



# ACTION

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

**DATE:** *June 15, 2022*

**ITEM TITLE:** 4.1a

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

---

**SUBJECT: APPROVAL OF MINUTES – May 4, 2022**

## **Session 1061**

A meeting of the Mt. Hood Community College District Board of Education was held on May 4, 2022, with a Board Work Session at 6:00 pm, held via Zoom.

### 1.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration

Annette Mattson called the work session to order at 6:01 p.m.

### 2.0 BUSINESS

#### 2.1 Board Policy Review – First Reading: Chapter 7 – Human Resources

The board conducted a first reading of the board policies in Chapter 7 – Human Resources, and relevant information about the policies were provided by Jennifer DeMent. The board placed each policy into one of three categories: moved forward as is; moved forward with revisions; postponed.

#### Chapter 7 – Human Resources

BP 7100: Commitment to Diversity – moved forward with revisions: changed text in the second sentence from “recognizes that” to “values”; added the word “that” between “environment” and “fosters” in the second sentence.

BP 7110: Delegation of Authority, Human Resources – moved forward as is

BP 7120: Recruitment and Hiring – moved forward as is

BP 7130: Employee Compensation – moved forward as is



- BP 7135: Faculty Outside Employment – moved forward as is
- BP 7160: Professional Development – moved forward with revisions: changed text from “intends” to “plans” in the sentence.
- BP 7310: Nepotism – moved forward as is
- BP 7330: Communicable Disease – Employees – moved forward as is
- BP 7340: Leaves – moved forward as is
- BP 7360: Discipline and Dismissal – Employees – postponed for further review; there was a discussion about the text in several bullet points and additional discussion was requested.
- BP 7370: Political Activity – Employees – moved forward as is
- BP 7400: Employee Travel – moved forward as is
- BP 7510: Domestic Partners – moved forward as is
- BP 7600: College Security Officers – moved forward as is
- BP 7700: Whistleblower Protection – moved forward as is
- BP 7800: Work After Retirement – moved forward as is

The board policies in Chapter 7 that were moved forward to a second reading will be on the agenda for the May 18 board meeting.

## 2.2 President’s Goals 2022-2023

Lisa Skari presented her draft President’s Goals for 2022-2023, and reviewed the strategies for each goal. There was a discussion about the goals and strategies, and a question was raised about goal 7.3 and the methods for tracking metrics for the strategic planning process and implementation plan, and the process for reporting the information to the board. There was a brief discussion about the college website and for the website completion to be a top priority. The board requested an update on the college website at a future board meeting. A copy of the draft presidential goals for 2022-2023 are attached to the minutes.

## 2.3 Board Community Engagement

Board members shared their participation in community meetings and events during the month of April. The Community Engagement spreadsheet will be updated to reflect the community activity.

## 2.4 Board Self-Evaluation 2021-2022

Skari presented a draft board self-evaluation for 2021-2022, and highlighted some suggested edits to the text for items 2.2, 4.4, 5.1 through 5.5, and 8.5. The board reviewed the suggested edits and discussed the current evaluation format of evaluating the board as an entity and as individual board members for each item. There was a suggestion to evaluate items in sections 1 through 10 as a board entity only, and to evaluate the board goals in section 11 as individual board members. The board discussed removing the board agreements from the self-evaluation



form and to review them each year at the board retreat in July. A copy of the draft board self-evaluation for 2021-2022 is attached to the minutes.

#### 2.5 Board Calendar 2022-2023 – Draft

The board reviewed the draft calendar of board meeting dates for 2022-2023, and discussed the meeting schedule for the summer. The board discussed the meeting schedule in July and August, and there was a question about whether a regular board meeting was needed in August. Skari will check to see if there are any board action items in August and will let the board know. There was a suggestion to have an ad hoc committee plan the board retreat. A Doodle poll will be sent out to board members to gather their availability for the board retreat and board meetings in July and August, and will be reviewed at the next pre-board meeting.

#### 2.6 Other Business

There was no additional business.

#### 3.0 ADJOURNMENT

The work session was adjourned at 7:27 p.m.

---

Clerk

Board Chair

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

## PRESIDENTIAL GOALS FOR 2022-2023 *DRAFT*

<b>7.1 Increase community engagement activity</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will assess community engagement at the executive level.	The President will oversee and collaborate with the Vice President of College Advancement to develop historical summary of connections by type and sector, and the relative activity level, to establish baseline data	By December 31, 2022, the Board will receive a report of executive level engagement.	
2. The President will ensure the development of a community engagement plan.	The President will oversee and collaborate with the Vice Presidents to develop a prioritized plan of connections by type and sector.	The Board will receive monthly updates via the President's letter.	
3. The President will increase her engagement in the community.	The President, in alignment with the plan, will develop a personal plan of engagement, track engagements, and report on results of engagements.	By October 31, 2022, the Board will receive a copy of the plan.	

