

*This Regular 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 the Chancellor. Per Texas Government Code § 551.1282, this meeting is being broadcast over the Internet in the manner prescribed by Texas Government Code, § 551.128.*

*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 OF THE BOARD OF TRUSTEES  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL**

**District Office  
1601 South Lamar Street  
Lower Level, Room 007  
Dallas, TX 75215  
Tuesday, December 5, 2017  
4:00 PM**

**AGENDA**

1. Certification of Notice Posted for the Meeting
2. Pledges of Allegiance to U.S. and Texas Flags
3. Special Presentations
  - A. Eastfield College Women's Volleyball NJCAA Division III National Champions
  - B. Brookhaven College Women's Soccer NJCAA Division III National Champions

4. Citizens Desiring to Address the Board

5. Comments from the Chancellor and/or Trustees which may include Acknowledgements, College Updates, Legislative Considerations, Business and Industry Engagements

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B. Trustee Comments/Questions

C. Committee Reports

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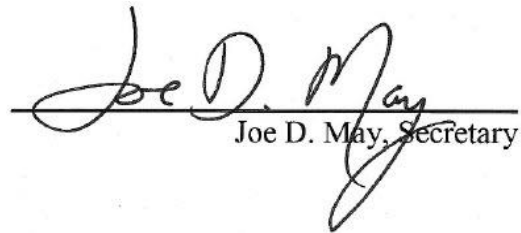
551.071

- B. Personnel Matters Relating to Appointment, Employment, Evaluation, Assignments, Duties, Discipline, or Dismissal of Officers or Employees - Section 551.074
- C. Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a Third Person - Section 551.072
- D. Deliberate Regarding Security Devices or Security Audits- Sections 551.076 and 551.089

## 11. Adjournment

**CERTIFICATION OF NOTICE POSTED  
FOR THE DECEMBER 5, 2017  
REGULAR MEETING OF THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Joe D. May, Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 1st day of December 2017, 1) in a place convenient to the public in the District Office Administration Building, 2) to John F. Warren, County Clerk of Dallas County, Texas, and 3) on the bulletin board at the George Allen, Sr. Courts Building, all as required by the Texas Government Code §551.054.

  
Joe D. May, Secretary

## COMMITTEE REPORT NO. 5C-1

### Finance Committee Meeting Notes for November 7, 2017

A Finance Committee Meeting of the Board of Trustees of Dallas County Community College District was held Tuesday, November 7, 2017, beginning at 1:50 p.m. in the Lower Level, Room 036. This meeting was convened by Committee Chair Phil Ritter.

#### **Board Members and Officers Present:**

- Ms. Charletta Rogers Compton, board chair
- Ms. Monica Lira Bravo
- \* Ms. Diana Flores
- Mr. Wesley Jameson
- Dr. Joe May, secretary and chancellor
- \* Mr. Phil Ritter, finance committee chair
- Mr. JL Sonny Williams
- \* Ms. Dorothy Zimmermann
  
- \* Denotes actual committee members

1. **Certification of Notice Posted for the Meeting** was confirmed by the Chancellor.
  
2. **IT/PSS and Revenue Bond Presentation – John Robertson**  
Revenue bonds would be used for Phase 1 district-wide projects, such as upgrading the IT infrastructure, Public Safety and Security projects, and North Lake College Construction Technology building. The estimated cost of Phase 1 is \$114 million. Phase 2 budget and funding will be determined at a future date.

The board will vote on the authorization of the issuance of revenue bonds in the Spring of 2018.

*Trustee Zimmermann asked for more details on the IT infrastructure and Public Safety and Security projects. John Robertson will provide more detailed information to the trustees.*

3. **Master Plan Overview Presentation – John Robertson & Jasmond Anderson**  
Jasmond Anderson and Jada Edwards have worked with the colleges to produce strategic master plans that combine educational and budget planning with the DCCCD Mission, 60x30TX initiative and needs of the community. The college master plans will provide “long-range vision for the efficient and sustained viability of educational programs, space and environment.” Each college

president will present their college master plan to the board in the coming months. After all college presentations, an overlapping master plan will be presented to the board.

*Trustee Ritter suggested looking at commercial development opportunities in real estate or mixed-use buildings. Trustee Jameson suggested looking at market values. Trustee Zimmermann suggested building a large convention center for district and community use.*

**4. North Lake College Master Plan Presentation – Christa Slejko & Eddie Tealer**

The priority findings for North Lake College include a new Construction Technology building, create a “front door” or iconic entrance to the main campus and develop a more connected campus layout with building expansions.

The trustees will tour North Lake College on Dec. 5.

**5. Committee Notes for October 3, 2017** were reviewed.

**6. Executive Session**

Committee moved to executive session at 3:39 p.m. and returned at 4:10 p.m.

**7. Adjournment** was at 4:12 p.m.



## COMMITTEE REPORT NO. 5C-2

### Audit Committee Notes for August 1, 2017

An Audit Committee Meeting of the Board of Trustees of Dallas County Community College District was held Tuesday, August 1, 2017, convened by Committee Chair JL Sonny Williams and began at 1:12 p.m. in the lower level, room 036.

#### **Board Members and Officers Present:**

- Ms. Charletta Rogers Compton, board chair
- \* Ms. Monica Lira Bravo
- Ms. Diana Flores
- Mr. Wesley Jameson
- Dr. Joe May, secretary and chancellor
- Mr. Phil Ritter
- \* Mr. JL Sonny Williams, audit committee chair
- Ms. Dorothy Zimmermann
  
- \* Denotes actual committee members

#### **Members Absent:**

None.

1. **Certification of Notice** posted for the meeting was confirmed by Chancellor Joe May.  
Meeting opened by Audit Committee Chair Trustee Sonny Williams, who greeted all present and introduced presenter for agenda item 2.
2. **Presentation of Annual Audit Plan for 2017-18**  
Presenter: Rafael Godinez  
A. Rafael introduced his auditing staff and thanked them for their hard work. He presented to the board the Internal Audit Plan for the year ending August 31, 2018, including planned audit areas and projected dates.
3. **Presentation of 3<sup>rd</sup> Quarter Report from Internal Audit for Quarter ending May 31<sup>st</sup>, 2017.**  
Presenter: Rafael Godinez  
A. Rafael presented his report and began the discussion.
  - Trustees Zimmerman, Flores, Jameson, and Ritter asked for clarification on findings of the audits, how the current standard process of controls and sample testing is done and how metrics are used in areas of higher risk.

- Rafael addressed each concern and question by reviewing in further detail what minor findings were made, types of audits and their functions, how the current standard process of controls and sample testing is done to ensure that the controls are operating as they should, and circumstances requiring outside auditors.
- Rob reminds the board of the development of an annual audit plan where risk assessment was addressed and that a survey was sent to the board for feedback in that development.
- Rafael added that his approach to audits are affected by the Board's strategic direction and that when looking at these objectives, he included areas needing special attention in his testing. He further gave assurance to the Board that the process is going well.

### **Committee Action**

The Board agrees to present the report to the board for a vote at the regular meeting.

#### **4. Introduction of Grant Thornton Representatives and Presentation of Plan for Annual Audit**

Presenters: Ben Kohnle & Juliet Williams of the Grant Thornton team.

Ben Kohnle reviewed his presentation and highlighted the most significant items that were relevant to the role of the Board of Trustees.

Questions were answered and clarification given regarding the risk assessment process, determining benchmarks, etc.

Ben assured the Board that they are working on sculpting their audits around the perspectives given in the survey which the board submitted in the spring and create a more transparent risk assessment process for the Board.

#### **5. Review of Chancellor May's Travel Report**

The Chancellor's travel report was reviewed; informative only, no action required.

#### **6. Review of Audit Committee Notes for April 4, 2017**

The committee notes were reviewed.

#### **7. Executive Session**

Convened at 12:39 p.m. and returned at 1:11pm

#### **8. Adjournment**

Audit Committee was adjourned at 1:12 pm.

## CONSENT AGENDA NO. 6A-1

### Approval of Minutes of the November 7, 2017 Regular Board Meeting

It is recommended that the Board approve the minutes of the November 7, 2017 Board of Trustees Regular Meeting.

#### **Board Members and Officers Present:**

Ms. Charletta Rogers Compton, chair  
Ms. Monica Lira Bravo  
Mr. Wesley Jameson  
Ms. Diana Flores  
Dr. Joe May (secretary and chancellor)  
Mr. Phil Ritter  
Mr. JL Sonny Williams  
Ms. Dorothy Zimmermann

#### **Members Absent:**

None

A Regular Meeting of the Board of Trustees of Dallas County Community College District was held Tuesday November 7, 2017, the meeting was called to order at 4:13 p.m. in the Lower Level, Room 007.

1. **Certification of Notice Posted for the Meeting** was made by Chancellor Joe May.
2. **Pledges of Allegiance** to U.S. and Texas Flags were recited.
3. **Special Presentation: Health Careers Resource Center, Presenter – Brenda Loya:**  
Brenda, District Director of the center, described her role and how the resource center functions, serving as a clearinghouse for all healthcare training available through our 7 colleges, and supporting the network model. She also gave special thanks to Mary Brumbach for her vision & leadership and Dr. Garza of Mountain View College who supervises and guides the work of the center. Brenda answered general questions about the program and training.
4. **Citizens Desiring to Address the Board**  
There were none.
5. **Comments from the Chancellor and/or Trustees** which may include Acknowledgements, College Updates, Legislative Considerations, Business and Industry Engagements

A. Chancellor's Updates:

1. Chancellor May recognized Trustee Monica Bravo, Justin Lonon, Tom Chesney and Ben Magill, who were among the volunteer principals for a day – shadowing DISD principals on October 5<sup>th</sup> – which was sponsored by the Dallas Regional Chamber of Commerce. Dr. May also thanked Trustee Ritter who participated in an important healthcare forum panel discussion on mental health on October 26<sup>th</sup>.
2. Chancellor May recognized Joyce Williams, Associate VP for Workforce Development, who was recently elected the chair of the Boys & Girls Club of Dallas, for which she provides leadership for the education and community based partnership goals of this very important organization.
3. Dr. May recognized the honors that Eastfield College received in the 95<sup>th</sup> Annual Convention of the National College Media for their outstanding journalism efforts.
4. The Chancellor gave a brief legislative update, including the new baccalaureate degree program that DCCCD will be offering.
5. Lastly, Dr. May thanked the employees of the district for their generosity to the Employee Giving Campaign, which exceeded this year's goal by raising over 164,000 in donations.

B. Trustee Comments:

1. Trustee Jameson mentioned his attendance at the ACCT Leadership Conference/Advocacy Course in September, and the effort to help bring awareness of legislative effects in the area of education, not just in our district but nationwide. He explained in more detail the efforts of the ongoing education of this conference and its importance.

C. Committee Reports:

Reports were reviewed.

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

No declarations made.

**7. Consent Agenda**

Trustee Flores moved and Trustee Jameson seconded the motion to approve consent agenda items 7A-1, 2, 7B-1, 2 and 7C-1, 2. Motion passed unanimously.

**8. Individual Items**

Trustee Williams moved and Trustee Bravo seconded the motion to approve talent items 8A-1, 2, and 3. Motion passed unanimously. Trustee Flores requested a footnote be included when there is a break in time for employee contracts.

Trustee Flores made special comments on item 8A-2, comments are attached as requested by Trustee Flores.

**9. Informative Reports**

Informative reports 9A-H were reviewed.

On items 9C-1 and 2, John Robertson and Clyde Porter reviewed the report in detail and made clarifications where needed. Clyde answered questions about the upgrades being done and pointed out that they are trying to meet requirements, i.e. the electrical and fire system upgrades that deal with code issues. He also addressed questions on timelines and estimates regarding projects that are on hold and how they might be effected by price escalation if on hold for a matter of years.

John will reformat the Facilities Management Report for the December regular meeting agenda at a trustee's request.

Pyeper will provide detailed information on scholarships awarded in the last 2 years at a trustee's request.

**10. Executive Session**

Board moved to Executive Session at 3:39 p.m. and returned to the regular meeting at 4:10 p.m.

**11. Adjournment of Regular Meeting**

Board adjourned at 5:26pm

**Comments by Trustee Diana Flores for the Record Regarding Talent Item #8A-1:  
Employment of Contractual Talent – Administrator Related Actions  
November 7, 2017 Board of Trustee Meeting**

I have expressed concern about the lack of inclusiveness at the upper administrative levels, and this lack continues. To highlight my concern, today I will cite Richland College's statistics on students and staff.

To preface those concerns, I remember several years ago a study was done on the lack of people of color in higher ed. One of the conclusions of that study is that people tend to hire those who look like them. So, since Richland College has a high-level administrative position on this Board agenda, I asked for the composition of Dr. Kay Eggleston's direct reports.

I was informed of the following: Dr. Kay Eggleston's direct reports consist of:

- 2 Anglo males
- 1 Asian male
- 4 Anglo females
- This results in 14% of her direct reports being a person of color

With today's hire, Dr. Kay Eggleston's direct reports will consist of:

- 2 Anglo males
- 1 Asian male
- 5 Anglo females
- This results in 12.5% of her direct reports being a person of color ( $1/8=12.5\%$ )

Again, the study conducted of people of color in higher ed concluded that people tend to hire those who look like them. In the case of Richland College's leadership data, this conclusion seems to be validated.

Now, to look at Richland College's overall student and staff statistics which we received at the June 30<sup>th</sup> budget meeting: For students and faculty, I am giving an average between full-time and part-time numbers. For staff and administrators, part-time numbers are not provided, so I assume there are no part-time positions in those categories, so those numbers reflect the full-time employees in said categories.

Students – Average of FT & PT Students	
Hispanic	30.26%
White, Not Hispanic	24.52%
African American	18.17%
Other	27.56%

Faculty – Average of FT & PT Faculty	
Hispanic	10.65%
White, Not Hispanic	58.67%
African American	22.75%
Other	18.52%

Staff – Full Time	
Hispanic	16.52%
White, Not Hispanic	39.10%
African American	22.75%
Other	21.67%
Administrators – Full Time	

Hispanic	6.12%
White, Not Hispanic	63.27%
African American	20.41%
Other	10.20%

At the October 3<sup>rd</sup> Education and Workforce Committee meeting on enrollment, Richland College's numbers for fall 2017 are:

- Head count enrollment: Increased by only 0.3%; only one college had a lower number. The average enrollment increase of the colleges for fall 2017 was 2.5% - contrast that to Richland College's 0.3% increase. The average of 2.5% is 157.15% higher than Richland College's 0.3% increase.
- Contact hours: Contact hours decreased by 0.3% at Richland College; average contact hours for the colleges was 1.6
- Dual credit head count: increased by 0.5% at Richland College; the average increase in dual credit for the colleges was 17.8% - 17.8% average increase compared to 0.5% increase for Richland College. The 17.8% average increase is 189% greater than Richland College's 0.5% increase.
- Dual credit contact hours: here the increase was a bit better at Richland College; there was a 4.6% increase, but that is contrasted to again a 17.8% average increase across the colleges. The 17.8% average increase is 116.74% greater than Richland College's 4.6% increase.

