



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 16, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – May 5, 2021

Session 1032

A meeting of the Mt. Hood Community College District Board of Education was held on May 5, 2021, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Traci Simmons, director of Diversity, Equity, and Inclusion, Jennifer DeMent, chief operations officer, Travis Brown, director of Human Resources, Aline Babine, total compensation manager, Linda Vigesaa, chief information officer

Diane Noriega called the work session to order at 6:04 p.m.

2.0 BUSINESS

2.1 MHCC Equity Lens Tool Update

Traci Simmons presented an overview of the equity lens tool presentations she provided to Faculty Senate, Student Town Hall on Equity, Equity Leadership Team, Access and Diversity Council, and the Racial Equity Committee with Child Development and Family Services (CDFFS). She also has a meeting scheduled with Dr. Kisa, new executive director of CDFFS. She shared that additional work is needed to build context around using the tool, and developing a shared understanding of the tool definitions for those using the tool and the broader community. There was a discussion about the equity lens tool and the hiring process. Simmons praised the leadership of the president and the board as the college moves forward with the equity lens tool. The equity lens tool will be on the agenda for approval at the May 19 board meeting.



2.2 Hate Speech Statement

Lisa Skari presented the draft statement on hate speech to the board for review. There was a discussion about the statement and the wording of several words. The board expressed an overall satisfaction with the statement, and offered a few suggestions for minor adjustments to the text. Skari will make the suggested edits to the text and send an updated draft statement to board members for review prior to the next board meeting.

2.3 Pension Bond Update

Jennifer DeMent provided a brief update on the Pension Obligation Bond. The presentation included an ECONorthwest updated analysis regarding two key measures of risk and reward, which are Present Value (PV) of bond issuance (the extent that the rate relief exceeds bond payments) and Probability that PV is greater than zero. DeMent stated they will not take action on it until late June, so they asked ECONorthwest for an updated analysis, which provided the following information:

- Oregon Investment Council, which handles PERS investments, may reduce the assumed earning rate for PERS.
- Updated analysis now includes additional scenario of 5.5% total interest cost (TIC).
- This fourth scenario is similar to borrowing at 4.5% and earning 1% less on the side account balance.

DeMent shared several sample scenarios based on different dollar amounts, percentages and probabilities. She presented a response to three questions she received from board members:

- 1) Question: Can we refund the existing bond or simply allow a new bond to run concurrent with the old? Response: We cannot refund or refinance our existing pension bond at a better interest rate. We can issue new bonds, which will have a new amortization period, but will overlap with the old bonds until they are fully amortized in 2028.
- 2) Question: How does this affect budget planning for the next fiscal year? Response: In regards to the General Fund, the PERS Expense is reduced due to rate credit. An example: -6.81% (of subject salary). PERS Bond Internal Assessment to pay debt service: + 5.68% (of subject salary). General Fund Savings: 1.13% (of subject salary).
- 3) Question: How does this affect debt capacity for a potential future General Obligation Bond? Response: It does not. DeMent referred to a page out of the MHCC Audit regarding debt limitation, which showed the current General Obligation Bonded Debt as zero.

The next step is for a resolution to be submitted for approval at the board meeting on May 19. The primary purpose of the resolution is to authorize the bonds and directs proceeds to pension liability; sets the maximum interest rate for bonds at 4.5%; requires structure estimated to be advantageous to district; and delegates authority for remaining steps to president or chief operations officer. She shared the timeline for delegated duties between June 25 and the end of August, with the PERS rates reduced beginning September 1.

2.4 Management/Confidential Salary Schedule

Travis Brown presented an update on the salary schedule for CDFS management, non-CDFS management, and confidential employees. He recognized Aline Babine for all her work in updating



the salary structures for management and confidential employees. Brown stated the proposed changes to the salary structure will be under Board Policy 5080, and that the process of change is governed in the Employee Handbook. The last review of the salary structure took place in 2015. He provided an overview of the 2021 Market Study, which included non-CDFS management and confidential employees. They compared salary classifications with several local organizations in higher education and government, and gathered market data to inform the new salary structure. These studies allow the college to remain competitive in the local labor market.

Brown outlined the application of the draft equity lens tool with the new salary schedule, and stated the cost to implement the new salary schedule will be funded with current available resources. He provided a timeline of next steps, and stated the new salary schedule will be on the agenda for approval at the board meeting on May 19, with implementation by July 1, 2021.

2.5 Strategic Planning – Update

Linda Vigesaa provided an update on strategic planning and the next steps. She stated there were 13 vendor submissions received, and they are now down to two finalists. The two final vendors will provide a presentation this week, with one presentation being held today, and the second presentation scheduled for Friday. There will be an opportunity to provide feedback, and deliberations with Dr. Skari and the committee will begin next week. The updated timeline is to have a final award decision by May 21, and a notification to vendors by May 31. Dr. Skari invited board members to contact her if they have any questions or would like to discuss the presentations.

2.6 Presidential Evaluation Process

Lisa Skari presented a draft proposal of a presidential evaluation process for this year.

- Step 1: Evaluation Prep Meeting (May/June) – the board provides the president definitions for acceptable levels of performance for each item evaluated; the board outlines the desired format for the president’s self-evaluation document; the board approves goals and objectives for the following year.
- Step 2: Compilation of the Self Evaluation (July) – the president prepares the self-evaluation.
- Step 3: Self Evaluation Presentation (July/August) – the president meets with the board to present the self-evaluation; the board asks clarifying questions regarding stated goals and performance; the president submits written evaluation.
- Step 4: Board Process (August/September) – the board meets to complete their assessment; the board prepares a written response.
- Step 5: Evaluation (September) – the board presents the evaluation to the president; the board delivers a written document to the president; the president provides a written response (optional).

The board reviewed and discussed the draft proposal, and shared feedback about the process. There was a suggestion to keep important topics such as the presidential evaluation in the forefront, and to provide online access to this document, as well as the strategic planning documents, and for items from the board member handbook to be available electronically rather than the hard copy notebook



they currently have. Dr. Skari stated she will look into what options are available to have these documents available to view online.

2.7 Other Business

There was no other business.

3.0 ADJOURNMENT

The work session was adjourned at 7:26 pm.

Clerk

Board Chair

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