculty council into alignment with Dallas College. He reported that many of the faculty were glad to have the new cultural emphasis at Dallas College on accountability, diversity, equity and inclusion and professional development. Hinckley shared that in the past some deans and some vice presidents at some campuses did not correct even the most egregious behavior. He hoped both policy and a culture of accountability would empower the provost and chancellor to recommend progressively increasing levels of contractual security and compensation so that Dallas College could recruit and retain the best faculty in the country as our students and community deserve the best.

Trustee Flores advised the Board members that her comments were for context. She referenced the THECB Weighted Success Points report on the rankings of what was then our colleges. In 2019, of the 50 community colleges in Texas, El Centro ranked last in student success points to be able to qualify for more funding. She went on to say that the remaining six campuses ranked in the bottom ten except for North Lake which sat at eighth. Trustee Flores stated that therefore the Board, through access of such data, moved in the direction that they did and thanked the Chancellor for taking them seriously and doing what the Board directed. She stated that they expected many more good things to come out of this, and understood that there were still improvements that needed to be made, but there was no perfect system. She thanked Dr. May for his leadership for where he has taken Dallas College.

#### **4. Special Presentation: Dallas College Police Recognition Recognized as Law Enforcement Agency from Texas Police Chiefs Association**

Jeff Spivey, police chief of the Irving Police Department, spoke on behalf of the Texas Police Chiefs Association Recognition Program. He reported that on August 13, 2021, the Dallas College Police Department was notified that it had been awarded this coveted agency award. The association presented Chief of Police Renee Hill and the Dallas College Police Department the award of a Recognized Law Enforcement Agency. He explained that this program, which began in 2006,

evaluates a police department's compliance with more than 168 best practices for Texas law enforcement. He reported that this voluntary process required the Dallas College Police Department to conduct a critical self-review of its agency's policies, procedures, facilities and operations. He reported that Dallas College becomes the 181st agency in Texas to receive the award among more than 2,400 agencies in the state. He congratulated Chief Hill on this coveted award.

Spivey presented a plaque to Chief Hill and took a photo with the Board.

Trustee Compton shared that the Dallas College police department had shown great improvement and could not remember there being any recent complaints. She wanted to commend the department for a job well done and to keep up the good work.

## **5. Chancellor and Board Announcements**

### **1. Announcements from the Chancellor**

- Chancellor May reflected on when Rob Wendland worked to bring to the Board's attention the need to look at our law enforcement differently. It became one of the first areas where one department across the entire district met the needs of students, served our faculty and staff, and supported those who wanted to come here and participate. He shared it was a great deal of pride, Dallas College, that we have not only stepped up to the challenge but looked at how we could be an exemplary law enforcement agency. He also shared his appreciation of all the officers, Chief Hill, and Rob, for directing us through this process early on. Congratulations to Chief Hill and the department.
- Chancellor May congratulated Trustee Compton and Gloria Smith on championing underserved populations in supporting of minority-owned businesses and the Women of Wisdom award – WOW Award.
- Chancellor May mentioned that Pyeper had previously shared the new \$25 million EAD grant opportunity information and it seemed that they heard of new grant opportunities and awards every day. He mentioned collaborations of Pegasus Park, DISD, U.T. Southwestern, UNT Dallas and the list continues of organizations that were willing to collaborate and partner with us. He also shared that we received \$6 million for the True Pathways Initiative and that we have partnered with the Bill and Melinda Gates Foundation around efforts to support the workforce needs within our community. We continue to expand workforce advancement to strengthen our partnerships, and was pleased to introduce Justin Cunningham, who joined recently joined the team as associate vice chancellor of Innovation and Business

Strategy. Dr. May shared his educational background and global expertise in business development and technical management focused on new product development and commercialization.

- Chancellor May spoke on the Covid and Vaccine mandate and the OSHA emergency temporary standards involving the requirements for the Covid 19 vaccine and the protocols for businesses of over 100 employees. He directed that Dallas College would continue to follow the directive of Governor Abbott until we heard otherwise.
- Chancellor May thanked Chief of HR Sherri Enright for the update regarding the work done the previous two years to work through the transition. It would probably be another year of work to do, but he thanked everyone who played a part in this transition. He reminded the group the transition was about the students for generations to come. Dallas College was in the right position with the right structure to meet those needs. Fifty years ago, this institution was ground-breaking. Fast forward 50 years, and it was a different world. Chancellor May shared that only 22% of the population previously needed a post-secondary credential if they had a high school diploma. He stated that today if that is all you have, you will probably live a life of poverty and would struggle to participate in today's economic engine that was North Texas. He stated that this has always been about providing equity and opportunity for everyone in our community.
- Chancellor May reported that freshman student, Ethan Preston Nguyen, was named the 2021 World Chef Champion at the World Food Championship last night, beating out 1,200 other competitors over a multi-day competition. He went on to share that he was assisted by his parents, and together represented the mission of Dallas College. He noted that Nguyen's parents attended El Centro a generation ago and through their support helped him finish the competition. He recognized El Centro's Steve DeShazo and his group and advised that they were doing some great things in the culinary space and that he was excited about this. He congratulated Ethan and hoped he would get to taste some of his cooking some time. Trustee Flores asked if he and his parents could be invited to the next Board Meeting.
- Trustee Boyd shared that there was a veterans' resource fair in conjunction with City of Duncanville and the Duncanville Rotary Club on Thursday. He also shared that 54 organizations have signed up to provide answers to veterans on the benefits they are entitled to. He acknowledged Tracy Johnson and her staff who assisted with this event and was proud at the high level of support provided.

- Trustee Flores congratulated Dr. Kenneth Gonzales on working to build connection with the community through using the Dia de Muertos, a holiday of strong cultural importance for Latinos, a day that when we love and honor our loved ones who have passed on. She congratulated President Gonzales and all the other presidents who were working to build these connections with our communities.
- Trustee Flores reported that she hosted a Trustee Town Hall on Saturday and wanted to thank Gloria Smith, senior director of Work Ready U, Dr. David Valentes, Drs. Joe Seabrook, Cedar Valley Campus president and Kenneth Gonzales, Mountain View Campus president, who handled the English Town Hall. A Spanish Town Hall was also hosted with two individuals from Work Ready U and had many questions through the chat on how to better themselves using the education we offer. She shared that most individuals did not have to pay for this generally, and we needed to get this information out to individuals to upskill themselves to get better paying jobs. She ended with a thank you to our IT team, specifically Warner Bell and his team.
- Vice Chair Ritter thanked Dr. May and President Slejko for the opportunity to participate in the new Construction Science building ribbon cutting that happened on 10-6-21. He went on to say that there must have been at least 250 people in attendance along with a lot of our industry partners and students. He shared that this was a spectacular facility and one of the first projects to come through the bond program. He thanked Pyeper Wilkins for her help in this project with the Construction Industry Foundation which was a fantastic example of how this college partnered with industry.
- Chair Bravo echoed comments from Trustee Compton and Dr. May congratulating Chief Hill on this amazing recognition of our police department. She stated that we could all go to work and school safer. She also advised it was great to hear any time we receive grant money, and it was great hearing about the Bill Gates Foundation grant along with other financial awards. She ended with comments on this money helping the college with providing high levels of student service.
- Chair Bravo also reported that there had been a couple of birthdays during this past month – Trustee Zimmermann and Vice Chair Ritter.
- Chair Bravo also shared recognition for retirements:  
Mildred Kelly, 33 years; Isabella Shores, 32 years; Rosa Fuentes, 31 years; Dawn Seagroves, 39 years; Willa Dean Martin, 18 years; Wesley Kellum, 22 years; Heidi Bassett, 28 years; Jeanette Costello, 28 years; Gregory Wright, 15 years; John Wells, 21 years; and Anne

Jones, 15 years. She thanked these individuals for their service to Dallas College.

- Chair Bravo shared that she would also like to congratulate Steve DeShazo from El Centro and all the Dallas College faculty who dedicated their lives to help educating our students. This is evident as Dr. May mentioned, our Dallas College student, Ethan Preston Nguyen, and his family, were guided and instructed by our staff and Dallas College family. She also looked forward to meeting Ethan and his family very soon.
- Chair Bravo ended the Board comments with affirmation that the Board continues to support our leadership as we move from Dallas College transition to ensuring we continue the board's strategic vision in impacting our local economy by providing educational opportunities to all our communities in Dallas County. She thanked Dr. May for his words as we have transitioned through this difficult time but are grateful that we have had him leading us through it.

## **6. Consent Agenda**

For consent agenda items 6.1a and 6.2a, a motion was made by Trustee Flores and seconded by Vice Chair Ritter – motion passed.

### **1. Meeting Minutes**

- a. Approval of the October 5, 2021, Regular Meeting Minutes

### **2. Finance Item**

- a. Approval of Easements for the City of Farmers Branch at the Brookhaven Campus

## **7. Policy Items - First Reading**

1. Approval of Amendments to Policies Concerning Student Rights and Responsibilities - FLB, FLD, FLDB, FM and FMA
2. Approval of Amendments to Policies Concerning Term Contracts – DCA and DMAB

Trustee Zimmermann had many questions and Chair Bravo asked her to meet with Trisha Horatio or Rob Wendland who could answer questions prior to the next Board Meeting.



## **8. Informative Reports**

No comments on these reports.

### **1. Committee Reports**

- a. Governance Committee Notes for November 10, 2020
- b. Finance Committee Notes for September 14, 2021
- c. Education Workforce Committee Notes for October 5, 2021

- 2. Current Funds Operating Budget Report (September 2021)
- 3. Monthly Award and Change Order Summary (September 2021)
- 4. Notice of Grant Awards (November 2021)
- 5. Dallas College Foundation Report (September 2021)
- 6. Workforce & Advancement - Ascend Institute Report (September 2021)
- 7. Dallas College Human Capital New Hire/Position Report (09/12/2021-10/12/2021)

## **9. Executive Session**

None.

## **10. Adjournment**

The meeting was adjourned at 5:33 p.m.

*Captioned video and transcripts for Dallas College Board Meetings are available at our website, [www.dcccd.edu/boardmeetingslive](http://www.dcccd.edu/boardmeetingslive), under the Archived Videos section.*

POLICY ITEM NO. 8.4.a

Approval of Amendments to Policies Concerning Term Contracts – DCA and DMAB (LOCAL)

Although state law does not preclude the College from offering multi-year contracts, there is no statutory requirement for the College to offer rolling three-year contracts. The practice is not only inconsistent with that of other community colleges, but also creates a vested property right that is virtually perpetual, while limiting the ability of the College to be nimble, flexible and responsive as the needs of students, the community and programming prerogatives change.

As a follow-up to the October 4, 2021 Board meeting discussion regarding faculty evaluations and contracts, and to ensure Dallas College policies relating to term contracts are consistent with statutory requirements and aligned with our peer institutions, the Chancellor recommends the Board amend DCA and DMAB (LOCAL) as follows.

The policy amendments, if approved, will apply to those contracts first issued after the effective date of the policies. Contracts issued before the effective date will run through their current term, subject to the terms and conditions provided therein.

EFFECTIVE DATE

Upon Board Approval

<u>LOCAL POLICY</u>	<u>EXPLANATORY NOTES</u>
DCA – Term Contracts	Revisions to policy provide that administrator and faculty contracts will be issued in accordance with law and College policies and administrative procedures, as promulgated by the Chancellor. Further revises policy to allow for the provision of multi-year contracts, for a term of up to three years, as determined by an enhanced evaluation process. As revised, any renewal of the contract will be for a term of one year unless otherwise provided by the College.
DMAB – Non-Renewal	Revisions to policy clarify the terms under which notice of non-renewal of a contract will be provided and the procedural protections that accompany such notice.



Existing Policy



Deleted Policy



New Policy



GC Edits

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCA  
(LOCAL)

**General Provisions**

All term contracts shall be in writing on a form approved by the ~~Board~~Chancellor, setting forth the length of the contract and other terms and conditions of employment. In most circumstances, contracts shall not be for specific assignments but shall indicate employment as "faculty" or "administrator." No term contract shall be valid or binding on the Board until approved by ~~Board action~~the Chancellor. Contracts shall be signed by the employee and the ~~Board's~~Chancellor's designee.

~~The Chancellor, upon recommendation of the appropriate staff, shall recommend contracts for approval.~~

~~In exceptional circumstances, the Chancellor may authorize the employment of personnel when, in the opinion of the Chancellor, the deferral of employment authorization until the next regular Board meeting would cause a disruption in the operation of the College District. The terms of employment of such personnel must conform to policies in this manual concerning compensation, workload, benefits, and the like. Personnel so authorized shall be submitted to the Board for ratification at the earliest practical time.~~

Unless expressly authorized elsewhere in this manual, no employee has the authority to offer or promise to offer a contract of employment to any person without authorization from the ~~Board~~Chancellor. Nor shall any person expect to receive a contract of employment until the ~~Board~~Chancellor authorizes the contract and the appropriate personnel execute such contract. Neither renewal of employment contracts nor other employment procedures or practices shall give rise to an expectation of continued employment beyond the term of the contract or a belief in de facto tenure.

**Administrative Personnel**

~~Administrative contracts shall normally be issued for the fiscal year. Contracts may be issued for periods of less than 12 months, based upon length of service required.~~Administrative contracts shall be issued in accordance with applicable laws and College District policies and administrative procedures, as promulgated by the Chancellor.

An administrator who, in the opinion of the Chancellor, has significant administrative duties such that it would be in the best interest of the College District to enter into a contract of employment for a term longer than one year, and who has rendered high-quality services to the College District as determined by the most recent employee evaluation obtained through the College Performance Evaluation System, may be offered a multi-year contract, be eligible to receive a contract for a term ~~not to exceed~~up to three years, in accordance with Dallas College procedures~~upon recommendation from the Chancellor, provided that,~~ nothing contained herein shall prohibit a recommendation of a contract term of less

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCA  
(LOCAL)

~~than three years for any such administrator.~~ Persons eligible for such a contract shall be ~~direct reports to the Chancellor~~ members of the Chancellor's Leadership Team. [See BG (REGULATION)]

~~Before completion of the first year of a contract, for any administrator with a contract term longer than one year, the Chancellor shall evaluate the administrator to determine whether to recommend another contract of the same term or a contract of another term, up to and including a three-year contract. At any time after the completion of the first year of a three-year contract, an administrator with a three-year contract term, having been evaluated by the Chancellor and upon recommendation of the Chancellor, may be offered a successor three-year contract at the discretion of the Board.~~

Renewal

Unless an employee on an administrator contract is otherwise notified by the Chancellor or a designee in accordance with applicable laws and College District policies and procedures, and before the expiration of the contract term, the employee will be employed by the College District for a successive term of up to one year, subject to a written, approved and executed contract being timely filed with Human Resources. The position and terms of employment for the successor term will be determined by the College District in its sole discretion and included in the written contract. In no event will any contractual employee have any property right to or expectation of continued employment with the College District beyond the term of their contract or any successor contract.

Nothing contained herein shall prohibit a recommendation of a contract term of less than one year for any administrator if it is determined, at the sole discretion of the Chancellor or a designee, that such recommendation is determined to be in the best interest of the College District.

All active administrator contracts issued prior to the term contract revisions effective December 7, 2021, will be permitted to run through their current term, subject to the terms and conditions provided therein. Any subsequent renewal of an administrator contract issued before December 7, 2021 shall be in accordance with the terms provided herein. For administrator contracts issued after December 7, 2021, the contract term shall be prescribed in accordance with this policy and related administrative procedures.

**Faculty**

Part-Time Faculty

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCA  
(LOCAL)

Full-Time Faculty

Part-time faculty members shall be employed under a contract for part-time credit teaching that shall include a special employment agreement and an addendum listing part-time faculty responsibilities.

~~One-year faculty contracts shall normally be recommended for consideration at a May Board meeting.~~ Full-time faculty contracts shall be issued in accordance with applicable laws and College District policies and administrative procedures, as promulgated by the Chancellor.

