



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 REGULAR MEETING OF THE BOARD OF TRUSTEES FOR  
DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL  
Tuesday, November 7, 2023 | 4:30 PM**

**Administrative Office  
1601 Botham Jean Blvd., Room #007, Dallas, TX 75215  
[www.dallascollege.edu/boardmeetingslive](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 Presentations**

- 5.1. Associated Collegiate Press and College Media Association  
Student Recognition  
Presenter: Ahava Silkey Jones
- 5.2. PepsiCo SMILE  
Presenter: Josh Skolnick

## **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 October 3, 2023
- 8.2. Recommendation from Audit Committee
  - a. Approval of Internal Audit Engagement Plan and Risk Assessment – Fiscal Year 2024

## **9. Individual Items**

- 9.1. Talent Items
  - a. Approval of Warrants of Appointments for Police Officers

## **10. Policy Items - First Reading**

- 10.1. Approval of Amendments to Policies Concerning Employee Standards of Conduct - DH (LOCAL)

## **11. Informative Reports**

- 11.1. Current Funds Operating Budget Report (September 2023)
- 11.2. Monthly Award and Change Order Summary (September 2023)
- 11.3. Dallas College Foundation Report (September 2023)
- 11.4. Notice of Grant Awards (November 2023)
- 11.5. Workforce & Advancement Ascend Institute Report (September 2023)
- 11.6. Dallas College Human Capital New Hire/Position Report (September 13, 2023 - October 12, 2023)

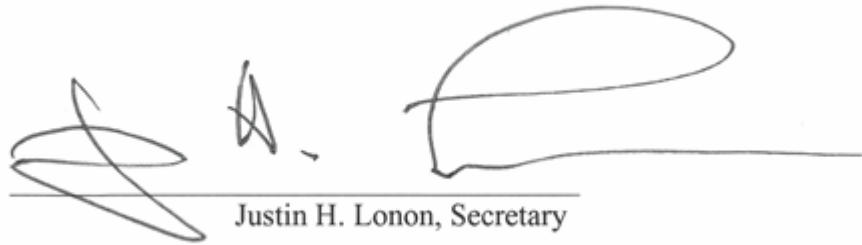
## **12. Executive Session (if required)**

- 12.1. Consultation with Attorney Regarding Legal Matters or Pending and/or Contemplated Litigation or Settlement Offers - Section 551.071
- 12.2. Personnel Matters Relating to Appointment, Employment, Evaluation, Assignments, Duties, Discipline, or Dismissal of Officers or Employees - Section 551.074
- 12.3. Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a Third Person - Section 551.072
- 12.4. Deliberate Regarding Security Devices or Security Audits Sections 551.076 and 551.089

## **13. Adjournment**

*CERTIFICATION OF NOTICE POSTED FOR THE NOVEMBER 7, 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 3rd day of November 2023 in compliance with the applicable provisions of the Texas Open Meetings Act.



Justin H. Lonon, Secretary

CONSENT AGENDA NO. 8.1.a.

Approval of Regular Meeting Minutes for October 3, 2023

It is recommended that the Board approve the minutes of the October 3, 2023, Regular Board meeting.

A Regular meeting of the Board of Trustees of Dallas College was held Tuesday, October 3, 2023, beginning at 4:16 p.m. and was broadcasted via the streaming link: [www.dallascollege.edu/boardmeetingslive](http://www.dallascollege.edu/boardmeetingslive). The meeting was convened by Chair Bravo.

Board Members and Officers Present

Mr. Cliff Boyd  
Ms. Monica Lira Bravo (Chair)  
Ms. Charletta Rogers Compton  
Ms. Diana Flores  
Dr. Catalina E. Garcia  
Dr. Justin H. Lonon (Secretary and Chancellor)  
Mr. Paul Mayer  
Mr. Phil Ritter (Vice Chair)

Board Members Absent

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 citizen requests were received.
5. **Special Presentations**
  1. League of Innovation Student Literary Competition Student Recognition  
Chancellor Lonon introduced the School of Creative Arts, Entertainment and Design (CAED) who participated in the League of Innovation Student Literacy and Visual Arts competitions. The League of Innovation is a consortium of community colleges from

around the country that hosts competitions annually. In the student literacy competition, Dallas College had three students advance to the national level. In the student visual arts competition Dallas College had five students advance to the national level and one that received an honorable mention. Dr. Lonon invited Vice Provost of the School of CAED Ahava Silkey-Jones to come forward and give more details of the competitions.

Ahava Silky-Jones said she was honored to present students and faculty from the School of CAED for their work with the League of Innovation from both the literary and visual arts. She said this contest enables students to compete with their peers across the U.S. and Canada and showcase their best works. She also noted that Rebecca Rios Harris has been the Dallas College contest coordinator for 22 years for the literary arts competition and teaching at the college 30 years. She asked Rios Harris to come forward and introduce our students.

Rios Harris gave a detailed description of the League of Innovation competition explaining each category. She acknowledged the coordinators along with their campuses and teams that supported the students in their work and the encouragement they provided. She described the competition and said this year's theme was "Believe, Belong and Be Here. Find, Explore, and Create Spaces of Belonging Through Writing." Rios Harris announced the student award winners: Camela Vargas Gonzales and Jimin Park. She also announced that student Camela Vargas Gonzales won second place in the national competition and then presented her with a check and certificate.

Gonzalez thanked all who took the time to read her story about immigrants and for giving other students the opportunity to share their stories.

Park introduced herself and said she is majoring in computer science and this creative writing competition was a great opportunity for her. She said the poem she wrote was about happiness of household and caused her to reflect on the value of everyday life.

## 2. League of Innovation Student Visual Arts Competition Student Recognition

Vice Provost Silkey-Jones thanked the literary arts students and faculty for sharing their experience with the League of Innovation and thanked Dr. Floyd for her support. She shared information on the

competition which included reviewing a total of 70 entries that came from all seven campuses to select the top five entries. The five selected entries were then submitted to the competition by the gallery team. The competition provides students a valuable opportunity to showcase their work, gain recognition, and advance their careers in the art world. She introduced Gallery Coordinator, Sydney Wilson, who is also a 2017 Dallas College Alumni.

Gallery coordinator Wilson addressed the Board and shared her background and journey to this point in her career, which included being a participant in the League of Innovation while a student at Dallas College. She described the art entries of each student and explained the importance of them showing their work at exhibitions. Wilson announced the five Dallas College student winners of the League of Innovation competition for 2023. She then introduced student Tonatiuh Perez who received an honorable mention at the national level of competition.

Perez spoke about his academic background and future, which included graduating from Dallas College in 2022 and currently working on his bachelor's in biology at UTA. He gave credit to the college and his art professor for her support and all his professors for creating a good environment for learning.

Silky-Jones thanked the students for their work and the Board of Trustees for their support.

Chair Bravo thanked the students for their presentations and asked the presenters to come forward for a photo with the Board of Trustees.

## **6. Chancellor and Board Announcements**

### **1. Announcements from the Chancellor**

Chancellor Lonon mentioned the League of Innovation and said tomorrow we are participating in a virtual League site visit where League colleagues will hear presentations about our work here at Dallas College. Dr. Lonon also acknowledged Chair Bravo and Vice Chair Ritter for their work with the team and said this is a part of our reaffirmation with the League.

Dr. Lonon credited faculty and staff for their generosity and caring not only in their everyday work but also demonstrated by the Employee Giving Campaign focusing on emergency aid for students.

We had more than a thousand employees contribute \$216,000, exceeding our goal.

