



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *July 25th, 2018*

**ITEM TITLE:** **6.1a**

**CONTACT PERSON:** *Carrie Toth, Board of Education Relations*

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### **SUBJECT: APPROVAL OF MINUTES**

#### **June 6 Strategy Session Meeting Minutes**

Called to order at 6:04 p.m. A quorum was present.

Board members present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Jim Zordich, Teena Ainslie, Annette Mattson, Michael Calcagno, Kenney Polson (phone)

#### STUDENT RECOGNITION

Kim Hyatt introduced some of the student athletes. She thanked this group for their thousands of hours of service, assisting with auction prep, food banks, cancer fundraising, and their help with the fire shelter.

Derr introduced the Advocate staff, noting that they recently won 20 awards. Staff noted that they publish 31 issues a year, plus *Venture* magazine.

Beth Sammons spoke about Rho Theta, MHCC's chapter of Phi Theta Kappa. They have 419 members, with 190 new this year and about that many graduating. This year's project was an emergency awareness campaign, working with the Red Cross. Another project is a bathroom awareness campaign, working on getting two inclusive restrooms on campus.

Nathan Skarphol introduced Melanie Roberts, the new ASG Vice President. He noted how successful this year's elections were, with 7 tickets and a record 516 student votes. He gave an update on the Textbook Affordability efforts and Barney's Pantry. Melanie thanked Nathan and Ponyboy for their leadership and inspiration.

## KMHD

Jennifer DeMent provided a “decision tree” document on KMHD. She noted that she and Derr tried to gather the list of information requested from the board. The document begins with the most pressing issue, whether to keep or sell the license, and helps to show what would happen in different scenarios. Derr stated that we need to start at the beginning, look at our mission, and look at our resources. Calcagno asked if any member is advocating selling the license; he would like to move on and assume that we are not. Board members agreed. Calcagno wants to know the minimum cost of operation for a 501c3, and who some of the partners would be.

Annette would like to see how long it would take to set up a 501c3, with the bottom line being the cost involved; it can't be a money suck. Zordich also emphasized the importance of cost and the business model. McKeel would like to hear from the students and the department that exists on campus. DeMent noted that we would need more specific questions. Polson would like to see the operating cost. DeMent stressed that it is important to perhaps a consultant. Mattson reminded that board that a 501c3 board would make decisions in that model, not the MHCCD board. Derr asked how many years of financial information the board would like; Calcagno asked for the 8 years under OPB, with 8 years prior. Arnold asked about the value of the license; DeMent responded that we do not know the value of the license. Derr asked when the board would like this item to come back – Arnold responded at the retreat (one day on KMHD).

## TRANSITION PLAN

Derr presented a calendar detailing the first days of Dr. Skari's transition plan. She has asked for feedback from the associations and the board. Mattson would like to make sure the legislative dates are on the calendar through December.

## PRESIDENTIAL EVALUATION COMMITTEE UPDATE

Calcagno distributed a packet of information outlining the work the committee has done. The overarching goal has been to develop a clear, complete, concise, and consistent method of evaluation. He noted there is still quite a bit of work to do. Three categories will make up the evaluation, with a holistic approach. He noted that the committee tried to align the evaluation timeline with the president's contract. The board will have to work in August at the retreat on the process. The committee also identified the need to set board goals in alignment with the budget cycle. The model is a 360-stakeholder evaluation. The goal is to use the data of the same performance standards year-over-year. The Strategic goals would be variables. The board members agreed to provide feedback. Mattson noted that the final version will be presented to the public and president as a board. Arnold noted that the board will not get a final product by June, but they are making good progress. Derr emphasized that the college is in a good position to provide KPI data, and she stressed the idea regular updates to the board on the President's goals. Calcagno agreed and noted that updates are included in the timeline.

## BOARD GOALS/STRATEGY

The board agreed to select the First Year Experience project for its summer workshop topic at the Oregon Gardens. Mattson, McKeel, Arnold, and Craig Kolins will attend the workshop on 6/25.

## SUMMER WORKSHOP PREP

Arnold asked that we cover two items for the goals. The board agreed that it will meet for an August retreat on August 25-26.

She asked if any other members would be available for the Strawberry Short Course booth, or any of the Saturday Market times. Polson would be available in the morning on June 23<sup>rd</sup>, 10-2. On July 21<sup>st</sup>, he is available from 8:15 to 11:30. On August 18<sup>th</sup> and September 15<sup>th</sup>, McKeel and Arnold will be available. Arnold asked for alumni pins and additional resources.

