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 AN EDUCATION WORKFORCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL
TUESDAY, AUGUST 2, 2022 | 10:30 AM

Administrative Office
1601 Botham Jean Blvd., Room #036
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.

Education Workforce Committee Meeting Agenda

Page

1.   **Roll Call - Announcement of a Quorum**

2. Certification of Notice Posted for the Meeting

3. Citizens Desiring to Address the Board

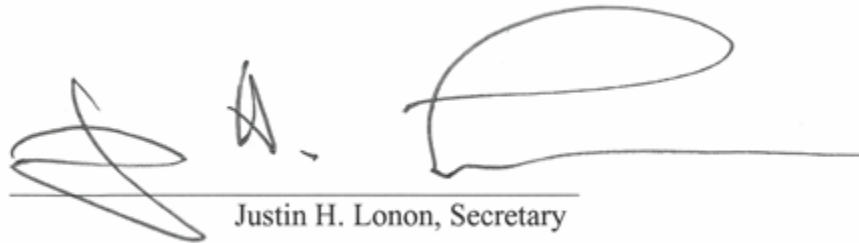**4. Committee Presentations**

5. Items for Review

6. Executive Session (If Required)

6.1.   Consultation with Attorney Regarding Legal Matters or
       Pending and/or Contemplated Litigation or Settlement Offers
       - Section 551.071

6.2.   Personnel Matters Relating to Appointment, Employment,
       Evaluation, Assignments, Duties, Discipline, or Dismissal of
       Officers or Employees- Section 551.074

6.3.   Deliberate Regarding Real Property Since Open Deliberation
       would have a Detrimental Effect Upon Negotiations with a
       Third Person - Section 551.072

6.4.   Deliberate Regarding Security Devices or Security
       AuditsSections 551.076 and 551.089

7. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE AUGUST 2, 2022 EDUCATION WORKFORCE COMMITTEE 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 29th day of July 2022 in compliance with the applicable provisions of the Texas Open Meetings Act.

Justin H. Lonon, Secretary

DALLAS COLLEGE

2022
SUMMER ENROLLMENT UPDATE

Dr. Marisa Pierce
Associate Vice-Chancellor
Enrollment Management
Education & Workforce Committee

August 2, 2022

Term	2019SU	2020SU	2021SU	2022SU
Summer 10 weeks	25	57	5,434	6,353
Summer 1	29,677	32,447	19,251	20,248
Summer 2	23,213	24,678	18,552	18,001
May Term	10,141	11,387	6,705	5,931
Unduplicated Total	43,329	45,572	34,183	34,580

