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 REGULAR MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL
Tuesday, June 6, 2023 | 4:00 PM

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

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

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

Regular Meeting Agenda

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

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

3. **Pledges of Allegiance to U.S. and Texas Flags**

4.   Citizens Desiring to Address the Board

5.   Special Presentation: Texas Cup Pitch Competition: Michael Moe, Global Silicon Valley, Founder; Prabin Dhakal, Finalist

Presenters: Pyeper Wilkins, Justin Cunningham

6.   Chancellor and Board Announcements

(Comments on Accomplishments; Awards Received; Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; District/College Reports/Metrics, and Upcoming Events; Workshops, Seminars, and Conferences taking place at the District or any of its Colleges)

> 6.1.   Announcements from the Chancellor

> 6.2.   Announcements from the Board Chair and/or Trustees

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

8.   Consent Agenda

(Consent Agenda items may be approved by a single motion and vote or, alternatively, upon request of a Trustee(s); any listed item can be removed and considered individually.)

> 8.1.   Meeting Minutes
> a. Approval of Regular Meeting Minutes for May 2, 2023

> 8.2.   Finance Items
> a. 2023 Schedule for Tax Rate and Budget Adoption as Determined by Texas Property Tax Code Requirements

> b. Approval of an Electrical Easement and Right of Way Agreement to ONCOR Delivery Company LLC at the Early College Center at Richland Campus

> c. Approval of Pegasus Park Development Initiative including Lease Agreement Between Pegasus Park, LLC

> 8.3.   Policy Items
> a. Approval of Amendments to Policy BG (LOCAL) – Administrative Organization Plan

b. Approval of Amendments to Policy EFB (LOCAL) – Curriculum Development

c. Approval of Amendments to Policy EE (LOCAL) – Curriculum Development

9. Individual Items

9.1. Talent Items

a. Approval of First Amendment to Chancellor's Employment Agreement

b. Approval of Warrants of Appointment for Police Officers

10. Informative Reports

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

a. Governance Committee Notes for February 9, 2023

b. Audit Committee Notes for March 7, 2023

c. Chancellor Performance Review Committee Notes for May 2, 2023

d. Education Workforce Committee Notes for May 2, 2023

e. Finance Committee Notes for May 2, 2023

10.2. Current Funds Operating Budget Report (April 2023)

10.3. Dallas College Foundation Report (April 2023)

10.4. Monthly Change Order Summary (April 2023)

10.5. Notice of Grant Awards (June 2023)

10.6. Workforce & Advancement Ascend Institute Report (April 2023)

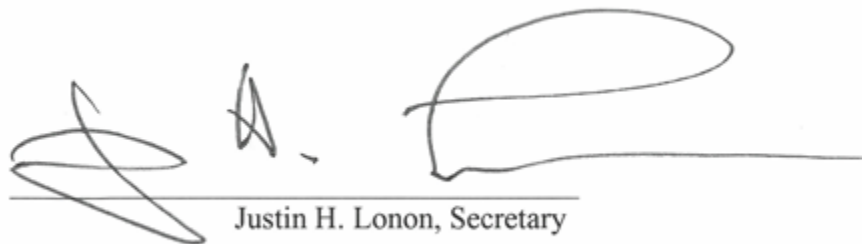10.7. Dallas College Human Capital New Hire/New Position (April 13, 2023 to May 12, 2023)

11. Executive Session (If Required)

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

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

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

11.4.   Deliberate Regarding Security Devices or Security Audits Sections 551.076 and 551.089

12.   Adjournment

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

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

_____
Justin H. Lonon, Secretary

CONSENT AGENDA NO. 8.1.a.

<u>Approval of Regular Meeting Minutes for May 2, 2023</u>

It is recommended that the Board approve the minutes of the May 2, 2023, Regular Board meeting.

A Regular meeting of the Board of Trustees of Dallas College was held Tuesday, May 2, 2023, beginning at 4:13 p.m. and was broadcasted via the streaming link: https://dcccd.new.swagit.com/events/15167. The meeting was convened by Chair Bravo.

<u>Board Members and Officers Present</u>
Mr. Cliff Boyd
Ms. Monica Lira Bravo (Chair)
Ms. Charletta Rogers Compton
Ms. Diana Flores
Dr. Catalina Garcia
Dr. Justin H. Lonon (Secretary and Chancellor)
Mr. Paul Mayer
Mr. Phil Ritter (Vice Chair)

<u>Members Absent</u>
None.

1. **Roll Call - Announcement of Quorum** confirmed by Chair Bravo.

2. **Certification of Notice Posted for the Meeting** confirmed by Chancellor Lonon in accordance with section 551.054 of the Texas Government code.

3. **Pledges of Allegiance to U.S. and Texas Flags** recited by Board members.

4. **Citizens Desiring to Address the Board**
   No citizens addressed the Board.

5. **Special Presentations**
   5.1. Phi Theta Kappa (PTK) Scholars Convention Highlights and Awards

Presenters: Rebekah Benavides, Shawnda Floyd

Chancellor Lonon stated that there were several special presentations along with recognitions of students and staff. He introduced the Phi Theta Kappa (PTK) honors society and shared Dallas College's long history of participation with an active chapter at each campus and over 2,200 current members. Dr. Lonon also spoke about PTK Catalyst 2023 annual international convention in Columbus, Ohio with delegates from each of our campuses. He asked Provost Shawnda Floyd to come forward and speak more about PTK.

Dr. Floyd spoke about academic enrichment experiences which included: honors, Skills USA, PTK, Service Learning, and other academic driven programs. She said that by successfully combining programming from all seven campuses, we have, in many cases, doubled student participation with these life changing opportunities. Dr. Floyd asked Dr. Greg Morris, senior vice provost of Academic Services, to come forward and expand on PTK.

Dr. Greg Morris spoke of the privilege to share some experiences about the PTK students, faculty, advisors, and staff who were present. Dr. Morris said that PTK is comprised of about 300,000 students nationwide. He shared highlights of Catalyst 2023 and listed some of the awards received by students, staff, and faculty as well as recognition received by Chancellor Lonon. Dr. Morris acknowledged the faculty that spent extra time to work with PTK. He then introduced student Quincy Smith.

Smith addressed the Board and spoke about the knowledge and leadership skills he gained while attending Catalyst 2023 and the connections he made while there. He also mentioned how the workshops and speeches helped him become a better PTK president.

Dr. Morris introduced PTK Northlake student, Leticia Laranjeira.

Laranjeira spoke about PTK's focus on success, the support system it provides, and how it's helped students realize their full potential educationally and professionally. She highlighted the value of holding office as international vice president of Division II and

recognized some of the individuals and campus chapters for awards they received. She closed by mentioning the support and encouragement she received throughout Dallas College.

Chancellor Lonon congratulated Laranjeira for her accomplishments and noted her modesty regarding those achievements.

PTK students and leadership came forward for a picture with the Board of Trustees.

PTK students presented Chancellor Lonon with a medal from the regional conference.

A picture was taken with those presenting the medal and Dr. Lonon.

5.2. Dallas College Theater Awards
Presenters: Shawnda Floyd, Ahava Silkey-Jones

Chancellor Lonon announced that we were also recognizing theater awards. The Richland Campus theater program entered seven productions in the Kennedy Center American College Theater Festival. Dr. Lonon said there were approximately 250 productions eligible for the Region VI area, which consists of colleges and universities in Texas, New Mexico, Arkansas, Louisiana, and Oklahoma. He asked Provost Floyd to come forward and give additional details.

Dr. Floyd emphasized how exciting it was for us to be selected and featured as a Kennedy Center American College Theater awardee, as this was a first for Dallas College. She introduced Ahava Silkey-Jones, the vice provost for the School of Creative Arts, Entertainment, and Design.

Vice Provost Silkey-Jones spoke about the Kennedy Center Festival and the awards received which included 11 awards for Richland campus and three national awards. She said while at the festival, students had the opportunity to participate in workshops

and compete in individual events. She then invited full-time faculty member Andy Long to speak and introduced him, sharing several of his accomplishments.

Long thanked the Board members who attended some of the college's productions, expressing how impactful their presence was to the students. He thanked and recognized individual members of the performing arts staff and administrators as well as Richland President, Dr. Kay Eggleston. He spoke about the Kennedy Center Regional Festival and the intensity of competition at the festival. He named and described the awards received. He then introduced one of the theater students, Kendra Bailey, who was named one of the top 32 actors in Region VI.

Bailey came forward and acknowledged staff members individually who supported the theater program. She shared some of her background and said that her story is similar to many other Dallas College students. She closed with a quote from F. Scott Fitzgerald.

Professor Long stressed the need for event technology in theatrical training by saying that during the COVID shutdown 30% of event technology workforce left the industry and will not come back. He also pointed out that Dallas College has incorporated these skills into their credit transfer program. Next, he introduced student Ava Stipe, winner of the National Stage Management Award and spoke about her upcoming paid internship with the Santa Fe Opera House.

Stipe recounted the story of what led her to Dallas College. She also spoke about her educational experience in the theater program and the impact it has had on her life. She thanked Dallas College, the Board of Trustees, and those individuals who helped in her scholastic journey.

The theater program students and staff came forward for a photo with the Board of Trustees.

5.3. Skills USA Student Awards
Presenters: Shawnda Floyd, Greg Morris
Chancellor Lonon explained that Skills USA is being recognized by the Department of Education and the Department of Labor as a

successful model of employer driven workforce development. Dr. Lonon asked Dr. Floyd to return to the podium and speak about our students' accomplishments.

Dr. Floyd shared additional highlights on Skills USA and asked Dean Maria Boccalandro to come forward and speak about Skills USA and the students.

Boccalandro spoke about Skills USA being student centric, but faculty driven. She spoke about the different areas of competition and the medals Dallas College received. She stated that they were preparing to go to the national competition in Atlanta, Georgia, in June. She then introduced the staff members who support all seven campuses. She introduced student Jesse Cerrano and gave an overview of his background.

Cerrano spoke about the moment being a major milestone in his life and thanked those individuals who helped him along the way. He described his educational experience and accomplishments at Dallas College and said he looked forward to next year and the opportunity to be a leader again.

Boccalandro introduced student Giovanni Turri, described his educational and professional background, and noted his accomplishments.

Turri announced that he will be graduating Spring 2023 with an Associate of Arts and transferring to Paul Quinn with an athletic scholarship to complete his education. He described his experiences with the Skills USA program and the opportunities it provided. He also commented that he was an ESL student just 2 years ago. He closed by thanking the Board for this life-changing opportunity.

Skills USA student presenters and staff came forward for a picture with the Board of Trustees.

