



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 20, 2019*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – October 23, 2019

Session #991

A meeting of the Mt. Hood Community College District Board of Education was held on October 23, 2019, with a Regular Session at 6:30 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark St., Gresham, OR 97030.

1.0 CALL TO ORDER / PLEDGE OF ALLEGIANCE / DECLARATION OF A QUORUM

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

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer

Diane McKeel, board chair, called the meeting to order at 6:34 p.m.

1.1 Approval of Agenda

Mattson moved to approve the agenda. Zordich seconded the motion and it passed unanimously.

2.0 PUBLIC INPUT

There was public input provided by three individuals. Graham Phillips, academic advisor at MHCC, Jennifer Hare, academic advisor at MHCC, and Janine Shockley, international student program coordinator at MHCC, each read a prepared statement to the board regarding the board vote for the full-time faculty contract.

3.0 REPORTS

3.1 Correspondence

Dr. Skari asked Charles George, director of facilities, risk management and public safety, to come forward to present an award the College recently received. He displayed a plaque highlighting an accommodation from the Oregon Legislative Assembly 2019 Regular Session regarding House Concurrent Resolution 37. He read a statement from the award that stated the award was to *“commend Mt. Hood Community College and Sandy River Watershed Council for their dedicated stewardship and leadership of the collaborative project that has made significant improvements to fish habitat in the Sandy River Basin; and be it further resolved, that we congratulate Mt. Hood Community College on its historic and significant Salmon-Safe certification.”* George presented the award to the board and thanked the board for their support of sustainability and the programs. He thanked key partners that helped make the collaborative project possible, which included the East Multnomah Soil and Water Conservation District, the City of Gresham, Metro, Multnomah County, the Department of Environmental Quality, the Salmon-Safe Partner Network, and the Spirit Mountain Community Fund.

3.2 Special Report: Annual Foundation Report

Al Sigala, executive director of development and communications, provided a PowerPoint presentation of the 2018-2019 Year-in-Review Foundation Report.

- Major gifts received this past year were highlighted, with Planned Giving as one of the major initiatives.
- Scholarship applications are at a record high with 563 applications in 2018-19, and Sigala is confident that 2019-2020 will be another record-breaking year.
- The foundation continues to give to scholarships and programs. The major investments from foundation funds were to the Student Hub, Machine Tool Tech Milling Machines, and Barney’s Pantry.
- The major fundraising effort at the end of last year was for Barney’s Pantry, which included purchasing two new refrigerators. They will continue with the Barney’s Pantry campaign for this year.
- For the 2019-2020 year, they reviewed the college goals and strategies and looked at how their efforts will help with these goals.
- The foundation’s strategies were highlighted for each of the four College goals:
 - 1) Improve student success
 - Increase donations to provide increase support
 - New planned giving initiatives
 - Legacy projects
 - New major donors/sponsors
 - Record Auction \$320,000
 - Fully engage the Directors – core mission is fundraising
 - 2) Advance diversity, equity and inclusion
 - Increase support to diverse populations
 - New scholarships
 - New grants
 - Board recruitment

- 3) Strengthen community engagement
 - Fully engage the Directors
 - Increase alumni engagement
 - Impactful communications
- 4) Increase excellence in operations
 - Continue to improve scholarship process
 - Utilize Raisers Edge productivity

Sigala thanked faculty and staff for all their efforts to step up and help with the fundraising efforts. He distributed a copy of the Foundation Board Report to each board member, and acknowledged Judi Charman for all her efforts with the foundation initiatives.

McKeel extended congratulations to the foundation for all the great work they do and for being an outstanding foundation board.

Judi Charman shared the theme for the foundation auction next year as “Heroes for Education”. The event is scheduled for April 25, 2020 and will include a winter reception.

Collin-Kazu Lewis thanked the foundation board for all the support they have provided for students and for Barney’s Pantry.

