

CONSENT AGENDA NO. 5A-1

Approval of Minutes of the May 5, 2020 Regular Meeting

It is recommended that the Board approve the minutes of the May 5, 2020 Virtual Regular Meeting.

A Virtual Regular Meeting of the Board of Trustees of Dallas County Community College District was held Tuesday, May 5, 2020, beginning at 4:00 p.m. on the Cisco Webex platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>.

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 read by Perla Molina and all trustees were present, a quorum was confirmed.
2. **Certification of Notice** posted for the meeting was confirmed by Chancellor Joe May.

3. Citizens Desiring to Address the Board

Jamesia Reddish commented to the board that she was concerned for her safety and the safety of others with all the news of the COVID-19 virus cases still increasing. She felt it was hard to maintain social distancing and that many people wouldn't wear masks. She believed it was too soon for the economy to reopen, including the campuses. Chair Flores reassured Ms. Reddish that she understood her concerns and that the safety of the students would be taken into account as the Board deliberates and moves forward.

4. 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)

A. Announcements from the Chancellor

The Chancellor stated it was the District's 7th week working remotely and that the transition had been a big success with everyone working hard online to meet the needs of students and staff, while staying safe. Much had been accomplished, including the distribution of food and the donation of time, as the District navigated and adjusted to various challenges. He thanked the Board for their support from the beginning, despite continued uncertainty.

B. Announcements from the Board Chair and/or Trustees

- Chair Flores expressed her appreciation to staff for adjusting to the challenging environment. She referenced the Resolution in which the District committed to paying staff through August 31, 2020, as the budget allowed. Decisions were made with consideration to staff and students, as well as what was best for the District.
- Trustee Compton stated she had previously requested an update on the ASCEND initiative and asked when the Board would receive it. Dr. May answered that they had intended to bring it up at a committee meeting but would have a report to the Board soon. Also, she questioned why the speaking time for citizens was reduced from 5 to 3 minutes. Chair Flores answered that it was due to the virtual environment but could go back to the 5 minutes, and assured Trustee Compton her request was noted.
- Vice Chair Jameson commented as we passed commitment dates for District students to make their plans for college, he was aware that many did not plan to pursue out-of-state, four-year degrees but would be more cautious and stay closer to home. Community Colleges had become a more attractive option. In the District's preparedness for online remote learning, was there capacity to handle a surge in enrollment as this environment continued? Dr. May responded that they were considering this and had been in contact with university partners, discussing future plans and challenges they faced. We would continue to work together to accommodate the needs of the community and the students, perhaps in higher numbers than in the past.

Trustee Bravo stated that she was glad for the Resolution that was passed to alleviate staff concerns regarding job security; however, she brought up the looming Supreme Court decision that would impact DACA students who were very stressed. In the next meeting's agenda, she hoped that they could discuss how to better support DACA students.

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

Chancellor May stated that there would be six reports on this topic to bring everyone up to date.

ACADEMIC SUCCESS UPDATE – INTERIM PROVOST LINDA BRADDY

Dr. Braddy gave an update on student academic success stating that the task force and administrators had been very busy. She added that faculty had been creative and flexible on how to evaluate student progress and award appropriate grades, while still ensuring that they achieved the desired learning outcomes. She outlined the following activities:

- Incomplete policy was temporarily modified.
- Letter grades would be given rather than use a pass/fail option. A 100% refund would be given to students who dropped courses after Spring Break, which would not affect their 6-course drop limit.
 - Trustee Ritter inquired about grading and asked if there were any issues with dual enrollment and partnerships with DISD. Did we coordinate well with the District? Braddy answered yes, there was coordination and they had paid special attention to meet those students' needs. There were no problems that they were unable to resolve.
- Full-time faculty hiring.
 - Chair Flores mentioned it was good that they were looking strategically at faculty hires as we did not know what the full budgetary impact would be, as the District moved forward.
- The team was creating an aggressive plan to help students whose Spring courses required hands-on, face-to-face training. These courses would be completed as soon as possible, following CDC guidelines.
- MoveOnline! and Ready for Summer courses had been created to support faculty.
 - Chair Flores added that it was good to hear about faculty professional development and asked if they planned to sustain the training. Dr. May confirmed that North Lake College President Slejko was building faculty development into the new organizational structure.

