



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1a

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

SUBJECT: APPROVAL OF MINUTES – March 6, 2024

Session 1099

A meeting of the Mt. Hood Community College District Board of Education was held on March 6, 2024, with a Board Work Session at 6:00 pm held via Zoom.

1.0 CALL TO ORDER

Members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Annette Mattson, Diane Noriega, Marie Teune, ShaToyia Bentley, Dana Stroud

Additional Attendees: Jennifer DeMent, vice president, Finance and Administration

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

2.0 BUSINESS

2.1 Budget Development

Jennifer DeMent presented on budget assumptions for 2024-2025. Based on following assumptions:

- Tuition will increase 2%, approximately \$2 per credit hour, generating \$300,000 in revenue
- Enrollment is up 6% in actuals (budgeted for the current year at a 4.5% increase) and is expected to continue to go up; projections for next year assume a 2% growth, based on the 6% base
- State Support – the college received a little more state support in the current year than budgeted, with MHCC's share of the 12.5 million in state support anticipated at approximately 11% of the student support allocation (\$7.5 million) and just under 8% of the student success allocation (\$5 million)
- Inflation is driving all assumptions on the expenditure side



- Utility increases range from 9% for water, 12.5% for power, and 30% for gas, which is about \$200k more than the current year budget
- There are \$4.5 million in new fund requests, which require an accompanying lens/ rubric decision-making tool that will guide decisions on these requests

Next Steps:

April 3 – Proposed budget is presented to the board Budget Committee

April 17 – Budget Committee approves budget

June 12 – Tax Supervising & Conservation Committee public budget hearing and board adopts budget

A copy of the PowerPoint presentation is attached to the minutes.

2.2 Board Policies 1st Reading

The board conducted a first reading of the board policies in Chapters 2, 3, 5 and 7, and relevant information about the policies were provided by Jennifer DeMent. There was also a discussion of board policies that will be moved forward for rescinding and an update given regarding the administrative regulation review process for Chapters 6 and 7. The board placed each policy into one of three categories: moved forward as is; moved forward with revisions; postponed.

a) Board Policies – Chapter 2, 3, 5, and 7

Chapter 2 – Board of Education

BP 2315 – Closed/ Executive Sessions – moved forward as is

BP 2510 – Participation in Local Decision-Making – moved forward with revisions. There was a suggestion to add “and in alignment with its equity statement,” to the second sentence after “In executing that responsibility.”

BP 2716 – Board of Education Political Activity – moved forward as is

BP 2720 – Communications Among Board of Education Members – moved forward as is

Chapter 3 – General Institution

BP 3410 – Nondiscrimination – postponed second reading for further discussion on policy.

BP 3430 – Prohibition of Harassment – postponed second reading for further discussion on policy.

BP 3515 – Reporting of Crimes – moved forward as is

Chapter 5 – Student Services

BP 5035 – Withholding Student Records – moved forward as is

Chapter 7 – Human Resources

BP 7340 – Leaves – moved forward as is – moved forward as is

BP 7370 – Political Activity – Employees – moved forward as is

BP 7800 – Work After Retirement – moved forward as is



The board policies in Chapter 2, 3 (omitting BP 3410 and BP 3430 for now), 5, and 7 were moved forward for a second reading.

b) Board Policies to be rescinded

Policy	Title	Proposed Action
6060	Speakers	Rescind – not needed, we do not have an active program for speakers
6140	Dual credit programs	Rescind – not needed as policy, process outlined in AR 4238 (being proposed this year)
7120	Advising and outreach	Rescind – not needed, as written is not a statement of intent and therefore not a policy

There was consensus to move the board policies forward for rescension.

2.3 Bond Update

See item 2.4.

2.4 Community Engagement Planning

The board was previously updated on the bond at their recent board retreat 2/23/2024, therefore, it was decided to combine items 2.3 and 2.4 on the agenda, in order to discuss community engagement plans as they pertain to the bond and outreach efforts related to that. The group discussed the following:

- Where do we want to go (individually and in larger groups)?
 - Board members identified some priorities individually and areas to focus on as a group. It was decided to continue with the original plan to target local area school districts (adding Parkrose and Sandy) through the end of the 2023-2024 academic year and board members signed up for three upcoming district visits:
 - Reynolds 4/10/24 – Stroud and Teune
 - David Douglass 5/9/24 – Mattson and Bentley
 - Gresham – 6/18/24 – McKeel and Stroud
- What do we need to do?
 - Get organized
 - Establish two sets of talking points (speaking to general college statistics/ information and bond specific information), one for individual visits and one for presentations for larger visits to ensure consistency
 - Wear MHCC gear when representing the college
- What can we each commit to?
 - Board members were encouraged to think about this for future discussion, as it will take effort from all to accomplish the priorities identified.