A faculty member who has rendered high-quality services to the College District, as determined by the most recent faculty evaluation obtained through the College Performance Evaluation System, ~~Full-time faculty members~~ may be offered a multi-year contract, for a term of up to three years, in accordance with Dallas College procedures. Nothing contained herein shall prohibit a recommendation of a contract term of less than three years for any such faculty member. ~~employed for contractual periods of up to three years if the following conditions exist:~~

~~1. A faculty member has received a one-year contract for each of the first three years of faculty employment in the College District.~~

~~2. Upon completion of three consecutive years of faculty employment with the College District, a faculty member has rendered high-quality services to the College District as determined by the most recent rating obtained through the performance evaluation system established by the Chancellor.~~

~~At any time after the completion of the first year of a three-year contract, if a faculty member has an "effective" performance rating, he or she may be offered a successor three-year contract at the discretion of the Board.~~

Renewal

Unless a full-time faculty member who is on a faculty contract is otherwise notified by the Chancellor or a designee in accordance with applicable laws and College District policies and procedures, and before the expiration of the contract term, the faculty member will be employed by the College District for a successive one-year term, subject to a written, approved and executed contract being timely filed with Human Resources. The position and terms of employment for the successor one-year term will be determined by the College District in its sole discretion and included in the written contract. In no event will any contractual employee have any property right to or expectation of continued employment with the College District beyond the term of their contract or any successor contract.

All active full-time faculty contracts issued prior to the term contract revisions effective December 7, 2021, will be permitted to run

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCA  
(LOCAL)

through their current term, subject to the terms and conditions provided therein. Any subsequent renewal of a full-time faculty contract issued before December 7, 2021 shall be in accordance with terms provided herein. For full-time faculty contracts issued after December 7, 2021, the contract term shall be prescribed in accordance with this policy and related administrative procedures.

Wind-Down  
(Voluntary)

Faculty members serving a ~~three~~multi-year contract may request, in writing, a reduced load during the term of their contract. When a faculty member makes such a request and is granted a reduced load, no additional multi-year contract will be offered. Upon approval of a request for a reduced load, the faculty member shall be placed in "wind-down" contractual status, with a proportionate reduction in compensation, and shall continue to serve at such reduced contract level for the remainder of the term of his or her employment contract. For purposes of this provision, "wind-down contractual status" refers to effective nonrenewal of a multi-year contract.

Once approved, a reduced contract request may not be withdrawn by the faculty member. Accordingly, the contractual workload may not thereafter be increased, except as necessary to meet extenuating circumstances for the benefit of the College District or as required by law. Any increase in contractual workload after a reduction shall be approved in writing by the Chancellor. The Chancellor shall promulgate procedures for the submission and evaluation of requests for reduced load.

Requests for modifications or reductions to faculty load that may otherwise be authorized by law or College District policy shall be considered and/or provided in accordance with same.

Nothing contained herein shall prohibit the College District from issuing a notice of non-renewal for a multi-year contract issued to any contractual employee if it is determined, at the sole discretion of the Chancellor or a designee, to be in the best interest of the College District

~~Part-Time Faculty~~

~~Part-time faculty members shall be employed under a contract for part-time credit teaching that shall include a special employment agreement and an addendum listing part-time faculty responsibilities.~~

TERM CONTRACTS  
NONRENEWAL

DMAB  
(LOCAL)

**Faculty Members on  
~~One-Year~~Full-Time  
Faculty Contracts**

The employment of a faculty member serving on a full-time faculty contract ~~one-year contract~~ may be concluded at the end of the contract term. If it is the intent of the College District not to recommend renewal of a faculty member's contract for the ensuing academic year, the faculty member shall be notified, in writing, in accordance with applicable laws and College District policies and procedures. If the term of the contract is one year, such notice will be provided in the current contract year; if the contract term is longer than one year, notice may be provided in or before the final year of the contract term. ~~usually by the Vice President of Instruction, on or before the last day in March of the current contract year.~~

~~A faculty member whose current employment with the College District has continued uninterrupted for the previous six years or more at the time he or she receives notice of intention to recommend nonrenewal shall be afforded the procedural rights in DMAA(LOCAL) even though he or she may be on a one-year contract at the time of such notice.~~

**~~Faculty Members on  
Three-Year Contract~~**

~~If it is the intention of a supervisor to recommend against re-employment of a faculty member who is on a three-year contract, the supervisor shall normally confer with the college president, and, if the college president concurs in the intention not to re-employ the faculty member, the supervisor must inform the faculty member by memorandum on or before the first day of March of the final year of the three-year contract. This memorandum shall contain a full statement of the reasons why renewal of the contract will not be recommended.~~

**~~Request for  
Hearing~~Grievance  
Rights**

The Board designates the director of human resources as the person to whom a faculty member may present a grievance on an issue related to their nonrenewal.

A faculty member may, within ten days after receipt of such ~~memorandum~~ notice, submit to the ~~college president~~ Chief Human Resources Officer a written request ~~for a hearing on the~~ to present a grievance on the matter of intention to recommend nonrenewal.

~~The hearing shall be held according to procedures in DMAA(LOCAL).~~

~~If a hearing is not requested~~ a grievance request is not received, the nonrenewal shall become effective as described in the notice.

**~~Grievance Filed  
Under Education  
Code 51.960~~**

~~The Board designates the director of human resources as the person to whom a faculty member may present a grievance on an issue related to his or her nonrenewal.~~

~~If a faculty member wishes to present a grievance under Education Code 51.960, it is recommended that he or she file a request to~~

~~present the grievance within ten working days after final action on the nonrenewal proceeding.~~

Once a request to present a grievance has been filed, the conference shall normally be scheduled within seven working days.



POLICY ITEM NO. 8.4.b.

Approval of Amendments to Policies Concerning Student Rights and Responsibilities - FLD, FLDB, FLB, FM, and FMA

The transition to one Dallas College, recent changes in state and federal law, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements necessitate amendments to those policies relating to student rights and responsibilities. Further, the College conducted its last review of the Student Code of Conduct in 2016. Accordingly, new developments in the area of Student Success require certain updates to the College's Conduct System to align with Association for Student Conduct Administration best practices. Accordingly, the Chancellor recommends the Board adopt the following amendments to Board policy.

EFFECTIVE DATE

Upon Board Approval

<u>LOCAL POLICY</u>	<u>EXPLANATORY NOTES</u>	<u>PG.</u>
<i><b>Student Grievances &amp; Grade Dispute – Student Initiated</b></i>		
FLD (LOCAL) – STUDENT COMPLAINTS	Adds clarifying language to the informal student grievance procedure and amends the formal grievance procedure to provide for electronic submission of a grievance and up to three levels of review. Current policy allows for an appeal hearing, which is inconsistent with standard practice and the grievance procedure applicable to employees.	39-43
FLDB (LOCAL) – STUDENT COMPLAINTS	Amends the grade dispute procedure to align with current academic practices, organizational changes, and the one-college model; and provides for electronic submission of a grade dispute.	44
<i><b>Student Conduct System – College Initiated</b></i>		
FLB (LOCAL) – STUDENT CONDUCT	<b>Electronic Media:</b> Adds language establishing a general electronic media policy applicable to students. A similar policy is included among the standards of conduct applicable to Dallas College employees (DH (LOCAL)).  <b>Prohibited Behavior:</b> Adds language to clarify what qualifies as “disruptive behavior” and further define “scholastic dishonesty;” establishes a breach of ethics or professional standards as prohibited behavior, and updates references to “sexual misconduct,” “discrimination,” and “stalking” to align with recent changes to the College’s	45-60



Existing Policy



Deleted Policy



New Policy



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	<p>sexual misconduct policy.</p> <p><b>Amnesty:</b> Adds new provision, “Amnesty.” Provides for amnesty for certain reports of sexual misconduct, as required by state law.</p> <p><b>Educational Sanctions:</b> Adds educational sanctions, including developmental and restorative activities, as a category of sanctions that may be assigned independent of or in conjunction with administrative sanctions.</p> <p><b>Discipline:</b> Clarifies that the College reserves the right to adopt interim measures, including interim suspension, and to withhold grades, transcripts, and/or a degree, pending disposition. As required by law, provides that a student who withdraws or graduates from the College with a pending allegation remains subject to the Student Conduct System until resolution of the matter.</p>	
FM (LOCAL) – DISCIPLINE AND PENALTIES	<p><b>Disciplinary Procedure:</b> Clarifies the disciplinary process alleged violations of the Student Code of Conduct, beginning with the administrative conference.</p> <p><b>Notice:</b> Clarifies that notice is effective if sent to a student’s designated mailing address or email address.</p> <p><b>Administrative Disposition:</b> Clarifies that a student is entitled to appeal under FM (LOCAL) an administrative disposition if the penalty is not suspension or expulsion; students who receive a penalty of suspension or expulsion are entitled to a hearing. Adds language providing the consequences of failing to respond to a request for administrative conference.</p> <p><b>Other Changes:</b> Updates and corrects titles/positions throughout to align with new organizational structure.</p>	61-67
FMA (LOCAL) – DISCIPLINE PROCEDURE	<p>Clarifies that the disciplinary hearing procedure in the Student Conduct System applies in cases where an allegation, if proven true, would result in suspension or expulsion and amends the student conduct hearing procedure to correspond with the disciplinary procedure required under Title IX regulations. Deletes “Authorized Disciplinary Penalties,” which is included in FLB (LOCAL), and updates and corrects titles/positions throughout to align with new organizational structure.</p>	68-80



Existing Policy



Deleted Policy



New Policy



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**Definition**

Grievance

A student grievance is a formal written allegation or charge against the College District or a College District employee regarding a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.

**Scope**

The student grievance procedure is not intended to supplant the Student ~~Code of~~ Conduct System, which allows the student procedural due process in disciplinary proceedings initiated by the College District. ~~This~~The student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule, or grade if discrimination on the basis of race, color, religion, national origin, disability, or age is the basis for the grievance.

**Exceptions**

*Sexual  
Misconduct*

The student grievance procedure is not applicable to complaints of sexual misconduct, ~~including complaints of sex/gender-based discrimination or harassment as described in FFDA (LOCAL)~~. Student grievances or complaints involving sexual misconduct shall be governed by FFDA(LOCAL) and ~~DIAA~~FFDA (REGULATION).

*Other Exceptions*

The student grievance procedure is not designed to address changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are generally handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under FLDB(LOCAL).

**Informal**

~~Procedures~~Procedure  
e

~~A student who wishes to file a College District-related grievance~~Every effort should, ~~but is not required to, discuss it with the~~ be made to resolve a grievance informally between the student and the College District employee most directly involved or responsible for the condition that brought about the ~~alleged~~ grievance. ~~If or, such efforts failing, by the grievance is not~~employee's supervisor. When an issue cannot be resolved ~~to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice president with a written presentation of the grievance. If the vice presidential level of appeal does not prove satisfactory to the student, the student may~~

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**Other Procedural  
Matters**

~~seek review under~~ informally, students may avail themselves of the formal procedures below.

~~If a student files a grievance informally by discussing it with the College District employee most directly responsible, and the like, the following procedures shall apply. The student shall discuss the grievance fully at each level in the~~ grievance ~~process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.~~

**Formal  
Procedures** Grievanc  
e

~~Procedures for appeals are as follows:~~

- ~~1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice president of student development (VPSD) or the employee who is responsible for student development.~~
- ~~2. The VPSD or responsible employee will convene and chair the appeal committee.~~
- ~~3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.~~
- ~~4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality.~~
- ~~5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the College President. The decision of the College President shall be final.~~

A student may submit a formal grievance by submitting an online grievance form, available through the Student Services website, or filing a written grievance with the Student Rights and Responsibilities Office (SRRO).

A student must submit their grievance, along with any supporting documentation, within thirty (30) days of the date of the incident that is the subject of the grievance, or the date of written notice to the student of the action that is the subject of the grievance. Exceptions to the 30-day limit will be considered by the SRRO only in extraordinary circumstances.

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Once filed, the grievance will be reviewed and investigated by a Student Conduct Officer, who will render a decision based on the good judgment of a reasonable person. A grievance that is incomplete in any material aspect may be dismissed, but may be refiled with all required information, provided it is re-filed within the designated time for filing. The College District prohibits retaliation against a student for filing or assisting with the filing of a grievance.

The formal grievance process has a maximum of three levels of review, including appeal. The entire process should take no longer than 30 business days. Should the process need to exceed 30 days, the parties to the grievance shall be notified in writing.

1. First Level of Review: The SCO shall conduct the first level of review. The SCO, upon receipt of a formal grievance, shall review the allegations included in the grievance and any supporting documentation. As deemed necessary and appropriate, the SCO will meet with the grievant and any related parties, collect and review relevant documents and consult with appropriate departments. The SCO will render a decision regarding the allegations contained in the grievance within 10 business days of its filing. If the student is not satisfied with the grievance resolution, the student may appeal to the second level of review. Appeals to the second level must be submitted in writing to the SRRP within 5 business days of the decision date.
2. Second Level of Review: When the grievance cannot be resolved to the satisfaction of the student at the First Level of Review, the student may appeal in writing to the Dean of Students by submitting an electronic appeal form. The appeal, the grievance and the decision of the SCO shall be forwarded to the Dean for consideration. The Dean has authority to require production of documents and/or the appearance of witnesses as may be relevant to and necessary for the review. The Dean shall render a decision in writing within 5 business days of receipt of the appeal. If the student is not satisfied with the decision, the student may submit a final appeal.
3. Final Appeal: A student who wishes to appeal the decision of the Dean must submit the request for appeal and its basis in writing to the SCO within 5 business days of the date of the decision notice. Final appeals will be forwarded for review and considered by the appropriate Vice Chancellor or a designee. Their Vice Chancellor or designee will render a decision within 5 business days of receipt of the appeal.

**Board Action**

By law, the Board is not required to take any action concerning a grievance but is required to listen if the grievance is presented at a

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public meeting. Under the Texas Constitution, any student may present a grievance to the Board regardless of the scope of this policy.

**Appeal Committee  
Procedures**

~~Committee procedures for appeals are as follows:~~

- ~~1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
  - ~~a. The student's name and address;~~
  - ~~b. The nature of the grievance, including the date it occurred;~~
  - ~~c. The corrective action sought; and~~
  - ~~d. Any other relevant information.~~~~
- ~~2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.~~
- ~~3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
  - ~~a. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;~~
  - ~~b. Require any student or employee to appear and testify;~~
  - ~~c. Question each individual who testifies; and~~
  - ~~d. Copy all documents.~~~~

~~This is not an adversarial proceeding. The VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner, and all participants are expected to do likewise.~~

~~The following guidelines shall apply:~~

- ~~1. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.~~
- ~~2. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgment of a reasonable person.~~
- ~~3. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.~~

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**Records Retention**

~~4. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witnesses (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.~~

Retention of records related to a grievance shall be in accordance with the College District's record retention procedures. [See CIA]

Applicability

Grade Dispute  
Resolution

~~This policy is applicable to all students, including a student who receives a failing grade based upon scholastic dishonesty and the student's faculty member is not seeking suspension of the student under the Code of Student Conduct. This policy is not applicable, however, This policy is not applicable~~ to a student who wishes to appeal a temporary or final grade resulting from allegations of scholastic dishonesty and for whom suspension is sought under the ~~Code of Student Conduct in this manual. No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.~~ Student Code of Conduct.

Students who wish to dispute a credit course grade must complete and submit an online grade dispute form. Grade disputes may sequentially follow the steps below, unless the dispute is resolved at a preceding step:

1. Discuss the dispute with the instructor who awarded the grade.
- ~~2. Discuss~~ Submit the dispute ~~with the appropriate division dean.~~
- ~~3.2. Appeal,~~ in writing, to the appropriate ~~vice president~~ Division Chair or designee.
- ~~4.3. Appeal,~~ in writing, to the ~~president of the college, whose Aca-~~ ademic Dean or designee. A decision by the Dean or the de-  
signee is the final decision in the grade dispute process.

A student ~~shall~~ will receive a written response under steps two and three of the grade dispute process within ten (10) working days ~~af-~~ ter of the date of receipt of a written dispute or appeal. submitted by the student or on behalf of the student. A grade will not be changed by the Chair or the Dean, or their respective designees, without first consulting with and considering the position of the course in-  
structor. The ~~appropriate faculty member~~ instructor shall be notified in writing regarding the resolution of the matter.

Limitations

A grade dispute shall not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated not later than the end of the following fall semester.

By law, the Board is not required to take any action concerning a grade dispute but is required to listen if the grade dispute is presented at a public meeting.



