

CONSENT AGENDA NO. 8A-1

Approval of Minutes of the April 7, 2020 Regular Meeting

It is recommended that the Board approve the minutes of the April 7, 2020 Regular Meeting.

A Regular Virtual Meeting of the Board of Trustees of Dallas County Community College District was held Tuesday, April 7, 2020, beginning at 4:27 p.m. via Cisco Webex US Toll: 1-415-655-0003, Access code: 285 037 305.

Board Members and Officers Present

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

Members Absent

None.

1. **Roll Call - Announcement of a Quorum** was conducted by Perla Molina and a quorum was confirmed.
2. **Certification of Notice** posted for the meeting by Chancellor Joe May.
3. **Chancellor and Board Announcements**
 - A. Announcements from the Chancellor
 - Dr. May thanked all participants and recognized Governor Abbott for providing a way to meet and continue to do business. He stated that it had been a real team effort, and everyone had come together, not only to do business, but to advance the District in many areas. He thanked Chair Diana Flores and the Board for their support.
 - Dr. May stated that he was encouraged by the online transition and the resilience of the staff and students and he thanked the staff for their flexibility in helping the students.
 - He stated that the shelter in place order by Judge Clay Jenkins would be in place through April 30; the District would continue to be

flexible and be in constant communication with the Board, staff and students.

- He thanked the Board for building a strong budget process that helped weather the current situation.
- During COVID-19, One College model put the District in the ideal situation to better serve students. DCCCD had been able to move 99.6% of courses online. He added that we had lost fewer students this spring than we did a year ago.

Dr. May recognized Dr. Linda Braddy, Interim Provost, and Dr. Joe Seabrooks, Interim Vice Chancellor for Student Success, for their involvement and achievements in getting a structure in place to respond rapidly and consistently.

- Dr. Braddy and Dr. Seabrooks would walk the Board through some decisions made and progress.

B. Announcements from the Board Chair and/or Trustees

- Chair Flores thanked participants and acknowledged the challenging environment the students and staff were working under. She thanked the Board for its overall support for the functioning of DCCCD.
- Chair Flores acknowledged Perla Molina and her team, along with IT, for working tirelessly to facilitate virtual meetings.
- Vice Chair Jameson voiced his concern regarding students without internet access and no way to participate in online coursework. Dr. May stated that it would be discussed later in the meeting, adding that tech companies across the country were overloaded.

4. Discussion on Temporarily Postponing Board Committee Meetings

Chair Flores posed the options of having virtual committee meetings all on the same day or on different days, citing the difficulty of conducting a four to six-hour virtual meeting.

- Trustee Bravo voted for same day.
- Trustee Ritter voted for meetings broken up but within the same day.
- Trustee Compton voted for the same day but stated that some committee meetings may not be necessary.

Chair Flores concluded that the Chancellor would hold off on committee meetings unless there was urgency. She added that there was a poll, if anyone wished to give additional feedback. The Board was in consensus with the chair

5. Update on COVID-19 Pandemic and Rapid Response Team

Dr. May referenced the emergency meetings held during spring break. The following teams were put in place to address issues of the District and its operations:

- Rapid Response Team (in place prior to the emergency meeting.)
- Academic Success (Linda Braddy as Chair)
- Student Support Services (Joe Seabrooks as Chair)
- Operational (under HR, led by Sherri Enright)
- Technology (led by Tim Marshall)
- Communications (led by Patty Arellano-Tolotta)

Chair Flores mentioned the importance of capturing the history of these teams and their endeavors. Dr. May agreed and said they were documenting as much as possible, but it was moving quickly.

A. Academic Success Update – Interim Provost Linda Braddy

- Dr. Braddy stated that she was responsible for curricula programming, scheduling academic policies and leading the student academic success task force. Her team quickly accomplished a lot. She outlined challenges and solutions with online instruction and working from home.
- Chair Flores stated that she was amazed at how quickly they transitioned to online instruction, commended the Communications team.
- Dr. Braddy updated the board on technical issues and recognized that DCCCD employees were accomplishing more, at a much faster pace. She shared slides demonstrating efforts and progress.
- Braddy stated that the District would delay commencement ceremonies until August or September.

B. Student Support Services Update – Interim Vice Chancellor of Student Services Joe Seabrooks

- Seabrooks said it is a privilege to serve as Interim Chief Student Development. He thanked his team for their remarkable work and updated the board on current projects, including a Virtual Student Resource Center.
- He said nearly 200 volunteers had been calling every single student.
- Dr. Seabrooks mentioned the WorkReadyU mobile app where students could access jobs in the region and link to jobs in the programs they wished to pursue.