3.3 Special Report: Financial Update (year-end 2018-2019 and First Quarter 2019-2020)

Jennifer DeMent, chief operations officer, provided a financial update for last fiscal year that ended June 30, 2019, and the first quarter for 2019-2020 that started July 1. She shared a PowerPoint presentation that highlighted the financial update and distributed a handout to board members of the presentation data. She highlighted the board’s four guiding principles and stated that they took those guiding principles to the management team to work on budget priorities. DeMent discussed the ongoing work guided by the four budget priorities:

- Access –
 - A financial aid outreach specialist position is coordinating financial aid outreach to local high schools and organizations, including FAFSA/ORSAA workshops and information sessions with students.
 - An advisor has joined an Undocumented/DACA Student Support group to discuss how best to provide resources and access to these students.
 - The Title III grant objectives are informing much of this work as it relates specifically to the retention of our underrepresented student populations, in addition to the work-in-progress Strategic Enrollment Management Plan. The work of the Student Employment Continuous Improvement Team is another item of focus.
- Efficiencies –
 - Reducing supply/printing costs – performed analysis of supply purchases; drafting guidelines and restrictions purchases, centralizing print jobs.

- Section management – draft guidelines that will provide consistency and support new deans. Alignment of some courses applicable to multiple degrees to maximize course enrollment
- Facility use/rentals – revising related administrative regulations, and researching usage rates.
- Enrollment –
 - Gateway to College – grant received and program coordinator hired. Agreements are in place with three local school districts. Program will formally launch winter term.
 - New Website – selecting a new content management system; held student focus group to gain feedback to improve financial aid information on the website.
- Longer-term strategies –
 - Exploring alternatives to selling assets, such as long term leasing of land and certain buildings through a meeting with the City of Gresham’s Gresham Redevelopment Commission.

DeMent discussed the Academic Revitalization process and shared that data reports are being finalized and the timeline calls for recommendations to be released by week 7 of fall term, which is early November. For Non-Academic Program Assessment, they are in the process of drafting a standardized form and are planning for reports to be completed and submitted by the beginning of winter term. In planning for fiscal year 2020-2021, the original plan called for balancing the deficit through new revenue and expenditure reductions. She shared that increased state support has met the revenue generation goal for the current biennium, however enrollment has declined 5% more than was budgeted, reducing tuition revenue and ultimately state support. The plan called for \$200,000 in reductions that were not realized in the 2019-2020 budget, plus \$1,700,000 for year two of the biennium. In looking at budget reductions, they want it to be thoughtful and data informed.

Mattson asked about the increase in personnel costs while student enrollment is declining. DeMent responded that the costs for classes and programs remain the same whether there are 15 students or 25 students in a class, however there is reduced tuition revenue due to a reduction in student enrollment.

Dr. Skari added that tuition and fees are based on the number of credits, but there has been a decrease in the number of credits that students are taking. The college still needs to provide the same number of services for students, even though students are taking reduced credits.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session #989, September 18, 2019
- b) Minutes – Board Work Session #990, October 9, 2019
- c) Monthly Personnel Report
- d) Monthly Financial Report

- e) Monthly Head Start Report
- f) Head Start Federal Grant

Zordich motioned to approve the consent agenda. Mattson seconded the motion and it passed unanimously.

4.2 Approval to Apply for Portland Children's Levy Grant

Pam Greenough Corrie distributed a handout to board members with information about the grant they are seeking approval to apply. She shared they already currently offer the same services as described in the handout, however based on a community assessment they want to open up a classroom session for Somalia and African immigrants and refugees. They would like to do this in partnership with the CAIRO Oregon organization, who currently works with Somalia families and has agreed to provide them with a staff member that speaks the language to help learn how best to provide services to these families. They are requesting to reduce the class size from 20 children down to 18 because of the longer workday. This grant will provide for the same services they have provided for the past five years.

Noriega motioned to approve applying for the grant. Speer seconded the motion and it passed unanimously.