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**Purpose**

Dallas College exists to serve students and our community stakeholders. Students are important members of the College District environment. Each campus of the College District supports a positive educational environment designed to encourage student completion. In order to ensure the protection of student rights and the health and safety of the College District community, as well as to support the efficient operation of College District programs and services, the College District has established a Student Code of Conduct. The purpose of ~~policies about student conduct~~ the Student Code of Conduct and related policies and procedures ~~and discipline~~ is to provide guidelines for the educational environment of the College District. The Student Code of Conduct is not meant to inhibit or prohibit educational content or discussions protected by academic freedom or the First Amendment or any other rights guaranteed by law.

The College District ~~views~~ students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Every student should know ~~his or her~~ their responsibility as a member of the College District community.

**Definitions**

Definitions to be used in this policy, and at FM(LOCAL) and FMA(LOCAL), are as follows:

1. ~~“Designated administrator or DA”~~ Student Conduct Officer (SCO) shall mean ~~a~~ a College administrator or the College officer or officers directly responsible for student affairs in the College District. ~~{See DNA}~~
2. A “student” shall mean an individual who is currently enrolled in the College District. This includes credit, noncredit, and dual credit students, regardless of method of delivery, as well as any prospective or former student who has been accepted for admission or readmission to ~~any component institution while he or she is on the campus of any component institution~~ the College District.
3. A “complainant” is the person who makes the allegation or complaint.
4. A “respondent” is the person against whom an allegation or complaint is made.
5. The “Student Conduct System” includes standards of conduct established to protect the educational mission of the College District while protecting the rights and responsibilities of students. Students who are accused of violating College District

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standards of conduct may be referred to the “Student Conduct System” for review.

6. “Campus Title IX coordinator” shall mean the College District employee responsible for administering responsibilities related to and compliance with Title IX of the Education Amendments of 1972. Each campus within the College District has a designated Title IX coordinator. [See FFDA]
7. “College District-sponsored activity” means any activity on or off campus that is initiated, aided, authorized, or supervised by the College District.
8. A “campus” means one of the campuses of Dallas College.
9. “College District premises” means buildings or grounds owned, leased, operated, controlled, or supervised by the College District.
10. “Business days” means those days the administrative offices of the College District are open for business purposes—Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding weekends and holidays.
11. “Published College District regulation or policy” means standards of conduct or requirements located in the:
  - a. College District catalog;
  - b. Board policies and administrative procedures as may be set forth in the Dallas College Board Policy Manual or any amendment thereof;
  - c. Student handbook; or
  - d. Any other official publication of the College District.

As a member of the Dallas College community, a student is free to take advantage of all of the educational opportunities available and to participate in all extracurricular activities sponsored by the College District for which the student is eligible. Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the state of Texas. ~~They enjoy the same freedoms of speech and peaceable assembly as all citizens.~~ However, by virtue of their membership in the college College community, students are under certain legal obligations in the exercise of those freedoms.

**Responsibilities**

Each student and student organization shall be charged with notice and knowledge of the contents and provisions of ~~the~~ College District’s policies, procedures, and regulations concerning student

DATE ISSUED:  
12/17/2019~~11/26/2018~~  
UPDATE 37~~LDU 2018.07~~  
FLB(LOCAL)-X

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	<p>conduct <u>(collectively, "College Policies")</u>, and shall be expected to abide by those <del>policies, procedures, and regulations</del> <u>College Policies</u>. In cases of noncompliance with <del>the Student Code of Conduct</del> <u>College Policies</u>, the College District may impose discipline that is consistent with the impact of the offense on the College District community. The College District reserves the right to pursue criminal and/or civil action where warranted. Unfamiliarity with these <del>such College policies</del> <u>Policies and procedures</u> shall not excuse a violation <del>of the Student Code of Conduct</del>.</p>
<del>Student Code of Conduct Prohibited Behaviors</del> <u>Electronic Media</u>	<p><u>Students shall be held to the same conduct standards in their public use of electronic media as they are for any other public conduct, and shall adhere to the rules set forth herein in their use of electronic media, as well as any and all applicable College policies and procedures and applicable laws. Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.</u></p>
<u>Standards of Due Process</u>	<p><u>The College District emphasizes the importance of fair and equitable proceedings in determining whether a violation of the Student Code of Conduct occurred. Accordingly, a student is presumed not responsible for an alleged violation of the Student Code of Conduct until a determination of responsibility based on a preponderance of the evidence (i.e., the allegation is more likely than not to be true) is made. [See FM and FMA (LOCAL)].</u></p>
<u>Prohibited Behavior</u>	<p>All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law or by other published College District <del>regulations and policies</del> <u>policies and regulations</u>, <del>[see policies FLBA, et. seq.]</del>, the following types of behavior are expressly prohibited:</p> <ol style="list-style-type: none"><li>1. Failure to produce a College- District-issued photo identification card when requested by a College District official. The College District shall issue each student a photo identification card at no cost to the student. Students shall visibly wear their College District-issued identification card while on College District property or at any College District-sponsored or related activity. The identification card shall be the property of</li></ol>

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the College District. Replacement identification cards shall be assessed a fee in accordance with administrative regulations.

2. Intentionally causing physical harm to any person on College District property or premises or at College District-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
3. Except as may be permitted in any published College ~~District Policies~~~~regulations or policies~~ or by applicable state laws, unauthorized use, possession, or storage of any weapon, as described in CHF, on College District property or premises or at College District-sponsored activities. This includes but is not limited to firearms, tasers, stun guns, explosives, location-restricted knives, clubs, knuckles, other prohibited weapons, dangerous chemicals, or improper use of fire extinguishers on College District property or premises.
4. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District property or premises or at College District-sponsored activities.
5. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on College District property or premises. Interference with the proper educational functions and the appropriate educational climate of the College District, including aiding and abetting another to breach the peace on College District-owned or -controlled property or premises, at functions sponsored/supervised by the College District, or off-campus conduct that adversely affects the College District community and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom (face-to face or distance learning) or an instructional program that interferes with the instructor's or a presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.

~~Classroom behavior~~Behavior is considered disruptive if a reasonable person would view the behavior as being likely to substantially interfere or repeatedly interfere with the instructor's ability to conduct or control the class/program or the substantially disrupt the ability of other students to benefit from the class/program or the instruction provided therein.

For purposes of this policy, "substantially disruptive" shall mean the that the course of instruction has to be discontinued

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more than momentarily such that it breaks the continuity of instruction to address the disruptive conduct; substantially interferes "shall mean that the student has been insubordinate to the instructor or has failed to adhere to the instructor's directive to cease the disruptive behavior.

~~5. Examples of classroom disruptions~~disruptive classroom behavior may include, but are not limited to, ~~repeated,~~ heckling or making distracting noises, unauthorized use of cell phones in the classroom; persistent speaking without being recognized; physical threats, ~~and-unexcused and repeated tardiness and otherwise interfering with the orderly process or respectful climate of the classroom environment.~~

6. Intentionally interfering with College District-sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.
7. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.
8. Intentionally or maliciously furnishing false information to the College District. Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification. Making, possessing, submitting, or using any falsified college document or record; ~~or altering any college document or record, including identification cards.~~ Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which ~~he or she is~~they are not eligible. Altering any College District document or record without permission is expressly prohibited, including, but not limited to, furnishing false personal or student organization registration information, withholding material information from ~~the~~ College District processes or procedures, or any other type of fraudulent act involving documentation provided to or for the College District.
9. Sexual misconduct, ~~which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity~~as defined in FFDA (LOCAL). In the event of an allegation of sexual misconduct, the ~~DA~~SCA will coordinate with the

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~~college~~ campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct ~~as set forth in College District rules and regulations. A violation of the College District's Sexual Misconduct Policy is a violation of the Student Code of Conduct.~~ [See ~~DIA series and FFD~~A series]

10. Unauthorized use of computer hardware or software or violation of the College District Technology Resources policy [see CR(LOCAL)].

11. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework, as assigned, plagiarism, fabrication, falsification, and sabotage and collusion.

"Cheating ~~on a test~~" shall include, but is not limited to:

- a. All forms of academic dishonesty, including but not limited to to cheating, fabrication, facilitating academic dishonesty, ~~plagiarism, and collusion.~~
- b. Copying from another student's test paper.
- c. Using test materials not authorized by the person administering the test.
- d. Collaborating with or seeking aid from another student, technological aid, or electronic resource during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism," which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

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"Fabrication," which shall be defined as the construction and/or addition of data, observations, or characterizations that never occurred in the gathering of data or running of experiments.

"Falsification," which shall be defined as the changing or omission of results and data to support claims, hypotheses, or other data. Falsification may also include the manipulation of research instrumentation, materials, or processes.

"Sabotage," which shall be defined as disrupting or destroying another person's work so that person cannot complete the academic activity.

"Collusion," which shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.

~~43.~~12. Intentionally and substantially interfering with the freedom of expression or association of others on College District property or premises or at College District-sponsored activities.

~~44.~~13. Theft of property or of services on College District property or premises or at College District-sponsored activities or being in possession of stolen property on College District property or premises or at College District-sponsored activities. Sale, possession, or misappropriation of any property without the owner's permission is also prohibited.

~~45.~~14. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

~~46.~~15. Intentionally or recklessly destroying or damaging College District property or premises or property of others while on College District premises or at College District-sponsored activities.

~~47.~~16. Failure to comply with the direction of College District employees or officials, including but not limited to, College District police or campus security/safety officers, and instructors



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or administrators, acting in performance of their duties. Students are required to produce identification for a college official when asked.

~~18-17.~~ 17. Violation of published College District regulations or policies. Such regulations or policies include, but are not limited to, those relating to entry and use of College District facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.

~~19-18.~~ 18. Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on College District property or premises or at College District-sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol, except as expressly permitted by federal or state law or College District policy or regulations, on College District property, premises, or at College District-sponsored activities.

~~20-19.~~ 19. Use or possession of an alcoholic beverage on College District property or premises, with the exception of a specific beverage-related course within a College District-sponsored course of study; a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement (TCOLE); or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy or regulation.

~~21-20.~~ 20. Nonpayment or failure to pay any debt owed to the College District with intent to defraud.

(Appropriate personnel at the College District location may be designated by College District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the ~~DA~~ SCO for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)

~~22-21.~~ 21. Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording



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another person without his or her consent, and transmitting images of another person without his or her consent.

~~23-22.~~ Stalking another person, ~~which, for purposes of this Code of Conduct, shall be, as defined in FFDA (LOCAL) as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to (a) fear for his or her safety or the safety of a third person; or (b) suffer other emotional distress.~~ Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or other digital technologies, directed at or about a specific person, causing emotional distress to that person. ~~"Course of conduct" shall mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to, or about, a person, or interferes with a person's property.~~

~~24-23.~~ Discrimination ~~and~~, harassment ~~as defined in FFDAB (LOCAL), and offensive against any person, student, or staff member on the basis of race, creed, sex, age, marital status, religion, disability, national origin, gender identification, or sexual orientation.~~

~~25-24.~~ Retaliation or retaliatory harassment, which is any adverse action taken against a person because of the person's participation in a complaint or investigation of a complaint.

~~26-25.~~ Engaging in hazing, which, for the purposes of this Student Code of Conduct shall be defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group organization and/or sport. No student or person associated with the Dallas College ~~District~~ or attending ~~a DCCCD Dallas college College~~ shall commit any act that injures, degrades, or disgraces a member of the College District community. The express or implied consent of the victim shall not be accepted as a defense for violation of this policy. Apathy or acquiescence in the presence of hazing is not a neutral act; each is a violation of the Student Code of Conduct.

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~~27-26.~~ Unauthorized entry in or use of College District facilities and/or any College District property or premises, including unauthorized possession, duplication, or use of keys to any College District property. Unauthorized entry into, presence in or use of College District facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.

~~28-27.~~ The use of Collee District resources to infringe upon copyright laws (print, digital, and internet). This applies to all forms of electronic media, including but not limited to, software, electronic encyclopedias, image files, video files, and sound files.

~~29-28.~~ Conduct that is indecent or obscene, including:

- a. The use of any device to capture audio, video, or digital record or photograph of any person while on College District property or premises or at College District events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms).
- b. The storing, sharing, and/or distributing of such unauthorized records by any means.
- c. Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.

29. Violation of federal, state, and local laws. Engaging in conduct that violates any municipal or county ordinance, federal, or state law.

30. Violation or breach of any generally recognized and published code of ethics or standards of professional practice that govern the conduct of a profession for which the student is taking a course or pursuing a certificate, degree, or as an educational goal or major.

31. Misusing, failing to comply with, disrupting, or jeopardizing Student Code of Conduct procedures, sanctions/interventions, or interfering with Student Code of Conduct proceedings. Abuse of the Student Conduct System includes, but is not limited to:

- a. Failure to comply with an order or decision of the Student Conduct officer or hearing committee.
- b. Falsification, distortion, or misrepresentation of information.

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- c. Disruption or interference with the orderly conduct of a hearing.
- d. Knowingly filing a false and/or malicious complaint.
- e. Attempting to influence or discourage an individual's participation in or use of the Student Conduct System.
- f. Attempting to influence the impartiality of a member of ~~the any~~ Student Conduct Committee ~~or the DA SCO, or~~ any other employee of the College District responsible for or participating in the administration of student conduct prior to, during, and/or after a student conduct proceeding.
- g. Any form of harassment (and/or intimidation) of a member of the Student Conduct Committee, the SCA or a College District representative prior to, during, and/or after a student conduct proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- i. Influencing or attempting to influence another person to violate or otherwise abuse the Student Conduct System.

**Amnesty**  
**Sexual Misconduct**

The College District shall grant, to a student who reports in good faith that the student was the victim of or a witness to an incident of sexual misconduct, amnesty (i.e., not pursue disciplinary action against) for a violation by the student of the Student Code of Conduct occurring at or near the time of the incident. This policy shall apply irrespective of the location at which the incident occurred or the outcome of the disciplinary process regarding the incident, if any. This provision shall not apply to a student who reports their own commission or assistance in the commission of sexual misconduct.

The chancellor shall promulgate procedures for the provision of amnesty.

**Discipline**  
**Pending**  
**Discipline**

~~Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FMA and FMA].~~ **Interim Suspension.** The College reserves the right to impose interim disciplinary suspension and/or other restrictions when such action is deemed necessary to ensure the safety and

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well-being of the campus community and or the safety of the student; to alleviate a threat; and/or when the behavior significantly disrupts or interferes with the learning environment and/or operational functions of the College. Interim actions may include, but are not limited to, suspension, restriction from classes and/or facilities, contact restrictions, limitations on participation in organization meetings, events, and/or activities. The Associate Vice Chancellor of Student Success or a designee is responsible for determining appropriate interim actions. [See FM (LOCAL)]

**Withholding of Grades, Official Transcript, and/or Degree.** The Associate Vice Chancellor of Student Success may withhold the issuance of an official transcript, grade, diploma, certificate or degree to a student alleged to have violated the Student Code of Conduct or any other policy or procedure of the College District that would reasonably allow for the imposition of such a sanction. The Associate Vice Chancellor may take such action, pending a hearing or resolution by administrative disposition for an alleged violation of this Student Code of Conduct and/or exhaustion of appellate rights under applicable College District policies and procedures, if the Associate Vice Chancellor or a designee has provided the student an opportunity to respond to the allegations and, in the opinion of the Associate Vice Chancellor, the best interests of the College District would be served by this action, or, in the case of an allegation of sexual misconduct, as may be required by law. In such cases, the College District shall notify the student in writing of implementation of any such hold.

**Withdrawal/Graduation.** A student who withdraws or graduates from the College District with an investigation or hearing pending for an alleged violation of this Student Code of Conduct shall remain subject to the processes outlined in this policy, as well as those included in FM and FMA (LOCAL) and the FFDA series. ~~Any student violating this policy shall be subject to disciplinary sanctions.~~

**Sanctions**

A student found to be in violation of a College policy, procedure, regulation, or administrative rule (collectively "College Policy") may be subject to one or more of the disciplinary sanctions provided herein. A "violation" means an act or omission that is contrary to a published College Policy, including but not limited to, any violation of this Student Code of Conduct. Sanctions are designed to promote the College's educational mission and enhance the safety of the College District environment. Sanctions may be punitive in nature, but whenever possible, they are intended to create an educational outcome.

