



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: **4.1b**

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

SUBJECT: **APPROVAL OF MINUTES – April 20, 2022**

Session 1060

A meeting of the Mt. Hood Community College District Board of Education was held on April 20, 2022, with a Budget Committee Meeting at 6:00 pm, and a Regular Board Meeting at 6:30 pm, both held via Zoom meeting.

1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM
Members present: Andrew Speer, budget committee chair, Annette Mattson, budget committee vice chair, Diane Noriega, LaVerne Lewis, Diane McKeel, Kenney Polson, Marie Teune

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Doctor Abio Ayeliya, director, Student Life and Civic Engagement, Brittany Gossard, ASG President

Speer called the budget committee meeting to order at 6:03 pm and declared a quorum was present.

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 ASG Budget Presentation

Hamblin introduced Brittany Gossard and Doctor Abio Ayeliya to present the ASG Budget for 2022-2023. Gossard shared an overview of the programs included in the ASG budget and the development process for the budget. Ayeliya shared a summary of the ASG budget approval process and stated the Co-Curricular and Athletics budget for 2022-2023 have been approved. The two major changes in the budget were from the Advocate and Venture, as they requested



stipends to support their program. Hamblin responded to a question about the Athletics budget and stated there was no increase in the student per credit fees. Ayeliya shared the Athletics department plans to add some equipment this year, which accounts for some of the increase in the Athletics budget. A copy of the budget summary is attached to the minutes.

4.0 PROPOSED BUDGET 2022-2023

4.1 Consideration and Approval of the 2022-2023 Proposed Budget

DeMent provided an overview of the proposed budget for 2022-2023, and reviewed the changes to the budget as discussed at the board work session on April 6. Speer read the budget recommendation in the resolution for the board record:

The recommendation is that the Budget Committee move to approve the Mt. Hood Community College District 2022-2023 budget of \$205,423,896 including the general fund budget in the amount of \$88,284,908 and all other budgets in the amount of \$117,138,988.

McKeel motioned to approve the 2022-2023 budget. Noriega seconded the motion. There was a roll call board vote and it passed unanimously.

4.2 Set the Tax Levy for 2022-2023

DeMent provided a brief summary of the resolution to set the tax levy for 2022-2023. Speer read the tax levy recommendation in the resolution for the board record:

The recommendation is to approve the permanent tax rate in the amount subject to the Education Limitation at \$0.4917 / \$1,000 of assessed value.

Noriega motioned to approve the tax levy set for 2022-2023. Mattson seconded the motion. There was a roll call board vote and it passed unanimously.

5.0 ADJOURN BUDGET COMMITTEE

Polson motioned to adjourn the budget committee meeting. McKeel seconded the motion and it passed unanimously. The budget committee meeting was adjourned at 6:26 pm.

6.0 CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Traci Simmons, associate



vice president, Diversity, Equity and Inclusion, Brittany Gossard, ASG President, Tambi Boyle, FTFA President, Graham Phillips, CEA Representative, Marilyn Pitts, PFTA President

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

6.1 Approval of Agenda

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

7.0 PUBLIC INPUT

There was no public input.

8.0 REPORTS

8.1 Correspondence

There was no correspondence.

8.2 Financial Update – 3rd Quarter

DeMent presented a financial update for the third quarter. The presentation included the 2021-2022 highlights through March 31 for Resources and Expenditures and reflected the actual year-to-date figures for March 2020, 2021, and 2022. The budget information included the increase or decrease over prior year, amended budget 2021-2022, percent of budget remaining, and favorable or unfavorable variance for resources and expenditures. The resources include revenues from state support, property taxes, tuition and fees, federal grants, other revenues, and transfers from other funds. The beginning fund balance was \$5.15 million higher than the budget, due to timing in estimating unspent funds for the current year when preparing the budget. For the state support, the fourth quarter payment is still expected, and expect to receive \$1.9 million more than was budgeted. The tuition and fees were \$4.4 million lower than the budget due to continuous declining enrollment. Federal grants will cover lost revenue and is expected to be \$5 million at year end. This is \$2.5 million more than budgeted, with \$1.5 million earmarked for the dental lab remodel. The declining enrollment continues to impact the tuition and fee revenue. While some expenses decline with enrollment, many do not. If enrollment is not restored we will need to evaluate the expenditure structure of the college to remain financially viable.

