



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, this meeting is being broadcast over the Internet in the manner prescribed by Texas Government Code, § 551.128. In accordance with Texas Government Code § 551.127 one or more members of the Board of Trustees may participate in the meeting via videoconference in accordance with the provisions thereof.

**NOTICE OF REGULAR MEETING OF THE BOARD OF TRUSTEES FOR
DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL
Tuesday, May 10, 2022 | 4:00 PM**

**Administrative Office
1601 Botham Jean Blvd.Room #007
Dallas, Texas 75215
www.dallascollege.edu/boardmeetingslive**

Persons who address the Board are reminded that the Board may not take formal action on matters that are not part of the meeting agenda and may not discuss or deliberate on any topic that is not specifically named in the agenda. For any non-agenda topic introduced during this meeting, there are three (3) permissible responses: 1) to provide a factual answer to a question; 2) to cite specific Board Policy relevant to a topic; or 3) the topic may, at a later date, be placed on a Board Agenda for a subsequent meeting.

Speakers shall direct their presentations to the Board Chair, or the Board, as a whole.

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 Presentations

- 5.1. Phi Theta Kappa Student Recognitions
- 5.2. Texas Intercollegiate Press Association Awards: Dallas College Student Media Participants
- 5.3. SkillsUSA Student Engagement & Programming

6. 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)

- 6.1. Announcements from the Chancellor
- 6.2. Announcements from the Board Chair and/or Trustees

7. Opportunity for Members of the Board and Chancellor to Declare Conflicts of Interest Specific to this Agenda

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. Meeting Minutes
 - a. Approval of the April 5, 2022, Regular Meeting Minutes 6 - 13
[8.1.a\) 20220405 regular meeting minutes](#) 
- 8.2. Finance Items
 - a. Approval of Revised Budget for Richland Collegiate High School (RCHS) for 2021-2022 14 - 16
[8.2.a\) RCHS Spring Budget Revision Board Agenda \(2021-22\)](#) 
 - b. Approval of Operating Agreement with Dallas College 17

Foundation, Inc.

[8.2.b\) Fin Item DC and DC Foundation Operating Agreement](#)



8.3. Policy Items

a. Approval of TASB Cumulative Update - Local Policies: DECA, DEC, DH, DIAA, DK, DLB, DMAA [8.3.a\) Policy Item TASB Cumulative Update](#)

18 - 34

9. Individual Items

9.1. Talent Items

a. Approval of Warrants of Appointment for Police Officers [9.1.a\) Talent Item Warrants of Appointment May 2022](#)

35

10. Policy Items - First Reading

10.1. Approval of Amendment to Policies Compensation and Benefits, Salaries and Wages – DEA (LOCAL)
[10.1\) Policy Item - First Reading DEA \(LOCAL\) Compensation Benefits](#)

36 - 39

11. Informative Reports

11.1. Committee Reports

(Committee notes are listed only after they have been reviewed and approved by the committee in question.)

a. Education Workforce Committee Notes for April 5, 2022
[11.1.a\) 20220405 education workforce committee meeting notes](#)

40 - 48

b. Finance Committee Notes for April 5, 2022
[11.1.b\) 20220405 finance committee meeting notes](#)

49 - 52

11.2. Current Funds Operating Budget Report (March 2022)
[11.2\) Info Current Funds Operating Budget Rpt MAR 2022](#)

53 - 55

11.3. Monthly Award and Change Order Summary (March 2022)
[11.3\) Info Rpt Monthly Award Change Order Mar 2022](#)

56 - 59

11.4. Dallas College Foundation Report (March 2022)

60

	<u>11.4) Info Rpt_ DC Foundation Rpt_ MAR 2022</u> 	
11.5.	Notice of Grant Awards (May 2022)	61 - 63
	<u>11.5) Info Rpt_ Notice of Grant Awards_ May 2022</u> 	
11.6.	CARES Funding Report (April 2022)	64
	<u>11.6) Info Rpt_ CARES Funding Rpt_ April 2022</u> 	
11.7.	Workforce & Advancement Ascend Institute Report (February 2022)	65
	<u>11.7) Info Rpt_ Workforce Advancement Ascent Institute Rpt_ Feb 2022</u> 	
11.8.	Workforce & Advancement Ascend Institute Report (March 2022)	66
	<u>11.8) Info Rpt_ Workforce Advancement Ascent Institute Rpt_ March 2022</u> 	
11.9.	Dallas College Human Capital New Hire/Position Report (March 12, 2022 - April 12, 2022)	67 - 69
	<u>11.9) Info Rpt_ DC Human Capital New Hire Position Rpt_ April 2022</u> 	

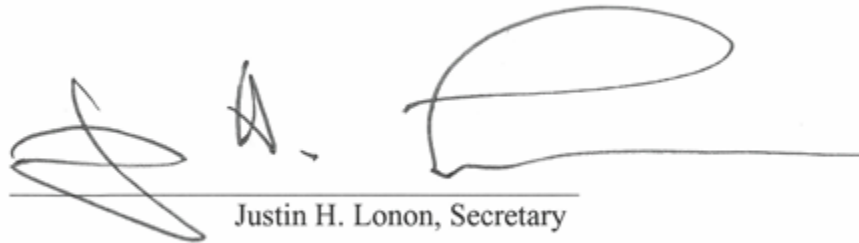
12. Executive Session

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

13. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE MAY 10, 2022 REGULAR MEETING OF DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF TRUSTEES

I, Justin H. Lonon, Secretary of the Board of Trustees of Dallas College, do certify that a copy of the notice for this meeting was posted on the 6th day of May 2022 in compliance with the applicable provisions of the Texas Open Meetings Act.



Justin H. Lonon, Secretary

CONSENT AGENDA NO. 8.1.a.

Approval of the April 5, 2022, Regular Meeting Minutes

It is recommended that the Board approve the minutes of the April 5, 2022, Regular Board meeting.

A Regular meeting of the Board of Trustees of Dallas College was held Tuesday, April 5, 2022, beginning at 4:00 p.m. and was broadcast via the streaming link: <http://www.dallascollege.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Cliff Boyd
Monica Lira Bravo (Chair)
Charletta Rogers Compton
Diana Flores
Justin H. Lonon (Secretary and Chancellor)
Phil Ritter (Vice Chair)
Gretchen Williams
Dorothy Zimmermann

Members Absent

None.

1. **Roll Call - Announcement of Quorum** was confirmed by Vice Chair Phil Ritter.
2. **Certification of Notice Posted** for the meeting was confirmed by Chancellor Justin Lonon in accordance with section 551.054 of the Texas Government code.
3. **Pledges of Allegiance to U.S. and Texas Flags** were recited.
4. **Citizens Desiring to Address the Board**
None.
5. **Special Presentation- Dallas College Student Championships**

Chancellor Lonon asked Vice Chancellor of Student Success Dr. Beatriz Joseph to introduce the student champions who were there that day from Eastfield and North Lake campuses.

- Vice Chancellor Joseph addressed the board to share some of the accomplishments of our athletic teams, citing the Dallas College North Lake Blazers 2022 NJCAA Division 3 men's basketball championship win over Genesee Community College, and Eastfield's Harvester Bees fourth place finish and sportsmanship award. She then introduced the person responsible for leading our athletic programs, Executive Director of Athletics Sadiia Jones, who spoke about being recognized by the NJCAA during the National Girl's and Women's Sports Day for paving the way for the future of college staff and administrators.
- Executive Director Sadiia Jones addressed the Board to share the accomplishments of North Lake and Eastfield basketball teams at the NJCAA National tournament and thanked the student athletes and coaches. She also mentioned that our baseball teams were still competing. After thanking the Board for their support, she introduced North Lake President Dr. Christa Slejko.
- President Slejko spoke about the North Lake Blazers team and Head Coach Tim McGraw's accomplishments, which included four National Championship wins since 2006 and taking teams to the national tournament seven times. She listed more of his accomplishments as coach, which included a 2021 Hall of Fame designation and the personal contributions he has made to students and the college. President Slejko then asked Coach Tim McGraw to introduce his team.
- Coach McGraw thanked the college for having a vision for athletics and stated that approximately 50% of community colleges in the United States do not have a vision for athletics. He then spoke of the difficulties with facing an opponent the team had never seen before. He also recognized one of his players, Jacory, who played at Wylie High School, saying he was dedicating the season to him due to him missing an opportunity to play in the 6A state high school championship tournament two years ago when it was cancelled due to the Covid pandemic. Coach McGraw then introduced each team member telling a little about them, their athletic accomplishments and where they went to high school.
- Vice Chancellor Joseph then introduced the President of Eastfield campus, Dr. Eddie Tealer. President Tealer recognized the Eastfield Harvesters men's basketball team for their fourth-place finish in the NJCAA tournament. President Tealer also introduced the teams

coach, Anthony Fletcher, recognizing him for his 19 years at Eastfield in an athletics leadership role, his five appearances in the national championship in the last ten years and his mentorship of young athletes.

- Coach Fletcher thanked the trustees for their support. He then introduced each member of the Eastfield Harvesters men's basketball team, speaking about where they came from and their athletic achievements. Coach Fletcher also introduced his two coaches and spoke about their backgrounds and the team's accomplishments.

6. Chancellor and Board Announcements

6.1 Announcements from the Chancellor

- Chancellor Lonon spoke about the College being recognized as a military friendly school and asked Vice Chancellor Joseph to tell the board a little more about recognition and asked some of her team who work with our veteran students to join her as well.
- Vice Chancellor Joseph explained that "military friendly" is related to a national survey that measures a school's commitment, effort and success in creating sustainable and meaningful benefit and services for military connected students. She said that 1,700 schools participated, and Dallas College was 1 of 650 schools that was recognized at the bronze level for the 2022-2023 academic year. Dr. Joseph said she also wanted to recognize two departments that worked together to serve our veteran students, introducing Executive Director Shirley Higgs and Dean Dina Sosa Haggerty who were responsible for leading the teams and contributing to Dallas College earning the bronze designation.
- Higgs thanked the Board and Chancellor Lonon for the work being done to assist veteran connected students with their education and military benefits, work she explained that is not easy. Higgs detailed some of the obstacles and challenges they had to overcome to assist those veteran students but also said this was the most exciting work she has ever done. She introduced her supervisor, Chief Financial Officer John Robertson and asked the Veterans Compliance team to introduce themselves.
- Dean of Thriving Communities, Dr. Dina Sosa Haggerty, introduced herself and then introduced Senior Manager for Veterans and Military Connected Services Jon Terrell.

- Senior Manager Jon Terrell explained his team's efforts to provide the best possible services to veterans by connecting with other student services departments. He then introduced his team and gave their campus locations. Jon also introduced Associate Dean Katie Launius.
- Trustee Flores asked those who were veterans to please raise their hands and thanked them for their service.
- Chancellor Lonon spoke about how two different sides of the college, compliance, and student services, worked very well together as evidenced by their accomplishments.
- Trustee Boyd thanked the team and spoke about a very successful veterans benefits fair in Duncanville last year and how it was all the people behind the scenes who made it work.
- Chancellor Lonon asked Vice Chancellor Joseph to introduce the Basic Needs team who partnered with the North Texas Food Bank who created the Partner Agency Feeding Network, of which we are a founding member. Last year 125 million meals were distributed through the Partner Agency Feeding Network and of that amount Dallas College provided 1.2 million pounds to its students and our communities. In addition, the North Texas Food Bank recently awarded the Partner Agency Feeding Network the Jan Pruitt Legacy award.
- Vice Chancellor Joseph then spoke about the Partner Agency Feeding Network's dedication to serving our community and students. They were providing not only food but information about resources. Dr. Joseph then recognized the group for winning the Jan Pruitt award and shared the background of the award. There were many challenges the Partner Agency Feeding Network faced in the last year and acknowledged their resilience and ability to keep their doors open. She then introduced Dr. Carlos Cruz, the Dean of the Student Care Network, and asked him to introduce his team.
- Dean Cruz addressed the Board and spoke of his team's recent accomplishments. He also thanked the departments and individuals involved in supporting his team's efforts. He then introduced his associate dean, Cathy Edwards, and asked her to introduce her team.
- Associate Dean Edwards thanked those she has seen at the food distributions. She then introduced her team members and gave their campus locations. Chancellor Lonon thanked them all.