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~~Sanctions are designed to promote the College's educational mission and enhance the safety of the College District environment.~~  
~~Some behavior such as Repeated repeated~~ or aggravated violations of any provision of ~~this code~~ the Student Code of Conduct are so harmful or disruptive to the College District community that it may require more serious sanctions, such as ~~may also result in~~ expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation that resulted, or could have resulted, if foreseeable, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

The following factors are generally considered when determining sanctions for a particular case:

1. The nature of the violation(s)
2. Prior findings of responsibility and sanction(s)
3. Mitigating circumstances surrounding the violation
4. If relevant and supported by evidence, the student's motivation(s) for engaging in the behavior
5. Impacts of the behavior
6. Sanctions which have been imposed in similar cases in the past
7. The developmental and educational impact on the student

Administrative Sanctions

Administrative sanctions are more formal actions and may impact a student's access to or ability to participate in academic and social opportunities or programs. Administrative sanctions may be assigned independent of or in conjunction with educational sanctions. An administrative sanction imposed at one campus of the College District shall apply to all campuses of the College District.

The following administrative sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Written warning — A notice in writing to the student that the student is violating or has violated institutional policies and/or regulations.
2. Probation — A designated period of time that includes the probability of more severe disciplinary sanctions if the student

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is found to have violated any institutional policies and/or regulation(s) during the probationary period.

3. Grade Modification – A failing grade (a grade of “F”) may be given to a student for a course or assignment in which the student was found responsible for scholastic dishonesty, along with other sanctions, as appropriate. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for scholastic dishonesty under applicable College District policies and procedures, the grade sanction will replace an notation of withdrawal on the student’s transcript.

~~3.4.~~ Loss of privilege/restriction — Denial of specified privilege or access for a designated period of time.

~~4.5.~~ Restitution — Reimbursement for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

~~5. Discretionary sanctions — Work assignments, service to the college or community, or other related discretionary assignments. Such assignments must have the prior approval of the vice president of student services.~~

6. Suspension — Separation of the student from the College District for a definite period of time after which the student ~~is~~ may be eligible to return. Conditions for readmission may be specified.

~~6.7.~~ Suspension of Eligibility -- prohibits, during a period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization’s activities or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.

~~7.8.~~ Removal from program of study — The student may also be subjected to disciplinary procedures set forth by specific programs with specialized admissions requirements.

9. Expulsion — Permanent suspension of the student from ~~the college~~ Dallas College.

10. Conditional Reenrollment – If a student is suspended or expelled from the College District, the student is not eligible for continued or re-enrollment unless the student meets all conditions stipulated and explained in the letter of suspension or

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expulsion. In extraordinary circumstances, a student may submit an appeal of the condition to the Associate Vice Chancellor for Student Success.

8.-

Educational  
Sanctions

Educational sanctions are designed to include developmental and restorative activities related to specific acts of misconduct and do not, on their own, impact a student's access to ability to participate in academic and social opportunities or programs. These sanctions take into account a student's learning style and stage of development, as well as the unique factors of a given situation. The goals of educational sanctions are to reduce the probability of repeated behavior, give students the opportunity to demonstrate personal growth, and to appropriately challenge students. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

1. Reflective Activity– An assignment designed to help students reflect on their decisions and identify strategies to prevent recurrence. Examples include, but are not limited to: writing assignments, letters of apology, completion of an assigned online module, research paper, and/or reflection paper on assigned readings, videos, or assessments. Completion is recognized by a student's fulfillment of the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or viewpoint.
2. Reflective Workshop – Requires attendance at an assigned College District-sponsored meeting, educational session, and/or campus workshop on topics including, but not limited to, ethical decision making, personal responsibility, and improving coping skills.
3. Life-Skills Coaching – Requires a series of meetings with a designated College District employee, each designed to address specific behaviors that are negatively impacting the learning environment, identify appropriate resources, and monitor the student's progress in repairing harm to the community. The student may be required to attend multiple sessions and provide proof of active participation. Potential topics include anger management, interpersonal skills, and alcohol or drug counseling.
4. Counseling – Completion of an assessment with a licensed counselor as well as documentation of learning

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FLB  
(LOCAL)

Disciplinary  
Records

about possible resources for follow up.

5. Deferred Suspension – Designated period of time during which a student, while continuing to be enrolled before beginning a period of suspension, is given an opportunity to demonstrate the ability to abide by the Student Code of Conduct. During this period of a time, a student must successfully complete all assigned sanctions, which typically includes meeting one-on-one with a licensed counselor or social work for behavioral interventions.

The College District will maintain a permanent written disciplinary record for every student assessed the sanction of suspension, expulsion, denial or revocation of a degree, dismissal from an academic program or withdrawal of a diploma. Suspension is also noted on the official transcript during the term of suspension. The notation can be removed upon the request of the student when all conditions of the suspension are met. The request for the removal of the transcript notation of suspension should be directed to the Dean of Students. A permanent notation of expulsion is also placed on the official transcript. A written record of any other cases for which there is a determination of responsibility for violation of this policy will also be maintained by the College District in accordance with College District record retention policies and applicable laws. A student's disciplinary record will reflect the nature of the charge, the sanction assessed, and any other pertinent information. The contents of a student's disciplinary record may be made available to persons outside the College District only upon written request of the student or in accordance with applicable state and federal laws.



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	<p><del>Interpretation of Regulations:</del> Disciplinary regulations for the College District are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.</p>
	<p><del>Inherent Authority:</del> The College District reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.</p>
<b>Student Participation</b>	<p>Students <del>are</del> <u>may be</u> asked to assume positions of responsibility in the College District Student Conduct System in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the College District administration and in the Board. <u>Students participating in the Student Conduct System shall be trained on related policies and procedures and how to provide support to students participating in the College District Student Conduct System.</u></p>
<u><b>Student Conduct Officer</b></u>	<p><u>The Student Conduct Officer (SCO) has primary authority and responsibility for the administration of student discipline, including but not limited to disposition of, and imposition of disciplinary sanctions for, violations of the Student Code of Conduct. [See FLB (LOCAL)].</u></p>
<del><b>Standards of Due Process</b></del>	<p><del>All students are entitled to fair and equitable proceedings in determining whether a violation of College District policy the Student Code of Conduct occurred. An investigation may include, but is not limited to, conducting interviews, reviewing student records, and gathering and examining other relevant documents or evidence. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a respondent, complainant, if any, and/or the College District (person against whom an allegation or complaint is made) may result.</del></p>
<b>Accountability</b>	<p><del>Students</del> <u>A student against who an allegation or complaint is made (a "respondent")</u> may be accountable to both civil and criminal authorities and to the College District for acts that constitute violations of law and <del>this code.</del> <u>the Student Code of Conduct.</u> College District disciplinary action with respect to any act or omission on the part of <del>the</del> <u>a</u> student shall proceed during the pendency of criminal or civil proceedings and shall not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. Students who participate in a college course</p>

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FM  
(LOCAL)

at any College District location, off-site or through distance learning, shall be subject to the Student Code of Conduct.

Interim Remedies

The College District reserves the right to pursue interim remedies up to and including suspension [See FLB (LOCAL)].

Suspension or  
Partial/Full Bar

A student who is suspended on an interim basis, or who is temporarily barred from attending any program or course sponsored by the College District, shall be given an opportunity to appear before the Dean of Students or a designee within five (5) business days from the effective date of the interim suspension or bar. If the Dean determines there is good cause, the five-day period may be extended for a reasonable period.

A hearing with the Dean of Students shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct;
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on College District property or premises poses a substantial threat to the student, to others, or to the stability and continuance of normal College District functions or operations.

After the hearing, the Dean or a designee may, at their, modify the interim suspension as reasonably necessary to protect the respondent, or, for cases alleging an act of violence for which there is a complainant (alleged victim), the complainant, if any, the public, and/or the College District.

**Disciplinary  
Proceedings  
~~Investigation,~~  
~~Conference, and~~  
~~Complaint~~**

~~When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. [See FLB(LOCAL)]~~

The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student was within the jurisdiction of the College District when the action that is the subject of the allegation occurred.

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Sexual  
Misconduct

In the event of an allegation of sexual misconduct, the ~~DA~~SCO shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures ~~govern-~~  
~~ing~~applicable to allegations of sexual misconduct, as set forth in College District rules and regulations. [See ~~DI~~ADIAA series and ~~FFD~~FFDA series]

Grade Dispute

Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under ~~this code.~~the Student Code of Conduct.

Notice

The ~~College District~~ reserves the right to pursue disciplinary action against SCO shall notify a student ~~for~~in writing regarding an alleged violation of ~~College District~~the Student Code of Conduct.

The notice shall describe the alleged violation in general terms and include a copy of the published college regulation or policy as long as the ~~that~~ is the subject of the alleged violation.

If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student remains within the jurisdiction of the College District. ~~at~~ their last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. Notice sent to a student's designated mailing or email address shall constitute full and adequate notice.

Investigation

Unless otherwise provided, when the SCO receives information that a student has allegedly violated a published College District policy or regulation, a designated investigator shall investigate the alleged violation. An investigation may include, but is not limited to, conducting interviews, reviewing student records, and gathering and examining other relevant documents or evidence. All information relating to the alleged conduct shall be provided to the designated investigator. Formal rules of evidence shall not be applicable.

After completing the investigation, the ~~DA~~SCO may:

1. Dismiss the allegation for failing to allege facts sufficient to indicate that a violation of policy more likely than not occurred.

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(LOCAL)

2. Proceed administratively, which includes a notice to appear, conference, and disposition-; and/or

~~— Upon appeal, prepare a complaint based on~~Proceed with a hearing under FMA (LOCAL), provided the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

3. ~~The DA will notify the complainant, if any, and the student against whom the complaint was filed (the respondent) of the disposition of the complaint. The respondent may appeal, in writing, to the college president or his or her designee within five business days after disposition. The college president or the designee shall review the basis of the DA's decision and issue a determination within ten business days; neither the college president nor his or her designee shall conduct a new investigation. A student is ineligible to appeal if the penalty imposed by the DA is less~~proven more likely than not to be true, would result in a sanction of suspension- or expulsion. [See "Disposition"]

~~The College District reserves the right to pursue interim remedies up to and including suspension upon receiving notice of an alleged violation of a College District policy or regulation when there is reasonable evidence that the continued presence of the student on College District property or premises poses a substantial threat to himself or herself, others, or the stability and continuance of normal College District functions or operations. A student who is suspended on an interim basis shall be given an opportunity to appear before the college president or a designee within five business days from the effective date of the interim suspension. A hearing with the college president shall be limited to the following issues only:~~

1. ~~The reliability of the information concerning the student's conduct, including the matter of his or her identity; and~~
1. ~~Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on College District property or premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal College District functions or operations.~~

~~After the hearing, the college president or his or her designee may, at his or her sole discretion, modify the interim suspension as reasonably necessary to protect the respondent, complainant, if any, the public, and/or the College District.~~

DISCIPLINE AND PENALTIES

FM  
(LOCAL)

Administrative  
Resolution

*Notice to Appear*

~~No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.~~

~~The DA shall notify a student regarding an alleged violation of this code by letter, e-mail, or personal delivery. If notice is provided by letter, determined that the letter shall be sent by certified mail, return receipt requested, and addressed to matter will proceed administratively, the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed SCO will issue a notice to appear to the ~~student's designated e-mail address.~~~~

student. The notice shall direct ~~a~~the student to appear at a specific time and place not less than five (5) business days after the date of the notice, ~~unless the student can show good cause as prescribed below.~~ The notice shall describe the alleged violation in general terms and ~~cite~~include a copy of the published college regulation or policy that is the subject of the alleged violation.

~~The DA has authority to impose restrictions up to and including disciplinary sanctions upon. If a student if the student who is the subject of a notice to appear fails, to appear after proper notice and without good cause, to comply the College District may proceed with notice to appear.~~the administrative conference in their absence

Conference /  
Disposition

At a conference with a student in connection with an alleged violation of ~~this code~~, the ~~DA~~Student Code of Conduct, the SCO shall ~~provide the student with a copy of this code and~~ discuss with the student administrative disposition (i.e. determination of responsibility) of the alleged violation, based on a preponderance of the evidence.

~~The~~ Upon issuance of the administrative disposition, the following shall apply:

1. If a respondent student accepts the administrative disposition, the student shall sign a statement that ~~he or she understand~~they understand the charges, ~~his or her right to a hearing or to waive same~~the disposition, the penalty or penalties imposed, and ~~that he or she waives their, and rights under the College District Student Code of Conduct System, including~~ the right to appeal. The student shall return the signed form by 5:00 p.m. of the first business day following issuance of the

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FM  
(LOCAL)

administrative disposition. ~~Failure to return this form shall constitute a waiver of the student's right to appeal. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.~~

2. If a respondent-student refuses or disputes the administrative disposition of the alleged violation, such ~~refusal shall~~ objection must be ~~noted by~~ communicated to the ~~DA and acknowledged~~ SCO in writing by ~~the student. A student refusing 5:00 p.m. of the first business day following issuance of the~~ administrative disposition ~~may request to pursue the disciplinary hearing process under FMA(LOCAL). Where the alleged violation could result in~~.

3. If a respondent-student refuses or disputes the administrative disposition and the penalty does not include a sanction of suspension or expulsion, ~~a request for the respondent may appeal the disposition under this policy. [See "Appeal" below]~~

4. If a respondent-student refuses or disputes the administrative disposition and the penalty includes a sanction of suspension or expulsion, the respondent shall have the right to a hearing. [See FMA (LOCAL)]

~~2.~~ In cases where the respondent-student fails to respond to the administrative disposition, either to accept or dispute the disposition within the time allotted, and the recommended penalty includes a sanction of suspension or expulsion, the SCO will designate an entry of not responsible and set up a hearing shall be granted under FMA (LOCAL). In all other cases, whether a request for hearing is granted is at the sole discretion of the DA failure to respond to the administrative disposition, after proper notice and without good cause shall constitute acceptance of the administrative disposition.

~~3.—Administrative disposition means:~~

~~a.—The voluntary acceptance of the penalty or penalties provided in this code.~~

~~b.—Other appropriate penalties administered by the DA.~~

~~c.—Without recourse by the student to hearing procedures provided herein.~~

5. The DA

The SCO shall prepare an accurate, written summary of each administrative disposition and send a copy to the ~~student against~~

DISCIPLINE AND PENALTIES

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(LOCAL)

Authorized  
Disciplinary  
Penalties

~~whom the complaint was made (the respondent)~~ (and, if the student is a minor, to the parent or guardian of the student); for cases alleging an act of violence for which there is a complainant, to the complainant; ) to the director of campus security, ~~to the complainant, if any,~~ and to other College District officials as may be appropriate ~~officials~~.

Appeal

The SCO may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business days of receipt of the notice of the administrative disposition or within three (3) business days of receipt of notice of the result of an appeal, as applicable.

A student may appeal an administrative disposition by submitting the appeal, in writing, to the Associate Vice Chancellor of Student Success (AVCSS) or a designee within five (5) business days after receipt of the disposition. The document should state the specific reason for the appeal. The AVCSS or a designee shall review the basis of the decision and issue a determination within ten (10) business days; neither the AVCSS nor the designee shall conduct a new investigation. Sanctions shall not be imposed while the review is pending

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

**Hearing Committee**

The student disciplinary process may include a hearing to determine whether a violation occurred; however, a hearing is not a prerequisite for disciplinary action. Where an alleged violation, if proven more likely than not to be true, would result in suspension or expulsion a hearing may be scheduled. In the event of an allegation of sexual misconduct, the ~~designated administrator (DA)~~Student Conduct Officer (SCO) shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct, as set forth in College District rules and regulations. [See ~~DIADIAA~~ series and ~~FFDFFDA~~ series]

~~A hearing request must be made to the DA (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth business day after the date of refusal of administrative disposition. Where the alleged violation could result in suspension or expulsion, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted shall be at the sole discretion of the DA.~~

If it is determined that the hearing process shall be used to determine responsibility for the violation, the matter shall be heard before a three-person committee composed of ~~equal numbers of students, administrators, and faculty~~one individual from each of the college following groups: the student body, academics (employee) and student success (employee). The committee will render a determination of responsibility and assess relevant sanctions. The committee and its chair shall be appointed by the ~~college president on a rotating basis or on the basis of availability.~~Dean of Students in accordance with College District procedures. .

