



# ACTION

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

**DATE:** *April 20, 2022*

**ITEM TITLE:** **9.1b**

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

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**SUBJECT: APPROVAL OF MINUTES – March 1, 2022**

## **Session 1056**

A meeting of the Mt. Hood Community College District Board of Education was held on March 1, 2022 with a Board Retreat at 4:30 pm, held via Zoom.

### **1.0 CALL TO ORDER**

Members present: Annette Mattson, board chair, Andrew Speer, board vice chair, Diane Noriega, LaVerne Lewis, Marie Teune, Kenney Polson, Diane McKeel

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, Al McQuarters, vice president, Instruction, Traci Simmons, associate vice president, Diversity, Equity and Inclusion, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness.

Annette Mattson called the board retreat to order at 4:32 p.m.

### **2.0 BUSINESS**

#### **2.1 Equity Lens and College Demographics**

Simmons presented a summary of the equity lens being used at the college, and shared examples from departments that are using it. She shared a presentation on the demographics of credit students compared to the demographics of full-time faculty, part-time faculty, management, and classified staff from Winter 2021. They plan to look at the data in Winter 2022 to compare changes in the demographics.

Skari provided an update regarding a previous discussion on land acknowledgements. Simmons shared a summary of her efforts reaching out to community partners and faculty at Mt. Hood Community College (MHCC) to discuss a land acknowledgement, and shared there was not



support from the Native American community to join the effort at this time. There was a discussion about the purpose and value of creating a land acknowledgement, and suggestions were discussed about what additional steps could be taken to acknowledge indigenous people.

## 2.2 Strategic Planning Discussion

Noriega and McKeel are members of the Strategic Plan Process Management Committee (PMC) and shared information from their work on the committee. Skari provided an update on the strategic planning and referenced the work being done on the strategic enrollment planning that will be discussed later in the board retreat. Skari stated the strategic planning work will include looking at the language used in the strategic plan so that it reflects the MHCC culture.

## 2.3 Budget Timeline

DeMent presented an update on the budget timeline. She highlighted items from the budget calendar approved by the board last July:

- Budget law requirements
  - The budget calendar includes 13 required steps
  - Approval of the budget calendar and appointment of budget officer occurred at the July 21, 2021 board meeting
  - Duties of the budget officer are to prepare the budget calendar, prepare proposed budget documents, and publish the budget committee meeting notices.
- Board receives enrollment update and budget impact
- Board reviews prior year results and approves audit
- Board reviews budget assumptions
- Board approves tuition and fees
- Board convenes as Budget Committee
  - Reviews proposed budget
  - Approves the budget
  - Levy taxes
- Board submits approved budget to Tax Supervising and Conservation Commission (TSCC)
- TSCC holds a public hearing and certifies the budget
- Board adopts the budget, makes appropriations, and declares and categories the tax rate
- Board files adopted budget with TSCC, and certifies levy with tax assessor's office

DeMent stated MHCC is subject to TSCC oversight because our District population exceeds 200,000. The role of the TSCC is to protect and represent the public interest and takes the place of a community budget committee, and is a valuable resource to the District for budget development. A copy of the presentation is attached to the minutes.

## 2.4 President's Goals Update



Skari reviewed the current presidential goals for 2021-2022, and presented four proposed presidential goals for 2022-2023. There was a discussion on the proposed goals for 2022-2023, and board members provided feedback on the goals.

#### Presidential Goals for 2021-2022:

1. Manage institutional realities associated with COVID-19
2. Complete strategic planning process
3. Prepare for the Year Six Accreditation Report
4. Improve institutional capacity to recruit and retain a diverse workforce

#### Proposed Presidential Goals for 2022-2023:

1. Manage institutional realities associated with COVID-19
  2. Implement strategic planning process
    - o Alignment with unit planning, budget, college outcomes
  3. Prepare for the Year Seven Accreditation Review
  4. Improve institutional capacity to recruit and retain a diverse workforce
- Other possibilities: Community engagement – Employers.

#### 2.5 President's Evaluation Timeline Review

Skari provided an overview of the president's evaluation review process that was developed last year in May 2021. The board commented they liked the evaluation process and the evaluation packet they received last year. There was a discussion about the format and timeline, and the board was in support of a suggested adjustment to steps 2 and 3 from last year's process, and a minor adjustment to the timeline. A copy of the evaluation timeline from 2021 and 2022 is attached to the minutes.