At the October 3<sup>rd</sup> meeting when I asked if these weak numbers at Richland College could be due to a decrease in population density in their service area, the response was no. What probably has changed in Richland College's immediate service area, however, is the demography of the residents. Is there is a direct correlation between Richland College's unbalanced student and staff numbers under its present leadership and the inability to draw an increased number of students to the college?

I want to thank all those in DCCCD who work every day to serve students with excellence and to be inclusive. However, our data show that we have much improvement to make. We must do better; we can do better. Our students, employees and Dallas County residents deserve it.

## POLICY ITEM NO. 6B-1

### Approval of Amendments to Policy Concerning Authority of Chancellor to Execute Contracts Approved by the Board – CF (LOCAL)

As directed by the Board at the November 2017 Meeting, to clarify and memorialize the long-standing practice of the District, an amendment has been prepared to CF (LOCAL) to specifically authorize the Chancellor, or his or her designee, to execute contracts which have been approved by the Board in accordance with Board Policy.

The Chancellor recommends that the Board amend policy CF (LOCAL) only as follows:

Effective date: Immediately Upon Approval by the Board.

PURCHASING AND ACQUISITION

CF  
(LOCAL)

\*\*\*

SIGNATORY  
AUTHORITY

~~Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College District by the Board Chair.~~ In addition to the delegation of contractual authority otherwise provided by Board policy and administrative regulations, the Board delegates to the Chancellor, or his or her designee, the authority to execute any contract on behalf of the College District which has been approved by the Board in accordance with this policy, including those contracts for purchases which have been approved by the Board as part of the annual Budget Book.

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POLICY ITEM NO. 6B-2

Approval of Amendment to Policy Concerning Employment Restrictions  
–DBD (LOCAL)

The amendment expands the disclosure requirement for conflicts of interest and establishes new policy relating to conflicts of commitment.

The Chancellor recommends that the Board amend policy DBD (LOCAL) only as follows:

Effective date: June 1, 2018

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST/COMMITMENT

DBD  
(LOCAL)

\*\*\*

CONFLICT OF INTEREST  
DISCLOSURE  
GENERAL  
STANDARD

An employee shall disclose to his or her immediate supervisor any personal, professional, commercial, or financial interest, ~~a personal financial interest, a business interest,~~ or any other obligation or relationship that could reasonably be expected to directly or significantly affect the employee's performance of his or her assigned duties and employment responsibilities or create a substantial conflict between the interest of the employee and the best interest of the College District. ~~in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.~~

Annually, Board members, the Chancellor, College Presidents, employees who report directly to the Chancellor, and any other employee engaged in the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the College District (other than employment contracts), shall certify in writing, on a form that meets the requirements of the General Counsel for the College District, that neither he/she ~~he or she~~, nor any of his/her relatives in the first degree of consanguinity or affinity, has

	<p><del>does not have</del> a substantial interest in any business entity that is a party to or receives direct financial benefit from <del>a the</del> College District's purchase or contract. The <u>Chancellor</u> <del>College District director of human resources</del> shall promulgate rules to <u>provide for such</u> <del>implement this</del> certification.</p>
<p>SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST</p>	<p>The Chancellor shall file an affidavit with the Board Chairman disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Chancellor or any of his or her relatives in the first degree may have.</p> <p>Any <u>College President, any employee who reports directly to the Chancellor, and any</u> other employee who is in a position to affect a financial decision involving any business entity or real property ("<u>Qualifying Employee</u>") in which <del>the</del> <u>Qualifying Employee, including his or her relatives in the first degree of consanguinity or affinity,</u> <del>employee</del> has a substantial interest as defined by Local Government Code 171.002, shall file an affidavit with the Chancellor. <del>however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</del></p>
<p>INTEREST IN PROPERTY</p>	<p>The Chancellor, <u>any College President, and any employee of the College District who reports directly to the Chancellor, as well as any other employee who is in a position to affect a financial decision involving the acquisition of property by the College District,</u> shall be required to file an affidavit disclosing <u>his or her</u> interest in <u>the</u> property, in accordance with Government Code 553.002.</p>
<p>CONFLICTS DISCLOSURE STATEMENT</p>	<p>No employee other than the Chancellor shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.</p> <p>[See BBFA]</p>
<p><u>EXTERNAL ACTIVITIES</u></p>	<p><u>The College District allows and encourages College District employees to engage in external activities as long as the activity does not violate the law or College District policies</u></p>

Existing Policy

Deleted Policy

New Policy

GC Edits

governing the conduct of College District employees, including ethics standards and provisions relating to conflicts of interest, conflicts of commitment or use of state resources. External activities must not, however, conflict, reduce or interfere with the proper discharge of the employee's duties or the employee's ability to meet his or her employment responsibilities.

## CONFLICT OF COMMITMENT

A conflict of commitment exists when the external activities of a College District employee have the potential (either in actuality or appearance) to interfere or compete with the employee's employment responsibilities; when the employee uses College District property in connection with the employee's external activity; or when an employee undertakes, on behalf of another organization, activities that would ordinarily be performed on behalf of the College District.

For purposes of this policy, employment responsibilities are those activities in the course and scope of an employee's performance as a College District employee and related to the employee's professional expertise, such as teaching, administrative duties, service on College District committees, and any duties or responsibilities outlined in the employee's job description or employment agreement, irrespective of when and where the activities occur.

Conflicts of commitment may arise regardless of the location of the activity (on or off campus, on-line), the type of external entity (individual, for profit, not-for-profit, or government), or the level of compensation (compensated or uncompensated).

Examples of conflicts of commitments:

- An external activity that substantially reduces the time available for the employee to fulfill his or her employment responsibilities.

- Teaching for another educational institution.
- Undertaking activities that compete, or have the potential to compete, with the College District in areas that are within the mission and purpose of the District.

The Chancellor shall promulgate procedures for the evaluation of potential or actual conflicts of commitment.

## FULL-TIME EMPLOYEES

Full-time employees owe their primary professional commitment to the College District. Accordingly, full-time College District faculty, staff and administrators shall not be engaged in full-time employment or assignment at another educational institution while employed full-time by the College District.

## DISCLOSURE

An employee shall promptly disclose all actual or potential conflicts of commitment to the employee's supervisor (or a designee) as potential conflicts are identified. An employee must also provide additional relevant information concerning all actual or potential conflicts of commitment as may be requested by a supervising authority and/or deemed necessary for the purpose of evaluating the actual or potential conflict.

When in doubt as to whether an external activity warrants disclosure, employees are encouraged to resolve such doubt on the side of disclosure.

Disclosure requirements shall apply to all full-time and part-time employees.

## PRIOR APPROVAL REQUIRED

Except as otherwise provided below, approval from the proper authority is required prior to engaging in any compensated or uncompensated external activity, including employment, that reasonably appears to, or that an employee reasonably expects will create or reasonably have the appearance of creating a conflict of commitment. Approval



Existing Policy



Deleted Policy



New Policy



GC Edits

requirements shall apply to all full-time staff, faculty and administrators.

The review and approval of requests to engage in external activities shall be managed in accordance with established College District procedures.

Certain leave options may permit external activities that otherwise might constitute conflicts of commitment. [See DEC (REGULATION)].

#### NO PRIOR APPROVAL REQUIRED

Certain external activities enhance the mission of the College District and provide College District employees opportunities for professional development related to the discharge of their duties. Such activities are encouraged by the College District and are considered “pre-approved,” such that prior-approval by the College District is not required to engage in the activity.

The following external activities are encouraged by the College District:

- Service on a local, state, or federal government agency committee, panel, or commission;
- Acting in an editorial capacity for a professional or scholarly journal;
- Attending/presenting at conferences on matters related to the employee’s College District responsibilities; and
- Membership in a professional or industry association.

#### RESCISSION

Irrespective of whether prior approval by the College District is required, an employee may be asked to cease participation in an external activity at any time pending receipt of information indicating that the external activity is inconsistent with College District policy, applicable law, or that it conflicts, reduces, or interferes with the proper discharge of the employee’s duties or the employee’s ability to meet his or her employment responsibilities. Notice of such a request or rescission of

approval shall be provided to the employee in writing.

#### RETROACTIVE APPROVAL

An external activity may be approved retroactively when the employee is called upon to engage in an external activity for which prior approval would be impossible or unreasonable to obtain, i.e. an emergency or urgent situation. In such cases, the activity must be disclosed to and approval sought from the proper authority as soon as reasonably possible.

#### USE OF RESOURCES

Except as authorized by the appropriate College District authority, employees may make only incidental use of College District resources for purposes unrelated to the discharge of their duties or the mission of the College District. For purposes of this policy “Incidental Use” shall be as defined in CR (LOCAL).

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#### VIOLATIONS

A College District employee who violates this policy may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College District policies and procedures.

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RECOMMEDATION FROM AUDIT COMMITTEE NO. 6C-1

Approval of Comprehensive Annual Financial Report for the District and Richland Collegiate High School and Single Audit Report of Federal and State Awards together with Reports of Independent Auditors, for the Fiscal Years Ended August 31, 2017 and 2016

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

## RESOLUTION NO. 6D-1

### Approval of Resolution Ordering Election for May 5, 2018, in Trustee Districts 1 and 7

The Chancellor recommends that the Board of Trustees of the Dallas County Community College District order an election and other matters related to the election by adopting the attached Election Order Resolution. The election will be held on May 5, 2018 in Trustee Districts 1 and 7. In addition, the Election Calendar is attached.

Effective Date: Upon Approval

### Policy Reminders

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

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

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

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

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



## ELECTION ORDER RESOLUTION

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

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

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT:

Section 1. That an election shall be held on the first Saturday in May, 2018, which is the fifth day of May, 2018, to elect two (2) members of the Board of Trustees of Dallas County Community College District in Trustee Districts 1 and 7.

Section 2. That Toni Pippins-Poole is the early voting clerk for the May 5, 2018 election. Early voting by mail shall be conducted at Dallas County Elections Department, Eighth Floor, 2377 North Stemmons Freeway, Suite 820, Dallas, Texas 75207. Early voting by mail begins January 1, 2018 and ends April 24, 2018.

The main early polling location for voting by personal appearance is on the first floor of the Records Building, 509 Main Street, Dallas, Texas 75202 and other locations as designated by the Board of Trustees of Dallas County Community College District.

Early voting dates and times:

April 23 through April 27	(Monday thru Friday)	8:00 am to 5:00 pm
April 28	(Saturday)	8:00 am to 5:00 pm
April 29	(Sunday)	1:00 pm to 6:00 pm
April 30 & May 1	(Monday and Tuesday)	7:00 am to 7:00 pm

Section 3. That the date of the final canvass of returns for the May 5, 2018 election is Wednesday, May 16, 2018, at 1601 South Lamar Street, Dallas, Texas 75215 and the presiding officer of the canvass is Diana Flores.

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

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

DALLAS COUNTY COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Charletta Rogers Compton,  
Chair  
Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Joe D. May, Secretary  
Board of Trustees

Adopted: December 5, 2017

## RESOLUCIÓN DE LA ORDEN DE ELECCIÓN

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

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

LA JUNTA DE SÍNDICOS DEL DISTRITO DEL COLEGIO COMUNITARIO DEL CONDADO DE DALLAS RESUELVE QUE:

Artículo 1. Se celebrará una votación el primer sábado de mayo de 2018, el cual es el quinto día de mayo de 2018, para elegir dos (2) miembros de la Junta de Síndicos del Distrito del Colegio Comunitario del Condado de Dallas en los Distritos de Síndicos 1 y 7.

Artículo 2: Toni Pippins-Poole es la empleado a cargo de la votación anticipada para la elección del 5 de mayo de 2018. La votación anticipada por correo se realizará en el Departamento de Elecciones del Condado de Dallas, Octavo Piso, 2377 North Stemmons Freeway, Oficina 820, Dallas, Texas 75207. La votación anticipada por correo comienza el 1 de enero de 2018 y concluye el 24 de abril de 2018.

El principal lugar para votar en forma anticipada en persona es en el primer piso del Edificio de Registros, 509 Main Street, Dallas, Texas 75202 y los demás lugares designados por la Junta de Síndicos del Distrito del Colegio Comunitario del Condado de Dallas.

Días y horario para votar en forma anticipada:

23 de abril hasta el 27 de abril	martes a viernes	8:00 a.m. hasta las 5:00 p.m.
28 de abril	sábado	8:00 a.m. hasta las 5:00 p.m.
29 de abril	domingo	1:00 p.m. hasta las 6:00 p.m.
30 de abril y 1 de mayo	lunes y martes	7:00 a.m. hasta las 7:00 p.m.

Artículo 3. La fecha para presentar el escrutinio final de la elección del 5 de mayo de 2018 es el miércoles, 16 de mayo de 2018, 1601 S. Lamar Street, Dallas, Texas 75215 y Diana Flores es el funcionario que preside el escrutinio electoral.

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

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

DISTRITO DEL COLEGIO COMUNITARIO DEL  
CONDADO DE DALLAS

Por: \_\_\_\_\_  
Charletta Rogers Compton, Presidente  
Junta de Síndicos

DOY FE:

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

Adoptada: 5 de diciembre de 2017

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Election**  
**Districts 1 & 7**  
**May 5, 2018**

**Election Calendar**

**Day / Date, 2018**

**Event**

Monday, January 1	First day to accept application for early voting by mail.
Wednesday, January 17	First day to accept candidate application and to appoint campaign treasurer upon filing application.
Friday, February 16	Last day to accept candidate application by 5:00 p.m.
Friday, February 23	Drawing for position on ballot at 10:00 a.m.
Monday, April 23	First day for early voting by personal appearance.
Tuesday, April 24	Last day to accept application for early voting by mail.
Tuesday, May 1	Last day for early voting by personal appearance.
<b>Saturday, May 5</b>	<b>ELECTION DAY</b>
Wednesday, May 16	<b>Special Board Meeting after Election</b>  Final canvass of election returns Runoff Election ordered by Board, <i>if necessary</i> Drawing for position on runoff ballot Certify placement of candidates on ballot for runoff
Tuesday, June 5	<b>First Regular Board Meeting after Election</b>  Administer Oath of Office and conduct swearing in ceremonies. Reorganize Board, if no runoff.

