



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – October 18, 2023

Session 1092

A meeting of the Mt. Hood Community College District Board of Education was held on October 18, 2023, with 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, Dana Stroud, ShaToya Bentley

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, John Hasegawa, Full Time Faculty Association (FTFA) President, Sarah Aimone, Classified Education Association (CEA) President, Javier Estrada, president, ASMHCC, Emily Phoun, vice president, ASMHCC

Speer called the meeting to order at 6:31 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 public comment provided by:

Erica Feralova, MHCC instructor, Computer Information Systems (accompanied by MHCC student Mike Fuller) – She provided an overview about what the Computer Game Development Program has been doing since the pandemic.



Mike Fuller, a recent graduate of the Computer Game Development Program, shared his experience in the program and his goals and aspirations for the future in the computer gaming industry.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.

3.2 Financial Update – 1st Quarter and Year-End

DeMent provided a financial update for the 2023-2024 first quarter and year-end for the Board and responded to questions from the Board.

The presentation reviewed:

- Unaudited results from fiscal year 2022-2023
- Changes in current year revenue
- The five-year forecast

She went over 2022-2023 Expenditures with the general fund came in at just under 73 million dollars:

- Salaries – 50.7%
- Materials & Services – 12.5%
- PERS & PERS Bond – 11.8%
- Health Insurance – 8.5%
- Transfers – 5.6%
- Tax & Benefits – 6.0%
- Debt Service – 3.5%
- Grants in Aid -1.1%
- Capitol – 0.2%

Next, DeMent covered the 2022-2023 Budget Variance's based on what was budgeted and what was actually spent. Most of the savings were in salaries, which is the college's largest expenditure category. As a percentage, the college underspent grants in aid by 21%, due to less use by staff and a change to how we accounted for Adult Basic Education (ABE)/English as a Second Language (ESL) waivers. Capital outlay was underspent by 45%, or \$148k, due to project timing. Overall, we spent 7%, or \$5.2 million less than budgeted. The majority, 76%, of unspent budget is accounted for within salary and benefit line items.

In terms of Resources (revenue) for 2022-2023, state aid was slightly under budget due to our share of state support based on enrollment and property tax amounts. The most significant



difference from budget is within the transfers and other category. The college's interest income has increased significantly, due to rising interest rates and the ability to maintain higher reserve amounts and invest in the state pool.

Current year changes are from the revenue side. The college budgeted at governor's requested level, a 6.4% increase over last biennium. The legislature funded us with a nearly 13.8% increase and the Higher Education Coordinating Commission (HECC) set aside \$12.5 million to implement student support and success funding in second year of biennium, dropping the increase in year one by 2%. We're estimating about \$1.5 million more than budgeted for the current year, and an additional increase next year when student support and success is implemented. Fee revenue is adjusted down based on actual results from last year. There is still being work done on forecasting precision since we shifted from per term to per credit fees in 2021-2022. Other income is anticipated to be higher than budgeted due to investment returns. State support is as of October and includes 2022-2023 enrollment where the college ended up with a \$500 thousand dollar increase. One more adjustment will happen for the January payment based on actual property taxes imposed. She presented a chart highlighting revenue changes over time discussing how enrollment and support affects revenue.

DeMent closed her report going over Revenue and Expenditure Forecasts. First, she discussed revenue resources forecasted for the remainder of this biennium, plus the next two biennia. Assumptions include 2% annual growth in state aid and property taxes, and 3% growth in tuition, a combination of improved retention and tuition increases. This forecast reflects a 2.6% annual growth rate. Second, she went over the Expenditure Forecast which assumes a 3% annual growth rate in all categories except grants in aid and transfers, which are at 2%. This forecast reflects a 3.1% annual growth rate, which is higher than the revenue growth rate of 2.6%, which is why you'll notice the dwindling ending fund balance. As with revenue, included last year's pre-audit actual expenditures. Some significant variances include personnel services and transfers. Personnel was underspent in 2022-2023 due to unfilled positions (intentional and unintentional). The college had 9% savings in personnel services, which is higher than usual. Our current year budget is actually only 4% higher than last year's budget. The Transfer amount for last year reflects a one-time transfer to facility's capital to match the state capital construction funds we received. Based on this forecast, we can expect relative stability throughout this biennium. However, we are spending more than we bring in annually, which is not sustainable.