- Trustee Compton asked if WorkReadyU had moved to online classes and if they had the necessary technology. Seabrooks answered yes, where the classes didn't require face-to-face labs. Faculty worked to find solutions, with some courses using external resources, but others such as construction were postponed.
- Chancellor May added that the app is important because students who didn't have access to other technologies sometimes had access to smartphones. The District continues to look for solutions for students who have no technology.
- Chair Flores said she was excited that the District is reaching out to every student because one-on-one communication was important.

C. Foundation Emergency Aid Update – Chief of Advancement Initiatives Pyeper Wilkins

- Wilkins stated that the Foundation had redirected \$1 million to the emergency aid program that launched last October. They work with a company called Edquity and the only cost was the money that we provided. District's applications were increasing every day and that data would be available soon.
- Trustee Ritter asked about technology platforms for students. He recalled the Chancellor had mentioned at the emergency meeting that laptops and tablets were helping students connect electronically, stating that other agencies serving the economically disadvantaged were experiencing similar issues. He asked if we had built any community partnerships to leverage our technology and investments to aid student needs, referencing Aunt Bertha social care network.
- Dr. May responded that Aunt Bertha had been great, and the District had forwarded additional resources available to students. There were beneficial collaborations with Judge Jenkins, Michael Hinojosa with DISD, Fred Reese with Parkland, Gary Thomas at Dart, as well as CEOs of healthcare systems and K-12 partners. Everything from technology to childcare was being explored. Technology had been purchased to enable employees to engage with students.

D. Health and Wellness Update – Chief of Staff Iris Freemon

- Freemon stated that the mental health and well-being of students was a priority. Efforts of counselors, care teams, and nurses continue in the virtual environment.
- She stated that the District had partnered with a company called Top Campus to offer students an app providing 24/7 real-time mental health support at no cost. The approach was to provide

confidential direct connection with students, plus virtual group counseling.

- The District was partnering with U.T. Southwestern to use an enhanced online screen tool for mental health and referrals.
- Chair Flores asked if it was a trial, and we later might sign up for the service. Freeman responded, yes. The company had reached out to colleges and universities whose students were vulnerable.

E. Technology/Hardware Procurement Update – Chief Innovations Officer Tim Marshall

- Marshall stated that he and John Robertson had ordered hotspots, laptops and tablets to provide faculty and staff with needed equipment and to allow students to connect to the internet.
- He detailed challenges in the delivery of needed equipment and how they get technology to those who need it. IT had been using the project management tool Trello. He outlined challenges and progress.
- Trustee Ritter asked how valuable cellphones were in the academic course delivery. Marshall said it was a baseline device for students. The software used for instruction was commonly run over a phone.
- Vice Chair Jameson asked if courses could be completed on cellphones and what percentage of courses were “mobile ready.” Marshall responded that it depended on the course and the percentage was hard to determine. Some students had reported that they were only using their cellphone.

F. Operational Update – Chancellor Joe May

IT, HR communications, grants, and business services operations had been consolidated across the campuses. He stated that the District could not have done this without the employees finding ways to meet the needs of the students.

G. Human Resources Update – Chief Human Resources Officer Sherri Enright

- Enright gave an update on employee care, remote working and training. There had been great progress and cooperation getting the workforce ready for a virtual environment. Several operational areas had been unified by function to support the One College system. Human resources directors had interim roles to lead these unified teams. One College provided employees with uniform responses to key concerns.
- One College leadership talent pools were proceeding and were in the “expression of interest” phase.

- Chair Flores asked when HR team unification happened. Enright said that HR, IT, Facilities, Business Services and Marketing were all unified at the end of March.
- Enright mentioned the Rapid Response Team for employee care, remote working, the Employee Toolkit of online resources and training in the virtual environment. Focus was on the well-being of employees, including the Employee Assistance Program.
- Chair Flores asked if Zoom was used for online meetings. Marshall answered that it was not a licensed software. WebEx was the District standard as Zoom had some security issues.

H. Financial Update – Chief Financial Officer John Robertson

- Robertson gave an update on finance and reviewed slides, beginning with cash reserves at the end of last year. He gave a breakdown of uncommitted cash that could be used as cash reserves.
- The Chancellor had asked that \$20 million be earmarked for COVID-19 expenses. He mentioned the FEMA Billing Care Act. The District had \$168 million in uncommitted cash reserves that were available. He gave an update on budget.
- Chair Flores asked if the District was in good financial footing this fiscal year. Robertson replied that it was.
- Trustee Compton asked when the District should be concerned about the level of cash reserves. Robertson replied that, when reserves was near \$100 million, they would start watching closely because they would be approaching reserves that should not be touched. If those funds were dipped into, they would need to budget ways to put the money back. He gave details on the budget, appropriations and an update on taxes.
- Robertson said utilities and purchases were down, which could help offset other costs. He was comfortable about this budget year but said it was a time to think about different scenarios. There would be more strategy around budgeting for the next year.
- Robertson gave an update on facilities with only essential construction projects following CDC guidelines, mail distribution, receiving and landscaping. A limited number of staff were allowed in a building at a time. There were ongoing walk-throughs by facility directors and all repairs were being handled.
- Trustee Compton asked about cleanliness. Robertson replied that custodial services were active, and all surfaces were being disinfected and a deep cleaned.

