



# ACTION

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

**DATE:** *February 16, 2022*

**ITEM TITLE:** **4.1b**

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

---

**SUBJECT: APPROVAL OF MINUTES – January 19, 2022**

## **Session 1052**

A meeting of the Mt. Hood Community College District Board of Education was held on January 19, 2022, with a Regular Board Meeting at 6:30 pm, held via Zoom meeting.

### **1.0 CONVENE MHCCD BOARD/CALL TO ORDER / DECLARATION OF A QUORUM**

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

Additional Attendees: Lisa Skari, president, Laura Nash, dean of Integrated Media, Performing Arts, and Visual Arts, Dan Davey, Music Instructor, Julie Fahey, audit partner, Talbot, Korvola & Warwick, LLP, Dan Miley, audit manager, Talbot, Korvola & Warwick, LLP, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness, Jennifer DeMent, vice president, Finance & Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Emily Pham Lee, ASG President, Jeanna Hunt, FTFA President, Rozina Lethe, CEA Representative, Marilyn Pitts, PFTA President

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

#### **1.1 Approval of Agenda**

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

### **2.0 PUBLIC INPUT**

There was no public input.

### **3.0 REPORTS**



### 3.1 Correspondence

Lisa Skari introduced Laura Nash who thanked the board for their support of the college, and shared a presentation of a recorded music performance by the Mt. Hood Community College Jazz Ensemble in honor and recognition of Board Appreciation Month. Dan Davey thanked the board for all they do in support of the students, staff, and faculty at the college, and introduced the students who performed *Sugar*, by Stanley Turrentine, arranged by Bob Florence. The performance can be viewed at <https://www.youtube.com/watch?v=24AAUJDuxcc>.

### 3.2 Receive Comprehensive Annual Financial Report by Audit Committee

Julie Fahey provided a PowerPoint presentation of the audit results for the year ended June 30, 2021. Fahey stated the audit was mostly remote this year due to the pandemic, and there was some interim fieldwork that occurred in June, July and August, with the final fieldwork completed in November. The audit was conducted on four major programs this year: Student Financial Assistance Cluster; TRIO Cluster; Education Stabilization Fund; and Child Care and Development Fund Cluster. The Independent Auditor's Report stated it was an unmodified opinion, and the financial statements were presented fairly in accordance with U.S. GAAP. Fahey presented a summary of the audit results and reporting, as outlined in the PowerPoint presentation:

- Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations: No noncompliance noted (page 90 in Audit Report). There was one material weakness reported related to internal control on financial reporting.
- 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: Unmodified opinion. There was one material weakness related to financial reporting.
- Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance: Unmodified opinion.

Fahey provided a brief explanation of the material weakness related to the financial reporting, and DeMent responded with additional information regarding the material weakness and corrective action taken by the college. A copy of the PowerPoint presentation is attached to the minutes.

### 3.3 Tenure Process

Al McQuarters provided a summary of the full-time faculty evaluation and tenure process. He stated it is a four-year process, and highlighted the activity during each year:

1. Year One: find chair; form committee; identify peer group, welcome and guide candidate.



2. Years One, Two, Three: create and evaluate development plan; do observations and materials reviews; peer assessment and dean evaluations; determine continuance; support growth; maintain documentation. The committee has two meetings during each year.
3. Year Four: final assessment; verify documentation; proceed on tenure recommendation.

McQuarters responded to a question regarding the peer group, and the equity lens used in the tenure process. A copy of the PowerPoint presentation is attached to the minutes.

#### 4.0 BUSINESS / ACTION

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

- a) Minutes – Board Work Session 1049, December 1, 2021
- b) Minutes – Regular Board Session 1050, December 15, 2021
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Head Start/Early Head Start Request for Approval to Submit Carry Over Funds

Noriega motioned to approve the consent agenda. Polson seconded the motion and it passed unanimously.

##### 4.2 Board Policy Review & Approval – Second Reading of Board Policy 2110 – Vacancies on the Board of Education

Mattson presented BP 2110 for a second reading, and stated the board policy had been postponed for more information about the policy, which has been addressed.

Polson motioned to approve Board Policy 2110 – Vacancies on the Board of Education. Lewis seconded the motion. There was a roll call board vote and the motion passed unanimously.

