



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 19, 2020*

ITEM TITLE: **4.1b**

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

SUBJECT: APPROVAL OF MINUTES – January 22, 2020

Session 998

A meeting of the Mt. Hood Community College District Board of Education was held on January 22, 2020, with a Regular Session at 6:30 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark St., Gresham, OR 97030.

1.0 CALL TO ORDER / PLEDGE OF ALLEGIANCE / DECLARATION OF A QUORUM

Members present: Diane McKeel, board chair, Jim Zordich, board vice chair, Annette Mattson, Andrew Speer, LaVerne Lewis

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer, Cam Preus, executive director of Oregon Community College Association, Julie Fahey, audit partner at Talbot, Korvola & Warwick, John Hamblin, executive dean of Student Development, Kim Sharer, president of Classified Education Association, Collin-Kazu, ASG president, Emmaline Johnston, ASG student activities coordinator

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

1.1 Approval of Agenda

Speer motioned to approve the agenda. Zordich seconded the motion and it passed unanimously.

2.0 REPORTS

2.1 Correspondence

There was no correspondence.

2.2 OCCA Update

Annette Mattson introduced Cam Preus, executive director for Oregon Community College Association (OCCA). Preus provided a brief presentation about the OCCA, and shared the major goals, mission and strategic plan of the organization. She distributed a handout “By the Numbers” to board members, and discussed the legislative priorities and issues they are working on. She responded to several questions from board members that included the Hope Center report, data regarding student services and graduation rates, and the Oregon Opportunity Grant. A question was raised on what are the negative effects of students dropping out of college, and if there was data available, on what effect it has on our county and city services. There was a brief discussion and Preus asked for a follow up on this to further explore it.

2.3 Receive Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2019

Julie Fahey, audit partner with Talbot Korvola & Warwick, presented the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2019. She highlighted the financial report, provided a brief overview of each section, and referenced the following pages:

- Independent Auditor’s Report (pgs. 1-3): she reported it was a clean and unmodified opinion and there was nothing unusual about the presentation this year.
- Management’s Discussion and Analysis (pgs. 4 – 12): it provides a good synopsis of the year and prior year.
- Basic Financial Statements (pgs. 13 – 15a): there were no new governmental accounting standards updates that had to be implemented this year.
- Notes to Basic Financial Statements (pgs. 16 – 38): they support everything disclosed on the basic financial statements and there were no new notes that were added to the financial statements.
- Independent Auditor’s Report in accordance with the State of Oregon (pgs. 87 – 88): there were no non-compliance matters to report, and they did not identify any deficiencies in internal control that they consider to be material weaknesses.
- Independent Auditor’s Report in accordance with Government Auditing Standards (pgs. 89-90): there were no findings over internal control over financial reporting.
- Independent Auditor’s Report in accordance with Uniform Guidance (pgs. 91 – 93): they looked at three programs and there were no material weaknesses, however, there were three significant deficiencies. There was one deficiency from the current year, and two deficiencies that were a repeat from last year only because the control was not implemented for the entire year. They believe going forward they will not have to report those items.
- Schedule of Expenditures of Federal Awards (pgs. 94-96)
- Schedule of Findings and Questioned Costs (pg. 97 – 100): they reviewed three grants, which were Career and Technical Education, Adult Education, and Head Start. There

were three findings. The first finding was that they were unable to evidence review over certain reports that were being submitted to the State. The other two findings have had corrective action plans, but because they could not be implemented for the full year, they were included. There were no auditor proposed journal entries throughout the audit.

Fahey shared this will be the fifth year the district will submit this Comprehensive Annual Financial Report (CAFR) for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. She expressed appreciation to Jennifer DeMent, Ben Rowe, Jamie Simms, and the entire team for their professionalism and competency, and it was a pleasure to work with them during the financial audit.

2.4 Financial Update – Second Quarter

Jennifer DeMent introduced Ben Rowe, Director of Financial and Auxiliary Services, to the board. DeMent provided a second quarter financial update and began by reviewing the four guiding principles the board developed during a board retreat in February 2019. The principles helped guide the budget priorities. She shared the 2020-2021 budget assumptions and forecasted general fund revenue and expenditures, and based on these assumptions, we will have an operating deficit of \$2.8 million. Zordich asked two questions about the availability and development of class schedules at the college. Are we conducting any surveys to assess where the students feel they are best served? Are we offering classes in the timeslots that the students feel most accommodated? DeMent responded they are looking into questions around student enrollment and suggested Al McQuarters could provide an update on this at a future board meeting. Speer asked a question regarding student enrollment forecasts, and if it is being done on a year-over-year basis or if statistical analysis is being done. Dr. Skari stated she would provide a follow up to respond to that question. A copy of the PowerPoint presentation is attached to the minutes.

2.5 Special Report: Education Advisory Board (EAB) – Navigate

John Hamblin provided a presentation on EAB Navigate to give board members an increased awareness of what EAB Navigate is, and what the impact of Navigate is on student retention and success. The Education Advisory Board (EAB) is a company primarily focused on research in higher education. They developed the Navigate product to assist schools with streamlining processes, and providing tools to build stronger connections with students, and more pathways that are consistent toward achieving their goals. Hamblin explained how Navigate works and provided several examples of what the Navigate system does and how it can inform faculty and students. He shared that it simplifies the registration process for students and students are using it to schedule appointments with faculty. He highlighted several onboarding tools the students are utilizing the most. Hamblin recently created digital badges to recognize student progress and used the tool to send the badges to students. He shared that Dr. McQuarters has joined the leadership team for implementation and full-scale adoption campus-wide. Zordich asked if EAB Navigate developed the software specifically for us. Hamblin responded we are

able to customize the system to meet our specific needs. He shared that many other community colleges are using the program or have adopted parts of the system. Speer asked what tools the program provides for advising students who want to transfer to a university, and how are we looking at course offerings to align with other colleges? Hamblin responded the system provides several tools that assist with advising students. One tool is the profile that students complete, which provides important information that assists with advising students. A key factor is communicating early and often with students and identifying what their major is. A copy of the PowerPoint presentation is attached to the minutes.