<b>7.2 Expand institutional response to diversity, equity and inclusion</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will conduct an audit of equity efforts.	The President will oversee and collaborate with the Board Chair, Vice Presidents, and Associate Vice President of Diversity, Equity and Inclusion on completing an assessment using the ACCT Equity Toolkit.	The Board will receive quarterly updates via the President's letter.	
2. The President will monitor diversity metrics for students and employees.	The President will oversee and collaborate with Vice Presidents and Associate Vice Presidents of Human Resource and Assessment and Institutional Effectiveness to develop disaggregated diversity data for students and employees and show the year-over-year change.	By October 31, 2022 the Board will receive an annual report.	
3. The President will implement hiring procedures to improve the recruitment of a diverse workforce.	The President will oversee and collaborate with the Vice Presidents and associate vice presidents of Diversity, Equity, and Inclusion and Human Resources for hiring process improvements that result in improved diversity outcomes.	The Board will receive quarterly updates via the President's letter.	

**7.3 Complete strategic planning process and implement plan**

Strategy	Activity	Target	Status
1. The President will ensure the completion of a strategic planning process	The President will oversee and collaborate with the President's Cabinet to manage the strategic planning process and campus adoption of the plan.	The Board will receive monthly updates via the President's letter.	
2. The President will inform the Board of the metrics used for college-level assessment	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop metrics and provide rationale for how the metrics are derived.	By December 31, 2022 the Board will adopt college-wide metrics.	
3. The President will ensure the strategic planning process is integrated into unit planning and the annual budget process.	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop appropriate and aligned strategies and objectives for the 2022-23 annual planning cycle.	The Board will receive monthly updates via the President's letter.	
4. The President will ensure the communication and promotion of the strategic plan to stakeholder groups.	The President will collaborate with the Board and the Vice Presidents in developing messages and strategies for communicating the planning process and progress to stakeholders.	The Board will receive monthly updates via the President's letter.	

#### 7.4 Prepare for the Year Seven Accreditation Visit

Strategy	Activity	Target	Status
1. The President will facilitate the policy review process.	The President will oversee and collaborate with the Board Chair and the Vice Presidents on the review and revision of Chapter One and Two of the Board Policies.	The Board will receive monthly updates via the President's letter.	
2. The President will ensure the completion of the administrative regulation review process.	The President will oversee and collaborate with the Vice Presidents and President's Cabinet for the review and revision of Administrative Regulations.	The Board will receive monthly updates via the President's letter.	
3. The President will ensure adoption of a campus governance structure.	The President will oversee and collaborate with the Vice Presidents on review and revision of the Council manual.	By December 31, 2022, the Board will receive a copy of the new Council manual.	
4. The President will ensure the preparation of the Year Seven Accreditation visit.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on campus preparations for the Year Seven Accreditation visit.	The Board will receive monthly updates via the President's letter.	

#### 7.5 Manage institutional realities associated with COVID-19

Strategy	Activity	Target	Status
1. The President will ensure resumption activities that comply with CDC guidelines.	The President will oversee and collaborate with the Vice Presidents to address the changing landscape and implement the plan as new guidelines emerge.	The Board will receive written monthly updates	
2. The President will engage the campus community to understand the pandemics impacts.	The President will oversee and collaborate with the Governance Councils to bring forth a report on what lessons learned during the last two years and possible changes as a result of COVID-19 (assuming we are not hit with another surge and new developments with the virus).	The Board will receive a copies of Council reports.	
3. The President will provide timely and relevant COVID communications to the campus community.	The President will oversee and collaborate with the Vice Presidents to develop and distribute COVID-related information.	The Board will receive weekly updates via the MHCC News and Notes.	

MT. HOOD COMMUNITY COLLEGE  
Board Self Evaluation

**Board Organization**

**Suggested edits**

1.1 The board operates as a unit.

Board members make decisions after thorough discussion and

1.2 exploration of many perspectives.

Board meetings are conducted in an orderly, efficient manner

1.3 that allows for sufficient discussion.

The board has adequate input into the planning of meeting

1.4 agendas.

**Policy Role**

The board assures a systemic, comprehensive review of board

2.1 policies and the procedures that implement them.

The board has clarified the difference between its policy role and

2.2 the role of the CEO and staff.

2.3 The policy-making process is clear, public, and inclusive.

The board seeks community input in developing policies that

2.4 affect the community at large.

The board has clarified the difference between its policy role and the role of the **President** and staff.

**Community Relations**

The board is knowledgeable about the community and regional

3.1 needs and expectations.

The board has strategies involving the community in discussion

3.2 of issues that impact the community.

