



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *April 19, 2023*

**ITEM TITLE:** 9.1a

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

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**SUBJECT: APPROVAL OF MINUTES – March 15, 2023**

### Session 1080

A meeting of the Mt. Hood Community College District Board of Education was held on March 15, 2023, with a Faculty Tenure Reception at 5:30 pm in the Town and Gown Room, and a Regular Board meeting at 6:30 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 REGULAR SESSION / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, Tambi Boyle, FTFA President, Marilyn Pitts, PFTA President, Rozina Lethe, CEA Representative, Carri Claycomb, dean, Nursing, Daniel Wenger, dean, Health Professions, Kim Hyatt, dean, Health, Physical Education, Athletics, Aquatics and Recreation, Sara Rivara, dean, Humanities and Social Science, Sydney Frost, dean, Human Development, Tenure Faculty Candidates: Olivia Castilleja, Amy Drouin, Angie Hansen, Jennifer Aubry, Dawn Markell, Yolanda Buenafe, Dawn Forrester, FRDB Chair

Speer called the meeting to order at 6:33 p.m. and declared a quorum was present.

#### 1.1 Approval of Agenda

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



## 2.0 PUBLIC INPUT

There was no public input.

## 3.0 REPORTS

### 3.1 Correspondence

There was no correspondence.

### 3.2 Faculty Tenure Recommendations

Lisa Skari provided the recommendation for the faculty candidates to receive tenure. She introduced the faculty candidates and respective deans, who shared a brief statement about the faculty candidates to the board. Skari and Speer together congratulated the faculty candidates recommended for tenure.

#### Faculty Tenure Candidates:

- Olivia Castilleja, Nursing/ Nursing
- Amy Drouin, Nursing/ Nursing
- Angie Hansen, Surgical Technology/ Health Professions
- Jennifer Aubry, Dental Hygiene/ Health Professions
- Dawn Markell, Health, Nutrition, & Fitness/ Health, Physical Education, Athletics, Aquatics & Recreation
- Yolanda Buenafe, Early Childhood Education/ Humanities and Social Science
- Rachel Falk, Human Development/ Human Development

Noriega motioned to approve the faculty tenure recommendations for 2023. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

### 3.3 Faculty Sabbatical Requests, 2023-2024

Dawn Forrester presented a brief summary of the faculty members who are seeking approval for a sabbatical request for 2023-2024:

- Stephen Conrad, Business/ Business and Computer Information Systems
- Zachary Canjar, Machine Tool Technology/ Integrated Metals
- Dan Davey, Music/ Performing Arts
- John Dryden, Engineering/ Engineering
- Jack Green, Mathematics/ Mathematics
- Anna Johnson, Business/ Business and Computer Information Systems
- Jason Pinkerton, Natural Resources Technology/ Natural Resources Technology

Noriega motioned to approve the faculty sabbatical requests for 2023–2024. Mattson seconded the motion. There was a board vote and the motion passed unanimously.



### 3.3 Academic Plan Update

Al McQuarters was not able to present this update and has been moved to the regular board meeting April 19, 2023.

## 4.0 BUSINESS / ACTION

### 4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 1078, February 15, 2023
- b) Minutes— Board Retreat Session 1079, February 22, 2023
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Acceptance/ Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- h) Budget Transfer Request
- i) Approval to Utilize Goods and/ or Service Contracts in Excess of \$150, 000
- j) Head Start Continuation Grant Application
- k) Head Start Community Assessment
- l) Head Start Self-Assessment
- m) Head Start COVID Mitigation Policy

McKeel motioned to approve the consent agenda. Teune seconded the motion and it passed unanimously.

### 4.2 2023-2024 Consideration of Tuition and Fees Adjustment

Jennifer DeMent provided an overview of the adjustments for tuition and fees for 2023-2024, and stated the administration’s recommendation is for a 1.7% tuition increase, or \$2 per credit hour, for in-district and out of district tuition. DeMent provided a summary of the administrative fees presented for approval that were included in the board packet.

McKeel motioned to approve the 2023-2024 Consideration of Tuition and Fees Adjustment. Mattson seconded the motion. There was a board vote and the motion passed unanimously.

## 5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

## 6.0 CLOSING REPORTS



### 6.1 ASMHCC Representative

A representative from ASMHCC was not able to join the meeting, however, a report was sent in their absence in advance of the meeting:

*As of this week, Cheyenne Winchell has stepped down on ASMHCC President for this academic year. We will be following the ASMHCC By-Laws and the Vice President will be stepping in during this absence.*

*Last week, ASMHCC worked with the MDRC and Transitions/Transiciones programs to host the Women's Empowerment event in honor of International Women's Day in the student union. This was a great success. The event brought over 100 students, faculty, staff, and computer partners to come together to celebrate women leaders in our community, and at the college.*

*This week ASMHCC hosted "Study and Chill" event for students to prepare for finals. This event provided activities including give a slice of pie in honor of Pi Day, create affirmation jars for self-care, use free massage chairs and part-take in arts and crafts to relax before finals week. We also worked with Tim Bradley from the Learning Success Center to help students who were struggling with finals to know where they can go get tutoring help.*

*We began the 2023-2024 ASMHCC President & Vice President elections process. We are encouraging students to apply and will be holding elections during week 3 of Spring Term.*

### 6.2 Advisory Representatives

Tambi Boyle (FTFA) – she shared faculty and departmental activities and events, including a Pie Day event hosted by the Math Department, the Visual Arts faculty Art Exhibit, Health and Physical Education (HPE) softball game, ceramic bowl making to benefit Barney's Pantry, Medical Assistant Program cohort graduate's recognition potluck, and a celebration of life event for MHCC employee Jerry Lyons, hosted by the automotive shop lab.

