



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *August 21, 2019*

ITEM TITLE: **5.1b**

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

SUBJECT: APPROVAL OF MINUTES – July 17, 2019

Session #986

A meeting of the Mt. Hood Community College District Board of Education was held on July 17, 2019, with a Board Retreat at 8:30 a.m. in the Bob Scott Conference Room at Mt. Hood Community College, 26000 S.E. Stark St., Gresham, OR 97030.

1.0 Welcome and Introductions

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

Additional Attendees: Dr. Lisa Skari, president

McKeel called the meeting to order at 8:31 a.m.

Dr. Skari welcomed board members to the board retreat and began with an exercise to learn more about each other and strategies on how best to work together. Board members shared their responses to the activity and discussed ideas on how best to work together and capitalize on board member strengths for maximum effectiveness. Dr. Skari asked for feedback on what information and strategies she could provide to board members that would be helpful. Some ideas included providing a data point of the month (or bi-weekly) to board members, knowing the top priorities of Dr. Skari, and receiving talking points (elevator speech) for meetings with community stakeholders.

McKeel asked board members to share what they would like to get out of the board retreat. Board member responses included the following responses:

- 1) Clearly defining the board's role, responsibilities, and authority
- 2) Clearly defined board expectations
- 3) Looking at the future of the college and strategies of how we get there
- 4) Issues facing the college and long-term funding needs
- 5) Board goals
- 6) How can the board support our students and staff
- 7) Getting to know fellow board members and how we work together to accomplish our goals
- 8) How to move things forward and accomplish things in a positive way.

2.0 Mission Fulfillment

Dr. Skari spoke about the Mt. Hood Community College core themes of learner success, community pride, and partner innovation and the desire to continue with the spirit of these themes as we move forward. She discussed the adopted strategic plan and reviewed the status of the key performance indicators for the college. It is a seven-year cycle and we are currently in year three and on track to meet benchmarks. Dr. Skari added the accreditation benchmarks are in the process of being changed.

McKeel asked if there was a board role or a policy that the board is responsible for regarding the change in accreditation standards. Dr. Skari replied "no" and added the board is responsible for approving the vision, mission and values of the college.

3.0 Board Role / Responsibilities

a) Authorities (ORS)

Dr. Skari distributed a handout covering the ORS 341 board powers for board members to review. Board members discussed where they retain authority, delegate authority, or where there is mixed authority to act on a particular matter. There was a brief discussion on how to address a particular matter if there was not an existing policy. There were questions about intellectual property and mortgages or personal property related to gifts. The board will review powers where authority has not been delegated to make sure a policy does not need to be developed.

b) Guiding Principles

Board members reviewed the current guiding principles and discussed possible amendments and edits. Dr. Skari will make suggested edits to the guiding principles document and send it out for board review and comments.

c) Case Studies

Dr. Skari distributed three case studies with different scenarios for board members to review and ask themselves two questions: 1) what is my role as a board member; 2) what is the role of the board. There was a discussion regarding the three case studies with board member responses for each scenario.

4.0 Board Self-Evaluation / Board Goals

Dr. Skari distributed an analysis of the board evaluation results for 2017-2018 and 2018-2019. There was a discussion regarding the results and several questions were raised regarding the change in results from 2017-2018 to 2018-2019. The board self-evaluation for 2019-2020 will be done in June 2020.

The board reviewed board goals for 2017-2018 and 2018-2019 and discussed possible edits or changes to the goals for the 2019-2020 year. There was inform interest in better connecting with the community.

Dr. Skari distributed a handout with community organizations listed per zone, and asked board members to designate what organizations they had a connection/relationship with for community building efforts. This topic will be added to a board work session for further discussion.

5.0 President's Goals

Dr. Skari started the discussion with sharing the results of an analysis of her time spent internally and externally according to board expectations from last year's board retreat. From there, she described the process she went through to recommend to the board a direction for the next five years. Using the current strategic plan, her assessment of the college based on yearlong conversations, and results from a management survey, she recommended an institutional refocus on four areas for the next five years: 1) Improving student success; 2) Advancing diversity, equity and inclusion; 3) Strengthening community engagement; and 4) Increasing excellence in operations. The board will address the goals at the next regular board meeting.

6.0 President's Evaluation

Dr. Skari distributed a copy of an updated draft of the presidential evaluation for board review and feedback. There was a discussion regarding 360 evaluations and board members shared their experiences with a 360 evaluation and discussed whether it should be included in the president's evaluation. Board members discussed several minor modifications to the evaluation form. The president's evaluation will be addressed at the August board meeting.

7.0 Board Business

a) Review Board Calendar

There was a discussion about board meeting dates and start/end times for meetings in 2019-2020. The board meeting dates for 2019 were approved at the May board meeting, and the remaining board meeting dates for 2020 will be addressed at the August meeting. There was a discussion about work sessions and if there are no agenda items for the work session, those sessions will be cancelled. Dr. Skari

distributed a calendar of “annual board program of work” outlining proposed board work topics on a monthly basis for the year.

b) Review Budget

Board members reviewed the board budget and discussed board travel for 2019-2020. They discussed board attendance at the ACCT Conferences for 2019-2020 and the OCCA Fall Conference.

c) Committee Assignments

Dr. Skari distributed a handout on board committee memberships. There was a discussion about each committee and organization, and the meeting expectations and frequency. McKeel asked board members to email her with their top three choices for serving on a committee. She will gather the information and email board members with their committee assignments.

d) Mentors

There was a discussion regarding mentorship for new board members for the first year.

8.0 New Business

There was a request for a future update on KMHD, and a local event in Gresham was announced.

9.0 Wrap Up / Next Steps

Dr. Skari will send out an evaluation for feedback on the board retreat. She distributed a handout with helpful resources for board members.

10.0 Adjournment

The board retreat adjourned at 4:06 p.m.

Clerk

Board Chair

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