



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *April 21, 2021*

**ITEM TITLE:** **8.1b**

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

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**SUBJECT: APPROVAL OF MINUTES – March 17, 2021**

**Session 1029**

A meeting of the Mt. Hood Community College District Board of Education was held on March 17, 2021, with a Regular Board Meeting at 6:30 pm, held via Zoom meeting.

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

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

Additional Attendees: Lisa Skari, president, Julie Fahey, partner at Talbot, Korvola & Warwick, LLP, Dan Miley, audit manager at Talbot, Korvola & Warwick, LLP, Jennifer DeMent, chief operations officer, Al Sigala, executive director of Development and Communications, Al McQuarters, vice president of Instruction, Sydney Frost, dean of Career Services, Disability Services, Human Development, and Veterans Services, Jeanna Hunt, FTFA President, Kim Sharer, CEA President, Marilyn Pitts, PTFA President, Nicole Johnson-Moses, ASG President, Kim Hyatt, dean of Health, Physical Education, Athletics, Aquatics & Recreation, Douglas Scribner, dean of Health Professions, Eran Smith, interim dean of Integrated Media, Performing Arts & Visual Arts, Kay Lopez, dean of Engineering, Applied Technologies, Business & Information Systems, Sara Rivara, dean of Humanities & Social Science, Peter Szucs, dean of Mathematics & Sciences, Josh Stratman, chair of Faculty Resource Development Board (FRDB), and faculty tenure candidates: Amanda Shelton, Petra LeBaron-Botts, Amy Aldus, Blakesley Clapp, Danielle Davey, John Dryden, Salomeh Moadab, Yoko Sato, Zachary Entenmann.

Noriega called the meeting to order at 6:31 p.m. and declared a quorum was present.

**1.1 Approval of Agenda**

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



## 2.0 PUBLIC INPUT

There was no public input.

## 3.0 REPORTS

### 3.1 Correspondence

There was no correspondence.

### 3.2 Receive Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2020

Julie Fahey and Dan Miley from Talbot, Korvola & Warwick provided a PowerPoint presentation with a summary of the Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2020. Fahey provided details of the financial audit, which was a remote virtual audit consisting of three separate weeks of interim testing during May, July, and August. They returned in November for three weeks to complete the final testing. They met with the Audit Committee in July 2020 and February 2021. She pointed out several items for this year's report: a restatement was recorded to correct over-accrued liabilities related to accrued payroll; the presentation of the Mt. Hood Foundation as a discretely presented component unit; and the District spent \$32 million in federal expenditures.

Fahey provided an overview of the audit results and reporting and stated the Independent Auditor's Report reflected an unmodified opinion (pg. 1), and the financial statements were presented fairly in accordance with U.S. GAAP. The Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations (pg. 87) showed there were no instances of noncompliance. She reviewed the Single Audit Reports and stated they performed single audit testing for three programs and issued two reports. The three programs they examined this year were Higher Education Institutional Aid, COVID-19 Education Stabilization Fund Under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and Student Financial Assistance Cluster.

The first report was the Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance with Government Auditing Standards (pg. 89), which had an unmodified opinion. This year, there were two findings, one reported as a material weakness and one reported as a significant deficiency. The material weakness was related to entries and their review that were recorded in financial statements, and the second was a significant deficiency related to payroll reports with no evidence of a review, even though there was compliance.

The second report was the Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance (pg. 91), which showed there were two findings of significant deficiencies. The first one was related to Higher



Education Institutional Aid, and the second one was related to Student Financial Aid. There were no findings related to the CARES Fund, and any findings from the previous year were resolved, and none of the findings this year were repeated. She provided highlights of the required communications, which included a separate letter to the board detailing: four auditor proposed adjusting journal entries, no difficulties encountered during the audit, no uncorrected misstatements, no disagreements with management, and not aware of any consultations with other accountants.

Fahey responded to a question about how prevalent the inaccuracies were in the financial statements and the amount of the deficiency. She stated there were some audit adjustments, and one caused a restatement that was \$4.6 million plus another \$134,000 in reducing liabilities. There was a topside entry related to Defined Benefit Pension Liabilities that was an adjustment for \$6 million. These were a one-time occurrence in frequency. There was one payroll report that did not evidence a review. Fahey expressed her appreciation to district management, and all the work of Jamie Simms, Ben Rowe, Michelle Solberg, and Jennifer DeMent for their time and effort with the financial audit.