~~The chair of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chair's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.~~

~~The chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.~~

~~The DA shall represent the college before the student discipline committee and present evidence to support any allegations of violations.~~



DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

Notice

~~The committee chair shall notify the parties of the date, time, and place for the hearing by letter, email, or personal delivery. If notice is provided~~If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the ~~parties'~~student at their last known address. If notice is provided by ~~email~~e-mail, the notice shall be ~~emailed~~e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. No-notice sent to a student's designated mailing or email address ~~for each~~shall constitute full and adequate notice.

Hearing  
Notice

The committee chair shall notify a party ~~to the hearing of the date, time, and place for the hearing via the Hearing Notice.~~ The notice shall specify a hearing date not less than five (5) nor more than ten (10) business days after the date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chair may, for good cause, postpone the hearing ~~so long as,~~ provided all interested parties are notified of the new hearing date, time, and place.

~~Content of~~  
Notice of  
Rights

The notice shall include the alleged violation, the basis for the allegation, and advise the parties of their right~~s~~:

~~1. To a private hearing, unless a party requests and each party affirmatively consents to a public hearing.~~

1. To a hearing.

2. To appear alone or with a representative or legal counsel ~~if the alleged violation could subject the charged student to expulsion or suspension.~~ The role of legal counsel is limited, as provided at "Role of Legal Counsel," below.

3. ~~To~~If the student is a minor, to have a (1) parent or legal guardian present at the hearing.

4. To cause the committee to summon witnesses and to present or require to be introduced at the hearing documentary and other evidence. However, evidence, including testimony, that is irrelevant, immaterial, or unduly duplicative or repetitious, as determined by the Chair, may be excluded.

~~4.~~5. To know the identity of each witness who will testify.

~~5. To cause the committee to summon witnesses and to require the production of documentary and other evidence possessed by the college or to be introduced at the hearing.~~

~~6. To cross-examine each witness who testifies.~~

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<b>Failure to Comply with <u>Hearing</u> Notice</b>	<p><u>6. To Appeal</u></p> <p><del>A</del><u>If a</u> student who is alleged to have violated College District policy <del>(the respondent) and who</del> fails to appear <u>for a hearing</u> after proper notice and without good cause <del>shall be deemed to have admitted the hearing will proceed as scheduled and the student will be notified of the committee's determination of responsibility to the violation</del><u>in accordance with this policy. Additionally, if a student withdraws or graduates from the College District with a hearing pending against, the College District will proceed as provided in FLB (LOCAL).</u></p>
<b><u>Impartiality/Bias</u></b>	<p><u>A student</u><del>The</del> who is alleged to have violated College District policy and who is subject to a hearing under this policy ("respondent") <u>may challenge the participation of a member of the committee</u><del>shall impose an appropriate penalty and notify, including the respondent in chair, based on a perceived conflict of interest, impartiality or bias. Any such challenge must be made in writing, include the same manner as basis of the notice of the hearing</del><u>challenge, and be received by the Associate Vice Chancellor of Student Success (AVCSS) at least three (3) days prior to the start of the hearing. Whether a conflict of interest, impartiality or bias exists will be determined by evaluating the particular facts of the situation according to a reasonable persona standard. The decision of the AVCSS will be share with the student and is final.</u></p>
<b>Role of Legal Counsel</b>	<p><del>Legal</del><u>An advisor or legal</u> counsel may represent a student <del>in who is a party to a hearing where the alleged violation could result in expulsion or suspension.</del> The role of <u>an advisor or</u> legal counsel <u>in a student disciplinary proceeding, including a hearing,</u> is limited to advising and assisting the student during the <del>hearing proceeding.</del> This limitation means that <u>neither an advisor nor</u> legal counsel <del>shall not may question or</del> cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. <del>The same limitations apply to legal counsel for the College District. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject a student to expulsion or suspension.</del></p>
<b><del>Preliminary Matters</del></b>	<p><del>Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students in interest, separate hearings may be held.</del></p> <p><del>Not later than 12:00 p.m., five full business days before the hearing date, each party to the hearing shall provide to the committee chair for disclosure to the other:</del></p>

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**Hearing Procedure**

- ~~1. Any documentary evidence and summaries of testimony intended to be introduced at the hearing. At the request of a party, the committee chair shall exclude any evidence at a hearing that was not disclosed at least five business days before the hearing, unless the chair determines that the evidence could not have been disclosed within that time.~~
- ~~2. The name of each witness he or she wants summoned.~~
- ~~3. Any objection that, if sustained by the chair of the student disciplinary committee, would prevent the hearing.~~
- ~~4. The name of the legal counsel, if any, and the name of any parent or guardian, who may accompany a student.~~
- ~~5.1. A request for a separate hearing, if applicable, and the grounds for such a request.~~

~~The hearing shall be conducted by the chair who shall provide opportunities for witnesses to be heard. If a student is represented by legal counsel in a hearing where the alleged violation could result in suspension or expulsion, the College District shall also be represented by legal counsel. The limitations on the role of legal counsel as set forth at Role of Legal Counsel, above, shall be enforced.~~

~~No party to the hearing, nor his or her legal counsel, as permitted by this policy, may record a hearing proceeding. If a hearing may result in expulsion or suspension of a student, the College District shall arrange for transcription or recording of the proceedings. If a hearing will not result in expulsion or suspension of a student, recording of the hearing by any means is not permitted unless authorized by law.~~

~~Unless a party has requested and each party has affirmatively consented to a public hearing, the committee shall proceed generally as follows:~~

- ~~1. Persons present shall be the complainant, if any, the respondent, the DA, a parent or guardian if desired, and legal counsel as may be permitted by this policy.~~
- ~~2. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~
- ~~3. The chair of the committee shall read the complaint.~~
- ~~4. The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~
- ~~5. The DA shall present the college's case.~~
- ~~6. The respondent may present his or her defense.~~

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- ~~7. Each party may present rebuttal evidence and argument.~~
  - ~~8. The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~
  - ~~9. The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.~~
  - ~~10. A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.~~
- ~~If a party has requested and each party affirmatively consents to a public hearing, the committee shall proceed generally as follows:~~
- ~~1. Persons present shall be the complainant, if any, the respondent, the DA, a parent or guardian if desired, and legal counsel as may be permitted by this policy. Designated college representatives for the following groups may have space reserved if they choose to attend:
    - ~~a. Faculty association;~~
    - ~~b. College newspaper; or~~
    - ~~c. College president.~~~~
  - ~~2. Other persons may attend based on the seating available. The chair may limit seating accommodations based on the size of the facilities.~~
  - ~~3. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~
  - ~~4. The chair of the committee shall read the complaint.~~
  - ~~5. The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~
  - ~~6. The DA shall present the college's case.~~

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**Evidence**

- ~~7. The respondent may present his or her defense.~~
- ~~8. Each party may present rebuttal evidence and argument.~~
- ~~9. The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~
- ~~— The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.~~
- ~~10. A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.~~

Legal Disciplinary hearings are not trials and are not constrained by the same rules of procedure and evidence typically used in a court of law. Accordingly, legal rules of evidence shall not apply to hearings under this ~~code.~~ policy.

Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly duplicative or repetitious evidence, as determined by the committee chair, may be excluded. No evidence other than that admitted at the hearing shall be considered by the committee.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, or Counseling, ~~or Guidance Center~~ where such communications were made in the course of performance of the staff member's official duties and when the matters discussed were understood by the staff member and the student to be confidential. ~~Committee members may freely question witnesses.~~

Preliminary Matters  
Consolidated  
Hearing

Charges arising out of a single transaction or occurrence against one or more students may be heard together or, upon request by one of the students in interest, separate hearings may be held. The

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<p><u>Disclosures</u></p> <p><del>-innocent of the alleged violation until there is a Hearing Procedure General Order</del></p> <p><u>Recording / Transcript</u></p>	<p><u>Dean of Students shall make a final determination regarding consolidation.</u></p> <p><u>At least five (5) full business days before the hearing date, parties to the hearing shall provide to the committee <del>shall presume a chair:</del></u></p> <ol style="list-style-type: none"><li><u>1. Any documentary evidence and/or summaries of testimony intended to be introduced at the hearing. The committee chair shall exclude any evidence that was not disclosed in accordance with this policy, unless the chair determines that the evidence could not have been disclosed within the allotted period and/or is exculpatory in nature.</u></li><li><u>2. The name of each witness a party wants summoned for purposes of questioning. Written witness statements will be accepted at the discretion of the chair and in accordance with this policy.</u></li><li><u>3. Any objection that, if sustained by the committee chair, would prevent the hearing.</u></li><li><u>4. If applicable, the name of the representative or legal counsel who will accompany the student, as permitted by this policy.</u></li><li><u>5. If the student is a minor, the name of a (1) parent or guardian who will accompany the student.</u></li><li><u>6. A request for a separate hearing, if applicable, and the grounds for such a request.</u></li></ol> <p><u>The hearing shall be conducted by the committee chair who shall provide opportunities for witnesses to be heard and rule on all procedural matters, including but not limited to objections regarding procedure; the admissibility of evidence and testimony of witnesses; and for purposes of exclusion, whether a question asked during the hearing is irrelevant, duplicative or unduly repetitious, or immaterial.</u></p> <p><u>The SCA shall represent the Collee District before the hearing committee and has the burden of proving the charges by a preponderance of <u>the evidence</u>, (i.e., <del>if</del> <u>the allegation</u> is more likely than not, <del>that the student violated</del> <u>to be true</u>). If a student is accompanied by legal counsel in a hearing, the College District may also be accompanied by legal counsel. The limitations on the role of legal counsel, as set forth at "Role of Legal Counsel" above, shall be enforced.</u></p> <p><u>No party to the hearing, nor a party's representative/legal counsel, parent/guardian or any other representative or affiliate of the party,</u></p>
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Standard of  
Conduct

or witness, or participant to a hearing may record a hearing proceeding, unless otherwise permitted by law or College District policy. The College District shall arrange for transcription or recording of the hearing proceedings.

All parties to a hearing, their representatives and/or parents/guardians and all other participants to the hearing, including witnesses shall be subject to all applicable College District policies and procedures during the hearing proceedings, including but not limited to those relating to standards of conduct. The chair may eject or exclude any person or participant to the hearing who violates College District standards of conduct or who disrupts the hearing proceedings.

Conduct of  
Hearings

Unless otherwise provided, the hearing shall proceed generally as follows:

1. Persons present shall be the respondent; the SCA; a parent or guardian, as permitted by this policy; and the respondent's representative or legal counsel, as permitted by this policy.
2. The chair shall determine whether the respondent was informed of their rights in accordance with this policy.
3. The chair shall read the complaint.
4. The SCA may present an opening statement and evidence.
5. The respondent may present an opening statement and evidence.
6. The SCA may call witnesses. The respondent shall have the right to question those witnesses.
7. Upon completion of a presentation of the SCA's witnesses, the respondent may present witnesses. The SCA shall have the right to question those witnesses.
8. Upon conclusion of the presentation of evidence, the SCA, followed by the respondent, may make closing statements.

The Chair, as well all other members of the hearing committee, may question parties to, and/or witnesses involved in, the hearing at any time during the proceeding. All questioning permitted under this policy shall be conducted in accordance with the College District's established standards of conduct. Only relevant questions shall be permitted [ See "Hearing Procedure, General Order"]. Accordingly, all parties to the hearing should endeavor to ensure that questions asked are relevant and respectful of all hearing participants; yelling, abusive language, and acts of intimidation during questioning or at any other time during the hearing are prohibited.

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Determination of  
Responsibility

The committee shall determine, using a preponderance of the evidence standard, the responsibility of the respondent regarding the alleged violation. The chair, on behalf of the committee, shall state in writing each finding of a violation of a published College District regulation or policy, and include in the statement the basis for the finding. The respondent shall receive notice of the decision in the same manner as the notice of the hearing. For cases alleging an act of violence for which there is a complainant, the complainant shall also receive notice of the decision. The chair shall endeavor to provide notice of the determination of responsibility within seven (7) business days of the conclusion of the hearing.

Within three (3) business days of receipt of the notice of determination of responsibility and before the issuance of any sanction; the respondent and the SCA shall be afforded an opportunity to submit evidence or statements to the committee concerning the appropriate sanction/penalty to be imposed.

Authorized  
Disciplinary  
Penalties

~~-. A student who is~~ The hearing committee may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged to have violated College District policy may choose not to testify against himself or herself violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business day of receipt of the notice of determination or within three (3) business days of receipt of notice of the result of any administrative review, as applicable.

~~All evidence shall be offered to the committee during the hearing.~~

~~The committee will make a determination based on the evidence presented.~~

**Record**

~~The hearing record shall include: a copy of the notice of the hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording.~~

**Petition for  
Administrative  
Review**

~~A student is entitled to~~ No later than five (5) business days after a respondent has received notice of the determination of responsibility or any sanctions/penalties assessed, a respondent may submit in writing a petition for administrative review to the college president AVCSS or a designee who may alter, modify, or rescind (requiring that the hearing be reopened for the presentation of material evidence not previously available and reconsideration of the



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decision) the finding of the ~~student discipline hearing~~ committee and/or the penalty imposed by the committee. ~~A student is ineligible to petition for administrative review if the penalty imposed by the committee is less than suspension or expulsion. The college president or designee shall automatically review every penalty of suspension or expulsion. All other requests~~SCA or, for review shall be granted at the discretion of the college president or designee. ~~Sanctions shall not be imposed while the review is pending.~~

~~A petition for administrative review of the decision of the student discipline committee is a review of the record; it is not a new hearing.~~

cases alleging an act of violence for which there is a complainant, the complainant may submit a response to the appeal, which must be received by the AVCSS no later than five (5) business days after receipt of notice of the petition. A petition for administrative review shall contain the date of the ~~student discipline hearing~~ committee's action and the basis for the petition, i.e., why the student believes such review is necessary. ~~A student shall file his or her petition with the college president or his or her designee on or before the third business day after the date the student discipline committee issued the penalty. If the college president or designee rejects the petition, the decision is final and the action of the student discipline committee stands.~~Sanctions shall not be imposed while the review is pending.

A review of a petition for administrative review of the decision of the hearing committee is a review of the hearing record; it is not a new hearing.

The ~~college president~~AVCSS or designee, in ~~his or her~~their review, may take any action that the ~~student discipline~~ committee is authorized to take; under this policy; however, neither the ~~college president~~AVCSS nor ~~his or her~~their designee may increase the sanction/penalty assessed by the committee. The ~~college president~~AVCSS or designee may, at their discretion, receive written briefs and /or hear oral arguments during the review.

The ~~college president~~AVCSS or designee ~~shall~~may modify or set aside the finding of violation, penalty, or both, ~~of the student discipline committee if it is determined that~~ the substantive rights of a student were ~~prejudiced~~violated because the ~~student discipline hearing~~ committee's finding of facts, conclusions, or decisions were:

1. ~~In~~Inconsistent with or in violation of federal or state law or a published ~~college~~College District regulation or policy;

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Disciplinary  
Penalties**

2. Clearly erroneous in view of the reliable evidence and ~~the~~a preponderance of the evidence; and/or
3. Capricious or characterized by an abuse of discretion or clearly unwarranted exercise of discretion.

The ~~college president or designee~~AVCSS shall provide written ~~notification~~notice of the result of the administrative review to ~~each party to the hearing in the same manner as the notice of the hearing.~~

~~The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:~~

- ~~1. An "admonition" means a written reprimand to the student on whom it is imposed.~~
- ~~2. "Warning probation" means further violations may result in disciplinary probation. Warning probation may be imposed~~the respondent and, ~~for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.~~
- ~~3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed~~cases alleging an act of violence for which there is a complainant, to the complainant ten (10) business days after the petition and ~~any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities including, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on College District property or premises, and gambling.~~
- ~~4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed to the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.~~
- ~~5. "Bar against readmission" may be imposed on a student who has been expelled for disciplinary reasons.~~
- ~~6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.~~

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~~7. "Suspension of rights and privileges" is intended to be a flexible penalty, which may include limitations or restrictions to fit the particular case.~~

~~8. A "suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities including, but not limited to, the use or possession of alcoholic beverages in any college facility, with the exception of specific beverage-related courses within documents are received by the College District; or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy; giving false information in response to requests from the College District; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction for any act that is classified as a misdemeanor or felony under state or federal law.~~

~~9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.~~

~~10. "Suspension" from the College District prohibits, during the period of suspension, the student on whom suspension is imposed from being initiated into an honorary or service organization; from entering upon any College District campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the College District.~~

~~11. "Expulsion" is permanent severance from the College District and any college that is a part thereof.~~

~~12. "Failing grade" means a grade of F may be assigned for the course as a result of scholastic dishonesty along with suspension, or other sanction, as appropriate.~~

**A sanction imposed at one college shall apply to all colleges of the College District. Hearing Record**

The hearing record shall include: a copy of the notice of the hearing; the transcript; all documentary and other evidence offered or admitted at the hearing; any other materials considered by the committee; the committee's determination of responsibility and any petition for review. The hearing is considered part of the disciplinary record, as described in FLB (LOCAL).

