



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 19, 2022*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – September 21, 2022

Session 1070

A meeting of the Mt. Hood Community College District Board of Education was held on September 21, 2022, with an Executive (Closed) Session at 5:00 pm held in the Board Room, and a Regular Board Meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

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

Additional Attendee: Lisa Skari, president

Speer called the executive (closed) session to order at 5:08 p.m.

2.0 PRESIDENT'S EVALUATION

The board convened a closed executive session in accordance with ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.

3.0 ADJOURN EXECUTIVE SESSION

The executive (closed) session was adjourned at 5:47 p.m.

4.0 CONVENE REGULAR SESSION/CALL TO ORDER / DECLARATION OF A QUORUM

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



Additional Attendees: Lisa Skari, president, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Linda Vigesaa, associate vice president, Information Technology, Charles George, associate vice president, Facilities, Risk Management, and Public Safety, Gabriel Logan, interim dean, Health Professions, Jennifer Aubry, program director, Dental Hygiene, Marilyn Pitts, PFTA President

Speer called the board meeting to order at 6:30 p.m. and declared a quorum was present.

4.1 Approval of Agenda

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

5.0 PUBLIC INPUT

There was no public input.

6.0 REPORTS

6.1 Correspondence

There was no correspondence.

6.2 Website Update

Sigala and Vigesaa provided an update on the website and shared a PowerPoint presentation on the stages of website redesign. Sigala stated they are currently in stage one of the six stages of the website redesign, and provided a summary of the six stages:

- 1) Discovery Stage (Research & Strategy)
- 2) Communications Plan
- 3) Website Planning and Design
- 4) Content Creation
- 5) Website Development
- 6) Pre-Launch User Testing

Sigala stated the website redesign is a 12-month plan and the goal is to have the new website redesign completed by Fall 2023.

Vigesaa provided an update on the current status of the redesign and stated the Initial Steering Committee has been established and monthly meetings have been scheduled. The Steering Committee selected MAC as the vendor for the website redesign. MAC provided a list of MHCC deliverables, and 90% of deliverables are complete. A survey will be sent out to gather feedback from October 3 through October 16. The focus groups will be scheduled in October and will be comprised of staff, students, and external groups. They will have the survey information presented in Spanish and Russian, and they are exploring additional languages. A copy of the presentation is attached to the minutes.



6.3 Dental Lab Update

George provided an update on the construction plans and project timeline for the Dental Hygiene Lab. The final contract was signed with the construction vendor, Brockamp & Jaeger, Inc., on September 9, 2022. The sub-contractor space analysis and walk-through was completed on September 15, 2022. The physical construction will start on December 8, 2022, and a preliminary schedule was developed with two phases. The tentative date for completion of phase one is April 27, 2023, and the tentative date for completion of phase two is August 1, 2023. George stated they anticipate there may be some supply chain issues and are working with the vendor on it.

Aubry presented an update on the Dental Hygiene program and stated the CODA submission was completed on September 19, 2022. Due to the construction, the Dental Hygiene program space on campus cannot be used, so they have identified an alternate site for most of the lab and clinic courses, and will continue looking for additional sites.

Logan highlighted the communication plans they are doing with faculty and students to keep them informed and engaged in the program.

7.0 BUSINESS / ACTION

7.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 1067, July 13, 2022
- b) Minutes – Board Special Session 1068, August 18, 2022
- c) Minutes – Board Retreat Session 1069, August 24, 2022
- d) Monthly Personnel Report – July & August
- e) Monthly Financial Report – June & July
- f) Monthly Head Start Report – July & August
- g) COVID-19 Activity Report – July & August
- h) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds

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

8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their report of board committee and liaison activity since the last board meeting.

9.0 CLOSING REPORTS

9.1 ASMHCC Representative



The ASMHCC provided a written report to the board for the September meeting. A copy of the report is attached to the minutes. The ASMHCC representative will attend the regular board meetings beginning in October.

9.2 Advisory Representatives

Tambi Boyle (FTFA) – did not attend meeting

Christy Weigel (CEA) – did not attend meeting

Marilyn Pitts (PTFA) – she attended MHCC Convocation today and shared that it was one of the best convocations she has attended at MHCC. She shared that a PFTA meeting has been scheduled during Fall Inservice on Friday, and shared about the work she has been doing for a committee she serves on.

9.3 Executive Leadership

John Hamblin (Student Development) – he shared that over the summer they completed three campus clean-up events, and three calling campaign events. The calling campaign event was an outreach to over 1100 students, and of the students they reached during the outreach, over 29% registered for courses. This number is significantly more than in past campaigns where they have seen less than 15% enroll. They used EAB Navigate for text messaging, which was a great way to engage with students. He stated it was a huge collective effort from many people across campus, and thanked everyone for their efforts in the events. The New Student Orientation was held on September 15 and 16, and almost 300 students attended the orientation session on Thursday, and almost 100 students attended the session for campus tours on Friday.

Al McQuarters (Instruction) – he highlighted the Master Academic Plan and the six-step process, and indicated he would have an arrow pointing to the step to indicate where he is at in the Academic Plan. He shared an update about a leadership team building activity he had with the deans and instructional directors in his department to work together to create a mural.