2. Announcements from the Board Chair and/or Trustees

Trustee Boyd thanked his colleagues for their attendance at the state trustee meeting in Ft. Worth a few weeks ago. He said we had the largest turnout we have ever had.

Chair Bravo said she and Texas State Representative Victoria Neave Criado would hold their sixth annual college fair at the Eastfield Campus. The community event would focus on how to access financial aid and scholarships. In addition, there will be representatives from local four-year colleges as well as our campuses.

Chair Bravo also announced the Board would hold their annual retreat in November, and she looked forward to seeing everyone there.

Chair Bravo announced six retirees, acknowledging them for their work and recognizing each by name along with years of service.

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

No conflicts were declared.

**8. Consent Agenda**

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

Trustee Flores motioned to approve.

Motion seconded by Trustee Boyd.

The motion passed at 4:40 p.m. with no abstentions.

1. Meeting Minutes
  - a. Approval of Regular Meeting Minutes for September 12, 2023
2. Finance Items
  - a. Approval of Participation in Financial Aid for Swift Transfer (FAST) Program
  - b. Approval of Authorization to Use of Forfeited Funds
3. Policy Items
  - a. Approval of Amendments to Policies Concerning Dual Credit Courses – FD and GH (LOCAL)



## **9. Informative Reports**

Trustee Flores said she wanted to talk to someone after the Board meeting adjourns, she had questions about the budget report.

1. Committee Reports
  - a. Education Workforce Committee Notes for September 12, 2023
  - b. Finance Committee Notes for September 12, 2023
2. Current Funds Operating Budget Report (August 2023)
3. Monthly Change Order Summary (August 2023)
4. Dallas College Foundation Report (August 2023)
5. Notice of Grant Awards (October 2023)
6. Workforce & Advancement Ascend Institute Report (August 2023)
7. Dallas College Human Capital New Hire/New Position Report (August 13, 2023 - September 12, 2023)
8. 4th Quarter Facilities Improvement Plan
9. 4th Quarter Investment Transactions
10. 4th Quarter Budget Book Vendor Summary
11. 4th Quarter Bond Program Status Report (August 2023)
12. Richland Collegiate High School Emergent Bilingual (EB) Report School Year 2023 – 2024

## **10. Executive Session**

No executive session was called.

## **11. Adjournment**

Adjourned at 4:40 p.m.

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

## RECOMMENDATION FROM AUDIT COMMITTEE NO. 8.2.a.

### Approval of Internal Audit Engagement Plan and Risk Assessment – Fiscal Year 2024

The Audit Committee recommends that the Board of Trustees approve the Internal Audit Plan (IAP) for Fiscal Year 2023/2024.

#### Background

The IAP was presented to the Audit Committee meeting on September 12, 2023; the Audit Committee endorsed the plan and recommended it be moved forward to the regular board meeting for approval.

#### Resource Contact

Lori Cox, Chief Internal Auditor



Internal Audit Engagement Plan & Risk Assessment  
Fiscal Year 2024

Dallas College Internal Audit Department

Chief Internal Auditor: Lori Cox

Audit Team: Paul Styrvoky

Amanda Benson

Corwyn Mitchell

Averil Fuller

Antanette Malone

## INTERNAL AUDITING STANDARD - PLANNING

The Chief Audit Executive (CAE) is responsible for developing a risk-based engagement plan, considering the organization's risk management framework. *If a framework does not exist, the CAE uses his/her own judgment of risks after consideration of input from senior management and the board. The CAE must review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls.*

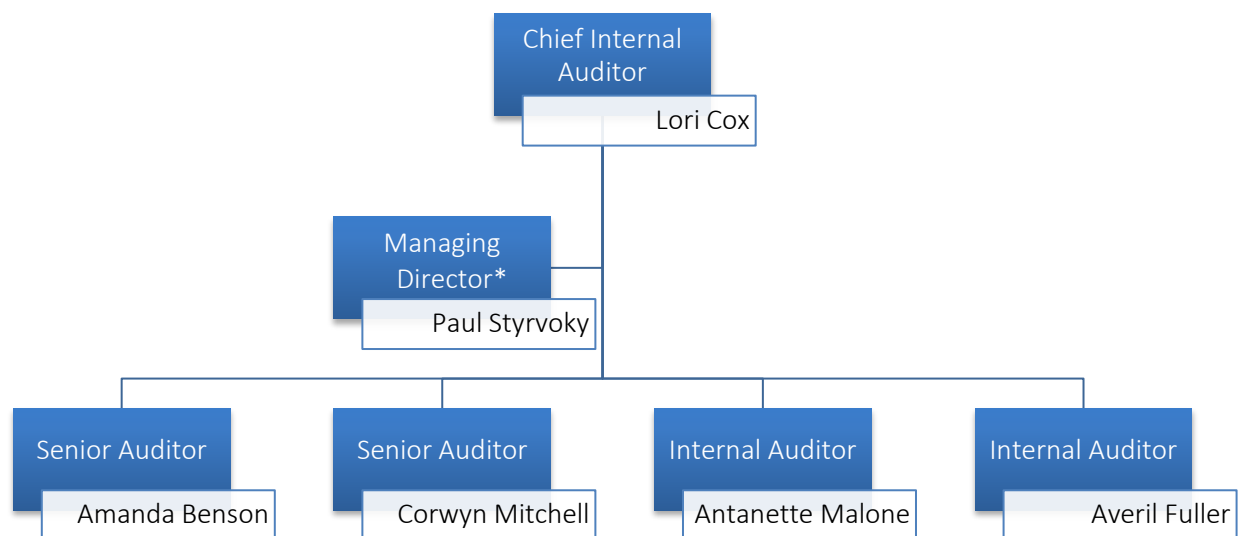
## DEFINITION OF INTERNAL AUDIT

Internal auditing is an independent, objective, assurance, and consulting activity designed to add value and improve the College's operations. It helps the College accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of *risk management, internal control, and governance processes* throughout the various divisions and departments College-wide.

In addressing our mission, the Internal Audit Department (IAD) supports and assists College leadership and staff in the effective discharge of their responsibilities and achievement of strategic objectives by providing analyses, recommendations, advice, and information concerning:

- The adequacy and effectiveness of the College's internal control structure.
- The safeguarding of assets.
- Compliance with applicable laws and regulations.
- Achievement of management's operational objectives.
- Effective business processes to achieve internal control efficiently at a reasonable cost.

## INTERNAL AUDIT DEPARTMENT STRUCTURE



*\*{Note: Staff report to Managing Director on a project basis.}*

## RISK

A risk is the possibility of an event or exposure occurring that may have an impact on the achievement of objectives. Risk is generally measured in terms of probability and impact.

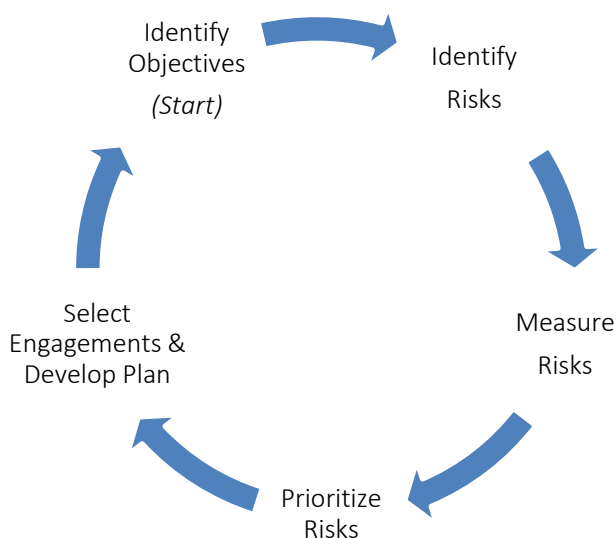
## RISK ASSESSMENT

The IAD's risk assessment is designed to identify relevant risks (issue, situation, process, etc.) that could impact the achievement of the College's goals, operational objectives, and strategic priorities, and to help determine how risks should be managed. Primarily, risks are assessed to:

- Identify vulnerable areas within a unit/department – or for the College as a whole – that may need modifications.
- Direct resources effectively; too much time may be spent on processes that do not need much attention while 'riskier' processes are lacking attention.
- Communicate risks and help to identify where issues may arise.