5.4. Civil Rights Tour 2023 Highlights
Presenters: Shanee Moore, Christa Slejko

Chancellor Lonon reported that a group of about 100 students, faculty, and staff from all Dallas College campuses participated in the Civil Rights tour, a three-day trip viewing and learning about monuments and museums in Alabama and Mississippi. Dr. Lonon asked Dr. Slejko to come forward and speak more on the event.

Dr. Slejko spoke about the different departments and staff that assisted in this experience. She then asked the leaders of the trip, faculty champion Dr. Roy Vu and Senior Director Shanee Moore to come forward and speak a little more about the trip.

Dr. Vu thanked all those involved for their support. He highlighted how the trip furthered the students' academic studies, noting that in advance of the trip they hosted an annual Civil Rights speaker series where presentations were shared on U.S. civil rights topics. Vu said that this was the first time the trip had participants from all seven campuses. He then introduced Shanee Moore.

Moore noted the contributions of Tiska Thomas, her team, and the executive assistants on this project, as the college was transitioning to Workday simultaneously. Next, Moore introduced student speaker Nathan Steinmetz.

Steinmetz, a student from the North Lake Campus, stated that the tour was one of the most impactful events of his life. In addition, he detailed some of the experiences, places they visited, and people they met.

Halil Hicks, a Mountain View student, addressed the Board next and thanked the students, faculty, and staff and shared some of her experiences during the tour. She explained how she was influenced mentally, spiritually, and emotionally by visiting the Civil Rights sites and museums. She finished by pointing out the power of higher education in transforming lives, saying all have a role in creating a better place in America for themselves and future generations.

The next student, Xavier Chancellor, thanked those present and spoke about his reasons for being on the Civil Rights tour, noting the differences between this year's trip and the one he took last year. He expressed his gratitude to all involved in making this experience possible.

Jayden Vigue from North Lake campus spoke about his experience on the Civil Rights tour, the impact it has had on his life and clarity it brought him.

Director Moore made closing remarks regarding the popularity of this event, the resulting need to cap the number of participants due to limited space, and the need to continue trips like this to enrich students.

Student presenters and staff involved in the Civil Rights tour came forward for a picture with the Board of Trustees.

6. **Chancellor and Board Announcements**
    6.1. Announcements from the Chancellor

    Chancellor Lonon acknowledged the presenters and staff who came forward saying that it was representative of what we do as Dallas College.

    Dr. Lonon announced we have new marketing and TV broadcast ads to tell the story of the college. The link to those ads will be shared. He acknowledged the marketing team for their work on this project.

    He also mentioned upcoming commencement and the extensive effort involved in putting an event of this magnitude together. Over 500 employees volunteered to support our students and the graduation ceremony but noted that additional volunteers were still needed.

    6.2. Announcements from the Board Chair and/or Trustees

    Trustee Flores thanked the Workforce Scholars for their work and innovation. She expressed hope that it would become a model and that we can get more government organizations to join in the effort.

Trustee Flores also cited the great work done on the value statement and how the invitation was extended to all Dallas College employees desiring to participate.

Next, she said she expressed her appreciation for the social Return on Investment (ROI) that was provided to the Board in two programs and hoped it could be done with all the programs that we have to show their value. In reference to children's programing, she hoped Dallas College would come to be a place where parents find us to be a resource for their children. Parents look for options not just during the summer but throughout the year.

Trustee Flores asked the Chancellor and the Chair of Education and Workforce for a report on community campuses, saying there could be some concerns there. She also remarked they could seek trustee input since they are out in the community and asked that the trustees not be left out.

Vice Chair Ritter announced that on April 20 and 21, UNT Dallas held a conference by their newly established Center for Socioeconomic Mobility through Education. Attendees from Dallas College included Dr. Shawnda Floyd and President Bob Mong. Discussions encompassed strengthening the educational pipeline and ensuring student success and Dallas College played an integral part.

Trustee Garcia made a statement regarding the Dallas College Board of Trustees membership in the Association of Governing Board of Colleges and Universities (AGB) and our alignment with AGB's position, definition, and values on shared governance. She expressed her discord with the proposed changes to Dallas Colleges Board policy on shared governance and is against the changes that are being proposed, urging the Board to revisit this. She pointed out that for shared governance to work it must be based on a culture of meaningful engagement by all and the proposed changes seek to weaken that.

Trustee Mayer spoke of the humbling and exciting opportunity he has been provided in his first year as a member of the Dallas College Board of Trustees and thanked all for the chance to serve.

Trustee Boyd said he thought Dallas College's future to be bright and we were attractive to employers. He relayed his experience attending Innovative Summit in San Diego several weeks ago with 7,200 attendees from all over the world. He also described how Dallas College was better able to bring in innovation on a large-scale model than most community colleges in the world.

Chair Bravo thanked all those who presented and thanked the Chancellor for inviting those groups. She also thanked the Board members who planned to attend graduation next week and noted the bachelor's degrees being conferred.

Chair Bravo then acknowledged one retiree by name, thanking them for 21 years of service.

7. **Opportunity for Members of the Board and Chancellor to Declare Conflicts of Interest Specific to this Agenda**
No conflicts declared.

8. **Consent Agenda**
Chair Bravo asked to entertain a motion to approve Consent Agenda items 8.1, 8.2, and 8.3.

Trustee Mayer motioned to approve all Consent Agenda items.

Trustee Boyd seconded the motion.

The Consent Agenda passed at 5:50 p.m. with no abstentions.
   8.1. Meeting Minutes
      a. Approval of Regular Meeting Minutes for April 4, 2023.

   8.2. Finance Items
      a. Approval of Amendment to Interlocal Cooperation Contract for the Urban Land Bank Demonstration Program with the City of Dallas, County of Dallas, Dallas County Hospital District, Dallas Independent School District, and Dallas County Schools District

b. Approval of an Agreement with ONCOR Delivery Company, LLC for a New Electrical Easement and a New Right-of-Way Agreement for the Satellite Energy Plant at Mountain View Campus

c. Adoption of Resolutions for a Water Easement Agreement with the City of Dallas to Extend the Water System in the Early College Center at Cedar Valley Campus

d. Adoption of a Resolution with the City of Dallas for an Easement Abandonment Agreement for the Existing Water System Serving the Early College Center and Nursing Allied Health Building at Mountain View Campus

e. Adoption of a Resolution with the City of Dallas for a Backflow Release Agreement for the Wastewater System Serving Mountain View Campus

f. Adoption of Resolution Raising Exemption Amount for Persons Aged 65 or Older and For Disabled Individuals for Tax Year 2023

8.3. Policy Items

a. Approval of Amendment to Policies Concerning Instruction – Chapter E Local Policies

9. Policy Items - First Reading

Chair Bravo said there were three items for first reading. If anyone had questions or comments regarding those, to reach out to legal counsel.

Trustee Compton asked for clarification on 9.1, asking if that had been brought to the Board.

Associate General Counsel Tricia Horatio responded that a work session regarding the policy had not been held.

Trustee Compton expressed a need for a full discussion and consideration from the Board regarding this policy and to address Trustee Garcia's concerns.

Horatio explained that the policies were a result of the reaffirmation that we were undergoing presently. She said there was a timeline, however a work session could be done at the next Board meeting with the Education and Workforce committee to discuss it, and then it would be up for approval.

Further discussions were had between Assoc. General Counsel Horatio, General Counsel Wendland, and Board members regarding establishing a shared governance policy, the process for action items brought before the Board, and the specific timeline for establishing a shared governance policy.

Chair Bravo stated that they would have a work session on item 9.1.

Trustee Flores stated she looked forward to discussing the establishment of a shared governance policy with Board members in June.

9.1. Approval Amendments to Policies BG (LOCAL) Administrative Organization Plan

9.2. Approval Amendments to Policies EE (LOCAL) Curriculum Development

9.3. Approval Amendments to Policies EFB (LOCAL) Curriculum Design

10. Informative Reports

No comments were made.

10.1. Committee Reports

   a. Finance Committee Notes for April 4, 2023

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

   c. Education Workforce Committee Notes for April 4, 2023

   d. Chancellor Performance Review Committee Notes for April 27, 2023

10.2. Current Funds Operating Budget Report (March 2023)

10.3. Dallas College Foundation Report (March 2023)

10.4. Notice of Grant Awards (May 2023)

10.5. Workforce & Advancement Ascend Institute Report (March 2023)

10.6. Dallas College Human Capital New Hire/Position Report (March 13, 2023 - April 12, 2023)

11. Executive Session

No Executive Session called.

12. Adjournment

Board meeting adjourned at 6:09 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.

FINANCIAL ITEM NO. 8.2.a.

<u>Approval of 2023 Schedule for Tax Rate and Budget Adoption as
Determined by Texas Property Tax Code Requirements</u>

Tuesday, June 6	Approval of the 2023 Tax Rate Schedule and Budget Adoption by Dallas College Board of Trustees.
Tuesday, July 25	Dallas Central Appraisal District issues Certified Estimate of Value.
Monday, July 31	Notice of Public Hearing on adoption of the budget in newspaper and website published 5 days prior to August 8th Board meeting.
Wednesday, August 2	72-hour notice for August 8th Board meeting at which the budget will be adopted. (Open Meetings Notice)
Tuesday, August 8	Regular Board meeting with agenda to include public hearing and adoption on the Dallas College operating budget for FY2023-2024.
Tuesday, August 8	Public hearing and adoption on Richland Collegiate High School (RCHS) budget for FY2023-2024.
Tuesday, August 8	Regular Board meeting with agenda item to discuss the proposed tax rate. Take a record vote.
Tuesday, September 5	"Notice of Meeting to Vote on Tax Rate" (quarter-page ad published in newspaper and website at least five (5) days before meeting to adopt tax rate).
Wednesday, September 6	72-hour notice for September 12th Board meeting at which the tax rate will be adopted. *(Open Meetings Notice)*
Tuesday, September 12	Regular Board meeting with agenda to include approval of resolutions levying ad valorem and debt service tax rates for FY2023-2024.

Background
The calendar for adoption of the tax rate and budget is largely determined by requirements set forth in the Texas Property Tax Code, which was enacted in 1979. The Texas Comptroller of Public Accounts publishes a Truth-in-Taxation Manual each year that includes an up-to-date history of amendments in this code.

The Property Tax Code establishes target dates for many Truth-in-Taxation activities. Although circumstances may force appraisal districts or taxing units to alter their timetables, the target dates provide a framework for activities.

The calendar is published and approved based on current state law but is subject to change should new law go into effect by the start of the next fiscal year.

FINANCIAL ITEM NO. 8.2.b.

<u>Approval of an Electrical Easement and Right of Way Agreement to ONCOR Delivery Company LLC at the Early College Center at Richland Campus</u>

The Chancellor recommends that authorization be given to approve an agreement with ONCOR Delivery Company LLC to grant a new electrical easement and right-of-way agreement to construct and maintain a new underground primary electrical service to the new Early College Center and School of Business at Richland Campus.

