This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code §551.1282, this meeting is being broadcast over the Internet in the manner prescribed by Texas Government Code, §551.128. In accordance with Texas Government Code §551.127 one or more members of the Board of Trustees may participate in the meeting via videoconference in accordance with the provisions thereof.

NOTICE OF A GOVERNANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL
Tuesday, June 6, 2023 | 1:00 PM

Administrative Office
1601 Botham Jean Blvd., Room #036
Dallas, Texas 75215

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.

Governance Committee Meeting Agenda

Page

1.   Roll Call - Announcement of a Quorum

Committee Members: Charletta Compton (Committee Chair), Cliff Boyd (Member), Monica Lira Bravo (Member)

2.   Certification of Notice Posted for the Meeting

3.   Citizens Desiring to Address the Board

4.   Committee Presentations

5.   Items for Review

6.   Executive Session (if required)

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

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

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

6.4   Deliberate Regarding Security Devices or Security Audits Sections 551.076 and 551.089

7.   Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE JUNE 6, 2023 GOVERNANCE COMMITTEE MEETING OF DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF TRUSTEES

I, Justin H. Lonon, Secretary of the Board of Trustees of Dallas College, do certify that a copy of the notice for this meeting was posted on the 2nd day of June 2023 in compliance with the applicable provisions of the Texas Open Meetings Act.

Justin H. Lonon, Secretary

Key Performance Indicators (KPI) Quarterly update, Goal #4

Governance Committee

Dr. Brad Williams, Tiska Thomas, Dr. Pamela Luckett, Jim Parker, Scott Wright, Lenora Reece

June 6, 2023

Key Performance Indicators (KPI), Goal #4

Strategic Goal #1   **Student Success**
Provide instructional excellence in a supportive, inclusive, and equitable environment for student learning success.

Strategic Goal #2   **Employee Success**
Develop leaders at every level of the organization to promote an equitable culture of diversity, inclusion, and high performance.

Strategic Goal #3   **Community Engagement**
Leverage partnerships to strengthen communities through higher education, career- connected learning, and talent supply chain.

Strategic Goal #4   **Institutional Effectiveness**
Continuously improve our student, employee, financial, technological, physical, and other capabilities with a focus on effectiveness, efficiency, agility, and quality.

- Remain fiscally responsible and sound
- Promote a responsive and agile digital ecosystem
- Build and maintain quality facilities that are effective, efficient, and sustainable
- Deliver quality college operations that are effective, efficient, and agile

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Key Performance Indicators (KPI), Goal #4

4.1 Remain fiscally responsible and sound	
4.1.1 Maintain cash reserves according to policy	
4.1.2 Maintain a diversified investment portfolio in accordance with Board policy and PIFA while maintaining liquidity and maturity of five years or less and achieving annual budget goal for investment income	
4.1.3 Maintain CFI Index ratio of greater than 2.0	
4.2 Promote a responsive and agile digital ecosystem	
4.2.1 % of students who report having access to hardware and software commensurate with learning needs.	
4.2.2 % of employees who report having access to hardware and software commensurate with teaching and/or workplace needs.	
4.2.3 Digital Engagement Index	
	4.2.3(a) % of students, employees, and other stakeholders who report satisfaction with the ease of access to IT information services.
	4.2.3(b) % of Planned IT projects implemented within the academic year
	4.2.3(c) % of manual processes transformed to automated/digital processes
	4.2.3(d) % of duplicated applications/systems consolidated or eliminated
4.2.4 Information Technology Index	
	4.2.4(a) IT Spending as a % of revenue (including labor and non-labor dollars)
	4.2.4(b) IT Spending per contact hour
	4.2.4(c) Strategic IT Spending Portfolio: Run, Grow, and Transform the Business
4.3 Build and maintain quality facilities that are effective, efficient, and sustainable	
4.3.1 Leverage the Facility Condition Index (FCI), which is defined as the sum of all deferred maintenance for a building divided by the total replacement cost of the building, to gauge the operational health of our facilities.	
4.3.2 % of total technician time attributed to preventative maintenance	
4.4 Deliver quality college operations that are effective, efficient and agile	
4.4.1 Employee feedback on the effectiveness and efficiency of internal operations (PACE survey results pending)	
4.4.2 Employee climate survey (PACE survey results pending)	
4.4.3 Improvement in cross-departmental cooperation (employee operation survey)	

- Collected baseline data
- Quarterly updates presented to Trustee

Review, Reflect, Respond

- Does the current metric provide sufficient insights to inform decisions?