4.3 Approve Resolution to Transfer Budgeted Appropriations

Jennifer DeMent provided information regarding the resolution to transfer budgeted appropriations. The request is to transfer money from the contingency fund into two different areas. The first transfer is for facilities, and is related to parking lot improvements to bring them up to compliance. The second transfer is regarding the apprenticeship programs. DeMent stated the apprenticeship program enrollments with some of our partners has grown outside of what was originally built into the budget, with some apprenticeship programs having grown almost 30% more than initially budgeted. DeMent provided information about the growth of some of the apprenticeship programs and stated that with the apprenticeship model we have, there will be associated revenue that comes from the programs. DeMent responded to a question about the contingency fund and a question about a facility related repair on campus.

Speer motioned to approve the resolution to transfer budgeted appropriations. Zordich seconded the motion and it passed unanimously.

4.4 Classified Employee Association Contract Ratification for July 1, 2019 – June 30, 2023.

Jennifer Dement provided a brief overview of the Classified Association bargaining with the College that began in January 2019. They agreed to a tentative agreement on September 11, 2019 and a copy of the full agreement is included in the board packet. DeMent highlighted some of the significant changes to the contract, and stated the College administration fully supports the tentative agreement and recommends the board ratify the contract. The Classified Association voted to approve the tentative agreement in early October. She thanked the Classified Employee Association for their efforts throughout the process, and their bargaining

team members, specifically Katelyn Goslin, Kim Sharer, Cathy Nichols, Christy Weigel, Pam Kuretich, and Alison Georgioff. She thanked the College bargaining team, specifically Stephanie McGee, Joe Stoehr, Amy Yoder, Heidi Dempster-Johnson, Aline Babine, John Hamblin, Travis Brown, and Jamie Simms who contributed to the bargaining process.

Speer motioned to ratify the Classified Employee Association Contract for July 1, 2019 – June 30, 2023. Mattson seconded the motion. Jim Zordich recused himself from voting on this matter pursuant to board policy 9081 regarding a conflict of interest.

Board Vote

In favor of motion: Diane McKeel, Annette Mattson, Andrew Speer, LaVerne Lewis, Kenney Polson, and Diane Noriega

Opposed to motion: None

The motion passed.

5.0 CLOSING REPORTS

5.1

a) Board Members

LaVerne Lewis – she attended the Dress for Success event with Annette Mattson, and attended the East Metro Economic Alliance State of Education meeting on October 10.

Andrew Speer – he attended the Teddy Bear Parade with his family and shared it was a great event. He met with the CEO and VP of Government Affairs for the Portland Business Alliance and discussed the future of the college, and how the Portland Business Alliance will be engaging in East County. He attended the ACCT Conference with Dr. Skari, Diane McKeel, and Annette Mattson. It was inspiring to see the way they are adapting to their community needs. It is a time of change across the nation, and how colleges are looking for revenue opportunities in ways they have not looked for in the past. There was a panel on housing, about homelessness, and how colleges are engaging to provide housing for students.

Annette Mattson – she attended the Dress for Success event. Also attended the Teddy Bear Parade with family members. She attended the *Principal for Almost a Day* event at the Centennial School District. She was partnered with Denise Wright, Director of Student Services at Centennial School District, who is also the principal for the Centennial Transitional Center. Mattson commented on the growth and need for student support services, and hopes the Student Success Act can help with this effort. Mattson provided a brief overview of the Centennial Transitional Center and that the staff are very dedicated to their students. She attended the ACCT Conference and enjoyed great sessions on bond measures, governance, and equity work being done at various colleges.

Jim Zordich – he distributed a handout to board members regarding leadership and stated he recently attended the Gresham Chamber of Commerce Business Summit. He provided an overview of the leadership presentation by motivational speaker Pete Blank, and shared important key takeaways he gained from attending the business summit.

Diane Noriega – she shared that she continues her tour of visiting every Rotary Club across the state of Oregon and is getting close to being halfway done. She enjoys the connections she has with people when they learn she is a board member for Mt. Hood Community College. She shared she cannot go to a club without someone coming up afterwards who has a connection with the College, and shared a story of how she first got involved with the Rotary Club

Kenney Polson – he has been in Japan touring. He is looking forward to getting involved with ACCT. He played the national anthem at the University of Oregon volleyball game. They announced him as a recording artist who was also a MHCC board member.