- What are our next steps?
 - Narrowing the list of priorities
 - Discussing and establishing talking points/ presentation specifics
 - Scheduling visits

Work will continue to advance the discussion and efforts at the coming board work session on April 3, 2024.

2.5 Other Business

There was a discussion to be had regarding a College Housing Northwest Resolution to be voted on at the next regular board meeting, however, this information was not available for this meeting so this item will be postponed until this information is received for board review and discussion.

It was announced that an executive session has been added prior to the regular board meeting, on March 20, 2024, at 6:00 p.m., and that the board dinner will take place earlier than normal at 5:15 p.m.

3.0 ADJOURNMENT

The work session was adjourned at 8:10 p.m.

Clerk

Board Chair

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

Mt. Hood Community College

2024/25 Budget Assumptions

March 5, 2024

Budget Assumptions for Next Year

Tuition – forecast includes \$2

- generates about \$300,000 in revenue

Enrollment assumptions

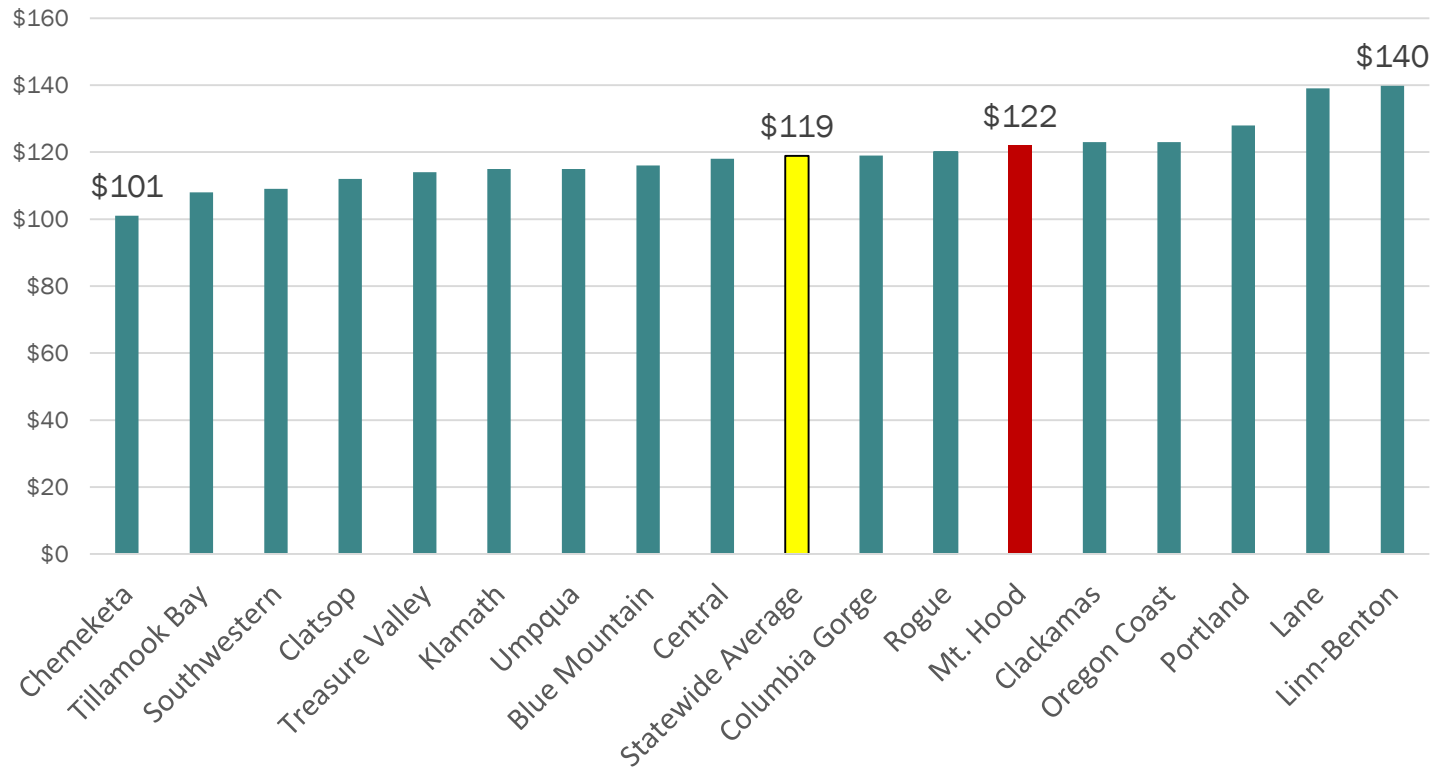
Cost of Living and Inflation

Focus of Investments

2024/25 Budget Assumptions

Tuition & Fees

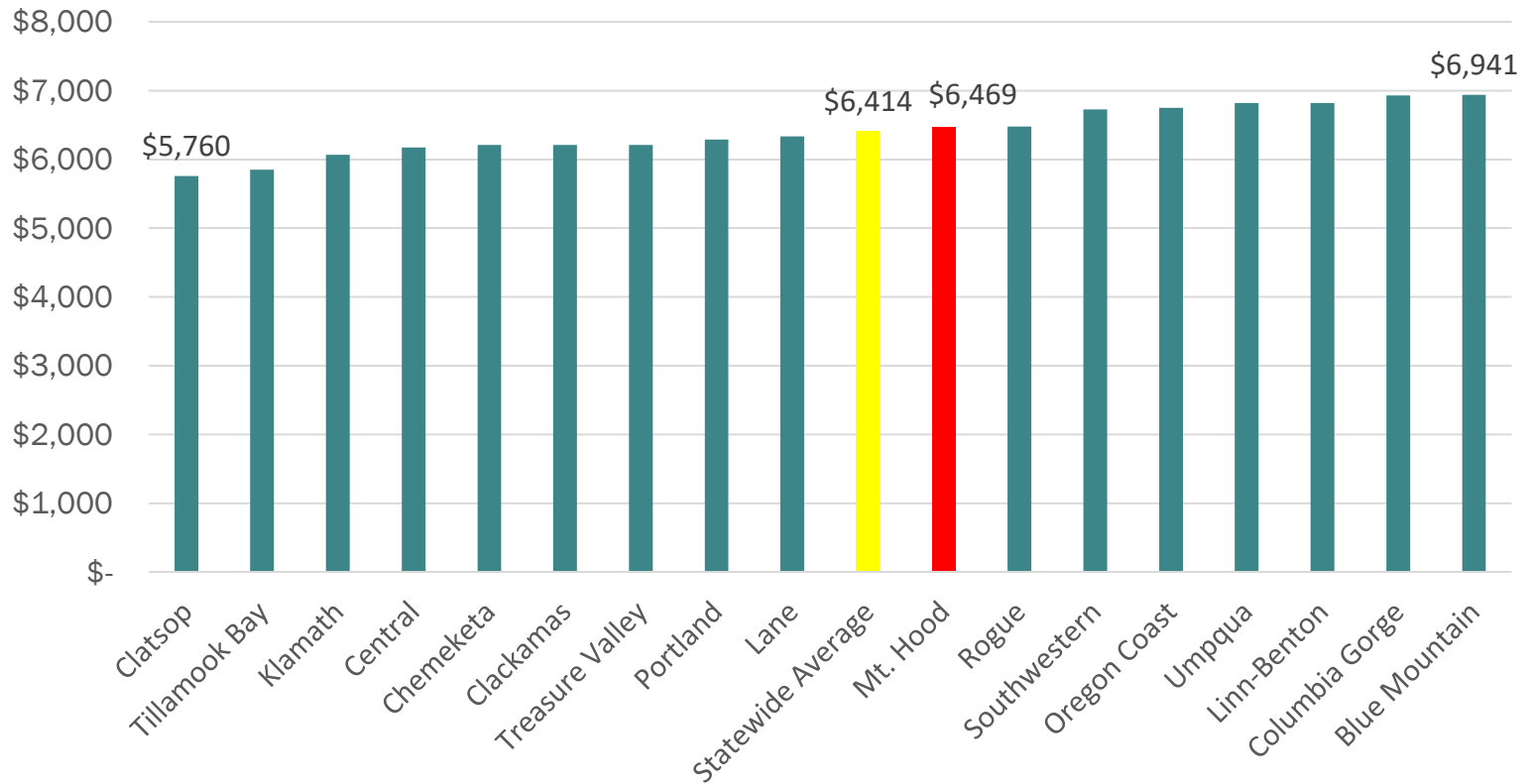
Oregon Community Colleges Per Credit Hour Tuition