#### 2.6 Student Retention

Shepelov provided a presentation on enrollment changes that compared rates for Winter 2022 vs Winter 2021. The data showed the FTE has dropped 15% and the headcount has dropped 14.8%. He provided the demographic data for the enrollment change by race, age, gender, Pell grant, residency, ABE vs credit students (tuition). He stated the Northwest Commission on Colleges and Universities (NWCCU) adopted new standards in 2020, and he reviewed the new Standard 1.D.2, which referred to the set of indicators for student achievement. There were three options to choose from, which were Integrated Postsecondary Education Data System (IPEDS), Voluntary Framework of Accountability (VFA), and Postsecondary Data Partnership. MHCC initially went with VFA, however last summer MHCC decided to switch from using VFA to Postsecondary Data Partnership. Shepelov presented an update on the student success indicators for March 2022, and stated the data is being loaded into the new system and should be loaded to the new dashboard in the next few weeks. A link to the dashboard for student success indicators will be sent to board members to access the data.



McQuarters provided an overview of the retention work that has been done in Instruction. He presented information from work he did with faculty when he first started at MHCC to gather data. They have had a number of trainings in 2020 and 2021 with deans, faculty, and instructional staff on data literacy skills using critical race theory, and he has had ongoing monthly retention meetings with deans since fall 2021. Through this work, he created four Professional Learning Communities (PLCs): AVID, Pre-College/ABS, Student Success Program, and TRIO. There were 16 faculty members (12 full-time and 4 part-time) who volunteered to participate in the PLCs. The faculty went to trainings, professional learning communities, and then received coaching support working with a training coach. McQuarters provided a summary of the “Train the Trainer” and eight modules developed to sustain and institutionalize this work, and stated student retention is imbedded in the unit planning process, and shared a couple of examples of tactics developed for Instruction.

Hamblin provided an update on Strategic Enrollment Planning (SEP), and how it fits within our planning process at the college. The strategic enrolling process gets down to the tactical level to increase and stabilize retention. The Strategic Enrollment Planning (SEP) Process Steps are:

- Phase 1: Preparation and Data Analysis (*this step has been completed*)
- Phase 2: Strategic Development
- Phase 3: Plan Formation and Goal Setting
- Phase 4: Track Progress Toward Goals

They have collected a large amount of data, and have done a lot of planning to understand where the best opportunities are. It has been a very inclusive process across campus with over 60 faculty, staff, and students involved in the process, and they are currently transitioning from phase two to phase three in the process. They have been working with an outside company for eight sessions for this work, which was paid for with funds from the CARES Act. They have completed five sessions, and should complete all eight sessions by April 2022. He stated the next steps are for the Steering Committee to convene and establish a prioritization of recommendations for the President’s Cabinet, which will be used to develop a five-year Strategic Enrollment Plan. Hamblin responded to questions about the Strategic Enrollment Planning process, and board members shared comments about the strategic work being done at the college. A copy of the presentation is attached to the minutes.

2.7 Other Business  
a) Accreditation Update

Shepelov provided an accreditation update. There was an NWCCU Ad Hoc Report and Visit in Fall 2021, and the NWCCU took action in January 2022 with a recommendation that it is substantially in compliance but in need of improvement. He reviewed the previous recommendation and the revised recommendation, which reflected the progress that has been



made. The next steps will be the Year Six Report in August 2022 and the Year Seven Report and Visit in Fall 2023.

b) Board Meetings in Spring Term

DeMent provided an update regarding the reopening plans for the college, and stated the Reopening Advisory Committee met last week and discussed the mask mandate. Skari stated there are certain college rules in place through spring break, and they are exploring how our employees and some of our partner groups work on campus and are looking at how to open each area responsibly. Board members discussed options for board meetings in spring term and shared comments about meeting in person or keeping the board meetings online for the rest of the academic year. Board members were asked to email comments to Mattson or Skari for further discussion at the next pre-board meeting.

3.0 ADJOURNMENT

The work session was adjourned at 7:37 p.m.

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Clerk

Board Chair

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