- Is there an optimal timeframe for data capture, or frequency of metric review that can yield greater insights and impact?

- How can others across the organization utilize this data to inform practices?

- What tools or techniques can improve data collection and decision making?

- How do metric reviews empower a culture of continuous improvement.

3

Key Performance Indicators (KPI)

Remain fiscally responsible and sound
Tiska Thomas, Deputy Chief Business Officer

4.1.1 – Maintain cash reserves according to policy

BAA(Local): Management of College District Funds

"The College District shall maintain an amount of cash reserves not less than *two months of general operating revenues* to ensure continuity in the event of economic downturns, unexpected emergencies or in case of catastrophic loss and to *maintain the most favorable credit ratings* for financing debt."
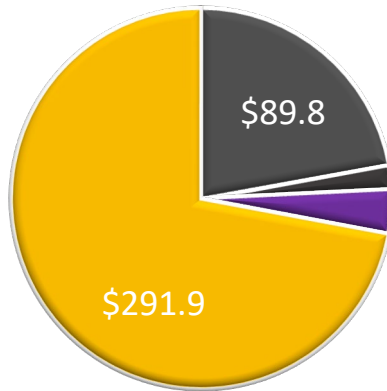
Key Performance Indicators (KPI)

Remain fiscally responsible and sound
Tiska Thomas, Deputy Chief Business Officer

Required Cash Reserves

Shown in millions

$89.8

$291.9

- ■ Required Cash (2 months)
- ■ End-of-year Commitments
- ■ BB Special items

Credit Rating Analysis

- S&P Global Ratings issued November 22, 2022 AAA/Stable

  - "Solid financial flexibility…consistent operating surpluses despite recent enrollment declines. Good management with likely sustainable financial practices."

- Fitch Ratings issued November 29, 2022 Reaffirmed AAA

  - "…solid budgetary flexibility, ample reserve cushion…high level of operating flexibility and anticipated financial resilience throughout the economic cycle."

Key Performance Indicators (KPI)

Remain fiscally responsible and sound
Tiska Thomas, Deputy Chief Business Officer

4.1.2 – Maintain a *diversified investment portfolio* in accordance with Board policy and PFIA while maintaining liquidity and *maturity of five years or less* and *achieving annual budget goal for investment income.*

Security Type	Maximum Allowable	Portfolio % 2/28/2023
Investment Pools	85.00%	57.77%
Commercial Paper	30.00%	3.22%
Treasury Securities	100.00%	1.09%
Municipal Securities	20.00%	3.93%
Agency Securities	85.00%	33.98%
Portfolio Total		100.00%

Key Performance Indicators (KPI)

Remain fiscally responsible and sound
Tiska Thomas, Deputy Chief Business Officer

Maturity Distribution Total Portfolio

	% of Total Portfolio
Overnight	1.20%
2-90 Days	53.60%
6-12 Months	3.90%
1-2 Years	15.70%
2-3 Years	13.80%
3-4 Years	3.20%
4-5 Years	1.01%
	100.0%

Investment Income Budget

- FY2023

  Budget $1,025,000

  Actual $6,526,960

- FY2022

  Budget $575,000

  Actual $1,240,888

Key Performance Indicators (KPI)

Remain fiscally responsible and sound
Tiska Thomas, Deputy Chief Business Officer

Dallas College	**5.9**
Aggregate Statewide CFI	4.9

4.1.3 – Maintain Composite Financial Index (CFI) ratio of greater than 2.0

- CFI used to efficiently analyze the financial health of all Texas community college districts

  - 4 Core Metrics
    - Primary Reserve – How long can the institution survive without additional net position generated by operating revenue?
    - Viability – How much of the debt can the institution pay off with existing resources?
    - Return On Net Position – Is the institution better off financially than it was a year ago?
    - Operating Margin – Did the institution balance operating expenses with available revenue?

Source: Financial Condition Analysis/Texas Higher Education Coordinating Board (THECB). March 2023.