<u>Background</u>
This proposed easement site will initiate the approval of a new electrical easement and right-of-way agreement with ONCOR Electric Delivery Company, LLC, for Dallas College. The easement agreement will bind ONCOR Electric Delivery Company, LLC, to preserve and protect the College property upon installation of the new underground primary electrical service. The College will have the right to review, approve design and construction of this work.

<u>Resource Contact</u>
John Robertson, Chief Financial Officer
Scott Wright, Deputy Chief, Facilities Officer

FINANCIAL ITEM NO. 8.2.c.

>   Approval of Pegasus Park Development Initiative including Lease
>   Agreement Between Pegasus Park, LLC

The Chancellor recommends that authorization be given to approve a 5-year lease agreement with Pegasus Park, LLC for property in Pegasus Park, in an amount not to exceed $800,000, including Operating Expenses, and execute agreements to complete buildout and renovation in an estimated amount of $480,000. This development initiative is a reflection of a Dallas College priority to address income disparity and limited workforce training opportunities in underserved communities.

Purpose
The space will be used for general office, administrative, business engagement, regional workforce development ecosystem activities, and other related lawful purposes consistent with a public institution of higher education.

Background
One of the strategic priorities for Dallas College is to impact income disparity by targeting underserved communities and individuals and providing educational opportunities leading to high-demand jobs. Dallas College received an $8.8 million in EDA grant funding to create entry-level training programs with regional partners and employer partners in the biotech/life sciences industry. This initiative will provide training and scholarship support for skills development for high demand jobs including short-term training options leading to longer term career development in a 23-acre future-focused campus in Dallas, Texas that encourages collaboration, problem solving, and a healthy dose of good fun. Dallas College would bring our approach to educating traditional, transitional, adult-learning, non-consuming, and continuing education students to enhance the dynamic ecosystem that exists at Pegasus Park, in order to build the brightest future imaginable for Dallas County and beyond.

The programs envisioned to occupy this innovative space aim to:

- Serve economically disadvantaged populations by providing administrative space for the EDA Good Jobs Challenge Workforce Development Program
- Provide state-of-the-art facilities where life science and healthcare employers engage with Dallas College and other higher education institutions in the region in order to create training programs aligned with business and industry workforce requirements

- Incentivize students to pursue technical certificates in biotechnology/life sciences, connect with employers for jobs and navigate regional educational offerings to complete associate degrees and certificates and transfer to four-year institutions
- Expand external partnerships Improve student recruitment, retention, and success, particularly for underrepresented students.

Resource Contacts
John Robertson, Chief Financial Officer
Pyeper Wilkins, Vice Chancellor Workforce & Advancement

POLICY ITEM NO. 8.3.a.

Approval of Amendments to Policy BG (LOCAL) – Administrative Organization Plan

To better align policies relating to instruction with the College's new organizational structure, and to ensure compliance with the principles of accreditation, as prescribed by the College's accrediting agency, the Chancellor recommends the following amendments to local policy.

EFFECTIVE DATE
Upon Board Approval

LOCAL POLICY   EXPLANATORY NOTES

BG – Administrative   Revisions to policy would remove language relating to the
Organization Plan   College's old organizational structure and add language
                        articulating the College's practice of shared governance,
                        including the roles of each stakeholder in that practice.

■ Existing Policy   ■ Deleted Policy   ■ New Policy   ■ GC Edits

The College DistrictDallas College is a singularly structured and accredited college, system of seven comprehensive, separately accredited, community colleges that comprised one legal entityof seven campuses. The colleges, including five community campuses, arecampuses are served by the R. Jan LeCroy Center for Educational Telecommunications and other College District offices whose rolecharged with it is to coordinatecoordinating, facilitatefacilitating, and otherwise supporting the work of the collegesCollege District.

The highest rankinghighest-ranking administrative officer of the College District is the Chancellor, who is responsible to the Board for administering the programs of the colleges College District in accordance with the policies of the Board and applicable local, state, and national laws, and for ensuring that the College District's strategic direction and operations are consistent with its mission, purpose and core values..

The Board directs that the College District shall be organized to ensure that:

1.   The Chancellor represents the Board and is responsible for the overall management of the College District.

2.   The programs, procedures, and practices of the colleges College District advance the College District's purpose and goals.

3.   The College District's offices, including the LeCroy Center, are organized to support college College District operations.

4.   The Board Policies and Administrative Procedures ManualCollege District policies and regulations shall define the relationship between the College District and college operations and shall delegate responsibilities for the development of detailed administrative procedures. at the colleges.

4.

Statement of Shared Governance

The Board recognizes shared governance as the principal mechanism through which College District stakeholders, as subject matter experts in their respective disciplines and practice areas, are afforded an opportunity to provide input, particular to their area of responsibility, and participate in the development of strategic priorities, instructional programs (i.e., curriculum, subject matter, and methods of instruction) educational programs (i.e., degrees and certificates) and the institutional policies that guide the central mission of the College District.

For purposes of this policy, shared governance shall refer to the structures and processes through which stakeholders have regular

and sustained opportunities to participate in the discussion of important issues affecting the operations of the College District enterprise. Shared governance does not refer to decision-making authority, which vests solely with the Board, the Chancellor or a designee, after due consideration of the input and recommendations of stakeholders and the interests of the College District, as appropriate.

In all matters, the process of shared governance shall foster discussion and collaboration and maintain adequate communication channels among the various stakeholders of the College District.

Stakeholders

College District stakeholders include, but are not limited to, College District faculty, staff and administrators. Difference in the influence of each stakeholder group shall be determined by the stakeholder's responsibility for the matter at hand, as set forth in College District policies and procedures.

Faculty

Through broad participation from every campus of the College District and a cross-section of disciplines, faculty, subject to the powers vested in the Board and the Chancellor, may through a variety of Dallas College-wide committees and task forces, consider and/or submit recommendations to the Chancellor, Provost or a designee concerning the instructional programs of the College District, including but not limited to curriculum, pedagogy, teaching methods, course modalities, and requirements for the development of instructional programs. In addition, College District faculty may consider and/or provide input on any matter of College-District-wide concern.

Staff

Through participation in and service on the various councils and committees of the College District, College District staff may provide input on College District operational procedures and practices that affect the work environment and staff-employee welfare, as well as other matters of College District-wide concern.

Administrators

Administrators, vested with oversight of the administrative functions of the College District, shall exercise leadership in the development of institutional policies and programs, and shall advise in the determination of curricula, as appropriate, and concerning all the interests of their functional area, including its relationships to other areas of the College District and the College District as a whole.

The Chancellor shall promulgate procedures to ensure the effectiveness of shared governance.

Internal Councils

The College recognizes the following employee groups:

- Employee councils representing faculty, administratrors and staff

- Functional committees representing certain functional areas of responsibility.

POLICY ITEM NO.

<u>Approval of Amendments to Policy EE (LOCAL) – Curriculum Development</u>

To better align policies relating to instruction with the College's new organizational structure, and to ensure compliance with the principles of accreditation, as prescribed by the College's accrediting agency, the Chancellor recommends the following amendments to local policy.

<u>EFFECTIVE DATE</u>
Upon Board Approval

<u>LOCAL POLICY</u>   <u>EXPLANATORY NOTES</u>

EE – Curriculum Development

Revisions to policy would make clear that primary responsibility for the content, quality and effectiveness of the College curriculum rests with faculty and removes from policy outdated criteria for course creation, course capacity and research and development.

Curriculum Development and Revision

All educational programs of the College District ~~colleges~~ will be continually reappraised to ensure that the offered courses meet the needs of College District students and the community ~~and the students~~. Under the direction of the Provost and subject to the powers vested in the Board and the Chancellor, faculty shall have primary responsibility for the content, quality and effectiveness of the College District curriculum. ~~The Board encourages faculty involvement in the planning of course offerings and in the development of new techniques for meeting course objectives. The Chancellor and college presidents are authorized to establish detailed procedures for curriculum development.~~ The Chancellor or a designee shall establish procedures for curriculum development.

~~Criteria for Course Creation~~

~~The Board may create adult education, evening college, or community service courses, whether credit or noncredit, when there is an apparent need for it in the community, when the course is primarily educational, when qualified instructors and funds are available, and when a minimum of 15 students are likely to enroll. Under unusual circumstances (e.g., acute community need, initiation of new programs) some latitude in class size will be allowed. A course may be discontinued when it ceases to meet these criteria.~~

~~Course Capacity~~

~~Course enrollment capacity (i.e., the total number of available seats) for all sections of a course shall be a consistent range across the colleges of the College District and determined in accordance with the following guidelines:~~

~~1.   Discipline, modality, and course;~~

~~2.   Evidence-based pedagogical recommendations; and~~

~~3.   Practical considerations, including public safety requirements, curricular requirements, instructional periods, equipment, and immediate faculty availability.~~

~~The minimum and maximum course enrollment for each course section shall be set by the designated administrator, in accordance with College District procedures. A course section for which enrollment is less than the minimum enrollment capacity shall be canceled. If enrollment in a course section exceeds the maximum enrollment allowed, a new course section shall be created in accordance with College District procedures.~~

~~Modifications or exceptions to established course enrollment capacity ranges or limitations shall be made in accordance with College District procedures.~~

Research and Development Programs

The Board encourages the research and development of creative and imaginative educational programs. The Chancellor shall request budget appropriations for research and development projects, both at the colleges and in the College District office, and shall develop procedures to fund and review the same.

POLICY ITEM NO.

<u>Approval of Amendments to Policy EFB (LOCAL) – Curriculum Development</u>

To better align policies relating to instruction with the College's new organizational structure, and to ensure compliance with the principles of accreditation, as prescribed by the College's accrediting agency, the Chancellor recommends the following amendments to local policy.

<u>EFFECTIVE DATE</u>
Upon Board Approval

<u>LOCAL POLICY</u>   <u>EXPLANATORY NOTES</u>

EFB - Curriculum Development

TASB recommended revisions would add new policy language relating to state law requiring colleges to develop at least one recommended course sequence for each undergraduate degree or certificate program offered.

■ Existing Policy   ■ Deleted Policy   ■ New Policy   ■ GC Edits

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District online catalog and on the College District website.

DATE ISSUED: 12/9/2020
UPDATE 40
EFB(LOCAL)-AJC

ADOPTED:

1 of 1

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TALENT ITEM NO. 9.1.a.

Approval of First Amendment to Chancellor's Employment Agreement

Following completion of the Chancellor's Annual Performance Review, it is recommended that the Board of Trustees approve a first amendment to the Chancellor's Employment Agreement to amend Sections 2 and 3 in connection with adoption of the approved budget for fiscal year 2023-2024.

2.1. The term of this Agreement shall commence on September 1, 2023 (the "Commencement Date") and end on August 31, 2026 (the "End Date").