- Chancellor Lonon talked about the annual foundation event, Bits and Bites, with our culinary and hospitality community at the Dallas Arboretum and mentioned that we were not able to have the event the previous two years due to the pandemic. He asked Steve DeShazo to come up and thanked him for putting on an outstanding celebration.
- Director DeShazo stressed the importance of the work they do for the community. He listed many of the program achievements, including having more than 600 people in attendance, and 57 student volunteers. He spoke about the funds they raised that benefited the culinary students and hospitality program.
- Trustee Compton commented that she attended the event and thought it was very well planned and executed and remarked that it appeared everyone had a good time. She congratulated DeShazo on a successful event.
- Trustee Boyd said it was his first time to attend the event and he was very impressed, then reflected on how well organized it was. He congratulated them on an outstanding job and a great reflection on the quality of Dallas College.
- DeShazo said that it was a cross-functional team and recognized all those involved.
- Chancellor Lonon announced that Chief Human Resource Officer Sherri Enright would be leaving at the end of the April to go back to the corporate sector with the company she was with previously. He spoke of the loss to Dallas College of her expertise that had been so critical the last few years as we have gone through the transition, consolidation and the pandemic. He thanked her and wished her well in her next journey. Enright said she would miss them all.
- Dr. Shawnda Floyd introduced the new Vice Provost for Health Sciences, Dr. Umebayashi, and listed his credentials and career accomplishments. She remarked that what came through in his interview was his commitment to serving our students, faculty, staff and administrators.
- Vice Provost Umebayashi shared a little about himself and expressed his excitement to be with Dallas College. Umebayashi stated he would make every effort to make the School of Health Sciences the school of choice for our students. He looked forward to working with staff to make student success the priority.

6.2 Announcements from the Board Chair and/or Trustees

- Trustee Flores shared that she attended the Dallas College police department's annual Policing Awards banquet. She mentioned the need to see more leadership at the event and encouraged those who have not attended to go and show support for the police.
- Chair Bravo thanked each presenter, addressing each one individually and commenting about their presentations. She also thanked the presenters who were on the panel for the celebration of International Women's Day at Eastfield Campus and acknowledged the panelists individually. She went on to say that we had 80 people in person at the event and more than 300 people who streamed via Zoom. Chair Bravo also mentioned that the Bits and Bites event was a success.
- Trustee Flores thanked Chancellor Lonon for bringing these employee groups to be recognized and she hoped this continued as we focused on student success.

7. Opportunity for Members of the Board and Chancellor to Declare Conflicts of Interest Specific to this Agenda

None.

8. Consent Agenda

- Chair Bravo requested a motion for 8.1.a. through 8.3.a. A motion was made by Vice Chair Ritter and seconded by Trustee Boyd. Motion passed with a unanimous vote.
- Trustee Compton raised a question regarding consent agenda item 8.2.b., asking where it was to be located.
- Associate Vice Chancellor of Career Connected Learning Gloria Smith detailed the location of consent agenda item 8.2.b.
- Chair Bravo asked for a separate motion to consider 8.4.a. also stating the board would need to explore the policy in relation to this. She asked if anyone had a motion to table 8.4.a. A motion was made by Trustee Flores to table 8.4.a and Trustee Williams seconded the motion. Motion passed with a unanimous vote.

8.1 Meeting Minutes

- a. Approval of March 1, 2022, Regular Meeting Minutes

8.2 Finance Items

- a. Approval of Interlocal Agreement with Educational Purchasing Cooperative of North Texas

- b. Approval of Red Bird Square Development Initiative including Lease Agreement with 3662 W. Camp Wisdom and WCWAP, LLC.
 - c. Adoption of Reimbursement Resolution for the use of Bond Proceeds
- 8.3 Richland Collegiate High School Item
 - a. Approval of 2022-2023 Academic Calendar for Richland Collegiate High School
- 8.4 Special Requests
 - a. Approval to Pay Expenses for Trustee Attendance to 2022 San Antonio DiversityFIRST Certification Program

9. Individual Items

Chair Bravo requested a motion for item 9.1. A motion was made by Trustee Compton and seconded by Vice Chair Ritter. Motion passed with a unanimous vote.

9.1 Talent Items

- a. Approval of Warrants of Appointment for Police Officers

10. Policy Items - First Reading

- Chair Bravo asked if there was any discussion or comments on the two items listed.
 - Vice Chair Ritter reflected back on the process they went through a few months ago regarding grievance procedures saying there was a lot of context surrounding this policy that the Board would benefit from understanding. One issue he said he would like the Board to focus on was faculty free speech rights. Trustee Bravo mentioned possibly a presentation on key points from the policy. Trustee Flores agreed stating there is a lot in the 10.2 policy item that Board needed to better understand.
 - General Counsel Robert Wendland said we would find the best way to address that before the next reading.
 - Chair Bravo asked if there were any more comments regarding 10.1 or 10.2. No other comments were made.
- 10.1 Approval of Amendment to Policies Concerning Technology Resources - CR (LOCAL)
 - 10.2 TASB Cumulative Update - Local Policies: DECA, DEC, DH, DIAA, DK, DLB, DMAA

11. Informative Reports

Chair Bravo asked if there was any discussion or comments for the board informative reports. No discussions or comments were made.

11.1 Committee Reports

- a. Diversity, Equity & Inclusion Committee Notes for October 5, 2021
- b. Education Workforce Committee Notes for March 1, 2022
- c. Finance Committee Notes for March 1, 2022

11.2 2nd Quarter Facilities Improvement Plan

11.3 2nd Quarter Investment Transactions

11.4 Quarterly Budget Book Vendor Summary

11.5 Dallas College Bond Program Monthly Status Report (March 2022)

11.6 Current Funds Operating Budget Report (February 2022)

11.7 Monthly Award and Change Order Summary (February 2022)

11.8 Dallas College Foundation Report (February 2022)

11.9 Notice of Grant Awards (April 2022)

11.10 Human Resources Update (February 12, 2022 - March 12, 2022)

11.11 2021 Racial Profiling Report

12. Executive Session

None.

13. Adjournment at 5:04 p.m.

FINANCIAL ITEM NO. 8.2.a.

Approval of Revised Budget for Richland Collegiate High School (RCHS) for 2021-2022

The Chancellor recommends that authorization be given to approve the revised budget for Richland Collegiate High School.

Background

The Texas Education Agency (TEA) requires that budgets be revised as often as necessary so that no expenditures exceed the budget in any single category. Expenditures have been realigned to reflect current needs. The change in state revenue is to reflect actual total enrollment in lieu of projected enrollment.

The estimated expenditures for the 2021-2022 revised budget are in functional areas that relate to TEA categories as follows:

<u>District</u>	<u>TEA</u>
Instruction Public Service	11 Instruction
Academic Support	12 Instructional Resources and Media Services 13 Curriculum & Instructional Staff Development 53 Data Processing Services
Student Services	31 Guidance, Counseling and Evaluation Services 33 Health Services 34 Student Transportation 35 Food Services 36 Extracurricular Activities
Institutional Support	23 School Leadership 41 General Administration 52 Security & Monitoring Services
Operation and Maintenance of Plant	51 Facilities Maintenance and Operations

Resource Contact

LeaAnn Munkeres, Principal, Richland Collegiate High School

**RICHLAND COLLEGIATE HIGH SCHOOL
DALLAS COLLEGE, CHARTER HOLDER
2021-22 PROPOSED ALL FUNDS OPERATING BUDGET**

Revenues and Additions	2021-22 Original Budget	Proposed Change	2021-22 Original Budget
State Funding	\$ 4,010,916	\$ 61,940	\$4,072,856
Investment Income	\$ 10,000	\$ -	\$ 10,000
Use of Fund Balance	\$ 75,000	\$ -	\$ 75,000
TOTAL	\$ 4,095,916	\$ 61,940	\$4,157,856

Expenditures & Uses	Original Budget	Proposed Change	Original Budget
Instruction	\$ 1,544,866	\$ -	\$1,544,866
Public Service	\$ 635,000	\$ (60,000)	\$ 575,000
Academic Support	\$ 381,200	\$ -	\$ 381,200
Student Services	\$ 699,250	\$ (58,060)	\$ 641,190
Institutional Support	\$ 825,000	\$ 180,000	\$1,005,000
Operations & Maintenance	\$ 10,600	\$ -	\$ 10,600
TOTAL CURRENT FUNDS EXPENDITURES & USES	\$ 4,095,916	\$ 61,940	\$4,157,856

Dallas College
Budget Crosswalk with Richland Collegiate High School 2021-22

<u>DISTRICT</u>		<u>RCHS FUNCTION</u>	
Instruction	\$ 1,544,866	11 Instruction	\$ 2,119,866
Public Service	\$ 575,000	None	
Academic Support	\$ 381,200	12 Instructional Resources and Media Services	\$ -
		13 Curriculum & Instructional Staff Development	\$ 369,200
		53 Data Processing Services	\$ 12,000
Student Services	\$ 641,190	31 Guidance, Counseling and Evaluation Services	\$ 557,190
		33 Health Services	\$ 72,000
		34 Student Transportation	\$ -
		35 Food Services	\$ 12,000
		36 Extracurricular Activities	\$ -
Institutional Support	\$ 1,005,000	23 School Leadership	\$ 459,400
		41 General Admin Contracts	\$ 545,000
		52 Security & Monitoring Services	\$ 600
Operation & Maintenance of Plant	\$ 10,600	51 Facilities Maintenance and Operations	\$ 10,600
<u>TOTAL</u>	<u>\$ 4,157,856</u>		<u>\$ 4,157,856</u>

FINANCE ITEM NO. 8.2.b.

Approval of Operating Agreement with Dallas College Foundation, Inc.

It is recommended that the Board of Trustees authorize the Board Chair and the College Chancellor to execute the Operating Agreement with Dallas College Foundation, Inc.

Purpose

To memorialize the relationship between Dallas College (the “College”) and Dallas College Foundation, Inc. (the “Foundation”)

Background

Since its creation in 1973, the Foundation, a Texas non-profit corporation has been an affiliated entity and the College, and the Foundation have worked collaboratively to support the priorities and initiatives of the College. Because the Foundation is an independently incorporated entity, it is important to have an operating agreement between the College and the Foundation which sets forth the respective rights and obligations of the College and the Foundation in regard to this important relationship. The last agreement between the District and the Foundation was entered into in 2018 and had a five-year term which is set to expire on December 31, 2023. Due to the consolidation of the District into a single accredited entity in 2020, the parties agreed to revise the operating agreement prior to the expiration. Both parties have worked diligently to craft a form of a mutually agreeable successor to that agreement which memorializes the relationship between the College and the Foundation, as an affiliated foundation. The proposed Operating Agreement contemplates and addresses with specificity those issues that are important to any relationship between an institution of higher education and an affiliated foundation and the Chancellor recommends that it be approved.