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FINANCE ITEM NO. 8.5.a.

Approval of Lease and Educational Services Agreement Between South Dallas Fair Park Inncity Community Development Corporation (ICDC) and Dallas College

Purpose

Operate a workplace training center for qualified community members referred by ICDC.

The Chancellor recommends that authorization be given to approve a three-year lease agreement with South Dallas Fair Park Inncity Community Development Corporation (ICDC), a Texas non-profit corporation, in an amount not to exceed \$152,872. This Lease shall be for an initial term not to exceed thirty-six (36) months, commencing on January 1, 2022 and concluding on December 31, 2024.

After the conclusion of the initial term, Dallas College has an option to extend for and additional five (5) years in one (1) year increments.

Background

Dallas College has leased this building from the ICDC since 2016. In this time, the College has operated construction related classes for many students in surrounding communities and helped them forge beneficial partnerships for the future.

Funding Source

Operating Funds

Resource Contacts

John Robertson, Chief Financial Officer

Scott K. Wright, Deputy Chief Facilities Officer

RECOMMENDATION FROM AUDIT COMMITTEE NO. 8.6.a.

Approval of Annual Comprehensive Financial Report for the College and Richland Collegiate High School and Single Audit Report of Federal and State Awards together with Reports of Independent Auditors, for the Fiscal Years Ended August 31, 2021 and 2020

The Audit Committee recommends that the Board of Trustees approve the annual comprehensive financial report for the College and the Richland Collegiate High School.

## COMMITTEE REPORT NO. 9.1.a

### Audit Committee Notes for September 14, 2021

The Audit Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, September 14, 2021, beginning at 1:12 p.m. at the administrative office in room 036 and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Audit Committee Member Dorothy Zimmermann.

#### Board Members and Officers Present

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

#### Members absent

None.

- \* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Zimmermann. Chair Monica Lira Bravo appointed herself temporarily to Audit Committee to have a full 3-member committee.
2. **Certification of Notice** posted for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**  
There were no citizens desiring to address the Board.
4. **Committee Presentations**
  1. Internal Audit Report - 4th Quarter Ending August 30, 2021  
Presenter: Lori Cox  
Ms. Lori Cox provided an update regarding the following items: engagement updates, engagement plan FY22, and enhancement plan updates.

## ENGAGEMENT UPDATES

### Operational and Compliance Audits

#### ➤ Procurement

- Status: Completed and reporting is in progress.
- The focus of this review included contract processing analysis, transaction spend and processing cycle time analysis, procurement's process to review and assess accessibility, campus-based procurement, bond controls, and system configuration with an emphasis on segregation of duties. This portion of the audit concluded August 31; issues would be discussed with management and then reported to the Board. Going forward in FY22, different components of Procurement would be reviewed, and results would be reported quarterly.

Cox also shared that the results of the review identified opportunities for improvements to increase efficiencies and will be shared with the department's management and with the Board.

#### ➤ Fixed Assets

- Status: Completed and reporting is in progress.
- Due to significant staff transitions, implementation of new systems and processes, and the pandemic related impacts on the completion of the 2019-2020 inventory, currently fixed asset controls, processes, and procedures needed strengthening. Fixed asset staff were implementing plans and procedures, including substantial training, to address all related issues. Internal Audit Department (IAD) would continue to evaluate this area throughout fiscal year 2022 and assist in enhancing controls and accuracy of Fixed Asset reporting.

Cox also shared that the review included reviewing the process for reporting fixed assets, accounting, valuation, and disposal. The results and report would be shared with the department's management and with the Board.

Trustee Boyd inquired of the reporting status of assets and if they were reported as Dallas College assets or separately by campus. Cox noted that the assets were reported as Dallas College assets and were also reported as such in the financial statements. Further, General Counsel Rob Wendland added that none of the colleges have had separate legal existence and all assets were held under the district.



Chancellor May also shared that the college may face some challenges with fixed asset reporting due to the movement of equipment to accommodate remote work environments and/or transitions out of the college.

- Richland Collegiate High School
  - Status: Completed.
  - Audit for compliance with Texas Education Agency attendance verification requirements. No exceptions noted.

Cox also noted that the report has been issued and shared with management and the Board.

#### SPECIAL REVIEWS, CONSULTING ENGAGEMENTS & FOLLOW-UP AUDITS

- Automotive Program Follow-up
  - Status: Follow-up Postponed/Consulting Engagement in Progress.
  - Due to program restructuring and significant staff turnover the follow-up would be postponed. However, IAD will work with the new Department Chair and lab managers to consult on the development and implementation of new processes and procedures including inventory management.
- Workday Implementation Participation
  - Status: In Progress/On-Going.
  - Ongoing review of overall weekly project health which included the schedule, resources, budget, and scope. As the Workday project progresses emphasis would be placed upon the review of configuration builds and test plans. No current exceptions noted.
- Day Teaching Follow-up Audit
  - Status: Completed. The report was issued and was pending management's response to be included in the report.
  - Processes related to Day Teaching have changed since the prior audit. Recommendations to strengthen and modify the adjusted work schedule process to ensure timeliness and accuracy were communicated to management.

Trustee Boyd inquired what qualified as "Day Teaching". Chancellor May shared that Day Teaching is when full-time non-faculty employees were teaching during the day (normal work hours). Further, Chancellor May

shared that the intention was to no longer allow full-time non-faculty teaching during the day but still support these employees to teach after normal work hours, thus eliminating the need to adjust work schedules and allow employees to fulfill the needs of their roles. However, the transition slowed this down and the solution moving forward to address Day Teaching was to hire more faculty.

#### OTHER SERVICES, DUTIES, & SPECIAL PROJECTS

- External Audit Assistance
  - Status: Anticipated Start - September 1, 2021
  - Perform audit work under the direction of the external auditors as requested.

Cox also shared that the external audit assistance has begun and was anticipated to continue through the first quarter.

- Special Investigations/Reviews
  - Status: Complete as needed/requested.
  - Special investigations and reviews of varied complexity to address, review, or substantiate allegations; provide information; and/or provide recommendations. Two (2) Special Investigations/Reviews originated from special requests and were completed or in progress at the end of the 4<sup>th</sup> Quarter.

Cox also shared that one investigation was pending a response and the other investigation was in the reporting process.

- Fraud Hotline Administration & Monitoring
  - Status: Completed and On-going
  - Reviewed and investigated 10 reports since January 2021. No incidents of fraud, waste, or abuse identified or substantiated.

Cox also shared that several of those reports raise general questions and Internal Audit provided responses to them. Two of the reports were specifically related to financial aid issues, and Internal Audit did not identify any instances of fraud, waste, or abuse that were substantiated.

#### 2. Internal Audit Engagement Plan and Risk Assessment – Fiscal Year 2021-2022

Presenter: Lori Cox

Ms. Cox provided a high-level overview of the Internal Audit Engagement Plan and Risk Assessment Process.

### Risk Assessment Process

Cox noted that the audit plan and risk assessment followed a 5-Step process.

#### 1. Identify Objectives

- The objectives were based on the Board's strategic priorities and the objectives of the Internal Audit Department (IAD) to evaluate and help improve risk management, control and governance, and effectiveness and efficiency of operations.

#### 2. Identify Risks

- The IAD interviewed senior leadership and surveyed mid to senior-level leadership and the Board of Trustees to solicit information to understand areas of risk within the College. The IAD also reviewed other sources of information such as risks within the higher education industry and other organizations is general. The IAD also reviewed top topics on other organization's internal audit plans to identify areas that other organizations are focusing on as well.

#### 3. Measure Risks

- The IAD identifies the top risks presented on surveys and interviews and ranked those risks based on impact, probability, and velocity. Impact is the effect on the College and stakeholders if a risk event/negative event occurs or if the area is not functioning as intended. The impact could include items such as fines, penalties, and reputational damage. Next, the IAD considers the probability or likelihood of that negative event occurring. The probability is based on items such as past audit results, management input and the industry. Lastly, the IAD considers the velocity, which is the speed of that risk occurring. Cyber Security was an example of an area where the speed of the risk was very rapid.

#### 4. Prioritize Risks

- Factors and planning considerations used to prioritize risks and build the engagement plan included: risks that overlapped several areas (i.e., management identified, industry identified, internal audit activity identified), areas with high impact, probability, and velocity, audits required by auditing standards (i.e., IT Governance) or regulations (i.e. Richland Collegiate High School), prior audit results, operational changes within the College, and special requests.

#### 5. Select Engagements & Develop Plan

At the completion of the process and all items have been considered, the audit plan was developed.

## ENGAGEMENT PLAN-FY22

### Audits/Continuous Audits\*

- Cyber & Information Security\*
- Fixed Assets\*
- Procurement\*
- Richland Collegiate High School Attendance
- Safety & Security

\*Cox shared that these reviews would be broken down into separate focus areas, completed periodically (generally on a quarterly basis), due to the size, complexity, and scope of the function/department.

### Special Reviews & Consulting Engagements

- Cares Act Funding Review
- CLERY Compliance
- Police Department Property Room
- Professional Development
- Richland High School Curriculum Compliance
- Succession Planning

Cox shared that many of these areas were special requests and other areas include engagements that were to be performed on a consulting basis to provide recommendations and consult on processes and procedures.

### Follow-up Audits

- Dual Credit
- Employee Travel
- IT General Controls

Cox noted that these were follow-ups of prior audits from either the Fiscal Year 2019/2020 or 2020/2021. The internal audit standards required the IAD to conduct follow ups on audit issues that were reported.

### Other Services, Duties, & Special Projects

- Business Continuity Planning
- External Audit Assistance – 2021 Financial and Single Audit
- Fraud Hotline Administration and Monitoring (On-going)
- Investigations (as needed)
- Technology Governance
- Workday Implementation Participation (On-going)

### Plan Flexibility

Cox shared that there was time allocated in the plan to accommodate any emerging risks, requests, and special investigations, in order to adapt and be flexible when those items arose.

### IAD Horizons

In addition to the activities outlined on the Engagement Plan, IAD development projects planned for the 2021/2022 fiscal year included:

- Fraud Hotline “Redevelopment”
  - The IAD plans to incorporate the Fraud Hotline with the internal audit management software which was currently in the RFP review phase.
- Internal Audit Related Training for College Employees
  - One goal of the IAD was to develop training for Dallas College employees on various topics, such as internal controls.
- Development of a continuous audit processes for key College functions/departments.

Trustee Ritter asked Cox to describe what the Business Continuity Planning risks were, especially since it was identified as a catastrophic likely risk in the audit plan. Cox explained that Business Continuity Planning ensured there was a plan in place, including process and procedures, prior to a catastrophic event, so that operations could continue should a catastrophic event or incident occur. For example, a weather event or COVID, could be considered a catastrophic event.

### IAD ENHANCEMENT UPDATES

#### *Department Restructure*

- Ms. Cox shared that the IAD was now fully staffed and there are two internal auditors, two senior auditors, and an assistant director.

#### *Quality Assurance and Improvement Program (QAIP)*

- The QAIP was currently in progress and is also required by Internal Audit Standards.
- The QAIP was in place to ensure that the IAD is following the Internal Audit Standards.

#### *Audit Management Software/Working Paper Software Tool*

- Ms. Cox shared that the goal was to have the audit software tool implemented by the end of the calendar year and incorporate tracking of the Fraud Hotline in the software as well.

Trustee Zimmermann inquired if the Fraud Hotline had been helpful. Cox noted yes, she believed that it was helpful to stakeholders to know that there was a resource available if there was a question or concern.

### INTERNAL AUDIT PLAN – AUDIT COMMITTEE APPROVAL

There were no objections to moving forward with the Internal Audit Plan and it was approved via formal vote by the Audit Committee to place for official vote at the regular board meeting.

Trustee Boyd requested that all Internal Audit Reports be provided to the Board when they are issued/published.

### **5. Items for Review**

#### **1. Committee Notes**

##### **a. Audit Committee Notes for June 1, 2021**

No comments noted.

### **6. Executive Session**

There was no need for executive session.

### **7. Adjournment**

The meeting adjourned at 1:39 p.m.

*Captioned video and transcripts for Dallas College Board Meetings are available at our website, [www.dcccd.edu/boardmeetingslive](http://www.dcccd.edu/boardmeetingslive), under the Archived Videos section.*

COMMITTEE REPORT NO. 9.1.b.

Governance Committee Notes for November 9, 2021

A Governance Committee meeting of the Board of Trustees of Dallas College was scheduled for Tuesday, November 9, 2021. The meeting did not take place and will be scheduled for a later date and time.

Board Members and Officers Present

- Mr. Cliff Boyd
- \* Mrs. Monica Lira Bravo (Committee Chair)
- \* Ms. Charletta Compton
- Ms. Diana Flores (chair)
- Mr. Philip J. Ritter
- Dr. Joe May (secretary and chancellor)
- \* Mrs. Gretchen Williams
- Mrs. Dorothy Zimmermann

Members Absent

None.

- \* *Denotes a committee member*

## COMMITTEE REPORT NO. 9.1.c.

### Finance Committee Notes for November 9, 2021

A Finance Committee meeting of the Board of Trustees of the Dallas College was held Tuesday, November 9, 2021, beginning at 9:35 a.m. at the administrative office in room 036 and was broadcasted 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 (arrived during executive session)  
Ms. Diana Flores  
Dr. Joe May (secretary and chancellor)
- \* Mr. Phil Ritter  
Ms. Gretchen Williams (arrived during executive session)  
Ms. Dorothy Zimmermann

#### Board Members Absent

\* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Cliff Boyd.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**  
None.
4. **Committee Presentations**

Updates: Transition Recap & Strategic Human Capital Planning

Chief Human Resource Officer Sherri Enright provided a recap of the transition to One College and presented a human capital planning update.

Throughout the transition, student success has been the central focus. A new operating model was designed to support a more consistent and seamless student experience collegewide. The consolidation and restructure created



opportunities to support the new operating model. Over 1,800 roles were created with 40% supporting Student Success areas. Internal talent pools were utilized to fill over 900 roles collegewide. Through the consolidation process, over 600 employees were impacted and provided with severance and outplacement and educational benefits. Outplacement benefits have been utilized by 300 employees and several have received other roles. Over 50 employees have utilized the educational benefits.

The focus moving forward is shifting from restructuring to rebuilding through programs and initiatives to support, empower, and develop our employees with intentional focus on accountability. The recruiting process will focus on diverse pools and expand brand awareness. On-boarding will provide a more focused approach leading to successful performance and improved retention. Development opportunities will help build skills and behavior needed to succeed.

Trustee Compton asked if an employee's longevity and existing pay scale were considered during the internal selections. Enright stated that qualifications and experience were the main factors under consideration. Trustee Compton also asked if the selection committee had preset criteria for candidate selection. Enright responded that selection committees were provided with training and a grid was utilized for identifying minimum qualifications. Enright offered to provide the Board a copy of the framework that the hiring committees used.

Trustee Compton voiced concerns about positions being eliminated and then reposted at a lower pay scale. Trustee Flores asked for an update on the salary compensation study and voiced concerns with salary disparity. Sherri stated that a vendor had been selected, a contract had been signed, and stakeholder meetings would begin soon. Salary was driven by educational and experience requirements that were above the minimums.

Trustee Compton asked if the medical insurance was taxable. Chief Financial Officer John Robertson stated that employees were paying ERS for medical insurance. We were reimbursing employees for funds that they were paying to ERS, which were taxable.