2024/25 Budget Assumptions

Tuition & Fees

Oregon Community Colleges Annual Tuition & Fees



Tuition & Fees

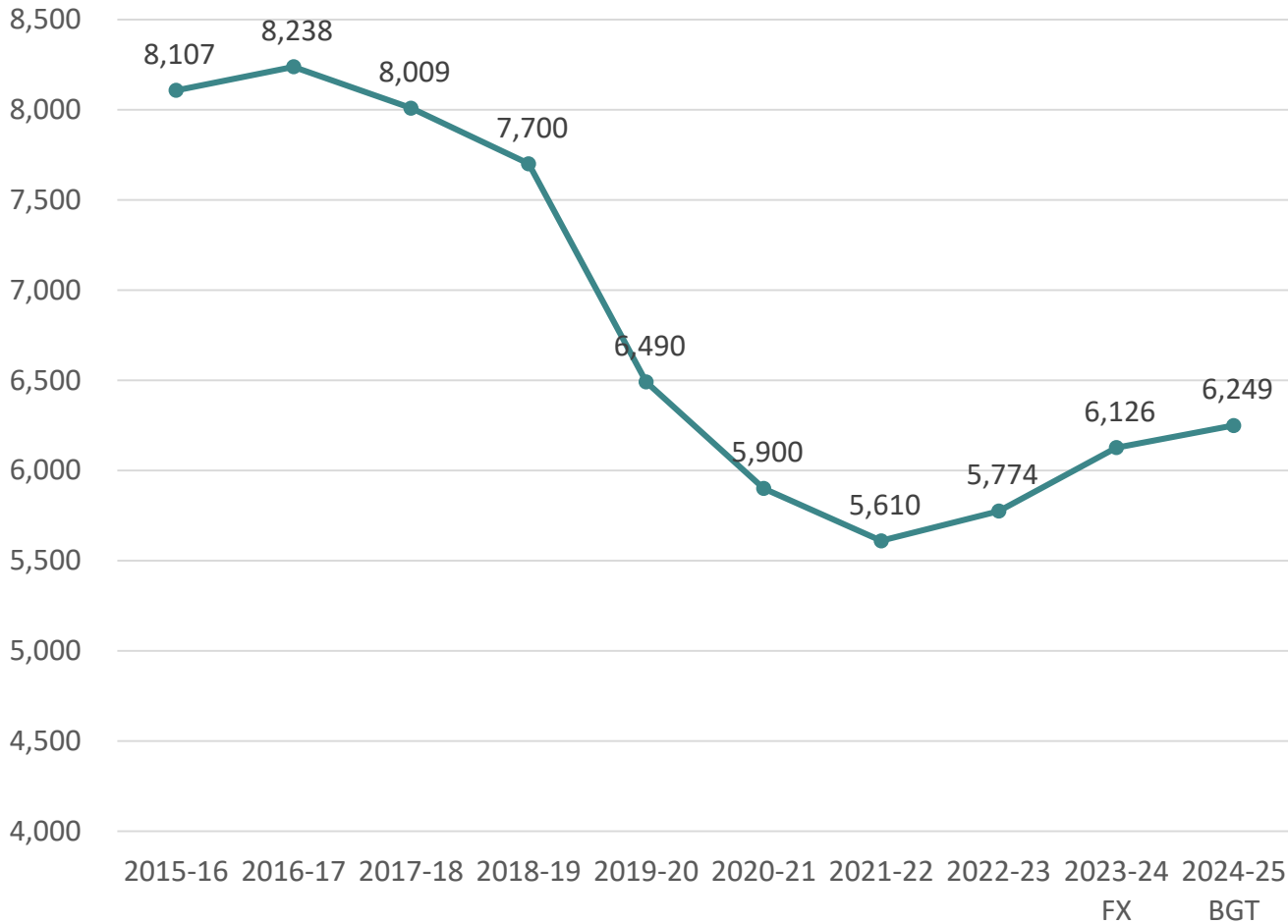
Administration's recommendation is for a 2% tuition increase, about \$2 per credit hour.