Resource Contacts

Robert Wendland, General Counsel

Joshua Skolnick, Executive Director, Dallas College Foundation

POLICY ITEM NO. 8.3.a.

Approval of TASB Cumulative Update - Local Policies: DECA, DEC, DH, DIAA, DK, DLB, DMAA

The Chancellor recommends that the Board of Trustees take the following actions regarding Board Policy changes proposed in the Texas Association of School Boards' (TASB*) Updates.

*TASB deletions are shown in **red**, and additions are in **blue** font. Revisions by the General Counsel appear as strike throughs in **green** font; additions are also underscored in green. Corresponding page numbers also appear in green herein.

EFFECTIVE DATE

Upon Board Approval

LOCAL POLICY

EXPLANATORY NOTES

DECA – Leaves and Absences/FMLA

Revisions to this local policy are recommended for clarity and to remove some administrative details, such as certain provisions on Fitness-for-Duty Certification, that are not required to be in Board policy but are better addressed in regulations. Other changes include adding a provision on concurrent use of leave, clarifying that the College permits paid leave offset in conjunction with worker's compensation benefits.

DEC – Compensation and Benefits

Revisions to provisions of DEC (LOCAL) are recommended for clarity and to remove some administrative details that are not required to be in local Board policy but are better addressed in regulations. Other changes include relocating provisions on concurrent use of leave and provisions on order of use, addressing use of compensatory time.

In addition, revisions clarify details regarding use of the Sick Leave Bank, Professional Leave (formerly Development Leave) and Sabbatical Leave and introduce leave provisions applicable to College Emergency Response Team members.

Finally, revisions to this local policy address SB 1359 requirements related to mental health leave for peace officers and HB 2073 requirements related to quarantine leave for peace officers and emergency medical technicians. SB 1350 allows peace officers to take time off after experiencing a traumatic event while on duty, and



Existing Policy



Deleted Policy



New Policy



GC Edits

HB 2073 allows time off for peace officers and/or EMTs who are required to quarantine because of an exposure while on duty.

The General Counsel has made modifications as denoted in green.

DH – Employee
Standards of
Conduct

Revisions to this local policy are recommended to clarify provisions addressing the use of tobacco and e-cigarettes, including the addition of provisions prohibiting the gift or sale of tobacco products or e-cigarettes by employees to a person in violation of law, in accordance with SB 21. Other changes include the addition of a cross reference to policy FLBD, where the definition of e-cigarettes is located, and provisions authorizing the cultivation, possession, transportation, or sale of hemp on College property in certain circumstances (per HB 1325) and the possession, sale, or distribution of Dextromethorphan.

DIAA – Freedom
from
Discrimination/ Sex
and Sexual Violence

Recommended revisions to this local policy address SB 1371, clarifying that a College peace officer may only include the type of incident in a report of prohibited conduct submitted by the officer to the Title IX coordinator if the officer receives information regarding the incident from an employee who chooses to complete a pseudonym form.

DK – Professional
Development

Recommended revisions to this policy reflect the Board’s choice to designate the Chancellor or a designee to select a Cybersecurity Training program. Revisions provide that the Chancellor may remove an employee’s access to the College’s computer systems if the employee does not satisfy the training requirements. The revisions also provide, in compliance with law, that the CEO must verify and report cybersecurity training by College employees and periodically require the review of the College’s compliance with the cybersecurity training requirements.

DLB – Employee
Performance/Suspension

Revisions would add new local policy to address the suspension of at-will and term contract employees. Language from DMAA (LOCAL), regarding Suspension with Pay and Suspension without Pay has been moved to this policy.



Existing Policy



Deleted Policy



New Policy



GC Edits

DMAA – Term
Contracts/
Termination Mid-
Contract

Revisions remove language regarding Suspension with Pay and
Suspension without Pay, which are recommended for relocation to
DLB (LOCAL).

LEAVES AND ABSENCES
FAMILY AND MEDICAL LEAVE

DECA
(LOCAL)

<u>Leave Administration</u>	<u>The Chancellor or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.</u>
Family and Medical Leave Act (FMLA)	<u>FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.</u> ***
<u>Concurrent Use of Leave</u>	<u>An eligible employee must use unpaid FMLA leave concurrently with all applicable and accrued paid leave.</u> ***
Certification	<u>When</u> If an employee requests leave for the employee's own serious health condition; the serious health condition of the employee's parent, spouse, son, or daughter; or military family leave, the employee shall provide certification, <u>in accordance with</u> as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]
Fitness-for-Duty Certification	<u>In accordance with administrative regulations, when</u> If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall provide a list of essential job functions to the employee with the FMLA designation notice.
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District shall require reimbursement of premiums paid by the College District during the period in which such leave was taken as unpaid. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]
Workers' Compensation	An eligible employee must use FMLA leave concurrently with workers' compensation when the reason for the absence is due to an FMLA-qualifying serious health condition. In such cases, the leave will count as FMLA leave. [See DECA(LEGAL)]
Paid Leave Offset	<u>The College District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. An eligible</u> An employee who is on FMLA leave and simultaneously receiving workers' compensation wage benefits shall inform the appropriate administrator whether he or she elects to use available accrued paid leave to supplement workers' compensation benefits. Any paid leave used shall be offset against workers' compensation wage benefits. [See CKE(LEGAL)]

LEAVES AND ABSENCES
FAMILY AND MEDICAL LEAVE

DECA
(LOCAL)

Under this offset provision, the College District shall pay the difference between the weekly income benefit received under workers' compensation and the employee's regular weekly compensation and shall charge leave proportionately. If the employee has no accrued paid leave available, no offset will be provided.

An employee who is not on FMLA leave and is receiving workers' compensation benefits shall inform the appropriate administrator whether he or she elects to use available paid leave. If the employee elects to use paid leave, the College District shall pay the difference between the weekly income benefit received under workers' compensation and the employee's regular weekly compensation and shall charge leave proportionately.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

<u>Leave Administration</u>	<hr/> <u>Note:</u> <u>For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).</u> <hr/> <u>The Chancellor or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.</u>
Definitions <u>Immediate</u> Family	The term “immediate family” is defined as: <ol style="list-style-type: none">1. Spouse.2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.4. Sibling, stepsibling, and sibling-in-law.5. Grandparent and grandchild.6. Any person residing in the employee’s household at the time of illness or death.
	For purposes of the Family and Medical Leave Act (FMLA) , the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL). [See also DECA(LOCAL)]
Family Emergency	The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.
Leave Day	A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.
<u>Academic Year</u>	<u>An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.</u>

Order of Use	Earned compensatory time shall be used before any available paid leave. [See DECA(LOCAL), “Compensatory Time”]
Concurrent Use of Leave	When an absent employee is eligible for FMLA leave, the College District shall designate the absence as FMLA leave. [See DECA(LOCAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	The College District shall require the employee to use paid leave, including compensatory time, concurrently with FMLA leave.
Medical Certification	On request, an employee shall provide a written statement, signed by a doctor, which verifies the reason for use of sick leave.
Sick Leave	Full Each full-time staff <u>member</u> and administrative employees <u>employee</u> shall earn up to 96 hours of paid sick leave per fiscal year in accordance with administrative regulations.
	Full Each full-time faculty <u>member</u> shall earn one day (six hours) of paid sick leave per month for the length of the employment term.
	Sick leave shall accumulate to a maximum of 66 days per employment term.
	Sick leave shall only be used <u>after any applicable compensatory time has been exhausted</u> for the following:
	<ol style="list-style-type: none">1. Illness of the employee.2. Illness of a member of the employee's immediate family or other person who occupies a position of similar significance in the family of the employee.3. Family emergency.4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.5. With the approval of the employee's supervisor, medical or dental appointments when such cannot be scheduled outside of duty hours.6. Appointments with the College District-authorized employee and dependent assistance program provider.7. Donation to a sick leave pool.
	Unused accrued sick leave shall be forfeited upon <u>termination separation</u> of employment with the College District. In the event an employee has received sick leave benefits in excess of days earned to the date of termination, and has no other available paid leave, there shall be deducted from such employee's final compensation check an amount equal to such excess.
Sick Leave <u>Pool Bank</u>	An employee who has exhausted all paid leave, <u>as well as applicable compensatory time</u> and who suffers from a catastrophic illness or injury, <u>as defined by this policy</u> , or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may use <u>request</u> leave donated to the sick leave bank pool by College District employees. <u>Medical certification by a health</u>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

care provider, as defined by the FMLA, must be submitted with a request for sick leave bank days.

~~If the employee is unable to submit a request to use leave donated to the sick leave pool, a member of the employee's family or the employee's supervisor may submit the request to use donated leave.~~

The Chancellor or designee shall develop regulations for the ~~imple-~~mentation operation of the sick leave ~~pool~~ bank that address the following:

1. Procedures to request ~~the establishment of a sick leave pool~~ leave from the sick leave bank;
2. The maximum number of days an employee may donate to a sick leave ~~pool~~ bank;
3. The maximum number of days per academic year an eligible employee may receive from a sick leave ~~pool~~ bank; and
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests;
5. The return of unused days to the ~~pool~~ bank; and
6. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee who wishes to appeal the decision of the sick leave administrator may do so by submitting a written request to the Chief Human Resources Officer stating the reason for the appeal. Appeals must be submitted within 15 days of receiving the decision of the sick leave bank administrator. Employees may not appeal a decision that is based on the leave bank's available balance and may only appeal one time per catastrophic illness or injury.

Mental Health Leave
for Peace Officers

A College District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five (5) days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Chancellor shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Quarantine Leave for
Peace Officers and
Emergency Medical
Technicians

2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the appropriate ordering authority to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Chancellor shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Personal Leave

~~All employees~~ Each employee shall earn two days of paid leave per fiscal year to conduct personal business in accordance with administrative regulations.

An employee may accrue, and use, if available, a maximum of four days of personal leave each fiscal year.

Unused accrued personal leave shall be forfeited upon termination of employment with the College District.

Request for
Personal Leave

The employee shall submit a written request for use of personal leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or College District operations.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Earned compensatory time shall be used before any available personal leave.

Request for
Vacation Leave

The employee shall submit a written request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.

Earned compensatory time shall be used before any available vacation leave.

Mandatory Vacation

Any employee in a position of fiscal trust is required to take an annual vacation that is at least five consecutive workdays in duration. In this provision, a position of fiscal trust means a position or assignment that requires an employee to receipt or disburse monies, reconcile or journalize accounts, process payroll transactions, or purchase goods or services on behalf of the College District.

Bereavement Leave

An employee shall be granted up to three days of paid bereavement leave upon the death of a member of the employee's immediate family ~~in accordance with administrative regulations.~~ Bereavement leave shall be noncumulative.

**Developmental
Professional Leave
of Absence**

Developmental Professional leave is defined as ~~released time without salary~~ unpaid leave for either one semester or one ~~school~~ academic year. ~~It may be granted by the Board for the purpose of~~ travel, study, or other endeavors that clearly contribute to improved professional competence and development. Full-time employees with three or more years of service in the College District shall be eligible for consideration for such leave according to College District procedures.

