



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 20, 2019*

ITEM TITLE: **4.1b**

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

SUBJECT: APPROVAL OF MINUTES – January 16, 2019 Regular Session #973 Meeting Minutes
Session #973

A meeting of the Mt. Hood Community College District Board of Education was held on January 16, 2019 with a Regular Session at 6:30 p.m. in the Board Room at Mt. Hood Community College.

Members present: Diane McKeel, chair, Jim Zordich, vice chair, Teena Ainslie, Annette Mattson, Kenney Polson, and Tamie Arnold.

1.0 CALL TO ORDER/DECLARATION OF A QUORUM

McKeel called the meeting to order at 6:31 p.m. A quorum was present.

1.1 APPROVAL OF THE AGENDA

Zordich moved to approve the agenda. Mattson seconded the motion and it passed unanimously.

1.2 CORRESPONDENCE

Dr. Lisa Skari, president, shared that January 2019 is Board Recognition Month and read the Governor’s Proclamation. She thanked board members for all their work on behalf of the college. A thank you poster from students at the Head Start program was displayed. Mace Archer, artistic director for the theater department, presented a skit from the musical production The Music Man. The cast of the music band serenaded board members with the song, 76 Trombones, from the show.

2.0 PUBLIC INPUT

Five members of the public presented testimony regarding KMHD. Testimony was provided by Susie Jones, Dan Davey, Ben Fitzhugh, JD Kiggins, and Devin Hardgrove. Davey read a written statement provided by a student.

3.0 INFORMATION AND REPORTS

3.1 Receive Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018

Julie Fahey, an audit partner in the firm Talbot Korvola & Warwick (TKW), gave a presentation on the Comprehensive Annual Financial Report for the year ended June 30, 2018. They do the external audit with the district and are onsite three times during the year in May, July, and the fall for a final visit. The district received an unmodified opinion, which is a clean opinion.

Fahey referenced the following items in the Comprehensive Annual Financial Report:

- Independent Auditor's Report, page 1;
- Opinion paragraph, which stated the financial statements were fairly presented by management, page 2;
- Emphasis of Matter paragraph, which is included this year because the district implemented new Governmental Accounting Standards Board (GASB) statements, page 2;
- Management's Discussion and Analysis, the MD & A, which is an overview and summary of transactions for the district, page 4;
- Statement of Net Position, which is not a huge change from prior years. The district did report one addition in accordance with the GASB Statement 75 in reporting Other Post-Employment Benefits (OPEB), page 13;
- Statement of Revenues, Expenses and Changes in Net Position. The notes go into further detail supporting what is reported on the financial statements, page 14;
- Independent Auditor's Report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with Oregon State Regulations, as referenced by bulleted items on page 88. There were a few items noted on page 89;
- Independent Auditor's Report, which looks at internal controls over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. There were two instances that were reported, findings 1 and 2, page 90;
- Report on Compliance for Each Major Federal Program; and Report on Internal Control over Compliance Required by the Uniform Guidance. This is the second report included in the single audit and there were 2 findings, page 92;
- Schedule of Expenditures of Federal Awards (SEFA), which lists the total of expenditures the district spent for the year ended June 30, 2018, pages 95 and 96;
- Schedule of Findings and Questioned Costs. The findings are reported on page 99. It was a clean opinion and they applaud the district. The findings from the prior year were not repeated, pages 98 and 99.

Fahey read a letter from TKW addressed to the Board of Education that summarized various matters related to the audit. On page two, she stated there were a couple of uncorrected misstatements and the footnotes have all the information and there were no audit adjustments. She thanked the work and effort of the finance department in working with TKW and complimented the district and Jamie Simms for a great job.

3.2 Special Report: Tenure Process

Stephanie McGee, labor relations manager, provided an overview of the tenure process for Mt. Hood Community College (MHCC) as outlined in our collective bargaining agreement. She stated the board has ultimate authority to grant tenure, but there are four years of in depth analysis that is very comprehensive and involves several committees and many campus partners before a tenure recommendation comes before the board. One of the committees is the Faculty Evaluation Oversight Committee (FEOC), which is campus-wide and comprised of both faculty and administrators. Also involved in the process is the Tenure Committee, which is comprised of four tenured faculty members and a dean. This committee bears a huge responsibility in this process because each year they mentor and observe the applicant on the performance of their duties. They advise them on the strengths and weaknesses in performance and get involved in improvements and overcoming weaknesses. They report and discuss findings in a face-to-face meeting with faculty and the identified peer group of tenured faculty members in the department division and work in conjunction with the Tenure Track Committee.