DeMent summarized the requirements, which include salaries, health care, fringe/taxes, materials and supplies, grants in aid/tuition waivers, debt service, and transfer to other funds, and stated they expect to have a savings in personnel expenses of about \$3 million compared to what was budgeted. The personnel expenses are affected by having some vacant positions, however this brings challenges to maintain normal operations with staff shortages. The



materials and services were budgeted with the anticipation that campus would be open, however since the majority of classes are still offered online and many staff still work remotely, this affects the materials and services expenditures. They anticipate about 2% underspending, which is approximately \$200,000. The debt service payments are in June, and this line item will be spent out. The Title 3 waiver on institutional match will reduce required transfers by \$200,000.

DeMent stated that overall, positive net operations are expected for the current year, adding to the ending fund balance. While next year's budget includes some one-time investments into capital improvements and other investments in equity, retention, and recruitment, they still anticipate an ending fund balance of 11% for next year. DeMent responded to a question about the revenue reflected for the third quarter. A copy of the financial update for third quarter is attached to the minutes.

8.3 OCCA Conference Board Reports

Annette Mattson, Diane McKeel, and Marie Teune attended the OCCA Annual Conference in Sunriver, Oregon on April 13-15, 2022 and shared their board report and highlights from the conference.

9.0 BUSINESS / ACTION

9.1 Consent Agenda: Approvals & Information

- a) Minutes – Student Town Hall Session 1055, February 23, 2022
- b) Minutes – Board Retreat Session 1056, March 1, 2022
- c) Minutes – Board Work Session 1057, March 2, 2022
- d) Minutes – Board Regular Session 1058, March 16, 2022
- e) Monthly Personnel Report
- f) Monthly Financial Report
- g) Monthly Head Start Report
- h) COVID-19 Activity Report
- i) Approval to Utilize and Increase Goods and/or Services Contracts in Excess of \$150,000
- j) Head Start Self-Assessment
- k) Head Start & Early Head Start Non-Competing Continuation Federal Grant Application for 2022-2023 – Corrected
- l) Child Development & Family Support Programs 2020-2021 Annual Report

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

9.2 Board Statement Supporting our LGBTQ+ Community



Simmons presented the Board Statement Supporting our LGBTQ+ Community at Mt. Hood Community, and read the statement out loud for the public record. A copy of the final statement is attached to the minutes.

Polson motioned to approve the Board Statement Supporting our LGBTQ+ Community. Noriega seconded the motion. There was a roll call board vote and it passed unanimously.

9.3 Bachelor of Applied Science in Cybersecurity

McQuarters presented the Bachelor of Applied Science in Cybersecurity for board approval.

Lewis motioned to approve the Bachelor of Applied Science in Cybersecurity. Polson seconded the motion. There was a roll call board vote and it passed unanimously.

9.4 Board Policy Review – Second Reading/Approval: Chapter 6 – Business and Fiscal Affairs

The board conducted a second reading of the board policies in Chapter 6, and Mattson read the title of each board policy presented for board approval:

- Board Policy 6100: Delegation of Authority, Business and Fiscal Affairs
- Board Policy 6150: Designation of Authorized Signatures
- Board Policy 6200: Budget Preparation
- Board Policy 6250: Budget Management
- Board Policy 6300: Fiscal Management
- Board Policy 6320: Investments
- Board Policy 6330: Purchasing
- Board Policy 6340: Bids and Contracts
- Board Policy 6400: Financial Audits
- Board Policy 6450: Wireless or Cellular Telephone Use
- Board Policy 6500: Property Management
- Board Policy 6520: Security for Mt. Hood Community College Property
- Board Policy 6540: Insurance
- Board Policy 6550: Disposal of Property
- Board Policy 6600: Capital Construction
- Board Policy 6620: Naming of Buildings
- Board Policy 6700: Facilities Use
- Board Policy 6750: Parking
- Board Policy 6800: Occupational Safety

Noriega motioned to approve the proposed board policies in Chapter 6. Lewis seconded the motion. There was a roll call board vote and it passed unanimously.



10.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their report of board committee and liaison activity since the last board meeting.

