



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: **4.1a**

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

SUBJECT: APPROVAL OF MINUTES – October 5, 2022

Session 1071

A meeting of the Mt. Hood Community College District Board of Education was held on October 5, 2022, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Charles George, associate vice president

Speer called the work session to order at 6:03 p.m.

2.0 BUSINESS

2.1 Facilities Master Plan Update

DeMent and George provided a presentation on the Comprehensive Campus Facilities Plan Overview. George shared a definition of what campus facilities planning is, and highlighted the major components of the plan, which are the strategic plan, academic plan, and enrollment plan. The Facilities Master Plan was developed with a foundational understanding of the MHCC mission and strategic plan for the future. George stated they have engaged with the MHCC governance structure in this plan, and included the Infrastructure Council in several discussions in the development of the Request for Proposal (RFP) for architects, and in reviewing the scope of work for the bid. The Infrastructure Council will continue to participate in the process with six council members serving on the cross-campus stakeholder team.

George stated once the RFP process is complete and an architect has been selected, the plan is to launch an outreach campaign to engage with additional stakeholders. A consultant will



analyze past and current issues, including programmatic changes, enrollment trends, existing physical conditions and capacities, environmental and community impacts. The plan will be a guide for the physical campus, including the site plan, circulation systems, buildings, current and future space utilization, landscaping, traffic flow, safe walking paths, and other campus physical features. The plan concepts will include sustainability, community, accessibility, learning and achievement, transportation and parking, utilities and technology, and student life. The plan is expected to span for a ten-year period, and will include documentation of any regulatory requirements or other needed approvals, and should include methods and measures to track and monitor the implementation plans.

DeMent spoke about the prior campus master plan initiative in 2010, and provided an overview of the timeline for the new plan, stating they are almost ready to post the RFP for the selection of an architect. The goal is to have an architect selected and a kickoff meeting by December 2022, and a final adoption process and launch of the campus facilities plan in fall 2023. DeMent responded to a question about the Head Start facilities, and stated it would be a separate project, and a question about cost estimates of the facilities projects for a future bond. George responded to a question about the process of engaging with community groups and stakeholders for the facilities master plan. A copy of the Facilities Master Plan is attached to the minutes.

2.2 Board Priorities for 2023-2024

Speer led a discussion with board members about the board's priorities for 2023-2024, and where the board wants to focus energy and effort this year. Board members shared their comments regarding board priorities:

- Stay in communication with the communities we serve.
- Be more intentional this year with how we engage with the community and be consistent about it.
- Be intentional about implementing the application of our equity lens and the strategic plan, and be accountable for the implementation and how we measure success.
- Determine the board's role in sharing the strategic plan work with the community.

Speer and Noriega will work to develop a draft plan of the board priorities for 2023-2024 and bring it back to the board for further discussion at a future meeting.

2.3 Board Policy 7360 Review

DeMent presented Board Policy 7360: Discipline and Dismissal – Employees, which was also reviewed at the May and June board meetings. Due to the summer break, the campus feedback was pushed out until fall term. DeMent reviewed the edits made to the board policy. There was board consensus to move the board policy forward to a second reading and board vote at the next board meeting on October 19, 2022. A copy of the board policy is attached to the minutes.



2.4 Board Committees/Liaison Roles

Speer presented the board assignments for board committees and board liaison roles for the 2022-2023 academic year. A copy of the board assignments is attached to the minutes.

2.5 Board Community Engagement

Board members shared their community engagement activity for the month of August and September.

2.6 Other Business

Speer shared that LaVerne Lewis submitted her letter of resignation from the board effective October 31, 2022, and thanked Lewis for her service on the board over the past 3.5 years. Skari reviewed the college board policy regarding board vacancies and shared a sample board application. There was a discussion about the board application process, and Skari stated she would look into the board application process requirements and contact Traci Simmons on the equity lens. Speer will work with Skari to add a discussion and action item on the board vacancy to the agenda for the October 19 board meeting.

3.0 ADJOURNMENT

The work session was adjourned at 7:20 p.m.

Clerk

Board Chair

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

COMPREHENSIVE CAMPUS FACILITIES PLAN OVERVIEW

Prepared by:
Charles George &
Jennifer DeMent
October 5, 2022

What is Campus Facilities Planning?

Campus, or facility, plans guide the physical development needed to support the mission and strategic plan of the college.

Plans direct how various aspects of the physical environment, such as academic facilities, open spaces, and circulation, come together to meet the needs of the college.



Most importantly, the comprehensive campus facilities plan establishes the setting in which higher education transforms students' lives.

Major Components

From this comes the goals, principles and vision that guides the location and physical form of the campus.

A campus facilities plan is built with the foundational understanding of Mt. Hood Community College's mission and strategic plan for the future. This includes the college-wide strategic plan and the academic plan and the strategic enrollment management plan.

Using the governance structure, the Infrastructure Council will partner with administration to provide project leadership.

One of the first steps will be to launch an outreach campaign, to engage stakeholders. Simultaneously, the consultant will analyze past and current issues, including:

- Programmatic changes
- Enrollment trends
- Existing physical conditions & capacities
- Environmental impacts
- Community impacts

| 3

The Campus Facilities Master Plan

The campus facilities plan will be a guide for the physical campus, including the site plan, circulation systems, buildings, current and future space utilization considerations, landscaping, and other physical features of the campus.

Included will be the major elements of the plan by topic or location in a format that includes illustrative maps and other explanatory diagrams.