Annually, by February 15, they submit a report called the Annual Tenure Track Mentor Committee Report that is part of the review process before a final recommendation is made. It is an important annual review process of each faculty member in the tenure track. Each year they discuss the findings and identify methods of helping to mentor and provide options for the applicant to improve if there are any weaknesses or deficiencies. The final tenure review and recommendation procedure is encompassed in the collective bargaining agreement. It is a very detailed vetting process and by the time it comes to the Board for review, it has already gone through the two committees and has typically gone to a chief academic officer, dean, faculty association, and college president. There are two key dates in the tenure process the board needs to know. The first date is the first board meeting in March, when formal board action regarding the tenure status will be made. The second date is April 1 when the college president sends a written notice to the applicant.

Cheryl Johnson, president of Full-Time Faculty Association, shared that all full-time faculty in tenure track positions go through the tenure process and it is part of being a full-time faculty member. She shared that the tenure process starts in the fall of their first year and faculty work towards tenure the entire four years.

4.0 BUSINESS/ACTION

4.1 Consent Agenda: Approvals and Information

The consent agenda was presented for consideration as follows:

- a. Minutes – December Work Session #970, December 12, 2018
- b. Minutes – December Regular Session #971, December 19, 2018
- c. Monthly Personnel Report
- d. Monthly Financial Report
- e. Monthly Head Start Report
- f. Resolution to Approve Head Start Policy Changes

Zordich motioned to approve the consent agenda. Mattson seconded the motion and it passed unanimously. Motion carried.

4.2 New Degree Approval: Associate of Science in Liberal Arts (ASLA) Degree

Sara Rivara, dean of Humanities and Social Science division, gave a presentation on the proposed Associate of Science in Liberal Arts (ASLA) degree and provided some background information on the degree. There are a number of options for students at MHCC to get a degree. If a student wants to transfer to a four year institution and get a Bachelor of Arts (BA) or Bachelor of Science (BS), often what they choose to pursue at MHCC is the Associate of Arts, Oregon Transfer module (AAOT). The intention of the degree is a student would complete two years at MHCC and obtain the AAOT and then start as a junior when they transfer to a university. They found that is not what happens for students pursuing a BA degree. When a student pursues a BA degree (English, history, art, philosophy, etc.), even though they are a junior in registration they are not a junior in their major. Rivara shared one of the issues, particularly with English majors, is that when they transfer, what they are almost always missing is two years of foreign language. One of the reasons they do not take it here is because financial aid will not cover the two years of foreign language. The state of Oregon does not allow changes or modifications to the requirements of the AAOT, and we are not allowed to offer an Associate of Arts (AA) degree. What can be changed is the Associate of Science (AS) degree. The Associate of Science in Liberal Arts (ASLA) degree is a 90 to 100 credit degree and has a liberal arts core that covers any degree for a BA and also requires a math course. This allows students to have a list of classes accepted at the university and courses that would transfer and be applied to their BA degree. Rivara shared these are classes we already have and does not change any of our curriculum, and it will strengthen our enrollment in modern languages and help strengthen some classes in those majors as well.

John Hamblin, executive dean of Student Development, Admissions, Registration & Records, answered a question on why financial aid does not support taking foreign language classes. He stated the AAOT requirements do not align perfectly with the curriculum that leads to transfer effectively as a junior. If the curriculum does not align, federal regulations do not allow to pay for classes outside the AAOT requirements. Hamblin provided examples of several issues around engineering students. Zordich motioned to approve the Associate of Science in Liberal Arts (ASLA) Degree. Polson seconded motion and it passed unanimously. The motion carried.

4.3 KMHD Public Radio Operating Agreement with Oregon Public Broadcasting (OPB)
Polson motioned to dissolve the contract between MHCC and OPB effective June 30, 2018 with the intention to bring it back to the college. Arnold seconded the motion. A discussion followed.

Arnold shared a list of what the board had previously prioritized and ranked as their concerns:

- 1) Net financial impact and the benefit to impact students;
- 2) External relationships and perceptions;
- 3) Internal relationships;
- 4) Preservation of current programming; and
- 5) Preservation of our assets.

Arnold stated that with regard to the financial impact, she wanted to make sure the financial information she had was correct as she had differing information. Jennifer DeMent, chief operations officer, was asked to speak to board members to help clarify some of the information.