The IAD's Risk Assessment is the primary source of information in developing the Engagement Plan. The risk assessment process is a continual effort to remain informed of emerging risks, initiatives, and opportunities to work with the College to help manage risks, provide independent assurance, and advise on projects, implementations, and initiatives.

## RISK ASSESSMENT PROCESS OVERVIEW



## IDENTIFY OBJECTIVES

The IAD's risk assessment and audit plan supports the College's commitment to the following Board of Trustees' defined 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, Students, and Suppliers
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

## IDENTIFY RISKS

To gain a more holistic view of risks that may be relevant to the College, the IAD researched the top risks common to higher education, from general business and industry, and those identified by internal audit activities from peer institutions. In addition, the IAD researched varied College information and reports, special requests, and anonymous reports and identified risks and areas of concerns. These risks are identified below. (In conducting the risk assessment, the IAD met with senior management and surveyed staff to solicit information to understand areas of risk or concern within the College.

### Higher Education (HE)

- Enrollment Declines
- Employee Recruitment & Retention
- Information Technology
- Organizational Culture
- Policy, Procedures & Processes

### General Business & Corporations (GBC)

- Business Interruption
- Cybersecurity
- Economic Volatility
- Regulatory Uncertainty
- Vendor/Supplier Management

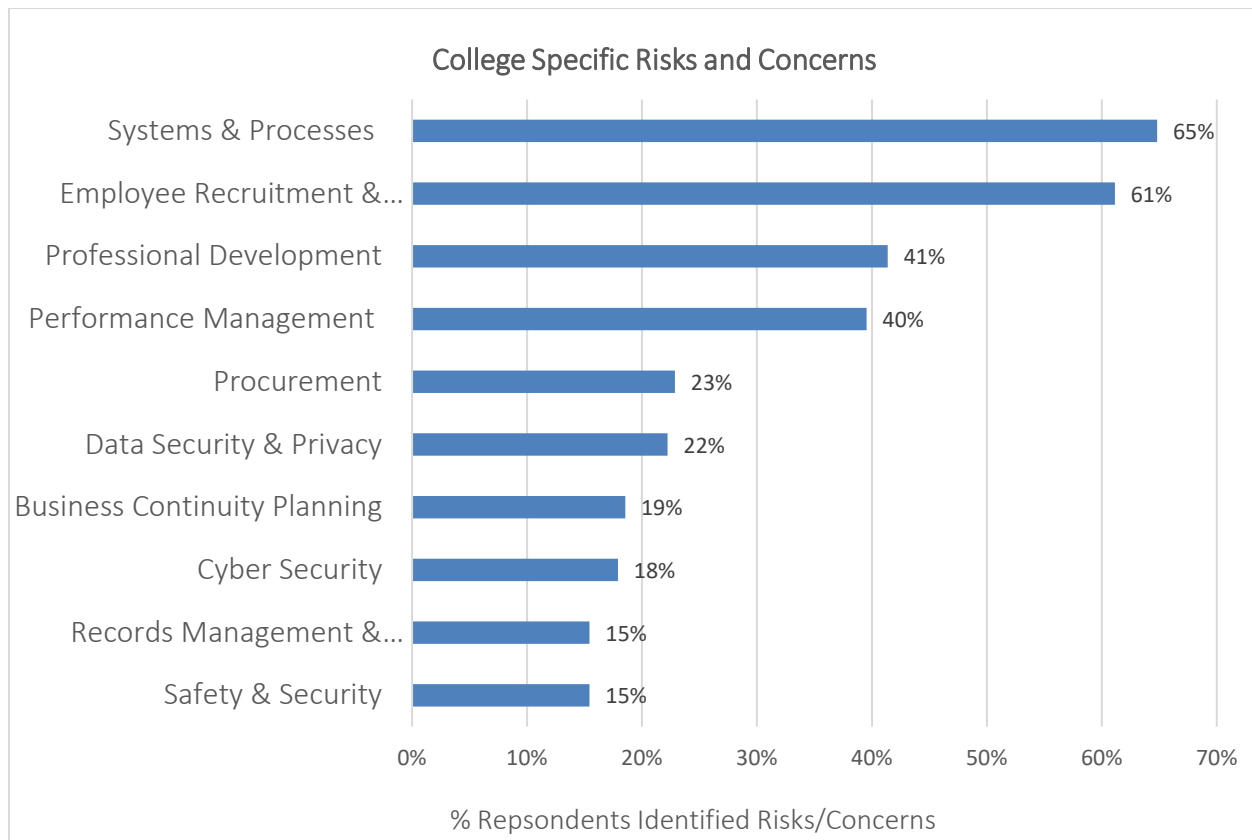
### Internal Audit Peer Institutions (IAP)

- Construction
- Information Technology
- Investments
- Safety & Security
- Procurement

### IAD Identified (IAD)

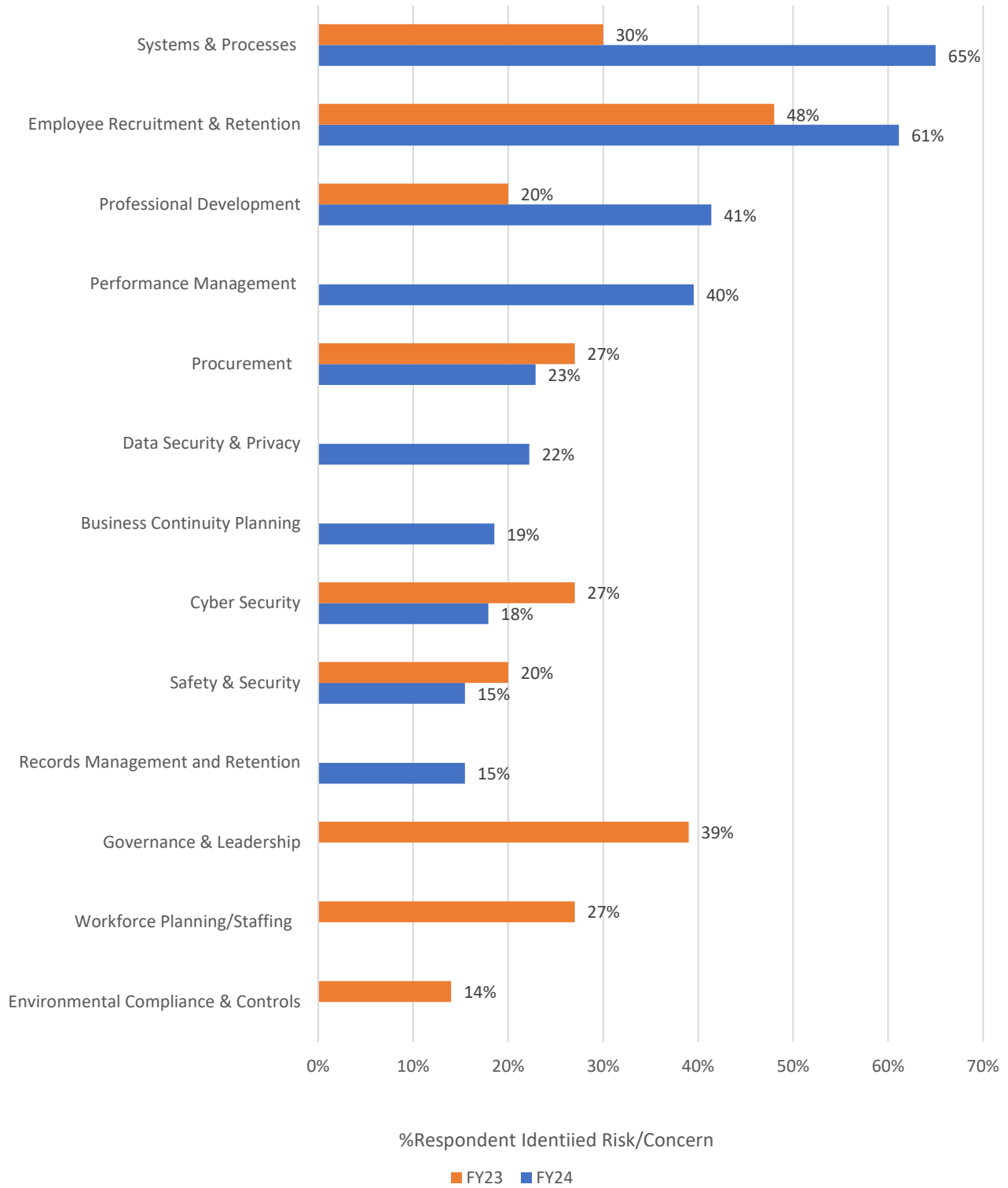
- Construction
- Emergency Relief Fund
- Scholarship Compliance & Process
- Student Care Network
- Vendor/Supplier Management

