



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 CHANCELLOR PERFORMANCE REVIEW COMMITTEE
MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND
RICHLAND COLLEGIATE HIGH SCHOOL**

Tuesday, September 12, 2023 | 11:30 AM

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.

Chancellor Performance Review Committee Meeting Agenda

1. Roll Call - Announcement of a Quorum

Committee Members: Phil Ritter (Committee Chair), Diana Flores (Member), Paul Mayer (Member)

2. Certification of Notice Posted for the Meeting

3. Citizens Desiring to Address the Board

4. Items for Review

- 4.1. Committee Notes
 - a. Chancellor Performance Review Committee Notes for June 6, 2023 4 - 7

 - b. Chancellor Performance Review Committee Notes for August 24, 2023 8 - 9

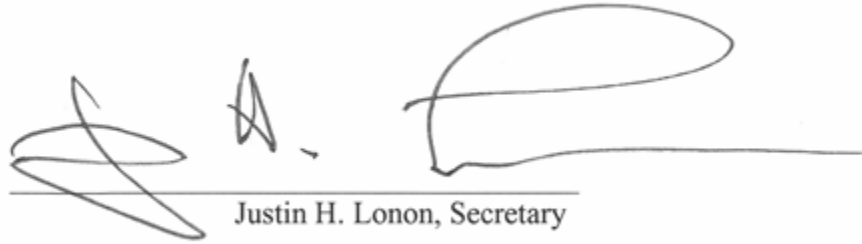
5. Executive Session (if required)

- 5.1. Consultation with Attorney Regarding Legal Matters or Pending and/or Contemplated Litigation or Settlement Offers - Section 551.071
- 5.2. Personnel Matters Relating to Appointment, Employment, Evaluation, Assignments, Duties, Discipline, or Dismissal of Officers or Employees- Section 551.074
- 5.3. Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a Third Person - Section 551.072
- 5.4. Deliberate Regarding Security Devices or Security Audits Sections 551.076 and 551.089

6. Adjournment

*CERTIFICATION OF NOTICE POSTED FOR THE SEPTEMBER 12, 2023 CHANCELLOR PERFORMANCE
REVIEW 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. 4.1.a.

Chancellor Performance Review Committee Notes for June 6, 2023

A Chancellor Performance Review meeting of the Board of Trustees of Dallas College was held June 6, 2023, beginning at 3:22 p.m. at the administrative building and was broadcast on the Cisco Webex platform via the streaming link: <https://dccc.new.swagit.com/events/17394>. The meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- Mr. Cliff Boyd
- Ms. Monica Lira Bravo
- Ms. Charletta Compton
- * Ms. Diana Flores
- Dr. Catalina E. Garcia (Attended virtually)
- Dr. Justin Lonon (secretary and chancellor)
- * Mr. Paul Mayer
- * Mr. Phil Ritter (committee chair)

* *Denotes a committee member*

Members Absent

None.

- 1. Roll Call - Announcement of a Quorum** confirmed by Committee Chair Ritter.
- 2. Certification of Notice Posted for the Meeting** confirmed by Chancellor Justin Lonon.
- 3. Citizens Desiring to Address the Board**
None.
- 4. Committee Presentations**
 - 4.1. Chancellor Performance Review: A Framework for Incentive Pay
Presenters: Justin Lonon, Phil Ritter, Louis Burrell

Committee Chair Phil Ritter led the discussion on Chancellor Justin Lonon's Performance Review for 2022-23.

Chancellor Lonon's evaluation used three tools – 1) trustee survey, 2) community survey, and 3) Four Chancellor Performance Goal metrics. Trustee Ritter confirmed that 6 of the 7 board members responded to the Trustee Survey.

Highlights included:

1. The Chancellor actively engages in an internal Communications strategy to inform, motivate, and create a connection with Dallas College employees.
2. The Chancellor efficiently reduces barriers, improves process, and develops feedback tools such as the Employee survey to build a “best place to work” environment.

