



This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code §551.1282, this meeting is being broadcast over the Internet in the manner prescribed by Texas Government Code, §551.128. In accordance with Texas Government Code §551.127 one or more members of the Board of Trustees may participate in the meeting via videoconference in accordance with the provisions thereof.

NOTICE OF A GOVERNANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL

Tuesday, September 12, 2023 | 2:00 PM

Administrative Office

1601 Botham Jean Blvd., Room #036, Dallas, Texas 75215

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.

Governance Committee Meeting Agenda

1. Roll Call - Announcement of a Quorum

*Committee Members: Charletta Compton (Committee Chair), Cliff Boyd (Member),
Monica Lira Bravo (Member)*

2. Certification of Notice Posted for the Meeting

3. Citizens Desiring to Address the Board

4. Committee Presentation

4.1. Quarterly KPI Update

Presenters: Shawnda Floyd, Beatriz Joseph, Pyeper Wilkins, Brad Williams

4.2. November Board Retreat Discussion

Presenters: Charletta Compton, Perla Molina

5. Items for Review

5.1. Committee Notes

a. Governance Committee Meeting Notes for June 6, 2023

4 - 10

6. Executive Session (if required)

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

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

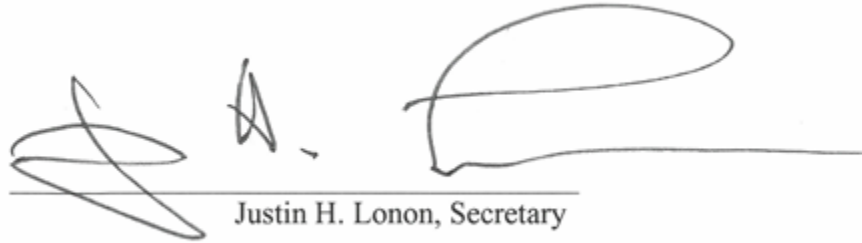
6.3. Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a Third Person - Section 551.072

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

7. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE SEPTEMBER 12, 2023 GOVERNANCE COMMITTEE MEETING OF DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF TRUSTEES

I, Justin H. Lonon, Secretary of the Board of Trustees of Dallas College, do certify that a copy of the notice for this meeting was posted on the 8th day of September 2023 in compliance with the applicable provisions of the Texas Open Meetings Act.



Justin H. Lonon, Secretary

ITEMS FOR REVIEW NO. 5.1.a.

Governance Committee Notes for June 6, 2023

The Governance Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, June 6, 2023, beginning at 1:56p.m. at the administrative office in room 036 and was broadcasted via the streaming link <https://dccc.dnew.swagit.com/events/17393>. This meeting was convened by Committee Chair Compton.

Board Members and Officers Present

- * Mr. Cliff Boyd
- * Mrs. Monica Lira Bravo
- * Ms. Charletta Rogers Compton (Committee Chair)
 - Ms. Diana Flores
 - Dr. Catalina E. Garcia
 - Dr. Justin H. Lonon (secretary and Chancellor)
 - Mr. Paul Mayer
 - Mr. Philip J. Ritter

* *Denotes a committee member*

Members Absent

None.

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Compton
2. **Certification of Notice Posted for the Meeting** confirmed by Dr. Lonon.
3. **Citizens Desiring to Address the Board**
None.
4. **Committee Presentations**
 - 4.1. Key Performance Indicators (KPI) Quarterly update, Goal #4
Presenters: Brad Williams, Tiska Thomas, Pamela Lockett, Jim Parker, Scott Wright, Lenora Reece

Dr. Lonon explained that the purpose of the presentation was to uphold the quarterly commitment of goal discussion with a deeper dive into Strategic Goal 4 - Institutional Effectiveness. He shared that due to the collaborative nature of this goal, there would be several leaders presenting information. He shared his appreciation of the work that the leadership team completed and their ongoing commitment to institutional effectiveness.

Dr. Williams thanked Chair Compton, Dr. Lonon and the team that had been working in this space. He gave an overview of the Key Performance Indicators (KPIs) focusing on Strategic Goal #4. The past year has been spent gathering baseline data. Since the data served as a baseline, he noted that the theme was to review, reflect and respond as the KPIs were a living document.

Tiska Thomas presented KPI 4.1.1 “Maintain cash reserves according to policy”. She explained the two key drivers were maintaining two months of general operating revenues to ensure continuity of business in the event of an economic downturn or an emergency catastrophic loss and to maintain a favorable credit rating for debt financing. She noted that Dallas College has maintained a triple A credit rating.

She continued by explaining the diversified investment portfolio which includes liquidity and investment pools.

Trustee Flores asked who was responsible for maintaining the portfolio. Ms. Thomas stated that we have an internal treasury department that is responsible for measuring and monitoring.

Trustee Compton questioned if changes had been made to the maximum allowable since February 2023 on the chart on 4.1.2. Ms. Thomas explained that changes may have been made based upon the market and rates of return.

Ms. Thomas also explained 4.1.3 – Maintain Composite Financial Index (CFI). She highlighted that Dallas College is outperforming the state aggregate of 4.9 with a 5.9 index.