The IAD interviewed and surveyed senior management, staff, and the Board of Trustees – and analyzed exit interview documentation – to gain information to understand areas of risk or concern within the College. The chart that follows identifies the top ten areas.



FOCUS AREA	Primary Concern(s)
Systems & Processes	Critical system and process controls, modification procedures, and evaluation processes to ensure operations can be conducted effectively and efficiently.
Employee Recruitment & Retention	Recruitment process, procedures, and practices; on-boarding and continued development; and factors impacting recruitment and retention (compensation determination process).
Professional Development	Professional development objectives, strategies, and plans to achieve the strategic priority of a high-performance work and learning culture.
Performance Management	Performance management strategies, processes, and controls,
Procurement	Procurement strategy and vendor/supplier management and evaluation.
Data Security & Privacy	Data security and management.
Business Continuity Planning	Incident preparedness and response testing, awareness, Campus Emergency Response Team processes.
Cyber Security	Protection from threats, policies, and processes.
Records Management & Retention	Records management and retention processes, controls, and compliance.
Safety and Security	Preparedness, protection from threats, and communication.

### College Secific Risk And Concerns FY23 & FY24 Comparison





## MEASURING RISKS

The significance of risks is assessed based on impact, probability, and velocity.

- **Impact (I):** *The effect on the College and stakeholders if a risk event occurs or if the area is not functioning as intended.*  
Impact can include lost revenue, increased expenses, fines, adverse publicity, sanctions, reputational damage, and reduced employee morale.
- **Probability (P):** *The likelihood a risk event occurs, or the area is not functioning as intended.*  
Probability factors can include prior audit results, turnover, management and staff concerns, lack of internal monitoring and/or governance, operational and control weaknesses, and poor training.
- **Velocity (V):** *The pace at which the organization is expected to experience the impact of risk.*  
The speed of regulatory enforcement action is an example of velocity.

Area/Function/Risk						
PROBABILITY	Almost Certain					
	Likely			<ul style="list-style-type: none"> <li>Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Cyber Security*</li> <li>Employee Recruitment &amp; Retention</li> <li>Performance Management</li> <li>Procurement</li> <li>Systems &amp; Processes*</li> </ul>	
	Possible			<ul style="list-style-type: none"> <li>Records Management &amp; Retention</li> </ul>	<ul style="list-style-type: none"> <li>Business Continuity</li> <li>Data Security &amp; Privacy</li> <li>Safety &amp; Security*</li> </ul>	
	Unlikely					
	Rare					
VELOCITY(1)		Insignificant	Minor	Moderate	Major	Catastrophic
IMPACT						

(1) Velocity is measured as Rapid, Reasonable, or Slow

\* Areas of rapid velocity.

## PRIORITIZE RISKS AND PLAN DEVELOPMENT

The areas/functions/risks below will be included in the FY24 audit plan – prioritization factors, additional planning considerations, and special requests are noted as applicable to support plan inclusion.

### ➤ **Prioritization Factors (PF)**

Factors used to prioritize risks and build the engagement plan include:

- Top Risks from External Sources
- College Specific Risks & Concerns rated as: (a) Major or Catastrophic Impact, (b) Likely or Almost Certain Probability, or (c) Rapid Velocity
- Required by auditing standards or other regulations.

### ➤ **Additional Planning Considerations (APC)**

- Current or upcoming operational and system changes.
- Engagement recently completed or planned, follow-up review planned, or carryover.
- IAD identified areas of concern/review.
- Included in another engagement/review.
- Internal audit resources.

### ➤ **Special Requests (SR)**

Noted in the prioritization summary below.

#### PRIORITIZATION SUMMARY

Area/Function/Risk (1)	PF	APC	SR	Notes/Comments
Business Continuity Planning		✓		
Construction	✓		✓	
Cyber Security	✓			
Data Security & Privacy		✓		
Dual Credit		✓		Follow-up review.
Emergency Relief Fund			✓	
Employee Recruitment & Retention	✓			Identified as current risk and moved from FY23.
Environmental Compliance & Controls		✓		Follow-up review
Grants & Contracts		✓		Follow-up review
International Student Office		✓		Follow-up review.
Performance Management		✓		
Procurement	✓			Includes Vendor/Supplier Management
Professional Development		✓		
Records Management & Retention		✓		
Registration and Enrollment		✓		Follow-up review.
Richland Collegiate High School Attendance	✓			
Safety and Security	✓			
Scholarship Compliance & Process			✓	Outside scholarships.
Student Care Network			✓	
Success Coach Program		✓		Follow-up review.
Systems & Processes	✓	✓		
Workforce Staffing & Planning		✓		Moved from FY23.

## ENGAGEMENT PLAN – FY 2023-2024

ENGAGEMENT TYPE	DESCRIPTION	TARGET FISCAL QUARTER
Audits/Continuous Engagements*	Cyber Security	CE
	Employee Recruitment & Retention	3 <sup>rd</sup>
	Procurement	2 <sup>nd</sup>
	Richland Collegiate High School Attendance	4 <sup>th</sup>
	Safety & Security	CE
	Workforce Planning and Staffing	3 <sup>rd</sup>
Special Reviews/Advising Engagements	Business Continuity Planning	2 <sup>nd</sup>
	Construction	3 <sup>rd</sup>
	Data Security & Privacy	2 <sup>nd</sup>
	Emergency Relief Fund	1 <sup>st</sup>
	Performance Management	2 <sup>nd</sup>
	Professional Development	3 <sup>rd</sup>
	Records Management & Retention	2 <sup>nd</sup>
	Scholarship Compliance & Processes	1 <sup>st</sup>
	Student Care Network	1 <sup>st</sup>
Follow-up Audit/Review	Dual Credit	4 <sup>th</sup>
	Environmental Compliance & Controls	4 <sup>th</sup>
	Grants & Contracts	4 <sup>th</sup>
	International Student Office	4 <sup>th</sup>
	Registration & Enrollment	3 <sup>rd</sup>
	Success Coach Program	3 <sup>rd</sup>
<b>OTHER SERVICES, DUTIES, &amp; SPECIAL PROJECTS</b>		
Systems & Processes Special Project		
Fraud Hotline Administration and Monitoring (On-Going)		
Investigations (As Needed)		
Workday Implementation Participation (On-Going)		

### PLAN FLEXIBILITY

To ensure the IAD can respond timely to emerging risks and issues, the Engagement Plan is subject to change due to new or emerging risks or priorities; management requests; special investigations/reviews/advising services.