11.0 CLOSING REPORTS

11.1 ASG Representative

Brittany Goddard (ASG) – she shared they are focused on the ASG elections for president and vice president, and are actively recruiting for both positions. ASG is hosting an event on April 26 with speaker Josh Rivedal, founder and creative director of “The i’Mpossible Project”, about mental health and suicide prevention. They are hosting an event next month to showcase resources that MHCC has to offer, and a media campaign supporting another event, Take Back the Night, to promote awareness of sexual violence. ASG is getting the Cap & Gown ready for students to rent for free for commencement.

11.2 Advisory Representatives

Tambi Boyle (FTFA) – she shared the current focus of faculty right now is the fall schedule, and working on campus offerings and what safety measures are needed. There are conversations around some modalities and hybrid courses. The Respiratory Program had their second cohort pass and earn their Cardiac Life Support Certification. Jeanna Hunt notified her that the program received the Draeger Infinity c500 respiratory equipment, and board members are invited to come and see how the equipment works, and to contact Tambi Boyle or Jeanna Hunt if they are interested. She provided an update on Math course enrollment, and news about two former MHCC instructors who are working at a high school career tech program in Salem.

Graham Phillips (CEA) – he recognized CEA staff from several different departments for all the great work being done. He shared that the Financial Aid office has sent out award notifications to over 1900 students, and they are about to start awarding the 2022-2023 Oregon Student Aid Applications. Beginning in May, the Student Recruitment Team will partner with the Student HUB to host seven different recruiting events at area high schools, and staff are working hard in the community to generate enrollment excitement. The classified staff are working hard in the AVID/Learning Success Center computer labs, which are open in the evenings and weekend hours, to support students as there is a demand for both in-person and remote services.

Marilyn Pitts (PTFA) – she shared that she serves on the Strategic Planning Community Connections Work Group and they met today to work on one of the draft goals. She shared that the Part-Time Faculty and Tutors have transitioned to using the NOVAtime system for tracking the exceptions and sick time. She participated in the NOVAtime training and appreciates all the documents and resources that are available. It is a complex system and she has heard from several people who have had challenges with it, and suggested additional training opportunities would be helpful. She bid on several items for the MHCC Foundation



Auction and encouraged board members to join in on the bidding. The Gresham campus will be used this Saturday on April 24 for Metro Hazardous Waste Collection from 9am to 2pm.

11.3 Executive Leadership

John Hamblin (Student Development) – he shared they have disbursed over \$10 million in HEERF funds over the last three academic years to 6500 students, and it has been a wonderful opportunity to support our students. He recognized two students, Sonya Dzierewienko and Bakr Alkarawi, who are TRIO students and part of the All-Oregon Academic Team (AOAT) and shared that they were recognized at the AOAT Luncheon held on April 15.

Al McQuarters (Instruction) – he recognized Peter Cunningham, Economics Instructor, who was awarded the North American Small Business International Trade Educator (NASBITE) 2022 International Trade Educator of the Year Award. He highlighted a report from the MHCC Small Business Development Center (SBDC) regarding the 2021 Economic Impact in our region, and reviewed the economic impact numbers through our work with SBDC. Capital infusion to local businesses was \$779,309, and we provided advising services to 307 clients in local businesses.

Jennifer DeMent (Administrative Services) – she shared that Dr. Josi Kisa, Executive Director for Child Development and Family Support (CDFSS) Programs, has accepted a position at Multnomah County.

Al Sigala (College Advancement) – he appreciated hearing the comments about the upcoming MHCC Foundation Auction and looks forward to the event on April 23.

11.4 President's Report

Lisa Skari provided her President's Report to the board:

I would like to take a moment and ask each of you to pause and think through the items you took action on this evening, and let it sink in. Tonight, you took a very public statement in support of our LGBTQ+ students and community members, really affirming that Mt. Hood Community College is a place that welcomes and supports them.

You approved a new degree, a Bachelor of Applied Science (BAS) degree, one of the first in the state, which will provide members of our community with four-year degrees in high wage, high demand jobs, and it will be in their own backyard. And, while not as sexy, you approved the budget for next year that has some investments, and another chapter of our policies. These are foundation things which we as employees can go forth and serve students. And then there was all the activity by our faculty, staff, and Small Business Development Center. This is a lot, and it is significant, not only for our college, but more importantly for our community. So, I hope you leave tonight with this feeling of pride for all that has happened tonight, and all the things that continue to happen at this institution because this is the stuff that changes lives, and it is why we are here. It is amazing.