3.1. During the Employment Period, the "Base Salary" will increase by 5% from the previous year.

3.3. Increase of potential incentive compensation in an amount of Thirty Thousand and No/100 Dollars ($30,000), based upon progress of measurable goals as established by the Board in consultation with Chancellor as part of the annual evaluation process.

Effective Date
Upon Board Approval

Resource Contact
Rob Wendland, General Counsel

TALENT ITEM NO. 9.1.b.

<u>Approval of Warrants of Appointments for Police Officers</u>

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

WARRANTS OF APPOINTMENT – 3

Matthew Alvarado	District Office
Full-time	<u>Effective Date</u> June 6, 2023
<u>Period</u> Through termination of employment with Dallas College	

Damien Garcia	District Office
Full-time	<u>Effective Date</u> June 6, 2023
<u>Period</u> Through termination of employment with Dallas College	

Gissel Guerrero	District Office
Full-time	<u>Effective Date</u> June 6, 2023
<u>Period</u> Through termination of employment with Dallas College	

COMMITTEE REPORT NO. 10.1.a.

Governance Committee Notes for February 9, 2023

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.

Board Members and Officers Present
 * 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*

Members Absent
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.

COMMITTEE REPORT NO. 10.1.b.

Audit Committee Notes for March 7, 2023

The Audit Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, March 7, 2023, beginning at 10:30 a.m. at the administrative office in room 036 and was broadcasted via the streaming link https://dcccd.new.swagit.com/events/16305. This meeting was convened by Committee Chair Diana Flores.

Board Members and Officers Present
    Mr. Cliff Boyd
    Ms. Monica Lira Bravo
*   Ms. Charletta Rogers Compton
*   Ms. Diana Flores (committee chair)
    Dr. Catalina Garcia
    Dr. Justin H. Lonon (secretary and chancellor)
*   Mr. Paul Mayer

*   Denotes a committee member

Members Absent
None.

1. **Roll Call - Announcement of a Quorum** confirmed by Trustee Flores.

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

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

4. **Committee Presentations**

   1. Internal Audit Quarterly Report - 2nd Quarter Ending February 28, 2023
      Presenters: Lori Cox

Cox provided an overview of the organizational structure and the Internal Audit Department's alignment with strategic priorities of Dallas College, including fostering an equitable, diverse, and inclusive environment, and creating a high-performance work and learning culture.

Cox provided the following engagement updates.

➢ CONTINUOUS ENGAGEMENTS

Fixed Assets
Status: Completed – In Progress
Fixed asset personnel have integrated and consolidated fixed asset records and are updating policies and procedures to align with new systems. Workday workflow testing for receipt and inventory of fixed assets is in progress. Continued reviews of controls, processes, and procedures will occur throughout FY23 (including fixed asset verification - on a sample basis). IAD reviewed internal controls and processes and noted no exceptions.

Information Technology & Security
Status: Completed, Reporting in Progress
The objective of this engagement was to evaluate the College's process of compliance with the terms of software license agreements and assess if the license programs are effective. IAD noted no exceptions. IT employs numerous software management, monitoring tools and techniques to further enforce software compliance. IT is in the process of extracting information from the procurement system records to update the listing of software inventory.

Procurement
Status: Completed
The objective of this engagement was to document selected procurement processes, evaluate these processes for efficiency and effectiveness, and provide recommendations as needed for control enhancements, cost savings, and revised workflows. We noted that the procurement and approval process included extensive approvals and complex order requirements (additional reviews, signatures, and/or forms) that can create significant delays, and that the current state of the procurement process may limit quick and reasonable processing times for non-contract and contract purchases for academic, support, and operational departments of the College. IAD discussed the detailed results and recommendations with Procurement leadership. Procurement prepared an action plan to address

issues noted on the report that the action plan was under review. IAD also reviewed management's action plan to ensure alignment with WorkDay.

Trustee Flores requested that high level changes made to the process be presented to the Board, either from Internal Audit or Finance.

Safety & Security
Status: Completed, Reporting in Progress
The objective of this engagement was to evaluate the controls related to the issuance of hard (metal) keys, and keys to College fleet vehicles, to authorized personnel at all College locations. IAD noted no exceptions.

➢ AUDITS & SPECIAL REVIEWS

Dual Credit
Status: In Progress
The objectives of this review were to assess risks; review dual credit partnerships, state, federal, or accreditor guidelines for compliance and achievement of goals and objectives; and to evaluate general dual credit plans, procedures, and processes for efficiency and effectiveness. A survey of all dual credit partners was in progress and risk assessment interviews were scheduled with Dual Credit leadership.

International Student Office
Status: In Progress
The objectives of this review was to determine if internal controls governing the International Student Office operations were implemented in a manner to ensure compliance requirements and goals and objectives were achieved, to assess current risks, and to evaluate the efficiency and effectiveness of current programs, processes, and procedures.

Trustee Flores inquired of the process to ensure staff was adequately trained to stay current with compliance requirements. Dr. Joseph shared that staff must complete professional development training.

Registration and Enrollment Process Review
Status: In Progress
The objectives of this review were to examine the College registration, enrollment, and payment processes for efficiency and effectiveness. As part of the review, the IAD staff completed "secret shopper" type (anonymous) phone calls; IAD plans to discuss any issues noted with applicable College leadership. IAD also completed three student forums (one virtual and two in person); the purpose of the student forums was to

gain student's perspectives, challenges, and experiences with the registration and enrollment process. IAD scheduled two additional virtual forums, and five in-person forums, for late March.

Success Coach Program Review
Status: In Progress
The objectives of this review were to assess current risks and to evaluate the efficiency and effectiveness of the current plans, programs, processes, and procedures.

➢ OTHER SERVICES, DUTIES, & SPECIAL PROJECTS

Fraud Hotline Administration & Monitoring
Completed and On-going
IAD received six reports in the second quarter. No incidents of fraud, waste, or abuse were identified or substantiated. Reports included allegations and concerns regarding faculty credentials, student code of conduct violations, "false advertisements," and a student's account balance. In addition, two issues of spam emails (inaccurately attributed to the College) were reported. All issues were reviewed/investigated and/or referred to appropriate departments as necessary for resolution.

Special Investigations/Reviews
Status: Completed as needed/requested.
Special investigations and reviews of varied complexity were completed to address, review, or substantiate allegations; provide information; review specific controls/processes; and/or provide recommendations. A special investigation related to a Request for Bid (RFB) was completed in the second quarter; and a special investigation related to a payroll matter was in progress. Results and recommendations were, or will be, reviewed with the appropriate department leadership for appropriate action, as necessary.

Workday Implementation Participation
Status: In Progress/On-Going
WorkDay was implemented on schedule. Prior to go-live, IAD participated in the daily meetings regarding implementation and provided internal control recommendations. IAD will continue monitoring activity in the implemented modules to help ensure controls operate as intended.

Questions
Regarding Dual Credit, Trustee Garcia inquired if student grades were tracked before and after joining dual credit program and retention information for those students. Dr. Floyd, provost, shared that the college

does not review the student's grade history prior to joining the College and that students take a college assessment to identify appropriate plan and their progress is tracked after they have joined the College. Dr. Floyd also shared that a Dual Credit presentation will be provided at a later date.

Trustee Garcia inquired of the reasoning for moving the Employee Recruitment and Retention and Workforce Planning and Staffing engagements to the third quarter. Cox shared that this was at the request of the Interim Chief Human Resource Office due to timing reasons related to the implementation of WorkDay.

5. Items for Review

1. Items for Review

    a. Audit Committee Notes for December 6, 2022
       No comments noted.

    b. Chancellor's Travel Report
       No comments noted.

6. Executive Session
The Board adjourned for Executive Session.

7. Adjournment
The meeting adjourned at 1:47 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.

COMMITTEE REPORT NO. 10.1.c

<u>Chancellor Performance Review Committee Notes for May 2, 2023</u>

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://dcccd.new.swagit.com/events/17002. The meeting was convened by Committee Chair Phil Ritter.

<u>Board Members and Officers Present</u>
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*

<u>Members Absent</u>
None.

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

2. **Certification of Notice Posted for the meeting** was confirmed by Chancellor 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, under the Archived Videos section.

COMMITTEE REPORT NO. 10.1.d.

Education Workforce Committee Notes for May 2, 2023

The Education Workforce Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, May 2, 2023, beginning at 9:00 a.m. at the administrative office in room 036 and was broadcasted via the streaming link https://dcccd.new.swagit.com/events/17000. This meeting was convened by Committee Chair Paul Mayer.

Board Members and Officers Present
       Mr. Cliff Boyd
       Mrs. Monica Lira Bravo
       Ms. Charletta Rogers Compton
       Ms. Diana Flores
  * Dr. Catalina E. Garcia
       Dr. Justin H. Lonon (secretary and chancellor)
  * Mr. Paul Mayer (committee chair)
  * Mr. Philip J. Ritter

  * *Denotes a committee member*

Members Absent
None.

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Mayer.

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

3. **Citizens Desiring to Address the Board**
   There were no citizens desiring to address the Board.

4. **Committee Presentation**

4.1. Sponsored Programs Strategy for Academic Success Part III: After the Award - The Road Most Rewarding

Presenters: Iris Freemon, Ricardo Rodriguez, Tetsuya Umebayashi, Tricia Thomas-Anderson, Adrienne Thompson

Dr. Freemon, the associate vice chancellor of Advancement and Development thanked Chair Bravo, Vice Chair Ritter, the Board of Trustees, and Dr. Lonon for the opportunity to present the final portion of this award process.

Dr. Freemon introduced the following team leaders: Dr. Solomon Tention and Robin Donovan, pre-award team; Dr. Tricia Thomas Anderson and Tikera Chisley, Post Award Team; Dr. Kathy Acosta, Community Engagement & Alumni Relations Team; Dr. Adrienne Thompson, Sponsorships & Advancement Team; and Dr. John Eshun, Grant Management Services Team.

Dr. Freemon gave a short overview of the purpose and strategy of the Advancement & Development area and processes of before and after awards were submitted.

Dr. Freemon relayed that the goal was to leverage resources and create opportunities to remove student barriers to success by solving workforce problems through sponsored programs.

Dr. Freemon elaborated on the current structure of the Sponsored Program's Strategy as compared to the previous structure as DCCCD. She also stated goals for expanding Dashboard Stewardship: its transparency, how grants are managed, the partnership model used, and how Dallas College recalculated the Return of Investment (ROI) Method for Grant Success and what opportunities lay ahead.

Dr. Adrienne Thompson, senior director of Advancement Strategy and Integration thanked the Board for their support. Dr. Thompson did a recap of the work that the Sponsorships & Advancement Team performs. She expanded on the pre-award and post-award structures.

Trustee Flores thanked Dr. Thompson for the work that was done under DCCCD as well as the improvements made as Dallas College.