A copy of the PowerPoint presentation is attached to the minutes.

3.3 Bond Planning Update

Sigala provided an update to the Board regarding current Bond planning and answered questions from the Board. He shared that requests for proposals for bond consultants have



gone out. He stated that there are three areas of consulting that he would like the Board to consider in going for a bond including:

1. Primary Bond Consultant – a strategist who will work with staff and the Board, to develop an engagement and outreach plan, taking a look at the demographics of the voters; providing a profile of who those voters are. Also, they will work to service the communication as well as developing those materials. They will also work at looking at the results of any polling that the college decides to do as well as assist with the bond language.
2. Consultant to Facilitate The Bond Development Process – one who would look at the package that the college will put together to take to voters. They will work with the Board, staff, and community members in developing this process, putting together a committee of approximately thirty people.
3. Consultant for Polling – a consultant who would work on the polling (through phone calls and interviews), measuring the temperature of voters. Two surveys are of interest one 12-minute survey and second a 15-minute survey, which would help with bond development efforts in testing what voters would like. Later, closer to the election another survey would take place to indicate whether things have changed.

Next Sigala discussed some of the costs involved with going out for a bond including:

- Placing the measure on the ballot.
- Legal assistance in drafting the language of the bond measure.

He shared that the college is looking at an estimated \$200,000 for consulting in all areas and putting the measure onto the ballot. The companies that are currently being considered for the three consulting positions are Wright Public Affairs – Primary Bond Consultant, Coraggio Group – Bond Development Process Consultant, and Temkin Research Group – Customer Experience & Surveys.

In response to a question from Speer, DeMent provided an update on the Master Facilities Plan and how that aligns with bond planning. She stated that facilities packages are set to go out January 2024 in order to get feedback from the community and to see what resonates with students and that they will be seeking guidance from the bond strategists as well on how the plan and bond intersect in terms of timing.

The college will keep the board updated on the progress of the bond.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

a) Minutes – Board Work Session 1089, September 6, 2023



- b) Minutes – Board Regular Session 1090, September 20, 2023
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report

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

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Speer, McKeel, Noriega, and Mattson discussed their experiences at the 2023 ACCT Leadership Congress that was held in Las, Vegas Nevada October 9th – 12th . Participants highlighted new updates and accomplishments from ACCT since the last year, interesting and informative sessions they attended, and the amazing job that Speer and Hamblin did in presenting their session on Bringing Adults Back to College.

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

6.0 CLOSING REPORTS

6.1 ASMHCC Representative

Javier Estrada (ASMHCC President) – he shared in his report:

This past month has been very busy for ASMHCC. Earlier this month, on October 2nd and 3rd, we hosted a Campus Resource Fair where students got to have an opportunity to learn about the different resources offered to them, both on and off campus. At the resource fair we had 31 MHCC departments, organizations, as well as community members present to over 300 students.

Last week, on October 10th and 11th, we hosted a club's fair where students got an opportunity to learn about the different clubs both active and inactive here on campus. Overall, the clubs fair was really fun and exciting knowing that so many students were interested in the different clubs that we offer here on campus as well as building a connection with students. During the Clubs Fair event, we in ASMHCC wanted to know from students' what type of event they would like to see happen here on campus. The options that students voted for were: a movie night, a school dance, spirit week, and a student art mural. The winner from the vote for what type of events students would like to see happen on campus was Movie Night with a School Dance in second place.

We will be hosting The Annual Barney's Boo-Bash (previously known as Truck or Treat) the biggest community event of the fall. The event will occur on Tuesday, October 31st from 5:30-7:30pm. There will be a lots of fun activities, games, candy, popcorn, and so much more for the community to enjoy. During the day time, ASMHCC will host a costume contest for students in



the Student Union , where students can win one of three BIG mystery prizes. We hope you're able to join us in welcoming the community as well as students to this Spooktacular event, and we hope to see you there in your best Halloween costume.