For the current year, the board increased tuition by \$2 to \$124 per credit hour. Given the increased costs associated with providing the current level of service, minimal annual increases are recommended. The Higher Education Price Index (HEPI) measures the cost of goods and services purchased by higher education institutions and releases an inflation index specific to higher education

The Higher Education Price Index for the academic year ended June 30, 2022 was 4%.

2024/25 Budget Assumptions

Enrollment

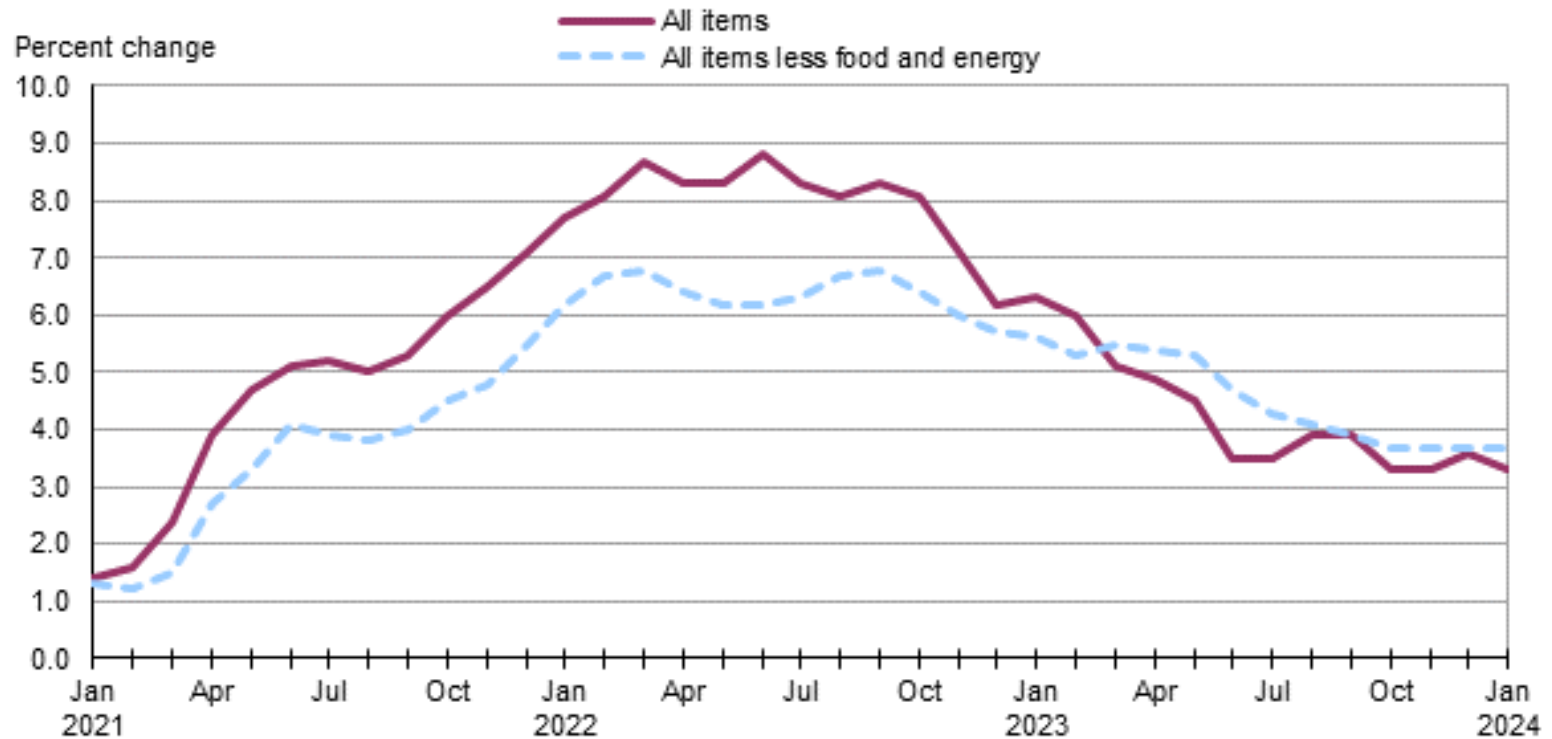


State Support

- Received slightly more state support in the current year than budgeted
- MHCC's share of the \$12.5 million in state support set aside for:
 - **Student Support:** Provides funding for students who are in one or more of four targeted populations: low-income, adult, CTE, or traditionally underrepresented as identified by race/ethnicity.
 - **Student Success:** Provides funding for student success which includes both progression and completion.

