



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *March 20, 2024*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – February 14, 2024

Session 1097

A meeting of the Mt. Hood Community College District Board of Education was held on February 14, 2024, with an Executive (Closed) Session at 6:00 pm held in the President's Office, 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, ShaToya Bentley, Dana Stroud, Marie Teune

Additional Attendees: Lisa Skari, president, Terry Rogers, associate vice president, Human Resources, Ross Hume, director, Labor and Employee Relations, Jennifer DeMent, vice president Finance and Administration

Speer called the executive (closed) session to order at 6:02 p.m.

2.0 LABOR NEGOTIATIONS

The board convened a closed executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3.0 ADJOURN EXECUTIVE SESSION

The executive (closed) session was adjourned at 6:30 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, ShaToya Bentley, Dana Stroud, Marie Teune



Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Betsy Julian, interim vice president, Instruction, Al Sigala, vice president, College Advancement, Marilyn Pitts, Part Time Faculty Association (PFTA) President, Michael Hein, Classified Education Association (CEA), Emily Phoun, vice president, ASMHCC, Hilda Pena-Alfaro, executive director, Child Development & Family Support Programs

Speer called the board meeting to order at 6:34 p.m. and declared a quorum was present.

4.1 Approval of Agenda

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

5.0 PUBLIC INPUT

There was public comment provided by:

James Barker, MHCC employee, on behalf of his daughter, Ireland Barker, former MHCC student, discussed an ongoing enrollment issue and made a proposition to the President's Office to provide her with some experience (mentorship or apprenticeship type), in the interim of her issue being solved to keep her engaged at MHCC until she can enroll again.

Cheryl Johnson and Sarah Williams, representing the MHCC Full Time Faculty Association and the Faculty Bargaining group, discussed settling a fair contract that keeps up with inflation and compensates for work at the market rate. Mediation will be happening next week and they are hoping to work toward an agreement with administration to settle their contract.

6.0 REPORTS

6.1 Correspondence

There was no correspondence.

6.2 Head Start Quarterly Update, Annual Report, & Change in Scope Discussion

Hilda Pena-Alfaro presented the annual Head Start update/ report and proposal for a change in scope. She discussed program facts, impacts, MHCC student use statistics, current enrollment figures, and details of the change in scope and plans for the future of Head Start.

Facts and Impacts of Head Start Programs:

Participants show significantly better social-emotional, language, and cognitive development, are better prepared for kindergarten, are more likely to receive dental checkups and have healthy eating patterns, have a higher likelihood of graduating college, and Head Start parents are also more likely to increase their educational levels.

Head Start and MHCC Students:



- Approximately 13% of parents/ caregivers are MHCC students
- 38% are former students
- Currently have 60 slots for students

Head Start would like to survey this group to better understand need and eligibility for Head Start/ Early Head Start among MHCC students, in an effort to increase synergy between MHCC and Head Start. Pena-Alfaro Shared that Head Start is coming upon its 50th anniversary and are making plans to celebrate this achievement with the community.

Due to the program being understaffed, not all funded slots given can be filled to reach enrollment requirements required by the Head Start Association. Therefore, the program had been put on a 12-month under-enrollment plan, which has necessitated the program to work on an aggressive staff recruitment and retention strategy plan, in order to meet the needs of the program and grow enrollment numbers.

Full Enrollment Plan

The Head Start Act requires each Head Start agency to enroll 100% of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to community and activities to identify underserved populations. Actual enrollment is less than full funded enrollment for at least four consecutive months. They were given 12 months to attain at least 97% enrollment, with a plan for reaching funded enrollment, by May 3, 2024. To meet this deadline, they implemented an enrollment and recruitment strategy, which was successful, hiring 51 new staff members, and moving 15 staff to new positions. Even though they have increased staffing, they are still under enrolled.

The current enrollment numbers are:

- Early Head Start (EHS) – 90 %, 262 children, 247 on waiting list
- Head Start (HS) – 60 %, 561 children, 344 on waiting list

Change in Scope:

Due to the under-enrollment status of Head Start, the program is working on a Change of Scope to include:

- Converting Head Start Oregon Prenatal to Kindergarten (OPK)- Pre-Kindergarten (PDPK) option to different Head Start and Early Head Start program options.
- MHCC currently has 242 Head Start OPK-PDPK slots. MHCC is proposing to change 242 slots to different Head Start and Early Head Start options.
- Converting Head Start Federal – Duration and full day to Early Head Start Center based program option
- MHCC currently has 172 Head Start Federal – Duration and 125 Federal Full Day Center based slots. MHCC is proposing to change those slots to Early Head Start based.