#### 4.0 BUSINESS / ACTION

##### 4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1023, January 6, 2021
- b) Minutes – Board Regular Session 1024, January 20, 2021
- c) Minutes – Student Town Hall Session 1025, January 28, 2021
- d) Minutes – Board Retreat Session 1026, February 2-3, 2021
- e) Monthly Personnel Report (2)
- f) Monthly Financial Report (2)
- g) Monthly Head Start Report (2)
- h) COVID-19 Activity Report (2)
  - i) Resolution to Transfer Budgeted Appropriations
- j) Acceptance/Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- k) Head Start 2020-21 Self-Assessment Report
  - l) Head Start and Early Head Start 2021 Community Assessment Update
- m) CDFS Programs Five-Year Goals and Updates 2021-22
- n) CDFS Programs School Readiness Goals
- o) Federal Consolidated Grant Overview
- p) Non-Federal Share Waiver Narrative 2020
- q) Approve Child Development and Family Support Programs Executive Director Hire

Zordich motioned to approve the consent agenda and Lewis seconded the motion.



There was a brief discussion about item 4.1I. DeMent responded to a question about the service area described on page 1, and stated a typo on the report has been corrected. The corrected sentence should read as follows: *(1) The service area continues to be outside the Portland Public School District and includes East Portland and the cities of Gresham, Troutdale, Fairview, Wood Village, and the town of Corbett.* There was a request for a future presentation about a culturally specific classroom for Native American children.

The motion passed unanimously.

#### 4.2 Faculty Tenure Recommendations

Lisa Skari congratulated the faculty candidates recommended for tenure, and together with Al McQuarters, gave their recommendation for all candidates to receive tenure. Diane Noriega introduced the faculty candidates and their respective deans, who shared a brief statement about their faculty candidate(s) to the board:

##### Faculty Tenure Candidates:

- Amanda Shelton, Athletics/Health & Physical Education
- Petra LeBaron-Botts, Health & Physical Education
- Amy Aldus, Surgical Technology
- Blakesley Clapp, Video/Integrated Media
- Danielle Davey, Band/Performing Arts
- John Dryden, Mechatronics
- Salomeh Moadab, Literature and Composition
- Yoko Sato, Japanese
- Zachary Entenmann, Mathematics

Polson motioned to approve the faculty tenure recommendations for 2020 – 2021. Mattson seconded the motion and it passed unanimously.

#### 4.3 Faculty Sabbatical Requests 2021 – 2022

Josh Stratman presented a brief summary of the faculty members who are seeking approval for a sabbatical request for 2021-2022. The faculty members seeking a sabbatical request for 2021 – 2022 are as follows:

- Kevin Lambert – Integrated Media, Performing Arts, and Visual Arts
- Amy Widger – Adult Basic Skills
- Jessica Wittman – Mathematics and Science
- Jessica Scott – Humanities and Social Science
- Peter Cunningham – Humanities and Social Science
- Alexandra Tripp – Nursing
- Dawn Forrester – Human Development
- Edward de Val – Humanities, Mathematics, Social Science



McKeel motioned to approve the faculty sabbatical requests for 2021 – 2022. Lewis seconded the motion and it passed unanimously.

## 5.0 CLOSING REPORTS

### 5.1 a) Board Members

Board members shared their participation in community meetings and events since the last board meeting. The Community Engagement spreadsheet will be updated to reflect the community activity.

### b) ASG Representative

Nicole Johnson-Moses, ASG president – she shared highlights of the student activities and events held over the past month, which included a virtual town hall with the MHCC Board and Dr. Skari, Energy Save Oregon event focused on saving money on energy costs, poetry event, Valentine’s Day event, “Love Yourself” event focused on maintaining a nutritious diet, tea making event with the International Student Program, and an event in April with a speaker on suicide prevention. Johnson-Moses discussed the ASG team’s efforts with Imperfect Food and the Student Basic Needs Team for food boxes for students, and the work being done on a food drive to support MHCC students. They are exploring a wide range of fundraising options to support Barney’s Panty and the Imperfect Food Scholarship program, and working on reviving the community garden. ASG is in the process of creating a peer mentorship program focused on peer-to-peer connections, and last month they worked with the Tutoring Center to create short videos highlighting the student support services available. ASG has been working with Al Sigala to connect with state legislators, and referenced the VoterVoice app for students to make their voices heard. ASG is working on next year’s election process and seeking qualified candidates for the ASG team. Three ASG members are serving on the Bookstore Selection Committee, and ASG offered 17 students a book scholarship for this term, and prepared school supply kits for spring term. Johnson-Moses asked the board if they would like to hear from co-curriculars for updates from their programs. Noriega responded the board would like to hear about the co-curricular activities happening on campus and what is important to students.