- Communications from the Provost's office had been going out 2-3 times a week.
- Trustee Compton asked if there were dual credit students that the District had lost track of and was it the District's or the DISD's responsibility to reach out to those students. Dr. May responded he was not aware of losing track of any. Primarily, it was DISD's responsibility to maintain relationships, but we were in contact with them daily. He stated that the district had lost fewer students this Spring than one year ago. Anna Mays stated that dual credit students were being called by the District and DISD had a similar campaign. Students were getting multiple contacts.

*STUDENT SUPPORT SERVICES UPDATE – INTERIM VICE
CHANCELLOR OF STUDENT SERVICES JOE SEABROOKS*

Seabrooks gave an update on how the team had been focused on the ever-evolving needs of the student population. He shared the following developments:

- More than 60,000 wellness check phone calls were made by 188 volunteer callers.
 - Chair Flores stated that one-on-one outreach to students was much needed and it spoke volumes on how much the District cared.
- Care Teams had made 216 referrals as a result of COVID-19.
- Professional counselors had engaged with 95 students via video appointments.
- Seabrooks described a live interactive map that students could use to find much needed jobs. This had been a phenomenal tool for students.

*FOUNDATION EMERGENCY AID UPDATE – CHIEF OF
ADVANCEMENT INITIATIVES PYEPER WILKINS*

- Dr. Pyeper Wilkins gave a CARES Act update, stating the District had received around \$20 million in funding and \$9 million of that was cash grants that would go directly to students. Unfortunately, these funds did not apply to all students due to strict interpretation of the legislation. DACA and other students that did not meet the requirements would benefit from Foundation help through the Emergency Aid Fund.
- Food insecurity was being addressed. Due to college food pantries not being open, they had worked to ensure that that food was moving out and being donated in the community. Also, grocery gift cards from the Emergency Aid Fund were being distributed. To date, roughly 100 students had requested and received those gift cards and about \$7,000 had been utilized.
 - Chair Flores wanted to be sure the Board thanked the Foundation

- Board for making funds available for relief of students in need.
- Trustee Compton asked how they identified students in need. Wilkins answered that students filled out brief applications through an app or online portal. Within 24 hours they received an answer and within 48 to 72 hours they had cash in their accounts.
 - Trustee Bravo inquired how much money had been given out to students since the pandemic began. Wilkins answered that the average gift amount was \$400. Each need was considered individually, and different caps were put on different needs, for example, \$1,000 for housing. At this point, about \$120,000 had been given out.
 - Dr. May thanked Wilkins and her team for their work, considering limitations and restrictions, and for getting funds out as quickly as possible. He added that they were able to give out CARES Act funds through September 2021.
 - Trustee Ritter asked about the North Texas Food Bank partnership, as students relied on it. Had they shut down and could CARES Act money be used to address this? Wilkins answered that the partnership was still in place and the students had been told where they could find services and food. The District hosted the Food Bank for drive-through food distribution at North Lake College. Mountain View College would host in the next couple of weeks. She confirmed that gift cards and emergency aid were available to DACA students.

TECHNOLOGY/HARDWARE PROCUREMENT UPDATE – CHIEF INNOVATIONS OFFICER TIM MARSHALL

- Tim Marshall stated that the District had finally received and distributed laptops and tablets for staff and faculty working remotely.
- Hotspots to provide internet connectivity were being distributed to students. Initially, 1,000 hotspots were ordered. The first ones were delivered to students who staff identified as most in need. Then, a forum on the student website took in more requests and those were being delivered. An additional 500 units would be delivered soon.
- The IncludED pilot was rolled out for students to access digital materials. Students from El Centro and Brookhaven Colleges would participate in the pilot.
- Partners in the city had expressed that the number of students who didn't have access to internet or a device to help them further their education was distressing. Dr. May had worked with a number of superintendents to

create a group of IT CIOs to convene and draft options to remedy this situation.