**Sabbatical/Leave
Developmental
Leave**

Paid Sabbatical or developmental leaves of up to one year may be granted by the Board to ~~professional~~ faculty and administrative personnel for the purpose of study or travel that will benefit the institution, the students, and the employee. Administrative procedures (DEC (REGULATION)) govern the application and time of sabbatical leaves.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**College Emergency
Response Team
(CERT) Leave**

A College District employee who is an active College Emergency Response Team (CERT) member shall be granted up to eight (8) hours of paid leave per semester (Fall and Spring), for a maximum of two days per academic year, to participate in CERT training and/or related CERT activities. For purposes of this policy, a CERT member shall be considered "active," and thereby eligible to take CERT leave, upon completion of ten (10) hours of CERT participation (to include CERT training, location drills, and CERT meetings). Eligibility for CERT leave must be established each academic year. The Chancellor shall promulgate procedures for the administration of CERT leave.

Released Time

~~An employee must take vacation or leave without pay for days absent due to consulting work for which the employee is compensated.~~

**Leave Banking
Program**

~~The Chancellor or designee may grant a full-time faculty member a leave of absence with pay, not to exceed one semester, for professional development under the leave banking program. A faculty member is eligible for the banking program if he or she:~~

- ~~1. Completes at least three years of continuous service as a full-time faculty member; and~~
- ~~2. Teaches six three-hour courses or the equivalent at the supplemental (extra service) rate and defers compensation for the courses.~~

~~The Chancellor shall promulgate procedures to implement the program.~~

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Tobacco and
E-cigarettes**

An employee shall not ~~smoke or~~ use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities. ~~[See also GDA, unless authorized by the Chancellor or designee. [See FLBD]~~

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College District property or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; ~~or~~
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;

~~4. The Chancellor~~Cultivates, possesses, transports, or sells hemp as authorized by law; or

DATE ISSUED:
~~4/26/2017~~12/17/2019
UPDATE ~~32~~37
DH(LOCAL)-X

1 of 2

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

5. Possesses, sells, or distributes Dextromethorphan.

The Chancellor is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions.

DATE ISSUED: 4/26/2017 12/17/2019
UPDATE 3237
DH(LOCAL)-X

ADOPTED:

2 of 2

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

Reporting by Other
Employees

Any employee who believes that another employee has experienced sexual misconduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the Chancellor or designee.

Peace Officer

A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.

Prior Report

A person who has either learned of an incident of sexual misconduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the sexual misconduct.

College District employees shall avail themselves of opportunities for professional development, including, but not limited to, on-the-job training, seminars, conferences, and participation in professional associations.

Cybersecurity
Training

The Chancellor or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The Chancellor shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The Chancellor may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The Chancellor shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

EMPLOYEE PERFORMANCE
SUSPENSION

DLB
(LOCAL)

At-Will Employees

An at-will employee may be suspended by the Chancellor or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District's best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

Term Contract Employees

Suspension with Pay

A term contract employee may be suspended with pay and placed on administrative leave by the Chancellor or designee during an investigation of alleged misconduct by the employee or at any time the Chancellor or designee determines that the College District's best interest will be served by the suspension.

Suspension without Pay

A term contract employee may, for good cause, be suspended without pay for a definite period of time set by the Board, provided that the employee has been given written notice of the allegations constituting good cause for the suspension and, before the suspension is imposed, has been afforded an opportunity for a hearing held for that purpose in accordance with the procedures applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].

TERM CONTRACTS
TERMINATION MID-CONTRACT

DMAA
(LOCAL)

Suspension with Pay

~~A term contract employee may be suspended with pay and placed on administrative leave by the Chancellor or designee during an investigation of alleged misconduct by the employee or at any time the Chancellor or designee determines that the College District's best interest will be served by the suspension.~~

Suspension Without Pay

~~A term contract employee may, for good cause, be suspended without pay for a definite period of time set by the Board, provided that the employee has been given written notice of the allegations constituting good cause for the suspension and, before the suspension is imposed, has been afforded an opportunity for a hearing that complies with the time lines and procedural requirements set out above.~~

TALENT ITEM NO. 9.1.a.

Approval of Warrants of Appointments for Police Officers

The Chancellor recommends that the Board of Trustees approve the following warrants of appointment for the Police Officers listed below for the periods indicated.

WARRANTS OF APPOINTMENT – 2

Brian Kuntz	District Office
Full-time	Effective Date: 10 May 2022
Period of Employment: Through termination of employment with Dallas College	
Maribel Salinas Zuñiga	District Office
Full-time	Effective Date: 18 April 2022
Period of Employment: Through termination of employment with Dallas College	
Note: Last name correction from April 2022 Warrant of Appointment submission.	

POLICY ITEM – FIRST READING NO. 10.1.

Approval of Amendment to Policies on Compensation and Benefits, Salaries and Wages – DEA (LOCAL)

The Chancellor recommends the Board approve the following changes to these policies to ensure the College’s ability to effectively respond to the needs of the College and the market.

Dallas College offers employees teaching or working in a discipline for which there is a demonstrated disparity in the labor market, a stipend or compensation adjustment and a bilingual stipend for those employees who are proficient in a language other than English.

Effective Date

Upon Board Approval.

LOCAL POLICY EXPLANATORY NOTES

DEA – Compensation and Benefits / Salary and Wages	<u>Market Disparity Stipend</u> Revisions to this policy recognize the fluctuating nature of the labor market and provide for an annual stipend, rather than an adjustment to base pay, and remove from policy the list of disciplines for which a market stipend applies.
--	---

<u>Bilingual Stipend</u> Revisions to this policy provide for a monthly bilingual stipend rather than an adjustment to base pay.

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

Authority

The Board is the ultimate authority for approving salary schedules, salaries, wages, and other compensation for College District employees and other individuals who serve the College District, unless that authority is delegated elsewhere in this policy. The Board also reserves the right to make final decisions in all matters related to salaries and placement of employees on compensation schedules.

Salary Schedule Placement

The Chancellor shall develop procedures for the placement of faculty, staff, and administrative employees.

Faculty

Guidelines for the placement of faculty are as follows:

1. Credit for previous teaching experience and/or directly related work experience shall be evaluated by the Chancellor or designee. As a general rule, instructors new to the College District will not be placed more than 15 percent above the minimum salary for the classification assigned. Where unusual circumstances warrant, the Chancellor or designee is authorized to negotiate for initial employment of more than 15 percent over the minimum salary. A faculty member may be employed to replace another faculty member who has been granted leave ~~under the leave banking program, a developmental~~ professional leave, or ~~a~~ sabbatical/developmental leave. A replacement faculty member will be placed on the salary schedule using the same calculation.

Advancement on Salary Schedule

Guidelines for advancement on the salary schedule for faculty are as follows:

Faculty

Faculty reclassification may be submitted at any time after a faculty member has qualified for advancement and is effective ~~upon final~~ September 1 of the following fiscal year. ~~Board approval.~~

Staff and
Administrators

The Chancellor shall develop procedures for the advancement of staff and administrators on the salary schedule.

**Market Disparity
Stipend ~~or Salary~~
Base Adjustment for
Faculty**

The ~~Board~~ College District may provide an annual stipend to full-time faculty, staff and administrators teaching or working in disciplines where there is a demonstrated market disparity (i.e. data showing that current salaries are below the external labor market) or for which there is evidence of increased turnover in the discipline/division. ~~the areas of Registered Nursing (RN), Surgical Technology, Veterinary Technology, Licensed Vocational Nursing (LVN), Biotechnology, Cardio-Vascular Technology (CVT), Diagnostic~~

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

~~Medical Sonography (Sonography, Medical Laboratory Technology, Echo-cardiology), Magnetic Resonance Imaging (MRI), Radiological Technology, Respiratory Therapy, Dental Hygiene, Health Information Technology, Emergency Medical Services (EMT), Cybersecurity, and Construction Technology/Management as follows:~~

~~1. Category I, \$8,000 Stipend — Includes those faculty members teaching in:~~

- ~~a. An LVN Program;~~
- ~~b. An RN Program;~~
- ~~c. Surgical Technology;~~
- ~~d. Veterinary Technology;~~
- ~~e. MRI (effective September 1, 2009);~~
- ~~f. Dental Hygiene (effective January 1, 2018);~~
- ~~g. Health Information Technology (effective January 1, 2018);~~
- ~~h. EMT (effective January 1, 2018);~~
- ~~i. Cybersecurity (effective January 1, 2018); and~~
- ~~j. Construction Technology/Management (effective March 3, 2020).~~

~~2. Category II, \$5,000 Stipend — Includes those faculty teaching in:~~

- ~~a. Biotechnology;~~
- ~~b. CVT;~~
- ~~c. Diagnostic Medical Sonography (Sonography, Echo-cardiology);~~
- ~~d. Medical Laboratory Technology;~~
- ~~e. Radiological Technology; and~~
- ~~f. Respiratory Therapy.~~

~~3. In lieu of an annual stipend, a faculty member may choose a \$2,500 adjustment to base salary.~~

The Chancellor or designee shall promulgate procedures to implement this provision.

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

**Compensation for
Faculty Based on
Course Size**

~~Compensation for faculty instruction of an individual course shall be consistent within modality and across colleges.~~ A faculty member who teaches above the maximum course capacity, across all sections, or is approved to teach an under-enrolled course section shall, in each case, be compensated in accordance with applicable College District procedures.

Bilingual Stipend

The Board may provide ~~an adjustment in salary~~ a monthly stipend to full-time staff and administrative employees who are proficient in a language other than English, as determined in accordance with College District policies and procedures, if:

1. Use of the language is required for the performance of their essential duties; and
2. The employees' supervisors approve.

Means to Equity

The Chancellor and administration shall develop, publish, and annually review procedures and practices for the means through which compensation equity is sustained, including a system for review and update of all job descriptions.

Temporary expanded duties (TED) shall mean a temporary base salary increase for up to six months, with a clearly defined beginning date and ending date of the assignment, not to exceed August 31 of each year, unless otherwise approved by the Chancellor or a designee, to compensate employees who through location necessity are needed to take on duties that are above and beyond their current job description and that are expected to last for a fixed term. The Chancellor may, on the recommendation of the Chief ~~Talent Officer~~ Human Resources Officer, approve a TED for up to six months beyond the initial term, for a total period lasting no more than one year. A TED can be used for exempt, full-time staff ~~and~~ administrative positions with an annual salary of \$100,000 or less. Non-Exempt employees are not eligible for a TED. A TED is not a replacement for reclassification or promotion.

COMMITTEE REPORT NO. 11.1.a.

Education Workforce Committee Notes for April 5, 2022

The Education Workforce Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, April 5, 2022, beginning at 9:37 a.m. at the administrative office in room 036 and was broadcasted via the streaming link www.dallascollege.edu/boardmeetingslive. This meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

Cliff Boyd

* Monica Lira Bravo

Charletta Rogers Compton (arrived at 11:25 a.m.)

* Diana Flores

Justin H. Lonon (secretary and chancellor)

* Philip J. Ritter (committee chair)

Gretchen M. Williams

Dorothy Zimmermann

* *Denotes a committee member*

Members absent

None.

1. Roll Call - Announcement of a Quorum

Confirmed by Committee Chair Phil Ritter.

2. Certification of Notice Posted for the Meeting

Confirmed by Chancellor Justin Lonon.

3. Citizens Desiring to Address the Board

None.