*In addition, top items that did not meet prioritization factors, items of general concern, and/or or “governance related” (i.e., accountability, collaboration) - from interviews and questionnaires – will be discussed with the College leadership as applicable and appropriate and addressed through advising engagements where possible and time permitting.*

### IAD HORIZONS

In addition to the activities outlined in the Engagement Plan, IAD development projects planned for the 2023/2024 fiscal year include:

- Fraud Hotline (New) Implementation
- Internal Audit Related Training for College Employees
- Audit Internship & Guest Auditor Program

TALENT ITEM NO. 9.1.a.

Approval of Warrants of Appointments for Police Officers

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 – 1

Daniel Garcia	Administrative Office
<u>Period</u> Through termination of employment with Dallas College.	<u>Effective Date</u> November 7, 2023

POLICY ITEM - FIRST READING NO. 10.1.

Approval of Amendment to Policies Concerning Employee Standards of Conduct –  
DH (LOCAL)

In accordance with Texas law, including the requirements of Senate Bill 17 (88th), which prohibits certain programs and activities relating to diversity, equity and inclusion, the Chancellor recommends the following revisions to local policies addressing employee standards of conduct:

Effective Date

Upon Board Approval

LOCAL POLICY	EXPLANATORY NOTES
DH (LOCAL) – Violations	<p>Revisions to policy would add to the standards of conduct required of College District employees the following:</p> <ul style="list-style-type: none"><li>• Compliance with federal and state law, including, but not limited to:<ul style="list-style-type: none"><li>○ Texas Education Code 51.252, relating to reporting required for incidents of sexual misconduct.</li><li>○ Texas Education Code 51.3525, relating to responsibility of governing boards regarding diversity, equity, and inclusion initiatives.</li></ul></li></ul> <p>In addition, revisions would provide for the development of related regulations and/or procedures by the Chancellor.</p>

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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**Violations**

Employees shall comply with the standards of conduct set out in this policy ~~and~~, with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees, and with all applicable federal and state laws, including, but not limited to, those relating to:

1. False reporting or failure to promptly report an incident of sexual misconduct [See DIAA (LOCAL)]; and
2. Unless required by law, engagement in any action prohibited by Chapter 51 of the Texas Education Code and related to diversity, equity and inclusion (DEI) programs and activities, including:
  - a. establishing or maintaining a DEI office or hiring an employee or contractor to perform such duties;
  - b. compelling or otherwise soliciting a DEI statement from any person or giving preferential treatment or consideration based on a DEI statement;
  - c. Giving preference on the basis of race, sex, color, ethnicity or national origin to any employee, applicant or participant in any college function; and
  - d. Mandating DEI training as a condition of enrolling or performing any institutional function, unless the training is otherwise permitted by applicable law.

Violations of law or College District policies, regulations, procedures or guidelines may result in disciplinary action, up to and including termination of employment. The Chancellor shall promulgate the necessary regulations and/or procedures for implementation and enforcement of this policy. ~~Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]~~

**Electronic Media**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

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## INFORMATIVE REPORT NO. 11.1.

### Current Funds Operating Budget Report for September 2023

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

#### For Revenues

*State Appropriations* show zero percent for September since the Three-Pay schedule replaced the Ten-Pay schedule for formula funding. Half of the formula funding will be received mid-October.

*Use of Cash Reserves* was approved to fund projects specified in the Budget Book. The project areas include Technology (Wi-Fi Refresh and Campus Refresh), Facilities (Deferred Maintenance/FIP, Campus Furniture Refresh at CVC/MVC, Safety & Security at NLC), New & Expanded Programming (B.S. in Nursing, B.A. in Technology, Cybersecurity, Air Frame Maintenance Tech), Innovation, and Strategic Funding.

#### For Expenditures

*Use of Cash Reserves* budget was dispersed to *Operating Expenses* and *Allowance: Operating Contingency*. As the projects progress, the contingency amount will be allocated to the corresponding spend categories. The actuals of the projects will be reflected in the actuals of the spend categories.

DALLAS COLLEGE  
2023-2024 CURRENT FUNDS OPERATING BUDGET  
**REVENUES & EXPENDITURES - UNRESTRICTED FUND**  
8.33% of Fiscal Year Elapsed

	September 30, 2023				September 30, 2022		
	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
<b>REVENUES</b>							
Tuition	\$133,200,000	\$133,200,000	\$ 57,336,459	43.0%	\$127,600,000	\$ 52,336,496	41.0%
Less: Waivers & Discounts	(26,245,000)	(26,245,000)	(684,710)	2.6%	(26,150,000)	(1,075,510)	4.1%
Less: TPEG Set Aside	(6,590,000)	(6,590,000)	(2,491,189)	37.8%	(6,450,000)	(2,413,907)	37.4%
Net Tuition	100,365,000	100,365,000	54,160,559	54.0%	95,000,000	48,847,079	51.4%
State Appropriations	96,999,738	96,999,738	-	0.0%	91,194,679	10,979,997	12.0%
Financial Aid for Swift Transfer (FAST)	3,700,000	3,700,000	-	0.0%	-	-	n/a
Taxes	352,100,000	352,100,000	270,328	0.1%	338,000,000	174,412	0.1%
Grants & Contracts (Work Study)	1,825,000	1,825,000	73,747	4.0%	1,100,000	104,255	9.5%
Investment Income	11,500,000	11,500,000	1,255,628	10.9%	1,025,000	276,862	27.0%
General Revenue	1,500,000	1,500,000	19,200	1.3%	2,500,000	29,628	1.2%
<b>Subtotal</b>	567,989,738	567,989,738	55,779,462	9.8%	528,819,679	60,412,234	11.4%
CARES Lost Revenue Recovery	-	-	-	n/a	3,300,000	3,300,000.00	100.0%
Transfers-in from Other Funds							
Use of Cash Reserves	89,600,000	89,600,000	-	n/a	-	-	n/a
<b>Total Revenue</b>	<b>\$657,589,738</b>	<b>\$657,589,738</b>	<b>\$ 55,779,462</b>	<b>8.5%</b>	<b>\$532,119,679</b>	<b>\$ 63,712,234</b>	<b>12.0%</b>
<b>EXPENDITURES</b>							
Salaries and Wages	\$339,992,246	\$333,569,761	\$ 29,086,801	8.7%	\$310,324,370	\$ 26,412,543	8.5%
Staff Benefits	39,000,000	41,229,872	3,456,068	8.4%	37,631,700	2,611,942	6.9%
Purchased Services	93,454,393	100,774,952	4,368,231	4.3%	83,842,412	5,190,073	6.2%
Operating Expenses	51,171,661	80,168,213	3,218,890	4.0%	64,735,678	3,696,208	5.7%
Supplies and Equipment	27,571,700	13,932,238	554,768	4.0%	22,585,519	1,106,094	4.9%
<b>Subtotal</b>	551,190,000	569,675,036	40,684,759	7.1%	519,119,679	39,016,860	7.5%
Allowance: Operating Contingency	4,299,738	75,414,702	-	0.0%	-	-	n/a
Allowance: Compensation Study Impact	9,000,000	9,000,000	-	0.0%	9,500,000	-	0.0%
Use of Cash Reserves	89,600,000	-	-	n/a	-	-	n/a
Transfers-out to Other Funds							
Grant Match	3,500,000	3,500,000	287,903	8.2%	3,500,000	228,089	6.5%
<b>Total Expenditures</b>	<b>\$657,589,738</b>	<b>\$657,589,738</b>	<b>\$ 40,972,662</b>	<b>6.2%</b>	<b>\$532,119,679</b>	<b>\$ 39,244,949</b>	<b>7.4%</b>



INFORMATIVE REPORT NO. 11.2.