POTENTIAL REOPENING PLANS – CHIEF HUMAN RESOURCES OFFICER SHERRI ENRIGHT, CHIEF FINANCIAL OFFICER JOHN ROBERTSON AND GENERAL COUNSEL ROB WENDLAND

- Dr. Sherri Enright stated that they were shifting their focus from a virtual environment to reopening and returning to work.
- John Robertson stated that they were implementing a phased approach to reopening facilities. Phase I (May 18, 2020) previously identified essential employees, using existing protocols, such as temperature checks and entering through secure entrances. Phase IA (May 18 – June 1, 2020) identify need to reopen buildings to large groups and add critical employees to prepare facilities. Phase II (Beginning June 1) critical roles such as cashiers, financial aid, labs and hands-on classes.
- Rob Wendland confirmed these considerations were looked at daily. The safety of students and staff was paramount. They would be cautious in implementing these phases.
- Enright outlined key concerns and working groups that focused on safety protocols.
 - Chair Flores asked if they were letting people back on campus June 1 and who would be classified as essential. Enright answered that they already had identified a group of 183 people: facilities workers, police, and mail room personnel.
- Dr. May added there were many challenges around tracking 40,000 students and ensuring their safe return to the facilities.
 - Trustee Compton asked what process would be used to allow employees to enter the facilities. Dr. May answered that social distancing guidelines would be put in place, as well as daily health assessments. Plexiglass could be used in the phasing process. Robertson added that facilities activity had not declined, and landscaping had been kept up. They had scheduled the number people present in a building at any one time through staggered shifts. Wendland mentioned that the essential factors were the number of people who could be in a facility at a given time and assuring social distancing.
 - Trustee Zimmermann asked about the Governor's guidelines and what guidelines we were following in the District. Dr. May answered that the District adhered to the Governor's guidelines, as well as CDC procedures. Adding, for the foreseeable future, things would not return to normal.
 - Vice Chair Jameson asked if the number of employees allowed in the facilities was enough to cover all the bases. Wendland replied

that the 183 personnel did not include the police department, which was an additional 180 people.

SCENARIO ASSESSMENT AND OPERATIONAL CONTINUITY – CHIEF FINANCIAL OFFICER JOHN ROBERTSON

John Robertson gave an update on the following topics:

- Enrollment and tuition forecasting.
- State funding and property tax revenues forecast.
- Transitioning from shutdown to return to work for staff and students with various timelines.
- Robertson reviewed a chart showing current, planned and worst-case scenarios regarding revenue sources.
 - Trustee Ritter asked if CARES Act dollars would cause the District to not grant as many waivers and would that expense decrease? Robertson referred to the federal money from the CARES Act as a pass-through. There was no current guidance on how it would be accounted for; it might not even show up on the annual financial report. Typically, when a student received a government check, the District would not give them a waiver.
 - Trustee Compton asked about letting students back on campus and current utilization in a worst-case scenario. Robertson answered that the majority of classes would still be online.

COMMUNICATING THROUGH COVID-19 UPDATES – EXECUTIVE VICE CHANCELLOR JUSTIN LONON AND CHIEF OF MARKETING & COMMUNICATIONS PATTY ARELLANO-TOLOTTA

Justin Lonon and Patty Arellano-Tolotta gave a communications update. Engagement of employees in three virtual Town Halls with up to 1,326 staff in attendance.

- Engagement of students through social media that included a Student Encouragement Video, Student Online Learning Highlights, Faculty Online Teaching Highlights and Counselor Videos.
- Patty shared some media highlights for the District.
 - Chair Flores congratulated the team on their work and the Town Halls.