The idea for the Change in Scope is to:



- Better serve community needs
- Provide a foundation for the new 5-year grant
- More support for staff
- Less competition

In closing, Pena-Alfaro answered questions from the Board.

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

6.3 Financial Update – 2nd Quarter

Jennifer DeMent provided a 2023-2024 second quarter financial report, to include, changes in current year revenue, a five-year forecast, and budget assumption considerations:

- The college budgeted at the Governor's requested level, a 6.4% increase over last biennium.
- The legislature funded MHCC with a nearly 13.8% increase.
- The Higher Education Coordinating Council (HECC) set aside \$12.5m to implement student support and success funding in second year of biennium, dropping the increase in year one by 2%.
- It is estimated that the college will receive approximately \$1.6 million more than budgeted for the current year, and an additional increase next year when student support and success is implemented.
- State support is as of January and includes 2022-2023 enrollment and actual property tax amounts.
- Tuition revenue is up. Enrollment in tuition-based classes is up 9.3% for summer, fall, and winter. The college budgeted for a 4.5% increase so this is positive.
- Fee revenue is adjusted down based on actual results from last year. There is still forecasting precision work being done since shifting from per term to per credit fees in 2021-2022.
- Other income is anticipated to be higher than budgeted, due to investment returns.

Revenue Change Over Time (from 2016-2024):

- State Support - has increased at 63%
- Tuition Revenue - has declined at 29%
- Property Taxes – has slightly increased at 23%
- Transfers & Other – has had slight fluctuations but mostly stayed the same
- Federal Grants – have had slight fluctuations but mostly stayed the same

Revenue Forecast & Assumptions (next three biennium - to include the current biennium)

- Assumptions include a 2% annual growth in state aid and property taxes and 3% growth in tuition; a combination of improved retention and tuition increases.



- The college's combined annual growth rate over the past 5 years is 1.8% and the rate for the years displayed is 1.9%.

Expenditure Forecast

- Assumptions include a 3% annual growth rate in all categories except grants in aid and transfers, which are at 2%.
- The expenditure growth rate is slightly higher than the revenue growth rate, therefore, work is still being done around forecasting to use reserves.
- Personnel was underspent in 2022-2023, due to unfilled positions (intentional and unintentional). There were 9% savings in personnel services, which is higher than usual.
- The current year budget is 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.
- The college's combined annual growth rate over the past 5 years is 1.8% and the rate for the forecasted years displayed is 1.7%.

Fund Balance Forecast

- Based on this forecast, it is expected that there will be relative stability throughout this biennium. The college still has an operating deficit; however, the deficit is similar to what is experienced annually in budget underspending.

Budget Assumptions for Next Year

- Tuition – forecast includes \$2 per year increase
 - generating approximately \$300,000 in revenue
- Cost of Living and Inflation
- Focus on Investments
- Enrollment Assumptions

DeMent closed the presentation answering questions from the Board also stating that additional details on the budget and budget assumptions will be available at the coming Board Work Session, March 6, 2024.

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

6.4 ASMHCC Student Activity Fee

John Hamblin presented on the ASMHCC 2024-2025 Student Activity Fee Process. He provided an overview of what went into this initiative to include:



- **Student Financial Council Process** – financial information is gathered from individual programs and students, by the council, to develop a budget to be given to ASMHCC, to be included in the college budget approval process.

- **Historical Fee Data**
 - Current fee is \$4.25 per credit (maximum of \$63.75 per student)
 - Since 2003 the fee has increased 5 times
 - Students proposing the fee increases have been cautious about increasing student cost of attendance.
 - Overall the fee generates over \$500k in revenue and is divided (after fixed costs) between Athletics and Co-Curricular.
 - Last fee increase of \$.25 was in 2019-2020
 - Students are currently considering a \$.10 increase for 2024-2025.