4. Committee Presentations

4.1. Emeritus Program - Serving Older Adults in Dallas County

Presenter: Greg Morris, Senior Vice Provost, Academic Services

Chancellor Lonon introduced the emeritus program work that Vice Provost Greg Morris and committee members have done and then turned the

meeting over to Morris.

Morris shared that prior to the restructuring, there were amazing programs at several campuses. By taking best practices from each location, the various emeritus programs were restructured into one to offer higher-quality programming.

Morris defined that the emeritus program focused on older adults of 65 years and older. There were 1.8 million people in the pipeline moving into this category soon. The state offered an exemption to this community to take six credit hours per semester free of charge.

Morris pointed out that the educational attainment of these two age subsets were 45-64 and 65 plus. As emeritus was expected to grow, there would be some workforce training for this older population available.

Morris shared the history of what Dallas College offered in the past, such as programs in liberal arts or Career and Technical Education (CTE).

Questions were raised about the nine-hour rule that stated if you take a credit course three times, you had to pay an increased tuition for the course.

Morris shared that when Brookhaven and Richland provided courses, the emeritus population often re-enrolled every semester for personal enjoyment, such as painting, fitness, or music. He explained how there was a provision for emeritus students to continue to do that without paying the nine-hour rule penalty. Trustee Boyd asked if this would be offered at all campuses and Morris confirmed it would.

Trustee Boyd shared his concerns about the aging community and their lack of knowledge on accessing available resources such as Medicare eligibility and supplemental insurance coverage. He explained that a course that addressed that need would impact the community and was very excited about this opportunity.

Chancellor Lonon interjected that the state's 60x30TX plan was being revised to take into account this age group. He mentioned that there was a big population the state needed to serve in a different way.

Trustee Flores asked if any of the trustees took an emeritus program and shared that she had.

The emeritus program was only offered at Brookhaven and Richland prior to the consolidation, but that was no longer the case at Dallas College. As part of the restructuring of this program, Chancellor Lonon shared how vital it was to have conversations with this 65-plus population.

Morris shared that emeritus students could take any course Dallas College offered, but there would also be stand-alone emeritus courses which will be expanded. He mentioned fitness, financial planning, genealogy, technology, arts, and languages. Morris talked about technology was a healthy offering and how languages were a way that emeritus students could give back through volunteering to be conversation coaches for ESL courses or serving in Dallas College tutoring centers. He stated that many of this population wanted to give back, and Dallas College wanted to promote that.

Morris explained these emeritus opportunities were mostly held at Brookhaven and Richland. He shared that Mountain View worked with health and human services and how there were 20 to 30 senior adults coming to campus five days a week for these programs. Morris confirmed Mountain View would begin offering emeritus courses in the Fall. The schedules for Summer and Fall were finalized and would be posted on the website.

Trustee Boyd wanted to support the work being done in this area. He mentioned being asked about things such as wills, end of life planning, hospice, selecting home health care, selecting a nursing home, etc. Trustee Boyd wanted to see partnerships with the faith-based community as Dallas College moved forward.

Morris mentioned the team met yesterday, and Dallas College would be leveraging churches, cities, and community centers to raise awareness of the emeritus programming.

Morris gave an overview of the reorganization of the emeritus blueprint and the setup of an emeritus council to work with key members of the community. Morris talked about the drive from the community, especially at Richland, and would be looking to partner with each community around each campus.

Trustee Boyd invited Morris to present this work at area city councils.

There were about 800 members in the current emeritus database and Dallas College planned to launch a newsletter and explore more options to reach this community.

One hundred and three courses blended for emeritus would be offered, beginning this Fall. Morris was blown away with the ages of the emeritus members being up to their 90s.

Dallas College was working to find spaces and would be building a blend of multi-cultural and multigenerational support systems.

Committee Chair Ritter teased that once he got old enough, he would talk to the other trustees about enrollment in emeritus courses.

Chancellor Lonon confirmed there was still a lot of work to be done for a successful emeritus program.

Trustees Flores shared it would be helpful for the trustees to have discussions about what programs were offered and would like an opportunity to give input about their communities.

Committee Chair Ritter mentioned that Richland and Brookhaven were the leaders in emeritus programming. He talked about church members telling him that Richland President Kay Eggleston was a strong supporter of this program. Vice Chair Ritter shared how excited the members in the emeritus program were about their programs and how upset they were when the courses were impacted due to the pandemic and consolidation.

Trustee Boyd stated that the 65-plus population cared deeply about the emeritus program and how they could be great partners with Dallas College.

Morris mentioned they were updating the web presence on emeritus and that Dallas Morning News had mentioned Dallas College. He talked about other community-based awareness programs that are being worked on.

Grant Sisk mentioned how there was someone from Brookhaven, Richland, and Mountain View on the advisory group, and they were recruiting from other areas. Trustee Boyd talked about going to the city's senior director services to help recruit members for this advisory group. Trustee Flores also recommended to reach out to the Dallas Latino community for senior citizens and leverage them as well. Trustees thanked the team for the presentation.

4.2. Success Coach Professional Development & Student Satisfaction Outcomes

Presenter: Karen Stills, Associate Vice Chancellor, Student Success

Committee Chair Ritter welcomed Karen Stills.

Chancellor Lonon stated that there has been major investment in student success, success coaches.

Karen Stills thanked the Board for the opportunity to share. She began by sharing the hard work of hundreds of student success team members that work every day to serve students. Stills introduced Germain Pipkin and Professional Development and analytics teams that helped with the presentation today.

Stills shared the intentional work to align with Board's priorities to streamline navigation into the college for students, employee student development and impact income disparity.

Stills mentioned the pain points previously discussed, including gaps in equitable services across the campuses and lack of adequate professional development across the campuses. She emphasized the importance of student success outcomes and the feedback from students.

Stills shared data that directed a significant shift to address these pain points. Random professional development would not be enough. Stills presented the new learner care model 1.0 based on best practices from the health care industry and how it was applied to how we serve our students. She focused on the pillar of prepared and accountable employees and the need for strategic partnerships, accountable and prepared employees, while leveraging technology to get work done.

Trustee Flores talked about the payoff of professional development for success coaches. The prior average was more than 90 credit hours.

Stills thanked Trustee Flores and said that this 1.0 model would help the team create a culture of continuous improvement.

Trustee Flores asked about the measures to hold employees accountable. Stills shared those employees received a bi-weekly report of the data received from both satisfied and unsatisfied students. By onboarding and sharing expectations when bringing on new team members, professional development was not optional. It was assured the associate deans were holding these coaches accountable with one-on-one talks, performance checks and plans for improvement for service.

Trustee Flores was thankful for the accountability of employees and shared some experiences of students who were satisfied with their service.

Chancellor Lonon thanked Trustee Flores and mentioned that the feedback data and action plan around modeling customer service was a way that would hold employees accountable, as part of the Action '22 plan.

Stills shared the training expectations of leadership was focused as well. Leadership was learning alongside their staff and the accountability was not just for the front-line workers.

Committee Chair Ritter reminded the Board of the conversation of being equity- and racially minded. He mentioned the shared values to develop for the community. Vice Chair Ritter would like the expectations of the students as well, and to capture the expectations of our success coaches. He hoped this would be shared with our students when we engaged them and welcomed thoughts about this as they moved forward with strategic planning.

Chancellor Lonon talked about the shift and change to this success coach model to focus on the student holistically to meet their needs alongside the partnerships formed. He would like to capture that in the next version of the strategic plan by building citizenship moving forward.

Trustees had some give-and-take about metrics and measurable success. Committee Chair Ritter brought the meeting back to order and requested Stills to continue.

Stills introduced the Student Success Office of professional development and mentioned the new direction Betsy Rivas who was leading this.

The accountability development components and expanded resources for success coaches and student success. One year's worth of work is more than 1,000 hours of professional development for student success employees to complete and continuing improvement. Four areas included student customer service, technology and its use in meaningful ways, meeting job expectations, leadership development.

Stills created a built-in assessment of the development. There were formative and summative assessments within each onboarding curriculum. During Fall and Spring there were performance evaluations, monthly cornerstone reporting to monitor professional development completion,

student customer service satisfaction metrics were also being evaluated.

There were more than 100 hours developed for success coaches to complete in their first 90 days of onboarding. It included a gradual release model. Stills talked about how coaches shadow first, then co-coach before they worked with students on their own as modeled by a culture of care and connection. Coaches would ensure students understood the pathway milestones they needed to meet, completion and transition to four-year college or employment.

The survey feedback and outcomes directed the shift to intentional continuous improvement in serving students. A satisfaction survey is given to students after every service they receive.

Committee Chair Ritter asked if these processes were being built around technology that students utilized for handheld devices and if IT supported these students.

Stills responded that utilizing the new technology with support from Dr. Pamela Luckett, Chief Digital Engagement Officer, and the vendors to build this queuing system.

The Fall surveys presented 85% overall satisfaction, 91% for courtesy and 86% for correct service the first-time. This represented 300 to 400 students with this first distribution.

In response to Vice Chair Ritter's questions about hiring, Stills shared that slightly fewer than 200 coaches have been hired, and they were assigned by student type with 40 coaches for dual credit, CE/CTE support, special populations, and eight to nine groups that had special needs and then everyone else.

Stills identified two areas that needed to be addressed from the surveys in the Fall. She shared the specific training for accessibility, Dallas College Promise students, pathway success, success coaching and professional development day.

Stills talked about ethics, professional emotional intelligence, professionalism and what that meant. She reported that there were more than 400 employees who completed this training with positive feedback. Employees as well as students were surveyed and that 96% of success coaches stated the training they received would be utilized in their job, 95% responded professional development increased their knowledge. Training focused on helping increase employee morale as they gave

service to Dallas College students as well.

The responses from the Spring student survey showed 92% overall satisfaction and 93% for first-time service with 95% courtesy and respect. There was a 300% increase in the number of students surveyed. This was in part because success coaches included a link to the survey in all their email responses when assisting students.

Every student was assigned a success coach; Stills closed by saying the next steps would be to align with the strategic priorities and KPIs to ensure student retention, outcomes, employment outcomes, transfer outcomes and direction.

Trustee Boyd mentioned how that would take some time to track. Stills thanked him for noting that and mentioned there would be a future report with the summer surveys.

Chancellor Lonon added that Dallas College took time to look at best practices to build this structure. He thanked the investment of the Board to focus on success coaching and the restructure by doing things differently to support students and talent differently. Dr. Lonon talked about meeting students where they are and when they are. He shared the passion and caring of this group of success coaches and how energized they were about the work they do.

Trustee Flores talked about the past structure of advisors, and how it was previously one advisor per 800 students, where an advisor got paid only \$24,000 per year.

Stills mentioned the new compensation of \$65,000 per year and current expectations set for these positions.

Committee Chair Ritter talked about the external organizations bringing us programs. He mentioned he would like to imagine Dallas College offering stackable credentials for success coaches. He asked about financial awards for top performers and how it would differ for different employee groups. Stills brought Chief Human Resource Officer Sherri Enright into the discussion to respond. Enright discussed the changes to performance evaluations and explained that a top performer would be eligible to receive between 3-7%, and an employee who was a low performer would receive no increase or less than 3%.

Enright confirmed that it would be different for academics versus student success, with the supervisors making the decisions on high performance,

but the evaluation would be structured by Human Resources comparing like to like. The compensation structure is planned to roll out in fiscal year 2023. A future update would be made to the Board.