6. Dallas College Update

Justin Lonon gave an update on the SACS process. He stated that SACS was going to consider the District's consolidation prospectus in June.

ACADEMIC SUCCESS UPDATE – INTERIM PROVOST LINDA BRADDY

Dr. Braddy gave an update regarding on the following:

- There was a new surveying degree at North Lake College. Surveyors were in high demand with 6% expected growth.
- Maymester and Summer terms would be online. Enrollments were up by 11% from last year.
- Convening academic VPs and deans were focusing on the standardization of processes and forms for consistency and equity under One College.
- Common course curricula had been established across the District for WorkReadyU.
- The Provost was working to finalize alignment within the “Schools of” structure in terms of programs and disciplines.

*MEETING STUDENT DEMAND FOR ONLINE COURSE OFFERINGS –
CHANCELLOR JOE MAY*

- DCCCD was limited in the number of programs that could be officially offered fully online but had the ability to quickly make more online programs available.
- There was a growing student demand for fully online programs.
- The District was working with the school districts on joint reopening.
- The District was working to identify which courses require some face-to-face instruction that included construction, healthcare and the arts.
- Data regarding Dallas College’s ability to offer more programs online than the few current SACS-approved online programs was reviewed. Survey results showed growing interest in fully online degree programs.
 - Trustee Compton was concerned that online courses made it difficult to determine if students were actually completing the work. Dr. May answered that this was always something to be vigilant about, but through constant faculty monitoring, it was kept to a minimum. Dr. Braddy stated that this issue was constantly being addressed with methods such as a lockdown of browsers. Marshall added that this browser prevented a student from surfing and showed their ID during online testing. There may still be those who found ways to cheat, but monitoring technologies were in place.
 - Trustee Ritter asked what impact the virus would have on the traditional mode of education delivery for community colleges and was the District considering long-term strategic consequences? Dr. May answered that quarantine had created an opportunity to find new ways to meet student needs, such as expanded hours. He discussed other challenges and how they were being addressed.
 - Trustee Zimmermann asked if students would also get a full refund for their books if they withdrew from class. Dr. May answered

that, in this interim period, the District was providing full refunds, but the normal refund policy would apply going forward.

- Trustee Zimmermann asked how Boston Consulting Group fit into the role of the reorganization. Dr. May answered that they had been working with BCG over the years in all aspects to help with the move to the One College, not just the reorganization. Work with them would continue in multiple areas.

*STUDENT SUPPORT SERVICES UPDATE – INTERIM VICE
CHANCELLOR OF STUDENT SERVICES JOE SEABROOKS*

- The Virtual Student Resource Center unified 6 steps to enrollment for the District.
- Unified virtual recruitment priorities – Dallas Promise, non-Dallas Promise, building on wellness calls with current students and addressing student barriers.
- High priorities: establish and streamline communications, measure quality and response time and unified enrollment management.

*HUMAN RESOURCES UPDATE: CHIEF HUMAN RESOURCES OFFICER
SHERRI ENRIGHT*

- COVID lessons learned were being captured and would be transferred into policies, practices and procedures.
- The District was designing an effective service delivery model.
- The Leadership Talent Pool was in the final stage of assessment.
 - Trustee Compton asked if HR had hired anyone since the COVID-19 outbreak. Enright answered, yes, they had conducted interviews and remote virtual onboarding.
 - Trustee Compton asked when the Board would receive the accountability report. Dr. May said that they would be providing those in next month's agenda. Enright stated that she would ensure that report was included.

*TECHNOLOGY/HARDWARE PROCUREMENT UPDATE – CHIEF
INNOVATIONS OFFICER TIM MARSHALL*

- IncludED programming went live.
- There was a request for approval for purchasing agreements with DISD.
 - Trustee Compton asked were there any particular products in mind in the purchasing agreement with DISD. Dr. May answered the District was particularly interested in computers and technology.
- There would be an RFP going out for Enterprise resources planning scheduled to start in the fall.