TALENT ITEM NO. 7A-1

Employment of Contractual Talent – Administrator Related Actions

The Chancellor recommends that the Board of Trustees authorize execution of a written contract of employment with the following person on the terms and at the compensation stated.

**REGULAR APPOINTMENT ADMINISTRATORS – 6**

Adrienne Thompson Annual Salary: \$93,813/E05 Monthly Business and Travel Allowance: \$150.00 Senior Director-Strategic Partnership Development Biographical Sketch: Ph.D., Capella University, Minneapolis, MN; M.A., Walden University, Minneapolis, MN Experience: Director II, Coordinator of Resources Development and Director II-Goldman Sachs 10KSB, District Office	District Office Effective Date: December 6, 2017 through August 31, 2018
C. Lori Watson Annual Salary: \$96,750/E05 Monthly Business and Travel Allowance: \$150.00 Senior Director-Relationship Management Biographical Sketch: M.A., Kaplan University, Davenport, IA Experience: Coordinator, Donor Strategy, Museum of Science and Industry, Dallas, TX; Executive Assistant/Office Administrator, Hammes Company, Dallas, TX; Scholarship Systems Coordinator, District Office	District Office Effective Date: December 6, 2017 through August 31, 2018
Charlette Fennell Annual Salary: \$92,000/E05 Monthly Business and Travel Allowance: \$150.00 Relocation allowance not to exceed \$2,000 Senior Director-Purchasing Services Biographical Sketch: M.A., University of Memphis, Memphis, TN Experience: Senior Procurement Officer, Denver Housing Authority, Denver, CO; Procurement Specialist, University of Memphis, Memphis, TN; Director of Purchasing and Auxiliary Services, Southwest Tennessee Community College, Memphis, TN	District Service Center Effective Date: January 2, 2018 through August 31, 2018

Jannette Flores Annual Salary: \$85,490/E04 Monthly Business and Travel Allowance: \$150.00 Dean, Curriculum and Assessment Biographical Sketch: Ed.D., University of Southern California, Los Angeles, CA; M.B.A., Keller Graduate School of Management, Oakbrook Terrace, IL Experience: Interim Dean, Westwood College, Upland, CA; Adjunct Faculty, Argosy University, Orange, CA; Program Chair, Westcliff University, Irvine, CA	Cedar Valley College Effective Dates: December 6, 2017 through August 31, 2018
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Patty Young Annual Salary: \$92,130/E04 Monthly Business and Travel Allowance: \$150.00 Dean, Student Support Services Biographical Sketch: Ph.D., North Carolina A&T State University, Greensboro, NC; M.S.A., Georgia Southwestern State University, Americus, GA Experience: Director of Graduate Admissions, North Carolina A&T State University, Greensboro, NC; Executive Director of New Student Programs, Nevada State College, Henderson, NV; Director of Institutional Effectiveness, Virginia Union University, Richmond, VA	Eastfield College Effective Dates: December 6, 2017 through August 31, 2018
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Manuel Mantrana Annual Salary: \$71,190/E01 Monthly Business and Travel Allowance: \$100.00 Administrator, Athletic Programs Biographical Sketch: M.A. and B.A., St. Thomas University, Miami, FL Experience: Assistant Baseball Coach, Miami-Dade Community College, Miami, FL; Assistant Athletic Director, St. Thomas University, Miami Gardens, FL; Special Assistant to the Director of Athletic Programs, University of Texas Rio Grande, Edinburg, TX	Mountain View College Effective Dates: December 6, 2017 through August 31, 2018
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#### CORRECTION TO NOVEMBER 7, 2017 TALENT REPORT – 1

Shannon Cunningham Executive Vice President, Academic Affairs and Student Success Note: It is recommended that Dr. Cunningham's effective hire dates be corrected.	Richland College Effective Dates: January 2, 2018 through August 31, 2018
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**TITLE CHANGE/REDUCED BUSINESS AND TRAVEL ALLOWANCE – 1**

Victor (Paul) Kelemen Executive Dean	North Lake College Effective Dates: December 6, 2017 through August 31, 2018
Note: It is recommended that Dr. Kelemen's title be changed along with a reduction to his business and travel allowance from \$200.00 to \$150.00 due to accepting a position in a lower range on the administrative salary schedule.	

**EXTENSION TO INTERIM ADMINISTRATIVE CONTRACT – 1**

Michael Walker Interim Executive Vice President, Academic and Student Success Affairs	Eastfield College Effective Dates: January 1, 2018 through May 31, 2018 or until or until filled whichever occurs first.
Note: It is recommended that Dr. Walker's interim contract be extended.	



TALENT ITEM NO. 7A-2

Employment of Contractual Talent– Faculty Related Actions

The Chancellor recommends that the Board of Trustees authorize execution of written contract of employment with the following persons on the terms and at the compensation stated.

**REGULAR APPOINTMENT FACULTY – 5**

Frederick MacDonald Annual Salary (Range): \$57,675/F01 Instructor, Emergency Medical Service (Grant Funded) Biographical Sketch: A.A., Hills College, Hillsboro, TX Experience: Firefighter/Paramedic, City of Sequin, Sequin, TX; Paramedic, Cooks Children's Hospital, Fort Worth, TX; Temporary Full-time Faculty, Brookhaven College	Brookhaven College Effective Dates: January 16, 2018 through May 10, 2018
Zachary Caldwell Annual Salary (Range): \$59,500/F01 Instructor, Emergency Medical Service (Grant Funded) Biographical Sketch: B.A.A.S., West Texas A&M University, Canyon, TX; A.A.S., Collin County College, Plano, TX Experience: Firefighter/Paramedic, City of Allen, Allen, TX; Adjunct Faculty and Temporary Full-time Faculty, Brookhaven College	Brookhaven College Effective Dates: January 16, 2018 through May 10, 2018
Kyle Edens Annual Salary (Range): \$61,632/F04 Instructor, Psychology Biographical Sketch: Ph.D. and M.A., University of Southern Mississippi, Hattiesburg, MS; B.A., University of Texas-Permian Basin, Odessa, TX Experience: Tutor, University of Texas-Permian Basin, Odessa, TX; Graduate Lecturer/Assistant, University of Southern Mississippi, Hattiesburg, MS; Associate Professor, Collin College, Plano, TX	Richland College Effective Dates: January 8, 2018 through May 10, 2018

Carlette Lockett	Richland College
Annual Salary (Range): \$66,747/F04	Effective Dates: January 8, 2018 through May 10, 2018
Instructor, Sociology	
Biographical Sketch: Ph.D., Texas Woman's University, Denton, TX; M.Ed. and M.A., Prairie View A&M University, Prairie View, TX; B.A., Our Lady of the Lake University, San Antonio, TX	
Experience: Graduate Assistant, Texas Woman's University, Denton, TX; Adjunct Instructor, Fortis Institute, Houston, TX; Assistant Professor, Jacksonville State University, Anniston, AL	

Afrin Zeenat	Richland College
Annual Salary (Range): \$65,638/F04	Effective Dates: January 8, 2018 through May 10, 2018
Instructor, English	
Biographical Sketch: Ph.D. and M.A., University of Arkansas, Fayetteville, AR	
Experience: Senior Lecturer, East West University, Dhaka, Bangladesh; Graduate Teaching Assistant, University of Arkansas, Fayetteville, AR; Assistant Professor, University of Dhaka, Dhaka, Bangladesh	

#### ALTERNATIVE APPOINTMENT FACULTY – 1

Kory Goldammer	Richland College
Annual Salary (Range): \$73,455/F04	Effective Dates: January 8, 2018 through July 13, 2018 (10-month)
Instructor, Engineering	
Biographical Sketch: Ph.D. and M.S., University of Oklahoma, Norman, OK; B.A., Augustana College, Sioux Falls, SD	
Experience: Senior Technology Manager, TestChip Technologies, Dallas, TX; Senior Technology Manager, FormFactor, Inc., Livermore, CA; Full-time Faculty, Richland College	

#### TEMPORARY APPOINTMENT FACULTY – 4

Nikki Ceaser	Cedar Valley College
Annual Salary (Range): \$55,120/F02	Effective Dates: Spring semester 2018
Instructor, Business/Management Marketing	
Biographical Sketch: M.B.A., Northwood University, Midland, MI; B.S., Northwestern State University of Louisiana, Natchitoches, LA	
Experience: Director of Admissions, Everest College, Dallas, TX; Associate Director of Admissions, Northwood University, Cedar Hill, TX; Adjunct Faculty, Cedar Valley College	

Joseph Collier	Mountain View College
Annual Salary (Range): \$56,180/F02	Effective Dates: Spring semester 2018
Instructor, English	
Biographical Sketch: M.A. and B.A., Arkansas State University, Jonesboro, AR	
Experience: Adjunct Instructor and Temporary Full-time Faculty, Black River Technical College, Pocahontas, AR	

Naima Hill	Mountain View College
Annual Salary (Range): \$50,750/F01	Effective Dates: Spring semester 2018
Instructor, Biology	
Biographical Sketch: M.S., West Texas A&M University, Canyon, TX	
Experience: Online Mentor/Lead Instructor, Tarrant County College, Fort Worth, TX; Adjunct Faculty, Mountain View College	

Brent Shaver	Mountain View College
Annual Salary (Range): \$50,000/F01	Effective Dates: Spring semester 2018
Instructor, Computer Aided Design and Drafting (CADD)	
Biographical Sketch: A.A.S., Tarrant County College, Fort Worth, TX	
Experience: Product Assembly, Triple S Manufacturing Company, Fort Worth, TX	

TALENT ITEM NO. 7A-3

Reclassification of Instructor

In accordance with District policy, the following instructor has met requirements to reclassify on the 2017-2018 Faculty Salary Schedule through the attainment of additional college hours and/or degrees:

NAME

Flores, Alexander (El Centro College)

NEW CLASSIFICATION

F03

TALENT ITEM NO. 7B-1(INFORMATIVE ONLY - NO ACTION REQUIRED)

Resignations and Retirements

The Chancellor confirms acceptance of the following resignations and retirements:

RESIGNATIONS – 2

Taylor McKinney Campus Peace Officer (Full-time) Length of Service: 1 year Reason for resigning: For personal reasons.	District Office Effective Date: October 27, 2017
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Mary Pettigrew Campus Peace Officer (Full-time) Length of Service: 8 Years Reason for leaving: For personal reasons.	District Office Effective Date: December 31, 2017
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RETIREMENTS – 5

Harrell King Instructor, Biology Length of Service: 45 years	Brookhaven College Effective Date: December 7, 2017
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Michael Anthony Instructor, Fashion Design Length of Service: 29 years	El Centro College Effective Date: August 31, 2018
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Marilyn Sullivan Instructor, Fashion Marketing Length of Service: 38 years	El Centro College Effective Date: August 31, 2018
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Paul Magee Instructor, Sociology Length of Service: 40 years	North Lake College Effective Date: January 2, 2018
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Martha Timberlake Associate Dean, Instructional Support Length of Service: 35 years	Richland College Effective Date: January 11, 2018
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POLICY ITEM – FIRST READING NO. 8A

Approval of Amendment to Policy Concerning Compensation and Benefits – DEA (LOCAL)

Current policy authorizes the Board to provide an annual stipend or salary base adjustment for faculty in specialized fields. However, to date, the primary focus of the policy has been health-related fields. In recognition of increased competition for qualified individuals in certain specialized areas, the proposed amendment adds the following to the fields for which a stipend or adjustment may be awarded: Dental Hygiene, Cyber Security, Health Information Technology, and Emergency Medical Technician.

The Chancellor recommends that the Board amend policy DEA (LOCAL) only as follows:

Effective date: Retroactive January 1, 2018

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

\*\*\*

MARKET DISPARITY  
STIPEND OR SALARY  
BASE ADJUSTMENT FOR  
FACULTY

The Board may provide ~~provides-an~~ a annual stipend to full-time faculty teaching in the areas of Registered Nursing (RN), Surgical Technology, Veterinary Technology, Licensed Vocational Nursing (LVN), Biotechnology, Cardio Vascular Technology (CVT), Diagnostic Medical Sonography (Sonography, Medical Laboratory Technology, Echo cardiology), Magnetic Resonance Imaging (MRI), Radiological Technology, ~~and~~ Respiratory Therapy, Dental Hygiene, Health Information Technology, Emergency Medical Services (EMT), and Cybersecurity as follows:

1. Category I, \$8,000 Stipend - for ~~Category I~~ Includes ~~includes~~ those faculty teaching in:
  - a. An LVN Program;
  - b. An RN Program;

- c. Surgical Technology;
  - d. Veterinary Technology; ~~and~~
  - 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); and
  - i. Cybersecurity (effective January 1, 2018).
2. Category II, \$5,000 Stipend - ~~for~~  
~~Category 2~~ Includes ~~for~~ 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.

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## POLICY ITEM – FIRST READING NO. 8B

### TASB Cumulative Update 32- Part I

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\*) Update 32. Part I of TASB Update 32 makes non-substantive, technical and/or organizational changes to existing policy.

\*TASB deletions are shown in **red** and additions are in **blue** font. General Counsel's deletions are shown as strike through in **green** font and additions underscored in **green**. Corresponding page numbers are also shown in **green** font.