## **5. Items for Review**

### **1. Committee Notes**

#### **a. Finance Committee Notes for September 14, 2021**

**6. Executive Session**

Adjourned to executive session at 9:38 a.m. and reconvened at 12:41 p.m.

**7. Adjournment** was at 1:52 p.m.

*Captioned video and transcripts for Dallas College Board Meetings are available at our website, [www.dcccd.edu/boardmeetingslive](http://www.dcccd.edu/boardmeetingslive), under the Archived Videos section.*

INFORMATIVE REPORT NO. 9.2.

Current Funds Operating Budget Report for October 2021

The Chancellor presents the report of the current funds operating budget for review for the period ending October 31, 2021.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2021-22 CURRENT FUNDS OPERATING BUDGET

**REVENUES & EXPENDITURES**

Year-to-Date October 31, 2021

	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
<b>REVENUES</b>				
State Appropriations	\$ 91,194,679	\$ 91,194,679	\$ 25,356,948	27.8%
Tuition	123,803,252	123,803,252	52,180,595	42.1%
Less: Waivers & Discounts	(28,080,465)	(28,080,465)	(752,683)	2.7%
Less: TPEG Set Aside	(5,452,787)	(5,452,787)	-	0.0%
Total Net Tuition	90,270,000	90,270,000	51,427,912	57.0%
Taxes	307,670,824	307,670,824	6,991,782	2.3%
Federal Grants & Contracts (Work Study)	625,000	625,000	40,935	6.5%
Investment Income	575,000	575,000	152,391	26.5%
General Revenue	1,250,000	1,250,000	96,526	7.7%
CARES Lost Revenue Recovery	3,300,000	3,300,000	-	0.0%
Subtotal Revenue	494,885,503	494,885,503	84,066,494	17.0%
Transfers-In	-	16,963,862	n/a	n/a
<b>TOTAL REVENUE</b>	494,885,503	511,849,365	84,066,494	16.4%
<b>EXPENSES</b>				
Salaries & Wages	\$ 316,169,978	\$ 303,898,848	\$ 50,029,616	16.5%
Staff Benefits	38,809,593	37,152,775	3,627,776	9.8%
Purchased Services	42,663,412	49,128,764	13,314,733	27.1%
Operating Expenses	53,942,520	74,436,934	7,016,377	9.4%
Supplies & Equipment	40,500,000	19,432,044	1,005,066	5.2%
Subtotal Expenses	492,085,503	484,049,365	74,993,568	15.5%
Transfers to Other Funds:				
Institutional Matching - Contracts/Grants	2,800,000	2,800,000	-	0.0%
Capital Budget	-	25,000,000	n/a	n/a
<b>TOTAL EXPENSES</b>	494,885,503	511,849,365	74,993,568	14.7%
<b>CASH ON HAND</b>				
Pools & Banks	\$ 72,041,506	\$ (39,736,359)	\$ 32,305,147	\$ (129,392,785)
Commerical Paper	\$ 29,982,870	\$ 820	\$ 29,983,690	\$ 9,991,390
Total Cash	\$ 102,024,376	\$ (39,735,539)	\$ 62,288,837	\$ (119,401,395)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2021-22 CURRENT FUNDS OPERATING BUDGET

**REVENUES & EXPENDITURES**

Year-to-Date - 16.7% of Fiscal Year Elapsed

**UNRESTRICTED FUND**

**REVENUES**

UNRESTRICTED FUND

	October 31, 2021			October 31, 2020		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
State Appropriations	\$ 91,194,679	\$ 25,356,948	27.8%	\$ 89,770,455	\$ 22,761,912	25.4%
Tuition	123,803,252	\$ 52,180,595	42.1%	131,645,599	59,024,313	44.8%
Less: Waivers & Discounts	(28,080,465)	\$ (752,683)	2.7%	(26,119,900)	(1,354,324)	5.2%
Less: TPEG Set Aside	(5,452,787)	\$ -	0.0%	(6,913,352)	-	0.0%
Total Net Tuition	90,270,000	51,427,912	57.0%	98,612,347	57,669,989	58.5%
Taxes for Current Operations	307,670,824	6,991,782	2.3%	275,912,917	5,366,338	1.9%
Work Study	625,000	40,935	6.5%	1,145,477	30,749	2.7%
Investment Income	575,000	152,391	26.5%	2,000,000	130,827	6.5%
General Revenue	1,250,000	96,526	7.7%	1,660,546	441,886	26.6%
<b>SUBTOTAL</b>	494,885,503	84,066,494	17.0%	469,101,742	86,401,703	14.7%
Transfers-In From Other Funds	16,963,862	n/a	n/a	52,754,994	n/a	n/a
<b>TOTAL REVENUES</b>	511,849,365	84,066,494	16.4%	521,856,736	86,401,703	13.2%

**EXPENSES**

UNRESTRICTED FUND

	October 31, 2021			October 31, 2020		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
Salaries & Wages	\$ 303,898,848	\$ 50,029,616	16.5%	\$ 304,322,352	\$ 49,980,083	16.4%
Staff Benefits	37,152,775	3,627,776	9.8%	37,712,217	5,554,928	14.7%
Purchased Services	49,128,764	13,314,733	27.1%	45,776,307	45,460,712	99.3%
Operating Expenses	74,436,934	7,016,377	9.4%	65,362,688	18,299,324	28.0%
Supplies & Equipment	19,432,044	1,005,066	5.2%	32,792,975	18,144,899	55.3%
Provisions (See Summary Below)	-	-	0.0%	3,000,000	n/a	0.0%
Subtotal Expenses	484,049,365	74,993,568	15.5%	488,966,539	137,439,946	28.1%
Transfers-out to Other Funds:						
Institutional Matching - Contracts/Grants	2,800,000	-	n/a	3,000,000	(6,330)	n/a
Auxiliary Fund	-	-	n/a	9,890,197	9,890,197	100.0%
Capital Budget	25,000,000	n/a	n/a	20,000,000	n/a	n/a
<b>TOTAL EXPENSES</b>	511,849,365	74,993,568	14.7%	521,856,736	147,323,813	28.2%

**Provision Summary**

	Approved	Year-to-Date Allocation	Balance	Approved	Year-to-Date Allocation	Balance
	\$ -	-	-	\$ 3,000,000	-	3,000,000

### INFORMATIVE REPORT NO. 9.3.

#### Monthly Award and Change Order Summary (October 2021)

Listed below are the awards and change orders approved by the Chief Financial Officer in October 2021.

#### CHANGE ORDERS

Beck Architecture, LLC	Construction Sciences Building – Coppel
Purchase Order No. B31980	Change Order No.8
<u>Scope</u>	
Architectural and engineering design services for Construction Sciences Building at Coppel Center.	
<u>Change</u>	
This additional service extends construction administration services from 5/7/21 to the revised substantial completion date of 7/19/21. It also includes structural design for the mezzanine and floor loading capacity analysis.	
Original Contract Amount	\$1,250,000
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$1,925,109
Net Change	\$99,178
Revised Contract Amount	\$3,274,287

Corgan Associates, Inc.	ECHS/Business, Hospitality, and Global Trade (BHGT) Building – RLC
Purchase Order No. B37693	Change Order No. 3
<u>Scope</u>	
Architectural and engineering design services for Richland Campus ECHS/BHGT building.	
<u>Change</u>	
This additional service provides a food service consultant.	
Original Contract Amount	\$2,893,760
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$25,000
Net Change	\$4,150
Revised Contract Amount	\$2,922,910

DFW Consulting Group, Inc.	Satellite Energy Plant – MVC
Purchase Order No. B38851	Change Order No. 1
<u>Scope</u>	
Provide professional design services for the design and construction administration of a new Satellite Energy Plant at Mountain View Campus.	
<u>Change</u>	
This additional service includes expanding engineering design of site utilities due to deficient utility services on the west side of the campus.	
Original Contract Amount	\$582,350
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$0
Net Change	\$329,025
Revised Contract Amount	\$911,375

Glenn Partners	ECHS/ECC Expansion – BHC
Purchase Order No. B37705	Change Order No. 2
<u>Scope</u>	
Provide architectural basic services for Early College High School/Early College Center expansion at Brookhaven Campus.	
<u>Change</u>	
This additional service provides a food service consultant.	
Original Contract Amount	\$1,540,000
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$20,000
Net Change	\$3,465
Revised Contract Amount	\$1,563,465

Infinity Contractors Intl Ltd – Bid#	Chiller Replacement – MVC
BuyBoard 638-21	
Purchase Order No. B38715	Change Order No. 1
<u>Scope</u>	
Replace existing chiller with 1000 ton chiller at Mountain View Campus.	
<u>Change</u>	
This change order includes extending the existing concrete pad, replaces 7 butterfly valves, and replaces the outdated refrigerant monitoring system.	
Original Contract Amount	\$672,444
Change Order Limit/Contingency	\$100,867
Prior Change Order Total Amounts	\$0
Net Change	\$33,562
Revised Contract Amount	\$706,006

Joeris General Contractors, Ltd – Bid# RFCSP-2019-17	Construction Sciences Building – Coppel
Purchase Order No. B37329	Change Order No. 10
<u>Scope</u>	
Labor and materials for Construction Sciences Building at Coppel Center.	
<u>Change</u>	
This change order includes abrasive strips for precast stair treads, an additional cable tray, wireless access points and data drops, sidewalk grading, and installation of lights, electrical outlets and fire protection for mezzanine tool room.	
Original Contract Amount	\$25,500,000
Change Order Limit/Contingency	\$3,825,000
Prior Change Order Total Amounts	\$655,531
Net Change	\$80,905
Revised Contract Amount	\$26,236,436

Joeris General Contractors, Ltd – Bid# RFCSP-2019-17	Construction Sciences Building – Coppel
Purchase Order No. B37329	Change Order No. 11
<u>Scope</u>	
Labor and Materials for Construction Sciences Building at Coppel Center.	
<u>Change</u>	
This change order includes patch cords, relocation of wireless access points and patch panels, return air grilles, 5 automated external defibrillators, irrigation modifications and relocation of roof drainpipe.	
Original Contract Amount	\$25,500,000
Change Order Limit/Contingency	\$3,825,000
Prior Change Order Total Amounts	\$736,436
Net Change	\$115,655
Revised Contract Amount	\$26,352,091

Tegrity Contractors Inc. – Bid# RFBC 2020-54	IT Closet Upgrades – BHC
Purchase Order No. B38291	Change Order No. 6
<u>Scope</u>	
IT Closet Upgrades at Brookhaven Campus.	
<u>Change</u>	
This change order includes data drops for IDF HVAC controls, fiber cable changes to expedite delivery/installation, 6 new transformers, fabric inner duct installed in existing underground conduit and a decommissioning credit.	



Original Contract Amount	\$3,597,777
Change Order Limit/Contingency	\$539,667
Prior Change Order Total Amounts	\$205,351
Net Change	\$177,044
Revised Contract Amount	\$3,980,172

Tegrity Contractors Inc. – Bid# RFBC IT Closet Upgrades – BHC  
2020-54

Purchase Order No. B38291

Change Order No. 7

Scope

IT Closet Upgrades at Brookhaven Campus.

Change

This change order includes additional refrigerant piping due to site conditions, electric wiring upgrades, data conduit and cabling modifications, six concrete pads for new transformers, and an extension of 56-days.

Original Contract Amount	\$3,597,777
Change Order Limit/Contingency	\$539,667
Prior Change Order Total Amounts	\$ 382,396
Net Change	\$ 87,379
Revised Contract Amount	\$ 4,067,552

## INFORMATIVE REPORT NO. 9.4.

### Notice of Grant Awards (December 2021)

The Notice of Grants Awards report reflects alignment with the current Dallas College Strategic Priorities. The report references the following six priorities:

1. Impact Income Disparity throughout our community
2. Streamline and Support Navigation to and Through Our College and Beyond
3. Strengthen the Career Connected Learner Network and Implement the Student-Centric One College Organization
4. Foster an Equitable, Diverse and Inclusive Environment for Employees and Students
5. Redesign Professional Development to Create a Diverse and Inclusive High Performing Work and Learning Environment
6. Serve as the Primary Provider in the Talent Supply Chain Throughout the Region

Funding agencies define fiscal years for each grant, which often do not align with Dallas College's fiscal year. Dallas College administers grants in accordance with the requirements of the funding agency and its own policies and procedures. This report is for informative purposes only.

**RECIPIENT****Dallas College – Cedar Valley****PURPOSE**

The overall goal of the Skills Development Fund is to increase the skill level and wages of the Texas workforce.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
6	Texas Workforce Commission	145	\$ 262,500	10/01/2021 – 09/30/2022

**RECIPIENT****Dallas College – El Centro****PURPOSE**

The overall goal of the Skills Development Fund is to increase the skill level and wages of the Texas workforce.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
6	Texas Workforce Commission	145	\$ 262,500	10/01/2021 – 09/30/2022

**RECIPIENT****Dallas College – Richland Campus Garland Center****PURPOSE**

Develop a training consortium comprised of 6 Dallas County manufacturing companies. Dallas College will deliver 15,041 total project training hours of customized industry-specific training to 363 upgraded jobs and 83 new hires over a 15-month period between August 2020 and April 2022.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
6	Texas Workforce Commission	83	\$ 848,354	08/03/2020 - 4/30/2022

**RECIPIENT****Dallas College – Academic Services****PURPOSE**

Support for implementing a technology solution to augment deficiencies that will improve the student experience by effectively developing a course scheduling solution based on student need and enrollment trends. This solution will increase the accuracy and integrity of the schedule development and analytics process.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
2	Texas Higher Education Coordinating Board	Up to 70,000	\$ 25,000	10/27/2021 - 6/30/2022

**RECIPIENT****Dallas College – El Centro Campus STEM Center****PURPOSE**

A new award for the WIOA Youth Services program to provide high demand occupation program training for out of school youth for 2021 - 2022 program year.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
5	NSF LSAMP (sub-recipient from Texas Tech University)	64 through scholarships	El Centro Sub-Award 09/01/2021 – 08/31/2022: \$ 62,190	9/1/2021 - 8/31/2022
			El Centro Sub-Award 09/01/2021 – 08/31/2026: \$ 346,421	

**RECIPIENT****Dallas College – North Texas SBDC – Small Business Development Center****PURPOSE**

The purpose of this grant is to facilitate programming in support of small business development for small businesses to foster job creation. Throughout the 49-county territory, the North Texas SBDC Network will impact income disparity throughout the communities served.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
1	U. S. Small Business Administration (SBA)	approximately 5,000 individuals (pre-venture, start-up and existing businesses) annually	\$3,427,417	10/1/2021 - 9/30/2023

Grant Awards Reported in Fiscal Year 2021-2022

September 2021	\$537,373
October 2021	\$8,177,584
November 2021	\$2,122,966
<b>December 2021</b>	<b>\$ 4,386,028</b>
January 2022	
February 2022	
March 2022	
April 2022	
May 2022	
June 2022	
July 2022	
August 2022	

Total to Date	<b>\$ 15,223,951</b>
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INFORMATIVE REPORT NO. 9.5.

Dallas College Foundation Report (October 2021)

The Foundation presents the monthly activity report reflecting incoming donations for scholarships, programs and services.