Summer Enrollment

Source: Dallas College Strategic Research & Analytics

Unduplicated Headcount
Progression to Semester Target

Target Met
57.1%

40,419

Target
70,792

0 K   10K   20K   30K   40K   50K   60K   70K

Progression Bar – Fall 2022

Source: Dallas College Strategic Research & Analytics
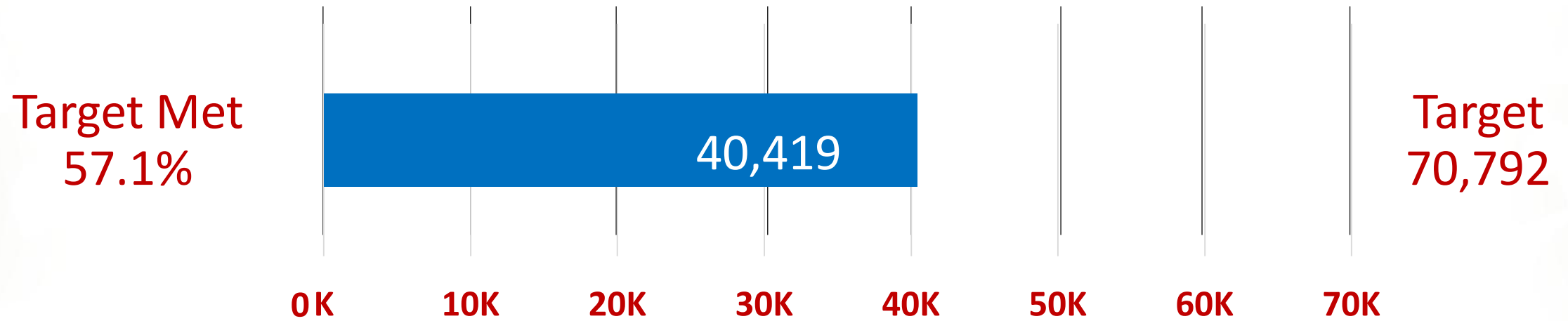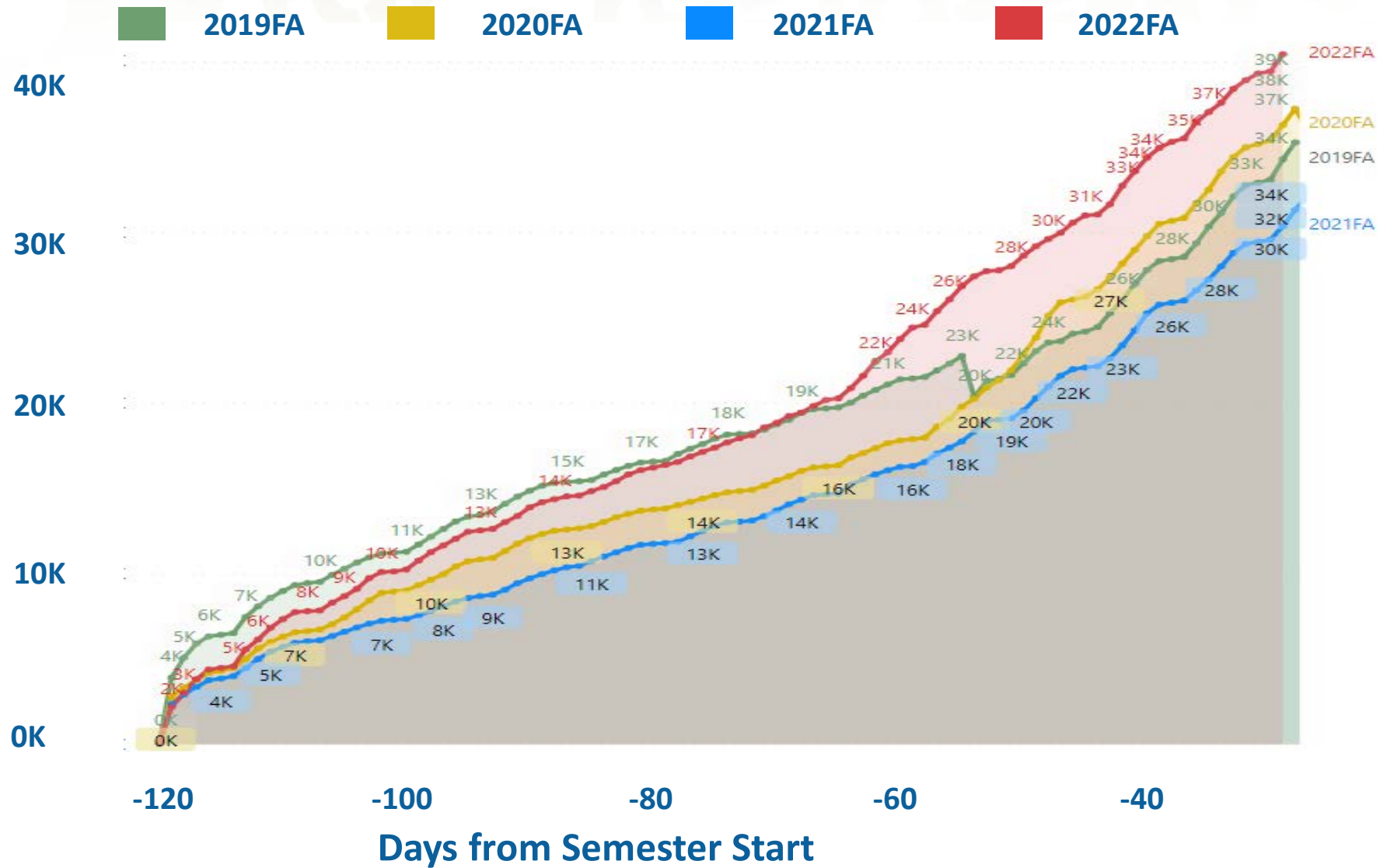
Fall Trends 2019-2022 – Unduplicated Headcount

Source: Dallas College Strategic Research & Analytics

4

Thank you

DALLAS COLLEGE

DALLAS COLLEGE

Advancement and Development:
What does it really mean?

