



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 CHANCELLOR PERFORMANCE REVIEW COMMITTEE  
MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND  
RICHLAND COLLEGIATE HIGH SCHOOL**

**Tuesday, June 6, 2023 | 2:30 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.*

**Chancellor Performance Review Committee Meeting Agenda**

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

*Committee Members: Phil Ritter (Committee Chair), Diana Flores (Member), Paul Mayer (Member)*


**2. Certification of Notice Posted for the Meeting**

### **3. Citizens Desiring to Address the Board**

### **4. Committee Presentations**

- 4.1 Chancellor Performance Review: A Framework for Incentive Pay 4 - 12
- [Chancellor Performance Review A Framework for Incentive Pay](#) 
- Presenters: Justin Lonon, Phil Ritter, Louis Burrell

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

- 5.1 Committee Notes
- a. Chancellor Performance Review Committee Notes for May 2, 2023 13 - 14
- [ChancellorPerformanceReviewCommitteeNotes-2023May 2](#) 

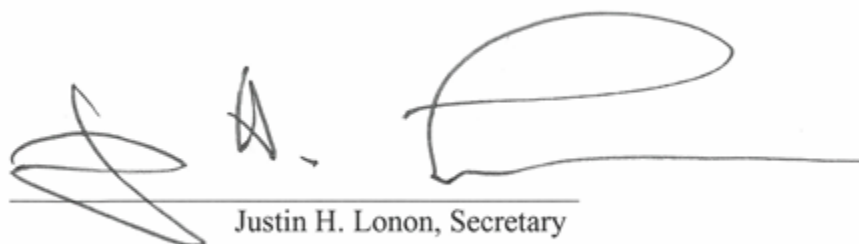
### **6. Executive Session**

- 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 CHANCELLOR PERFORMANCE REVIEW  
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



# **Chancellor Performance Review: A Framework for Incentive Pay**

Vice Chair Phil Ritter, Board of Trustees

Chancellor Justin Lonon

Acting Chief Human Resource Officer Louis Burrell

June 6, 2023



# Chancellor Overall Performance Evaluation Tools

- Trustee Survey
- Community Survey
- Four Chancellor Performance Goals tied to Performance Incentive Pay

# Trustee Survey Results

**6 of the 7 Board members responded to the Survey.**

## Highlights:

1. The Chancellor actively engages in an internal Communications strategy to inform, motivate, and create a connection with Dallas College employees.
2. The Chancellor efficiently reduces barriers, improves process, and develops feedback tools such as the Employee survey to build a “best place to work” environment.

## Area to focus on:

1. The Chancellor has implemented robust Diversity, Equity and Inclusion strategies in the work place that impact internal processes and external partner engagement.



# Community Survey Results



**Determine if external elements should factor into evaluation. Chancellor review did not factor community survey this round.**

56 Community Leaders were emailed  
18 responded to Community Survey  
2.94 was average rating  
32% response rate  
1 week to respond



## Community Survey List

15 Business Leaders

15 Community Leaders

13 Government Leaders

13 Educational Leaders



**There is no substitute for being present. Chancellor is present in the Community and not just present, engaged and aware of the subject matter at hand. Present constitutes a different frame of mind.**

**Justin is a trusted thought partner and is reasonable and deliberate about how he engages with state officials, which puts him and Dallas College in an excellent position to have influence and secure support.**

**Chancellor Lonon has been keenly aware of the changing landscape of the community, for example his communication influenced our *organization's* Board recruitment and refreshment of participation for the better.**





# 2022-2023 Chancellor Performance Goals

**Chancellor Incentive Pay based on four focus areas with weights assigned to objectively measurable goals:**

**Staff Engagement & Leadership Capacity:** Implement a decision-making and accountability framework to ensure that all employees are empowered, efficient and effective.

**Enrollment Recovery:** Increase enrollment at Dallas College by 3% for 2022-23.

**Student Persistence:** Ensure current students are reenrolling in the subsequent semester through a responsive care network and intentional success coaching. Fall-to-Spring goal is 1%.

**Strategic Initiatives & Innovation:** Advancing Dallas College through Action'22/23 plan of continuous improvement and innovative programming.







# Summary Results

For 2022-23 Metrics –  
Performance Incentive  
Award achieved is 73% of  
available amount  
of \$70,000

ENROLLMENT RECOVERY – 20%		
Metric %		Performance Award
		\$14,000
76.39%	Subjective Results	\$5,347
0	Enrollment Metric	\$0
STAFF ENGAGEMENT & LEADERSHIP CAPACITY – 30%		
Metric %		Performance Award
		\$21,000
80.16%	Subjective Results	\$17,043
STUDENT PERSISTENCE – 20%		
Metric %		Performance Award
		\$14,000
78.15%	Subjective Results	\$5,471
100%	Persistence Metric	\$7,000
STRATEGIC INITIATIVES & INNOVATION – 30%		
Metric %		Performance Award
		\$21,000
77.78%	Subjective Metric	\$16,334
PERFORMANCE PAY AWARDED		\$51,194



# **CPR Committee Recommended 2023-24 Chancellor Contract Amendments**

- 5% Increase in Base Pay
- Extend current contract an additional year ending in 2026
- Incentive Pay amount increase by \$30,000



# Why Incentive Pay?

- Provides clear performance expectations including Key Performance Indicators
- Demonstrates linkage between strategic priorities and individual goals
- Enhances top talent recruitment and retention efforts
- Incentivizes employee behavior and outcomes
- Encourages teamwork

# Next Steps

- HR designing a framework at Level 2 & Level 3 leadership tiers for the 2023-24 fiscal year
- Align framework to 2030 Dallas College Vision and Chancellor performance goals
- Align employee performance review cycle with various operational cycles
- Soft launch of the program with the L2 and L3 leaders this summer to develop leadership competencies, shared and individual goals
- Formal launch will occur in September



ITEM FOR REVIEW NO. 5.1.a.

Chancellor Performance Review Committee Notes for May 2, 2023

A Chancellor Performance Review meeting of the Board of Trustees of Dallas College was held May 2, 2023, beginning at 3:04 p.m. at the administrative building and was broadcast on the Cisco Webex platform via the streaming link: <https://dcccnew.swagit.com/events/17002>. The meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- Mr. Cliff Boyd
- Ms. Monica Lira Bravo
- Ms. Charletta Compton
- \* Ms. Diana Flores
- Dr. Catalina E. Garcia
- Dr. Justin Lonon (secretary and chancellor)
- \* Mr. Paul Mayer
- \* Mr. Phil Ritter (committee chair)

\* *Denotes a committee member*

Members Absent

None.

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

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

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

**4. Items for Review**

4.1. Committee Notes

No comments or edits were made.

- a. Chancellor Performance Review Committee Notes for April 4, 2023
- b. Chancellor Performance Review Committee Notes for April 27, 2023

**5. Executive Session**

Executive session was held from 3:05 p.m. to 4:02 p.m.

**6. Adjournment**

The Chancellor Performance Committee meeting adjourned at 4:07 p.m.

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