Effective Date: UPON BOARD APPROVAL

<u>LOCAL POLICY</u>	<u>EXPLANATORY NOTES</u>	<b>Pg.</b>
BBE – Board Members / Authority	TASB has reorganized Section G of the Board Policy Manual – “Community and Governmental Relations.” As a result of that reorganization, the cross-reference at “Individual Access to Information” has been updated.	<b>1</b>
CAA – Appropriations / Revenue Sources	Adds a cross-reference to BBFA – “Ethics/Conflict of Interest Disclosures” – at “Gifts and Gratuities.”	<b>2</b>
DH – Employee Standards of Conduct	Updates the link to the Code of Professional Ethics for faculty from the Texas Community College Teachers Association provided in the policy.	<b>3</b>
EGD – Academic Achievement / Graduation	EGD, addressing the Servicemen’s Opportunity College program and transferability of course credit, is no longer an active code. The contents of EGD have been deleted and relocated to EFB.	<b>4</b>
EFB – Curriculum Design / Degrees and Certificates	Contents of EGD (“Academic Achievement/Graduation”), addressing the Servicemen’s Opportunity College program and transferability of course credit, are now included in EFB – “Curriculum Design/Degree and Certificates.”	<b>5</b>
GAB – Public Information /	To accommodate the reorganization of Section G of the Board Policy Manual – “Community and Governmental Relations” –	<b>6</b>



Existing Policy



Deleted Policy



New Policy



GC Edits



Requests for Information	provisions addressing requests for information have been deleted and relocated to the new local policy code GCB. GAB is no longer an active code.	
GCB – Public Information / Requests for Information	Contents of GAB, relating to requests for information, are now included in new local policy code, GCB – “Public Information Program/Requests for Information.”	7
GAC – Public Information / Student’s Rights	To accommodate the reorganization of Section G of the Board Policy Manual – “Community and Governmental Relations” – text addressing a student’s right to know has been deleted and relocated to the new local policy code GCC. GAC is no longer an active code.	8
GCC – Public Information / Student’s Rights	Text of GAC, addressing a student’s right to know, is now included in new local policy code, GCC – “Public Information Program/Student’s Right to Know.”	9
GF – Community Use of College District Facilities	To accommodate the reorganization of Section G of the Board Policy Manual – “Community and Governmental Relations” – provisions regarding community use of College District facilities have been deleted and moved to new local policy GD. GF is no longer an active code.	10
GD – Community Use of College District Facilities	Provisions addressing community use of College District facilities have been relocated from GF to this new local policy code, GD. <b>The General Counsel has made certain modifications as shown in green, which mirror the contents of GDA (LOCAL).</b>	13
GDA – Community Use of Facilities/Conduct on Premises	To accommodate the reorganization of Section G of the Board Policy Manual – “Community and Governmental Relations” – provisions addressing the use of tobacco products and e-cigarettes have moved to new local policy code, GDA – “Community Use of College District Facilities/Conduct on College District Premises” – from GFA, which was previously approved for deletion at the October 2017 Board meeting.	17
GE – Advertising and Fundraising	Makes a nonsubstantive printing change to the title of the policy and updates a cross reference at “Promotional Activities.”.	18

BOARD MEMBERS  
AUTHORITY

BBE  
(LOCAL)

\*\*\*

INDIVIDUAL ACCESS  
TO INFORMATION

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See [GCAGAA](#)]

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APPROPRIATIONS AND REVENUE SOURCES  
STATE AND FEDERAL REVENUE SOURCES

CAA  
(LOCAL)

\*\*\*

GIFTS AND  
GRATUITIES

Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

| [See [BBFA](#), BBFB, CAAB, and DBD. In the event of a violation of these requirements, see CDE and DH.]

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EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

ETHICAL STANDARDS      All College District personnel engaged in counseling and guidance activities shall adhere to the high ethical and professional standards required by virtue of the relationship between the counselor and counselee.

. . .

In addition, the College District holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics.

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**Note:**      The Texas Community College Teachers Association Code of Professional Ethics is available at  
[http://www.tccta.org/wp-content/up-  
loads/2016/01/TCCTA-Ethicslinks/ethics.pdf](http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethicslinks/ethics.pdf).

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ACADEMIC ACHIEVEMENT  
GRADUATION

EGD  
(LOCAL)

**DELETED TEXT RELOCATED TO POLICY EFB (LOCAL)**

~~TRANSFER —  
SERVICEMEN'S  
OPPORTUNITY  
COLLEGE~~

~~In the event that a student enrolled at a District college under the Servicemen's Opportunity College program is transferred by the military to a place of assignment outside of Dallas County, the student may nevertheless be awarded a degree from such District college if:~~

- ~~1. The residency requirement has first been met at a District college;~~
- ~~2. The remaining degree requirements are completed at an accredited college outside the County; and~~
- ~~3. The registrar of such District college has approved such arrangement.~~

~~GUARANTEE~~

~~The District guarantees to its Associate in Arts and its Associate in Sciences graduates and other students who have completed a formal transfer plan the transferability of course credits to cooperating Texas colleges and universities. If such courses are rejected by a college or university, a student may take tuition-free alternate courses at a District college that are acceptable to the university.~~

~~The District guarantees the job competencies of its graduates. If an Associate of Applied Science degree or certificate graduate is judged by the graduate's employer to be lacking in technical job skills identified as exit competencies for the graduate's specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by a District college.~~

**TEXT RELOCATED FROM POLICY EGB (LOCAL)**

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TRANSFER —  
SERVICEMEN'S  
OPPORTUNITY  
COLLEGE

In the event that a student enrolled at a College District college under the Servicemen's Opportunity College program is transferred by the military to a place of assignment outside of Dallas County, the student may nevertheless be awarded a degree from such College District college if:

1. The residency requirement has first been met at a College District college;
2. The remaining degree requirements are completed at an accredited college outside the County; and
3. The registrar of such College District college has approved such arrangement.

GUARANTEE

The College District guarantees to its Associate in Arts and its Associate in Sciences graduates and other students who have completed a formal transfer plan the transferability of course credits to cooperating Texas colleges and universities. If such courses are rejected by a college or university, a student may take tuition-free alternate courses at a College District college that are acceptable to the university.

The College District guarantees the job competencies of its graduates. If an Associate of Applied Science degree or certificate graduate is judged by the graduate's employer to be lacking in technical job skills identified as exit competencies for the graduate's specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by a College District college.

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PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

GAB  
(LOCAL)

**DELETED TEXT RELOCATED TO NEW POLICY GCB (LOCAL)**

~~CHARGING FOR  
PERSONNEL TIME~~

~~After personnel of the College District collectively have spent 36 hours of time producing public information for a requestor during the College District's fiscal year, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor in accordance with law.~~

~~LEGAL DEPARTMENT  
REVIEW~~

~~Any employee who receives a written request for information under the Public Information Act shall send the request immediately by facsimile or electronic means to the College District Legal Department for review.~~

PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

GCB  
(LOCAL)

**TEXT RELOCATED FROM POLICY GAB (LOCAL)**

CHARGING FOR  
PERSONNEL TIME

In addition to other labor charges permitted by law, after College District personnel have collectively spent 36 hours of time producing public information for a requestor during the College District's fiscal year, the College District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

LEGAL DEPARTMENT  
REVIEW

Any employee who receives a written request for information under the Public Information Act shall send the request immediately by facsimile or electronic means to the College District Legal Department for review.



~~PUBLIC INFORMATION PROGRAM  
STUDENT'S RIGHT TO KNOW~~

GAC  
(LOCAL)

**DELETED TEXT RELOCATED TO NEW POLICY GCC (LOCAL)**

~~CLERGY ACT~~

~~The Board will operate in all ways mindful of its trusteeship obligation to the public. It will allow no officer, individual, Trustee or committee of the Board to prevent the fulfillment of this commitment.~~

~~COURSE  
INFORMATION~~

~~The Chancellor or designee shall ensure implementation regarding availability to the public of course information on the Internet and shall submit to appropriate state officials a written report of compliance by January 1 of each odd-numbered year, in accordance with *Education Code 51.974*.~~

PUBLIC INFORMATION PROGRAM  
STUDENT'S RIGHT TO KNOW

GCC  
(LOCAL)

**TEXT RELOCATED FROM POLICY GAC (LOCAL)**

CLERY ACT

The Board will operate in all ways mindful of its trusteeship obligation to the public. It will allow no officer, individual, Trustee, or committee of the Board to prevent the fulfillment of this commitment.

COURSE  
INFORMATION

The Chancellor or designee shall ensure implementation regarding availability to the public of course information on the Internet and shall submit to appropriate state officials a written report of compliance by January 1 of each odd-numbered year, in accordance with *Education Code 51.974*.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF  
(LOCAL)

DELETED TEXT RELOCATED TO NEW POLICY GD (LOCAL)

~~SALE OF  
COMMODITIES ON  
CAMPUS~~

~~No commodities may be sold on campus by any individual or organization not officially part of a college, except through regularly approved distribution channels such as the bookstore or food service, unless specifically approved by the College President.~~

~~DISTRIBUTION AND /  
OR SALE OF  
PUBLICATIONS ON  
CAMPUS~~

~~A publication may be sold or otherwise distributed on campus if it:~~

- ~~1. Meets the United States postal requirements for entering as second class mail;~~
- ~~2. Is published by or with the approval of the College President;  
or~~
- ~~3. Meets the following requirements:
  - ~~a. Any person, corporation, public association, or club shall make a written application to the College President for a permit to sell or distribute publications or leaflets. The application must contain the following information:
    - ~~(1) Name or names of owner.~~
    - ~~(2) Name of publishers.~~
    - ~~(3) Place where published, with the address.~~
    - ~~(4) Frequency of publication.~~
    - ~~(5) Proposed sales price.~~~~
  - ~~b. The distributor warrants hold the College District harmless in any dispute, claim, or legal action resulting from the distribution or sale of the publication.~~~~

~~COMMUNITY USE OF  
COLLEGE DISTRICT  
FACILITIES~~

~~In keeping with the role of the community college as a public, community institution, the College District desires that college facilities under its jurisdiction be used to help meet general educational, cultural, and recreational needs of the community. Such facilities will be made available to community groups whenever such use does not interfere with the instructional program and is consistent with the educational and community service objectives of the college.~~

~~If a Trustee receives a request from a person or organization to use College District facilities, the Trustee shall refer the request to the Chancellor or designee.~~

~~The types of groups permitted to use facilities are as follows:~~

- ~~1. Group I — Free: Groups that are integral parts of the College District made up of students, faculty, and/or staff may use such facilities without charge.~~
- ~~2. Group II — At cost: Groups that are organized for general civic improvement, welfare, or character building may use the~~

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF  
(LOCAL)

~~College District facilities without charge, unless such use constitutes a direct cost to the College District, in which case the user shall reimburse the College District for such cost. These meetings must be open to the public and charge no admission.~~

- ~~3. Group III — Semicommercial use: Semicommercial rates shall be charged to groups using College District facilities for activities to which admission fees are charged or contributions solicited, unless the total net receipts are expended for the welfare of College District students or charitable purposes.~~

~~This group shall include those organizations conducting events to which admission is charged when a percentage of the proceeds is given to a local sponsoring organization for use in a recognized local charitable purpose. The charity must benefit the people of the community generally and not merely the members of the local sponsoring agency, group or organization, and their families.~~

- ~~4. Group IV — Commercial use: This classification shall include all commercial uses by local or nonlocal groups where an admission fee is charged to make a profit for the sponsor and/or performers. Use of College District facilities for purely commercial purposes will be denied unless the public welfare is significantly served by such use because of the educational or cultural value of the event.~~

~~General policies governing uses of community college facilities are as follows:~~

- ~~1. The educational program has priority in the use of College District facilities at all times. No permit shall be granted for a use that interferes in any way with the College District instructional program or activities, either daytime or evening school.~~
- ~~2. The use of any College District property shall be under the direction of an authorized member of the College District staff, and use permits shall be issued only after receipt of a written application signed by an officer of any organization.~~
- ~~3. Application for use of facilities should be submitted to the College District at least two weeks in advance of the proposed use. In general, applications submitted by College District residents shall have precedence over those from residents of other areas.~~
- ~~4. The use of permits shall be issued for specified hours, dates, locations, and equipment. The using organization shall not arrive before the time authorized and shall leave the College District premises at the permit expiration time. No permit~~

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF  
(LOCAL)

~~shall be issued for the use of facilities later than midnight, except by special permission granted prior to the use date.~~

- ~~5. Keys to College District buildings shall be assigned only to College District employees, and buildings shall be opened only by such employees.~~
- ~~6. Smoking is prohibited in classrooms except for those that have been designated as approved smoking areas by the College President. Possessing, drinking, or being under the influence of alcohol is prohibited on College District property.~~
- ~~7. Youth or children's groups shall be supervised by responsible adults provided by the sponsoring organization.~~
- ~~8. College District furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized College District employee.~~
- ~~9. Materials used for decorations shall be flameproof. Decorations must be removed and the facility left in the same condition as before the event.~~
- ~~10. Organizations using College District buildings shall safeguard and care for the facilities and shall assume responsibility for payment of any damages resulting from their use of the facilities.~~
- ~~11. Authorization shall be given for entrance to specific areas only and use of specific facilities only within a building.~~
- ~~12. Permits for use of any College District facility shall be revoked when the use interferes with regular College District use, when facilities are misused, or when the foregoing rules are violated. Permits may not be renewed when revoked for misuse.~~
- ~~13. Each college may require as a condition of approval that the college be reimbursed for additional security officers determined necessary for such activity.~~
- ~~14. The College District may require proof of liability insurance by the user based on the risks involved in the intended use.~~

PROCEDURES

~~The procedures for community use of College District facilities shall be as prescribed in the Business Office Procedures Manual.~~

FEE SCHEDULES

~~The standard schedule of fees for use of College District facilities is listed in Attachment A, Section 10 (Physical Plant), of the Business Office Procedures Manual, as amended. Additional fee guidelines are provided in Section 10.4.0 of the Business Office Procedures Manual, as amended.~~

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD  
(LOCAL)

**TEXT RELOCATED FROM POLICY GF (LOCAL)**

SALE OF  
COMMODITIES ON  
CAMPUS

No commodities may be sold on campus by any individual or organization not officially part of a college, except through regularly approved distribution channels such as the bookstore or food service, unless specifically approved by the College President.

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OR SALE OF  
PUBLICATIONS ON  
CAMPUS

A publication may be sold or otherwise distributed on campus if it:

1. Meets the United States postal requirements for entering as second class mail;
2. Is published by or with the approval of the College President; or
3. Meets the following requirements:
  - a. Any person, corporation, public association, or club shall make a written application to the College President for a permit to sell or distribute publications or leaflets. The application must contain the following information:
    - (1) Name or names of owner.
    - (2) Name of publishers.
    - (3) Place where published, with the address.
    - (4) Frequency of publication.
    - (5) Proposed sales price.
  - b. The distributor warrants hold the College District harmless in any dispute, claim, or legal action resulting from the distribution or sale of the publication.