##### 4.3 Approve MHCC Re-Districting

Sergey Shepelov presented the results for the adjustment of zone boundaries in the MHCC District, and shared a PowerPoint presentation highlighting the adjustment of zone boundaries based on the results from the 2020 census data. He stated the zone adjustment process was outsourced to the Population Research Center at Portland State University. Shepelov described the demographic data by zone and the proposed changes based on the 2020 census data. He responded to questions about the methodology used for the zone adjustments, and the boundary lines in Clackamas county for our district. A copy of the PowerPoint presentation is attached to the minutes.



Speer motioned to approve the MHCC Re-Districting. Teune seconded the motion. There was a roll call board vote and the motion passed unanimously.

#### 4.4 Approve New Degrees for UG22

McQuarters presented information about the four new degrees for board approval, and stated the degrees are part of the major transfer map the state is working on. The new degrees would allow a student to transfer to a four-year university and be a junior in their major, rather than a junior in General Education. Once the state and internal college approval process is completed, the new degrees would take effect in Fall term 2022.

##### 4.4a AST-Biology statewide articulation agreement

McKeel motioned to approve the AST-Biology statewide articulation agreement. Speer seconded the motion. There was a roll call board vote and the motion passed unanimously.

##### 4.4b AST-Business statewide articulation agreement

Noriega motioned to approve the AST-Business statewide articulation agreement. Polson seconded the motion. There was a roll call board vote and the motion passed unanimously.

##### 4.4c AAT-English Literature statewide articulation agreement

Polson motioned to approve the AAT-English Literature statewide articulation agreement. McKeel seconded the motion. There was a roll call board vote and the motion passed unanimously.

##### 4.4d AST-Computer Science statewide articulation agreement

Speer motioned to approve the AST-Computer Science statewide articulation agreement. Teune seconded the motion. There was a roll call board vote and the motion passed unanimously.

#### 5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their board reports and committee liaison reports. The board member community engagement activity will be shared at the next board work session.

#### 6.0 CLOSING REPORTS

##### 6.1 ASG Representative

Emily Pham Lee (ASG) – she stated they welcomed two new members to the ASG team and are looking for more students to fulfill the roles of other ASG positions. They have three interviews scheduled next week. The ASG team is working on many events for winter term, including the “Sweets for the Sweet”, and the first 50 students who sign up will receive a gift from ASG to celebrate Valentine’s Day. During the week of January 31, ASG will honor and highlight all of the MHCC Clubs through the Winter Term Club Fair on ASG social media pages. They are also



working to schedule a Student Town Hall with the Board and Dr. Skari via Zoom on February 23 at 4pm. It will be an opportunity for students to ask questions and voice concerns.

## 6.2 Advisory Representatives

Jeanna Hunt (FTFA) – she stated the faculty and students have been impacted by the increased cases of the Omicron variant, and shared an example of the impact on programs affected by the increased cases and quarantine. She shared that the college’s flexibility and the options given have made faculty feel safer, and she hopes everyone across campus stays safe. She referred to a discussion in the fall regarding masks and recommends wearing an N95 or KN95 mask if possible. She thanked the board members for their service to the college.

Rozina Lethe (CEA) – she shared that moving into winter term, the CEA is excited and grateful for the training the college was able to provide for the CEA at the end of winter term. She thanked the college for their acknowledgement and response to the Omicron variant on how it is affecting the students, staff, and faculty.

Marilyn Pitts (PTFA) – she thanked the board for all their efforts on behalf of the college. The PTFA leadership is actively involved in negotiating their regular contract, and they are also negotiating their fourth Covid MOA. She serves on the Institutional Effectiveness Council (IEC) and they have been asked to review the board policies in Chapter 3. The IEC has started their review process and plan to complete it next week.

## 6.3 Executive Leadership

John Hamblin (Student Development) – he shared a major adjustment was made in how they are awarding the HEERF funds. Originally, they have awarded about \$1.6 million, and have over \$7 million to give to students, so they adjusted the calculation methodology and increased the per student amount. For this term, it totaled \$2.4 million, which was a significant increase over the previous term, impacting the total number of students eligible and the amount that they would receive. He thanked board members for all the work they do on behalf of the college.

Al McQuarters (Instruction) – he shared that at the District-wide Dual Credit Summit at the end of last term, all seven school districts were represented, with 54 teachers and administrators from across the district, and 44 faculty, staff, and administrators from MHCC who participated in the Summit. He thanked the leadership of Arnita Tucker-McFarland from High School Services, and the collaborative efforts from across the college and district to make it happen. He stated the BAS proposal was submitted to the HECC last week, and thanked Dr. Kristin Lima and all those from across the college who were involved in the proposal. He thanked board members for all the great work they do on behalf of the college.