Education Workforce Committee
August 2, 2022

Dr. Iris Freemon, Associate Vice Chancellor

1

Today's Purpose

- "Old school" Advancement & Development

- Advancement & Development at Dallas College

- The New Model for Solutions

- Road Map for Future Discussions

- Sought support for the college's needs

- Advancement was:
  - Donor development
  - Alumni operations
  - Fundraising activities and events

Old School Advancement "
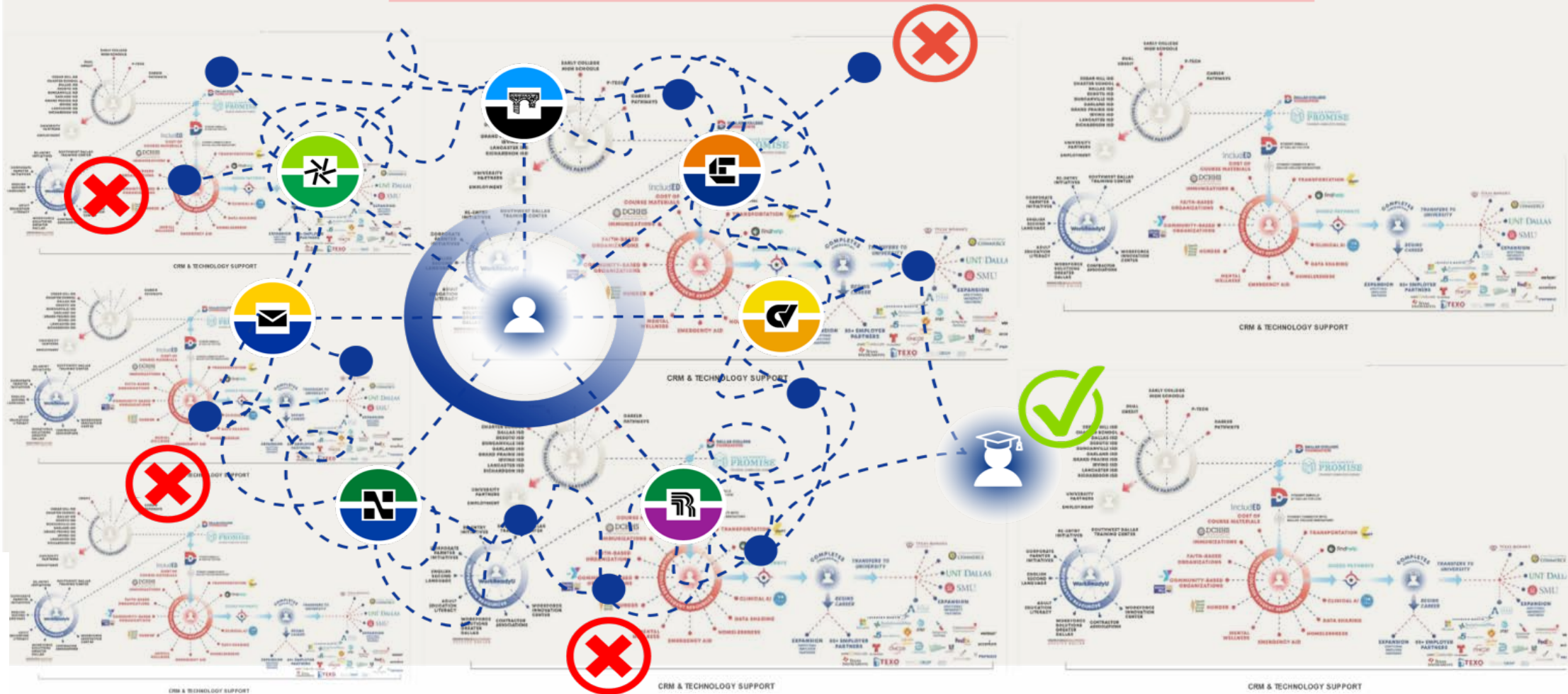
Advancing our mission

Development Work involves the collaborative creation, refinement or improvement of solutions to scale-up work that carries out the Dallas College mission.