Monthly Change Order Summary (September 2023)

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

*CHANGE ORDERS*

Brown Reynolds Watford Architects, Inc	Early College High School Building – Mountain View
<u>Purchase Order</u> B 37702	<u>Change Order</u> #9
<u>Scope</u> To provide architectural services for the construction of the Early College High School Building at the Mountain View Campus.	
<u>Change</u> This additional service includes water easement abandonment fees paid to the City of Dallas and an increase for the permit expeditor consultant.	
Contract Amount	\$1,384,900
Prior Change Order (s) Amount	\$811,299
Net Change	\$17,615
Revised Contract Amount	\$2,213,814

Glenn Partners	Early College High School Expansion - Brookhaven
<u>Purchase Order</u> B 37705	<u>Change Order</u> #7
<u>Scope</u> Provide architectural services for the Early College High School expansion for the Brookhaven Campus.	
<u>Change</u> This additional service includes fees for construction administration services due to unforeseen delays with the installation of permanent power and supply chain delays for interior and exterior glass, and an electrical transformer.	
Contract Amount	\$1,540,000
Prior Change Order (s) Amount	\$195,994
Net Change	\$156,019
Revised Contract Amount	\$1,892,013

Perkins & Will, Inc	Student Success Center & Academic Building - Eastfield
<u>Purchase Order</u> B 37711	<u>Change Order</u> #7
<u>Scope</u> To provide professional architectural/engineering services for the design and construction administration of the Student Success Center & Academic Building at the Eastfield Campus.	
<u>Change</u> This additional service includes fees for construction administration services due to unforeseen supply chain delays for interior and exterior glass, folding glass doors, main and emergency electrical switchboards, an electrical transformer, and lockers.	
Contract Amount	\$3,422,600
Prior Change Order (s) Amount	\$377,199
Net Change	\$115,006
Revised Contract Amount	\$3,914,805

### INFORMATIVE REPORT. 11.3.

#### Dallas College Foundation Report (September 2023)

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

#### **Dallas College Foundation Net Assets**

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  
09/01/23 \$73,436,181

#### **Gifts Reported in Fiscal Year 2023-2024**

<u>Month Reported</u>	<u>Scholarships</u>	<u>Programs &amp; Services</u>	<u>Total</u>
September 2023	\$ 10,092	\$ 373,621	\$ 383,713
October 2023			
November 2023			
December 2023			
January 2024			
February 2024			
March 2024			
April 2024			
May 2024			
June 2024			
July 2024			
August 2024			
Total	\$ 10,092	\$ 373,621	\$ 383,713

#### INFORMATIVE REPORT NO. 11.4.

##### Notice of Grant Awards (November 2023)

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- Workforce and Advancement (Ascend Institute)

**PURPOSE**

Dallas College, partnership with KPost Company (commercial/residential contractor), KPost roofing LLC (commercial/residential contractor), Mint Dentistry (general and cosmetic dentistry) On-Target Supplies & Logistics, Ltd. (regional supply chain logistics management firm), and The Richards Group (largest independently owned advertising agency in the country), was awarded this Skills Development Fund grant project to train 626 (75 new and 551 incumbent) employees in various customized courses to upskill their workforce.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
3, 7	Texas Workforce Commission	626	\$1,009,383	8/31/2023-8/31/2024

**RECIPIENT**

Dallas College- Student Success – Student Wellbeing and Social Support

**PURPOSE**

The Talk About It Texas Project (TAIT) program is designed to meet the needs of youth with greatest need and facing disparities in teen pregnancy and STIs, while collaborating with established and existing partners who recognize the gap and need in their programming to wholly support the needs of their youth and families. This Evidence-Based Teen Pregnancy Prevention Programs will help to close gaps in access to sexual health education, equitable access to healthcare, community mobilization and public awareness through a multi-pronged approach including Education, Awareness, and Training & Technical Assistance.

<u>PRIORITY</u>	<u>FUNDING SOURCE</u>	<u>STUDENTS SERVED</u>	<u>AMOUNT</u>	<u>TERM</u>
3, 4	(Department of Health Human Services) Healthy Futures of Texas	150-750 Students	\$85,000	09/01/2023-8/31/2028

<u>RECIPIENT</u> Dallas College- Student Life and Engagement				
<u>PURPOSE</u> Project Aspire is for students with intellectual or developmental disability (IDD) to assist with growth and development and employment opportunities. Perkins Equity Access and Opportunity Program (PEAOP) was established to support high quality, evidence-based programs to increase equitable opportunities for success for new and current students with documented barriers to attainment of high value credentials. In addition, the PEAOP grant is intended to increase equitable access to CTE programs for the target population and support equitable opportunities for student success.				
<u>PRIORITY</u> 1, 3, 4, 5	<u>FUNDING SOURCE</u> USDE/THECB	<u>STUDENTS SERVED</u> 100 students over	<u>AMOUNT</u> \$499,982	<u>TERM</u> 08/01/2023-8/31/2025

<u>RECIPIENT</u> Dallas College- Career & Technical Education Programs				
<u>PURPOSE</u> The Perkins Basic grant is designed to improve career and technical education programs (CTE) while also addressing achievement gaps among special populations of students.				
<u>PRIORITY</u> 3, 4, 6, 7	<u>FUNDING SOURCE</u> Department of Education ( <i>via Texas Education Agency</i> )	<u>STUDENTS SERVED</u> 19,000 +	<u>AMOUNT</u> \$1,412,239	<u>TERM</u> 09/01/2023-8/31/2024

<u>RECIPIENT</u> Dallas College-Eastfield Campus				
<u>PURPOSE</u> The Developing Hispanic-Serving Institutions (DHSI) Program provides grants to assist HSIs in expanding educational opportunities for and improving the attainment of Hispanic students. The grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability.				
<u>PRIORITY</u> 1, 4, 5	<u>FUNDING SOURCE</u> USDE	<u>STUDENTS SERVED</u> 15,000	<u>AMOUNT</u> \$597,977.00	<u>TERM</u> 10/01/2023-9/30/2024

<u>RECIPIENT</u> Dallas College- ETMS				
<u>PURPOSE</u> The Abriendo Caminos project at RLC will create new infrastructure that opens ways for Hispanic and other underrepresented students and their families with college access, success, and completion regardless of their starting points and their aims. The project design is a “multiple points of entry” model that will accept new RLC students who test at the Developmental Education (DE) level, at proficiency in two of three standardized test scores for math, reading comprehension, and writing, or at proficiency, and prepare them for success.				
<u>PRIORITY</u> 2	<u>FUNDING SOURCE</u> USDE Title V DHSI	<u>STUDENTS SERVED</u> 1250	<u>AMOUNT</u> \$587,390 increase	<u>TERM</u> 10/01/2023- 9/30/2024

