



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1

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

SUBJECT: APPROVAL OF MINUTES – August 22, 2023

Session 1088

A meeting of the Mt. Hood Community College District Board of Education was held on August 22, 2022, with an Executive (Closed) Session at 11:00 am in the Board Room, and a Board Retreat at 1:00 pm held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 EXECUTIVE (CLOSED) SESSION

The board convened in 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.

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

Speer called the executive closed session to order 11:00 a.m.

2.0 PRESIDENT'S EVALUATION

The board discussed and prepared the President's evaluation.

3.0 ADJOURN EXECUTIVE (CLOSED) SESSION

The executive session was adjourned at 12:30 p.m.

4.0 BOARD RETREAT / 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: Lisa Skari, president, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness, Jeremy Wright, president, Wright Public Affairs

Speer called the board retreat to order at 1:05 p.m.

5.0 BUSINESS

5.1 Board Business

a) Annual Ethics Affirmation

Board members reviewed and signed the MHCC Ethical Code of Conduct document for 2023-2024. A copy of the Ethical Code of Conduct is attached to the minutes.

b) Board Agreements

Board members reviewed the MHCC Board Agreements. There were no changes made to the agreements. A copy of the MHCC Board Agreements is attached to the minutes.

c) Board Committees

Board members reviewed and discussed the list of board committees and board liaison roles for 2023-2024. Board members noted their preferences to serve on board committees and liaison roles as follows:

- Budget and Finance Committee: Diane Noriega, ShaToyia Bentley
- Community Engagement Committee: Diane McKeel, Dana Stroud, ShaToyia Bentley
- Audit Committee Board Liaison: Diane Noriega, ShaToyia Bentley
- Head Start Board Liaison: Marie Teune, Dana Stroud
- MHCC Foundation Board Liaison: Diane McKeel
- OCCA Board Liaison: Andrew Speer
- OSBA Board Liaison: Annette Mattson, Dana Stroud
- Distinguished Teaching Awards Committee: All
- Outstanding Support Staff Awards Committee: Diane Noriega
- Foundation Scholarship Review: Marie Teune

Speer will review the list of board committee and liaison role preferences and follow up with board members once the list is finalized. A copy of the Board Committee and Liaison Role list is attached to the minutes.

d) Meeting Schedule

The board reviewed the board calendar for board meetings in 2023-2024 and discussed the frequency and need of board work sessions. The board discussed keeping the current board work sessions on the calendar and to



review the need for a work session prior to each month. A copy of the board calendar for 2023-2024 is attached to the minutes.

e) Board Budget

The board reviewed the board budget for the 2023-2024 year and discussed various line items and resources available.

f) Board SharePoint Site

A new MHCC Board SharePoint site was launched early summer and board members were given an overview of what the site has to offer, including a comprehensive activity calendar and document library for storage of important board related records. It was also noted that site is not for discussion or collaboration, it is merely an information source, in order to meet the rules of public meeting law.

g) Board Attire

The board discussed attire options that would strengthen the cohesiveness of the board, presenting a visual united front for the group and enhancing board visibility when attending events in the community. It was agreed that a lightweight jacket with MHCC Board branding is the best option. Samples will be acquired for sizing and then an order will be placed.

5.2 Board Review

a) Self-Evaluation

The board reviewed and discussed the Board Self Evaluation Summary and Self Evaluation Raw Data for 2023. Board members discussed the evaluation scores for the following categories: board organization, policy role, community relations, policy direction, board-CEO relations, standards for operations, institutional performance, board leadership, advocating for college, and board education. A copy of the Board Self Evaluation Summary is attached to the minutes.

5.3 Strategic Plan

Sergey Shepelov provided a refresher for the board through a presentation on the following Key Performance Indicators (KPI):

- Student Success Indicators: six-year outcomes completion, fall to winter retention, and credit accumulation rate
- Student Learning Indicators: core institutional learning outcomes
- Diversity, Equity, and Inclusion Indicators: student diversity and employee diversity



- Community Engagement Indicators: in-district high school intake rate and value by the community

Shepelov showed the Strategic Plan and KPI status dashboards (can be found at: Air.mhcc.edu) and how to access information from the dashboards depending on objectives and goals. He responded to questions from the Board regarding the dashboards and details of the KPI's. Shepelov also highlighted a filter panel that can be selected from the Student Success KPI dashboard which shows how MHCC is performing, in terms of student success, compared with other peer institutions of a similar nature, including Clackamas Community College, Chemeketa Community College, South Puget Sound Community College, College of Central Florida, and Parkland College.

5.4 Bond 101

Jeremy Wright, President of Wright Public Affairs, works as a consultant assisting organizations with campaign management. He provided an overview to the Board on Bond Basics, Best Practices, timeline planning and provided other important key elements to consider. He shared the following five steps to a conducting a successful bond:

1. Celebrate Previous Successes
2. Comprehensive Bond Planning and Development
3. Community Input – “Tell us What you Think”
4. Listen, Refine, and Finalize
5. Bond Campaign – Educate, Motivate, and Inspire

Wright closed his presentation by discussing how to choose and target an election, including showing a sample timeline, and by responding to questions from the Board.

5.5 Community Relations

The Board was presented with a Community Engagement Plan, provided by Al Sigala, which targets key audiences to tie Board community engagement planning work with the future bond community engagement plan. The Board discussed and provided feedback on the list of audiences and recommended others to be added. There was a discussion for the need to have a future work session to discuss bond specifics (bond history, looking at prior wins and success, and brainstorming ideas) and Board responsibilities (decision points and next steps). The work session will take place on September 6, 2016. Historical bond information will be put on the Board SharePoint site so the Board can review in



advance of the work session. A copy of the Community Engagement Plan is attached to the minutes.

5.6 Board Priorities/ Goals

The goals and priorities identified for the Board for 2023-2024, is to focus on community engagement aligned with the bond and bond planning approval and general community engagement of the Board. Some other topics brought forth include working to continue to monitor the outcomes of the Strategic Plan, in terms of getting the data and doing some real analysis of the results. The topics of campus safety and accessible and affordable housing for students was also discussed and will be explored further at future meetings.

6.0 ADJOURNMENT

The board retreat was adjourned at 4:40 p.m.

Clerk

Board Chair

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