



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 15, 2020*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – March 18, 2020

Session 1001

A meeting of the Mt. Hood Community College District Board of Education was held on March 18, 2020, with a Regular Board Meeting at 6:30 pm held with a remote Zoom Meeting connection.

1.0 CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer, Megan Dugan, dean of AVID, Learning Success Center, Library, Douglas Scribner, dean of Health Professions, Josh Stratman, chair of Faculty Resource Development Board (FRDB), Charles George, director of Facilities, Public Safety, Risk Management, Ben Rowe, director of Financial and Auxiliary Services.

McKeel called the meeting to order at 6:32 p.m. and declared a quorum was present.

1.1 Approval of Agenda

Zordich motioned to approve the agenda. Speer seconded the motion and it passed unanimously.

1.2 Correspondence

Dr. Skari shared that they received notification from the Northwest Commission on Colleges and Universities (NWCCU) about the accreditation visit in the fall. She stated they voted to accept the report, gave us a new timeline, and indicated their report will be forthcoming.



2.0 REPORTS

There was no special report.

3.0 PUBLIC INPUT

There was no live public testimony at the board meeting. Persons who wished to provide written testimony were instructed to send comments by email to Diane McKeel, board chair, and no written comments were received.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 999, February 19, 2020
- b) Monthly Personnel Report
- c) Monthly Financial Report
- d) Monthly Head Start Report
- e) Head Start Program Self-Assessment Report 2019-2020
- f) Oregon Pre-Kindergarten and Preschool Grant Proposal
- g) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds

Mattson motioned to approve the consent agenda. Lewis seconded the motion and it passed unanimously.

4.2 Faculty Tenure Recommendations

Diane McKeel invited the deans to present their faculty candidates for tenure for 2019-2020.

Faculty Candidates:

- Matteo Neivert, Painting & Drawing / Visual Arts – Megan Dugan, on behalf of Eran Smith, read a brief statement to introduce Matteo Neivert to the board.
- Janet Bakes, Physical Therapy Assistant / Health Professions – Douglas Scribner read a brief statement to introduce Janet Bakes to the board.
- Kari Sroufe, Dental Hygiene / Health Professions – Douglas Scribner read a brief statement to introduce Kari Sroufe to the board.
- Karen Green, Mental Health, Social Service and Addiction Counseling / Health Professions – Douglas Scribner read a brief statement to introduce Karen Green to the board.
- Mark Peterson, Faculty Librarian / Library – Megan Dugan read a brief statement to introduce Mark Peterson to the board.
- Sergio Lopez, Faculty Librarian / Library – Megan Dugan read a brief statement to introduce Sergio Lopez to the board.



Zordich motioned to approve the faculty candidates for tenure for 2019-2020. Mattson seconded the motion. The board had a roll call vote as follows:

All in favor: Jim Zordich, Annette Mattson, Andrew Speer, LaVerne Lewis, Diane Noriega, Diane McKeel

Opposed: None

Abstention: Kenney Polson (did not vote)

The motion passed.

4.3 Faculty Sabbatical Requests 2020 – 2021

Josh Stratman presented a brief summary of the 11 faculty members who are seeking approval for a sabbatical request for 2020-2021. He shared there were 16 faculty applications for a sabbatical request and 11 applications moved forward. The faculty members seeking a sabbatical request for 2020-2021 are as follows: Brady Carey, Cheryl Johnson, Holly DeGrow, Judit Szentirmay, Edward de Val, Wayne Machuca, Chad Bartlett, Andrew Gurevich, Jonathan Spindor, Dawn Forrester, and Wally Shriner.

Zordich motioned to approve the faculty sabbatical requests for 2020 - 2021. Speer seconded the motion and it passed unanimously.

4.4 COVID-19 Board Resolution

Dr. Skari introduced Charles George who presented information about the COVID-19 situation. George shared a rough timeline regarding the responses of the COVID-19 situation and shared activity over the past few weeks. He stated they activated the Incident Command System (ICS) and have a pandemic response team involved in handling this. Dr. Skari shared they have been having daily phone calls with the community college presidents across the State and the Governor's office. Dr. Skari read the COVID-19 Board Resolution to board members for the record and responded to comments and questions from board members about the resolution. She stated the board would be notified if any of the options were exercised.

Lewis motioned to approve the COVID-19 board resolution. Speer seconded the motion and it passed unanimously.