Key Performance Indicators (KPI)

Promote a responsive and agile digital ecosystem
Dr. Pamela Luckett, Chief Digital Engagement Officer
Jim Parker, Chief Information Officer

4.2.1   Percent of students who report having access to hardware and software commensurate with learning needs

4.2.2   Percent of employees who report having access to hardware and software commensurate with teaching and/or workplace needs

4.2.3   Digital Engagement Index
Percent of students, employees, and other stakeholders who report satisfaction with the ease of access to IT information services

4.2.4   Information Technology Index
IT spending as a % of revenue (including labor and non-labor dollars)
IT spending per contact hour
Strategic IT spending portfolio: Run, grow, and transform the business

9

Key Performance Indicators (KPI)

Promote a responsive and agile digital ecosystem
Dr. Pamela Luckett, Chief Digital Engagement Officer
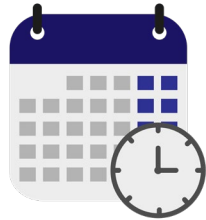
Digital Engagement Index
Review, Reflect, Respond

82%
of students who report having access to hardware and software commensurate with learning needs
(R. Noel Levitz Survey 2000 respondents/21801 students)

80%
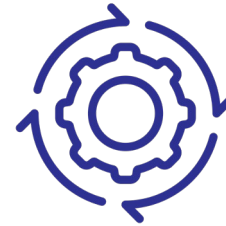of Planned Digital Engagement/IT projects implemented within the academic year
(20 completed/25 planned)

68%(Students)
60%(Employees)

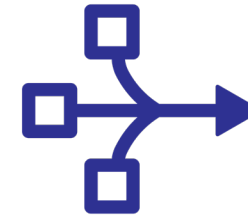report satisfaction with the ease of access to IT information services.

53%
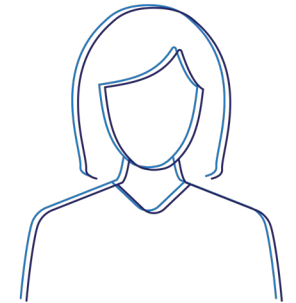of manual processes transformed to automated/digital processes
(8 completed/15 planned)

80%
of duplicated applications/systems consolidated or eliminated from planned
(8 /10 planned)

75%
of employees who report having access to hardware and software commensurate with teaching and/or workplace needs
(PACE Survey 1,698 respondents)

Key Performance Indicators (KPI)

Promote a responsive and agile digital ecosystem
Jim Parker, Chief Information Officer

4.2.4 - IT spending as a percentage of college budget (Both labor and non-labor)

12%

Based on $595M annual college budget.
Costs include:
- Workday Project (~$12.5M)
- ~$10M in identified (to date) IT Spend outside the IT budget.

4.2.4 - IT spending per student contact hour

$2.35

Contact hours for AY 2022-2023.
Cost factors same as above

Key Performance Indicators (KPI)

Promote a responsive and agile digital ecosystem
Jim Parker, Chief Information Officer

4.2.4 - Strategic IT Spending Portfolio:
Run, grow, and transform the business

$37,118,000

Project investments include:
- Workday (HR/Payroll/FIN, Student)
- Network Infrastructure (LEARN)
- Cloud Transformation (AWS, Azure)
- Disaster Recovery and Backup (Rubrik)
- Cybersecurity
- ServiceNow, Salesforce
- Reinvestment of operating budget into strategic modernization initiatives.

Key Performance Indicators (KPI)

Build and maintain quality facilities that are effective, efficient, and sustainable
Scott Wright, Deputy Chief Facilities Officer

4.3.1 - Leverage the Facility Condition Index (FCI), defined as the sum of all deferred maintenance for a building divided by the total replacement cost of the building, to gauge the operational health of our facilities.

$$\text{Facility Condition Index} = \frac{\text{Total Deferred Maintenance}}{\text{Total Replacement Cost}}$$

Key Performance Indicators (KPI)

Build and maintain quality facilities that are effective, efficient, and sustainable
Scott Wright, Deputy Chief Facilities Officer

$$\text{Facility Condition Index} = \frac{\text{Total Deferred Maintenance}}{\text{Total Replacement Cost}}$$

Total Deferred Maintenance: $336m
Total Replacement Cost: $2b
Dallas College Facility Condition Index: 17%

	Range	Number of Buildings
Excellent	< 5%	34
Good	5% – 17%	15
Fair	17% – 30%	24
Poor	≥ 30%	23

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Key Performance Indicators (KPI)

Build and maintain quality facilities that are effective, efficient, and sustainable
Scott Wright, Deputy Chief Facilities Officer

4.3.2 - At least 80% of technician time should be spent on preventative maintenance (PM)

- Preventative Maintenance and reactive maintenance are inversely proportional – doing more PMs results in reduced reactive maintenance

Prior to April 2023:	Unknown
April 2023:	21%
May 2023:	28%
June 2023:	Next internal update

- Recent/Future Improvements
  - Better reporting of time in the work order management system
  - Dedicated Heating/Ventilation/Air Conditioning (HVAC) preventative maintenance team

Key Performance Indicators (KPI)

Deliver quality college operations that are effective, efficient, and agile
Lenora Reece, Interim Deputy Chief, Operations

4.4.1 - Employee feedback on the effectiveness and efficiency of internal operations.