Trustee Boyd inquired about the grant monies received by Dallas College, and why were all the grants not put through the foundation given that it has more flexibility rather than putting the money into the college and being somewhat restrictive.

Dr. Thompson replied that it depended on the funder. Putting grant funds with non-profits is not allowed if receiving money through a federal grant.

Dr. Thomas explained that foundation grants were usually corporate and nonprofit grants.

Trustee Boyd asked if grant monies were tracked separately within the general fund.

Dr. Thompson confirmed that grant monies were managed and tracked in a separate fund.

Trustee Compton wondered if previous accountability problems and restructuring to avoid those issues would be addressed in the presentation.

Dr. Thompson replied that Dr. Tricia Thomas Anderson will give a full report on accountability at a later date.

Dr. Thompson displayed a comparison on the post-award structure prior to 2020 (DCCCD), which had approximately 60 grants totaling $40 million before COVID. The current structure (Dallas College) showed that from March 2023, Dallas College had 105 grants totaling more than $189 million post COVID/Restructure. Dr. Thompson emphasized that FY 2021-22 had over $38 million in new grant awards, a 57% increase over the previous 5-year average.

Dr. Thompson described the advantages of using foundation grant money, which is considered corporate and nonprofit, versus federal grant money that requires them to go through a grant operation service which sometimes cannot be attached to a nonprofit.

Dr. Thompson relayed the importance of keeping foundation grants and all paperwork tracked separately. This simplifies tracking funds for auditing purposes and accountability.

Dr. Thompson pointed out that there are different interpretations on what a grant is, what a grant can do, and what's allowed on a grant. It was stressed that the purpose of a post award with regards to compliance is to make certain that the interpretation of the grant is closer to what the funder desires and to ensure that Dallas College's operation rules and regulations are followed, thus making it easier for grant managers and project directors to understand the interpretation of those grants.

Dr. Tricia Thomas Anderson and Tikera Chisley lead the two post award teams that provide grant management and grant compliance oversight. Dr. Anderson stated that several of their office functions include: review of expenditures on a grant, review of annual performance reports before submittal to the funding agency, grant management training and mentoring (in person and virtual), advises on requirements prior to approval from a funding agency.

Dr. Anderson explained that a grant is awarded and assigned to one of the teams depending on the needs of that grant. A compliance director is identified for each grant manager who will work with the grant through grant management, compliance, and implementation. Grant managers are required to complete and submit a quarterly report to their compliance directors for monitoring and feedback. A review of performance is done annually.

Dr. Anderson discussed the development of the Grant Accountability Framework, which is a comprehensive review of each project and the functions of Grant Compliance and its oversight components.

Dr. Anderson noted that the four pillars of performance associated with each project when a grant accountability review is done are the Fiscal Performance, the Compliance Performance, the Project Performance, and the Organization Management Performance.

Dr. Anderson shared that collaboration with the Contracts and Grants team was also an important factor so that their office could be aware of some of the things an auditor might be looking for.

Trustee Ritter said he appreciated the priority on training and mentoring but wanted to know what they are training with respect to risk assessment.

Dr. Anderson replied that risk assessment was covered in training as audit readiness. Dr. Thomas explained that along with following the requirements of a funding agency, it was crucial to pay attention to benchmarks or key indicators of what a funding agency might identify as risks, and that information can be integrated as "normal" expectations of risks into the grant management training program.

Dr. Anderson expressed in detail all the various features and functions of the Dallas College Active Grants Dashboard.

Dr. Anderson commended the Statistical Research Analytics Team for developing it.

Dr. Tetsuya Umebayashi, vice provost of the School of Health Sciences, greeted Dr. Lonon and the Trustees. He thanked Dr. Shawnda Floyd, Dr. Piper Wilkins, Dr. Iris Freemon, along with the Workforce and Advancement Team, Post Award Team, the administrators, staff, and faculty members for allowing the presentation.

Dr. Umebayashi showed the features and structure of a high-level organization chart for the School of Health Sciences.

Dr. Umebayashi relayed that the strategic priorities are to increase the number of graduates by 3% and to improve faculty and staff retention by 5%. Data, trends, race, ethnicity, job growth, and earnings related to the nursing workforce were also shared with the Board.

Dr. Umebayashi explained three grants received for the Nursing Department and the monetary value totaling $1,743,270.00. These grants were Health Resources and Services Administration as well as Nurse Education Practice Quality & Retention, both totaling

$1,047,370.00. Governor's Emergency Education Relief $271,500.00, and the Nursing Shortage Reduction Program $424,400.00.

Dr. Umebayashi shared the history of each grant and the positive effects it had on both students and faculty who were involved in using the simulation equipment. At present, the School of Health Sciences Nursing Department had about $2.5 million in active grants.

Dr. Umebayashi emphasized that Dallas College was the only community college in the nation to receive these grants, and the purpose of the grant was to increase the enrollment, retention, and completion of students from diverse and disadvantaged backgrounds and to support enrollment of students and poor populations.

Dr. Umebayashi shared stories of two nursing students.

Trustee Garcia asked what percentage of skill level/specialty of nursing was being taught.

Dr. Umebayashi replied that Dallas College has a vocational one-year nursing program and an associate degree two-year nursing program. A student in a two-year program and a four-year program will receive the same license as a registered nurse. Students in the one-year program will become licensed vocational nurses.

Trustee Garcia asked how many students were in these different categories and what number of students were in the associate degree nursing program.

Dr. Umebayashi responded that in the vocation nursing program they have about 17 students, and to increase enrollment, they were partnering with many health care institutions, such as the VA Medical Center, to add more vocational nursing students to the program.

Trustee Garcia asked the number of students in each nursing program.

Dr. Adrienne Thompson responded that they would provide the numbers of how many students are in each program at a later date.

Trustee Flores wanted to know the current capacity for the number of nursing students that can enroll.

Dr. Umebayashi replied there are currently 592 nursing program students. Enrollment could increase but the challenge is the lack of nursing faculty.

Trustee Flores asked if it's possible to partner with major medical groups that could lend faculty to teach so that there will be an increase in the capacity and the number of nurses graduating per year.

Dr. Lonon mentioned that at the June planning session there will be presentations of each school in depth as well as conversations around facilities and attracting new faculty and staff in those areas where partnerships can be identified.

Dr. Umebayashi talked about simulation activities in the place of in-person clinical training. He relayed that simulation is important because students can practice skills in a safe environment before going to clinical hospitals.

Trustee Flores asked if all faculty would be added to the training.

Dr. Umebayashi replied that different faculty would receive different training.

Trustee Flores asked of the dollar amount available for tuition to cover these nursing students.

Dr. Umebayashi replied for this academic year they have over $40,000 to cover tuition for the cohort of students. There is also emergency funding available.

Trustee Flores questioned why Student Success was lower than the other operational areas in grant funding.

Dr. Anderson replied most of the grants have specializations in them and the grantors like to give money towards Workforce programs. However, a lot of the categorization of the grants is Workforce, but it bridged across all the areas, such as Student Success.

Trustee Flores requested that future presentations show how much of these dollars are applied to Student Success.

Trustee Compton asked how managers were assigned to grant programs.

Dr. Anderson replied that in the pre-award process an analysis is done on who the best managers are who have the expertise to commit to the work.

Trustee Compton asked if the Dashboard would be available for public viewing.

Dr. Anderson replied **that** it's not publicly available but is housed internally on the SharePoint site. They are in the development phase and have not moved to the phase that shares this information publicly.

Dr. Ricardo Rodriguez works under the office of Advancement and Integration, his office develops strategies for Institutionalization or Sustainability. This office tracks several aspects that could reflect the impact of grant sponsored programs.

Dr. Rodriguez showed the top largest industries in Dallas County that aligns with one of the sponsored programs.

Dr. Rodriguez said another aspect of what they do is to demonstrate the impact of grants and to calculate or estimate the return on investment of sponsored programs.

4.2. Career Connected Learning: Workforce Scholars Program

Presenters: Janel Humphries (Dallas ISD), Gloria Smith, Pyeper Wilkins

Dr. Pyeper Wilkins, vice chancellor of Workforce and Advancement thanked the Board members and the Chancellor for allowing them to talk about partnerships. Dr. Wilkins presented information about Career Connected Learning and the Workforce Scholars Program and what it requires to initiate these programs for our students.

Gloria Smith, associate vice chancellor of Career Connected Learning, introduced the internal and external partners to the Board.

The organization chart for Career Connected Learning was shown. It explained how the program was developed and the stakeholders involved in helping to create the program.

Gloria Smith mentioned that their strategic priorities are to strengthen the Career Connected Learner network and to also impact diversity through collaboration. She explained that the Dallas College Workforce program is a work-based learning program that was created to help students access a pathway to high demand occupations.

Gloria Smith asked the internal and external partners to introduce themselves to the Board. Present were Jared Johnson, senior vice president of Education and Workforce at the Dallas Regional Chamber; Carry Humphrey, workplace learning and career coordinator for Early Colleges; Janelle Humphreys, CT director for Dallas ISD; Pamela Larkin, chief digital engagement officer at Dallas College, and Scott Wright, deputy chief facilities officer.

Gloria Smith asked each stakeholder to tell the Board why they invested with Dallas College.

Gloria Smith requested that Dr. Pamela Luckett and Scott Wright say a few words about why they chose this program.

Chris Harmon, senior director of Facilities Management, spoke about leveraging state funding to create apprenticeship opportunities. The goal was to create a youth apprenticeship model that allows students an opportunity to receive up to two years worth of work experience while they are learning simultaneously.

The scholars were introduced to the Board.

Linda Koosu, a junior at North Lake College spoke about her internship in the construction industry.

Kevin Gutierrez spoke about his internship at Dallas College Facilities.

Committee Chair Mayer thanked them for the presentations.

5. Items for Review

    5.1. Committee Notes

        a. Education Workforce Committee Notes for April 4, 202
           No comments were made.

6. Executive Session
None.

7. Adjournment at 11:32 a.m.

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

COMMITTEE REPORT NO. 10.1.e.

Finance Committee Notes for May 2, 2023

The Finance Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, May 2, 2023, beginning at 11:32 a.m. at the administrative office in room 036 and was broadcasted via the streaming link https://dcccd.new.swagit.com/events/17001. This meeting was convened by Committee Chair Cliff Boyd.

Board Members and Officers Present
* Mr. Cliff Boyd (committee chair)
* Mrs. Monica Lira Bravo
  Ms. Charletta Rogers Compton
  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*

Members Absent
None.

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Boyd.

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

3. **Citizens Desiring to Address the Board**
   There were no citizens desiring to address the Board.

4. **Committee Presentation**
   4.1. PACE Employee Survey and Dallas College Values
        Presenters: Mary Brumbach, Louis Burrell, Lenora Reece, Brad Williams

Brad Williams, Lenora Reece, Mary Brumbach, and Louis Burrell presented the findings from the PACE Employee Survey and alignment with Dallas College Values.