DeMent reviewed the documents and stated she was not familiar with one of the documents as it appeared to be from Kenney Polson and Susie Jones. She stated she did not prepare the numbers and had not audited or reviewed the document and could not comment on it. A discussion followed with questions regarding the financial information.

Arnold shared she recently toured KMHD2 to develop a better understanding of the program and it was helpful to her. She inquired about the difference in costs between the instructional lab and offering KMHD at the college and felt the costs associated with operating a student lab were transferrable to bringing it back.

DeMent stated if the station was brought back without fundraising, it would be an instructional lab and would require approximately 1.5 employees. If it is expanded to the lab concept, preprogrammed music could be added similar to what is currently being played on the 89.1 FM, so it would be adding an additional lab experience. DeMent shared that once the scope is broadened to full operations, it will require more volunteers and staff to support fundraising, membership drives, and expenses for corporate underwriting, worker's compensation, etc.

JD Kiggins, instructor for Integrated Media, shared his prior experience with one of the instructional programs alongside KMHD, which was managed separately from the educational program at the time. He referred to a document he distributed earlier referencing the 1982 start-up if the station was going to be run as part of the instructional unit. There was discussion regarding various options of having the KMHD station on campus and a question relevant to the FCC license was answered.

Arnold shared that KMHD was part of the culture and history and wants to see KMHD brought back to MHCC. That is her goal. She believes we can do this and referred to a document showing that up until 2003 it was self-sustaining. She shared it does not make sense to have it as a lab only option as the college already has KMHD2 here.

Mattson had serious concerns as the college is looking at a \$4 million short fall in the budget. She stated we could start working now to be in a fiscal position to bring it back when the five years is up and have a solid business plan ready to launch.

Bob Hansen, president of Associated Student Government (ASG), shared his thoughts on the educational opportunity that KMHD would provide and the benefits to students.

McKeel shared this had been a very difficult issue for her personally as she served on the Mt. Hood Festival of Jazz Board and was president of the foundation board. She stated the college is facing a lack of funding and we do not have a plan at this time. She would support using the next five years to make it sustainable to bringing KMHD back. Not having a plan really concerns her in light of the budget issues the college is facing.

Polson thanked Hansen for his comments and recommended making a decision tonight to terminate the contract, which would provide six months to make a plan.

Arnold suggested several adjustments that could be made to the current contract if the board needed a little more time.

McKeel requested a vote on the motion to dissolve the contract between MHCC and OPB, with a correction to end in August 2019 which is the end of the current contract, and with the intention to bring KMHD back to the college.

Vote in favor of motion: Arnold, Polson, and Ainslie

Vote to oppose motion: McKeel, Mattson, and Zordich

Motion does not pass.

Arnold motioned to dissolve the contract at the end of the current term with the intention to bring KMHD back to MHCC and renegotiate the contract for a one-year term with the direction to administration to develop a strategic plan to bring back KMHD. The contract details to be negotiated. Polson seconded the motion. A discussion followed.

Arnold suggested several items to be included in renegotiating the contract. A question was asked about the transmitter and comments were shared about the one year contract being put into the middle of a biennium.

Marilyn Pitts, president of Part-Time Faculty Association, shared that KMHD has an amazing number of members and encouraged having flexibility with the contract years

in order to get the donor base developed. This is important to the success of bringing KMHD back to MHCC.

There was a discussion about fundraising and concern if a one year contract was a sufficient amount of time and if additional time was needed. There was also discussion about the license renewal due in three years.

Arnold amended her motion to remove the stipulations of the contract and discuss negotiations of the contract in executive session, and to change the motion to negotiating the contract for two years with the intent to bring KMHD back to MHCC. Polson seconded the motion. A discussion followed.

Mattson shared concerns about the financial situation we are in. Arnold stated we have a proven history of solubility for this asset and just need to come up with a solid plan and good management. There was a discussion on the need for fundraising, marketing, and financial reporting and who would be in charge of doing it.

McKeel adjourned the meeting at 8:47 pm for a brief break and it was called back to order at 8:54 pm.

Hansen shared they have been working on communications with the marketing team on campus. There is a strong backbone for marketing to raise money and increase membership so there is stability for the station in two years. He shared they have a brand new outreach and have been doing an amazing job with communications to sources outside of the college.

McKeel requested a vote on the motion to dissolve the contract between MHCC and OPB at the end of the current term and renegotiate for a two year contract with the intention to bring KMHD back to MHCC.

Vote in favor of motion: Polson, Arnold, Ainslie, and Zordich

Vote to oppose motion: McKeel, Mattson

The motion passed.