<u>RECIPIENT</u> Dallas College- Academic Compliance				
<u>PURPOSE</u> Culturally Relevant Career Pathways: Innovative Practices for Hispanic Student Success and Career Placement.				
<u>PRIORITY</u> 5	<u>FUNDING SOURCE</u> Department of Education	<u>STUDENTS SERVED</u> 2500	<u>AMOUNT</u> \$599,443	<u>TERM</u> 10/01/2023- 9/30/2024

<u>RECIPIENT</u> Dallas College- Eastfield Campus				
<u>PURPOSE</u> The purpose of the TRIO Upward Bound grant is to provide fundamental support to participants in their preparation for college entrance. The provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school student from families in which neither parent holds a bachelor’s degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.				
<u>PRIORITY</u> 4	<u>FUNDING SOURCE</u> United States Department of Education, USDE	<u>STUDENTS SERVED</u> 70	<u>AMOUNT</u> \$361,084.00	<u>TERM</u> 09/01/2022- 8/31/2027

<b><u>RECIPIENT</u></b> Dallas College- El Centro Campus				
<b><u>PURPOSE</u></b> The Title V Project is an extension of the Dallas College strategic plan. Project Exito is focused on the specific needs of Hispanic students. The college has integrated college- wide initiatives that serves to build a culture of care and a quality experience for all students. The grant has three major components: (1) College Readiness, (2) Technology and Business alignment providing internship/ apprentice opportunities, and (3) Expanding professional development opportunities for faculty and staff that address concepts of equity, culturally relevant pedagogy.				
<b><u>PRIORITY</u></b> 4	<b><u>FUNDING SOURCE</u></b> United States Department of Education, USDE	<b><u>STUDENTS SERVED</u></b> Varied (According to each grant objective benchmark percentage)	<b><u>AMOUNT</u></b> \$599,029	<b><u>TERM</u></b> 10/1/2023 - 9/30/2024

<b><u>RECIPIENT</u></b> Dallas College- Richland Campus				
<b><u>PURPOSE</u></b> Through the TRIO Student Support Services program funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.				
<b><u>PRIORITY</u></b> 5	<b><u>FUNDING SOURCE</u></b> United States Department of Education	<b><u>STUDENTS SERVED</u></b> 270	<b><u>AMOUNT</u></b> \$361,922	<b><u>TERM</u></b> 09/1/2023 - 08/31/2024

<b>GRANT AWARDS REPORTED IN FISCAL YEAR 2023-2024</b>	
September 2023	\$1,067,460.00
<i>October 2023</i>	\$1,071,124.00
<i>November 2023</i>	\$6,113,449.00
<i>December 2023</i>	\$0.00
<b>Total to Date</b>	<b>\$8,252,033.00</b>



# INFORMATIVE REPORT NO. 11.5.



FY24

## Monthly Summary Breakdown FY24 Sep-23

Company	Samples and Types of Training	Participants	Industry Sector	Training Hours	Contact Hour Reimbursable	Certifications	Revenue	Funding Source
Amazon	Safety, AC/DC, Motor Controls, Electrical, Hydraulics, Pneumatics, PLC, Robot Interfacing, Automation (Cohort #6, 10 CE classes)	238	Logistics	8-80	9,696	N/A	\$ 238,219.20	CT
American Concrete Institute	Concrete Technology (1 CE class)	30	Construction	42	1,260	N/A	\$ 3,500.00	CT
City of Dallas Police Department	Basic Peace Officer I-V, Interview/Interrogation, Gun Safety, Mental Health, Active Shooter, First Aid (245 CE classes)	4,522	Government	8-176	112,178	N/A	\$ 29,710.00	CT
Construction Education Foundation	Plumbing, OSHA 10, Electrical, HVAC, Welding, ESL, Commercial Field Engineering, etc (34 CE classes)	307	Construction	16-80	17,124	OSHA 10	\$ 84,859.00	CT
Construction Education Foundation	Pressure Testing and Gas Purging, Duct Testing, Job Cost Review, PHCC Plumbing, OSHA 30 (52 CE classes)	325	Construction	7-80	10,893	OSHA 30	\$ 401,744.00	SDF
Construction Education Foundation	Energized Electrical Worker and Lock Out Tag Out, New Hire Safety Orientation, Victaulic (15 CE NR classes)	215	Construction	3-4	0	N/A	\$ 70,277.00	SDF
Dallas County Homeland Security & Emergency Management	General Workplace Safety & Health, Workplace Preparedness Active Shooter (Cohort #4-5)	286	Government	7-8	2,236	N/A	\$ 7,150.00	CT
Dallas Joint Plumbers Apprenticeship Fund	Pipefitter Layout, Welding Certification (2 CE classes)	32	Construction	64	2,048	Welding Certification	\$ 3,168.00	CT
Epiroc	Forklift Certification (3 CE classes)	27	Manufacturing	8	216	N/A	\$ 4,800.00	CT
EssilorLuxottica	Course Conversations at Work (1 CE class)	6	Manufacturing	8	48	N/A	\$ 2,400.00	CT
Gainwell Technologies	Big Data Engineering, AWS, Adv SQL, Cert Agile Leadership (4 CE classes)	64	IT	16-40	1,512	N/A	\$ 90,720.00	SDF/ISO W/CT
Mesquite ISD	Certified Nurses Aid - Clinical (1 CE class)	20	Healthcare	100	2,000	CNA Certification	\$ 23,505.00	CT
North Texas Electrical and Joint Apprenticeship Fund	Advanced Code (1 CE class)	8	Construction	48	384	N/A	\$ 3,168.00	CT
On Target, Mint, TRG, Kpost	Power Industrial Trucking, Forklift (2 CE classes)	7	Logistics	16	112	N/A	\$ 4,480.00	SDF
Texas Workforce Commission	Computer Basics, CPR, Basic Health & Safety, Career Exploration, Food Handler Cert (15 CE classes)	15	General Workplace	7-96	387	Food Handler	\$ 11,726.79	CT
September FY24	TOTAL:	6,102			160,094		\$ 979,426.99	

CT Reimbursable Yes (Y) or No (N)

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.

FY24 Cumulative Totals		Students			Reimbursable Contact Hours		Revenue	
September		6,102			160,094		\$ 979,426.99	
	2023 -2024 YTD TOTALS:	6,102			160,094		\$ 979,426.99	
Monthly Totals	Year to day Totals							



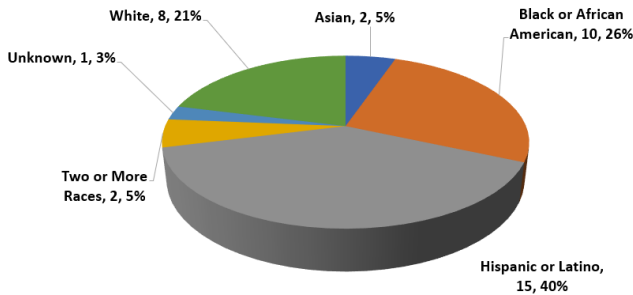
# Dallas College Human Capital New Hire/Position Report