Inflation

Chart 1. Over-the-year percent change in CPI-U, West region, January 2021–January 2024



Source: U.S. Bureau of Labor Statistics.

Focus of Investments

- Alignment with the college goals
- Advancing DEI, as evidenced on Equity Lens evaluation form
- Safety, necessity, and compliance
- Consideration of return on investment
- Impact level and value

Next Steps

April 3 the proposed budget is presented to the board budget committee

April 17 budget committee approves budget

June 12 Tax Supervising & Conservation Committee public budget hearing and Board Adopts budget

thank you

Jennifer DeMent

Vice President, Finance &
Administration

Jennifer.dement@mhcc.edu

BP 2315: Closed/Executive Sessions

Chapter 2

References:

ORS 192.660

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include [the following](#):

1. To consider the employment of a public officer, employee, staff member or individual agent.
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
5. To consider information or records that are exempt by law from public inspection.
6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
8. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
9. To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
10. To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
11. [To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.](#)
12. [To consider matters relating to cyber security infrastructure and responses to security threats.](#)

Matters discussed in executive session remain confidential and shall not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

Adopted: 3/8/06

Revised: 9/14/16
11/9/16
12/15/21
XXX

Notes: Legally advised
Best Practice

1st reading

BP 2510: Participation in Local Decision-Making

Chapter 2

References:

NWCCU Standard 2.A.4
ORS 341.283(5)

The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Education is committed to its obligation to ensure that appropriate members of Mt. Hood Community College participate in developing recommended policies for Board of Education action and administrative regulations for President action under which the Mt. Hood Community College is governed and administered.

Each of the following shall participate in these decision-making processes of Mt. Hood Community College:

- Access and Diversity Council
- Infrastructure Council
- Institutional Effectiveness Council
- Learner Success Council
- People Strategies Council
- Associated Student Government
- [Head Start Policy Council](#)

[The Head Start Policy Council is made up of parents of children enrolled in Head Start and Early Head Start, and members of the community served by Head Start. The remaining councils include employees representing the full- and part-time faculty, classified, and management/confidential employee groups, and students. Council membership should reflect diverse representation.](#)

Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

Adopted: 3/8/06

Revised: 7/8/09
12/15/21
XXX

Notes: Rescind BP 1110: Diversity and Equity Review
Accreditation required

1st reading

BP 2716: Board of Education Political Activity

Chapter 2

References:

ORS 260.432

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition, [appointment, nomination, or election of a person to a public office](#), including, but not limited to, any candidate for election to the Board of Education.

The Board of Education may, by resolution, express the Board of Education position on ballot measures.

Adopted: 9/14/16

Revised: 12/15/21
XXX

Notes: Legally advised
Best Practice

BP 2720: Communications Among Board of Education Members

Chapter 2

References:

ORS 244.040 ORS 192.610 to ORS 192.690, ORS 341.283(5)

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

Communications between or among Board of Education members that are purely factual or educational in nature, and that convey no deliberation or decision on any matter that may come before the Board; or are not related to any matter than could reasonable be foreseen to come before the Board are permitted. In addition, communications that are non-substantive in nature, such as communication related to scheduling, leaves or absence, and other similar matters are also allowed.

Adopted: 3/8/06
2/2/17

Revised: 12/15/21
XXX

Notes: Legally advised
Best Practice

BP 3410: Nondiscrimination

Chapter 3

References:

Title VI of the Civil Rights Act of 1964 (Title VI) and 42 U.S. Code Section 2000d;
Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
[Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.](#);

The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Sections 1625 et seq.;

Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107, 34 Code of Federal Regulations Sections 110 et seq. and 45 Code of Federal Regulations Section 90 et seq.;

Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Sections 1630 et seq.;

ADA Amendments Act of 2008 (ADAAA);

Section 504 of the Rehabilitation Act of 1975, 34 Code of Federal Regulations Sections 104 et seq. and 45 Code of Federal Regulations Sections 84 et seq.;

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Sections 1635.1 et seq.;

29 Code of Federal Regulations Sections 1601.1 et seq. – Discrimination based on National Origin;

29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;

Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Section 1604.10

[34 Code of Federal Regulations Part 106](#)

ORS 659A

ORS 659.850 to 659.860

Mt. Hood Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Mt. Hood Community College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to the individual's legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws. The President shall establish administrative

regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19
2/16/22

BP 3430: Prohibition of Harassment

Chapter 3

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
[Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.](#);
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA);
[34 Code of Federal Regulations Part 106](#)
ORS 659A
ORS 243

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and Mt. Hood Community College will not tolerate harassment. This policy applies to all members of the College community, including Board of Education members, employees, students, volunteers, and interns.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, genetic information, or any other status protected under applicable federal, state, or local laws. For the College's policy regarding sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment under Title IX and accompanying regulations.

Mt. Hood Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The College will investigate all allegations of retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the regulations described in AR 3435 Discrimination and Harassment

Complaints and Investigations and AR 3432 Workplace Harassment. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish regulations that define harassment on campus. The President shall further establish regulations for employees and students and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and regulations for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by Mt. Hood Community College, its employees, students, and agents. Regulations will be established in accordance with BP 2510 Participation in Local Decision-Making.

Mt. Hood Community College will publish and publicize this policy and related written regulations (including the procedure for making complaints) to students and employees, particularly when they are new to the institution. The College will make this policy and related written regulations (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and regulations may be subject to disciplinary action up to and including termination. Students who violate this policy and related regulations may be subject to disciplinary measures up to and including expulsion.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19
2/16/22

BP 3515: Reporting of Crimes

Chapter 3

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b);
Campus Security Act of 1990;

The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to Public Safety or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes – [Any of the criminal offenses listed above and](#) larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property;
- Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law.

Adopted: 2/16/22

Revised:

BP 5035: Withholding Student Records

Chapter 5

References: [Oregon 2023 SB 424](#)

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have ~~transcripts and~~ registration privileges withheld.

Adopted: 3/16/22

Revised: XXX

Notes: *Best Practice*

1st reading

BP 7340: Leaves

Chapter 7

References:

ORS 653.601 to 653.661

[ORS 657B.005 to 657B.920 \(Family and Medical Leave Insurance\)](#)

ORS 659A.040 to 659A.049

ORS 659A.150 to 659A.186

ORS 659A.190 to 659A.198

ORS 659A.082 to 659A.086

ORS 659A.270 to 659A.285

ORS 659A.312

The President shall establish administrative regulations for employee leaves as authorized by law and any collective bargaining agreements entered into by the College.

In addition to these policies, regulations, and collective bargaining agreements, the Board of Education retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Adopted: 3/6/06

Revised: 5/18/22

BP 7370: Political Activity – Employees

Chapter 7

References:

ORS 260.432

Employees shall not use Mt. Hood Community College funds, services, supplies, or equipment [or engage in political activities during work hours](#) to urge the passage or defeat of any ballot measure, [election initiative](#) petition, [appointment, nomination, or election of a person to a public office candidate](#), or political committee, including, but not limited to, any candidate for election to the Board of Education. This policy prohibits restricted political activity, as defined by ORS 260.432, while on the job during an employee's working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure, [election initiative](#) petition, [appointment, nomination, or election of a person to a public office candidate](#), or political committee during non-working time.

[“While on the job during working hours” does not include periods of time during which an employee is taking time off for a meal break or rest break or periods of time during which an employee is utilizing otherwise allowable time off in accordance with Oregon labor laws.](#)

Adopted: 3/8/06

Revised: 5/18/22

BP 7800: Work After Retirement

Chapter 7

References:

ORS 238;

Chapter 355, Oregon Laws 2019

[Chapter 45, Oregon Laws 2023](#)

The Board of Education delegates to the President the authority to approve the continued employment and compensation of Mt. Hood Community College employees after retirement from the Public Employee Retirement System (PERS).

The President shall establish administrative regulations related to work after retirement from PERS consistent with state and federal law. (See also BP 7110)

Adopted: 5/18/22

Revised:

1st reading

Board Policies to Rescind 2023-24

Policy	Title	Proposed Action
6060	Speakers	Rescind – not needed, we do not have an active program for speakers
6140	Dual credit programs	Rescind – not needed as policy, process outlined in AR 4238 (being proposed this year)
7120	Advising and outreach	Rescind – not needed, as written is not a statement of intent and therefore not a policy

1st reading