4.4.2 - Employee climate survey.

4.4.3 - Improvement in cross-departmental cooperation.

- Baseline data as employees have not been surveyed in over ten years.
- Percentage is calculated according to a 0-5 scale.
- PACE employee engagement survey results presented during the May board meeting.

4.4.1 - Measured by the average of the following PACE questions   3.25

"My supervisor/chair helps me improve my work" (3.7)
"Institutional leadership uses employee feedback to improve this situation" (2.8)

4.4.2 - The total average of the 46 question of the PACE survey   3.572

4.4.3 - The PACE teamwork score   3.816

Key Performance Indicators (KPI)

Deliver quality college operations that are effective, efficient, and agile
Lenora Reece, Interim Deputy Chief, Operations

Listening
- Words that Matter
- A Seat at the Table
- Pulse Checks

Process Improvement
- Human Resources
- Payroll (HR/Finance)
- Institutional data in advance of Workday student
- Procurement (Compliance, speed, efficiency)

Key Performance Indicators (KPI), Goal #4 (Summary)

4.1 Remain fiscally responsible and sound

4.1.1 Maintain cash reserves according to policy

4.1.2 Maintain a diversified investment portfolio in accordance with Board policy and PIFA while maintaining liquidity and maturity of five years or less and achieving annual budget goal for investment income

4.1.3 Maintain CFI Index ratio of greater than 2.0

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4.2.4(a) IT Spending as a % of revenue (including labor and non-labor dollars)

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4.2.4(c) Strategic IT Spending Portfolio: Run, Grow, and Transform the Business

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4.3.2 % of total technician time attributed to preventative maintenance

4.4 Deliver quality college operations that are effective, efficient and agile

4.4.1 Employee feedback on the effectiveness and efficiency of internal operations (PACE survey results pending)

4.4.2 Employee climate survey (PACE survey results pending)

4.4.3 Improvement in cross-departmental cooperation (employee operation survey)

- Collected baseline data
- Quarterly updates presented to Trustees

Review, Reflect, Respond

- Does the current metric provide sufficient insights to inform decisions?

- Is there an optimal timeframe for data capture, or frequency of metric review that can yield greater insights?

- How can others across the organization utilize this data to inform practices?

- What tools or techniques can improve data collection and decision making?

- How do metric reviews support a culture of continuous improvement.

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Questions

<u>Governance Committee Notes for February 9, 2023</u>

The Governance Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, February 9, 2023, beginning at 2:32 p.m. at the administrative office in room 036 and was broadcasted via the streaming link https://dcccd.new.swagit.com/events/15957. This meeting was convened by Committee Chair Charletta Compton.

<u>Board Members and Officers Present</u>
*   Mr. Cliff Boyd
*   Mrs. Monica Lira Bravo
*   Ms. Charletta Rogers Compton (Committee Chair)
    Ms. Diana Flores
    Dr. Catalina E. Garcia
    Dr. Justin H. Lonon (secretary and Chancellor)
    Mr. Paul Mayer
    Mr. Philip J. Ritter

*   *Denotes a committee member*

<u>Members Absent</u>
None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Committee Chair Charletta Compton.

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

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

4. **Committee Presentations**
    4.1. Parental Leave Policy
         Presenter: Tricia Horatio, Lula McGregor

         Associate General Counsel Tricia Horatio and Interim Chief of Human Resources Lula McGregor presented the Parental Leave policy the board is considering for approval. Horatio began with an overview of how Parental Leave is defined for the purpose of the policy being considered. Parental Leave refers to paid leave for

the birth or placement of a child as result of surrogacy, adoption, foster care, guardianship, or conservatorship. Horatio referred to Texas government code 661 which provides for 12 weeks of unpaid leave and requires institutions to establish a family leave pool. Thus, Texas does not have state laws mandating employers provide paid parental leave benefits.

