



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *June 20<sup>th</sup>, 2018*

**ITEM TITLE:** **4.1b**

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

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**SUBJECT: APPROVAL OF MINUTES - MAY 16, 2018**

### Session #961

A meeting of the Mt. Hood Community College District Budget Committee was called to order at 7:01 p.m. on May 16<sup>th</sup>, 2018, in the Board Room at Mt. Hood Community College, 26000 S.E. Stark St., Gresham, OR, 97030.

Budget Committee Members present: Annette Mattson (Chair), Tamie Arnold, Michael Calcagno, Jim Zordich, Diane McKeel, Teena Ainslie (phone), Kenney Polson (phone)

### **PUBLIC TESTIMONY**

No public testimony was received.

### **BUDGET APPROVAL**

Jennifer DeMent presented the 2018-2019 Budget for approval. She put together a document of questions she received from board members, along with responses.

Mattson asked about use of the term "Fringe benefits." DeMent noted that there is an old version of an accounting manual for community college budget processes, and this is where the term comes from.

DeMent also addressed the question from last week's meeting to include the total spent on part-time faculty. She noted that the amounts would change once a contract is settled.

Calcagno requested additional information about the Instructional reorganization, to be provided by Craig Kolins and Jarrod Hogue. The intent is to address workload, as several dean positions have been eliminated over the years.

Arnold asked about the funding set aside for the part-time faculty evaluations – how much is set aside, and what is the timeline? Derr stated that she has been working with our Executive Deans and AIR, and a plan was presented through the Unit Planning process to look at a reasonable number of PT faculty to evaluate each year, to get us caught up and on a regular schedule. We also want to have more people trained to do evaluations. DeMent noted that it is about \$10,000. Arnold asked how far behind we are; Derr responded that we are very far behind, and it can depend on the division. Arnold asked what the root cause of the evaluations being behind; Derr noted that workload is a huge issue, and Pitts stated that there are some other complex reasons as well. Arnold asked about other evaluations – are we behind in other groups? Derr responded that, no, this was evaluated and tied to administrator performance review. The budget item is based on analysis; the board can look at statistics on other evaluations if necessary. McKeel asked what the accreditation benchmark is – Derr responded that they do not have a specific number required, but they need to see that we are making progress.

Arnold asked about the addition of a Conduct Officer. Hamblin noted that we receive 700 student misconduct reports annually. He is now the conduct officer, and it is a workload issue and will fill a common role.

Zordich moved to approve the 2018-2019 proposed budget. The motion was seconded and approved unanimously.

#### SET THE TAX LEVY FOR 2018 – 2019

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

#### **ADJOURNMENT**

The Budget Committee adjourned at 7:40 p.m.

#### **CALL TO ORDER/DECLARATION OF A QUORUM**

A meeting of the MHCCD Board was called to order at 7:40 p.m. A quorum was present.

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

Arnold noted a request to add Steve Wise to the Information and Reports section of the agenda, replacing item 5.4, the Executive Team report, which will happen as part of the President's report. Zordich moved to approve the agenda with this addition. The motion was seconded and passed unanimously.

#### LEADERSHIP MOMENT

Arnold shared a song as part of her leadership moment. She thought about “changing the world,” discussing some of the characteristics the board hired for their incoming president. She reminded the board that they are leaders and have the power to change the world.

#### TAT UPDATE

Heather White and Jack Green presented on the Textbook Affordability Team’s accomplishments and asked for the board’s continued support of OER efforts.

#### ELLUCIAN UPDATE

Deb Porter presented the latest updates from our partnership with Ellucian. Calcagno asked about the potential for grants in the KMHD for an educational operations. Porter responded that Corporation for Public Broadcasting used to have many grants, but that money has dried up. She will do additional research, if that is the will of the board.

#### ASG REPORT

PonyBoy Peterman provided this month’s ASG report. The Barney’s Pantry project has progressed; the move was successful, and, as of May 8<sup>th</sup>, with the help of Dr. Derr and the Foundation, it is now housed in its new location. The pantry will now house a fridge for meat and dairy. Skarphol added that even during the move and over the last few days, the number of people using the pantry has increased, almost doubled. Arnold asked about data for the pantry usage; Skarphol will include that information in the future. Peterman stated that the ASG Elections have generated a lot of interest – 36 packets have been handed out so far. Elections will take place in the Main Mall on the 23<sup>rd</sup>.