5.0 CLOSING REPORTS

5.1 BOARD MEMBER/ADVISORY COMMENTS

Board Members

Zordich – attended the Chamber of Commerce Business Success Lunch today. It was good the college was represented and he enjoyed meeting our constituents.

Mattson – attended the Gateway Area Business Association Forum last week, the East Portland Chamber of Commerce Current Event Forum this morning, and the Chamber of Commerce Business Success Lunch today. She also attended the Legislative Breakfast

last week, along with Zordich and Arnold. She attended the Town Hall on Friday with Arnold, which was also attended by Representatives Bynam, Reardon, and Hernandez, and Senator Fagan. She attended the East County Caring Community on Thursday of last week and it was great to see some of the MHCC staff there. Arnold and Mattson were on the OCCA Legislative Session conference call yesterday. OCCA is asking for community college board members to attend as many forums and town halls as possible to talk about funding so the community hears about it.

Ainslie – No report.

Arnold – shared she is the newest OCCA Legislative Committee member. She participated in the ACCT Member Communications and Education Committee conference call last week and looks forward to serving on this ACCT committee. She encouraged people to come with them to the town halls, to write letters, and go down to the legislature.

Polson – thanked the board and appreciated the decision of the board regarding KMHD. He looks forward to attending ACCT National Legislative Summit in February and plans to get there early to attend the Diversity Committee meeting.

McKeel – she concurred regarding everyone engaging with our legislature. She shared that everyone’s voice is important and encouraged people to ask how they support MHCC, and to encourage our legislators to be our champions for the community college.

ASG Representatives

Bob Hansen – shared they started winter term by helping guide new students to their classrooms. An invitation was extended to board members to join them on January 23 at 12pm noon to accept a check from the Foundation for \$26,000 going towards Barney’s Pantry. They plan to stock the pantry before and will accept the check from the foundation right after. Hansen shared that students shared their story with legislators at the Legislative Breakfast on January 9. They are planning multiple trips to Salem, and a trip to the Capitol to continue telling their stories. The Martin Luther King event was held today and they had many students speak at the event. Hansen distributed a post card to board members about the event. He thanked the board for their decision on KMHD.

Advisory Representatives

Cheryl Johnson, Full-Time Faculty Association – provided an update on the course outcomes assessment and shared that out of 200 faculty that submitted, they have 424 courses that were assessed. They will work with the data within their departments and continue working to increase those numbers to make sure they are getting all courses assessed using this new course outcomes tool. Overall it was a successful initial run.

Kim Sharer, Classified Employees Association – Did not attend meeting

Marilyn Pitts, Part-Time Faculty Association – shared that PFTA had a successful open house yesterday and today. Pitts shared her thoughts about the decision made tonight regarding KMHD and had some concerns and raised several questions to consider. She wished the board and administration the very best as they move forward.

5.2 President's Report

Skari shared her thoughts with board members in her monthly President's Report.

With the overall college enrollment down, the welding department has a higher enrollment this year than we have had in the past 10 years. Both the day and evening welding programs are at or close to capacity with 22 day welding students and 23 evening welding students. I'd like to recognize the welding faculty for their work on recruitment and the positive outcomes for employment for our completers.

The college held a successful Legislative Breakfast on January 9 here on campus. We had a great turnout of about 30 attendees including 9 of our legislators or their staff members. ASG leaders Bob Hansen and Melanie Roberts did a great job emceeding the event, and their stories made an impact on the audience. Thank you to those board members who were able to attend.

Additional news on the foundation, they had a successful end of the year fundraising drive with over \$80,000 in gifts coming in. This effort also included a fundraiser for Barney's Pantry which brought in \$13,000. The foundation will match the \$13,000 bringing that gift to \$26,000. A ceremonial check presentation is scheduled for January 23 in the Student Union at 12pm noon. You are invited to attend.

Lastly, this week the college is hosting a two-day celebration of the life and legacy of Dr. Martin Luther King, Jr. Today, Mayor Bemis joined us to hear Larry Morgan give the opening keynote. Other activities included public readings of Dr. King's work, pop-up libraries of his work, and films/videos and reflections on his messages. I had the pleasure of reading his Address at the Conclusion of the Selma to Montgomery March. We have events scheduled tomorrow from 9am-4pm and invite you to attend.

6.0 ADJOURNMENT

Zordich motioned to adjourn the meeting. Polson seconded the motion and it passed unanimously. Meeting adjourned at 9:25 p.m.

Clerk

Board Chair

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