PACE maintains over 60 years of research for community colleges, which allows a community college to better understand its culture and benchmark against other institutions. The survey promotes open and honest communication by receiving direct responses from employes and focuses four primary climate factors: Institutional Structure, Supervisory Relationships, Teamwork, and Student Focus.

Dallas College employees participated in the survey during the Fall of 2022. Over 3,000 comments were registered through the survey with a 50% response rate collegewide. Survey responses showed that the college is doing well with supervisory relationships, professional development, and teamwork. Overall, employees have a strong student focus with a commitment to student success and serving students. Institutional structure and communication continue to be a work in progress collegewide.

Chancellor Lonon spoke about the on-going work on structure and building a new culture through the reorganization, along with the development of processes as one college.

Over 400 employees collegewide participated in World Café Sessions in February 2023 to identify "Words That Matter" and the values that are demonstrated. From these sessions, value statements and Dallas College Values were created: integrity, respect, opportunity, accountability, collaborating, inclusion, and diversity. The college also identified three main focus areas: communication, support and inclusion, and trust. The next steps include "A Seat at the Table," inclusive communication sessions focusing on solution-driven conversations and creation of a collaborative action plan.

Trustee Flores spoke in support of addressing the low scoring areas for improvement to the college. Trustees Flores and Compton commented

on communication problems collegewide. Trustee Compton voiced concerns with the low participation rate of faculty for the survey.

4.2. 2022-23 Compensation Study Presenter: Louis Burrell

Brad Williams and Louis Burrell presented an update on the 2022-2023 Compensation Study.

Total Rewards Philosophy looks at all areas of compensation, including benefits and work-life balance. This philosophy will help Dallas College attract, retain, fairly compensate, and be competitive in the marketplace. The college has identified four guiding principles: flexible, internally equitable, externally competitive, and review salary schedules every 3-5 years.

The compensation study would allow the college to gather benchmark data to analyze current pay practices to determine if they are competitive in the industry and to determine if salaries are compliant with state and federal laws. Benefits of the compensation study include wage equity and creating a culture of transparency.

In 2015, a compensation study was conducted with over 670 positions reviewed, resulting in adjustments to salary schedules for faculty, staff, and administrators. The current compensation study will be completed by the end of this fiscal year. Priority was given to workgroups, such as safety and security, and a review of jobs based on the difficulty in filling the positions. The safety and security study was completed last summer, which resulted in an adjustment to align with market standards and a longevity award based on years of service.

For the faculty review, the college benchmarked salaries with seven Texas community colleges and then expanded the faculty peer group to 36 universities and colleges nationwide. Our faculty minimums fell below in comparison. It would cost over $800,000 to increase the faculty minimums to new recommended minimums. The salary adjustment would help the college recruit new faculty. For high demand and critical

fields, the college has discussed providing a market disparity stipend as part of the compensation package.

Trustee Flores spoke about faculty salaries in the past falling below the minimums and asked how the college would ensure that faculty salaries stay competitive.

Louis Burrell and Chancellor Lonon spoke about the need to have salaries reviewed regularly with periodic spot checks.

Trustee Compton asked for clarification on the different faculty salary ranges (FF1-FF4).

Dr. Floyd responded that the salary ranges are based on the faculty member's education and/or credentials. As faculty complete more advanced degrees, they can apply to advance in range.

Trustee Flores spoke as an advocate for higher minimums for faculty.

Trustee Ritter recommended that decisions be made in the context of the budget rather than ad hoc.

Committee Chair Boyd and the finance committee agreed to immediately increase the faculty salary minimums for recruitment and review further salary changes during budget planning.

Trustee Compton requested the comparison salary information from peer institutions. Human resources will provide that data to the board.

Trustee Ritter asked about the compensation incentive program.

Chancellor Lonon stated that the performance review with metrics and KPIs were included as part of the Chancellor's Performance Review. The review process will move forward with executive leadership next year and then collegewide. Faculty will be included in the design of the faculty review.

Trustee Flores asked if the faculty extra service process has become fair and equitable.

Chancellor Lonon and Dr. Floyd responded that adjustments have been made to the faculty extra service program, now broadly distributed collegewide and has a 97% participation rate.

5. **Overview of Regular Agenda Items**

   5.1.   a. Adoption of Resolution Raising Exemption Amount for Persons Aged 65 or Older and For Disabled Individuals for Tax Year 2023

   This resolution would increase the tax exemption to $100,000 for over 65 and disabled people, effective on 2023 taxes which would impact next year's college budget. The finance committee previously voted to bring this recommendation forward for board adoption. The amount of taxpayer savings would be $4.1 million.

   Trustee Ritter spoke in support of this tax relief and recommended waiting to adopt this resolution considering that: the college is in the middle of budget planning, current reduced enrollment, community college state funding has not been finalized, and Dallas County appraisals are pending due to protests and appeals.
   b. Approval of Amendment to Interlocal Cooperation Contract for the Urban Land Bank Demonstration Program with the City of Dallas, County of Dallas, Dallas County Hospital District, Dallas Independent School District, and Dallas County Schools District

   Dallas College had been a member of the Land Bank since 2004. During the pandemic, our participation in the Land Bank lapsed. This amendment would allow the college to rejoin the Land Bank through 2025. The Land Bank takes properties that have been lost due to unpaid taxes and repurposes them into usable community spaces or affordable housing.

6. **Items for Review**

   6.1.   Committee Notes
          a. Finance Committee Notes for April 4, 2023

No comments or edits were made.

7.   **Executive Session** began at 12:24 p.m. and adjourned at 2:25 p.m.

8.   **Adjournment** at 3:05 p.m.

INFORMATIVE REPORT NO. 10.2.

Current Funds Operating Budget Report (April 2023)

The Chancellor presents the report of the current funds operating budget for review for the period ending April 30, 2023.

For Revenues:

- *Investment Income* reflects a higher percentage due to higher interest rates compared to last fiscal year.

- *General Revenue* reflects a higher percentage due to the $36 million received from the sale of Educational Broadband Service (EBS) licenses.

For Expenditures:

- Conversion to the new ERP system, Workday, caused some shifts in the expense categories.

DALLAS COLLEGE
2022-2023 CURRENT FUNDS OPERATING BUDGET
REVENUES & EXPENDITURES - UNRESTRICTED FUND
66.7% of Fiscal Year Elapsed

	April 30, 2023				April 30, 2022		
	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
REVENUES							
Tuition	$126,500,000	$127,600,000	$121,477,222	95.2%	$123,803,252	$114,168,289	92.2%
Less: Waivers & Discounts	(25,500,000)	(26,150,000)	(13,967,609)	53.4%	(28,080,465)	(12,170,382)	43.3%
Less: TPEG Set Aside	(6,000,000)	(6,450,000)	(2,759,173)	42.8%	(5,452,787)	(5,306,142)	97.3%
Net Tuition	95,000,000	95,000,000	104,750,440	110.3%	90,270,000	96,691,765	107.1%
State Appropriations	91,194,679	91,194,679	59,974,289	65.8%	91,194,679	59,974,289	65.8%
Taxes	338,000,000	338,000,000	332,247,908	98.3%	307,670,824	313,897,037	102.0%
Grants & Contracts (Work Study)	1,100,000	1,100,000	1,122,389	102.0%	625,000	707,711	113.2%
Investment Income	1,025,000	1,025,000	6,526,960	636.8%	575,000	726,334	126.3%
General Revenue	2,500,000	2,500,000	36,619,253	1464.8%	1,250,000	3,835,653	306.9%
Subtotal	528,819,679	528,819,679	541,241,238	102.3%	491,585,503	475,832,789	96.8%
CARES Lost Revenue Recovery	3,300,000	3,300,000	3,300,000	100.0%	3,300,000	-	0.0%
Transfers-in from Other Funds	-	29,227,709	98,187,706	n/a	181,561,208	n/a	n/a
Total Revenue	$532,119,679	$561,347,388	$642,728,944	114.5%	$676,446,711	$475,832,789	70.3%
EXPENDITURES							
Salaries and Wages	$307,711,273	$308,975,840	$211,963,434	68.6%	$298,816,920	$201,216,394	67.3%
Staff Benefits	37,500,000	37,232,700	34,362,426	92.3%	37,152,775	24,314,585	65.4%
Purchased Services	87,490,920	124,632,946	51,410,892	41.2%	49,405,280	43,218,040	87.5%
Operating Expenses	67,073,107	57,853,847	30,194,157	52.2%	77,483,060	32,384,304	41.8%
Supplies and Equipment	19,197,003	19,504,679	8,058,900	41.3%	72,734,580	4,729,828	6.5%
Contingency for Current Operations	9,500,000	9,500,000	-	0.0%	-	-	n/a
Subtotal	528,472,303	557,700,012	335,989,809	60.2%	535,592,615	305,863,150	57.1%
Transfers-out to Other Funds							
STARLINK Supplemental Funding	147,376	147,376	35,612	24.2%	-	-	n/a
Grant Match	3,500,000	3,500,000	2,154,751	61.6%	2,800,000	-	0.0%
Capital Budget	-	-	-	n/a	138,054,096	-	n/a
Total Expenditures	$532,119,679	$561,347,388	$338,180,173	60.2%	$676,446,711	$305,863,150	45.2%

INFORMATIVE REPORT. 10.3.

Dallas College Foundation Report (April 2023)

The Foundation presents the monthly activity report reflecting incoming donations for scholarships, programs, and services.

Dallas College Foundation Net Assets

09/01/17 $52,709,066
09/01/18 $56,485,722
09/01/19 $57,812,606
09/01/20 $64,519,027
09/01/21 $78,742,047
09/01/22 $67,927,834

Gifts Reported in Fiscal Year 2022-2023

Month Reported	Scholarships	Programs & Services	Total
September 2022	$ 15,566	$ 833,970	$ 849,536
October 2022	$ 646	$ 866,822	$ 867,468
November 2022	$ 528,351	$ 606,622	$1,134,973
December 2022	$ 6,275	$ 262,309	$ 268,584
January 2023	$ 7,425	$ 163,403	$ 170,828
February 2023	$ 78,094	$ 54,120	$ 132,214
March 2023	$ 1,463	$ 791,826	$ 793,289
April 2023	$ 2,003	$ 428,894	$ 430,897
May 2023	$	$	$
June 2023	$	$	$
July 2023	$	$	$
August 2023	$	$	$
Total	$ 639,823	$ 4,007,966	$4,647,789

INFORMATIVE REPORT NO. 10.4.

Monthly Change Order Summary (April 2023)

Listed below are the awards and change orders approved by the Chief Financial Officer in April 2023.