- Robertson explained that only critical or emergency purchases were being made. It was beneficial that e-procurement was already in place.
 - Chair Flores asked if there were any known cases of COVID-19 among students or employees. Robert Wendland answered they had some reports of exposure, but the District was confident that none of these people were symptomatic while working at district facilities.
- I. Stimulus Package Update – Executive Vice Chancellor Justin Lonon*
- Lonon gave an update on the stimulus package that was part of the CARES Act and how it would impact the District. There was \$13 billion dedicated to higher education. About \$22 million would come to the DCCCD. He explained more about this legislation and ways the District had engaged in the different aspects of it. Approximately half of the money would go directly to student support and the other portion to operations. More details from the Department of Education would follow.
- J. Communications Update – Chief of Marketing & Communications Patty Arellano-Tolotta*
- Arellano-Tolotta described a two-month plan to reassure students and staff and ensure they had the resources needed for online learning or remote working. Her team pooled resources and creativity to provide a cohesive voice across the District.
 - She spoke about SharePoint sites, including growing FAQs and Spanish language information, media interviews, virtual town halls, and social media highlights. She detailed a texting program where student concerns would be addressed.
 - She described media and stories demonstrating community involvement, with donations of protective equipment and supplies to local hospitals.
 - Lonon highlighted that healthcare equipment and supplies had been donated and loaned, including shields for hospital workers and nine ventilators

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

None.

7. Consent Agenda

Trustee Ritter moved and Trustee Bravo seconded the motion to approve Items 7A-1 and A-2, 7B-1, 7C-1 and C-2, and 7D-1. The motion was

approved by roll call vote as follows: Trustee Compton, aye; Trustee Bravo, aye; Trustee Williams, aye; Trustee Ritter, aye; Trustee Zimmermann, aye; Vice Chair Jameson, aye; Chair Flores, aye.

A. Minutes

- 1) March 3, 2020 Regular Meeting Minutes
- 2) March 16, 2020 Special Called Emergency Telephonic Meeting Minutes

B. Policy Items

- 1) Approval of Amendments to Policies Concerning Academic Achievement – EGA (LOCAL)

C. Financial Items

- 1) Approval of Educational Agreement Between the Dallas County Community College District (DCCCD) and Amazon.com Services, LLC

Trustee Zimmermann requested clarification. Robertson explained that Amazon was paying us to teach the students. He added that this educational agreement had both a revenue factor and an expense factor. Trustee Zimmermann asked what else besides college operation was covered in the operating budget. Robertson responded that the budget covered faculty salaries and supplies, as well as when we bill Amazon; the operating budget included revenue.

- 2) Approval of Agreement for Water and Wastewater Easements with the City of Dallas at Richland College

Trustee Zimmermann asked for clarification on the easement, asking if it could it ever be used by the District. Robertson answered that it was still our property. Wendland explained there would be some limitation on the use of the surface, but easements could be changed. The District could still use the surface provided it didn't interfere with the subsurface rights of the easement order, which includes installation of water and waste-water lines. Robertson added that landscaping was the District's obligation, as long as it didn't interfere with the subsurface rights.

D. Resolutions

- 1) Adoption of Resolution Postponing the May 2, 2020 Dallas County Community College District Board of Trustees Election

8. Informative Reports

- A. 2nd Quarter Investment Transactions
- B. Quarterly Budget Book Vendor Summary
- C. Current Funds Operating Budget Report for February 2020
- D. Monthly Award and Change Order Summary
- E. Facilities Management Reports
- F. Contracts for Educational Services
- G. Talent: Resignations and Retirements
Chair Flores recognized Dr. Susan Wyatt of Eastfield College for more than 31 years of service and Mr. Johnny Duvall of Mountain View College for more than 49 years of service
- H. Workforce Demographics
- I. Workforce Demographics by Salary Range

9. Citizens Desiring to Address the Board

None.

10. Executive Session

None.

11. Adjournment

The Regular Virtual meeting was adjourned at 7:28 p.m.

Captioned video and transcripts for DCCCD Board Committee Meetings, Work Session and Regular Board Meetings are available at our website, www.dccd.edu/boardmeetingslive, under the Archived Videos section.