Diane McKeel – she attended the President’s Social, HUB walkthrough, and the Teddy Bear parade. She enjoyed having Barney at the parade. She attended the Portland Business Alliance follow up meeting here on campus. She shared that the board hosted the First Thursday event on October 3 and it was well attended. She enjoys making classroom visits, and has attended visits to business, microbiology, and film classes. She attended the East Metro Economic Alliance board meeting, the OCCA board meeting in Pendleton, and the ACCT conference in San Francisco. She along with Dr. Skari and Annette Mattson provided a presentation on governance and building relationships. She participated in the *Principal for Almost a Day* event at Troutdale Elementary School (K-5). It was a great day and they have a committed staff.

b) ASG Representatives

Collin-Kazu Lewis, ASG president – he provided the ASG Representative Report as follows:

- The annual Welcome-Back event was held on the first and second day of classes at the beginning of the academic school year. It was a big success that helped students to be engaged and involved.
- The annual seasonal club fair was held and it was another big success that helped 149 students sign up for clubs/organizations with the creation of three new clubs.
- They are in final stages of preparing for the Trunk or Treat event on October 31 from 5pm – 7-m. They expect over 300 community members to attend and will be located in parking lot E providing attendees with free pumpkins and candy.
- They are planning for a Saints Spirit Day to support the volleyball players. They are planning to meet for tonight’s game, and are discussing the dates of November 1 and November 8 at 6:30 pm in the gymnasium.
- There is a blood drive planned on October 28 at the Student Union from 10am – 2pm. They are asking all students and faculty to donate blood to this event.
- They provided an update on the Fall Food Drive, which will continue until October 31:
 - Humanities department is in the lead with 195.6 pounds of donated food
 - 277.6 pounds of dry food donated
 - 223.5 pounds of canned food donated
 - 13.4 pounds of baby food donated
 - 34.2 pounds of drinks donated
 - 237 hygiene items donated]
- They finished up with voter registration and have registered 82 students to vote.

c) Advisory Representatives

Cheryl Johnson (FTFA) – she congratulated the Classified Association for their contract being ratified and they look forward to the faculty contract being ratified next week. She invited board members to attend classroom visits and has schedule information available to interested board members.

Kim Sharer (CEA) – she thanked the board for ratifying the Classified Association contract, and thanked Stephanie McGee who could not be at the meeting tonight. She provided comments regarding the public input shared by several MHCC employees who were passionate about the inequities in the college’s bargaining process with the Classified Association. She stated that as the president, the Classified Association as a whole has not endorsed a no vote on the board ratifying the full-time faculty contract. Sharer acknowledged the frustration felt by classified employees and that the experience was not good for employee morale. She will continue her conversations with Dr. Skari to address an equitable bargaining process for the future and believes with continued conversations and open communications they will get there together.

Marilyn Pitts (PTFA) – did not attend meeting.

5.2 President’s Report

Dr. Skari presented the President’s Report and shared that there will be a recognition for outstanding achievement of student athletics and Dr. McQuarters will be at the recognition ceremony. She thanked the board for ratifying the contract. She thanked the board colleagues who attended the ACCT Leadership Congress Conference for their participation at the event. She enjoyed attending the conference with them and complimented Diane McKeel and Annette Mattson for a great presentation. Dr. Skari shared that now more than ever we need the board’s thoughtful and collaborative leadership and thanked the board for being there for the college, for advocating for the students, and for always pushing the college to be better. She stated that October is Domestic Violence Awareness Month and we must stay vocal and visible about this until the violence stops. She attended an event hosted by Representative Carla Piluso. Next year she would like to see the college raise this issue up and support this in the community. She ended her report by wishing everyone a happy October and looks forward to seeing everyone next month.

6.0 ADJOURNMENT

Zordich motioned to adjourn. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 8:14 p.m.

Clerk

Board Chair

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