



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: **5.2a**

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

SUBJECT: APPROVAL OF MINUTES - September 13, 2017

Session #937

A meeting of the Mt. Hood Community College District Board of Education was held on September 13, 2017, with a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

CALL TO ORDER/DECLARATION OF A QUORUM

Board Members in attendance: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Teena Ainslie, Kenney Polson (phone), Annette Mattson

A meeting of the MHCC District Board was called to order at 7:05 p.m. A quorum was present.

APPROVAL OF THE AGENDA

Mattson moved to approve the agenda. The motion was seconded and passed unanimously.

LEADERSHIP MOMENT

Arnold shared a poem called "The Thing that Couldn't be Done."

BIG IDEA

Charles George, Facilities Director, and Troy Builta, Building Information Specialist, shared a brief update on the College's sustainability efforts. MHCC was recently recertified by the Gresham GREAT Businesses Sustainability Program.

ACCREDITATION

Craig Kolins presented an update on the College's accreditation process. We were reaccredited in 2017, with a one-year report that is due this month. The board will receive a report in its Dropbox. Part of the report is a self-study on our actions since the visit; the College received four recommendations and are addressing these in the report. The fourth recommendation was in compliance but needed improvements. The Commission will review the report and provide feedback to the College in February.

Mattson asked if the board would receive copies of the report; she wants to make sure that the recommendations and improvements are acted upon. Kolins will make sure that board receives copies in Dropbox and send the link to the 7-Year report.

PUBLIC INPUT

No public input was received.

APPROVAL OF THE CONSENT AGENDA

Mattson moved to approve the consent agenda. The motion was seconded and passed unanimously.

BUSINESS & ACTION

PRESIDENTIAL SEARCH RFP

Jennifer DeMent presented a sheet with the consolidated vendor scores. She recommended interviewing the top two firms, as their scores were significantly higher than the others. Mattson agreed with DeMent's recommendation. The board will interview the vendors beginning at 5 p.m. on September 21st, pending vendor availability.

RETREAT RECAP

Arnold asked to move item 5.3 to 5.6, the end of the agenda. McKeel moved to approve. The motion was seconded and passed unanimously.

HEAD START POLICIES

Pam Corrie introduced three Head Start policies: the Code of Conduct, the Impasse Policy, and Staff Qualifications. The Code of Conduct was updated to meet current required performance standards. The Staff Qualifications policy has been updated since the last version approved by the board with additional requirements.

PRESIDENT'S GOALS

Derr said that the board is provided with the President's Goals each year after the board's retreat. Once the board approves those goals, they serve as the basis for the next connection in

the Strategic Plan, which is Unit Planning. She provided copies of her goals to the board, reading highlights. Each goal is tied to the Strategic Plan priorities and is measurable. The approved goals will be posted online by the end of the week. Ainslie asked if the Aquatics data is tracked; Derr said yes, it is tracked in great detail.

Arnold asked about the climate survey – what is the “perception of the governance of the college”? Derr responded one of her first tasks when hired was to improve trust, have better engagement in the governance of the College, and to improve morale. At that time, a climate survey was administered. From the results, the College created the governance councils and continue to refine our organization; it was a catalyst for the recent reorganization, and Derr committed to doing a survey every other year. Feedback indicated that employees do not understand how and where decisions are made.

Derr noted that her goals for the next year are a continuation of the previous year’s goals; goals take time to achieve. She emphasized that she and the College are focused on results.

McKeel moved to approve the President’s goals. The motion was seconded and approved unanimously.

MEDICAL ASSISTING FEES

DeMent stated that all course fees are brought forward to the board in the spring; this was not included, as it is a new program. It is a \$300 fee, and the program begins in 2018. McKeel asked if the classes would be at the CAL center; DeMent responded that it is on the main campus. Mattson asked about the cost – is it comparable to other colleges? DeMent responded that it is set with comparisons in mind.

Polson moved to approve the Medical Assisting fee. The motion was seconded and approved unanimously.

BOARD RETREAT RECAP

Arnold noted that several members are absent; she asked if the board was open to doing a retreat recap – there will not be time to come up with action items tonight, but she would like to define some of the items. The board decided to table the item to the next meeting.

PRESIDENT’S REPORT

Derr provided a written copy of her President’s Report. She noted that MHCC served as a Red Cross shelter for the recent Eagle Creek Fire, and our Incident Command Team did an outstanding job. Kim Hyatt was there from the early morning to late at night, helping to coordinate. Derr was amazed at the detailed level of work that happened, from moving animals to picking up extra garbage. The College will debrief on Friday, and Derr will provide a summary for the board.

McKeel asked about events on campus, particularly the Teddy Bear Parade. Derr will provide that information to the board.

BOARD MEMBER/ADVISORY COMMENTS

Ainslie noted that the number of responses we received to our RFP impressed her.

McKeel attended the OCCA New Board Member orientation and found it very helpful; she found two of her former County Commissioner colleagues were also now serving on community college boards.

Mattson attended the East Portland Action Plan meeting, the Government & Economic Affairs Committee meeting, the GABA monthly luncheon, and Gresham Chamber GREAT award presentation, representing MHCC.

Polson is looking forward to representing MHCC and the Pacific Northwest at the ACCT meeting.

Arnold attended the Sustainability award event and was honored to see the College recognized. She also attended the Nursing Pinning ceremony and will also attend the ACCT conference. She noted that the board will be inundated with information, and she would like to make sure that she is able to follow up at a Work Session. She also mentioned the Working Agreements document, which the board received for review. Arnold also updated the board on the calendar and board shirts.

Derr reminded the new board members that we will provide jackets for them.

ADVISORY COMMENTS

Johnson stated that faculty will be back next Wednesday, and she is looking forward to seeing board members at some of the events. She extended invitation to the board to attend classes and observe.

Arnold asked for a Plus Delta – what went well, and what can be done better? Arnold thanked Derr and Toth for the snacks. McKeel appreciated Arnold keeping presenters on time. Ainslie would like to see if we could get microphones; Derr responded that we hope to upgrade the room soon with grant money. Arnold would like to make sure students are able to attend; alternates could attend if the ASG President and Vice President are unable. Derr recommended a letter of invitation from the board.

McKeel volunteered for the next Leadership moment; Mattson will do the following one.

ADJOURNMENT

McKeel moved to adjourn. The motion was seconded and carried unanimously.

Adjourned at 9:05 p.m.

Clerk

Board Chair

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