CHANGE ORDERS

Acumen Enterprises, Inc.	Chiller & Boiler Replacement – North Lake
Purchase Order B39900	Change Order #1
Scope	
To replace two boilers and one chiller at North Lake.	
Change	
This change order includes the addition of isolation valves, natural gas piping systems, and the replacement of electric pull box and wire.	
Contact Amount	$1,109,599
Net Change	$20,063
Revised Contract Amount	$1,129,662

Corgan Associates, Inc.	Early College High School – Richland
Purchase Order B37693	Change Order #5
Scope	
Architectural and engineering design services for Richland Campus Early College High School.	
Change	
This additional service includes preparation of easement documents for natural gas and electric services.	
Contact Amount	$2,893,760
Prior Change Order(s) Amount	$163,746
Net Change	$7,500
Revised Contract Amount	$3,065,066

Coryell Roofing	Roof Replacement – El Centro
Purchase Order B40507	Change Order #1

Scope
To provide roof replacement for El Centro Buildings A, B and C.

Change
This change order provides for new metal coping over the failing stone coping on building A.

Contact Amount	$2,776,253
Net Change	$64,625
Revised Contract Amount	$2,840,878

Infinity Contractors International Ltd	AHU A1-5 Replacement – Mountain View
Purchase Order B39693	Change Order #2

Scope
Contractor will furnish all labor, equipment, materials, supplies, and other accessories/services necessary to complete the AHU A1-5 replacement project at Mountain View Campus

Change
This change order includes upgrading the electrical wiring serving the four new air handler drives.

Contact Amount	$1,029,846
Prior Change Order(s) Amount	$-
Net Change	$7,440
Revised Contract Amount	$1,037,286

Infinity Contractors International Ltd	Central Plant Upgrades – Eastfield
Purchase Order B39902	Change Order #1

Scope

The contractor will furnish all labor, equipment, materials, supplies, and other accessories/services necessary to replace the existing 600-ton chiller including updating the condenser water pumping system at Eastfield Campus.

Change

This change order provides a new refrigerant relief exhaust system, additional controls, pump motors & variable frequency drive upgrades, and increases the contract time by 240 days.

Contact Amount	$825,046
Net Change	$127,876
Revised Contract Amount	$952,922

Marrero and Sayre Enterprises	Modernization of Elevators – Cedar Valley
Purchase Order B39855	Change Order #1

Scope

Contractor will furnish all labor, equipment, materials, supplies, and other accessories/services necessary to complete the renovation of the elevator machinery and cab upgrades for all elevators at Cedar Valley Campus.

Change

This change order upgrades the current elevator electrical systems.

Contact Amount	$849,511
Net Change	$35,262
Revised Contract Amount	$844,773

Perkins & Will, Inc.

Student Success Center & Academic Building – Eastfield

Purchase Order
B37711

Change Order #6

Scope
To provide professional architectural/engineering services for the design and construction administration of the Student Success Center & Academic Building at Eastfield Campus.

Change
This additional service includes design and construction administration services related to the extended project schedule due to unforeseen utility improvements and equipment delays.

Contact Amount	$3,422,600
Prior Change Order(s) Amount	$154,376
Net Change	$222,823
Revised Contract Amount	$3,799,799

Satterfield & Pontikes Construction, Inc.

Early College High School – Richland

Purchase Order
B39788

Change Order #1

Scope
Construction Manager at Risk services for the construction of the Early College Center at Richland.

Change
This change order includes the installation of IT active network equipment, electronic security, and audiovisual systems.

Contact Amount	$36,570,732
Net Change	$446,650
Revised Contract Amount	$37,017,382

INFORMATIVE REPORT NO. 10.5.

<u>Notice of Grant Awards (June 2023)</u>

The Notice of Grants Awards report reflects alignment with the current Dallas College Strategic Priorities. The report references the following seven priorities:

1. Strengthen the Career Connected Learner Network and Implement the Student-Centric One College Organization.

2. Streamline and Support Navigation to and Through Our College and Beyond.

3. Impact Income Disparity throughout our community.

4. Foster an Equitable, Diverse and Inclusive Environment for Employees and Students.

5. Create a high-performance work and learning culture that develops leaders at all levels, increases skill proficiency, and supports collaboration and equity.

6. Serve as the Primary Provider in the Talent Supply Chain Throughout the Region.

7. Leverage college facilities, land, technology, programs, partnerships, and other capabilities to strengthen and build our communities and workforce, now and for the future.

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

RECIPIENT				
Dallas College Nursing Departments				

PURPOSE				
The Professional Nursing Shortage Reduction Program is designed to aid in reduction of the professional nursing shortage in the state of Texas. The grant is to assist in enrolling additional nursing students, nursing faculty enhancement, encouraging innovation in the recruitment and retention of students and identifying, developing, and/or implanting innovative methods to make the most effective us of limited professional nursing program faculty, instructional or clinical space, and other resources.				

PRIORITY	FUNDING SOURCE	STUDENTS SERVED	AMOUNT	TERM
1,6	THECB	400	$424,000	3/9/2023 – 8/31/2027

RECIPIENT				
Dallas College Career & Technical Education Programs				

PURPOSE				
The Perkins Basic grant is designed to improve career and technical education programs (CTE) while also addressing achievement gaps among special populations of students.				

PRIORITY	FUNDING SOURCE	STUDENTS SERVED	AMOUNT	TERM
7	USDE	21,207	$351,612	09/10/2022 – 08/31/2023

RECIPIENT				
Career Connected Learning/District Office				

PURPOSE				
The purpose of this grant is to: (1) Increase the number of apprentices in IT occupations, (2) Create, modify and scale existing programs, (3) Bring new employers into apprenticeships, and (4) Scale the program nationwide				

PRIORITY	FUNDING SOURCE	STUDENTS SERVED	AMOUNT	TERM
6	San Jacinto College	100	($392,832) decrease	7/15/2019 7/31/2023

GRANT AWARDS REPORTED IN FISCAL YEAR 2022-2023	
September 2022	$207,880
October 2022	$13,472,575
November 2022	$10,651,529
December 2022	$580,000
January 2023	$0
February 2023	$10,547,391
March 2023	$3,146,301.00
April 2023	($255,663.00)
May 2023	**$383,180.00**
June 2023	
July 2023	
August 2023	
Total to Date	**$38,733,233.00**

Workforce & Advancement/Ascend Institute

(*) Reporting Period: 4/1/23 to 4/30/23

FY23

Company	Samples and Types of Training	Participants	Industry Sector	Training Hours	Contact Hour Reimbursable	Certifications	Revenue	Funding Source
City of Dallas DPD	Various Law Enforcement Training Topics (108 CE classes)	1,920	Government	8-176	38,434	N/A	$12,260.00	CT
City of DeSoto Fire Training Center	Emergency Medical Technician (1 CE class)	22	Government	176	3,872	N/A	$220.00	CT
Client?	Results Driven Leadership (1 CE class)	27	Small Business	24	648	N/A	$24,300.00	SSB
Construction Education Foundation	Plumbing, Pipefitting, HVAC, Electrical, etc. (18 CE classes)	117	Construction	7-48	1,523	N/A	$110,756.00	SDF
Construction Education Foundation	Energized Electrical Worker and Lock Out Tag Out, Confined Space, Victaulic (8 CE classes)	33	Construction	2-4	0	N/A	$15,492.00	SDF
Construction Education Foundation	OSHA, Plumbing, Electrical, Risk Management, Safety (8 CE classes)	56	Construction	12-48	1,612	N/A	$8,979.00	CT
Dallas County Homeland Security & Emergency Management	General Workplace Safety & Health, Workplace Preparedness Active Shooter (Cohort #1)	130	Government	7-8	987	N/A	$3,250.00	CT
Dallas County Personnel	Leadership, CPR/First Aid/AED, MS Word, MS Excel (12 CE classes)	114	Government	2-4	0	N/A	$5,910.00	CT
Enterprise Properties - American Concrete	Leadership Development, Workplace Communications (2 CE classes)	22	Construction	16-30	576	N/A	$10,800.00	CT
Gainwell Technologies	Automation Architecture, AWS, C#, Scrum, Tableau, Big Data (7 CE classes)	106	IT	16-40	2,624	N/A	$157,440.00	SDF/ISOW
Gainwell Technologies	Architecture on AWS, Foundation Tester Level, Shift-Left Thinking (3 CE classes)	10	IT	16-40	320	N/A	$5,760.00	CT
Garland Chamber DCMA	DCMA Leadership Academy (1 CE class)	14	Manufacturing	32	448	N/A	$7,040.00	CT
II-VI Marlow	Leadership (1 CE class)	15	Manufacturing	8	105	N/A	$1,700.00	CT
MEI Rigging & Crating	Leadership Skills for Managers and Supervisors (1 CE class)	15	Construction	16	240	N/A	$5,000.00	CT
Workforce Gulf Coast	Business Professional Communications, Principles of Retail (2 CE classes)	2	Retail	40	80	N/A	$474.00	CT
April FY23	TOTAL:	2,603			51,469		$369,381.00	

CT Reimbursable Yes (Y) or No (N)
c

Legend: Contract Training (CT); Skills Development Fund (SDF), Skills for Small Business (SSB), Innovation Strategies-One Workforce (ISOW), Other (O)

Certifications: If Certifications are not earned an "N/A" will be recorded. If Certifications are earned through the training, either Institution (I) or Industry Recognized (IR) will be noted.