July 2<sup>nd</sup> and August 6<sup>th</sup> coffees: 1 hour from noon-1. Diane could do July 2<sup>nd</sup>. August 6<sup>th</sup>: Annette.

The meeting adjourned at 8:43 p.m.

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Clerk

Board Chair

*Minutes recorded by Carrie Toth, Executive Assistant to the Board of Education.*



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *July 25th, 2018*

**ITEM TITLE:** 6.1b

**CONTACT PERSON:** *Carrie Toth, Board of Education Relations*

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**SUBJECT: APPROVAL OF MINUTES - June 20<sup>th</sup>, 2018**

Session #962

### CALL TO ORDER/DECLARATION OF A QUORUM

A meeting of the MHCC District Board was called to order at 7:07 p.m.

Board members present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Annette Mattson, Jim Zordich, Teena Ainslie

### APPROVAL OF THE AGENDA

Zordich moved to approve the agenda. The motion was seconded and approved unanimously.

### LEADERSHIP MOMENT

Diane McKeel shared a leadership moment. She stated that we had a number of leadership moments this year, and especially over the last few weeks. She recognized Kalani Montgomery, speaker at the GED graduation. She also acknowledged PonyBoy Peterman for his leadership this year, and Governor Roberts gave an inspirational speech at commencement.

McKeel recognized Dr. Derr for her work over the last five years, and welcomed Dr. Lisa Skari.

### PUBLIC INPUT

No public input was received.

## DISTINGUISHED TEACHING AWARD

Derr introduced the winners of this year's Distinguished Teaching Awards: three full-time faculty and three part-time faculty members. Chris Gorsek, Tambi Boyle, Joan DeYoung, Terri Makinson, Valorie Gilbert, and Colin Gilmore.

## FYE OVERVIEW

Matt Farina and Sydney Frost gave an overview of the First Year Experience project.

## CTE ADVISORY COMMITTEE REPORT

Jarrold Hogue shared an update on our CTE advisory committees, which Derr noted is tied to the board's goals. The Advisory Committees are required and serve students, partners, business and industry. Over 25 programs reported over 300 members. Hogue stated that the committees are important for compliance, keeping curriculum relevant and updated, internships, donated equipment; we have hired faculty from the advisory committees. If we can graduate students into well-paying jobs, it benefits industry by developing local talent. Next year's goal will be to work with AIR to have a usable tool for programs and leaderships to follow meetings, recommendations, and implementations.

McKeel noted that she attended the Dental Hygiene Advisory Committee and learned a great deal. She would like to have some way for the board to better understand what is coming out of the committees, since the conversations are so impactful. Hogue noted that community are always welcome; he does not have a schedule yet for next year, but he hopes an app will be helpful with schedules and minutes.

**FOLLOW UP:** Jarrold to provide additional information on future dates and times.

## EXECUTIVE TEAM UPDATES

Craig Kolins, Jennifer DeMent, John Hamblin, and Jarrold Hogue had submitted written reports that were included in the board packet. Al Sigala was unable to attend the meeting, but he also submitted a written report.

Mattson asked the board leadership how often the board would like this level of detailed information. Derr agreed - some of this information is available elsewhere - does the board want these monthly or quarterly? Arnold found the information valuable and was able to connect some of the dots about what the team is working on. She noted that the President relies on the Executive Team, and it might help to tie the work back to the strategic goals of the President. Zordich would like to see the report every six months. Derr noted that frequent updates on the President's Goals might help link some of the information. Mattson agreed that six months or quarterly would be enough, and that the level of detail doesn't need to be as great.

McKeel likes the report and finds it helpful. She would prefer quarterly reports. Arnold added that the board sometimes misses what challenges are happening, and how the board can help. Derr reminded the board that it needs to come to the board through the President, not the

Executive Team. Board members agreed to quarterly reports, and the process will be reevaluated later.

#### CONSENT AGENDA APPROVAL

Zordich moved to approve the consent agenda. The motion was seconded and approved unanimously.

#### BUDGET APPROVAL

Jennifer DeMent presented the 2018-2019 budget for approval. She asked if there were any follow-up questions to the TSCC hearing. Mattson asked about why the budget was filed late. DeMent noted that there has been some transition in the business office, but there will be more consistency next year. DeMent noted that there were some minor changes, but the bottom line of the general fund is unchanged.

Zordich moved to approve the 2018-2019 budget as presented. The motion was seconded and passed unanimously.

#### SET THE TAX LEVY

DeMent presented the 2018-2019 tax rate for approval. Zordich moved to approve. The motion was seconded and passed unanimously.