Committee Chair Ritter inquired about peer support potential. Stills mentioned the peer support has not been created yet, but that approval for a senior success coach working in tandem with the School of Education to support the baccalaureate program was coming. Dallas College has its own unique program for case management and was partnering with the Dallas College Foundation and a donor on this.

Trustee Boyd would like for different department to present to the Board for three to five minutes to discuss what was happening in that department to share updates with the trustees.

Chancellor Lonon responded that there is discussion on developing mini spotlights for outstanding faculty and programs for the future.

Trustee Flores declared this was an excellent presentation and was happy with the current direction for student success and outcomes that value employees. She commended Dr. Beatriz Joseph and her teams for the professional development in the student success area.

5. Items for Review

5.1. Committee Notes

- a. Education Workforce Committee Notes for March 1, 2022
No comments or edits were made.

6. Executive Session was held from 11:25 a.m. to 12:51 p.m.

7. Adjournment

Committee Chair Ritter adjourned the meeting at 1:00 p.m.

COMMITTEE REPORT NO. 11.1.b.

Finance Committee Notes for April 5, 2022

The Finance Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, April 5, 2022, beginning at 1:01 p.m. at the administrative office in room 036 and was broadcasted via the streaming link www.dallascollege.edu/boardmeetingslive. This meeting was convened by Committee Chair Cliff Boyd.

Board Members and Officers Present

- * Cliff Boyd (committee chair)
Monica Lira Bravo
 - * Charletta Rogers Compton
Diana Flores
Justin H. Lonon (secretary and chancellor)
 - * Philip J. Ritter
Gretchen M. Williams
Dorothy Zimmermann
- * *Denotes a committee member*

Members absent

None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Committee Chair Cliff Boyd.
2. **Certification of Notice Posted for the Meeting** was confirmed by Chancellor Justin Lonon.
3. **Citizens Desiring to Address the Board**
None.
4. **Committee Presentations**
 - 4.1. Doing Business at Dallas College: Vendor Partner TJ's Painting
Presenter: Jesse Ramos, Scott Wright

Scott Wright recognized a Dallas College vendor partner, Jesse Ramos with TJ's Painting, which was working on painting projects collegewide. TJ's

Painting has been in business for six years and has about 15 full-time painters. TJ's Painting had completed painting projects at Cedar Valley, Mountain View and Richland and received praise for their work.

TJ's Painting was able to work as a Dallas College vendor partner because the company was a part of the co-op, which is a purchasing system with the State of Texas for state contracts for various commodities. As part of the co-op, TJ's Painting completed projects for other institutions and municipalities.

Trustee Compton asked Mr. Ramos about the biggest challenge for growing the business and whether organizations like the Regional Black Contractors Association were beneficial. Mr. Ramos responded that networking, bonding and figuring out the paperwork were challenging, but that he found RBCA to be extremely helpful.

4.2 FY 2021-22 Spring Budget Update

Presenter: Tiska Thomas

Tiska Thomas presented a spring update on the FY 2021-22 budget. Core members of the finance team were dedicated to managing the budget and college allocations through hubs and schools of. The role of the finance team was to ensure sustainability, strategic budgeting and treasury management.

Dallas College maintained a AAA Bond rating through sound fiscal stewardship. Dallas College saved taxpayers \$62 million from bond fundings, along with \$3.3 million by increasing the exemption for the disabled and those over 65. Other financial highlights included: \$30 million paid in full for the 2020 Tax Notes, \$18 million in savings from the reorganization and \$25 million in scholarships were disbursed.

There were additional savings of \$2.5 million in defeasance by paying off the 2018 and 2019 bonds and \$5 million in savings through strategic sourcing of goods and services and renegotiation of the cost of Dallas College products and services. Reinvestments and reallocations for Dallas College included enhanced services, improved technology, e-materials for students and special services, such as the development of a Call Center. Strategic Funding also supported special funding requests for items that were not funded in the original budget, such as new ultrasound machines and neonatal supplies.

Challenges for finance in the current environment included decreased enrollment and supply chain interruptions. Other challenges for finance were educating and re-educating college personnel on budget and procurement processes, the impact of ERP implementation, and compliance and reporting of federal relief funds.

Revenue sources – state appropriations, tuition and taxes – were on track for what was projected at the beginning of the year. Tiska Thomas provided an analysis of funding levels compared to instructional and other operating expenses. She stated that while Dallas College received \$91 million from State appropriations, the amount only represents ~17% of the overall budget. The College relied heavily on taxes and tuition to provide funding for instruction and other operating expenses such as unfunded mandates that the legislature requires.

Chief Financial Officer John Robertson spoke about an item on the regular board agenda for a reimbursement resolution. Bond counsel advised refreshing the reimbursement resolution every two years. This resolution would allow Dallas College to pay itself back for expenses incurred on construction projects.

Vice Chair Ritter asked for a comparison of other community colleges and their institutional support costs versus overhead costs. This data would be provided as part of the upcoming budget workshops.

Trustee Compton voiced concerns with businesses that price gouged and expressed support of Dallas College offering reasonable and affordable pricing for services.

Trustee Flores asked leadership to share RFP information regarding the technology that would monitor the number of people on-site.

5. **Items for Review**

5.1. Committee Notes

- a. Finance Committee Notes for March 1, 2022
None.

6. **Executive Session**
None.

7. **Adjournment** was at 2:20 p.m.

INFORMATIVE REPORT NO. 11.2.

Current Funds Operating Budget Report (March 2022)

The Chancellor presents the report of the current funds operating budget for review for the period ending March 31, 2022.

DALLAS COLLEGE
2021-22 CURRENT FUNDS OPERATING BUDGET
REVENUES & EXPENDITURES
Year-to-Date March 31, 2022

	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
REVENUES				
State Appropriations	\$ 91,194,679	\$ 91,194,679	\$ 51,319,954	56.3%
Tuition	123,803,252	123,803,252	102,518,290	82.8%
Less: Waivers & Discounts	(28,080,465)	(28,080,465)	(11,433,815)	40.7%
Less: TPEG Set Aside	(5,452,787)	(5,452,787)	(5,306,142)	97.3%
Total Net Tuition	90,270,000	90,270,000	85,778,333	95.0%
Taxes	307,670,824	307,670,824	312,106,488	101.4%
Federal Grants & Contracts (Work Study)	625,000	625,000	502,033	80.3%
Investment Income	575,000	575,000	595,598	103.6%
General Revenue	1,250,000	1,250,000	3,718,291	297.5%
CARES Lost Revenue Recovery	3,300,000	3,300,000	-	0.0%
Subtotal Revenue	494,885,503	494,885,503	454,020,697	91.7%
Transfers-In	-	181,254,936	n/a	n/a
TOTAL REVENUE	494,885,503	676,140,439	454,020,697	67.1%
	Approved Budget	Allocated Budget	Year-to-Date Actuals	Percent Budget
EXPENSES				
Salaries & Wages	\$ 316,169,978	\$ 298,872,470	\$ 175,984,492	58.9%
Staff Benefits	38,809,593	37,152,775	20,378,195	54.8%
Purchased Services	42,663,412	53,938,590	37,510,118	69.5%
Operating Expenses	53,942,520	77,489,335	26,738,447	34.5%
Supplies & Equipment	40,500,000	68,139,445	3,806,910	5.6%
Subtotal Expenses	492,085,503	535,592,615	264,418,162	49.4%
Transfers to Other Funds:				
Institutional Matching - Contracts/Grants	2,800,000	2,800,000	-	0.0%
Capital Budget	-	137,747,824	n/a	n/a
TOTAL EXPENSES	494,885,503	676,140,439	264,418,162	39.1%
	Prior Month Balance	Current Month Net Change	Current Month Balance	Year-to-Date Net Change
CASH ON HAND				
Pools & Banks	\$ 210,791,398	\$ (70,332,486)	\$ 140,458,912	\$ (21,239,020)
Commerical Paper	\$ 53,415,992	\$ (73,616)	\$ 53,342,376	\$ 33,350,076
Total Cash	\$ 264,207,389	\$ (70,406,102)	\$ 193,801,287	\$ 12,111,055

DALLAS COLLEGE
2021-22 CURRENT FUNDS OPERATING BUDGET

REVENUES & EXPENDITURES

Year-to-Date - 58.3% of Fiscal Year Elapsed

UNRESTRICTED FUND

REVENUES

UNRESTRICTED FUND

	March 31, 2022			March 31, 2021		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
State Appropriations	\$ 91,194,679	\$ 51,319,954	56.3%	\$ 89,770,455	\$ 49,673,019	55.3%
Tuition	123,803,252	\$ 102,518,290	82.8%	131,645,599	113,124,913	85.9%
Less: Waivers & Discounts	(28,080,465)	\$ (11,433,815)	40.7%	(26,119,900)	(14,056,324)	53.8%
Less: TPEG Set Aside	(5,452,787)	\$ (5,306,142)	97.3%	(6,913,352)	(4,034,910)	58.4%
Total Net Tuition	90,270,000	85,778,333	95.0%	98,612,347	95,033,679	96.4%
Taxes for Current Operations	307,670,824	312,106,488	101.4%	275,912,917	296,440,007	107.4%
Work Study	625,000	502,033	80.3%	1,145,477	316,613	27.6%
Investment Income	575,000	595,598	103.6%	2,000,000	383,687	19.2%
General Revenue	1,250,000	3,718,291	297.5%	1,660,546	930,484	56.0%
SUBTOTAL	494,885,503	454,020,697	91.7%	469,101,742	442,777,489	94.4%
Transfers-In From Other Funds	181,254,936	n/a	n/a	54,737,198	n/a	n/a
TOTAL REVENUES	676,140,439	454,020,697	67.1%	523,838,940	442,777,489	84.5%

EXPENSES

UNRESTRICTED FUND

	March 31, 2022			March 31, 2021		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
Salaries & Wages	\$ 298,872,470	\$ 175,984,492	58.9%	\$ 304,272,852	\$ 169,677,804	55.8%
Staff Benefits	37,152,775	20,378,195	54.8%	37,712,217	21,191,248	56.2%
Purchased Services	53,938,590	37,510,118	69.5%	53,418,672	51,325,918	96.1%
Operating Expenses	77,489,335	26,738,447	34.5%	57,306,658	30,384,390	53.0%
Supplies & Equipment	68,139,445	3,806,910	5.6%	35,238,344	24,810,019	70.4%
Subtotal Expenses	535,592,615	264,418,162	49.4%	490,948,743	297,389,379	60.6%
Transfers-out to Other Funds:						
Institutional Matching - Contracts/Grants	2,800,000	-	n/a	3,000,000	1,021,384	n/a
Auxiliary Fund	-	-	n/a	9,890,197	9,890,197	100.0%
Capital Budget	137,747,824	n/a	n/a	20,000,000	n/a	n/a
TOTAL EXPENSES	676,140,439	264,418,162	39.1%	523,838,940	308,300,960	58.9%

Provision Summary

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

INFORMATIVE REPORT NO. 11.3.

Monthly Award and Change Order Summary (March 2022)

Listed below are the awards and change orders approved by the Chief Financial Officer in March 2022.