4.5 Consideration of Distance Learning Fee Waiver

Jennifer Dement shared an overview about the distance learning fee, and stated the course fee revenue is assessed for online and hybrid courses and the fee covers the cost of our distance learning infrastructure, personnel, Help Desk, testing technology, and faculty training. The concern is that the distance-learning fee is for the online courses that have always been online, however we are now adding other courses to the online platform due to the COVID-19 situation and not giving students a choice to move to an online/remote platform. The recommendation is to waive all distance-learning fees for spring term of the 2019-2020 academic year. DeMent stated a new proposal would be provided if the situation continued and was needed for



summer term. DeMent responded to a question about the revenue impact, and stated there would be an impact for the lost revenue. They are keeping track of all the costs for the COVID-19 situation, and there is the hope that this would mitigate student enrollment losses. DeMent responded to a question about textbooks going online, and stated they are looking at alternative methods and options for students to get textbooks.

Speer motioned to approve the consideration of distance learning fee waiver. Lewis seconded the motion and it passed unanimously.

4.6 Consideration of Tuition Adjustment

Jennifer DeMent provided an overview of the request for a tuition increase in the amount of \$3 per credit effective summer term 2020 for all new students or students that are not eligible for the tuition pledge that was discontinued. This is the first step in the 2020 – 2021 budget, and summer term is the first term of that budget. If approved, tuition for the academic year would be adjusted by 2.6% or \$3 per credit hour for in-district and out-of-district. Tuition would be increased for out-of-state and international tuition by the same percent, 2.6% or \$6.00 per credit hour for out-of-state, and \$6.50 per credit hour for international tuition. The out-of-state tuition only applies to students in states that we do not have agreements with, but we do have agreements with several west coast states so those students pay in-state tuition. DeMent referred to a chart showing the history of tuition and fee increases over the past ten years. She responded to a question regarding the proposed tuition increase and referred to the plan to cover the 2.8 million budget deficit. This plan assumed there would be a \$3 increase in student tuition, and the rest of the deficit would be addressed through expenditure reductions or efficiencies that came out of the academic revitalization and non-academic revitalization processes.

Zordich motioned to approve the consideration of tuition adjustment. Noriega seconded motion. The board vote was as follows:

In favor: Diane McKeel, Jim Zordich, Andrew Speer, Diane Noriega, Annette Mattson

Opposed: Kenney Polson, LaVerne Lewis.

Abstentions: None

The motion passed.

4.7 Consideration of Fee Adjustments

Ben Rowe reviewed information regarding the consideration of fee adjustments included in the board packet. He shared that when they discussed the fees with faculty and administration, they used those guidelines to establish any increases, so a fee that supports the student population would be weighed against the need to increase tuition. He stated fees will be benchmarked against other community colleges, and course fees are intended to cover the costs above average course expenses, including equipment, software, materials, administrative



and other fees. He shared that out of the 470 fees listed, there were only 47 fees that were adjusted.

Mattson motioned to approve the consideration of fee adjustments. Lewis seconded the motion and it passed unanimously.

5.0 CLOSING REPORTS

5.1 a) Board Members

Jim Zordich – he attended the foundation board meeting this morning and provided a brief update. He shared the foundation board gave a \$30,000 donation to pay for loan laptop computers for use by our students for our greater focus of online learning. The foundation auction has been cancelled for this year due to the COVID-19 situation. He shared the foundation board anticipates being able to fulfill the scholarship requests they have received.

Annette Mattson – she attended the East Portland Action Plan general meeting on February 26. She has been participating in OCCA Membership meetings. The All Oregon Academic Team Luncheon scheduled for April 10 has been cancelled due to the COVID-19 situation. They will send letters and certificates of awards to all of their colleges for those who were selected, as well as doing press releases and sending a letter to legislators. They are hopeful there will be an OCCA Training on July 29 this summer. She attended the Oregon President's Council meeting on March 5 and 6, Gresham Chamber Business Excellence Awards Luncheon on March 11, East Portland Chamber Government Affairs Forum on March 11, and the East Portland Chamber Government Affairs Committee meeting. She attended the Mock Funeral Service Interviews at MHCC on March 3. Mattson received notification from Mayor Wheeler's office of her appointment to an Economic Impact and Intervention Task Force.

Kenney Polson – he had no report and wished everyone to be safe and healthy.

Diane Noriega – she had no report, but shared that she attended the Gresham Chamber event and it was very nice.