#### ACADEMIC CALENDAR

Craig Kolins presented the 2019-2020 and 2020-2021 Academic Calendars for approval. Kolins noted that the calendars have been reviewed by Faculty Senate, Instructional Administrators, and President's Council.

Zordich moved to approve the calendars as presented. The motion was seconded and approved unanimously.

#### BOARD POLICIES

Derr and DeMent presented the two technology policies, 2080 and 2060, for a second reading. DeMent noted that the policy 2060 is specific to employees, not guests, to address Michael Calcagno's prior concern.

Zordich moved to approve the policies as presented. The motion was seconded and approved unanimously.

#### CLOSING REPORTS

Derr stated that she and Lisa Skari were able to review a transition plan and calendar today; Skari will review and give feedback. The Board Chair will also have a copy. Derr noted that this is her final board report, and she has been reflecting this week on what she is most proud of. She shared the year-end reports for the governance councils. She personally thanked Paul Wild and Joe Stoehr, who have facilitated the Participatory Governance Continuous Improvement process. She also thanked John Hamblin and his team for making the GED graduation and

commencement successful, and she was excited that Governor Roberts was able to speak. She reminded the board that there is a table at Strawberry Short course and invited all board members to stop by.

Next week, Derr will finish evaluations and loose ends, with her last day being Friday. Pam Benjamin is also retiring, and she and Derr will host a coffee on their last day. Craig Kolins will serve as Acting President until Dr. Skari's arrival.

Derr thanked Jim Zordich for his commitment to the college. She thanked Ainslie for returning to the board, following turnover in her zone. She thanked the association presidents for their leadership in often difficult positions. She told Skari that she has an amazing Executive Team for their passion and dedication to students. She hopes that her newer board members will serve as leaders, and thanked them for stepping up and engaging the community.

Mattson asked who would fill in in Pam and Carrie's absence. Derr noted that the positions have been shared with Skari, and they will be posted on July 1. Skari will have a pool of applicants to hire from by, hopefully, September. Short-term, Vickie Stom will help provide support. We have also hired a part-time student office assistant, and Pam will help provide transitional information.

Ainslie attended the Pacific Development Company and the Gateway project. She was delighted to see the number of people who attended and discussed the project.

Zordich noted that he is amazed at the CTE recognition. He shared research on programs in Oregon. "Good Jobs that Pay Without a BA." He also noted that Ellucian just presented a paper on analytics, demonstrating how far we have come in analytic data.

McKeel attended the Dental Hygiene advisory committee. She enjoyed handing out scholarships to high school students. Attended Play East fundraiser. She now sits on the Metro 20/40 Grant Application Review Committee; three were recently approved, including the Gateway project.

Mattson attended the most recent OCCA meeting, the EPAP subcommittee and general meeting, 3 Gateway meetings, and the Maywood Park meeting.

Arnold attended the May 18<sup>th</sup> OCCA meeting and will share notes with the board. She highlighted that Annette was voted in as Vice President. The Executive Director search continues and is currently undergoing a nationwide search. She also enjoyed giving out high school scholarships and would like to see additional data on the scholarships and some of the student information. Derr recommended bringing that up during next month's Foundation Report. She also attended the GED graduation and Commencement ceremonies, which she sees as the highlight of the year. She would love to see the board contribute to some of the future scholarships - would it be possible to offer a board scholarship? Derr noted that Zordich could take the suggestion forward to the Foundation board.

Johnson stated that June is her favorite board meeting, especially seeing the faculty recognition. She again highlighted the Distinguished Teaching Award winners. Finally, she thanked Derr for her leadership, stating that Derr always acted in the best interest of the college.

Sharer highlighted Pam Kuretich, our new Events Coordinator, who has done a fantastic job renting spaces to external organizations. She also thanked Derr for her service to the college and looks forward to working with her on fundraising. Sharer noted that she is looking forward to working with Dr. Skari.

Pitts thanked Derr again, reiterating what Johnson said. The faculty who received their awards are a reflection the quality faculty we have, and she honored all the faculty for doing an amazing job.

Plus delta: McKeel stated that it was a good meeting. Arnold appreciated having dinner. Mattson noted that the staff did a good job with the TSCC hearing, and the board passed the budget. Arnold noted that we went over time, but the presentations were important and engaging.

#### ADJOURNMENT

Zordich moved to adjourn. The motion was seconded and approved unanimously. The meeting adjourned at 9:27 p.m.

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Clerk

Board Chair

*Minutes recorded by Carrie Toth, Executive Assistant to the Board of Education.*