I have had the good fortune of spending time with many of you these last few weeks in support of the institution, and want to express my appreciation for the board members involvement and engagement. The Bond conference was very useful to us in thinking about how we will address the “what”, “when”, and “how much” questions that go along with a bond, and also it provided a blueprint as to how we can get the community involved and really make sure that we are giving them what they want. I appreciate Annette Mattson’s attendance at the conference and we will be working on this, and I think we have a timeline to start working towards. Also, the Oregon Community College Association (OCCA) conference had a lot of Mt. Hood Community College going on. You had Traci Simmons and her amazing session on institutionalizing DEI. I had the pleasure of being on a panel talking about raising the student voice through podcasts, which featured MHCC student Bakr Alkarawi, who you may remember from the Student Town Hall two years ago, who is that passionate advocate for houselessness support for students. The event concluded with the All-Oregon Academic Team ceremony, where two MHCC students, Bakr and Sonja, were named to the All-State Community College Academic Team. As mentioned earlier by John Hamblin, Sonja was selected to be one of three students to share their stories. She talked about her journey from high school drop out to 4.0 MHCC student who plans to transfer to Portland State University in the fall. She noted the support she got from MHCC, which she is returning by serving as a peer mentor in our TRiO program. It was an amazing event, and I loved to see all the MHCC credit that was given. So, thank you to the board for everything you have done, and I would like to thank my vice presidents and their teams for their leadership and service in making all of this possible. It has been a great night, a great year, and I look forward to next month. Thank you all.

12.0 ADJOURNMENT

Speer motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 8:07 p.m.

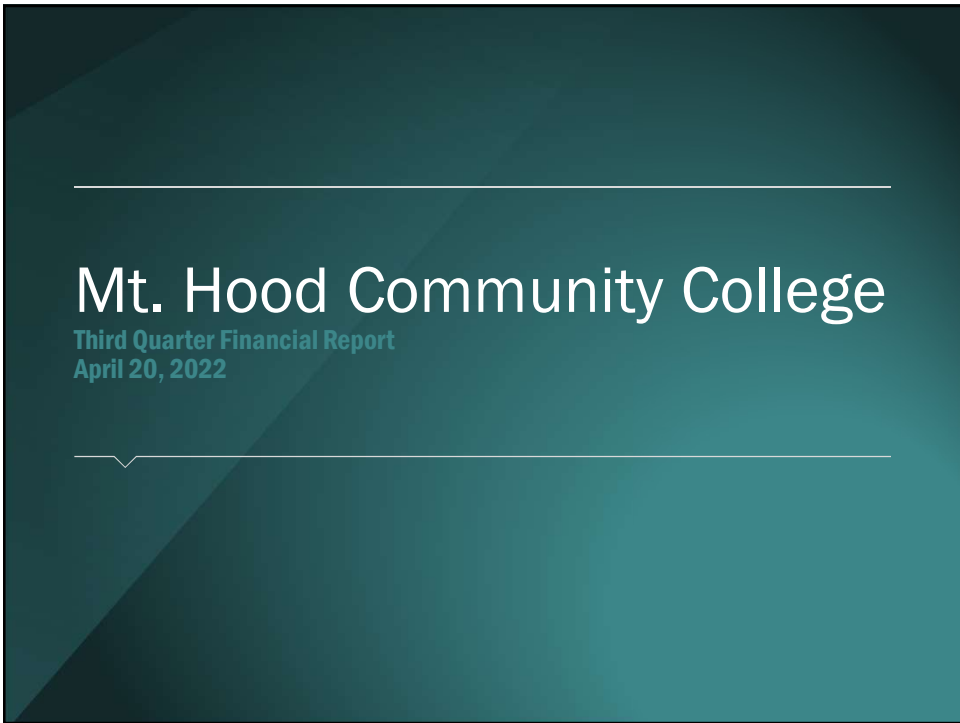
Clerk

Board Chair

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

Co-Curricular & Athletic Budgets 2022-2023 (not including Fixed Expenditures)