The board has protocols for dealing with the citizens and the

3.3 media.

Where appropriate, the board assists in developing educational partnerships with community agencies, businesses, and local

3.4 government.

**Policy Direction**

The board is appropriately involved in defining the vision,

4.1 mission and goals.

The board spends sufficient time discussing the future direction

4.2 of the college.

---

The board regularly reviews the mission and purposes of the  
4.3 institution.

---

4.4 The board annually sets priorities in conjunction with the CEO.

---

4.5 The board requires long-range strategic planning.

---

**Board-CEO Relations**

The climate of mutual trust and respect exists between the  
5.1 board and CEO.

---

5.2 The board sets clear expectations for the CEO.

---

5.3 The board effectively evaluates the CEO.

---

The board has clear protocols for communicating with staff that  
5.4 include the CEO.

---

The board clearly delegates the administration of the college to  
5.5 the CEO.

---

**Standards for Operations**

6.1

The board understands the fiscal condition of the college.

---

The board assures the budget reflects college priorities in the  
6.2 mission and goals.

---

College policies adequately address parameters regarding safety  
6.3 and security.

---

Board policies adequately address parameters for fiscal  
6.4 management that meet audit standards.

---

**Institutional Performance**

The board requires the college to regularly evaluate program  
7.1 effectiveness.

---

The board adequately monitors the impact the college has on  
7.2 the community.

---

7.3 The board is appropriately involved in the accreditation process.

---

The board reviews accountability reports to state and federal  
7.4 agencies.

---

**Board Leadership**

8.1 The board understands its roles and responsibilities.

---

The board annually sets priorities in conjunction with the **President**.

The climate of mutual trust and respect exists between the board  
and **President**.

The board sets clear expectations for the **President**.

The board effectively evaluates the **President**.

The board has clear protocols for communicating with staff that  
include the **President**.

The board clearly delegates the administration of the college to the  
**President**.



---

8.2 The board adheres to a code of ethics or standards of practice.

Board members work together as a team to accomplish the work

8.3 of the board.

---

8.4 Board members are prepared for board meetings.

Through its behavior, the board sets a positive example for the

8.5 CEO and other employees.

Through its behavior, the board sets a positive example for the  
**President** and other employees.

---

8.6 The board actively encourages creativity and innovation.

The board is willing to take a stand for what it believes is right for

8.7 students and the community.

The board works to build positive relationships with all

8.8 stakeholders.

### **Advocating for College**

Board members are knowledgeable about the college's history,

9.1 mission, and values.

---

9.2 Board members support the college by attending various events.

The board helps educate the local community about college

9.3 needs and issues.

Board members are knowledgeable about state laws and

9.4 regulations.

---

9.5 The board works to secure adequate public funding.

The board actively supports the college's foundation and

9.6 fundraising efforts.

### **Board Education**

New members receive an orientation to the board and the

10.1 institution.

The board has an ongoing program of board development.

10.2

The board is knowledgeable about major social and economic

10.3 trends and issues that affect the college.

Information requested by and provided to the board members

10.4 does not put an undue burden on staff.

---

The board self-evaluation process provides useful information on 10.5 board performance.

#### **Board Goals**

[Recommend deleting this section](#)

---

11.1 The board will build relationships for the college.

---

11.2 The board will advocate at the local level.

---

11.3 The board will advocate at the state level.

---

11.4 The board will advocate at the national level.

---

11.5 The board will promote the college.

The board supports teaching, learning and working environments  
11.6 that are safe and welcoming.

---

11.7 The board will implement policies to increase access.

The board will implement policies that support students moving  
11.8 to successful completion.

---

The board will ensure relevant and responsive education and  
11.9 training.

---

The board will guarantee MHCC's financial health and  
11.10 sustainability.

The board will advocate and support college efforts to serve the  
11.1 community through access to learning opportunities.

#### **Board Agreements**

[Recommend deleting this section](#)

The board attends meetings, work sessions, and retreats.

The board is prepared for meetings, work sessions, and retreats.

The board is informed on issues under consideration.

The board is engaged in board activities and discussions.

The board is committed to assessing our performance.

The board is committed to continuous learning and continuous improvement.

The board is focused on student success.

The board is committed to listening to and engaging stakeholders and constituents, and meeting them where they are.

The board seeks clarity in our work.

The board is committed to building trust.

The board is committed to being transparent and inclusive in our decision-making.

The board is committed to respecting others.

The board collaborates and works as a team.

The board commits to no surprises

The board supports the work of the president.

The board maintains a focus on policy, not operations.

The board acts as a unit, and stands together after a decision is made.

The board commits to sending complaints about the president to the board chair.

The board commits to sending complaints and information requests about the college to the president and board chair.