Plan concepts include:

- Sustainability
- Community
- Accessibility
- Learning & Achievement
- Transportation & Parking
- Utilities & Technology
- Student Life

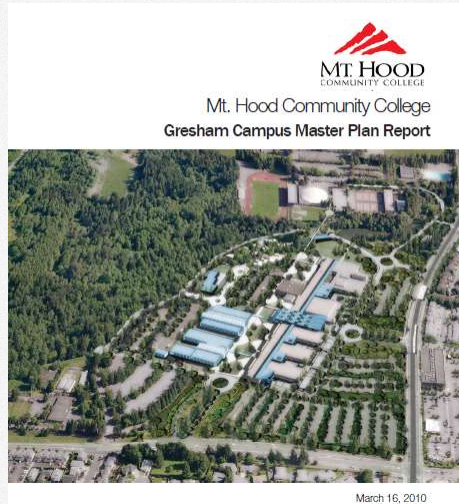
Other key components include documentation of any regulatory requirements or other needed approvals and an implementation plan to turn the plan into reality.

Because the new plan is expected to span a ten-year period, it should also include methods and measures to track and monitor the plans implementation.

| 4

Where are we today?

MHCC last completed a campus master plan initiative in 2010. The typical plan is targeting with a ten-year approach. While the new buildings and roadways in the previous never came to fruition due to the \$170 million price tag, the plan has informed wayfinding and space assessment and improvements over the years.



Where are we today?

The board funded the new plan in fiscal year 2019/20, However the launch was delayed due to COVID-19 response and ongoing safety controls.

Fall 2022:
Architect selection, with kickoff meeting by December.



Fall 2023:
Final adoption process and launch of campus facilities plan.

TIMELINE

January – June 2023:
Monthly project meetings, information gathering, and feedback sessions.

BP 7360: Discipline and Dismissal –Employees

Chapter 7

References:

ORS 244 – Government Ethics

The President shall enact regulations for the disciplinary proceedings applicable to employees of Mt. Hood Community College.

A permanent employee shall be subject to disciplinary action, including, but not limited to, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Dishonesty in any aspect of employment, including intentionally falsifying documents, falsifying time records, misrepresenting the reason for leave from work, or providing false or misleading information to secure an appointment or promotion.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Disclosure of confidential work-related information, except as protected by law.
- Willful disobedience and insubordination, a willful failure to follow supervisory instructions or to follow established work rules and procedures, or insulting or demeaning the authority of a supervisor or manager.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism related to the abuse or misuse of leave, including an unexcused absence without leave and a failure to follow established call-in procedures for absences. This does not apply to protected leave or the use of accrued leave.
- Failure to follow established workplace safety procedures.
- Any conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for the dismissal of any employee. The conviction record shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees while in the course and scope of College employment.
- Improper or unauthorized use of College property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with College employment.

- Any willful act of conduct either during or outside of duty hours which is of such a nature that it causes discredit to the College, the employee's department, or division that rises to a substantial disruption of the College environment.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties except as allowed in ORS 244 Government Ethics.
- Theft of personal or public property, funds, or records.
- Failure to maintain the required license or certification that is required for an employee to perform the essential functions of their job.
- The refusal of any officer or employee of the College to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any pending cause of inquiry in which the College is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful circumvention of any security configuration or willful violation of policies, regulations, procedures and other rules which may be prescribed by the College or departments.
- Working overtime without authorization.

Adopted: XXX

Notes: New

Best Practice

**MHCC BOARD OF EDUCATION
BOARD COMMITTEES & LIAISONS
2022-2023**

Board Committees – Board member chairs committee; work centers on activities of the Board.

Budget and Finance: Diane Noriega

Board members attend meetings in the spring to set budget priorities and review the college's proposed budget before submitting to the Tax Supervising and Conservation Commission (TSCC).

Committee chair meets with the Vice President of Administration and Finance at least quarterly to review the college's budget status.

Community Engagement: Diane McKeel, Marie Teune

Board members track their community involvement related to the college, and report action monthly to the Executive Assistant to the Board.

Committee chair meets with the MHCC Board Chair and Vice Chair to develop strategies for board engagement in the community.

Board members take part in specific outreach efforts, including attending meetings and events.

Board Liaisons – Board member(s) participates by sharing information; the organization is responsible for the work.

Audit Committee: Andrew Speer, Diane Noriega

Attend two meetings per year with the external auditors; provide proactive oversight for the financial compliance reporting, and risk management processes and disclosure by thoroughly reviewing the audit report; limit two board members per committee.

Head Start: Marie Teune

Attend two Head Start Policy Council meetings during the year; speak at one Head Start staff meeting; participate in Head Start self-assessment; provide Head Start information to MHCC Board.

MHCC Foundation: Diane McKeel

Attend regular MHCC Foundation board meetings and share Board of Education information; attend Foundation events including the annual auction; provide MHCC Foundation information to MHCC Board.

Oregon Community College Association (OCCA): Andrew Speer

Attend regular OCCA board meetings, typically held October, November, February, and May; consult with MHCC Board members on relevant OCCA topics and represent MHCC on the OCCA Board; provide OCCA information to MHCC Board; advocate for legislation in support of the college, by meeting with, emailing or calling legislators.

Oregon School Board Association (OSBA): Annette Mattson

Consult with MHCC Board members on relevant OSBA topics; organize board voting for OSBA directors and policy items; provide OSBA information to MHCC Board.

Volunteers - Optional opportunities for board members to participate on college committees; college is responsible for the work.

Distinguished Teaching Awards Committee: Kenney Polson, Marie Teune

Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.

Outstanding Support Staff Awards Committee: Kenney Polson

Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.

Foundation Scholarship Review: Andrew Speer

Using an online platform, read and evaluate student applications for Foundation scholarships during spring term; no limit on board member participation.