	2021-2022 Adopted	2022-2023 Requested	21-22 vs 22-23
			Difference
Total ASG admin	\$ 66,952.00	\$ 66,952.00	-
Total Student Programming Support Fund	\$ 18,600.00	\$ 18,600.00	-
Total Student Activities	\$ 41,023.00	\$ 41,023.00	-
Total Forensics	\$ 22,974.00	\$ 22,974.00	-
Total Advocate	\$ 16,510.00	\$ 28,195.00	(11,685.00)
Total Venture	\$ 3,665.00	\$ 6,500.00	(2,835.00)
Total Perception	\$ 6,512.00	\$ 6,500.00	12.00
Total KMHD2	\$ 12,733.00	\$ 12,733.00	-
Total Rho Theta	\$ 7,068.00	\$ 7,068.00	-
Atheletics	\$ 321,125.00	\$ 470,640.00	(149,515.00)
	\$ 517,162.00	\$ 681,185.00	(164,023.00)



Mt. Hood Community College

Third Quarter Financial Report
April 20, 2022

2021/22 Highlights through March 31

Resources

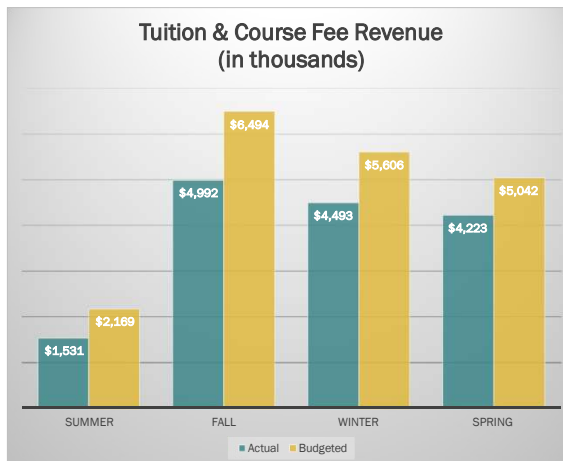
	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March 2022	\$ / % Increase (decrease) over prior year		Amended Budget 2021-22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233		5,148,086
Revenues								
State Support	24,314,534	24,098,110	26,210,155	2,112,044	8.8%	33,151,497	21%	(6,941,342)
Property Taxes	12,510,435	13,517,752	13,629,701	111,950	0.8%	14,652,000	7%	(1,022,299)
Tuition and Fees	22,006,014	21,890,072	16,794,084	(5,095,988)	-23.3%	21,216,788	21%	(4,422,704)
Federal Grants	-	225,516	238,781	13,265	5.9%	3,000,000	92%	(2,761,219)
Other Revenues	631,918	297,300	295,485	(1,815)	-0.6%	1,503,647	80%	(1,208,162)
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%	(16,887)
TOTAL REVENUES	59,462,902	60,028,750	57,168,206	(2,860,545)	-4.8%	73,540,819	22%	(16,372,613)

2021/22 Highlights through March 31

Tuition and Fees

Declining enrollment continues to impact tuition and fee revenue.

While some expenses decline with enrollment, many do not. If enrollment is not restored, we will need to evaluate the expenditure structure of the college to remain financially viable.



3

2021/22 Year to Date Highlights

Requirements

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March 2022	\$ / % Increase (decrease) over prior year	Amended Budget 2021-22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance
Expenditures							
Salaries	25,818,297	24,432,571	24,111,093	(321,478) -1.3%	39,487,578	39%	15,376,485
Health Care	5,003,645	4,741,608	4,523,892	(217,716) -4.6%	6,454,607	30%	1,930,715
Fringe/Taxes	9,276,680	9,009,701	8,887,956	(121,745) -1.4%	14,699,099	40%	5,811,143
Personnel Subtotal:	40,098,522	38,183,880	37,522,941	(660,939) -1.7%	60,641,284	38%	23,118,343
Materials & Supplies	5,694,710	4,791,436	5,613,921	822,485 17.2%	9,593,066	41%	3,979,145
Grants in Aid/Tuition Waivers	664,248	674,280	577,829	(96,451) -14.3%	1,045,602	45%	467,773
Debt Service	478,413	452,113	422,013	(30,100) -6.7%	2,491,277	83%	2,069,265
Transfers to Other Funds	-	-	-	- 0.0%	687,292	100%	687,292
TOTAL EXPENDITURES	46,935,893	44,101,708	44,136,703	34,995 0.1%	74,458,521	41%	30,321,818