COMMUNITY USE OF  
COLLEGE DISTRICT  
FACILITIES

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The types of groups permitted to use facilities are as follows:

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COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD  
(LOCAL)

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General policies governing uses of community college facilities are as follows:

1. The educational program has priority in the use of College District facilities at all times. No permit shall be granted for a use that interferes in any way with the College District instructional program or activities, either daytime or evening school.
2. The use of any College District property shall be under the direction of an authorized member of the College District staff, and use permits shall be issued only after receipt of a written application signed by an officer of any organization.
3. Application for use of facilities should be submitted to the College District at least two weeks in advance of the proposed use. In general, applications submitted by College District residents shall have precedence over those from residents of other areas.
4. The use of permits shall be issued for specified hours, dates, locations, and equipment. The using organization shall not arrive before the time authorized and shall leave the College District premises at the permit expiration time. No permit

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD  
(LOCAL)

shall be issued for the use of facilities later than midnight, except by special permission granted prior to the use date.

5. Keys to College District buildings shall be assigned only to College District employees, and buildings shall be opened only by such employees.
6. Smoking and the use of tobacco products and e-cigarettes is prohibited on College District Property, in College District vehicles, and at College District-related activities.
- ~~6.~~ is prohibited in classrooms except for those that have been designated as approved smoking areas by the College President.
7. The unlawful use, possession, distribution, manufacture, sale, possession for purposes of distribution, or sale of illicit drugs or alcohol is prohibited on College District property.
8. Serving, possessing, or consuming alcohol is prohibited on College District property, except with prior consent of the Chancellor or a designee with respect to any specific event or instructional program that is sponsored by the College District and/or the Dallas County Community College Foundation, or as permitted by College District policy or regulation. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.
- ~~7-9.~~ Youth or children's groups shall be supervised by responsible adults provided by the sponsoring organization.
- ~~8-10.~~ College District furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized College District employee.
- ~~9-11.~~ Materials used for decorations shall be flameproof. Decorations must be removed and the facility left in the same condition as before the event.
- ~~10-12.~~ Organizations using College District buildings shall safeguard and care for the facilities and shall assume responsibility for payment of any damages resulting from their use of the facilities.
- ~~11-13.~~ Authorization shall be given for entrance to specific areas only and use of specific facilities only within a building.
- ~~12-14.~~ Permits for use of any College District facility shall be revoked when the use interferes with regular College District use, when facilities are misused, or when the foregoing rules are violated. Permits may not be renewed when revoked for misuse.



COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GD  
(LOCAL)

~~13.~~15. Each college may require as a condition of approval that the college be reimbursed for additional security officers determined necessary for such activity.

~~14.~~16. The College District may require proof of liability insurance by the user based on the risks involved in the intended use.

PROCEDURES

The procedures for community use of College District facilities shall be as prescribed in the Business Office Procedures Manual.

FEE SCHEDULES

The standard schedule of fees for use of College District facilities is listed in Attachment A, Section 10 (Physical Plant), of the Business Office Procedures Manual, as amended. Additional fee guidelines are provided in Section 10.4.0 of the Business Office Procedures Manual, as amended.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES  
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA  
(LOCAL)

TOBACCO AND  
E-CIGARETTES

The College District prohibits smoking and the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities.

**TEXT RELOCATED FROM POLICY GFA (LOCAL),  
PREVIOUSLY APPROVED FOR DELETION AT OCT. 2017 BOARD MEETING**

ADVERTISING AND ~~FUNDRAISING~~ ~~FUND-RAISING~~

GE  
(LOCAL)

PROMOTIONAL  
ACTIVITIES

College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Chancellor or designee.-

[For information relating to community use of College District facilities, see ~~GDGF~~.]

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DATE ISSUED: 4/26/2017 ~~6/2015~~  
UPDATE ~~3230~~  
GE(LOCAL)-~~XAJC~~

ADOPTED:

## POLICY ITEM – FIRST READING NO. 8C

### TASB Cumulative Update 32 – Part II

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) Update 32. Part II of TASB Update 32 makes more substantive changes to existing policy.

TASB deletions are shown in **red** and additions are in **blue** font. General Counsel's deletions are shown as strike through in **green** font and additions underscored in **green**. Corresponding page numbers are also shown in **green** font.

Effective Date: UPON BOARD APPROVAL

<u>LOCAL POLICY</u>	<u>EXPLANATORY NOTES</u>	<b>Pg.</b>
CAM – Appropriations and Revenue Sources / Grants, Funds, Donations ...	Revises local policy addressing the Board's acceptance of unsolicited gifts upon recommendation from the Chancellor and the solicitation of donations on behalf of the College District. <b>The General Counsel has made minor modifications as shown in green.</b>	<b>1</b>
CIA – Equipment and Supplies Management/ Records Management	Revises local policy with the goal of creating a single document that can be submitted to the Texas State Library and Archives Commission for compliance with record control schedule requirements under the Local Government Records Act.	<b>3</b>
CR – Technology Resources	Adds to local policy a general provision permitting drone activity only in accordance with law and administrative regulations. Regulations will be developed for more specific information.	<b>6</b>
DM – Termination of Employment	Deletes provisions addressing exit interviews and reports, with the recommendation that would be more appropriately addressed by administrative regulations.	<b>7</b>
DMAA – Term Contracts / Termination Mid-Contract	Revises local policy to clarify that "Suspension with Pay" is the same as being placed on administrative leave.	<b>8</b>



Existing Policy



Deleted Policy



New Policy



GC Edits

EBA – Alternate Methods of Instruction / Distance Education	Revises local policy to clarify that distance education courses and programs are subject to THECB regulations and guidelines, as well as applicable law.	9
EFCD – Special Programs / High School Equivalency Testing Centers	Makes minor revisions to coordinate with the change in title in order to reflect that the “GED” test is no longer the only assessment option for high school equivalency testing.	10
FB – Admissions	Revises local policy to clarify that the College District’s admissions procedures should include any specific course admission requirements such as medical insurance or criminal background checks.	11
FL – Student Rights and Responsibilities	Adds a new local policy addressing the development of a student handbook, including the scope of the Board’s review and requirements for distribution.	12
FLA – Student Rights and Responsibilities / Student Expression	Adds a new local policy providing details regarding student distribution of non-school literature and student expression. <b>The General Counsel has made minor modifications as shown in green.</b>	13
FM – Discipline and Penalties	Revises local policy to ensure that information regarding student discipline policies and procedures is included in the student handbook.	16

APPROPRIATIONS AND REVENUE SOURCES  
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM  
(LOCAL)

UNSOLICITED GIFTS

CRITERIA FOR  
ACCEPTANCE  
EVALUA  
TION

The Board has final authority to accept unsolicited gifts. ~~All be-  
quests of property for the benefit of the College District shall vest  
the property in the Board. When not specified by the grantor, funds  
or other property donated, or the income therefrom, may be ex-  
pended in any manner authorized by statute. The Chancellor or  
designee shall make recommendations to the Board regarding the  
acceptance of a gift. gifts and donations. The authority to accept  
gifts shall be vested solely with the Board.~~

The College District ~~following criteria~~ shall not accept any gift that  
would violate or conflict with policies of or actions by the Board or  
with federal or state law. The College District shall not accept be  
used in evaluating prospective gifts that discriminate against any  
person on the grounds of sex, gender, race, color, religion, national  
origin, age, or disability.

Before the Chancellor accepts a gift or recommends acceptance of  
a gift to the Board, as applicable, the Chancellor shall consider  
whether the gift College District:

1. Has a ~~The purpose for which the gift is tendered must be con-  
sistent with the College District's stated goals, objectives, and  
educational philosophy, goals, and objectives;~~
1. Places any restrictions on a college or program of the -cam-  
pus or of the College District. -program;-
2. Would support a ~~The nature of the gift, the identity of the do-  
nor, and the kind of program that the Board may gift is in-  
tended to support shall be unable or unwilling to continue  
when the donation of funds is exhausted;~~
3. Would result ~~evaluated very carefully in ancillary or ongoing  
costs for order to avoid placing the College District;~~
4. Requires employment of additional personnel;
5. Requires or implies the endorsement of a specific business or  
product [see GE for advertising opportunities];
2. Would result in inequitable funding, equipment, or resources  
among ~~an undesirable controversy. A prospective gift that  
could subject the College District locations schools or pro-  
grams; to extreme criticism and controversy must be weighed  
in the light of its ultimate value and contribution to the commu-  
nity.~~
3. Obligates ~~The donor's sincerity in supporting an educational  
project within the College District or a campus to to engage in  
specific actions; or must be established beyond question.~~

DATE ISSUED:  
4/26/2017 ~~11/22/2010~~  
UPDATE 32 ~~LDU 2010.04~~  
CAM(LOCAL)-X

ADOPTED:

APPROPRIATIONS AND REVENUE SOURCES  
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM  
(LOCAL)

	<p><u>6. Affects the physical structure of a building or would require extensive maintenance on the part of the College District.</u></p> <p><del>4. No gift shall be considered that discriminates against or is prejudicial to persons of any race, color, creed, or ethnic background; nor shall a gift be considered that is so restrictive as to make the management of the funds unnecessarily difficult.</del></p> <p>The <i>Business Office Procedures Manual</i> contains guidelines and procedures for the acceptance of gifts.</p>
<u>UPON ACCEPTANCE</u>	<p><u>Once accepted, a gift becomes the sole property of the College District.</u></p>
<u>SOLICITATIONS</u>	<p><u>An employee who solicits gifts on behalf of the College District or to use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and College District policy and regulations, including those addressing the use of names or images of the College District, <u>its locations, campuses, employees, or students.</u></u></p> <p><u>All donations solicited on behalf of the College District, including solicitations in the name of the College District or <u>a campus one of its locations,</u> or donations solicited using College District <u>or campus</u> resources, become the sole property of the College District for use consistent with the terms of the solicitation.</u></p>
CERTIFICATE OF RECOGNITION	<p>Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within a calendar year shall be acknowledged with a certificate of recognition from the <del>Texas Higher Education</del> Coordinating Board.</p>

DATE ISSUED:  
4/26/2017~~11/22/2010~~  
UPDATE 32~~LDU 2010.04~~  
CAM(LOCAL)-X

ADOPTED:~~ADOPTED:~~

EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

	<p>The <del>Chancellor College District</del> shall oversee the performance of records management functions prescribed by state <del>provide for efficient, economical,</del> and federal law:</p> <ul style="list-style-type: none"><li>• <u>Records Administrator, as prescribed by Local Government Code 176.001</u> <del>effective controls over the creation, distribution, organization, maintenance, use,</del> and <u>176.007 [See BBFA and CFE]</u></li><li>• <u>Officer for Public Information, as prescribed by Government Code 552.201-.205 [See GCB]</u></li><li>• <u>Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]</u></li></ul>
<u>LOCAL GOVERNMENT RECORDS ACT</u> <u>"LOCAL GOVERNMENT RECORD"</u>	<p>The term "local government record" <del>disposition of all records management program records. A comprehensive system of integrated procedures for the management of records shall</del> <u>pertain to all items identified as such by the</u> <del>be developed consistent with the requirements of the Texas</del> Local Government Records Act.</p>
<u>RECORDS MANAGEMENT OFFICER</u>	<p><u>The Manager of Records and Retention shall serve as and perform the duties of the College District's</u> <del>and accepted</del> records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District's records management program pertaining to local government records in compliance with the <u>Local Government Records Act</u> <del>procedures</del>.</p>
<u>NOTIFICATION</u> <del>RECORDS MANAGEMENT OFFICER</del> <u>RECORDS CONTROL SCHEDULES</u>	<p>The records management officer <u>shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.</u></p> <p><del>The</del> <u>for the College District is</u> records management officer shall file with the TSLAC a written declaration that the College District <del>records manager.</del></p>
<del>RECORDS MANAGEMENT HAS ADOPTED</del>	<p><del>The College District shall inform the director and librarian of the Texas State Library of the name of each successive holder of the office within 30 days of the employee's taking office.</del></p> <p><del>The Board requires no review or approval of</del> records control schedules that <u>comply with the College District</u> records manager establishes.</p> <p><del>The retention</del> <u>schedules</u> period for College District records may not be less than:</p>



EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

WEBSITE POSTINGS

1. ~~The period established on a records retention schedule is-~~  
sued by the TSLAC as provided by law, ~~State Library and Ar-~~  
~~chives Commission; or~~
2. ~~A retention period prescribed by state or federal law, regula-~~  
~~tion, or rule of court if the record is not on the schedule issued~~  
~~by the Commission.~~

~~The College District records manager may establish retention peri-~~  
~~ods that are greater than the periods in either item 1 or item 2~~  
~~above or both.~~

~~The College District records manager shall use the methods and~~  
~~procedures in Section 19 of the business procedures manual, as~~  
~~amended, to fulfill the duties and responsibilities of records man-~~  
~~ager.~~

~~The College District records manager shall keep accurate lists of~~  
~~records that are destroyed.~~

~~DOCUMENT  
DESTRUCTION  
PRACTICES~~

~~The College District shall follow its records management program~~  
~~regarding document destruction. However, the College District~~  
~~shall preserve documents, including electronically stored infor-~~  
~~mation, and suspend routine record destruction practices as appli-~~  
~~cable according to procedures developed by the records manage-~~  
~~ment officer.~~

1. ~~In the event of pending or reasonably anticipated litigation;~~
2. ~~In the event of an investigation by a federal agency or depart-~~  
~~ment or any bankruptcy case; or~~
3. ~~In the event of a public information request.~~

~~Notification shall be given to appropriate staff of any applicable ob-~~  
~~ligations to suspend routine record destruction practices.~~

~~WEBSITE POSTINGS~~

The College District's records management program shall address  
the length of time records~~documents~~ will be posted on the College  
District's website when the law does not specify a posting period.

RECORDS  
DESTRUCTION  
PRACTICES

All local government records shall be considered College District  
property and any unauthorized destruction or removal shall be pro-  
hibited. The College District shall follow its records control sched-  
ules, records management program, and all applicable laws re-  
garding records destruction. However, the College District shall  
preserve records, including electronically stored information, and  
suspend routine record destruction practices where appropriate  
and in accordance with procedures developed by the records man-  
agement officer. Such procedures shall describe the circum-  
stances under which local government records scheduled for

EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

TRAINING

destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

DATE ISSUED: 4/26/2017~~3/20/2008~~  
UPDATE 32~~23~~  
CIA(LOCAL)-AJC~~\*~~

ADOPTED:

TECHNOLOGY RESOURCES

CR  
(LOCAL)

\*\*\*

DRONES

The flying of drones from sites on College District property or as part of the College District's academic or research program is permitted only in accordance with law and College District regulations.