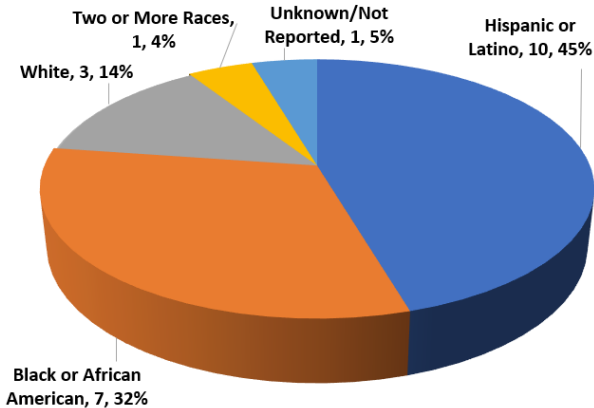| FY23 Cumulative Totals		Students			Reimbursable Contact Hours		Revenue	
September		1,588			79,107		$652,961.00	
October		571			17,132		$291,654.00	
November		665			65,740		$312,193.50	
December		1,494			2,344		$141,374.00	
January		3,094			123,450		$466,596.00	
February		3,327			23,541		$494,376.00	
March		617			11,289		$365,678.00	
April		2,603			51,469		$369,381.00	
TOTALS:		13,959			374,072		$3,094,213.50	

Dallas College Human Capital New Hire/Position Report
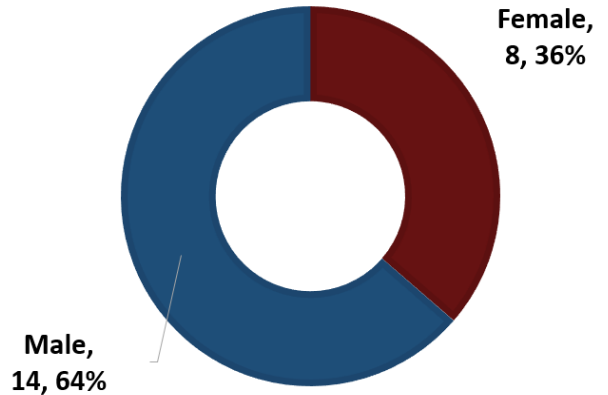## April 13, 2023 – May 12, 2023

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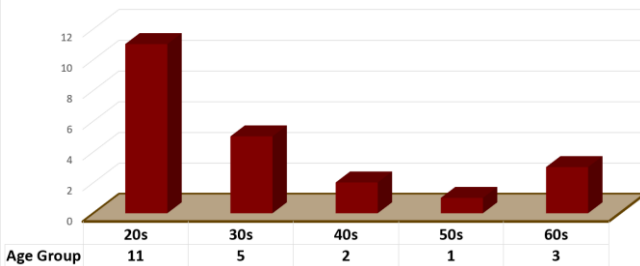
Ethnicity

- Hispanic or Latino, 10, 45%
- Black or African American, 7, 32%
- White, 3, 14%
- Two or More Races, 1, 4%
- Unknown/Not Reported, 1, 5%

Gender

- Female, 8, 36%
- Male, 14, 64%

Age

Age Group	20s	30s	40s	50s	60s
	11	5	2	1	3

Education

	High School	Associates	Bachelors	Masters	Unknown/Not Reported
Total	1	3	6	7	5
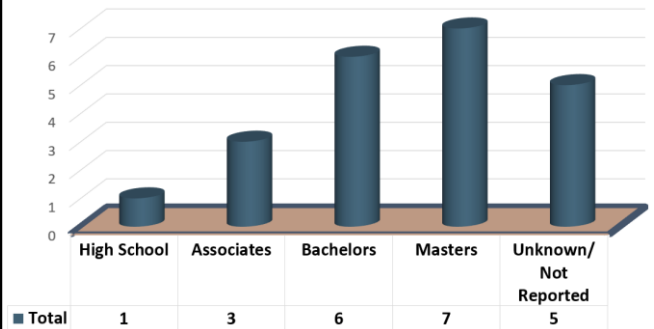
Functional Areas by Position Type
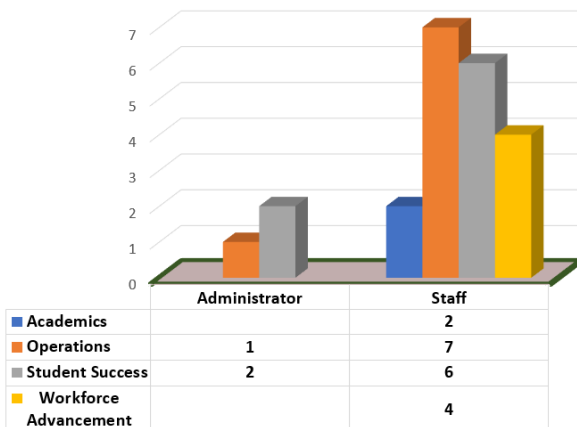
	Administrator	Staff
Academics		2
Operations	1	7
Student Success	2	6
Workforce Advancement		4

Position Changes

- Interim, 2, 9%
- Lateral, 2, 9%
- Internal, 13, 59%
- Promotion, 5, 23%
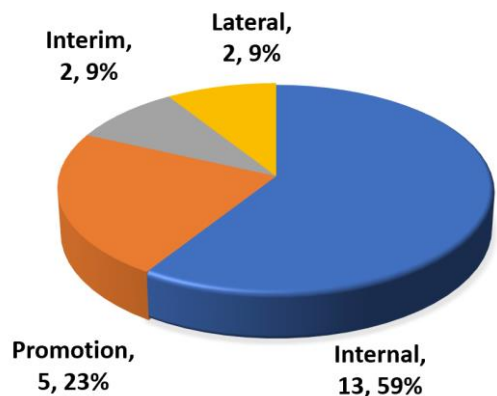
Dallas College Human Capital New Hire/Position Report
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FULL-TIME TERMINATION PROFILE

This profile represents all full-time employees terminated for reasons such as resignation, retirement, misconduct, death, etc.

Terminations

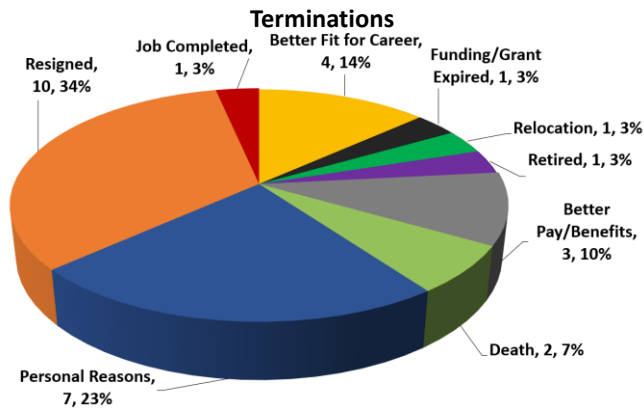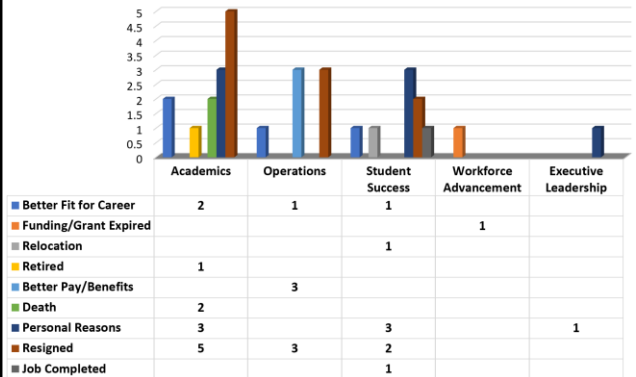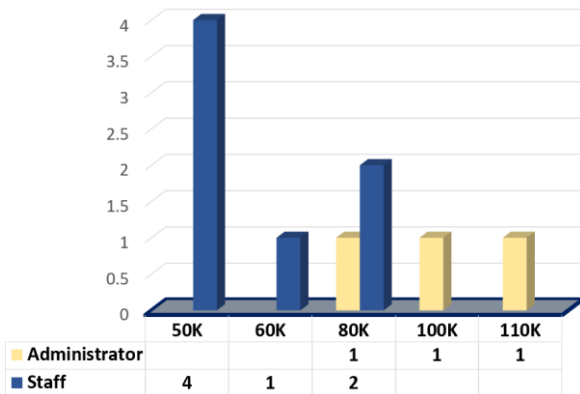

- Resigned, 10, 34%
- Job Completed, 1, 3%
- Better Fit for Career, 4, 14%
- Funding/Grant Expired, 1, 3%
- Relocation, 1, 3%
- Retired, 1, 3%
- Better Pay/Benefits, 3, 10%
- Death, 2, 7%
- Personal Reasons, 7, 23%

Terminations by Functional Area

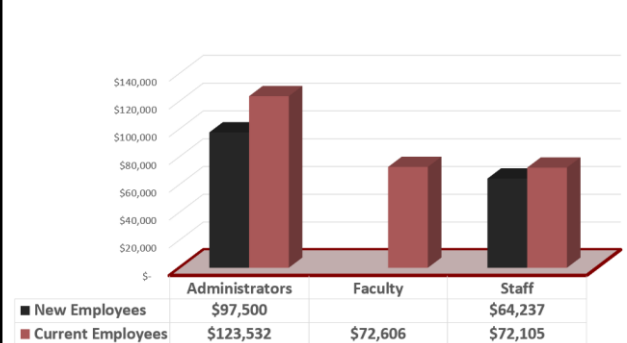|	Academics	Operations	Student Success	Workforce Advancement	Executive Leadership
Better Fit for Career	2	1	1		
Funding/Grant Expired				1	
Relocation			1		
Retired	1				
Better Pay/Benefits		3			
Death	2				
Personal Reasons	3		3		1
Resigned	5	3	2		
Job Completed			1		

COMPENSATION PROFILE

The graphics represent the rates of new salaried full-time employees as well as a comparative analysis of their salaries and the salaries of current employees.

Salary Ranges by Position Type

	50K	60K	80K	100K	110K
Administrator			1	1	1
Staff	4	1	2		

Salary Averages

	Administrators	Faculty	Staff
New Employees	$97,500		$64,237
Current Employees	$123,532	$72,606	$72,105

EMPLOYEE TRAINING PROFILE

The charts below represent Professional Development training sessions tracked through Cornerstone.

Training Completion Hours by Position Type

	Administrator	Faculty	Staff
Completed	256	2489	2152
In Progress	27	70	313
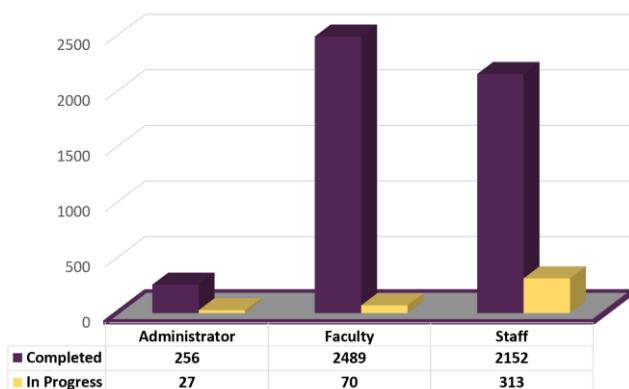
Top 5 Training Topic Completions

Training Title	Completions
MS Teams Videoconferencing for Student Success Training	252
CETL-D2L Brightspace Training 09: Grades	218
Performance Management in Workday for Employees	211
Managing Worker Separations in Workday	207
Career Development and Planning in Workday	198

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

All Recruiting Methods

	Dallas College Website	Word-of-Mouth	Current Employee	Recruiting Agency	Conference	Higher Ed Jobs	Academic Careers	LinkedIn
Offers Accepted	14	10	7	2	1	1	1	1

All Recruiting Methods (Offers Accepted)

- Dallas College Website, 14, 37.8%
- Word-of-Mouth, 10, 27.0%
- Current Employee, 7, 18.9%
- Recruiting Agency, 2, 5.4%
- Conference, 1, 2.7%
- Higher Ed Jobs, 1, 2.7%
- Academic Careers, 1, 2.7%
- LinkedIn, 1, 2.7%