



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *May 17, 2023*

**ITEM TITLE:** 4.1a

**CONTACT PERSON:** *Roxanne Richardson, Executive Assistant to the Board of Education*

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**SUBJECT:** APPROVAL OF MINUTES – April 5, 2023

### Session 1081

A meeting of the Mt. Hood Community College District Board of Education was held on April 5, 2023, with a Budget Committee meeting at 6:00 pm, and a Board Work Session at 7:00 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

#### 1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development

Andrew Speer called the Budget Committee meeting to order at 6:05 p.m.

#### 2.0 BUSINESS / ACTION

##### 2.1 Selection of Budget Committee Chair

Speer opened up the nominations for the budget committee chair. McKeel nominated Diane Noriega for budget committee chair. Mattson seconded the nomination. There was a board vote and it passed unanimously.

##### 2.2 Selection of Budget Committee Vice Chair

Noriega opened up the nominations for budget committee vice chair. McKeel nominated Annette Mattson for budget committee vice chair. Polson seconded the motion. There was a board vote and it passed unanimously.

#### 3.0 REPORTS



### 3.1 President's Budget Message

Lisa Skari presented her President's Budget Message for the 2023-2024 Proposed Budget. The President's Budget Message is included in the 2023-2024 Proposed Budget components from the budget document posted on the Budget Office webpage at:

<https://www.mhcc.edu/BudgetOffice/>

### 3.2 Presentation of Proposed Budget for 2023-2024

Jennifer DeMent presented an overview of the budget process and related budget information for the 2023-2024 Proposed Budget posted on the Budget Office webpage at:

<https://www.mhcc.edu/BudgetOffice/>. [John Hamblin co-presented, discussing the Associated Student Government Fund process and specifics.](#)

DeMent and Hamblin answered presentation follow-up questions from the Board. The first question was based on conversations that have been had, regarding changing the way the college is funded, and it was asked if this change would be affecting the budget for the coming fiscal year. DeMent responded saying no, that the coming fiscal year will be based on the current funding distribution formula and that it would not be in effect until the second year of the biennium. Next, an inquiry was made about the Student Development budget line item and the amended vs proposed budget columns and the difference in numbers. DeMent referred the question to Hamblin, who responded saying that two positions were moved from the main Student Development account to a departmental account and also there was an employee retirement which reset the cost/ value of that position. A final question was asked about the current percentage of the general fund that is going towards the Public Employees Retirement System (PERS). DeMent replied stating, on page 24 of the proposed 2023-2024 budget, it is calculated at 2.7 million and for the PERS Bond it is 6.8 million. As a follow up to this, a question was posed as to where does the arbitrage for the pension payment fund balance go and if it goes toward paying the bond. DeMent stated that it is coming from the employer contribution and that it pays for the projected liability of all of the college's retirees.

A printed copy of the proposed budget document was handed out to all board members and one will also be emailed to those who could not attend in person.

### 4.0 ADJOURN BUDGET COMMITTEE

Speer motioned to adjourn the budget committee meeting. Mattson seconded the motion and it passed unanimously. The meeting was adjourned at 6:56 p.m.

### 5.0 CONVENE MHCCD BOARD / CALL TO ORDER

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

Additional Attendees: Lisa Skari, president



Speer called the board work session to order at 7:01 p.m.

## 6.0 BUSINESS

### 6.1 President's Goals 2023-2024

Lisa Skari presented her draft President's Goals for 2023-2024, and reviewed the strategies for each goal. The goals were discussed and no suggestions or changes were requested from the Board. A copy of the draft presidential goals for 2023-2024 are attached to the minutes and will be presented at the May 17, 2023 regular board meeting.

### 6.2 ACCT Equity Audit

Board members conducted an internal audit of institutional board related practices, in the context of equity, by reviewing, discussing, and scoring (on a 1 (low) to 5 (high) scale) a list of fourteen equity-based questions. Notes of the discussion and scores were captured for future audit work.

### 6.3 Other Business

There was no other business.

## 7.0 ADJOURN WORK SESSION

The board work session was adjourned at 8:25 p.m.

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Clerk

Board Chair

*Minutes recorded by Roxanne Richardson, Executive Assistant to the Board of Education.*

**PRESIDENT GOALS FOR 2023-2024 DRAFT**

<b>7.1 Expand institutional response to diversity, equity and inclusion</b>			
<b>Tactic</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will ensure the development of an equity scorecard.	The President will oversee and collaborate with the Vice Presidents and associate vice presidents of Diversity, Equity, and Inclusion and Human Resources for the development and implementation of the equity scorecard.	By May 1, 2024 the Board will receive the equity scorecard tool.	
2. The President will ensure the development of equity-centered hiring process, inclusive of measures of success.	The President will oversee and collaborate with the Vice Presidents and associate vice presidents of Diversity, Equity, and Inclusion and Human Resources for hiring process improvements that result in improved diversity outcomes.	The Board will receive quarterly updates via the President's letter.	

<b>7.2 Increase community engagement activity</b>			
<b>Tactic</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will ensure the implementation of the community engagement plan.	The President will oversee and collaborate with the Vice Presidents to implement a prioritized plan of connections by type and sector.	The Board will receive quarterly updates via the President's letter.	
2. The President will increase her engagement in the community.	The President, in alignment with the plan, will achieve a 5% increase in the number of engagements over the 2022-23 academic year.	A final quantitative report will be included in the 2023-24 Self Evaluation.	

### 7.3 Prepare for a bond campaign

Tactic	Activity	Target	Status
1. The President will ensure the development of facility improvement options for a campaign that is aligned with the academic plan.	The President will oversee and collaborate with the vice presidents of Instruction and Finance/Administration to develop options to be considered by the college, students, and broader community.	The Board will receive quarterly updates via the President's letter.	
2. The President will ensure the preparation of a multi-year, detailed campaign plan.	The President will oversee and collaborate with the vice presidents of Instruction, Finance/Administration, and College Advancement to develop a plan a comprehensive bond campaign plan.	The Board will receive quarterly updates via the President's letter.	

### 7.4 Prepare for the Year Seven Accreditation Visit

Tactic	Activity	Target	Status
1. The President will complete mock accreditation visit.	The President will oversee and collaborate with Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on mock accreditation visit.	By September 1, 2023 the Board will receive a report on the mock visit.	
2. The President will ensure the completion of the Year Seven Accreditation report.	The President will oversee and collaborate with Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on campus preparations for the Year Seven Accreditation report.	By October 1, 2023 the Board will receive a copy of the Year Seven report.	
3. The President will host the Year Seven Accreditation visit.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer to host the Year Seven Accreditation visit.	MHCC will host Accreditation visit October 18-20, 2023.	
4. The President will ensure a process is developed for plan to address accreditation recommendations.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on planned response to recommendations.	By June 30, 2023 the Board will receive a report of the response plan.	