TERMINATION OF EMPLOYMENT

DM  
(LOCAL)

\*\*\*

~~EXIT INTERVIEWS AND  
EXIT REPORTS~~

~~An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the College District.~~

DATE ISSUED: 4/26/2017 ~~24/2014~~  
UPDATE ~~32~~29  
DM(LOCAL)-X

ADOPTED:

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 ~~or administrative leave.~~

\*\*\*

ALTERNATE METHODS OF INSTRUCTION  
DISTANCE EDUCATION

EBA  
(LOCAL)

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically;
- Policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);  
and
- College District policies and procedures.

The Chancellor shall develop procedures to implement this policy.

SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY ~~GED~~ TESTING CENTERS

EFCD  
(LOCAL)

An official high school equivalency ~~General Educational Development (GED)~~ testing center shall be located at one or more College District facilities designated by the Board.

\*\*\*

ADMISSIONS

FB  
(LOCAL)

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, military status, or other criteria prohibited in this manual.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Chancellor shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

\*\*\*



STUDENT RIGHTS AND RESPONSIBILITIES

FL  
(LOCAL)

<u>STUDENT HANDBOOK</u>	<u>The Chancellor or designee shall develop student handbooks with information on rights, responsibilities, services, resources, extra-curricular activities, and other information required by policy or that students need to be successful during the academic year. The Chancellor or designee shall ensure that no student handbook information is in conflict with policy. In case of conflict between a Board policy and provisions of student handbooks, policy shall prevail.</u>
<u>BOARD ACTION</u>	<u>Student handbooks are subject to Board review but shall not be adopted by the Board.</u>
<u>DISTRIBUTION</u>	<u>Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.</u>

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION

FLA  
(LOCAL)

DISTRIBUTION OF  
LITERATURE

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any non-school literature distributed by students or registered student organizations.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered non-school literature and shall not be governed by this policy.

[For distribution of non-school literature by nonstudents and organizations that are not registered student organizations, see GD]

LIMITATIONS ON  
CONTENT

Non-school literature shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute non-permissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

TIME, PLACE, AND  
MANNER  
RESTRICTIONS

The ~~college president or a designee~~ ~~district director, student programs~~ shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the non-school literature shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION

FLA  
(LOCAL)

3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

POSTING OF  
SIGNS

For the purposes of this policy, "sign" shall be defined as a bill-board, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the college president or a designee ~~district director, student programs~~. No object other than a sign may be posted on College District property.

Before publicly posting a sign, a student or registered student organization shall:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Give notice of the following information:
  - a. The name of the student or registered student organization and, if an organization, the name of its adviser;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its adviser.
3. Place the date of posting on each sign posted.

RESTRICTIONS

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the college president or a designee ~~district director, student programs~~. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION

FLA  
(LOCAL)

4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. On or between a curb and sidewalk; or
9. In a College District building, except on a bulletin board designated for that purpose.

REMOVAL

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the college president or designee, ~~district director, student programs,~~ the student, or the registered student organization.

DISCLAIMER

Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

IDENTIFICATION

Students or registered student organizations distributing materials on campus shall provide identification when requested to do so by a College District representative.

VIOLATIONS OF  
POLICY

Failure to comply with the policy and procedures regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FLD(LOCAL).

DISCIPLINE AND PENALTIES

FM  
(LOCAL)

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PUBLICATION

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

INFORMATIVE REPORT NO. 9A

Presentation of Current Funds Operating Budget Report for October 2017

The chancellor presents the report of the current funds operating budget for review for the period ending October 31, 2017.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2017-18 CURRENT FUNDS OPERATING BUDGET

**REVENUES & EXPENDITURES**

Year-to-Date October 31, 2017

	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
<b>REVENUES</b>				
State Appropriations	\$ 87,722,604	\$ 87,722,604	\$ 21,139,650	24.1%
Tuition	130,648,857	130,648,857	54,508,486	41.7%
Less: Waivers & Discounts	(16,168,420)	(16,168,420)	(1,606,670)	9.9%
Less: TPEG Set Aside	(6,813,523)	(6,813,523)	-	0.0%
Total Net Tuition	107,666,914	107,666,914	52,901,816	49.1%
Taxes	236,339,271	236,339,271	5,963,875	2.5%
Work Study	1,048,960	1,048,960	152,885	14.6%
Investment Income	2,688,506	2,688,506	512,013	19.0%
General Revenue	1,901,487	1,901,487	484,087	25.5%
Subtotal Revenue	437,367,742	437,367,742	81,154,326	18.6%
Transfers-In				
Repairs & Renovations	9,240,905	9,240,905	n/a	n/a
Special Items	36,285,244	36,285,244	-	0.0%
<b>TOTAL REVENUE</b>	<b>482,893,891</b>	<b>482,893,891</b>	<b>81,154,326</b>	<b>16.8%</b>
	Approved Budget	Allocated Budget	Year-to-Date Actuals	Percent Budget
<b>EXPENSES</b>				
Salaries & Wages	\$ 265,718,228	\$ 277,958,418	\$ 47,267,721	17.0%
Staff Benefits	34,507,150	35,196,513	4,728,120	13.4%
Purchased Services	26,111,755	31,596,160	10,907,500	34.5%
Operating Expenses	54,228,781	74,821,688	20,637,527	27.6%
Supplies & Equipment	12,572,854	22,175,184	8,064,344	36.4%
Provisions (See Summary Below)	63,034,333	12,585,456	n/a	n/a
Subtotal Expenses	456,173,101	454,333,419	91,605,212	20.2%
Transfers to Other Funds:				
Institutional Matching - Contracts/Grants	-	34,375	-	0.0%
Auxiliary Fund	8,720,790	9,276,097	-	0.0%
Unexpended Plant Fund	18,000,000	19,250,000	1,250,000	6.5%
<b>TOTAL EXPENSES</b>	<b>482,893,891</b>	<b>482,893,891</b>	<b>92,855,212</b>	<b>19.2%</b>
	Approved	Allocated Budget	Adjustments	Current Unallocated
<b>PROVISIONS SUMMARY:</b>				
College Funded Initiatives	\$ 4,669,089	\$ (1,946,418)	\$ -	\$ 2,722,671
Compensation	9,200,000	(9,200,000)	-	-
Level-Up Scholarship	835,000	-	-	835,000
Network Model	2,500,000	(2,500,000)	-	-
Programs & Pathways	6,665,000	(137,215)	-	6,527,785
PTK Travel Scholarships	380,000	(380,000)	-	-
Recruit Texas	2,500,000	-	-	2,500,000
Special Items	36,285,244	(36,285,244)	-	-
<b>TOTAL PROVISIONS</b>	<b>63,034,333</b>	<b>(50,448,877)</b>	<b>-</b>	<b>12,585,456</b>
	Prior Month Balance	Current Month Net Change	Current Month Balance	Year-to-Date Net Change
<b>CASH ON HAND</b>				
Pools & Banks	\$ 144,897,697	\$ (7,276,725)	\$ 137,620,972	\$ (42,251,551)
Commerical Paper	9,984,499	10,652	9,995,151	22,428
Total Cash	154,882,196	(7,266,073)	147,616,123	(42,229,123)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2017-18 CURRENT FUNDS OPERATING BUDGET

**REVENUES & EXPENDITURES**

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

**UNRESTRICTED FUND**

**REVENUES**

	October 31, 2017			October 31, 2016		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
State Appropriations	\$ 87,722,604	\$ 21,139,650	24.1%	\$ 85,655,418	\$ 20,642,828	24.1%
Tuition	130,648,857	54,508,486	41.7%	126,359,512	51,777,038	41.0%
Less: Waivers & Discounts	(16,168,420)	(1,606,670)	9.9%	(13,447,685)	(2,124,511)	15.8%
Less: TPEG Set Aside	(6,813,523)	-	0.0%	(6,565,336)	(2,247,794)	34.2%
Total Net Tuition	107,666,914	52,901,816	49.1%	106,346,491	47,404,733	44.6%
Taxes for Current Operations	236,339,271	5,963,875	2.5%	223,160,000	5,265,972	2.4%
Work Study	1,048,960	152,885	14.6%	1,144,137	196,197	17.1%
Investment Income	2,688,506	512,013	19.0%	2,591,746	404,345	15.6%
General Revenue	1,901,487	484,087	0.0%	2,676,536	376,788	14.1%
<b>SUBTOTAL</b>	<b>437,367,742</b>	<b>81,154,326</b>	<b>18.6%</b>	<b>421,574,328</b>	<b>74,290,864</b>	<b>17.6%</b>
Transfers-In						
Repairs & Renovations	9,240,905	n/a	0.0%	9,752,786	n/a	0.0%
Special Items	36,285,244	-	0.0%	42,695,321	-	0.0%
<b>TOTAL REVENUES</b>	<b>482,893,891</b>	<b>81,154,326</b>	<b>16.8%</b>	<b>474,022,435</b>	<b>74,290,864</b>	<b>15.7%</b>

**EXPENSES**

	October 31, 2017			October 31, 2016		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
Salaries & Wages	\$ 277,958,418	\$ 47,267,721	17.0%	\$ 258,738,520	\$ 44,787,760	17.3%
Staff Benefits	35,196,513	4,728,120	13.4%	31,687,237	4,616,569	14.6%
Purchased Services	31,596,160	10,907,500	34.5%	24,010,600	8,692,709	36.2%
Operating Expenses	74,821,688	20,637,527	27.6%	61,004,541	16,303,214	26.7%
Supplies & Equipment	22,175,184	8,064,344	36.4%	25,595,677	8,745,637	34.2%
Provisions (See Summary Below)	12,585,456	n/a	0.0%	49,117,388	-	0.0%
<b>Subtotal Expenses</b>	<b>454,333,419</b>	<b>91,605,212</b>	<b>20.2%</b>	<b>450,153,963</b>	<b>83,145,889</b>	<b>18.5%</b>
Transfers to Other Funds:						
Institutional Matching - Contracts/Grants	34,375	-	0.0%	2,675	184,628	6,902.0%
Auxiliary Fund	9,276,097	-	0.0%	7,865,797	-	0.0%
Unexpended Plant Fund	19,250,000	1,250,000	6.5%	16,000,000	16,000,000	0.0%
<b>TOTAL EXPENSES</b>	<b>482,893,891</b>	<b>92,855,212</b>	<b>19.2%</b>	<b>474,022,435</b>	<b>99,330,517</b>	<b>21.0%</b>

	Approved	Year-to-Date Allocation	Balance	Approved	Year-to-Date Allocation	Balance
<b>Provision Summary</b>	<b>\$ 63,034,333</b>	<b>(50,448,877)</b>	<b>12,585,456</b>	<b>\$ 94,185,917</b>	<b>(45,068,529)</b>	<b>49,117,388</b>



## INFORMATIVE REPORT NO. 9B

### Monthly Award and Change Order Summary

Listed below are the awards and change orders approved by the chief financial officer in October 31, 2017.

#### **AWARDS**

1DF0749	ADVANCENET TECHNOLOGY SERVICES - DO	\$49,900
<p>This award is for Empowerment Marketplace, a custom-branded community outreach tool using a multi-lingual virtual instruction platform to increase retention and employment rates of Workforce Development adult education and literacy (AEL) students. Included in the amount are cost of setup (\$25,000) and annual fees for 1,000 licenses (\$2075/mo.) The additional years of this three-year agreement will be added to future operating budgets.</p>		

#### **CHANGE ORDERS**

Meza Engineering – Bid #N/A Replace chiller - BJP Purchase Order No. B27322 Change Order No. 1											
Change:	Commissioning requirements described in C408 of the 2015 International Energy Conservation Code (IECC), due to city code change.										
	<table><tr><td>Original Contract Amount</td><td>\$36,700.00</td></tr><tr><td>Change Order Limit/Contingency</td><td>N/A</td></tr><tr><td>Prior Change Order Total Amounts</td><td>.00</td></tr><tr><td>Net <b>Increase</b> this Change Order</td><td>3,500.00</td></tr><tr><td>Revised Contract Amount</td><td>\$40,200.00</td></tr></table>	Original Contract Amount	\$36,700.00	Change Order Limit/Contingency	N/A	Prior Change Order Total Amounts	.00	Net <b>Increase</b> this Change Order	3,500.00	Revised Contract Amount	\$40,200.00
Original Contract Amount	\$36,700.00										
Change Order Limit/Contingency	N/A										
Prior Change Order Total Amounts	.00										
Net <b>Increase</b> this Change Order	3,500.00										
Revised Contract Amount	\$40,200.00										
Neel-Schaffer – Bid #N/A Building site improvements - EFC Purchase Order No. B30150 Change Order No. 1											
Change:	Additional compensation to relocate and rotate proposed modular building to avoid water and Oncor easements.										

Original Contract Amount	\$22,363.00
Change Order Limit/Contingency	N/A
Prior Change Order Total Amounts	.00
Net <b>Increase</b> this Change Order	7,500.00
Revised Contract Amount	\$29,863.00

Groves Electrical Service Inc. – Bid #12380

Install generators - EFC

Purchase Order No. 30296

Change Order No. 1

Change: To provide materials, equipment and labor to install two main breakers for panels KEL and GEL. This will add additional main breakers to the panel which will support the emergency generator.

Original Contract Amount	\$55,022.25
Change Order Limit/Contingency	N/A
Prior Change Order Total Amounts	.00
Net <b>Increase</b> this Change Order	751.72
Revised Contract Amount	\$367,566.72

Meza Engineering – Bid #N/A

Install generators - ECC

Purchase Order No. B25020

Change Order No. 1

Change: Commissioning requirements described in C408 of the 2015 International Energy Conservation Code (IECC), due to city code change.

Original Contract Amount	\$26,857.00
Change Order Limit/Contingency	N/A
Prior Change Order Total Amounts	.00
Net <b>Increase</b> this Change Order	3,500.00
Revised Contract Amount	\$30,357.00

## INFORMATIVE REPORT NO. 9C

### Facilities Management Report

The Facilities Management project report and progress report on construction will be combined into one report. The draft of the new combined report will be presented at the regular meeting

## INFORMATIVE REPORT NO. 9D

### Notice of Grant Awards (December 2017)

Most of the grants in the *Notice of Grant Awards* report are from government agencies. Occasionally, a private donor may direct a gift to DCCCD rather than to DCCCD Foundation, Inc., in which case the gift from the private donor is included in *Notice of Grant Awards*.

Funding agencies define fiscal years for each grant, which often do not align with DCCCD's fiscal year. DCCCD administers grants in accordance with requirements of the funding agency and its own policies and procedures.