### c) Advisory Representatives

Jeanna Hunt (FTFA) – she enjoyed the faculty tenure presentations, and spoke about the tenure process. She shared that articles 1, 3, 4, 5 in the faculty contract are about the relationship between the board and full-time faculty, and shared comments about the faculty contract.

Kim Sharer (CEA) – she thanked Nicole Johnson-Moses for her ASG report and for their support to keep Barney’s Pantry going to help students. She congratulated the newly tenured faculty, and thanked the classified staff for all their hard work in these difficult and challenging times, and for all they do serving our students.



Marilyn Pitts (PTFA) – she shared comments about remote teaching and honored all the full-time and part-time faculty, and the tutors who teach remotely. She understands the challenges of teaching online classes, and shared tips she has learned during this process. She stated the PFTA contract expires on June 30, 2021, and they have begun preparing for negotiations. The PFTA negotiating team is Jason Stiffler, Will Blackmore, and Marilyn Pitts. She looks forward to working with the college’s team.

d) Executive Leadership

Jennifer DeMent – she shared highlights from the Administrative Services report included in the board packet for the February and March regular board meeting.

Al Sigala – he shared highlights from the Development and District Communications report included in the board packet for the February and March regular board meeting.

Al McQuarters – he shared highlights from the Instruction report included in the board packet for February and March regular board meeting.

Sydney Frost (on behalf of John Hamblin) – she shared several new updates regarding the admissions application, financial aid awards and funding, and TRIO grant submissions. The monthly division reports included in the board packet were for February and March regular board meeting.

5.2 President’s Report

Lisa Skari shared her President’s Report:

*A year ago today, to the date, Governor Brown issued an executive order closing public schools due to COVID-19. Four days later, campuses closed across the state and we moved to remote learning and working. For the last year, we have made it work. As a college, we have refocused our attention on our students and their needs, finding new ways to support them on their academic journey. As a campus community, we have come together to figure out how to work in this new environment, support one another, and most importantly, keeping people safe. And through it all, we have continued to move forward.*

*Tonight, action was taken to support the professional development of our faculty, which will undoubtedly show up as innovations in the classroom, whether they are in-person and/or online. We also welcomed nine new faculty – Amanda, Petra, Amy, Blakesley, Danielle, John, Salomeh, Yoko, and Zach – to the tenured ranks, fortifying our academic foundation for years to come. And, even in the remote environment, we had a satisfactory audit.*

*I had the opportunity this week to participate in a president’s only forum with about 100 college and university presidents from across the United States. Institution type, size, or location did*



*not seem to matter... we were all concerned about the same things: how to bring people back safely in the fall; how to think differently about how we have always operated; how best to support our students; and how to leverage the last year into meaningful change. These are the same conversations we are having at the college. As the Reopening Team continues to focus on meeting OHA and Board approved protocols for in-person interaction, we are starting to think and plan for that next step, what it might look like, and what supports will need to be in place. In spring quarter, we will engage a new campus-wide team to envision what MHCC looks like post-COVID. This work will align nicely with the strategic planning process and inform our academic, facilities, and enrollment master plans. Our strategic knitting of initiatives and planning are making us more nimble and responsive to changing needs.*

*A year ago, when we walked away from campus, I think all of us thought we would return at some point and carry on as we had. But, in reality, that is no longer feasible and that is a good thing. While it has not always been easy, the change has been positive. Online learning has expanded, and we are supporting students in real time. We are thinking about the work we do and how we can do it differently, and Zoom has allowed us to engage more easily and to a broader reach of our community. Where miles used to be a barrier to showing up, I am now able to attend a national conference, campus meetings, and a community presentation all in a single day. This could not have been done in the past, so this is good.*

*So, while we all look forward to the time where we can be back together, sharing the same space, we can also celebrate how we have grown, what we have learned, and how the pandemic has made MHCC better. I so appreciate the campus community for pulling together to support each other and our students, by not only identifying problems, but also rising to the occasion and implementing solutions. Members of the President's Cabinet have navigated this last year with innovation and grace, and I know with a year into it, they are tired. But you wouldn't know it, as they still show up and push forward, and I cannot thank them enough for all that they have done. And to the Board, we appreciate your focus on the future, keeping us looking ahead and leaving no opportunity to waste. Your faith and trust in us make it possible to do right, by our students, our college, and our community. While the last year has had its moments, there is a lot of good that came as a result. Here's looking ahead to all that spring term and the rest of the year has in store for us.*

## 6.0 ADJOURNMENT

Mattson motioned to adjourn. Lewis seconded the motion and it passed unanimously. The meeting was adjourned at 8:40 p.m.

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Clerk

Board Chair

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