Horatio then reviewed the American with Disabilities Act stating pregnancy alone is not a disability but any complications resulting would qualify. She also referenced Family Medical Leave Act (FMLA), the federal law that provides for 12 weeks of unpaid and job-protected leave over a 12-month period for public institutions such as Dallas College. Dallas College defines 12-month period as its typical fiscal year September through August.

McGregor reviewed the list of benefits including parental leave as part of an employee benefits package. These included competing for talent, career benefits for both parents, improved financial security, and reduced workforce turnover.

Under current Dallas College policy (DEC – LOCAL) employees receive up to 4 weeks of paid leave and must be employed for at least 36 consecutive months for eligibility, this leave must be used within 12-month period and runs concurrently with FLMA. Two concerns brought up regarding current policy were the amount of leave provided and extensive waiting period for eligibility and subsequent use of that leave.

Compared to a list of peer institutions, Dallas College offered the most generous parental leave policy. Horatio offered that although higher education generally offered fewer benefits, across industry in general in both private, public, and non-profit sectors, parental leave was used as a competitive measure.

The Chancellor and team then recommended the following revisions to the current policy: 8 weeks of 100% salary paid for full time employees, intermittent with approval, 12-month eligibility and waiting requirement.

Board members each shared their view on the changes to this policy. Chair Monica Lira Bravo expressed that had she worked for Dallas College she would not have been eligible under current policy. Trustee Garcia asked about salary paid to faculty under this

policy which is a based on current salary contracts and 9-month work cycle but did not include overtime. Discussion ensued about what qualifies a person for parental leave, and Horatio shared this was based on current law. Other points of the presentation were clarified for the Board.

Horatio and McGregor then reviewed the projected cost of paid leave based on the 2018-19 data for parental leave participation. Data showed that the cost for a4 week leave was approximately $400,000 and that by doubling 4 weeks to 8 weeks those costs would also double to $800,000.

The Governance committee asked the Board to move forward with recommended revisions to current policy which would be brought for a first reading at a future board meeting, and the Board agreed.

5. **Items for Review**

5.1. Board Travel Policy

Committee Chair Charletta Compton referenced the Board Travel Policy and invited Vice Chair Phil Ritter to share any considerations he wanted the Board to be aware of. Vice Chair Ritter believed that board travel should be reviewed periodically. Trustee Ritter wanted to consider optics, budgetary expenses, and the number of trustees participating per conference. He shared potential practices could include polling the Board for preferred conferences and having a schedule, and Board Chair in consultation with Chancellor to approve and prioritize. Other organizations give individual members a set amount of budget to use annually. The Board's current method is to approve a recommended list and members attend the conference(s) they select.

Trustee Paul Mayer confirmed that the three topics for discussion were budget, liability and educational benefits. Trustee Monica Lira Bravo offered background on how initially the policy was brought to their attention. The initial intent was to have flexibility in updating the conference list rather than having to list it as an agenda item for approval if not included on the original list. Trustee Compton believes that current travel by the Board is reasonable and wants to maintain flexibility of currently proposed policy.

As a newer trustee, Trustee Cliff Boyd believed that conferences helped inform him in his current position role is very important and sees this as an investment in board members. Trustee Boyd is currently serving on the Community College Association of Texas Trustees (CCATT) board and hopes to encourage participation in a very informative conference. He believes Trustees should be able to attend conferences that follow educational trends and potential topics that would impact higher education.

Trustee Diana Flores spoke to their professionalism as Trustees that are sponsored by Trustee Associations. She agreed with Trustee Boyd that a Trustee may want to attend conferences not listed that would offer more in-depth knowledge on topics of interest. She went on to state that in her 25 years as a Trustee there has never been an issue over Trustee travel that would compromise Dallas College.

Chair Bravo believes it has been very beneficial in attending conferences. Most recently she attended Association of Community College Trustees (ACCT) with students to advocate on behalf of Dallas College. There are innovative ideas to discuss with other Trustees who may already have similar practices in question. She strongly advocates for trustees to participate in conferences. Trustee Mayer agreed with all comments made.

Chair Bravo did recommend the change to allow flexibility to the current policy that permits changes to the current conference list.

Chancellor Justin Lonon offered that as Trustees, they serve as volunteers, and he would always prefer to have the most educated Board possible. As chancellor of Dallas College, he will always protect the integrity of the institution. He believes that the Board has been fiscally responsible, sharing the average cost for trustee travel has been less than $20,000 in the last five years. He acknowledged that COVID did impact those expenses, but that typically those expenses were standard.