CHANGE ORDERS

CACO Architecture	West Campus Restoration - North Lake
Purchase Order No. B38901	Change Order No. 2
<u>Scope</u> Provide architectural and engineering design services to restore North Lake West Campus back to warehouse/office setting in preparation of reverting the facility back to the Landlord.	
<u>Change</u> This additional service includes a ramp, stairs, flatwork, and entry reconfiguration to meet code requirements.	
Original Contract Amount	\$246,207
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$6,195
Net Change	\$7,408
Revised Contract Amount	\$259,810

Casteel & Associates	Rebranding - Bill J. Priest Center
Purchase Order No. B39515	Change Order No. 1
<u>Scope</u> To replace all DCCCD signage with new Dallas College signage for the Bill J. Priest building.	
<u>Change</u> This change order includes the repair and painting of the existing exterior wall where the new signage will be installed.	
Original Contract Amount	\$88,368
Change Order Limit/Contingency	\$13,255
Prior Change Order Total Amounts	\$0
Net Change	\$11,024
Revised Contract Amount	\$99,392

Intercon Environmental, Inc.	R Building RTU & Flue Pipe - El Centro
Purchase Order No. B39629	Change Order No. 1
<u>Scope</u>	
Abatement of asbestos or lead plus remediation of mold or any other associated environmental-related remediation at El Centro Campus.	
<u>Change</u>	
This change order includes unforeseen additional asbestos abatement required after removal of the boiler flue pipe was initiated.	
Original Contract Amount	\$9,375
Change Order Limit/Contingency	\$1,406
Prior Change Order Total Amounts	\$0
Net Change	\$27,540
Revised Contract Amount	\$36,915

Mart, Inc.	Civil Improvements - North Lake
Purchase Order No. B38975	Change Order No. 1
<u>Scope</u>	
Civil improvements in five areas including waterproofing at G building and civil work at L and N buildings at North Lake campus.	
<u>Change</u>	
This change order includes repair of blocked storm drain piping, additional excavation, waterproofing materials, pavement repairs and drainage revisions due to unforeseen conditions.	
Original Contract Amount	\$736,870
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$0
Net Change	\$76,919
Revised Contract Amount	\$813,789

Post L Group, LLC	West Campus Rehab - North Lake
Purchase Order No. B39436	Change Order No. 1
<u>Scope</u>	
Contractor will furnish all labor, equipment, materials, supplies, and other accessories/services necessary to complete the North Lake West Rehab.	
<u>Change</u>	
This change order includes the reimbursement of Projectmates software, demo and haul off of 23 roof top units, increasing ramp concrete strength to 4500 pounds per square inch, irrigation, lighting, interior revisions per owner direction, and the addition of 25 days to the contract.	
Original Contract Amount	\$679,475
Change Order Limit/Contingency	\$101,921
Prior Change Order Total Amounts	\$0
Net Change	\$104,422
Revised Contract Amount	\$783,897

SmithGroup, Inc	One Stop Shop Renovation - Cedar Valley
Purchase Order No. B38340	Change Order No. 2
<u>Scope</u>	
Provide Architect's Basic Services and Instructions to Designers for the One Stop Shop Renovation at Cedar Valley Campus.	
<u>Change</u>	
This additional service includes the City of Dallas express plan review fee, redesign of the cashier department space, furniture, fixtures, and equipment (FF&E) design services.	
Original Contract Amount	\$350,208
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$38,584
Net Change	\$47,180
Revised Contract Amount	\$435,972

VAI Architects, Inc.	Atrium - West Dallas Center
Purchase Order No. B35240	Change Order No. 6
<u>Scope</u>	
Provide professional architectural and engineering design services for the addition of an atrium at West Dallas Center.	
<u>Change</u>	
This change order includes a fee for the Texas Department of Licensing and Regulation (TDLR) inspection.	
Original Contract Amount	\$187,250
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$152,163
Net Change	\$645
Revised Contract Amount	\$340,058

Vaughn Construction	Demolition & Renovation - Dental Hygiene Center
Purchase Order No. B39603	Change Order No. 3
<u>Scope</u>	
Demolition and renovation of Paramount Building's 5th floor for the Dental Hygiene Program.	
<u>Change</u>	
This change order is to provide compressed air regulators, domestic water mixing valves, lighting at public restroom alcoves, and rubber base at dental casework.	
Original Contract Amount	\$4,604,974
Change Order Limit/Contingency	\$690,746
Prior Change Order Total Amounts	\$214,227
Net Change	\$13,410
Revised Contract Amount	\$4,832,611

INFORMATIVE REPORT NO. 11.4.

Dallas College Foundation Report (March 2022)

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 \$78,742,047

Gifts Reported in Fiscal Year 2021-2022

<u>Month Reported</u>	<u>Scholarships</u>	<u>Programs & Services</u>	<u>Total</u>
September 2021	\$ 652	\$ 92,908	\$ 93,560
October 2021	\$ 11,610	\$ 360,528	\$ 372,138
November 2021	\$ 30,900	\$ 427,700	\$ 458,600
December 2021	\$267,752	\$1,454,534	\$1,722,286
January 2022	\$545,130	\$ 423,269	\$ 968,399
February 2022	\$ 97,905	\$ 23,132	\$ 121,037
March 2022	\$ 9,924	\$ 69,945	\$ 79,869
Total	\$ 963,873	\$2,852,016	\$3,815,889

INFORMATIVE REPORT NO. 11.5.

Notice of Grant Awards (May 2022)

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-Mountainview Campus / TRIO Student Support Services****PURPOSE**

Increase post-secondary completion and transfer rates of first-generation, low-income, and students with disabilities.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
1	U.S. Department of Education (USDE)	230	\$287,783	09/01/2021 – 08/31/2022

RECIPIENT**Dallas College – Bill J. Priest Solutions Development****PURPOSE**

The purpose of the TWC Apprenticeship Training Program (ATP) is to encourage and assist industries in the development and improvement of Registered Apprenticeship and other training programs that are designed to provide the skilled workers needed for Texas to compete in a global economy. As authorized in TEA Code, Chapter 133, TWC provides funds to local education agencies (LEA's) and apprenticeship committees to support a portion of the costs of job-related, in-person classroom instruction in Registered Apprenticeship programs.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
1,6	Texas Workforce Commission (TWC)	1,116	\$82,449	09/01/2021 – 08/31/2022

RECIPIENT**Career Connected Learning****PURPOSE**

The purpose of this project is to strengthen the education to workforce pipeline, drive student opportunity, and aid in the state's economic recovery due to the COVID-19 pandemic by supporting or expanding existing apprenticeship training programs.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
6	TX Higher Education Coordinating Board (THECB)	50	\$165,000	03/23/2022 – 09/30/2022

RECIPIENT**Dallas College**PURPOSE

To collaborate, coordinate and provide Adult Education and Literacy services to adults in the Dallas workforce development area with sufficient basic skills and education that will enable them to effectively achieve an educational gain, participate in-job training and retraining programs, obtain employment and continue their education to at least completion of secondary school and preparation for post-secondary education.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
1,3,6	Dallas County Local Workforce Development Board	639	\$618,192	07/01/2021 – 06/30/2022

Grant Awards Reported in Fiscal Year 2021-2022

September 2021	\$537,373
October 2021	\$8,177,584
November 2021	\$2,122,966
December 2021	\$4,386,028
January 2022	NO BOARD MEETING
February 2022	\$2,845,071
March 2022	\$652,871
April 2022	-\$93,200
May 2022	\$1,153,424
June 2022	
July 2022	
August 2022	

Total to Date	\$19,782,117
---------------	---------------------

CARES Funding Report

Last Update

4/21/2022 7:30:02 AM

→ Section 18004(a)(1) – Institutional Reimbursement Portion

→ Section 18004(a)(2) – Minority Serving Institution Reimbursement Portion

Section 18004(a)(1) – Student Aid Portion

Students Receiving Funds

Location	Child Care	Food	Housing	Learning Materials	Minus Foundation Aid	Other - Health/Safety	Transportation	Tuition	Total	Location	Sum Awarded
Brookhaven	213	408	499	372	34	355	457		2,338	Brookhaven	\$1,093,654
Cedar Valley	194	385	455	357	10	321	410		2,132	Cedar Valley	\$700,746
Eastfield	365	735	867	671	35	609	812		4,094	Eastfield	\$1,824,847
El Centro	6,608	16,772	16,835	17,000	72	13,782	18,893	8,466	98,428	El Centro	\$65,949,443
Mountain View	303	584	564	554	17	470	614		3,106	Mountain View	\$1,451,230
North Lake	225	512	575	412	16	397	492		2,629	North Lake	\$1,249,091
Richland	272	770	872	780	32	681	828		4,235	Richland	\$2,158,054
Total	8,180	20,166	20,667	20,146	216	16,615	22,506	8,466	116,962	Total	\$74,427,065

Total Funding Awards

Funds Distributed

Location	Child Care	Food	Housing	Learning Materials	Minus Foundation Aid	Other - Health/Safety	Transportation	Tuition	Total	Location	Total Distribution
Brookhaven	\$152,175	\$234,500	\$422,250	\$225,250	(\$14,850)	\$84,650	\$197,900		\$1,301,875	Brookhaven	\$1,301,875
Cedar Valley	\$141,775	\$217,500	\$391,500	\$216,000	(\$4,500)	\$75,425	\$170,450		\$1,208,150	Cedar Valley	\$1,208,150
Eastfield	\$262,425	\$427,500	\$743,000	\$411,500	(\$17,250)	\$145,825	\$347,650		\$2,320,650	Eastfield	\$2,320,650
El Centro	\$8,189,200	\$13,725,750	\$20,659,000	\$12,008,750	(\$35,550)	\$3,741,625	\$12,084,850	\$2,197,000	\$72,570,625	El Centro	\$72,570,625
Mountain View	\$200,550	\$324,250	\$471,750	\$337,250	(\$8,500)	\$110,550	\$252,300		\$1,688,150	Mountain View	\$1,688,150
North Lake	\$161,575	\$260,700	\$494,000	\$250,250	(\$8,000)	\$94,550	\$206,700		\$1,459,775	North Lake	\$1,459,775
Richland	\$206,125	\$444,000	\$745,000	\$478,750	(\$15,700)	\$160,550	\$357,350		\$2,376,075	Richland	\$2,376,075
Total	\$9,313,825	\$15,634,200	\$23,926,500	\$13,927,750	(\$104,350)	\$4,413,175	\$13,617,200	\$2,197,000	\$82,925,300	Total	\$82,925,300

Total Funds Distributed

INFORMATIVE REPORT NO. 11.7.