This week we have officially kicked off our annual fall term food drive. We have 13 department doing friendly competition of food donation. The department that donates the most food to the pantry will be considered the winner and will receive a Barney's trophy for their spectacular contribution. We hope you can join us and help Barney's pantry flourish in food donations. We also accept food and personal hygiene donations from the community as well.

And finally, we will be hosting an ASMHCC meet and greet event on Wednesday, November 15th. The meet and greet will give students the opportunity to learn about the team as well as learn about the different positions offered on ASMHCC. There will be a fun bingo game and students who participate can win one of three mystery prizes.

6.2 Advisory Representatives

John Hasegawa (FTFA) – he shared some things that are happening in his area including that midterms are coming up, faculty (faculty senate and bargaining) have been a part of accreditation meetings, and that he is working on pulling a core team of faculty together to develop a learning committee, which will result in two different groups that will aid in the learning and development of faculty on topics such as Diversity Equity and Inclusion (DEI) and other college issues of importance. Faculty will have a chance to lead peer trainings, in a cohort type format. Faculty who attended the National Conference on Race and Ethnicity (NCORE) will be called upon to assist in trainings. One of the groups of focus (starting fall 2024) will be based on Black, Indigenous, and people of color (BIPOC).

Sarah Aimone (CEA) – she shared updates for CEA to include:

- Steven Herff, the new Barney's Pantry Coordinator, is getting lots of help from the student life team towards his efforts.
- Jennifer Hare, from the Academic Advising and Transfer Center, is now offering appointments after hours to better serve student's needs.
- Kevin Moore, Open Educational Resource and Reference Specialist, from the Library, recently earned a certificate in Open Librarianship from the Open Education Resources (OER) Network this year.
- During Convocation 2023, the CEA held a networking luncheon and 75 members attended.

Marilyn Pitts (PTFA) – did not attend.

7.3 Executive Leadership



John Hamblin (Student Development) –he wanted to express his appreciation to the Board members who attend he and Speer’s session at the ACCT conference October 2023. He also thanked Speer directly for his involvement in leading the session and reported that it was very well attended and successful. Hamblin also called attention to those who do the work to support his division and that the presentation at ACCT would not have been possible for them to do without the results that come from their efforts in supporting students and putting students at the center of their work.

Betsy Julian (Instruction) – she had no updates to report.

Jennifer DeMent (Administrative Services) – she had no updates to report.

Al Sigala (College Advancement) – he announced that the Foundation received an offer for the Yoshida Estate, this offer has been accepted, and they hope to close on the sale next week.

7.4 President’s Report

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

Skari began her report by thanking Sergey Shepelov and the Accreditation Steering Committee for all their work in helping the college prepare for the accreditation visit; there are six evaluators with over twenty-five meetings being held. The accreditation visit will conclude with an exit interview on October 20, 2023 where findings will be discussed.

She also discussed a recent conversation being had in Oregon regarding direct admission and statewide data sharing, where colleges and universities would be notified of students who have met grade requirements so that direct admissions could happen.

Next, she highlighted that there was great representation at the ACCT conference by MHCC. AT one of the pre-conference sessions, Skari was able to give the college perspective and share some of the work MHCC has done and how that led to the implementation of the student basic needs division. She and McKeel also participated on a data team. The hopes of this work are to provide guidance to Trustees on the key metrics they should be tracking for their colleges. Through this work, Skari felt very proud of the college, especially in terms of the metrics and dashboard work that has been done to date.

In closing, Skari provided an enrollment update. The college is currently up 9.1% for fall term, considering that it is week 4 and fluctuations will happen, it will most likely stay high, and for the yea, as of summer, enrollment is up 7.9%.

8.0 ADJOURNMENT



Noriega motioned to adjourn. Bentley seconded the motion and it passed unanimously. The meeting was adjourned at 8:40 p.m.

Clerk

Board Chair

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