- **Reserves**
 - During the 2016-2017 academic year the budget was expected to be overspent.
 - A spending freeze was implemented that resulted in proposed reductions in allocations to programs.
 - During the finance council process a reserve account was established to ensure enrollment variability would not have detrimental impacts on programming.
 - This fund is currently at \$800k and very health with an additional \$54k being added (reserves) in the 2024-2025 proposed budget.

- **House Bill 2666 (2017 Legislature)**

During the legislative session in 2017, HB 2666 was established:

 - The bill provides authority to ASMHCC (student government) to establish a fee, utilizing these funds for activities for students, and must request any increase to the fee to the president
 - ASMHCC and the President must reach an agreement around the fee increase amount and if no agreement can be made the students can appeal to the board.
 - HB2666, provides the authority to the President of the college to override a request to increase the fee if the fee increase is larger than the proposed % increase to tuition
 - HB2666 also allows the board to require a campus referendum for a student vote to approve any new or adjusted fee.

Link to House Bill 2666 for reference:

<https://olis.oregonlegislature.gov/liz/2017R1/Downloads/MeasureDocument/HB2666/Enrolled>



- **Student Survey Responses**

In Fall, ASMHCC created a student survey to provide students a feedback opportunity around services that are made available from the fee, awareness of services, and overall support for an increase.

- 752 responses
- Over 75% felt the supports and services provided by the student fee were important to very important
- 60% of respondents felt that a \$.25 increase would be appropriate

- **Next Steps**

- ASMHCC met today to vote on a recommendation of a \$.10 fee increase from \$4.25 to \$4.35
- The goal is to expand a number a “basic need” supports like the pantry and increasing programming opportunities for students.
- This proposal will be presented to Dr. Skari
- If approved, this will be rolled into the overall budget/fee approval process
- If denied, ASMHCC can appeal the Board

Javier Estrada, current ASMHCC President, on behalf of MHCC students, stated that they have a reasonable ask on why they want to increase the student fee, to include, increasing the support of Barney’s Pantry, in order to be able to address food insecurity on campus and to invest more into providing quality student life programming. Hamblin closed the presentation answering questions from the Board.

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

7.0 BUSINESS / ACTION

7.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 1096, January 17, 2024
- b) Monthly Personnel Report
- c) Monthly Financial Report
- d) Monthly Head Start Report
- e) Resolution to Transfer Budgeted Appropriations
- f) Approval to Utilize Goods and/ or Service Contracts in Excess of \$150,000
- g) Head Start Change in Scope for Federal & State Slots

Noriega motioned to approve the consent agenda. Bentley 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

Emily Phoun (ASMHCC) – shared the following report of things happening with ASMHCC: *This past month, ASMHCC has been working hard to host events for our students and the community.*

We had the privilege of accompanying the Oregon Student Association to lobby in Salem on January 11th. Three ASMHCC members joined other student representatives from U of O, OSU, WOU, Chemeketa, Rouge CC, PCC, and Linn-Benton CC to advocate for the 2024 Student Emergency Need Package. This proposed bill would provide one-time funding of \$5 million dollars to support Basic Need Navigators on campuses and \$1 million dollars to support the Open Education Resources program. During this lobby day, students got to meet with 9 legislators and attend the Committee on Higher Education. At the committee meeting, students and staff members who would be affected by the bill were able to give testimony, including our own ASMHCC Student Body President Javier Estrada who gave a moving testimony regarding his own experience with the basic needs program and why it should continue to be funded.

This week we were able to send four students on February 13 and two students on February 14 to lobby in Salem to advocate for the Oregon Opportunity Grant and the 2024 Student Emergency Need Package. During these lobby days, our students got to meet with more than ten representatives to discuss the importance of continued funding these programs for students.

The 2024-2025 ASMHCC Elections are underway. At this time, we have 1 applicant for President and the application deadline has been extended to allow for other students to join the race. We hope to have the elections happen at the beginning of Spring Term.

This month we are invited MHCC departments and programs to engage in an interdepartmental COMPETITIVE Food and Supply Drive to help raise food and hygiene supplies for our students. The competition began on Monday, February 12th, 2024, and concludes on Friday, March 8th, 2024. Each department that chooses to participate will receive a decorated bin for donated food items. The items received in the bins will be collected daily and their contents will be weighed and counted.

We hope you can help us and spread the word out to each of the departments to help Barney's Pantry flourish in donations.