Workforce & Advancement/Ascend Institute
Reporting Period: 2/1/22 to 2/28/22

FY22

Company	Samples and Types of Training	Length of Class (Hrs)	Participants	Revenue
City of Dallas Police Department	Professional Development (177 classes)	4-176	3,160	\$19,588
City of Richardson	Emotional Intelligence	4	10	\$780
Construction Education Foundation	Plumbing, pipefitting, electrical, welding, HVAC, ESL (24 classes)	24-88	275	\$64,701
Dallas County	February Leadership (12 classes) CPR (1 class)	2-4	99	\$6,760
Epiroc	Forklift Certification	8	9	\$1,400
Forney ISD	Certified Nurses Aid	100	7	\$11,240
Garland Chamber/DCMA	DCMA Leadership Academy 2.0	32	15	\$7,040
North Texas Electrical and Joint Apprenticeship Fund	Journeyman / Advanced Code (2 CE classes)	48	31	\$2,159
North Texas Electrical and Joint Apprenticeship Fund	Electrical Construction (2 credit classes)	48-96	16	\$3,777
Texas Health Resources	Patient Care Technician	112	33	\$19,800
Total :				\$137,245


Workforce & Advancement Ascend Institute Report (March 2022)

FY22

Reporting Period: 3/1/22 to 3/31/22

Company	Samples and Types of Training	Length of Class (Hrs)	Participants	Revenue
Accura Systems	MS Excel	8	12	\$3,600
City of Richardson	HR Toolkit - Efficiency Reports	4	9	\$780
Construction Education Foundation	Plumbing, Planning & Sched, Rick Mgmt, Contracts (7 classes)	20-40	73	\$9,895
Dallas County	March Leadership and CPR (16 classes)	2-7	88	\$11,100
Generation USA	Developmental Learning, Intro Computers, Cloud, Java	40-112	388	\$90,000
Gulf Coast Workforce	HR Management, Principles of Marketing	36	48	\$8,532
Total :				\$123,907



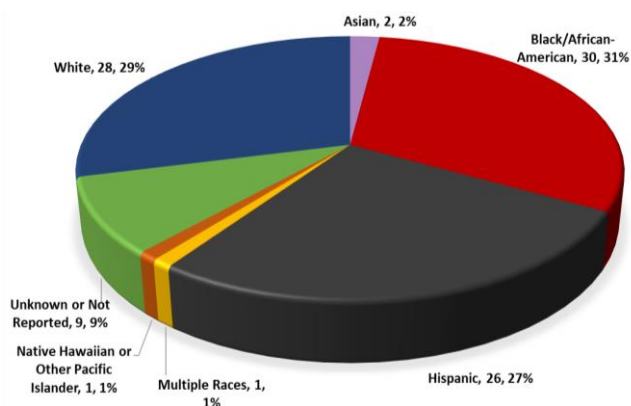
Dallas College Human Capital New Hire/Position Report

March 12, 2022 – April 12, 2022

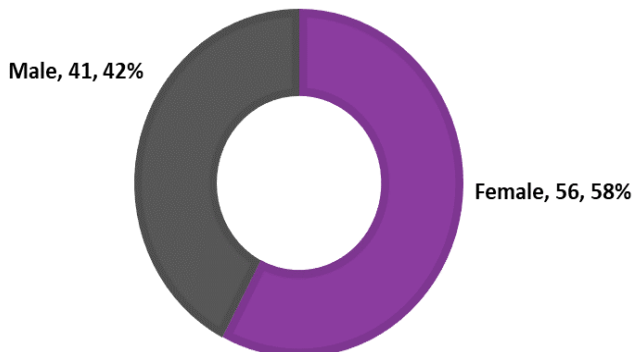
TALENT ACQUISITION PROFILE

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

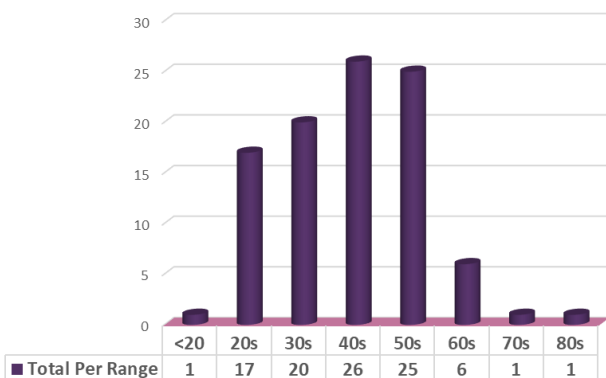
Ethnicity



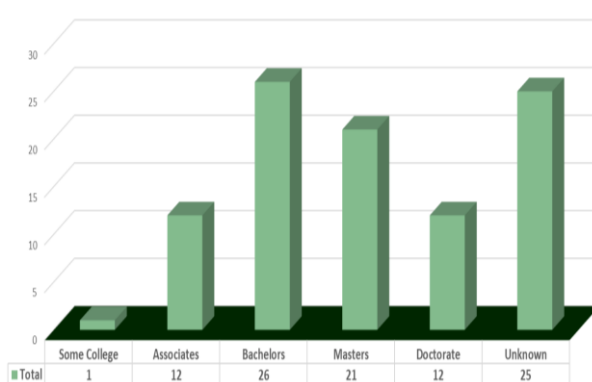
Gender



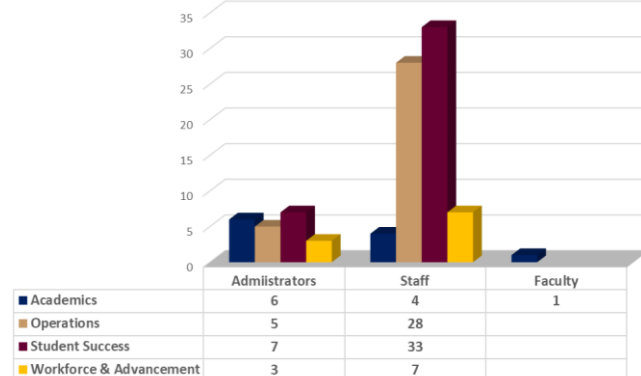
Age



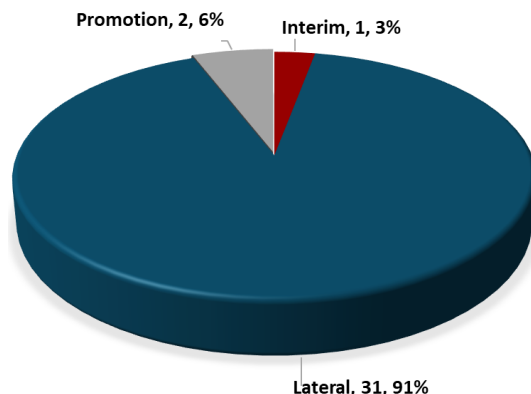
Education



Functional Areas by Position Type



Position Changes





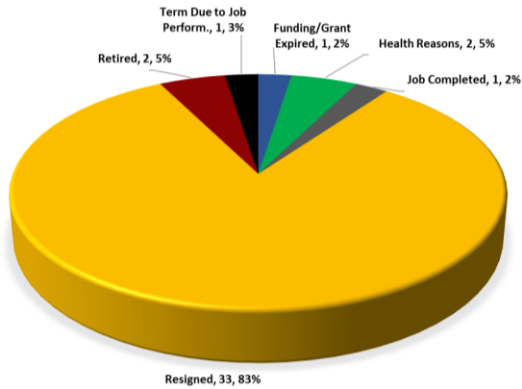
Dallas College Human Capital New Hire/Position Report

March 12, 2022 – April 12, 2022

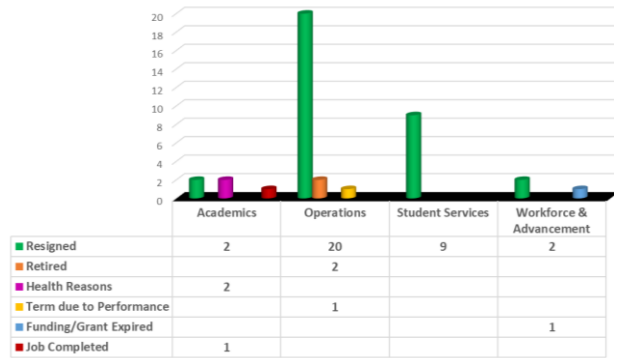
FULL-TIME TERMINATION PROFILE

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

Terminations



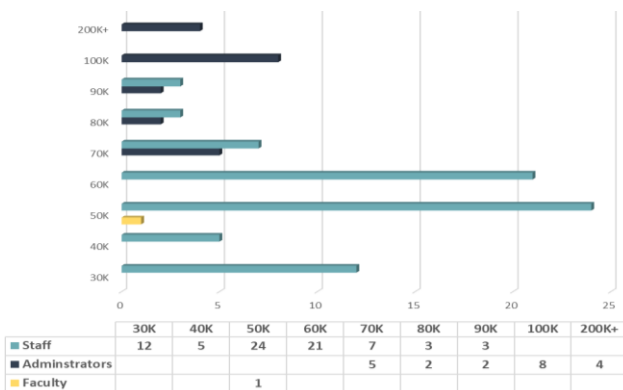
Terminations by Functional Area



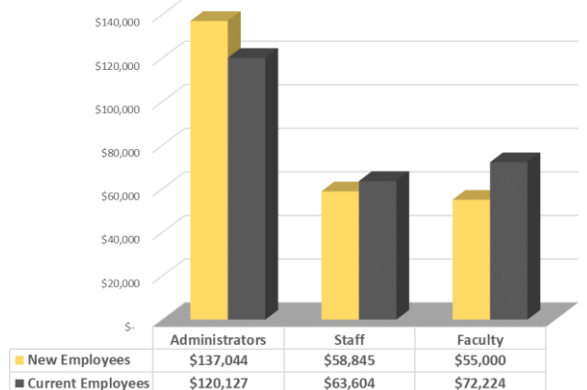
COMPENSATION PROFILE

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



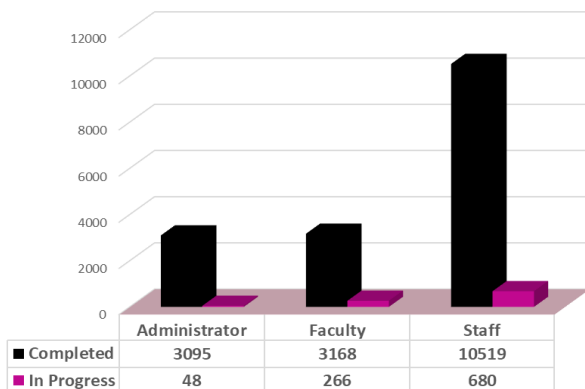
Salary Averages



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

Training Topic	Attendance
Equity Driven Practices for Student Success Professionals with Blane Harding	774
Change@Work	669
PDD 2022-All In: Creating a Culture Obsessed with Outstanding Service	625
2021-2022 Emergency Preparedness	584
PDD 2022-All In: Creating a Culture Obsessed with Outstanding Service	



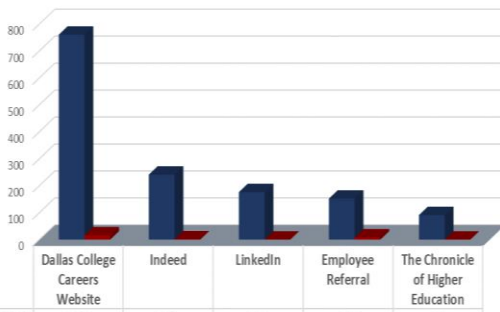
Dallas College Human Capital New Hire/Position Report

March 12, 2022 – April 12, 2022

RECRUITING PROFILE

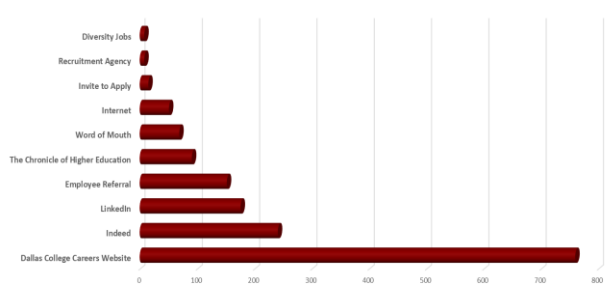
This profile is an overview of Dallas College's presence in multiple recruiting markets. These charts are representative of all job types.

Top 5 Recruiting Markets



■ Applications Submitted	760	241	176	152	91
■ Offers Accepted	16	1	0	8	0

All Recruiting Markets (Applications Submitted)



■ Applications Submitted	760	241	176	152	91	69	51	15	8	8
--------------------------	-----	-----	-----	-----	----	----	----	----	---	---