Dr. Pamela Luckett discussed digital engagement and results from a survey given to the student population. There was an 82% positive rating of students who confirmed that they had the adequate hardware and software to continue their education. There was a 75% rating among employees who stated that they had adequate hardware and software to facilitate their work. Dr. Luckett also discussed the ease of use of SharePoint and her desire for continued collaboration with Marketing for increased ease of use and more tools for better functionality.

Trustee Flores asked Dr. Luckett to verify the number of applications in use by Dallas College. She responded that at this time there are approximately 25, but that number would be reduced as the college continues to streamline processes and upgrade systems.

Dr. Luckett explained how they were looking at the duplication applications and/or systems. She felt that her report next year would exhibit great changes with the implementation of Workday, especially as her goal would be to maximize its use and sunsetting many applications.

Jim Parker discussed the investment in IT with the replacement of systems and collapsing the technology stack (applications). This includes hardware. The transition helps move to cloud storage rather than local storage. While there would be a cost at the beginning to make this project come to fruition, in a few years, the cost would level out and become predictable.

Trustee Flores requested that Mr. Parker provide the board with the lifecycle of each classroom. He will provide that information in a report at a later date.

Scott Wright introduced KPI 4.3.1 – Leverage the Facility Condition Index (FCI) and explained the FCI calculation. He explained that since there were buildings being erected across the organization, the numbers are ever changing. Wright also elaborated on the chart, highlighting that almost all of our buildings are in excellent or good condition.

Wright spoke on preventive maintenance, KPI - 4.3.2. The goal was to spend 80% of the time performing preventative maintenance versus reactive maintenance. They are using a workload management system, TMA, which is new, to track time that facilities employees expend on maintenance. He implemented teams for the sole purpose of preventative maintenance.

Trustee Flores requested the process for creating a preventative maintenance schedule and what maintenance items are on the schedule.

Wright will provide that information at a later date.

Dr. Lenora Price discussed KPIs 4.4.1-4.4.3 on Employee feedback on internal operations, the climate survey, and improvement in cross-departmental cooperation. She reminded the board that the calculations are based upon a five-point scale and explained how the scores were calculated. These will serve as baseline metrics.

She explained that utilizing forums such as A Seat at the Table would give an opportunity for feedback as well as pulse checks on targeted topics to ensure that they would get the most current information from employees for process improvement.

Trustee Flores applauded the work that had been done. She wanted to note that she had not heard much chatter on the Leadership Accord or Words That Matter.

Dr. Lonon stated that he appreciated her feedback and assured her that the language and conversations would be included in continuous improvements. He reiterated that leadership is looking intently at and receiving feedback on inadequacies. After synthesizing the information, resources would be allocated for improvements and added to the scorecard.

Trustee Flores explained that the board is heavily invested in the advancement of the College.

- 4.2. Discussion for Fall Board Retreat
Presenters: Charletta Compton, Perla Molina

Trustee Compton reminded the board that a proposal was brought forth in a previous meeting to assess trustee performance via a survey of level two and three leaders since an organization-wide survey had recently been conducted. The survey would be distributed in September, with results back in October, and discussion of the survey held during the November board retreat. This will also coincide with the board self-assessment.

Trustee Ritter stated his support of surveying the two levels and emphasized how much he would value their thoughts.

Trustee Compton asked about the number of people who would participate in the survey. Dr. Lonon responded about 40.

There was discussion surrounding the full employee survey and questions in the survey that addressed board support of the CEO and opportunity for informal discussion.

Trustee Ritter recommended that the question regarding the opportunity for formal discussion would be removed.

Trustee Flores and Trustee Bravo recommended a change to the question regarding executive session be reworded to reflect public sessions.

Trustee Ritter requested council presidents be included in the survey as well. Dr. Lonon agreed.

Trustee Mayer asked what we would do with the result of the surveys.

Trustee Compton replied that the board would use it for continuous improvement. Trustee Bravo also reminded the group that the assessment is part of the accreditation process. Ms. Molina added that the results of the survey drive the planning for the retreat to address concerns and training needs.

Trustee Compton reiterated that the survey would be completed by the two levels of leadership (L2 and L3) and that the modifications to the assessment would be made.

Trustee Boyd requested that the retreat time also be used for Dr. Lonon to share ideas and thoughts that are challenging to the status quo and to take some deep dives into the long-term planning and to also share suggestions with him.

Trustee Compton also stated that they would need to revisit the strategic plan and that updates would be made.

Discussion ensued surrounding which agenda items could be included such as the procurement process, bond implementation, vision for programs.

Trustee Compton closed that discussion with the recommendation of a day and a half retreat at the Administrative Office. If the time could be reduced to one day, she was also amenable to that.

Trustee Compton asked when the sample questions for the self-assessment would be ready.

Ms. Molina responded that she would begin the process in August. She would send a sample of past assessment questions to Trustee Compton for modifications.

Trustee Boyd encouraged the board to participate in the CCATT conference in September in Ft. Worth. He gave an overview of the conference.

5. Items for Review

5.1. Committee Notes

a. Governance Committee Notes for February 9, 2023

No comments or edits were made.

6. Executive Session

No executive session was held.

7. Adjournment

The meeting was adjourned at 3:47pm.

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