<i>Source:</i>	National Endowment for the Humanities/ Slavery and The Constitution
<i>Beneficiary:</i>	Brookhaven College
<i>Amount:</i>	\$120,505
<i>Term:</i>	October 1, 2017 – December 31, 2018
<i>Purpose:</i>	This project is a two-week summer institute which will be based in Washington, D.C. for twenty-five (25) college and university faculty to explore the relationship between slavery and the Constitution.

<i>Source:</i>	U.S. Department of Education/ Pathways to Success STEM Project
<i>Beneficiary:</i>	El Centro
<i>Amount:</i>	Increase: <u>\$1,189,681</u> New Award Total: <u>\$2,330,809</u>
<i>Term:</i>	October 1, 2017 – September 30, 2018
<i>Purpose:</i>	The overall purpose of the grant is to integrate student services and transfer/ articulation pathways that converge to support an increase in Hispanic and low-income students attaining STEM degrees. The award amount listed above is the grant for Year two (2) of the grant.

<i>Source:</i>	Texas Higher Education Coordinating Board/ Work-Study Mentorship
<i>Beneficiary:</i>	Mountain View College
<i>Amount:</i>	\$22,500
<i>Term:</i>	September 1, 2017 – August 31, 2018
<i>Purpose:</i>	To provide funding for eligible college students to mentor and/or tutor students at participating institutions or high school students at participating school districts; or to counsel

high school students at Go Centers or similar high-school based recruiting centers designed to improve student access to higher education.

*Source:* U.S. Department of Education/ HSI STEM  
*Beneficiary:* Eastfield College  
*Amount:* Increase: \$1,035,683 New Award Total: \$2,216,113  
*Term:* October 1, 2017 – September 30, 2018 (Year two)  
*Purpose:* To develop and carry out activities to improve and expand the institution's capacity to serve Hispanic and other low-income students in the STEM field.

*Source:* Workforce Solutions Greater Dallas/ Workforce Innovation and Opportunity Act (WIOA) Youth System FY18 Garland Campus  
*Beneficiary:* Richland College – Garland Campus  
*Amount:* \$1,050,000  
*Term:* October 1, 2017 – September 30, 2018  
*Purpose:* This grant provides year-round services to eligible and certified WIOA young adults that are out of school ages 18-24 years in Dallas County with barriers to employment. Services provided meet the WIOA 14 Youth Elements that connects youth to employment through occupational skills training, comprehensive case management, and job placement. The 2017-2018 WIOA Youth System grant will serve 155 new youth students at Garland Campus and the S. Dallas Training Center.

*Source:* U.S. Department of Education/ Title V Developing Hispanic Serving Hispanics  
*Beneficiary:* Mountain View College  
*Amount:* \$2,749,641  
*Term:* October 1, 2017 – September 30, 2022  
*Purpose:* To establish a Bilingual Education Center to enhance a program of teacher education designed to qualify teacher candidates to teach in public elementary schools and secondary schools.

*Source:* Workforce Solutions Greater Dallas/ Adult Education Literacy Program  
*Beneficiary:* Dallas County Community College District  
*Amount:* Decrease: \$217,414 New Award: \$7,109,299  
*Term:* June 30, 2016 – June 30, 2018

*Purpose:* Effective August 16, 2017 the Local Workforce Board of Dallas County (LWBDC) awarded DCCCD an additional \$7,326,713 for allowable cost incurred July 1, 2017 through June 30, 2018 to collaborate coordinate and provide Adult Education and Literacy services to adults in the Dallas workforce development area. On November 8, 2017 the LWBDC decreased this award by \$217, 414 and authorized the reallocation of funds across funding categories to balance program year three expenses for supplies, materials, operating, tuition and payroll costs.

*Source:* Texas Workforce Commission/ Skills for Small Business  
*Beneficiary:* El Centro College  
*Amount:* Increase: \$212,389 New Award Total: \$232,389  
*Term:* May 19, 2016 – February 28, 2018  
*Purpose:* The Skills for Small Business grant consists of approximately (26) business partners from the Dallas/Metro Area. These businesses represent one Dallas-Fort Worth region's targeted industry clusters, Medical and Manufacturing. Each of these companies is devoted to developing and customized training program delivered by the Bill J. Priest Institute for Economic Development, a Campus of El Centro College, with the assistance of TWC. The private partners will train incumbent employees to meet the demands for a skilled workforce.

*Source:* Texas Workforce Commission/ Skills for Small Business  
*Beneficiary:* Cedar Valley College  
*Amount:* Increase: \$151,200 New Award Total: \$171,2000  
*Term:* May 6, 2016 – February 28, 2018  
*Purpose:* To provide training for 32 Small Businesses in the Dallas County area. With these funds we have trained a total of 199 unduplicated trainees. This consist of new and incumbent employees. This training is for companies in the Medical, Manufacturing and IT industries.

<u>Grant Awards Reported in Fiscal Year 2016-2017</u>	
September 2017	\$ 6,525,381
October 2017	\$ 4,485,721
November 2017	\$ 7,891,757
December 2017	\$ 6,531,599
January 2018	
February 2018	
March 2018	
April 2018	
May 2018	
June 2018	
July 2018	
August 2018	
Total To Date	\$ 25,434,458

<u>Grant Awards Reported in Fiscal Years 2009-10 through 2015-2016</u>							
<u>Type</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Competitive	\$25,600,315	\$20,985,883	\$16,071,651	\$11,041,788	\$12,349,884	\$29,783,498	\$21,975,062
Pell Grants <sup>1</sup>	\$68,755,845	\$69,080,553	\$69,080,553	\$68,292,120	\$53,467,872	\$61,815,706	\$53,264,478
Total	<u>\$94,356,160</u>	<u>\$90,066,436</u>	<u>\$85,152,240</u>	<u>\$79,339,908</u>	<u>\$65,817,756</u>	<u>\$91,599,204</u>	<u>\$75,237,540</u>

<sup>1</sup> The annual notice of Pell grants almost always appears in the August report. Pell grants are not awarded based on competitive applications; they are a component of Title IV student aid.

## INFORMATIVE REPORT NO. 9E

### DCCCD Foundation Report (December 5, 2017)

#### **DCCCD Foundation Net Assets**

09/01/14 \$40,327,988

09/01/15 \$41,183,692

09/01/16 \$43,049,433

09/01/17

#### **Gifts Reported in Fiscal Year 2017-2018**

<u>Month Reported</u>	<u>Scholarships</u>	<u>Programs &amp; Services</u>	<u>Total</u>
September 2017	\$36,770		\$142,831
October 2017	\$46,951	\$106,061	\$180,581
November 2017		\$133,630	
December 2017			
January 2018			
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			
<b>Total</b>	\$83,721	\$239,691	\$323,412

#### **Funding Priorities**

<b>Priority</b>	<b>Total Raised</b>	<b>Total Pledged</b>
LevelUp Scholarship	\$691,957	

#### **Fall 2017 Scholarship Cycle (FINAL)**

<b>Applications Received</b>	<b># Scholarship Awards</b>	<b>Total Dollars Awarded</b>
11,419	349	\$187,710

#### **Rising Star**

<b>Year</b>	<b>New RS Students</b>	<b>Received RS Funds</b>	<b>RS Funds Awarded</b>
2016	581	32	\$20,788.94
2017	881	77	\$67,334.90



### **Crowdfunding Campaigns 2017-2018**

College	Campaign Name	Number of Donors	Goal/Raised	% to Goal
Brookhaven	Brookhaven Women's Soccer 2017	39	\$3,000/\$4,140	138%
Brookhaven	Brookhaven Men's Baseball 2017	64	\$5,000/\$5,760	115%
Eastfield	Eastfield Men's Baseball	52	\$10,000/\$5,985	60%
El Centro	Nathan Young Texas ProStart Culinary Arts Endowment	112	\$25,000/\$25,511	102%
El Centro	Chefs for Farmers – Chef Randall Copeland Memorial Scholarship	5	\$25,000/\$18,200	73%

### **2017 Employee Giving Campaign Results**

**Launched August 18, 2017, Ended October 31, 2017**

**19% Increase in Giving, 37% Increase in Number of Donors over 2016**

	Total	% of Total \$	# of Donors	% of Total Donors
Brookhaven	\$ 28,363.96	17%	137	13%
Cedar Valley	\$ 12,280.00	7%	110	11%
El Centro	\$ 13,552.18	8%	85	8%
Eastfield	\$ 12,316.99	8%	94	9%
Mountain View	\$ 22,407.60	14%	127	12%
North Lake	\$ 20,775.04	13%	177	17%
Richland	\$ 25,904.08	16%	147	14%
District Office	\$ 19,921.00	12%	81	8%
District Service Center	\$ 5,335.00	3%	43	4%
LeCroy Center	\$ 3,180.00	2%	30	3%
<b>TOTAL</b>	<b>\$ 164,035.85</b>	<b>100%</b>	<b>1031</b>	<b>100%</b>

**Priorities by Location**

	Priority 1	Priority 2	Priority 3
Brookhaven	LevelUp Scholarship	BHC General Scholarship	
Cedar Valley	LevelUp Scholarship	CVC General Scholarship	CVC Student Activities Fund
Eastfield	LevelUp Scholarship	EFC Student Emergency Fund	EFC Employee Development Fund
El Centro	LevelUp Scholarship	El Centro Giving Tree	July 7 Reflection Art Installation Fund
Mountain View	LevelUp Scholarship	MVC Proud Fund	
North Lake	LevelUp Scholarship	NLC General Scholarship	
Richland	LevelUp Scholarship	41 named scholarship funds	
DCCCD (DO, DSC, LCET)	LevelUp Scholarship	DCCCD Way Fund	

## INFORMATIVE REPORT NO. 9F

### Presentation of Contracts for Educational Services

The chancellor presents the report of contracts for educational services entered into by the colleges in the past month.

#### **BROOKHAVEN COLLEGE - \$40,905**

Ford	Automotive
Dallas Fire and Rescue	Medical Skills

#### **CEDAR VALLEY COLLEGE - \$18,450**

City Wide	various
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#### **EASTFIELD COLLEGE - \$5,400**

City of Rowlett	Supervision
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#### **EL CENTRO COLLEGE - \$35,610**

Dallas Police Department	Emergency Medical Responder
Dallas PD Basic Training Academy	Emergency Medical Assistance
Dallas County Sheriff's Department	Drawing
Dallas County Sheriff's Department	Safety
Dallas County Sheriff's Department	Computer Training
Dallas County Sheriff's Department	Interpersonal Skills
Irving ISD	Patient Care Technician Training

#### **MOUNTAIN VIEW COLLEGE - \$25,106**

Dallas Independent School District	Alternative Teacher Certification
Dallas Can Academies	Certified Nurse Aide
Mount Pleasant ISD	Alternative Teacher Certification

#### **NORTH LAKE COLLEGE - \$39,926**

Construction Education Foundation	Career Training
TEXO	Workplace Safety
Dallas Joint Plumbers Apprentice Fund	Career Training

### RICHLAND COLLEGE - \$12,740

City of Garland	Business Productivity
City of Richardson	Building a Foundation of Trust
City of Richardson	Emotional Intelligence
Dallas County	Coaching Fundamentals
Dallas County	Constructive Feedback
Dallas County	Emotional Intelligence
General Dynamics	Train the Trainer
General Dynamics	ARC Flash Protection
Kirchhoff Van-Rob	Developing your Team (Grp A)
Kirchhoff Van-Rob	Developing your Team (Grp B)

#### Contracts for Educational Services Reported in 2016-17

	<u>BHC</u>	<u>CVC</u>	<u>EFC</u>	<u>ECC</u>	<u>MVC</u>	<u>NLC</u>	<u>RLC</u>	<u>Total</u>
September 2017	\$ 13,934	\$ 2,250	\$ 4,320	\$ 27,526	\$ 47,099	\$ 112,614	\$ 9,280	\$ 217,023
October 2017	\$ 40,905	\$ 18,450	\$ 5,400	\$ 35,610	\$ 25,106	\$ 39,926	\$ 12,740	\$ 178,137
November 2017	\$	\$	\$	\$	\$	\$	\$	\$
December 2017	\$	\$	\$	\$	\$	\$	\$	\$
January 2018	\$	\$	\$	\$	\$	\$	\$	\$
February 2018	\$	\$	\$	\$	\$	\$	\$	\$
March 2018	\$	\$	\$	\$	\$	\$	\$	\$
April 2018	\$	\$	\$	\$	\$	\$	\$	\$
May 2018	\$	\$	\$	\$	\$	\$	\$	\$
June 2018	\$	\$	\$	\$	\$	\$	\$	\$
July 2018	\$	\$	\$	\$	\$	\$	\$	\$
August 2018	\$	\$	\$	\$	\$	\$	\$	\$
September 2018	\$	\$	\$	\$	\$	\$	\$	\$
Total To Date	\$ 54,839	\$ 20,700	\$ 9,720	\$ 63,136	\$ 72,205	\$ 152,540	\$ 22,020	\$ 395,160

#### Contracts for Educational Services Reported in Fiscal Years 2009-10 through 2014-15

<u>Campus</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
BHC	\$ 295,712	\$ 245,537	\$ 295,804	\$ 301,369	\$ 195,018	\$ 210,171	\$ 172,151
CVC	\$ 288,150	\$ 195,226	\$ 206,792	\$ 109,913	\$ 188,340	\$ 174,546	\$ 4,420
EFC	\$ 26,951	\$ 26,605	\$ 25,800	\$ 51,800	\$ 20,225	\$ 10,130	\$ 175,095
ECC	\$ 509,510	\$ 294,024	\$ 339,423	\$ 290,895	\$ 269,327	\$ 444,171	\$ 489,573
MVC	\$ 68,387	\$ 179,830	\$ 86,943	\$ 89,876	\$ 167,566	\$ 252,798	\$ 377,121
NLC	\$ 373,172	\$ 406,059	\$ 466,720	\$ 494,958	\$ 497,515	\$ 519,540	\$ 740,256
RLC	\$ 141,494	\$ 170,260	\$ 143,847	\$ 204,246	\$ 220,229	\$ 210,637	\$ 144,972
Total	\$1,703,376	\$1,517,541	\$1,565,329	\$1,543,057	\$1,558,220	\$1,821,993	\$ 2,103,588

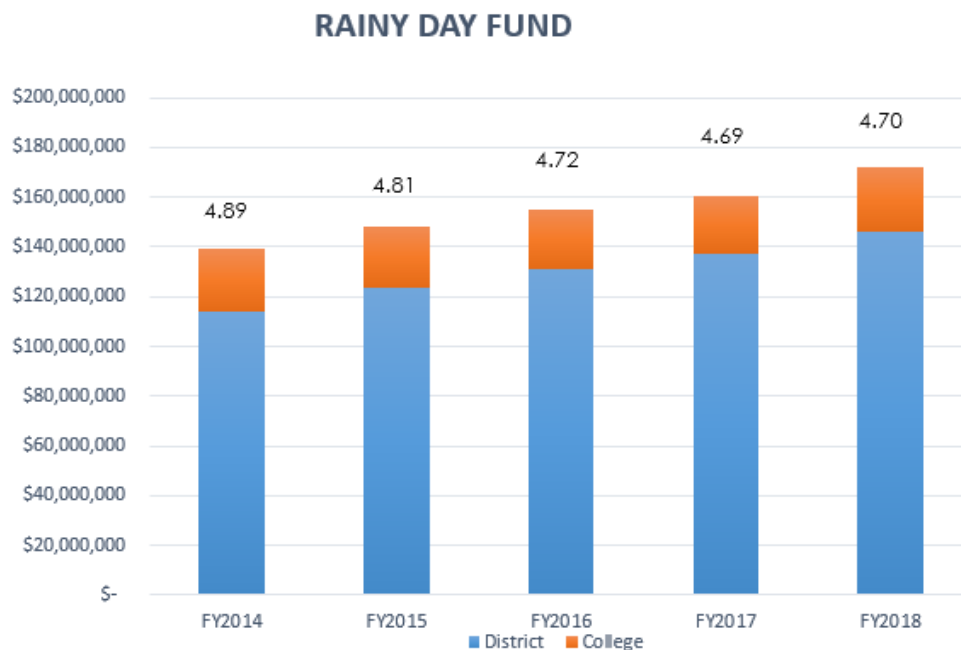
## INFORMATIVE REPORT NO. 9G

### Presentation of Rainy Day Fund

The chancellor presents the District's Rainy Day Fund report for review.