Advancement Work leverages resources and opportunities to advance the mission of the college.

5

Advancement and Development

Advancement Strategy

Sponsored Programs
Pre and Post Award

Community Engagement

Sponsored Programs
Sponsorships

❖ Ensure funding and support to solve workforce problems and remove student barriers.

❖ Innovatively advance our partnerships for student success and workforce development.

❖ Maximize opportunities to scale and transform the Dallas College partnership network.

✓ Approximately **$349 million** for grant projects

✓ Hosted **80 unduplicated**, non-profit and faith-based community organizations

Transformative Work

Transformative Impact

✓ **Over 350** large and small **employer partners**

✓ Recruited **over 1,100 new alumni members**

7

Advancement work in the News

- ✓ **National Science Foundation Grant**

- ✓ **Two new T.R.U.E Grants**
(Texas Reskilling & Upskilling through Education)

- ✓ **Dallas College Apprenticeship Building America Grant**

A few Successes for 2020-2022

- ❖ Sector strategies with industry partners
- ❖ Launched TRUE Pathways
- ❖ 126 learners in worked base learning - Bank of America Job Initiative project
- ❖ Increasing community engagement southern sector of Dallas county
- ❖ New alumni network
- ❖ Grants dashboard
- ❖ Support the implementation, integration and scalability strategy for innovation

So much to unpack

Road Map to…

Advancement Strategy & ROI

Sponsored Programs & Sponsorships

Community Engagement

The End

In Closing

As we discuss the impact of the work now, but what that means in the future please keep in mind…

- Your external engagement
- Board priorities
- Policy influence

Thank you

<u>ITEMS FOR REVIEW NO. 5.1.a.</u>

<u>Education Workforce Committee Notes for June 7, 2022</u>

The Education Workforce Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, June 7, 2022, beginning at 3:39 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 Phil Ritter.

<u>Board Members and Officers Present</u>
    Mr. Cliff Boyd
* Mrs. Monica Lira Bravo
    Ms. Charletta Rogers Compton
* Ms. Diana Flores
    Dr. Justin H. Lonon (secretary and chancellor)
    Mr. Paul Mayer
* Mr. Philip J. Ritter (committee chair)
    Mrs. Gretchen M. Williams

* *Denotes a committee member*

<u>Members absent</u>
None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Committee Chair Phil Ritter.

2. **Certification of Notice Posted for the Meeting** was confirmed by Chancellor Lonon.

3. **Citizens Desiring to Address the Board**
   None.

4. **Committee Presentation**

   1. Policy Development
      Presenters: Tricia Horatio, Danielle Valle

Senior Director of Institutional Effectiveness and Accreditation Danielle Valle noted some required policies that were Board policies versus college level. She mentioned that as one college, Dallas College, the policy on how to develop policy must be revised. She explained her office drafted and handed the policy to Dallas College legal.

Horatio introduced the discussion with an overview of the draft for policy amendment. She mentioned that the Board policy manual was sponsored by Texas Associate of School Boards (TASB), who assist in publishing the policy manual and provide periodic updates quarterly.

Horatio explained that these policies, which were adopted by the Board, were local policies, state laws, federal laws, federal policies, attorney general opinions and case law. She described that these updates provided color to the legal policies. Horatio went on to talk about regulations, which were rules and requirements that drive business for Dallas College in exhibits (forms, glossaries and documents) housed in chapters A-C and E of the manual. She mentioned that district foundations, local governments, support services, business finance and instruction fall under these policies.

Horatio talked about the people-basing policies related to personnel, students and community, which were organized by chapters. She stated that outside of these, there were rules and procedures that existed in regulations not contained in Board policy, but in procedures, guidelines and handbooks.

Horatio defined policy as governing statement that must be approved by the Board before becoming policy within the college and was authoritative and binding. She compared the policy with the rules and procedures. Horatio explained that policies were applicable to the entire college. They reflected the Dallas College mission as related to the strategic priorities while guiding college business and helping the college comply with laws and regulations.

