

CONSENT AGENDA NO. 17

Approval of Minutes of the May 20, 2008 Special Meeting

It is recommended that the Board approve the minutes of the May 20, 2008 Board of Trustees Special Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
MAY 20, 2008**

Attendees: Mrs. Kitty Boyle, Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores, Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

Absent: Mrs. Martha Sanchez Metzger

Staff: Dr. Wright Lassiter and Mrs. Kathryn Tucker

Board Chair Jerry Prater convened the meeting at 9:00 AM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE MAY 20, 2008
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 16th day of May, 2008, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 16th day of May, 2008, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Citizens Desiring to Address the Board Regarding Agenda Items

There were no citizens desiring to address the board regarding agenda items.

Richland Collegiate High School Status Report

There was no information to add to the status report presented at the May 6, 2008, regular business meeting.

Equipment on Loan to Trustees

Dr. Lassiter will ask staff to draft a policy similar to the policy that specifies conferences that are pre-approved for Board members to attend. The policy will include a master list of software, equipment and peripheral options as well as a provision for routine review. Decisions about replacing outdated equipment will be deferred until after the Board acts on a policy.

Dr. Lassiter will also work with staff to reduce the volume of paper documents sent to them.

New Texas Trustee Association

Trustee Boyle reported bylaws for the Community College Association of Texas Trustees (CCATT) are almost finished and CCATT's officers will meet with Texas Association of Community Colleges (TACC) executive committee on June 25, 2008. CCATT's web site is under construction; dues are based on enrollment and for DCCCD will be about \$12,000 a year. Roberto Zarate (Alamo) is president, Kitty Boyle is vice president, Chris Adler (Del Mar) is secretary, and Allan Kaplan (Austin) is treasurer. CCATT may share office space with TACC and may engage a part-time employee when the legislature is in session.

Trustees Ferguson and Prater congratulated Trustee Boyle for progress with the new state association and with the Texas legislative caucus (membership now includes 26 of 30 senators and 109 of 150 representatives).

Trustee Boyle noted that she had learned, through her work with ACCT, that community colleges in states that have strong trustee associations have closer working relationships with their state legislators. Board members complimented Dr. Lassiter for his extensive and successful work in building state-level relationships for DCCCD.

Dr. Lassiter will ask staff to locate the source of the article mentioned by Trustee Boyle that compares community college and university costs for "remediating" students. He also assured Board members that he and all the executive team take their questions about finances very seriously.

ACCT's Governance Institute

Trustee Ferguson moderated a discussion of points brought home from ACCT's Governance Institute held April 13-15, 2008 in San Antonio. Trustee Flores noted progress in observing the rule of "no surprises." In regard to the point about trustees knowing where their colleges stand in regard to success measures, Chair Prater noted that it is the community college's role to re-establish the middle class. Trustee Compton noted that when meetings are held has an impact on Board members' ability to attend.

Dr. Lassiter will provide trustees with key words for conveying economic impact to elected officials locally and at the state, and an annotated list of all measures related to student retention. He will also have staff evaluate the feasibility of taping special presentations at work session or business meetings for later airing on a cable channel.

Election Code

Dr. Lassiter asked trustees to consult with Legal Counsel Robert Young if they have any questions about how the election code applies to elected officials.

Proposed Indicator Report: Part-time Employee Diversity

Board members evaluated the data elements and frequency of the proposed report favorably. Dr. Lassiter will ask staff to develop subsidiary reports for the colleges.

Proposed Indicator Report: Full-time Employee Diversity

Kathryn Tucker advised that staff will be able to produce this report as often as monthly if needed. After discussion, Board members asked for the same frequency as the part-time report, which is as of February and October payroll dates. This and the part-time report will replace current employee diversity reports in the agendas of regular business meetings.

Dr. Lassiter will follow-up with information addressing Board members' inquiries about the proposed cost-of-living adjustment in the 2008-09 budget, changes in the full-time employee staffing level 2001-02 to present, trend in percent of budget assigned to personnel, and comparative analysis of changes in facility size and enrollment. He will also assure compensation recommendations in the proposed budget for 2008-09 satisfy the criteria of being 1) competitive externally, 2) equitable internally, and 3) within the ability of the District to pay.

Status Report: Visiting Scholar Program

Board members evaluated the Visiting Scholar data favorably. Dr. Lassiter will have staff send subsidiary reports, explore the feasibility of conducting follow-up studies to learn how many participants have secured employment at other colleges and universities, and revise the assertion on the web page, "This is the only program of its specific type..." (if indicated).

Proposed Indicator Report: Student Retention Within Courses

Board members evaluated the proposed indicator report favorably. Dr. Lassiter will have a revision placed on the next meeting agenda that specifies the Board's interest in grades of A, B and C for this policy. He will also provide information about how DCCCD compares nationally and in Texas on this statistic; seek to identify the best 10 performing colleges in Texas on this statistics to be used as benchmarks; and provide data for courses having the lowest and highest completion rates. Trustee Flores asked that, at a future time, consideration be given to expanding reporting about retention to include persistence Fall-to-Spring and Fall-to-Fall and college subsidiary data, and to celebrating successes related to this goal.

Status Report: DCCCD Foundation, Inc. Comprehensive Campaign

Board members and the chancellor discussed the temporary names for the five new facilities that are remote from main colleges campuses: Eastfield College – Pleasant Grove Campus, El Centro College – West Campus, North Lake College – North Campus, North Lake College – South Campus, and Richland College – Garland Campus. Board members agreed to continue this naming convention until such time as there may be need or opportunity to consider different names for the facilities.

Dr. Lassiter will ask the Foundation staff to place more emphasis on alumni in their fund-raising activities.

Ten Very Large Community Colleges in Texas

Where appropriate and possible to do so, Dr. Lassiter will also provide data from the "10 best performing" colleges. This is related to the earlier discussion about student retention.

Context for Tax Policy in Texas Community Colleges

Trustees Boyle and Ferguson commented about the importance of focusing state officials and the public on the role community colleges play as a stimulus to the economy – their overlooked contribution to workforce development and job gains.

Dr. Lassiter will provide information to trustees about how many Texas community colleges are at their maximum tax rate.

Context for Tuition Policy in Texas Community Colleges

Dr. Lassiter will provide information to trustees about which colleges are planning to increase tuition, whether statute requires community colleges to set tuition higher for out-of-district students, and what proportion of the enrollment is out-of-district and non-resident. Before the Planning and Budget Committee meeting in

July, he will also provide models that illustrate the impact and interaction of various assumptions for the tax rate, tuition rates and cost-of-living adjustment.

Community Use of Facilities Including Leases

Dr. Lassiter will consult with Legal Counsel Robert Young about statutory limitations to long-term agreements including commitment of funds past the current fiscal year.

Various Student Matters

Board Chair Jerry Prater asked Dr. Lassiter to follow-up on the appeal presented by Mr. Lawson at the meeting on April 1, 2008.

Questions/Comments from the Board and Chancellor

Dr. Lassiter and trustees commended the office of board relations for the level of service it is providing to the Board of Trustees.

Citizens Desiring to Appear Before the Board

There were no citizens desiring to appear before the board.

Executive Session

The Board went into executive session at 3:00 PM as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters, including any prospective employee who is noted in Employment of Contractual Personnel.

At approximately 4:04 PM, Board Chair Jerry Prater concluded the Executive Session.

Adjournment

Mr. Prater adjourned the meeting at 4:04 PM.

Approved:



Wright L. Lassiter Jr., Secretary