Jennifer DeMent (Administrative Services) – did not attend meeting.

Al Sigala (College Advancement) – he shared about two upcoming events: MHCC is hosting a Gresham Area Chamber of Commerce Event on Friday, September 23 at 7:30 am in the Town & Gown room; the Teddy Bear Parade will be held in downtown Gresham on Saturday, September 24 morning, and arrive at 9:30 am to line up if you want to participate.

9.4 President's Report

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



Skari introduced two campus leaders who attended the board meeting: John Hasegawa, Faculty Senate President, and Terry Rogers, Associate Vice President of Human Resources. Skari spoke about the MHCC Convocation held in the morning and shared that it was a wonderful event and that it was recorded, so a link will be available for those who were not able to attend the event. She spoke about the students in the panel discussion, and the appreciation for the college that was shared. Skari distributed a printed copy of the Strategic Plan to board members. She shared she is excited for the coming year, and thanked the board for all their support for the college and students.

10.0 ADJOURNMENT

McKeel motioned to adjourn. Lewis seconded the motion and it passed unanimously. The board meeting was adjourned at 7:44 p.m.

Clerk

Board Chair

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

Stages of Website Redesign

Madison Avenue Collective (MAC)



Stages of Website Redesign

1. Discovery Stage (Research & Strategy)

- Website Analytics Audit
- Internal Document Review
 - Content Audit
- Comparative Analysis
 - PCC
 - Clackamas
 - PSU
- Brand Familiarization
- Planning Process Timeline
- Survey Interviews
 - Staff/Faculty
 - Students
 - Administration

Stages of Website Redesign

2. Communications Plan

- Comprehensive 12-month communications plan
 - Regular updates on progress
 - Outline high level strategies
 - Share specific tactics
 - Detailed timeline/calendar



Stages of Website Redesign

3. Website Planning and Design

- Comprehensive Website Information Architecture
- Content Strategy
- Wireframes for Mobile and Desktop
- Templates
- Website Prototype for Testing
- Visual Website Design



Stages of Website Redesign

4. Content Creation

- Messaging and Communications Strategy
- Messaging Development
- Digital Communications Strategy Toolkit
- Content Development

Stages of Website Redesign

5. Website Development

- HTML Template Development
- Site Buildout & Content Migration

6. Pre-Launch User Testing

- Facilitation for Usability Testing
- Review of Findings
- Recommendations for Further Site Improvements

New Website Target Date: Fall 2023



Current Status

Linda Vigesaa and Al Sigala



MHCC Steering Committee

- **Initial MHCC Steering Committee Established**

- Executive Sponsor – Al Sigala
- MHCC Project Manager
- Marketing & Communications Lead
- IT Management

- **Monthly Meetings Scheduled**

- MS Teams Site for Team Communication

Discovery Phase – In Process

- **MAC Provided a List of MHCC Deliverables**

- Owners assigned to each item
- Created a repository shared with MAC for documents
- Project Management to track status

- **90% of Deliverables Complete**

- 100% of MHCC info docs provided
- Pending – Feedback from survey and focus groups
- Target completion – Mid-October

Discovery Phase – In Process

- **Survey**

- MAC survey to be distributed by AIR – October 3

- Survey to close October 16

- Invites to be sent to staff and students; external groups

- **Focus Groups and Interviews**

- Will occur during October

- Staff/Students/External

- Facilitated by MAC

MAC Update

- **MAC update 9-6-2022**

- Have started reviewing MHCC's documents

- MAC met to discuss overall schedule

- **MAC – October Deliverables**

- Phase I Schedule to be mapped out by early October

- MAC will share next steps and milestones

- Project Plan will start to be built out

Communication Plan

- **MHCC Updates**
 - Periodic MHCC All Campus Reports
 - News & Notes
 - MHCC Monthly Project List
- **Board Updates**
 - Monthly Board Status Report
 - Periodic Board Presentations
- **More to Come!**



Thank You



Associated Students of MHCC (ASMHCC) Board Report
September 21, 2022

“The Associated Students of Mt Hood Community College is very excited for our students to join us on campus this fall. ASMHCC welcomed new students, hosted games, and did many giveaways for our new students at New Student Orientation. We were able to give out 4 \$200 book scholarships for the online bookstore at new student orientation as well as award 8 additional scholarships for returning students who applied over the summer.

Our hard work at New Student Orientation paid off. We saw 5 new applications come in for ASMHCC and we are working to interview and welcome 5 new members. Our applications are still open to continue to welcome new members. We are also getting ready and excited to hold our President & Vice President elections in Fall 2022. At this time we have 4 students interested in running.

As we look forward to this new school year, we are committed to continuing to serve students. We are working hard to create and implement new programs and events that meet our students where they are and push them to continue to grow, including continued mental health programming, movie nights, and bringing back our community event Trunk or Treat this Halloween. We are carefully crafting our goals for the 2022-2023 academic year and are looking forward to presenting them to you all at the next board meeting.”

Thank you,
Rozina

Rozina Lethe

She, Her, Hers ([what is this?](#))

Student Leadership and Engagement Coordinator
Mt. Hood Community College