Chancellor Lonon asked General Counsel Rob Wendland to remind the Board about the rules around quorum. Wendland said current policy and changes recommended would be within compliance of the law. He stated that a quorum of Board who participated would violate the Open Meetings Act, Wendland confirmed that there was

an exception for travel to an event or conference which states as long as members don't deliberate or conduct transactional business while in that setting, members can congregate for the purpose of that event. He continued to encourage the Board to practice those requirements and conduct themselves in the appropriate manner.

Trustee Catalina Garcia asked what prompted this discussion. Wendland offered that it is good practice to have these types of discussions and periodically review travel policy. Changes proposed prompted this discussion.

Committee Chair Compton recommended no additional changes than those already proposed originally before tabled at a previous first reading of the policy. The policy will move forward again for first reading at a future board meeting.

5.2. Board Committee Structure and Meeting Schedule

Committee Chair Compton asked for Board members to review current charters and if they had any recommendations for changes. She also shared her concern regarding the timing of current committee meetings, suggesting a 2-hour meeting timeframe per committee meeting. She also shared concerns on too many committee meetings in a day which impacted the schedule of the day and to ensure enough time to answer trustee questions.

Chancellor Justin Lonon encouraged them to be mindful of the topics being covered in each committee meeting. Should a 2-hour time limit be assigned, it could become restrictive and not all the content would be the same from month to month. Board Relations Executive Perla Molina offered that flex time is built into the schedule to ensure there is no wasted time should a committee meeting end early. General Counsel Rob Wendland reminded the Board that a meeting could begin late, but not early, as the Open Meetings Act must be taken into consideration when building schedules.

Vice Chair Phil Ritter agreed that we should have a flexible schedule, but that members should be mindful of a start time and end time; he is being self-aware and waiting to ask questions toward the end to allow staff to complete presentations. Trustee Paul Mayer added that out of respect to presenters and board members asking questions it is helpful to be aware of the timing

of presentations. He said members should consider the amount of time spent preparing presentations and the monetary cost of not getting to those presentations.

Trustee Cliff Boyd, as Committee Chair of Finance, believes in preparation ahead meetings and encouraged members to fully read their packets. Should members have questions they could share with staff to be prepared to respond to those at the presentation. He suggested more time with Chancellor Lonon to find out what's happening at Dallas College instead of a second meeting date. Chancellor Lonon shared that the team has been mindful of building in more engaged conversations with a "Road Show" opportunity with staff and students so that the Board would be more connected to what's going on at Dallas College. This included building in visits to the campuses, and that the team was still working through the logistics of a campus visit.

Trustee Compton suggested only having two committee meetings a day. However, Chair Bravo believed that topics would still be included in those two committee meetings, when necessary the board would need to meet to receive information in order to vote.

Wendland reminded the Board of a potential walking quorum when sending emails and to be aware of the subject matter of those emails. The Board must ensure there is no deliberation through email and that emailing everyone can be risky of the conversation turning that way. His preference would be that all inquiries be directed to the Chancellor's office, of which the Board Relations office is part of, and those inquiries could be shared with appropriate staff members to get responses. One on one communication is appropriate but must be mindful of a call between two committee members could be considered a walking quorum. His best advice would be to remain mindful of deliberations outside the committee meetings. Additionally, clarification was given on what constitutes a quorum, the full Board or a committee.

Trustee Compton asked if any changes to charters can be submitted to the Chancellor's office before the next quarterly meeting in June along with recommendations to the committee calendar schedule.

Trustee Ritter asked for follow-up about the self-assessment cycle of the Board. Ms. Compton mentioned that if the Board was interested in surveying employees of the Leadership team, how many levels down would be appropriate, since the Chancellor had recently done an all-employee survey. Trustee Ritter suggested the survey tool should have questions on how the Board is doing. Trustee Compton wanted to see what results from PACE survey before doing another survey. She also suggested further discussion on the appropriate timing of self-assessment. Chancellor Lonon confirmed there were several questions about the Board in the survey and those results would be shared with all employees including the Board.

The previous meeting's minutes were referenced to determine the timing of the current self-assessment cycle and if and when a new tool developed that included employee feedback would be valuable for the Board. Trustee Compton will continue this discussion at the next Governance meeting with a recommendation of the tool along with the timing

5.3. Committee Notes

a. Governance Committee Notes for November 1, 2022

6.   Executive Session
None.

7.   Adjournment
Meeting was adjourned at 4:02 p.m.

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