Today we hosted a Valentine's Day event called the Heartbeat Retreat in the Student Union. We had lots of fun activities like games, bracelet making, a photobooth station with Barney, and a green and red flag board. We also served cupcakes and smoothies and there were also roses for



everyone. We had over 250 students attend this event. It was our most successful event besides our community focused events.

Yesterday we hosted one of two of our annual Student Activity Fee Budget Forums. Students who came were able to meet with the co-curricular and athletic teams to ask questions and give comments on how they think the Student Activity Fee should be spent. On Monday, February 19th, from 12 pm to 1pm in the Student Union, we will be hosting another Student Activity Fee Open Forum where students who weren't able to make it this week will be able to see where their Student Fees are going, ask questions about programs, and have their voices heard.

The Finance Council will vote to approve their budgets on February 27 and then present their budgets to ASMHCC on February 28 for final approval before it is sent to the Board of Education.

Monday February 26th from 11am to 2pm in the Vista Dining, ASMHCC will host a Club Fair where students can learn about the different clubs, both active and inactive here on campus. As well as having the chance to join a club they are interested in.

And finally, on February 27th from 12pm – 1:30 pm we will be hosting a meet and greet with students and the President of the College Dr. Skari called "Pizza with ASMHCC" in the Student Union. The purpose of this event is to give students a chance to meet Dr. Skari as well as the ASMHCC student leaders and share ideas and ask any questions they may have.

9.2 Advisory Representatives

John Hasegawa (FTFA) – did not attend.

Michael Hein (CEA) – shared the following highlights of things happening with the CEA: The CEA wanted to express appreciation for those MHCC staff who came to campus during the winter inclement weather closure to help get the campus ready to re-open. Hein also stated that the CEA will soon begin bargaining sessions with the team representing the administration and are looking forward to productive negotiations as they work toward updating their bargaining agreement.

Marilyn Pitts (PTFA) – shared the following from the PTFA: The Part Time Faculty & Tutor Association (PFTA) winter term newsletter will be sent to be distributed to the Board.

9.3 Executive Leadership

John Hamblin (Student Development) – did not have anything to report.

Betsy Julian (Instruction) –shared additional details to give context to photographs provided in her report. The photographs were of students (from the Adult Basic Skills, English as a Second Language and GED) doing chemistry experiments with chemistry faculty to improve science



skills to help them pass the GED, while building connections with credit faculty to help encourage them to think of themselves as college students.

Jennifer DeMent (Administrative Services) – did not have anything to report

Al Sigala (College Advancement) – gave a quick shout out to Dan Malinaric, vice president and Carly Petrovic, senior human resources manager, from Microchip Technology Inc., who joined the college for Community College Day at the Legislature in Salem on February 13, 2024. Malinaric and Petrovic shared with legislators about how their company and MHCC are working together to create the workforce for industry and also about some of the challenges that they face and the support that community colleges and universities need in creating that workforce. Sigala also reminded the group that the Foundation Auction will take place April 20, 2024.

9.4 President's Report

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

Skari opened her report by thanking Directors Stroud, Bentley, Speer, and Noriega for their representation at the recent Association of Community College Trustees (ACCT) National Legislative Summit in Washington, DC, which took place early February 2024, and stated that Mt. Hood really "showed up," there was even a shout out to MHCC from the Energy Secretary.

As a follow-up to a comment made by Speer regarding a meeting he participated in At ACCT, Skari provided additional context about how Mt. Hood was one of three colleges nationally selected to participate in a pilot program for global competence in career technical education (CTE), alongside Mesa College in Arizona, and Central Piedmont in North Carolina.

She also discussed the recent visit to Salem for Community College Day at the Legislature on February 13, 2024, stating that it was wonderful and that MHCC students did a great job to represent the college and needs of students, especially in areas of the Oregon Opportunity and Oregon Promise grants. There was even a call back from Representative Zach Hudson, to further discuss the current Oregon Promise Grant Senate Bill 1551.

To close, Skari highlighted that enrollment is up 10% for winter term and also up 7.8% to date for the 2023-2024 year.

10.0 ADJOURNMENT

McKeel motioned to adjourn. Noriega seconded the motion and it passed unanimously. The board meeting was adjourned at 8:47 p.m.



Clerk

Board Chair

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