Areas to Focus on:

1. The Chancellor has implemented robust Diversity, Equity and Inclusion strategies in the workplace that impact internal processes and external partner engagement.

For the Community Survey, there was a 32% response rate with an average score of 2.94 out of 3 rating. This is a firm indicator of the great work the Chancellor is doing in the community. The community survey was not factored into his actual incentive pay this year.

Upon the completion of his 2022-23 Performance cycle, there were four areas of focus for the Chancellor.

Staff Engagement & Leadership Capacity: Implement a decision-making and accountability framework to ensure that all employees are empowered, efficient and effective.

Enrollment Recovery: Increase enrollment at Dallas College by 3% for 2022-23.

Student Persistence: Ensure current students are reenrolling in the subsequent semester through a responsive care network and intentional success coaching. Fall-to-Spring goal is 1%.

Strategic Initiatives & Innovation: Advancing Dallas College through Action'22/23 plan of continuous improvement and innovative programming.

Trustee reviewed each area of focus and confirmed that Chancellor Lonon was awarded \$51,194 of the potential \$70,000 in earnings. The Board went on to recommend a 5% increase to his base pay, a one year extension to his

contract now ending in 2023, and incentive pay increase of \$30,000 for the 2023-24 academic year.

Trustee Compton offered her compliments to the CPR committee for developing this process. Chair Committee Chair acknowledged the committee member engagement in developing better metrics through a KPI process.

Acting Chief Human Resource Officer Louis Burrell went on to share the established framework.

This performance framework is to closely align the new incentive pay structure to be implemented for the Leadership team in the coming year. Chancellor Lonon confirmed a robust evaluation helps build a comprehensive compensation framework of leadership competencies for around formal strategic goals that also encourages the following:

- Provides clear performance expectations including Key Performance Indicators
- Demonstrates linkage between strategic priorities and individual goals.
- Enhances top talent recruitment and retention efforts.
- Incentivizes employee behavior and outcomes.
- Encourages teamwork.

The variable incentive pay allows high performers to be compensated for outcomes. As we complete the compensation review, it will address several factors such as accountability but also reward high performance.

Next steps include designing a framework for Level 2 and Level 3 leadership tiers for the 2023-24 fiscal year. Align that framework with the 2030 Dallas College Vision. Develop a review cycle aligned with various internal cycles. This framework would launch in September of 2024.

5. Items for Review

5.1. Committee Notes

- a. Chancellor Performance Review Committee Notes for May 2, 2023

6. Executive Session

No executive session was held.

7. Adjournment

The meeting adjourned at 3:47 p.m.

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

ITEM FOR REVIEW NO. 4.1.a.

Chancellor Performance Review Committee Notes for August 24, 2023

A Chancellor Performance Review meeting of the Board of Trustees of Dallas College was held August 24, 2023, beginning at 10 a.m. at the administrative building and was broadcast via the streaming link:

www.dallascollege/boardmeetingslive. The meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- * Ms. Diana Flores
Dr. Catalina E. Garcia
Dr. Justin Lonon (secretary and chancellor)
- * Mr. Paul Mayer
- * Mr. Phil Ritter (committee chair)

- * *Denotes a committee member*

Members Absent

Mr. Cliff Boyd
Ms. Monica Lira Bravo
Ms. Charletta Compton

1. Roll Call - Announcement of a Quorum

A quorum was confirmed by Committee Chair Phil Ritter.

2. Certification of Notice Posted for the meeting was confirmed by Chancellor Justin Lonon.

3. Citizens Desiring to Address the Board

None.

4. Items for Review

5.1. Committee Notes

- a. Chancellor Performance Review Committee notes for June 6, 2023

Were not reviewed and will be listed at the September 12 Chancellor Performance Review Committee meeting agenda.

5. Executive Session

Executive Session was held from 10:01 a.m. to 11:15 a.m.

6. Adjournment

Meeting was adjourned at 11:16 a.m.

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