4

2021/22 Highlights through March 31

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March 2022	\$ / % Increase (decrease) over prior year	Amended Budget 2021-22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance	
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233	5,148,086	
Revenues								
State Support	24,314,534	24,098,110	26,210,155	2,112,044	8.8%	33,151,497	21%	(6,941,342)
Property Taxes	12,510,435	13,517,752	13,629,701	111,950	0.8%	14,652,000	7%	(1,022,299)
Tuition and Fees	22,006,014	21,890,072	16,794,084	(5,095,988)	-23.3%	21,216,788	21%	(4,422,704)
Federal Grants	-	225,516	238,781	13,265	5.9%	3,000,000	92%	(2,761,219)
Other Revenues	631,918	297,300	295,485	(1,815)	-0.6%	1,503,647	80%	(1,208,162)
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%	(16,887)
TOTAL REVENUES	59,462,902	60,028,750	67,168,206	(2,860,545)	-4.8%	73,540,819	22%	(16,372,613)
Expenditures								
Salaries	25,818,297	24,432,571	24,111,093	(321,478)	-1.3%	39,487,578	39%	15,376,485
Health Care	5,003,645	4,741,608	4,523,892	(217,716)	-4.6%	6,454,607	30%	1,930,715
Fringe/Taxes	9,276,580	9,009,701	8,887,956	(121,745)	-1.4%	14,699,099	40%	5,811,143
Personnel Subtotal:	40,098,522	38,183,880	37,522,941	(660,939)	-1.7%	60,641,284	38%	23,118,343
Materials & Supplies	5,694,710	4,791,436	5,613,921	822,485	17.2%	9,593,066	41%	3,979,145
Grants in Aid/Tuition Waivers	664,248	674,280	577,829	(96,451)	-14.3%	1,045,602	45%	467,773
Debt Service	478,413	452,113	422,013	(30,100)	-6.7%	2,491,277	83%	2,069,265
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%	687,292
TOTAL EXPENDITURES	46,935,893	44,101,708	44,136,703	34,995	0.1%	74,458,521	41%	30,321,818
Rev Greater (Less) Than Exp	12,527,008	15,927,043	13,031,503	(2,895,540)	-18.2%	(917,702)		13,949,205
Beginning Fund Balance	9,027,630	9,557,976	15,402,319			10,254,233		
Ending Fund Balance						9,336,531		
<i>As a percentage of expenditures</i>						13%		

5

thank you

Jennifer DeMent

Vice President, Finance & Administration

Jennifer.dement@mhcc.edu

Board Statement Supporting Our LGBTQ+ Community

The MHCC Board of Education, in solidarity with college leadership, affirm the humanity of our queer and trans students, staff, faculty, board members, and community members.

Across the nation, legislative actions are targeting LGBTQ+ youth and families. According to the Human Rights Campaign, there are more than 266 anti-LGBTQ+ bills under consideration in state legislatures across the country. Of those, at least 125 directly target transgender people and nearly half of those (57+ bills) would ban trans youth from participating in school sports consistent with their gender identity. These proposed bills are getting closer to home, with Idaho proposing a bill that criminalized medical care for trans youth. The proposed Idaho bill was not moved forward by the Idaho Senate, but the harm continues.

We unequivocally state that LGBTQ+ rights are human rights.

At Mt. Hood Community College, we embrace people along the continuum of gender expression, gender identity, and sexual orientation. We are actively working to build a culture of inclusion through committed action, including:

- Provision of professional learning opportunities to support and understand LGBTQ+ students and their needs.
- Provision of professional learning opportunities to build anti-oppressive curricula and inclusive learning environments.
- Building a basic needs support system that acknowledges the particular challenges faced by queer and trans people, including financial, health, housing, and food insecurity; and working to eliminate these obstacles to college participation.
- Acknowledging historical exclusion perpetuated by systems of dominance and social control in education, and committing to do no further harm by aligning systems and processes with our institutional values.
- Actively hiring for all aspects of diversity to be more representative of the students and communities we serve.