Horatio made a distinction between TASB and college-initiated policies regulated by the chancellor, including procedures and guidelines which are not authoritative and binding, but more of the who, when and what of the procedure in interpretative guidelines. She stated these handbooks or collections stated the mission related to expectation through policies and procedures.

Horatio mentioned that these policies and procedures required early input from stakeholders and consistent input throughout the drafting policy cycle.

Horatio described the issues and problems that resulted in Valle's group

bringing an initial draft for these updates. She explained that the process before the consolidation gained little input from stakeholders or were not consistent through the cycle.

Horatio talked about policies that do not come through the Board and were not included in the Board policy manual because they were regulations rather than policy. She explained the need for distinction between those two items. She mentioned that the Board Policy Manual was located on the website and there is a URL, which was the essential depository for all policies, procedures and regulations where people can reference and access it.

Horatio described the inconsistent application of documents, policies and amendments prior to the consolidation. She verified that utilizing collaboration with stakeholders is necessary to make the policies effective and increase awareness and viability of the documents.

Horatio showed the proposed policy process and how it would identify a policy name, stakeholders, process for development, approval and publishing practice.

Flores shared that it was good to take advantage of the consolidation to clean up and create new policies.

Horatio answered that anyone in the college community could initiate a form for a policy to go to a functional area leader with supporting background, purpose, and rational for the policy review or creation. She mentioned that next it is forwarded to a Chief Administrative Officer for that division, who would be assigned as policy owner, who would then present to the Board and own this policy.

Flores asked if the functional area leader would have the discretion to say it should move forward as valid or not. Horatio answered yes, they would have that opportunity.

Flores asked what would happen if there was a difference of opinion between the functional area lead and the initiator of the policy review or creation. Horatio answered that the employee would be able to go back and present additional information to support their case and then it would route back to the CAO to review.

Flores noted it could be subjective if there was only one decision maker.

Horatio answered that Flores' feedback would be taken and incorporated

where necessary. She described the stakeholder group that would be charged with working through the policy and development for the draft for circulation. It would include human resources, academic, councils and faculty so every voice would be heard.

Flores asked if the person who initiated the form should be part of the process. Horatio answered they could be, but did not necessarily have to be part of the process.

Chancellor Lonon interjected that sometimes people believed certain things were important but might not necessarily be a stakeholder.

Horatio stated that legal review was for consistent format and legal sufficiency, but the policy owner would be the one with ownership through the process and would work with the legal department to move it forward and then present to the Board and Chancellor for approval. She did not think that if the policy were not approved, it would go through another review round and then back and forward.

Committee Chair Ritter asked if there would be a sunset policy. Horatio answered that some are tied to law and cannot be removed, but once something makes it to policy it must be reviewed every six years.

Flores mentioned that certain policies might need to be changed or updated. Chancellor Lonon responded that the current policy for working remotely was outdated and is being looked at with new flex work policies and procedures.

Flores asked how these changes would be communicated throughout the organization so that staff members could begin this process.
Horatio responded it would be reviewed along with the impact. She mentioned that some things were time consuming and still must come before the Board or there might be emergency situations that would rise. Horatio explained that TASB updates would require more extensive review and legal reviews, then the stakeholders, and then the Board.

Horatio stated that the CAO was responsible for all communication to stakeholders and general counsel would send out a distribution to all employees announcing the process and give training for individuals to be aware of the policies and how they would work. She closed with the review process being every six years and talked about how "fun" the reading would be to work through all the policies. Horatio mentioned this would be a continual process which would be organized and more easily referenced with an accessible reposit with individual links to the central policy library keeping

them in one central place not in multiple areas for quicker updates.

Flores liked the categories approach. Horatio talked about the success markers of compliance, assurance, risk management, objectives, laws and needs of the college.

Committee Chair Ritter asked if when the colleges were separately accredited were there different policies. Valle and Horatio answered yes.

Committee Chair Ritter thanked Valle and Horatio for the presentation.

5.   **Items for Review**
   1. Committee Notes
      a. Education Workforce Committee Notes for May 10, 2022
         No comments or edits were made.

6.   **Executive Session**
   None.

7.   **Adjournment**
   Meeting adjourned at 4:05 p.m.