#### SALMON SAFE

Derr presented a Sustainability slideshow to AACC and included information about Salmon Safe, which generated a lot of interest. Steve Wise of the Sandy River Basin Watershed Council provided an updated timeline and some information about the upcoming DePave event, happening this Saturday at MHCC.

#### CONSENT AGENDA

Arnold requested an additional item be to the consent agenda. Arnold accepted consent agenda Items A-G. Mattson moved approve. The motion was seconded and approved unanimously. Arnold asked to adopt the proposed item 6.1h, “Approval to Increase Goods And/Or Services Contracts in Excess Of \$150,000,” as item 6.2. DeMent provided an explanation of the proposed item; a full copy of the item is available as part of the official minutes. Zordich moved to approve Item 6.2. The motion was seconded and approved unanimously.

#### FIRST READING – POLICIES 2060 and 2080

Derr introduced policies 2060 and 2080. Questions should be directed to Linda Vigesaa. Calcagno has concerns about the legality of the policy – do we have the technology to make this possible? Derr will present the concerns to Vigesaa.

## PRESIDENT'S REPORT & TRANSITION UPDATE

Derr distributed several documents related to the transition plan. The framework the college is using is from EAB and details plans for the first week, first month, first 100 days. She asked the board to review and asked what the board's expectations and goals are in regard to the transition. It will be brought back to the June 6<sup>th</sup> workshop. Derr has been able to meet with Dr. Skari at AACC and discussed her priorities and what would be most helpful for her. She has also been meeting with her Executive Team and putting plans and goals together. She is seeking input from all groups, including the Management group and the associations. Derr will then present the plan to Lisa Skari and get her feedback. Derr noted that the Board Chair requested Executive Team reports at each board meeting. The team has not yet had the opportunity to discuss and frame - does the board want a written or verbal report? Should they tie the reports to the President's Goals? Derr asked what the board's expectations are about the type of information that would be helpful.

Calcagn asked, regarding the Transition Plan, what the board's expectations are. He asked for a comprehensive update on the handoffs; Derr will have an update at the June 6<sup>th</sup> strategy session.

Mattson recommended a bullet-pointed report on priorities from the Executive Team. The other board members agreed.

Derr shared an update on the community coffees put forward by Arnold. These would be low-key and take place in local coffee shops. Arnold stated that this had to do with the board goals and community outreach; this is an actionable item toward their goal. Board members will sign up according to their availability.

## CLOSING REMARKS

Zordich attended Carlos Noriega's memorial service. It was a humbling event, and the flag ceremony was very moving. He learned how dynamic and unique Carlos was. On May 5<sup>th</sup>, 1918, Vista House was dedicated; Zordich attended the centennial event.

McKeel noted the success of the EMEA Prosperity Forum. She will bring the final report forward to the board. She met with the East County Visitor Development Fund to discuss the Pool Liner grant, which went well and was approved. McKeel also testified on the budget for the Multnomah County Commission.

Arnold shared two housekeeping items, asking the board to review its goals for the June 6<sup>th</sup> meeting and to fill out individual tracker sheets provided by Toth. She also thanked the faculty association for the reception and the gifts.

Mattson attended the GABA luncheon to hear about the new Human Solutions projects. She had a one-on-one with one of Ron Wyden's staff members, addressing a concern on the federal level regarding school safety.

Calcagno attended the Portland Business Alliance annual meeting, where he sat with All Hands Raised. He also gave an update on the Presidential Evaluation Committee, which is making

progress toward a tool that will be used on a consistent basis, with a hope that it will be clear and concise. The committee will present recommendations to the full board at the June 6<sup>th</sup> workshop.

Ainslie asked for a copy of the Evaluation Committee draft; Calcagno responded that it will be ready for review just prior to the June 6<sup>th</sup> workshop.

Polson brought up the KMHD item. He asked for information presented by Susie Jones. In keeping with the board goals in diversity, he hopes that the college will work to hire more people of color.

Johnson thanked the board for its service and reminded board members to stop by Dr. Derr's office for their gifts. She yielded her time.

Sharer was proud of the hard work of Heather White and staff members in saving students money through their OER work. Many staff members worked at last weekend's conservation and repair fair.

Pitts appreciated Mattson's question about the Saturday market. She shared that Senator Dembrow has a drop-in coffee that is regularly scheduled and has certain items that he brings information about. What would the community like the board to know? She distributed the PFTA newsletter.

ADJOURNMENT

Meeting adjourned at 10:04 p.m.

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Clerk

Board Chair

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