

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOLS**

**District Office  
1601 South Lamar Street  
Lower Level, Room 007  
Dallas, TX 75215  
Monday, April 29, 2013  
8:00 AM**

**AGENDA**

- I. Certification of Posting of Notice of the Meeting
- II. Citizens Desiring to Address the Board Regarding Agenda Items
- III. Approval of Minutes of the April 1, 2013 Special Session
- IV. Review and discuss search actions occurring since April 1
- V. Interviews of executive search consultants:
  - A. (8:30 AM) Greenwood/Asher presented by Jan Greenwood, President
  - B. (10:00 AM) Academic Search presented by Jacqueline Woods, Senior Consultant
  - C. (11:30 AM) Issacson, Miller presented by Michelle Williams, Vice President and Director
- VI. Review, discuss and take action on other search related details
- VII. Question/Comments from the Board and Chancellor
- VIII. Citizens Desiring to Appear Before the Board
- IX. Executive Session

The Board may conduct an executive session as authorized under 551.074 of the Texas Government Code to deliberate on personnel matters, including a discussion of the Chancellor's performance, his retirement date, and any prospective employee who is noted in Employment of Contractual Personnel.

The Board may conduct an executive session under 551.071 of the Texas

Government Code to seek the advice of its attorney and/or on a matter in which the duty of the attorneys under the Rules of Professional Conduct clearly conflict with the Open Meetings Act.

X. Adjournment

**CERTIFICATION OF NOTICE POSTED  
FOR APRIL 29, 2013  
SPECIAL MEETING OF THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOLS  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 25<sup>th</sup> day of April, 2013, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 25<sup>th</sup> day of April, 2013, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

Individual Item No. III

Approval of Minutes of the April 1, 2013 Special Board Meeting

It is recommended that the Board approve the minutes of the April 1, 2013 Board of Trustees Special Board Meeting.

**Board Members and Officers Present:**

Ms. Charletta Rogers Compton, Acting Chair

Mr. Bob Ferguson

Ms. Diana Flores

Mr. Wesley Jameson

Dr. Wright Lassiter (secretary and chancellor)

Mr. Bill Metzger (arrived at 4:30 p.m.)

Mr. JL Sonny Williams

**Members Absent:**

Mr. Jerry Prater

Acting Chair Compton convened the meeting at 4:05 p.m. immediately asking Trustee Ferguson, as elected Committee Chair, to lead the discussion.

**CERTIFICATION OF NOTICE POSTED  
FOR THE APRIL 1, 2013  
SPECIAL MEETING OF THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 28th day of March 2013, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 28th day of March 2013 to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

### **Certification of Notice Posted for the Meeting**

Dr. Lassiter certified the notice had been posted as required.

### **Review, discuss and take action on the profile for position of Chancellor**

Trustees reviewed 1) a draft provided by the chancellor, 2) a second draft including input from vice chancellors and presidents, 3) representative materials from Cuyahoga Community College and Pima Community College, and 4) input from the DCCCD Foundation Board Chair, Hunter Hunt.

Staff was directed to re-draft including an expansion of work experience to include business background, the deletion of a stated number of years of experience, and more specific language related to partnership development in support of DCCCD initiatives.

The Chancellor will draft a formal vision statement to be discussed by the Board in advance of the formal release of the profile.

To receive external input into the profile, staff was directed to publish and promote an open forum to be held on Tuesday, May 7, following the regular meeting of the Board.

Staff was directed to continue research in locating the formal profile used in the 2002 public search.

### **Review, discuss and take action on the succession process flow chart and consider timelines**

Trustees reviewed a draft prepared by Committee Chair Ferguson, and participated in a discussion to understand the steps and timelines necessary to hire the next DCCCD chancellor by December 2013. Staff was directed to redraft the chart with additional dates and details.

### **Regarding external consulting,**

**A)** Review, discuss and take action on the expectations and responsibilities to be assigned to external consultant

Trustees agreed that a full-service consulting engagement is required, with an individual and/or organization that has:

1. At least 10 years of experience in executive level searches.
2. Successful placements in comparable positions.
3. Successful record in identifying and recruiting diverse candidates.
4. Diversity within its own consulting ranks.

**B)** Review, discuss and take action on the process for identifying an external consultant

Trustees agreed to use a “short listing” process for purposes of screening interested consulting partners. Trustees Compton, Metzger and Williams were named as a subcommittee to review all respondent written materials on April 22, making recommendations for interviews by finalists with the full Board on April 29, in a Special Meeting.

Staff was directed to draft and release the Request for Qualification (RFQ) on April 8, with a return of required information on or about April 18.

Following the April 29 meeting, staff will receive direction regarding the formal agenda item to be added to the regular meeting of the Board on May 7, in which a consultant would be approved.

**Review, discuss and take action on other search related details**

There was no other discussion.

**Question/Comments from the Board and Chancellor**

Trustee Compton reiterated the importance of the Board’s ownership of the process, noting that a quorum for actions would be required. It was agreed that the trustees making up those meeting quorums would be expected to move forward with the required decision-making.

**Citizens Desiring to Appear Before the Board**

There were none.

**Executive Session**

There was none.

**Adjournment**

Trustee Compton moved and Trustee Metzger seconded a motion to adjourn. Committee Chair Ferguson adjourned the special meeting at 6:45 p.m.

Approved:



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Wright L. Lassiter, Jr., Secretary

Individual Item No. IV

