

**BOARD OF TRUSTEES WORK SESSION
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
R.L. Thornton, Jr. Administration Building
701 Elm Street
Dallas, TX 75202
Board Room (4th floor)
Tuesday, May 1, 2007
3:00 PM**

AGENDA

- I. Certification of Posting of Notice of the Meeting
- II. The Status of District Human and Organizational Development Denys Blell
- III. Richland Collegiate High School (status report)
- IV. Executive Session: The Board may conduct an executive session as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters.

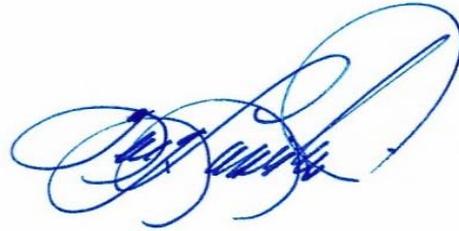
As provided by §551.072 of the Texas Government Code, the Board of Trustees may conduct an executive session to deliberate regarding real property since open deliberation would have a detrimental effect upon negotiations with a third person.

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. The Board may seek or receive its attorney's advice on other legal matters during this executive session.

- V. Adjournment of Work Session

**CERTIFICATION OF POSTING OF NOTICE MAY 1, 2007
WORK SESSION OF DCCCD BOARD OF TRUSTEES
AND RICHLAND COLLEGIATE HIGH SCHOOL**

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 27th day of April, 2007, 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 27th day of April, 2007, 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.

A handwritten signature in blue ink, appearing to read 'Wright L. Lassiter Jr.', is positioned above a horizontal line. The signature is highly stylized and cursive.

Wright L. Lassiter Jr., Secretary

The Status of District Human and Organizational Development Executive Summary

In 2005, the Chancellor, Cabinet and Board of Trustees adopted a reorganization to take a more strategic approach to Human Resources as well as faculty and staff development across the District.

In keeping with the Board's Strategic Plan and specifically related to Goal II – Employee Success, this renewed commitment was designed to ensure that the DCCCD is strategically positioned to effectively respond to the complex challenges and needs of a dynamic and diverse community. The District must continue to attract and retain competent and effective faculty, staff and administrators. There was recognition that to accomplish this goal, the District must continue to improve and update its' human resources and organizational development programs enabling the District to hire and retain the right people, and develop our current and future faculty, staff and administrators. One of the results of this renewed strategic focus was the creation of the Division of Human and Organizational Development.

The new division is made up of two major administrative areas with significant and far-reaching impact on the District's ability to maximize its human capital to carry out its mission. The two departments that constitute the District Division of Human and Organizational Development are:

- District Human Resources
- District Human and Organizational Development
(formerly referred to as District Staff and Organizational Development)

One important result of this strategic emphasis was in the hiring of a new Vice Chancellor for Human and Organizational Development in February 2006. The immediate task of this new Vice Chancellor was the development of comprehensive strategic plans addressing the human resources and organizational development needs of the District.

We have completed a strategic plan addressing the professional and human development needs of the District. We are developing a comprehensive HR strategic plan for the District that is aligned with the goals of the Board's Strategic Plan.

District Human Resources Challenges

The challenges for the District HR office are strategic as well as developmental. There are five major challenges:

1. Ensuring the HR professionals throughout the District have the essential knowledge, competencies and skills to accomplish the District strategic HR goals.
2. Ensuring our HR policies are current, effective and in compliance with regulatory requirements.
3. Ensuring HR is strategically positioned to successfully meet the current and future recruitment needs of the District.
4. Ensuring our salaries are competitive, enabling us to successfully meet the hiring and retentions goals of the District.
5. Ensuring our processes and procedures are aligned with, and supportive of, the District's human resources needs.

Response to these challenges

- Currently developing a new Human Resources Strategic Plan
- Ensuring District-wide job descriptions are current and clear
- Developing new and updating HR policies and related operating guidelines
- Updating annual Performance Management and Review processes and related documents
- Developing uniform Standard Operating Procedures for District-wide HR
- Conducting/coordinating market availability and comparative salary analysis research
- Sponsoring 42-hour SHRM Capstone Training Course for the District HR Directors/staff
- Introduced Behavioral Interviewing for administrative searches

District Human and Organizational Development (DHOD).

This department is responsible for District-wide training and development of faculty, staff and administrators. We have developed a new strategic plan that addresses the training and development needs of the District. The plan has seven strategic goals and 16 objectives. Some strategies are already in the pilot phase and many still remain to be implemented.

New Training and Development Programs

These programs have been developed with broad college/location input and designed to be complimentary programs to those specifically provided by the individual locations.

I. The Professional Academies

We are currently developing two new academies:

- Administrators Academy
The goal is on-going professional development for supervisors and administrators to enable them to function effectively.

- **New Administrators Orientation**
Offered quarterly and open to all new administrators and supervisors. The goal is to ensure they are familiar with critical policies and procedures.

II. The Career Institute

In addition to providing our employees opportunities for career development, this program will enable the District to create a reservoir of trained and capable individuals who may compete across the District for vacant positions thereby creating opportunities for our employees to pursue upward mobility within the District. This will also enable the District to strike the right balance between internal promotions and outside recruiting in filling vacancies.

The Career Institute will offer a variety of professional and specialty certificates. Starting from a base of a few certificates initially, we intend to expand the program offerings to include **Certificates of Mastery** in a variety of professional and organizational areas.

- Leadership Development
- Human Resources
- Student Services
- Instructional Administration

III. Leadership Development Program

The Career Institute will offer two leadership development certificates:

- **The Basic Leadership Certificate**
This certificate is open to those who have had no supervisory experience, new or current supervisors who need skills enhancement and others that would like to participate in the program (on a space available basis).
- **The Advanced leadership Certificate**
This certificate is intended to serve as a succession-planning program that is open to those who have successfully completed the Basic Certificate and have succession potential.