## Sep 13, 2023 – Oct 12, 2023

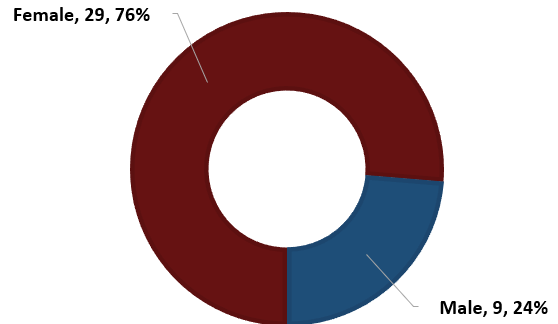
### TALENT ACQUISITION PROFILE

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

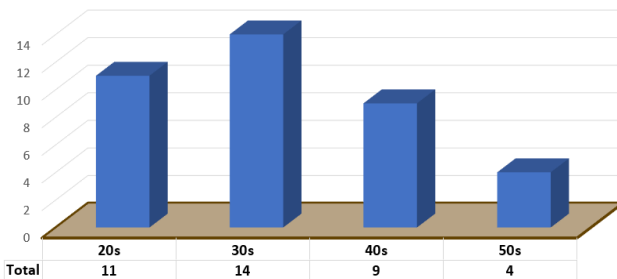
**Ethnicity**



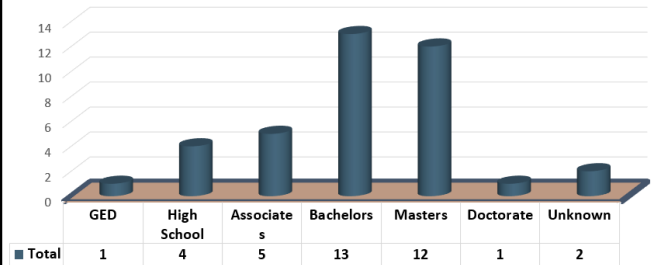
**Gender**



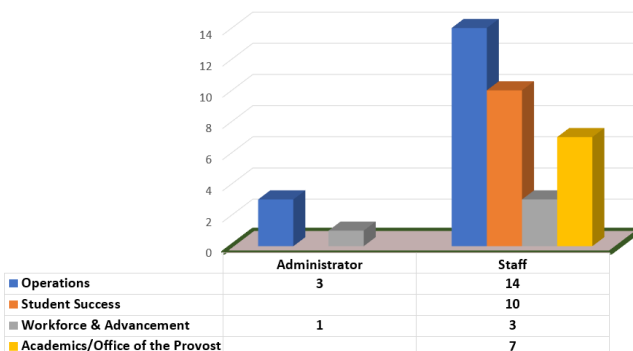
**Age**



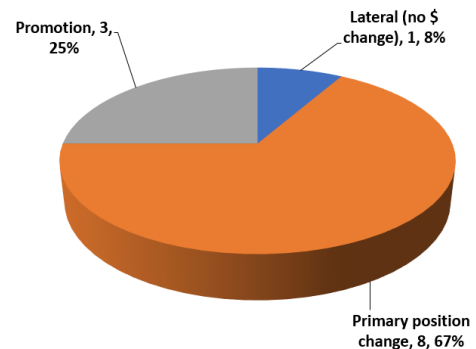
**Education**



**Functional Areas by Position Type**



**Position Changes**





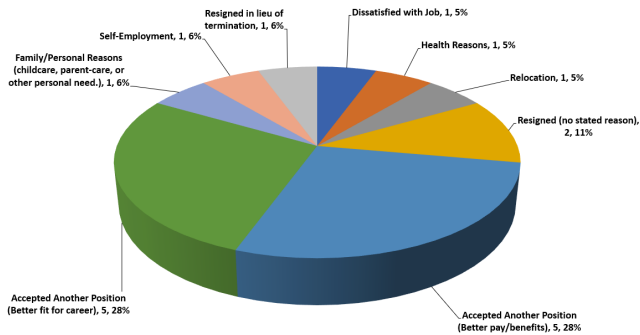
# Dallas College Human Capital New Hire/Position Report

## Sep 13, 2023 – Oct 12, 2023

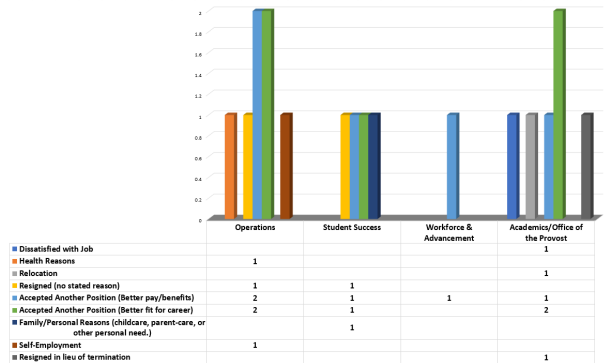
### FULL-TIME TERMINATION PROFILE

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

**Terminations**



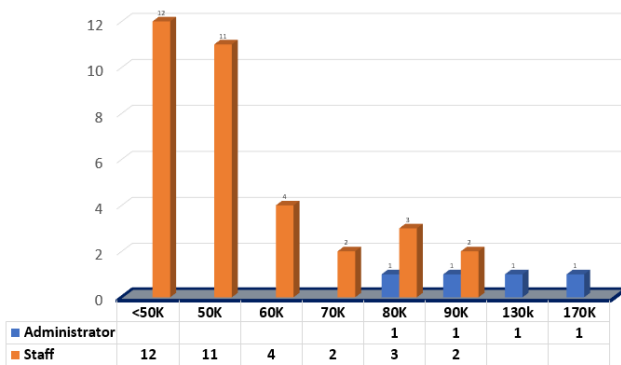
**Terminations by Functional Area**



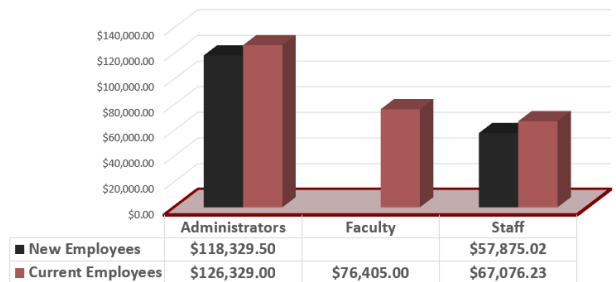
### COMPENSATION PROFILE

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**



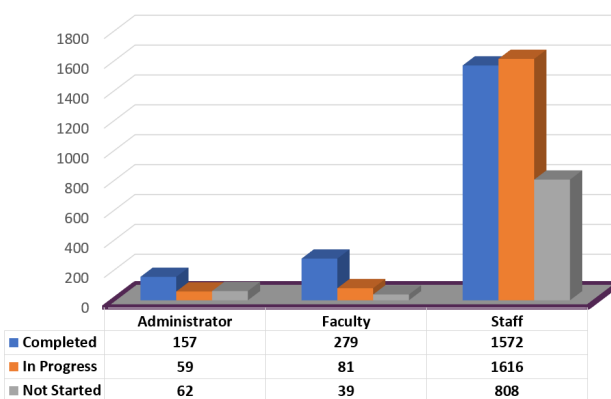
**Salary Averages**



### EMPLOYEE TRAINING PROFILE

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

**Training Completion Hours by Position Type**



**Top 5 Training Topic Completions**

Training Titles	Completions
2023-2024 Performance Management & Goal Setting Training	346
Workday Learning 101	108
De-Escalating Conversations for Customer Service	82
Semi-Annual Grant Training and Information Workshop	68
AXON Body 4	67

Note: "Completion" indicates employees who enrolled, attended, and successfully completed.

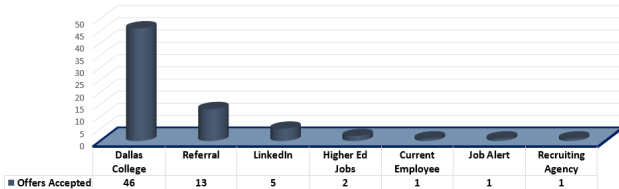


## Dallas College Human Capital New Hire/Position Report Sep 13, 2023 – Oct 12, 2023

### 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



All Recruiting Methods (Offers Accepted)