Laverne Lewis – she attended the Gresham Chamber Business Excellence Awards Luncheon. She has been working a lot with Zoom meetings and is helping work with students and faculty to learn about the Zoom platform. Lewis received an appointment to the Rockwood Rising Project of the Gresham Redevelopment Commission. This urban renewal agency of the City of Gresham renamed the project "Downtown Rockwood" and she will serve on the Market Hall Selection Committee. She has been engaged with many of our local non-profits regarding how the coronavirus is affecting their business and the impact on their staff.



Andrew Speer – he attended the All Hands Raised event on February 20. It was a nice event and it highlighted the impact that organization is having across our region.

Diane McKeel – she attended a fundraiser for YMCA Camp Collins. McKeel is on the Multnomah County Sheriff's Budget Advisory Committee, and they have been working on the budget for submission to the County Commission. She attended a kick-off event for Loretta Smith who is running for Portland City Council. She thanked the foundation for all the work they are doing for our students.

b) ASG Representative

Collin-Kazu Lewis, ASG president – did not attend meeting.

c) Advisory Representatives

Cheryl Johnson (FTFA) – she is wrapping up her final term as president of FTFA. She shared it has been a fun three years and is handing over the duties to Jeanna Hunt, the new FTFA president. Jeanna Hunt introduced herself and shared she is looking forward to the new role.

Kim Sharer (CEA) – did not attend meeting.

Marilyn Pitts (PTFA) – she provided the following written comments for her report:

- The MHCC Foundation might want to consider doing something similar to what the Feral Cat Coalition does. They have an online auction, and they have an Un-Labor Day Party. Both of these things are online, and they raise money. I'm not sure exactly how much they raised, but it could be something worthy of investigation.
- For spring term, I want to suggest that the College consider scheduling our classes in a way that's similar to summer term's schedule. In summer term, there are 5-week classes that meet twice the amount of time and meet the term's requirements. There are other options, as well. It may be a way for us to have face-to-face classes in those areas where online would be difficult or impossible.
- As we look at ways to continue providing education to our students, we need to also consider how our part-time employees will survive if the classes they were scheduled to teach or tutor aren't starting until April 28. I'd welcome the opportunity to be part of the discussion about this.

5.2 President's Report

Dr. Skari shared her President's Report to the board as follows:

The last week and a half is unlike anything I have experienced, personally and in my professional career. Two weeks ago, I was looking forward to celebrating our newly tenured faculty, and while I am celebrating from a distance, it does lack some of the fanfare. This is a notable step in their careers, well deserved, and worthy of all our accolades. Congratulations again to all of our newly tenured faculty.



Here at the college, it seems like everything is all COVID-19, all the time. Our utmost concern is the health and safety of our students, faculty, staff and community members. Our response team has been amazing and there are not words to adequately express my appreciation and gratitude for how they have stepped in and continually looked for ways to serve the campus community and keep things going. I want to recognize Charles George for his leadership in guiding us through this. In this situation, things will continue to evolve quickly and our approach will be changing depending on what happens. In fact, as we were sitting here, I received word that the Governor will be releasing an executive order suspending in-person instructional activities at public institutions of higher education through April 28.

As our response team continues to work through this, they are staying abreast of the changes and directives and communicating how this impacts our campus community. We are working to make decisions that are in the best interest for the health and future of our college, and making sure we are communicating these decisions out in clear and concise ways so that everyone is in alignment with the latest direction. We know people are fearful and anxious at this time, and we are doing our best to ensure we are letting them know what is happening. We are being charged with taking instruction, programs and student support online and to virtual platforms in a way that most of us have never worked before. That was one of the reasons we made the decision to close campus for spring break, and to delay the beginning of spring term for a week to give our faculty and others time to prepare.

While being optimistic, we must be realists too. The social distancing requirements and orders required to stop the spread of this pandemic mean a big financial hit at a time when we were already facing budget challenges. We are doing everything we can to mitigate this impact though it is impossible to predict what will happen next. In the long-term, people who lost their job in the service industry and other areas may decide to retrain, and we hope we can be there to support them through their transition. The lives and health of our students, faculty, staff and community members cannot be measured in dollars, and we have to put that first, and do so without question. Thank you for your support, understanding and partnership as we work together to navigate these uncertain circumstances.

6.0 ADJOURNMENT

McKeel adjourned the meeting at 8:07 p.m.

Clerk

Board Chair

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