



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – November 3, 2021

Session 1047

A meeting of the Mt. Hood Community College District Board of Education was held on November 3, 2021, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

Members present: Annette Mattson, board chair, Andrew Speer, board vice chair, Diane McKeel, Kenney Polson, Marie Teune

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president of Finance & Administration

Annette Mattson called the work session to order at 6:01 p.m.

2.0 BUSINESS

2.1 ACCT Leadership Congress Review

Annette Mattson and Kenney Polson provided a report of their experience attending the ACCT Leadership Congress in San Diego on October 13-16, and shared highlights from the conference sessions they attended. Lisa Skari shared comments about the conference sessions she attended.

2.2 Community Engagement Committee

There was no committee update at this time. Speer stated the Community Engagement Committee is planning to meet to determine an area of focus for community engagement this year. Board members discussed building and strengthening community relationships and the importance of making your presence known at community meetings and events. Skari shared a recent example of a community connection with the City of Gresham around their work on diversity, equity, and inclusion.



2.3 Financial and Capital Project Update

Jennifer DeMent provided a financial overview of the final results for Mt. Hood Community College (MHCC) fiscal year 2020-2021:

- Revenues came in 4.2% lower than what was budgeted
- Spending was 7.5% less than planned in the budget
- Final results produced an ending balance equivalent to 17% of expenditures

DeMent highlighted the 2021-2022 trends for the Community College Support Fund, enrollment, expenditures, Higher Education Emergency Relief Funds (HEERF), and reserves, contingency funds, and ending fund balance.

An update was shared on the current state of MHCC facilities, and the facilities capital projects:

- Mt. Hood operates three campuses (Gresham, Bruning Center, and Maywood Park) encompassing 13 buildings and nearly 800k sq. ft. and more than 3200 parking spaces.
- The district has not passed a bond since the 1970s, and all maintenance on the existing buildings have been funded through college-backed debt and general fund allocations.
- A 2015 external assessment estimated more than \$83 million in deferred maintenance needed for college properties.
- Facilities capital projects:
 - Dental Lab – the recommended improvements to the instructional lab space are required to maintain program accreditation. An architect was hired in early 2021 and the estimated costs were just over \$5 million.
 - Aquatics Retractable Cover – the MHCC Aquatic Center’s outdoor pool had an inflatable dome cover that had to be disposed of in 2019. The pool cover extended the pool use through the winter months, and events and facility rentals make up 52% of the center’s revenue. Restoring events to previous levels will be essential to cover operating costs. The estimated cost is \$2.6 million.
 - Multi-Cultural Diversity & Equity Center (MDEC) – the MDEC will house existing equity-based programs, and provide services including student basic needs support, identity-based programming and financial and academic supports. The projects costs are estimated to be \$1.3 million.
 - Critical Maintenance & Repairs – this includes mandated accessibility upgrades to parking lots, critical roofing repairs, elevator safety and accessibility updates, Bruning Center security upgrades, repairs from February 2021 storm damage, and other targeted deferred maintenance as identified in the 2015 consultant report.

DeMent provided a summary of a proposed funding strategy for the projects, outlining the estimated cost, confirmed resources, and source of funding. The funding source includes a one-time allocation from reserves of just over \$2 million to meet the \$8 million match



requirement for the state capital construction funds, which would bring the total funds for the projects to \$16 million. She stated the next steps include preparing bid packages for these projects, and once the college has a better estimate of the project's costs and timelines, the proposed contracts for projects over \$150,000 would be brought to the board for review and approval. Many of the projects would happen in summer 2022, so the projects could be included in the budgeting process and discussions for the 2022-2023 budget. A copy of the PowerPoint presentation is attached to the minutes.

2.4 Policy Review Next Steps

Skari provided an overview of the board policy and administrative regulation review process, and what the next steps are. The draft board policies and administrative regulations, using the model language and format from the Oregon Community College Association, and the college's governance process, will be sent to the councils and Associated Student Government for review and feedback. The councils are in the process of identifying one or two primary councils for the review process. After the council review, the board will receive the draft proposals and feedback for a first reading at the board work sessions. After the first reading, the policies that move forward to a second reading will be posted to the intranet for campus input. The draft policies and campus feedback will be sent to the board for a second reading and board vote at the regular board meetings. Skari shared several examples of the new policy format, the cover sheet showing the review status for each policy, and the master review schedule with the anticipated completion date at the end of this academic year. A copy of the PowerPoint presentation is attached to the minutes.

2.5 Report List

Skari sent the report list to board members in October as part of her goals, and there were no questions about the report list. A copy is attached to the minutes.

2.6 Other Business

Speer asked about the status of the MHCC website. Skari stated the IT department has been working on the back end of the website and a planned-out timeline. She will look into the timeline and send information out to the board when it becomes available.

3.0 ADJOURNMENT

The work session was adjourned at 7:09 pm.

Clerk

Board Chair

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