3.0 PUBLIC INPUT

There was no public input.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 995, December 18, 2019
- b) Minutes – Board Work Session 996, January 8, 2020
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report

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

5.0 CLOSING REPORTS

5.1

a) Board Members

Jim Zordich – he attended Chris Gorsek’s town hall on Saturday. It was well attended and he made numerous leads for community college support. He worked at the ASFME table several mornings and the decline in student enrollment was apparent with fewer students on campus during the time he worked at the table.

Andrew Speer – he and Dr. Skari met with Joe-Silem Enlet, Consul General of Micronesia in Portland, Oregon. It was a good meeting and there are opportunities for us to partner and advocate for Asian Pacific Islanders. Last week he had a good conversation with Lynn Snodgrass, chief executive officer of Gresham Chamber of Commerce, and learned about the influence the pool cover has regarding the local economy.

Laverne Lewis – she had a conversation with Chris Gorsek at a recent town hall meeting held at MHCC. She reminded folks to vote for Barney in the community challenge. She received an invitation from Congressman Earl Blumenauer to meet with Congresswoman Rashida Tlaib after an upcoming event to discuss food issues with students and housing. Lewis also toured and visited all seven programs that are being phased out.

Annette Mattson – she attended several OCCA meetings, including the OCCA Executive Committee on 1/8, Legislative Advisory Committee on 1/14, and the OCCA Nominating Committee on 1/17. She attended the Oregon President’s Council on 1/16. She plans to attend the OCCA Membership Committee meeting on 1/23. She and Dr. Skari met with Commissioner Martha Schrader on 1/15. She attended the Gresham Chamber Business & Leaders Luncheon on 1/21. She plans to attend the OSBA Board meeting and Legislative Policy Committee meeting this weekend.

Diane McKeel – she had a good conversation with Chris Gorsek prior to the town hall meeting. She attended the grand opening of the Hyatt Regency Portland at the Oregon Convention Center. January is National Human Trafficking Awareness Month, and she attended two awareness events. The first was at the State Department of Justice and the other was at the Junior League of Portland. Mattson congratulated McKeel on receiving an award from the Department of Justice for her long-time advocacy on human trafficking. McKeel referenced the work that Oregonians Against Trafficking Humans (OATH) does that helps with this cause. The City of Gresham will hold a listening session on campus on 1/28 at 6:30 pm to get feedback on park enhancements. She shared that the memorial service for Teena Ainslie, former board member, will be on 2/1 at 1:30 pm at Westminster Presbyterian Church in Portland.

b) ASG Representatives

Collin-Kazu Lewis, ASG president – he shared they just completed a successful two-day winter club fair held in the Student Union. There were over ten clubs in attendance and they had a good turnout of students signing up for a club. Last week was the Black History 101 Mobile Museum event held on campus honoring Martin Luther King Jr.

Emmaline Johnston, ASG student activities coordinator – she shared next week will be a blood drive on 1/27 and 1/28 from 10 am to 3 pm. They had a successful ASG winter retreat on 1/10 that provided an opportunity to regroup and work on their goals and finish the year strong.

c) Advisory Representatives

Cheryl Johnson (FTFA) – did not attend meeting.

Kim Sharer (CEA) – she read a prepared statement regarding the non-academic revitalization and a desire for better communication throughout the process. She brought up the topic of traveling to Salem to participate in lobbying efforts for community college funding, and asked if board members would be willing to come and speak at one of their executive board meetings to share their experience and explain the process. There was a suggestion to also reach out to our OEA representative for additional assistance with trainings.

Marilyn Pitts (PTFA) – did not attend meeting.

5.2 President’s Report

Dr. Skari shared that Monday commemorated the birthday of Dr. Martin Luther King, Jr. At MHCC, we honored his legacy last week with a daylong exhibit by the Black History 101 Mobile Museum. Founded by Dr. Khalid el-Hakim, the Museum is an award winning collection of over 7,000 original artifacts of Black memorabilia dating from the trans-Atlantic slave trade era to hip-hop culture. Dr. el-Hakim has been called the "Schomburg of the Hip-Hop generation" because of his passionate commitment to carry on the rich tradition of the Black Museum Movement. As the nation's premiere Black History Traveling Exhibit, the Mobile Museum has visited 40 states sharing "their story" at over 500 institutions reaching tens of thousands of visitors in diverse spaces including colleges, K-12 schools, corporations, conferences, libraries, museums, festivals, religious institutions, and cultural events. As part of the day, Dr. el-Hakim provided a moving keynote presentation on how the challenges continue today, supported by mainstream media. He was joined by Professor Griff, an American rapper, spoken word artist, and lecturer. Dr. Skari gave special thanks to Ernesto Vasquez, multicultural and diversity resource center coordinator, and ASG for organizing the event. She concluded her report with a quote from Dr. King, "We may have all come on different ships, but we're in the same boat now."

6.0 ADJOURNMENT

Speer motioned to adjourn. Lewis seconded the motion and it passed unanimously. The meeting was adjourned at 8:24 p.m.

Clerk

Board Chair

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