The following chart indicates the dollar amount in the fund as well as the number of months of operation covered by the fund. The District maintains approximately four months of annualized expenses. Each college maintains approximately one month of annualized expenses. The Rainy Day Fund will only be accessed in case of extreme financial emergency as agreed upon by the Chancellor and the Chief Financial Officer and approved by the Board of Trustees.

According to the Board policy on Rainy day fund BAA (Local) Management of College District Funds, item 3: The College District will maintain a prudent amount of un-designated fund balance – equivalent to not less than four and not more than six months of operating expenses – to ensure continuity in case of catastrophic loss and to maintain the most favorable credit ratings for financing debt.



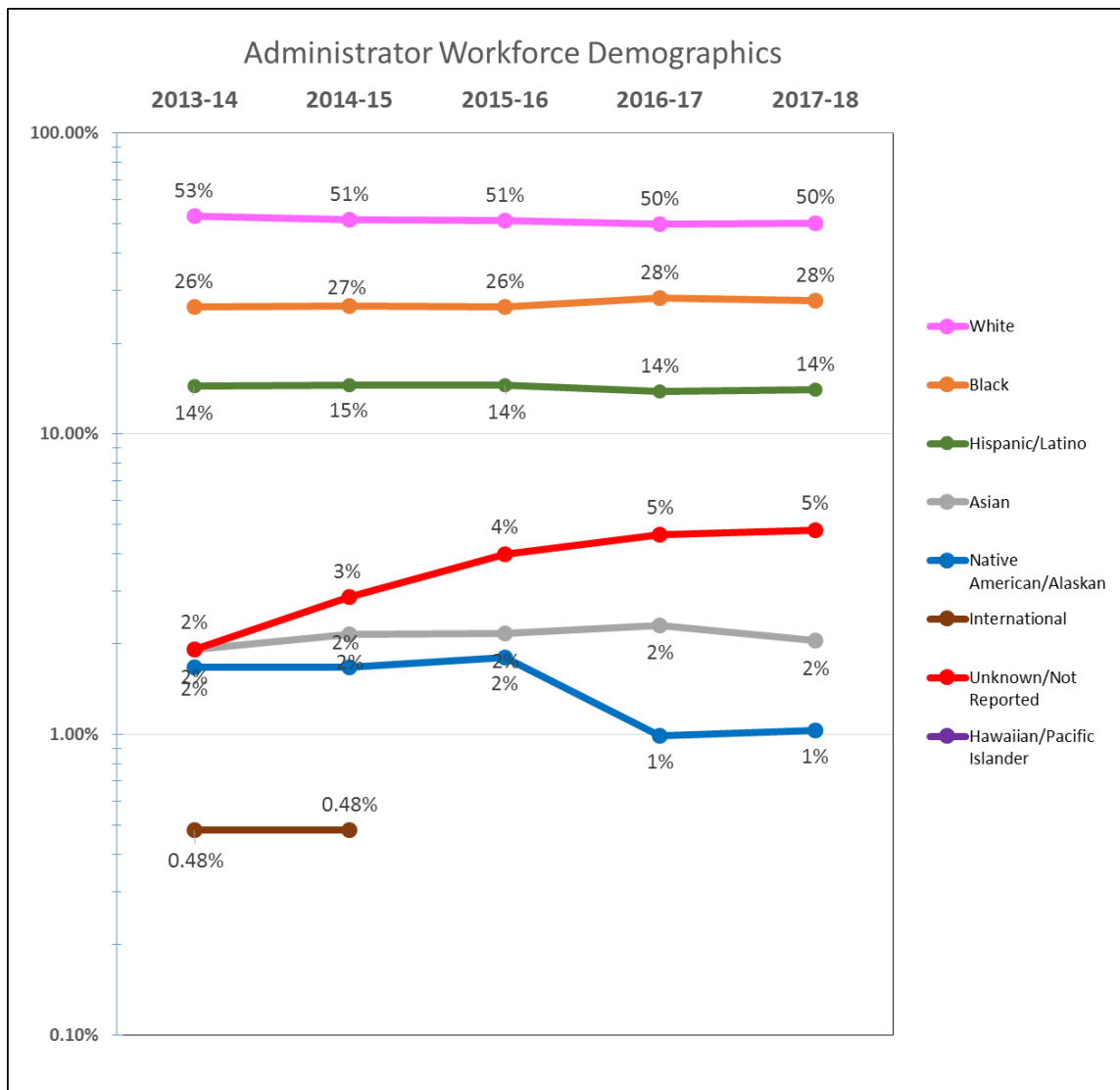
FY2018		
District	College	Total
\$148.0M	\$25.7M	\$173.7M

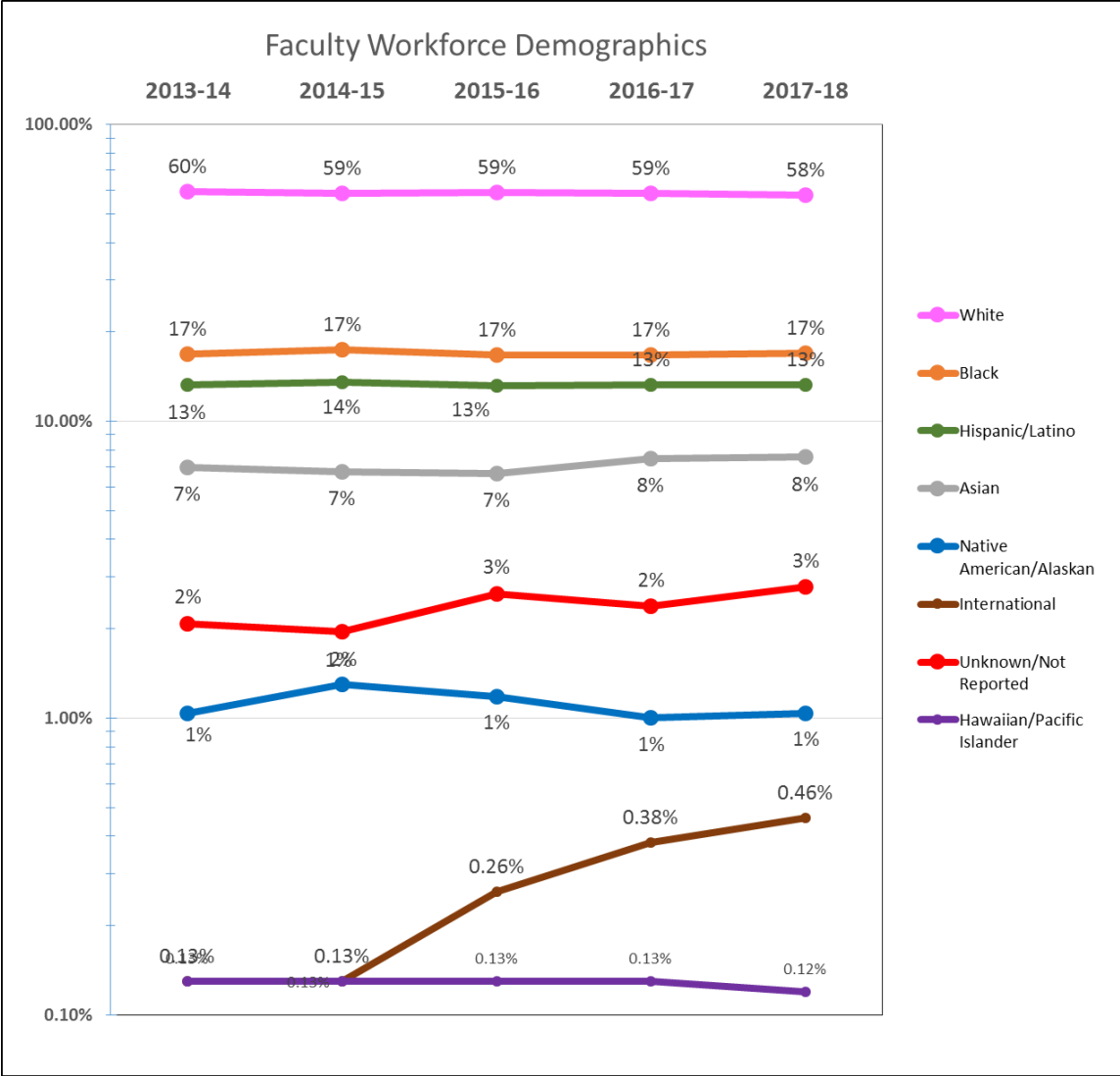
## INFORMATIVE REPORT NO. 9H

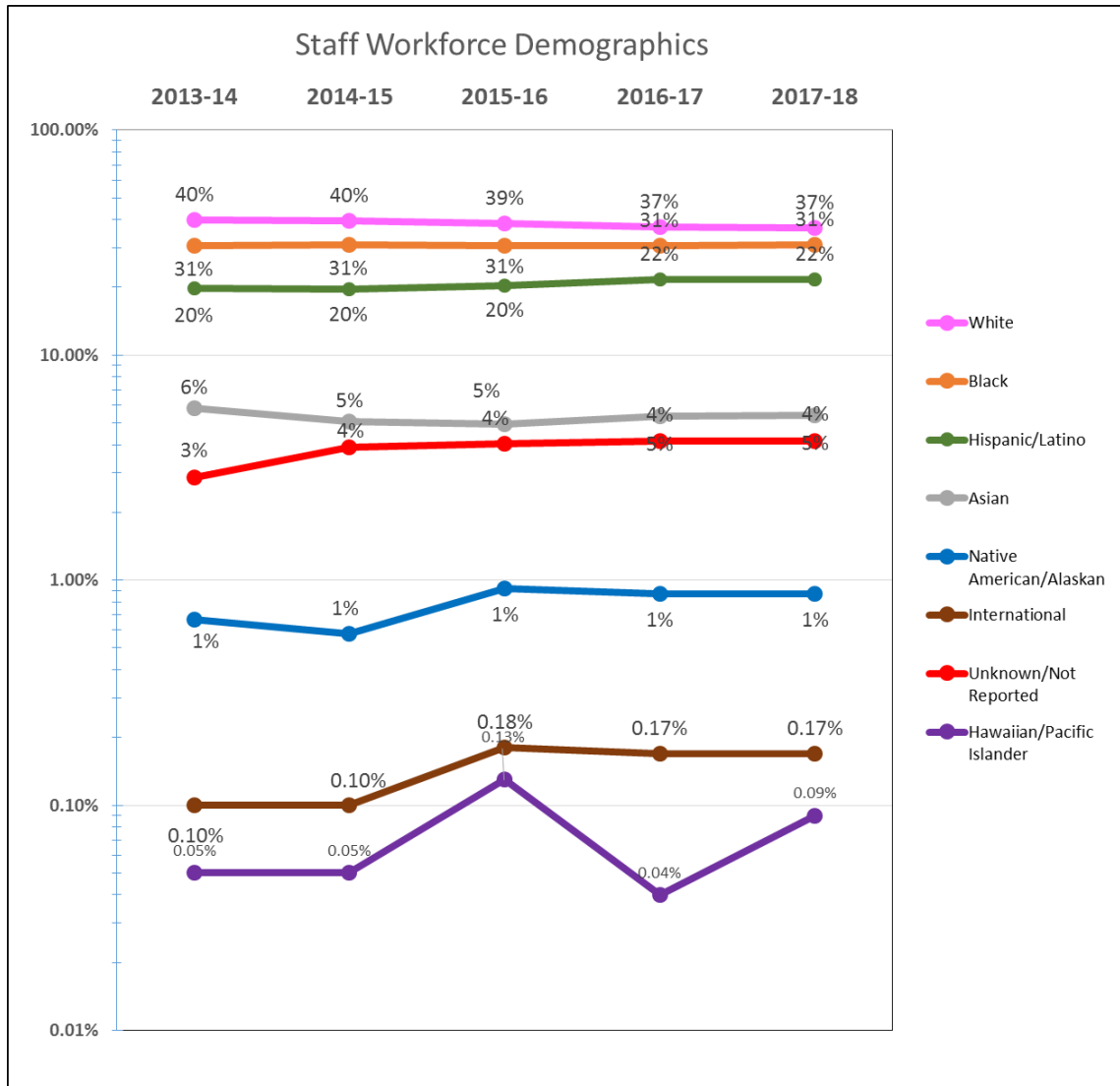
### Presentation of Workforce Demographics

The Chancellor presents the Workforce Demographics report as of October 31, 2017.

Workforce diversity continues to be a priority for the Dallas County Community College District, as reflected in the Board's strategic objectives. This report is designed to present workforce diversity information as a five-year trend analysis to provide a historic perspective on changes in the three major employee groups within the DCCCD.







\*Pacific Islander included with Asian count prior to Fiscal Year 2012/2013