Jennifer DeMent (Administrative Services) – she thanked the board for all their work on behalf of the college, and for being such an effective and engaging board. She shared information about a local vaccination clinic in the Gresham and Rockwood community.

Al Sigala (College Advancement) – he shared that the Legislature’s short session is next month, and he has been working with legislators to schedule meetings. He stated February is CTE month, and he will be sharing more on our programs with legislators. He thanked the board for all they accomplish on behalf of the college and that they are truly appreciated.

#### 6.4 President’s Report

Lisa Skari provided her President’s Report to the board:

*For my report tonight, I wanted to talk about a few things that are happening at the state level that will undoubtedly impact us. How they will impact us, I do not know at this point. There are three things that I will focus on. They are disparate activities, but I have a feeling that we will see them intertwine at some point.*

*First, the Secretary of State is conducting an audit of the Higher Education Coordinating Commission (HECC), with a particular focus on community colleges. As part of their audit scope, they are trying to pinpoint the areas where the HECC and the state can better advance state support and system equity to openly better serve colleges and students. What has been unusual about this audit is they are requesting the individual college’s accreditation peer evaluator reports. For those of you who may know, these are reports that are prepared for the college employees and are operational in nature, and help us to continually improve. These reports have never been part of the HECC’s scope, and have been internally focused. And, also accreditation is your purview as the Board. There are a group of presidents, myself included, who are meeting with the auditors tomorrow to get more clarity on what it is they are really seeking, and how we might be helpful in providing data and information that gets to their goals. We are really focused on making sure that the interests of our students are protected.*

*Second, the HECC has a sub-committee, the Funding and Achievement Committee, that is comprised of their commissioners. This year they decided to take the Community College Support Fund distribution/funding model under review. The Oregon President’s Council (OPC) worked to extend the review period based on the timing, as we have a lot going on with Covid right now, and we were successful in getting more time and extension so we can be thoughtful and thorough in this review. To support the commissioner’s work, there will be a representative group of stakeholders from each of the colleges, and I will be on that, and we will be looking at research in other states, assessing our current formula, and identifying ways to achieve the goals of the state. I am hopeful that the end result will be more equitable funding to serve our student population, but any time you are dealing with funding formulas, I worry that a redistribution of current resources will help some colleges and hurt others, which will end up*



*resulting in a negative impact on access across our state's community colleges. So, more to come on this.*

*The third item, referenced briefly in a prior letter, the OPC and OCOP have joined together to commission a study on public higher education in other states, with the idea that there may be some things we can learn, and also there may be some opportunities related to funding that we can share with both the HECC and possibly the legislature. There was an RFP that was sent out, and there is a company by the name of NCHEMS, which is pretty well known in this sphere of work, and I believe the contract has been done and finalized, and we are expecting a final report by spring.*

*If you put these three things together – an audit of the HECC on community colleges, a review by the HECC of our funding distribution formula, and an independent study of higher education in general – we could have a wonderful synergy of stars aligning and great things coming our way, or a further challenging reality of decreased funding tied to increased performance-based outcomes, where the real losers in the end will be our students. I choose to remain optimistic, and I am pleased that the higher education presidents undertook the study when they did, but we will see how this plays out, and if needed, I may be calling on your assistance.*

*In closing and ending on a positive note, I want to echo the comments already offered and shared. Personally, I also want to say that I am so fortunate to work with this Board. You always have your sights on our students, and want what is best for the institution as a whole. You challenge me, and at the same time you equally support me, and all the success the college has seen is made possible because of you. Thank you!*

#### 7.0 ADJOURN BOARD MEETING

Speer motioned to adjourn. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 8:11 p.m.

#### 8.0 CONVENE BUDGET AND FINANCE COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president

Mattson called the meeting to order at 8:12 p.m. and declared a quorum was present.

#### 9.0 BUSINESS / ACTION

##### 9.1 Selection of Budget and Finance Committee Chair



Speer motioned to receive nominations for the Budget and Finance Committee Chair. McKeel nominated Andrew Speer. Noriega seconded the motion. No other nominations were received. There was a roll call board vote for Andrew Speer to be the Budget and Finance Committee Chair for this academic year. The motion passed unanimously.

#### 10.0 ADJOURN BUDGET & FINANCE COMMITTEE

Polson motioned to adjourn. Speer seconded the motion and it passed unanimously. The Budget and Finance Committee was adjourned at 8:16 pm.

---

Clerk

Board Chair

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