Boyle highlighted that, this winter, the Oregon Community College Association (OCCA) funded an ACUE Micro Credentialing Course on Inclusive Teaching for Equitable Learning. She and Sarah Williams were accepted into the program, completed it, and are adding what they learned into their courses.

Rozina Lethe (CEA) – she shared the following facts about MHCC's classified employees:

*As of March 15, 2023:*

- *There are 199 classified employees employed at MHCC.*
- *They have been employed for a total of 665,647 days.*
- *This translates to 1,823 years and 251 days.*



- *CEA's combined experience goes all the way back to the year 200 C.E., when the world human population was estimated to be around 257 million, and the Classic Age of the Mayan civilization began.*

*Instructional Services employs 5 classified employees who coordinate the following:*

- *Curriculum (Katelyn Goslin)*
- *Course Scheduling (Darcy Dalrymple)*
- *Faculty Workload & Room Scheduling (Shalaia Walters)*
- *Online Bookstore (Michelle Perry)*
- *University Partnerships & Online Catalog Administration (Christy Weigel)*

*So far in this academic year these employees have:*

- *Submitted 66 Career-Technical degree & certificate programs and 117 courses updates to Oregon's Office of Community Colleges and Workforce Development.*
- *Scheduled over 5,000 course sections for credit courses, apprenticeship, community education, workforce development, adult basic education, high school credit recovery, and College Now.*
- *Improved the online course scheduled so students can more easily identify on campus classes vs. online and hybrid classes.*
- *Assigned rooms for over 1100 face-to-face courses and hybrid courses with a face-to-face component.*
- *Verified full time and part time faculty and tutor workload assignments from every instructional department each term.*
- *Increased online bookstore sales by 6% compared to last winter term*
- *50% of text sales for winter term have been in digital format, with Inclusive Access making up 26% of sales and e-book/online courseware covering the remaining 24%. Both Inclusive Access (IA) and e-books provide students with instant access to online materials for lower prices than traditional print textbooks. Digital texts save students shipping fees and shipping wait times.*
- *Collaborated with other Oregon colleges and universities through OpenOregon.Org. Focused on meeting the 75% faculty text submission rate by the start of registration each term, as required by Oregon House Bill 2919. For winter term 2023, we were at 86% submissions when student registration opened.*
- *Developed new transfer agreements for over 400 programs at Arizona State University and a transfer agreement for students who complete 200-level Japanese to attend Kansai Gaidai University in Japan.*
- *Increased online catalog views from 283,741 in 2021 to 614,573 in 2022 by improving search engine optimization and adding pages for short-term training programs.*
- *Reduced 2022 catalog program description reading levels from an average of 18.19 (graduate school level) to an average of 9.752 (high school freshman level) for the 2023 catalog, which will be published online as soon as next week."*



Marilyn Pitts (PFTA) – she shared that the Part-Time Faculty and Tutor Association (PFTA) newsletter for winter term is complete and ready to be shared with the Board. Pitts also stated that the PFTA and the college has concluded their negotiations for their Covid memorandum of understanding (MOA).

### 6.3 Executive Leadership

John Hamblin (Student Development) – he shared that the current ASMHCC president, Cheyenne Winchell, has resigned her position. Hamblin stated that the position will be filled temporarily, through spring term, by other ASMHCC representatives.

Al McQuarters (Instruction) –he had no additional updates to report on. He congratulated all the faculty candidates recommended for tenure.

Jennifer DeMent (Administrative Services) – she shared that her financial team put together a consolidated audit financial report and a printed copy was given to each Board member.

Al Sigala (College Advancement) – he had no additional updates to report on. He thanked the Board members who were able to join him and other attendees at the OCCA Legislative Summit in Salem, Oregon March 8-March 9, 2023.

### 6.4 President's Report

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

Skari shared that she presented to the House Higher Education Coordinating Commission (HECC), alongside other Oregon community colleges, who were each assigned a particular area to discuss. On behalf of MHCC, Skari, talked about the strengths of the Adult Basic Education (ABE) Skills Program and the incredible outcomes that were achieved by the Career Pathways Program over the past seven years. She stated that the committee at the HECC, which they presented to, was new and that it was good for them to hear the full spectrum of what community colleges do, in hopes this will translate to House Bill 5025, which focuses on community college funding. She announced that there will be a Ways and Means Hearing on April 12, 2023 and a link will be sent out, for those interested in participating, to sign up through the Oregon Legislative Information System (OLIS).

As part of the growing semiconductor industry, Skari highlighted that the company Microchip awarded the college with a plaque to recognize the importance of workforce training and the partnership with MHCC. She recognized Dr. Kristin Lima who has done an incredible amount of work with Microchip in setting up a job fair that will be held next week. In addition, she discussed that the college is ready to employ their first class, as part of Future Ready Oregon, and that the demand has been higher than anticipated. A television station also reached out to the college to learn more about the program's mobile training lab, which is for manufacturing



degree pathways programs. She complimented the Mechatronics team, advisory committee, Dr. Lima, and everyone who helped move this forward and help the college be a part of it. Lastly, she mentioned that the significance the college has is with the Chips Act funding, and in order for companies to apply for the funding, they must show a strong workforce connection and a strong connection to education.

Skari discussed that college enrollment was up 5% for fall and winter and that it is projected that spring will follow with the same increase.

In closing, she shared a story from a recent community engagement visit with the West Columbia Gorge Chamber of Commerce, where MHCC instructor, Rachel Falk, was praised, by a couple council members, for an introductory course she created (HD 130-Applied Technology), that Corbett High School students were taking to help them get a sense of opportunities for college. She highlighted that what we do at the college is impacting the community.

#### 7.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 7:47 p.m.

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Clerk

Board Chair

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