*FINANCE AND FACILITIES UPDATE – CHIEF FINANCIAL OFFICER
JOHN ROBERTSON*

- The team was working on the budget for One College based on the Chancellor's organization.
- They were developing finance and facility organizational structure with consistent planning that was service oriented and supported budgets and operations for One College.

*DALLAS COLLEGE BRAND UPDATES– EXECUTIVE VICE
CHANCELLOR JUSTIN LONON & CHIEF OF MARKETING &
COMMUNICATIONS PATTY ARELLANO-TOLOTTA*

- New branding would build on current brand equity through familiar, yet updated visuals.
- The existing brand was refreshed to appeal to future generations of learners.
- The new branding captured the spirit of the District, while it looked to the future.
- Graphics presented the new Dallas College logo, as well as branding examples—t-shirts, letterhead and signage.
 - Trustee Williams asked what age group was targeted in advertising. Arellano-Tolotta answered that they targeted the traditional 18-24-year-old college-age range, but also marketed directly to nontraditional students and parents.

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

None.

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.)

Trustee Ritter moved and Trustee Bravo seconded the motion to approve Items 8A-1 & 8A-2, 8B-1, and 8C-1, The motion was approved by roll call vote as follows: Trustee Ritter – aye, Trustee Bravo – aye, Trustee Williams – aye, Trustee Zimmermann – aye, Vice Chair Jameson – aye, Chair Flores – aye, Trustee Compton – aye.

A. Minutes

- 1) Approval of Minutes of the April 7, 2020 Regular Meeting

2) Approval of Minutes of the April 24, 2020 Special Meeting

B. Financial Items

- 1) Approval of Interlocal Purchase Agreement between the Dallas Independent School District and the Dallas County Community College District to Maximize Efficiency and Reduce Costs

C. Education Workforce Items

- 1) Approval of Associate Applied Science Degree in Surveying Technician at North Lake College

D. Resolutions

- 1) Adoption of Resolution Regarding Wage Payment During the COVID-19 Pandemic

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

9. Individual Items

(Individual 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.)

Trustee Compton moved and Trustee Bravo seconded the motion to approve Item 9A-1. The motion was approved by roll call vote as follows: Trustee Ritter – aye, Trustee Bravo – aye, Trustee Williams – aye, Trustee Zimmermann – aye, Vice Chair Jameson – aye, Chair Flores – aye, Trustee Compton – aye.

A. Talent Items

- 1) Approval of Warrants of Appointment for Police Officers

10. Policy Items - First Reading

- A. Approval of Amendments to Policies Concerning Tuition and Fees – FD (LOCAL) Learning Materials

Trustee Zimmermann pointed out that, when looking at the numbers of staff and administration compared to faculty, it appeared that there were far more staff and administration than faculty because adjunct faculty were not included. She suggested adding adjunct into diversity information to have a clearer representation. Dr. May replied that she was

correct, that we contracted with a large number of adjuncts. As the group discussed the numbers, Trustee Compton and Trustee Bravo thought they should keep those numbers separate on the report to reflect a true and accurate picture; full-time faculty were very different from adjuncts. Numbers should reflect that distinction, as the report was designed to show full-time. Adding the adjuncts separately or expanding the report was considered.

11. Informative Reports

- A. Current Funds Operating Budget Report for March 2020
- B. Facilities Management Reports
- C. DCCCD Foundation Report (March 2020)
- D. Notice of Grant Awards (May 2020)
- E. Contracts for Educational Services
- F. Talent - Sabbatical Leave
- G. Workforce Demographics
- H. Workforce Demographics by Salary Range
- I. Annual Racial Profiling Reports

12. Executive Session

None.

13. Adjournment

The Regular Meeting was adjourned at 7:20 p.m.

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