**Dallas College Foundation Net Assets**

09/01/15    \$41,183,692  
09/01/16    \$43,049,433  
09/01/17    \$52,709,066  
09/01/18    \$56,485,722  
09/01/19    \$57,812,606  
09/01/20    \$64,519,027  
09/01/21    \$79,598,351

**Gifts Reported in Fiscal Year 2021-2022**

<u>Month Reported</u>	<u>Scholarships</u>	<u>Programs &amp; Services</u>	<u>Total</u>
September 2021	\$    652	\$ 92,908	\$ 93,560
October 2021	\$11,610	\$ 350,528	\$ 362,138
<b>Total</b>	<b>\$ 12,262</b>	<b>\$ 443,436</b>	<b>\$ 455,698</b>

# INFORMATIVE REPORT NO. 9.6.



Workforce & Advancement/Ascend Institute

FY22

Reporting Period: 10/1/21 to 10/31/21

Company	Samples and Types of Training	Length of Class (Hrs)	Participants	Revenue
Construction Education Foundation	Plumbing, Spanish for Construction, Roofing (9 classes)	16-80	92	\$10,753.00
City of DeSoto	Customer Service Excellence/Social Media	3	-	\$2,100.00
City of Plano	Excel Level I (3 mini-sessions)	3.5	48	\$2,947.50
Ecolab	Electrical Concepts, Group B	24	5	\$10,500.00
Ecolab	Electrical Troubleshooting, Group B	24	5	\$10,500.00
General Motors	Electrical Apprenticeship Program - Cohorts 1-3	180	17	\$48,912.00
North Texas Electrical Joint and Apprenticeship Fund	Electrical Calculations (3 classes CR)	2	58	\$6,254.00
North Texas Electrical Joint and Apprenticeship Fund	Journeyman Code, Advance Code (3 classes)	48	23	\$1,495.00
Total :				\$93,461.50



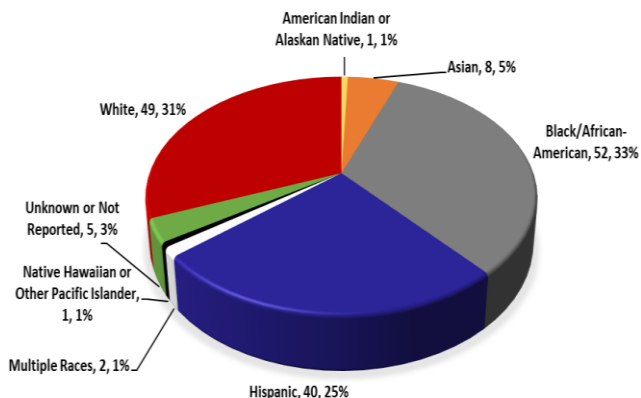
# Dallas College Human Capital New Hire/Position Report

## October 12, 2021 – November 12, 2021

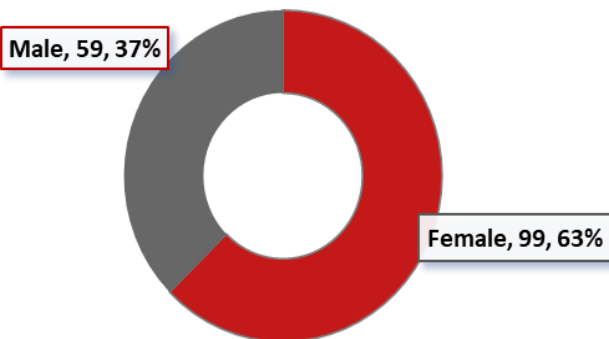
### TALENT ACQUISITION PROFILE

The Talent Acquisition Profile represents all full-time employees that were hired, promoted, or placed during the reporting period.

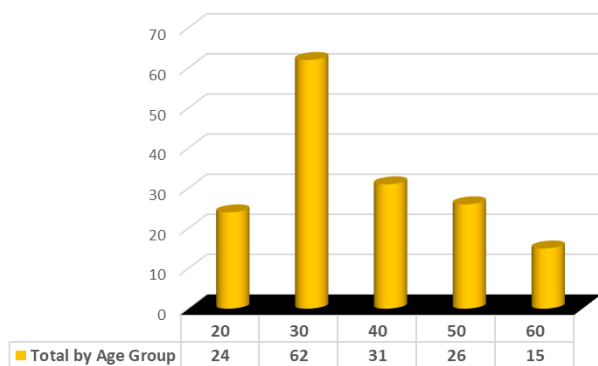
#### Ethnicity



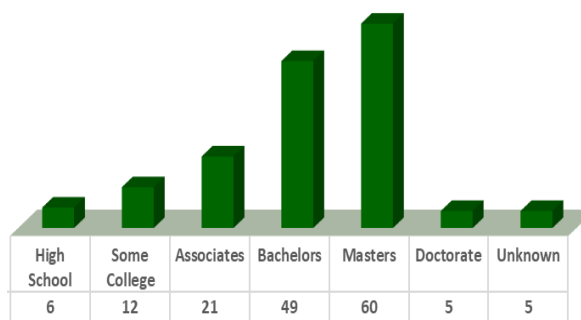
#### Gender



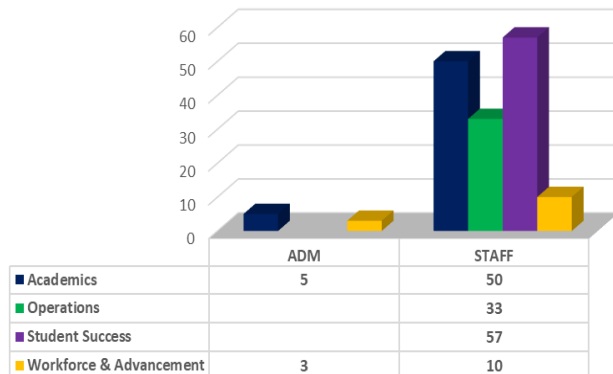
#### Age



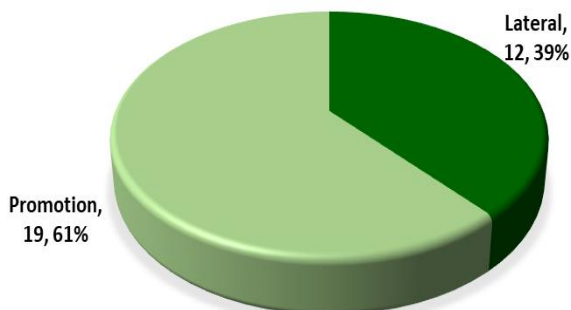
#### Education



#### Functional Areas by Position Type



#### Position Changes Due to Reorganization







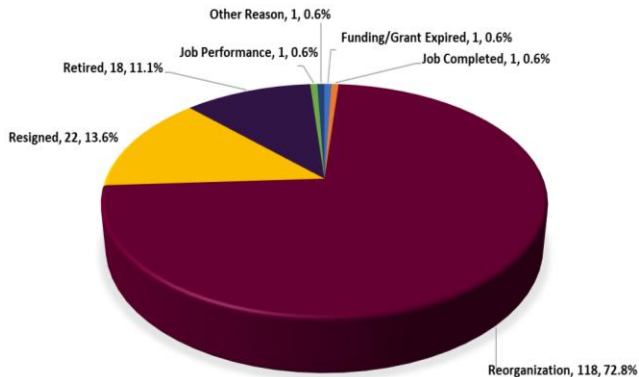
# Dallas College Human Capital New Hire/Position Report

## October 12, 2021 – November 12, 2021

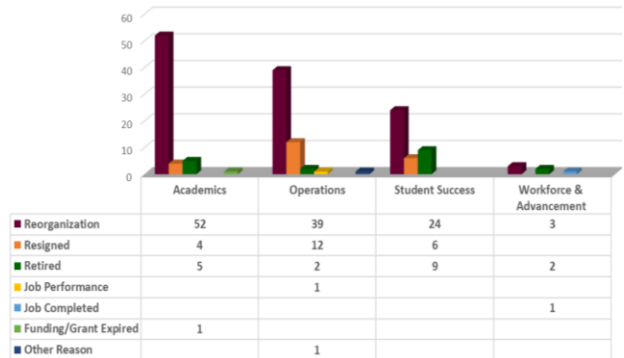
### FULL-TIME TERMINATION PROFILE

This profile represents all full-time employees impacted by the Dallas College reorganization or other reasons such as retirement, misconduct, death, etc.

**Terminations**



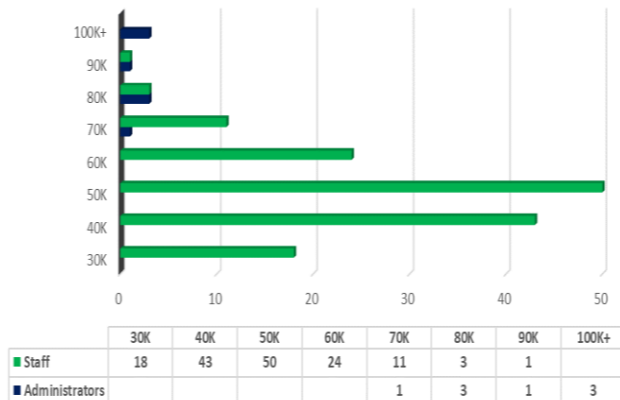
**Terminations by Functional Area**



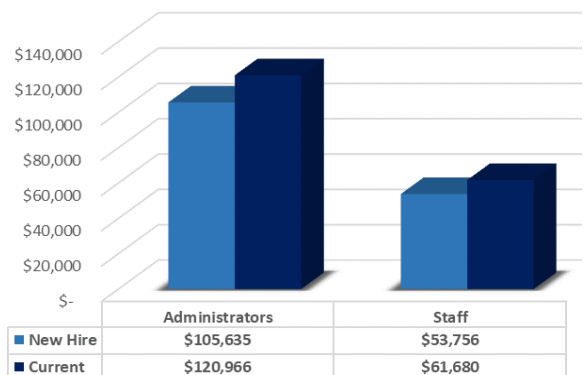
### COMPENSATION PROFILE

The graphics represent the salary rates of new and promoted employees as well as a comparative analysis of their salaries and the salaries of current employees.

**Salary Ranges by Position Type**



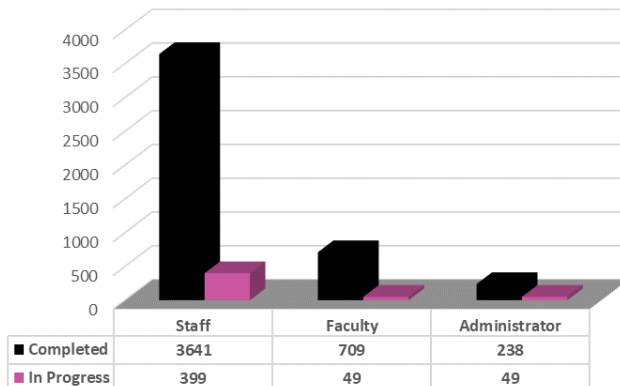
**Salary Averages**



### EMPLOYEE TRAINING PROFILE

The charts below represent Professional Development training sessions tracked through Cornerstone.

**Training Completion Hours by Position Type**



**Top 5 Completed Training Topics**

Title	Attendance
2021-2022 KnowBe4 Cybersecurity Awareness Training For Texas	1031
2021-2022 Title IX and Sexual Harassment Prevention	274
2021-2024 FERPA Training	243
2021-2022 Accessibility Update	225
2021-2022 Emergency Preparedness	183

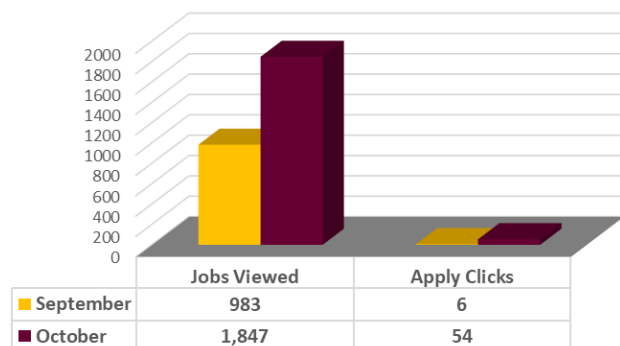


## Dallas College Human Capital New Hire/Position Report October 12, 2021 – November 12, 2021

### RECRUITING PROFILE OF DIVERSITYJOBS.COM

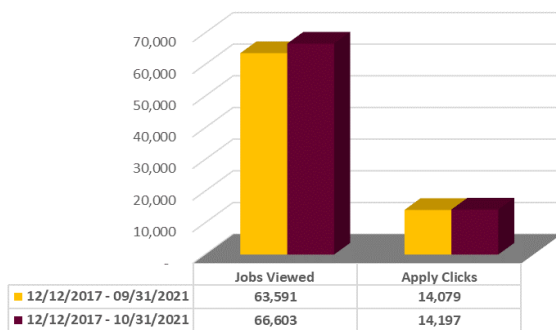
This profile is a recruiting overview of Dallas College's presence on DiversityJobs.com. This site publishes to eleven sites focusing on promoting jobs to diverse populations.

#### Engagement September & October 2021



#### Overall Engagement

N = 3,012



## INFORMATIVE REPORT NO. 9.8.

### 2020-2021 Richland Collegiate High School (RCHS) Financial Integrity Rating System of Texas (FIRST) Financial Management Report

Richland Collegiate High School (RCHS)'s 2020-2021 Financial Integrity Rating System of Texas (FIRST) Financial Management Report includes the status ratings and summary schedule for compensation and/or reimbursements to the RCHS Superintendent and Board of Trustees members.

#### Status Rating for Fiscal Year Ending August 31, 2020

RCHS received an overall "PASS" rating, the highest rating for which it is eligible under the FIRST guidelines.

#### Report requirements:

Indicator Description	Score
1. Was the complete annual financial report (AFR) and charter school financial data submitted to TEA within 30 days of the November 27 or January 28 deadline depending on the charter school's fiscal year end date of June 30 or August 31, respectively?	PASS
2. Was there an unmodified opinion in the AFR on the financial statements as a whole? The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.	PASS
3. Was the charter school's administrative cost ratio equal to or less than the threshold ratio?	PASS
4. Did the charter school not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the charter school will automatically pass this indicator.)	PASS
5. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the charter school's Annual Financial Report result in a total variance of less than 3% of all expenses by function?	PASS
6. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)	PASS
7. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)	PASS

Summary of total salaries and benefits received by the Superintendent or Board members

Name or Title	Compensation
Diana Flores	\$0
Monica Lira Bravo	\$0
Charletta Rogers Compton	\$0
Cliff Boyd	\$0
Philip Ritter	\$0
JL Sonny Williams	\$0
Dorothy Zimmermann	\$0
Dwight Riley, Superintendent	\$78,594.45

Summary of total reimbursements and compensations received by the Superintendent or Board members

Reimbursements received by the superintendent and Board members for the twelve-month period ended August 31, 2020. Description of reimbursements: meals, lodging, transportation, fuel, other items excluding supplies and materials purchased for the school.

Name or Title	Reimbursements
Diana Flores	\$0
Monica Lira Bravo	\$0
Charletta Rogers Compton	\$0
Cliff Boyd	\$0
Philip Ritter	\$0
JL Sonny Williams	\$0
Dorothy Zimmermann	\$0
Dwight Riley, Superintendent	\$1320

Description of Reimbursements

Meals                \$0  
Lodging            \$0  
Transportation    \$1320  
Other\*             \$0

*\* Conference registration fees, parking, taxi fares*

Outside compensation and/or fees received by the superintendent for professional consulting and/or other personal services for the twelve-month period ended August 31, 2020.

Dwight Riley, Superintendent	\$0
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Gifts received by executive officers and Board members (and first-degree relatives, if any) (gifts that had an economic value of \$250 or more in the aggregate in the fiscal year) for the twelve-month period ended August 31, 2020.

Diana Flores	\$0
Monica Lira Bravo	\$0
Charletta Rogers Compton	\$0
Cliff Boyd	\$0
Philip Ritter	\$0
JL Sonny Williams	\$0
Dorothy Zimmermann	\$0
Dwight Riley, Superintendent	\$0

Business transactions between school district and Board members for the twelve-month period ended August 31, 2020.

Diana Flores	\$0
Monica Lira Bravo	\$0
Charletta Rogers Compton	\$0
Cliff Boyd	\$0
Philip Ritter	\$0
JL Sonny Williams	\$0
Dorothy Zimmermann	\$0
Dwight Riley, Superintendent	\$0

#### Background

The Texas Education Agency and the Texas Administrative Code, Chapter 19.109.1002(e) require charter schools to report to the Board of Trustees the school's most recent FIRST status which includes a schedule of summary of total reimbursements and compensation received by the superintendent or Board members.

Beginning with fiscal year 2018-2019, Richland Collegiate High School is under a new rating system, which is limited to the seven charter schools governed by a state university or community college system. These charters can be awarded one of two ratings – “Pass” or “Substandard Achievement.” The following criteria is used to determine the charter school's rating.

1. Did the University Charter School fail either of the critical indicators of 1 or 2? If so, the University Charter School rating is Substandard Achievement, regardless of whether any other indicators failed.
2. Did the University Charter fail three or more of the non-critical indicators, 3, 4, 5, 6, and 7? If so, the University Charter School rating is Substandard Achievement. The RCHS rating reflects the highest attainable rating under the

CHS organizational structure and relationship with the Richland Campus of Dallas College.