



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *April 17, 2019*

**ITEM TITLE:** 4.1a

**CONTACT PERSON:** *Laurie Popp, Executive Assistant to the Board of Education*

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**SUBJECT: APPROVAL OF MINUTES – February 23, 2019, Board Retreat #976 Meeting Minutes**

**Session #976**

A meeting of the Mt. Hood Community College District Board of Education was held on February 23, 2019 with a Board Retreat at 9:00 a.m. at The Bruning Center at Mt. Hood Community College, 1484 NW Civic Drive, Room 218, Gresham, Oregon.

Members present: Diane McKeel, board chair, Jim Zordich, vice chair, Annette Mattson, Kenney Polson, Tamie Arnold, and Teena Ainslie

Additional Attendees: Lisa Skari, president, Jennifer DeMent, chief operations officer, and Shirlene Warnock and Gary Corbin from Innovative Growth Solutions, LLC.

**1.0 CALL TO ORDER**

Chair Diane McKeel called the meeting to order at 9:07 am.

**2.0 BUDGET**

Shirlene Warnock and Gary Corbin facilitated a discussion on the budget and proposed plan.

2019/2020 budget assumptions and proposed plan:

- Increase tuition to make up half of the operating deficit
  - \$12 per credit, or 11%
- Strategy to cover the remaining deficit over biennium:
  - 2019/2020
    - 1/3 in on-going expenditure reductions (\$1 million)

- 1/3 in new revenue (\$1 million)
- 1/3 in reserves (\$1 million)
- 2020/2021
  - 1/2 in ongoing expenditure reductions (\$500 thousand)
  - 1/2 in new revenue (\$500 thousand)

Jennifer DeMent provided board members with a handout on the budget strategy and discussed various budget scenarios regarding tuition increases, enrollment numbers, and revenue projections. Several questions were asked regarding the proposed tuition increase and how the amount of \$12 per credit was determined, and a discussion followed on enrollment numbers and how that affects the budget.

Shirlene Warnock and Gary Corbin led board members through a process to determine guiding principles and prioritize themes related to the budget. Five main themes emerged: Tuition and Affordability, Participation and Enrollment, Community Support and Partnerships, Process, and Specific Cuts. The group used multi-voting to prioritize among the themes and determined the top two themes as Tuition and Affordability and Community Support and Partnerships. The board then used a second round of multi-voting to produce a top tier and second tier list of guiding principles to guide the Budget Committee.

Warnock and Corbin will meet with the MHCC management group on March 1 and follow a similar process to help guide the budget managers in a decision making process regarding the budget. The proposed budget will come back to the board for review at the Budget Committee meeting on April 3.

### **3.0 KMHD**

Dr. Skari distributed a report from the committee working on recommendations regarding KMHD and provided an update from the committee. The committee has met for three meetings and will continue meeting on a weekly basis. The committee is focused on costs, transmitter and equipment, and will be completing a SWAT analysis on Monday to build the plan and see what is needed. There was a discussion about the current programming of KMHD and the proposed costs that are needed. They had several questions for the committee:

- 1) Why paid hosts and not volunteers?
- 2) Have attorney ask OPB to stop?
- 3) Tour OPB / KMHD studio
- 4) Board communication or FAQ
- 5) Format change?

Dr. Skari recommended the board have a conversation with the KMHD committee to address concerns and answer questions. She will send a list of questions to the committee by March 8 so the committee can speak to the board at the work session on March 13.

### **4.0 PROTOCOLS**

Dr. Skari distributed a handout of the draft guiding principles that were discussed at the fall board retreat. Board members reviewed the guiding principles and there was a discussion

about their importance so board members are kept informed and there are no surprises, and several updates were discussed.

Dr. Skari proposed a process for the board to review regarding board action items:

- Step 1. Identification: the first step is that someone identifies the issue.
- Step 2. Information: what is the information needed for the analysis?
- Step 3. Clarification: being mindful of particular stakeholder groups/seeking clarification
- Step 4. Formulation: because some actions may require some pre-work prior to the board taking action, it would be helpful at the work session prior to the board meeting that the action is discussed.
- Step 5. Adoption.

There was a brief discussion about the process and Dr. Skari stated she would draft language for the board to review, discuss, and get comments.

## **5.0 PRESIDENTIAL EVALUATION**

Tamie Arnold presented several handouts for board members to review regarding the presidential evaluation. She discussed the timeline and structure for the evaluation. There were questions and a discussion about the 360 evaluation and the weight for the three categories. Board members were asked if they were in support of a 360 evaluation and if they wanted it done on an annual basis. There was a discussion about best practices on evaluations and what key questions needed to be asked based on the goals. Board members agreed to the intention of doing a 360 evaluation annually but that it would have no impact on the final score.

There was a discussion about the strategic goals and board members agreed to determine what percentage should be on each goal. Board members reviewed the performance standards of Leadership, Institutional Performance, Resource Management, Stakeholder Relationships, and Academic/Student Affairs and suggested changes or recommendations. Arnold asked the board to determine the scoring guidelines and an indicator to determine how the standard was met. Board members paired up and discussed each standard and came up with a scoring indicator for each standard. The Presidential Evaluation will be adopted at the next public board meeting.

## **6.0 ADJOURNMENT**

The meeting was adjourned at 4:30 pm.

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Clerk

Board Chair

*Minutes recorded by Laurie Popp, Executive Assistant to the Board of Education.*