



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 17, 2020*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – May 20, 2020

Session 1006

A meeting of the Mt. Hood Community College District Board of Education was held on May 20, 2020, with a Regular Board Meeting at 6:30 pm held via a Zoom meeting.

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, Kenney Polson, Diane Noriega

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer, John Hamblin, executive dean for Student Development, Doctor Abio Ayeliya, director of Student Life & Civic Engagement, Kim Hyatt, dean of HPE, Athletics, Aquatics & Recreation, Kazu Lewis, ASG president, Akoda Tilmant, ASG representative, Ben Rowe, director of Financial & Auxiliary Services, Al Sigala, executive director of Development & Communications

McKeel called the meeting to order at 6:32 p.m. and declared a quorum was present.

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.



3.2 Special Reports:

A) ASG Year-End Report

Kazu Lewis presented the ASG year-end report. Due to COVID-19, ASG elections have not yet taken place. They are still in the process of recruiting student leaders for next year, and are looking for a president and vice president to lead the team. He shared that ASG won the 2019-2020 Oregon Student Leadership and Activities Professionals (OSLAP) College Challenge award. ASG donated \$5,000 to the College Success Program for emergency funds to support students during the COVID-19 pandemic. ASG is in the process of creating a textbook scholarship program for MHCC students. ASG increased funding to provide more emergency bus passes for students, creating access for students at the college. He shared that student activities recorded a highly successful trunk or treat event attendance of 1,100 people. Lewis provided the following updates for Barney's Pantry: There were 5,500 visits to Barney's Pantry (as of Feb. 2020); 4,493.8 pounds of food donated to Barney's Pantry; ASG received \$21,437 in donations from the MHCC Foundation and \$54,000 in donations from Amazon.

Akoda Tilmant presented an update on the ASG student organizations, and stated over 200 students signed up to join a club or organization during the fall and winter club fair. Due to COVID-19, they were unable to host a club fair during spring term. There were two new clubs created this year, Cyber Saints Club and Mechatronics Club, which brings the total number of student clubs at MHCC to 21.

B) Student Recognition: Co-Curricular

Doctor Abio Ayeliya presented the student recognition for co-curricular awards:

- Rho Theta Honor Society: MHCC Rho Theta chapter continued to maintain a 5-Star Honor Society Chapter for 10 years. International and National Recognition for Phi Theta Kappa Honor Society 2020 National Convention: Distinguished Chapter, Top Distinguished 100 Chapters, and Distinguished College Project. Rho Theta Honor Society membership has grown up to 895. Rho Theta chapter allocated \$2,400 for an accessible door.
- Rho Theta Regional Recognitions: Distinguished College Project – First Runner Up; Distinguished Honors in Action Project; Above & Beyond Regional Officer Award – ASG Vice President of Communication; Distinguished Chapter – First Runner Up; Continued Excellence Award; and Most Distinguished Paragon Award – Doctor Abio Ayeliya.
- Perceptions: They had 250 submissions received by Perceptions and about 80 of them were accepted. Submissions come from the college and community, and now attracts submissions from as far away as France, Russia, Australia, and Mexico. It has been expanded to include music and film. They are currently working with an online platform, Joomag.com.



- Forensics Team: Forensics team rebuilding effort is progressing, although slowly due to the challenges of the COVID-19 pandemic. The team has been making the most of technology by scrimmaging with other institutions. The advisor is working with colleagues in the northwest to find ways to host online tournaments as the conference has unanimously moved the tournaments to be hosted solely online next year.
- The Advocate: The Advocate is again one of the best collegiate newspapers in the state of Oregon. Regional Recognition/Awards: The Advocate placed second out of all the community college papers in the Oregon Newspaper Publishers Association Competition. They received 18 awards including best website, best series, best graphic, best cartooning, and best editorial. The Advocate embraced an online model in creation and distribution; weekly edition to all students and staff emails of stories and videos.

C) Student Recognition: Athletics

Kim Hyatt provided a PowerPoint presentation recognizing the outstanding student athletes in the MHCC athletic programs of cross-country, volleyball, basketball, baseball, softball, and track and field. She acknowledged the head coaches for each program and the outstanding support received from Students Services. She highlighted specific student athletic achievements and honors for each sport, and stated there are nearly 150 student athletes proudly representing MHCC. She shared that due to COVID-19, which hit early into the spring sports season, the remaining spring competitions were cancelled. She was proud to congratulate the student athletes for not only their outstanding athletic performances, but for their exceptional performances in the classroom, and even more so for their character and how they serve as ambassadors for the college.

3.3 COVID-19 Update

Dr. Skari provided an update on COVID-19 framed with information we know and do not know. What we know:

- We currently remain in Phase 0, which is learning and working remotely. The current executive order for higher education is in place through the end of spring quarter.
- We are following the guidance of our local and state health authorities. From what we understand today, the campus reopening is contingent on when Multnomah County as a whole begins the process of reopening. There are seven prerequisites that counties must meet in order to begin that process. Multnomah has not yet applied to reopen, and Clackamas County has applied.
- The draft reopening guidelines from Higher Education Coordinating Commission (HECC) for Phases 1, 2 and 3 for higher education have been submitted, but are not approved.
- Commencement has been postponed. Currently, there is a survey out to students collecting input on how we confer degrees and recognize the accomplishments of our graduates.



- The summer term schedule is currently all online and remote, with several exemptions in healthcare programs as allowed under the Governor’s current executive order. If the executive order is lifted and reopening is permitted in Multnomah County, and we can safely offer some in-person courses, some courses may be offered for summer term.
- The fall term schedule of online and remote courses will be posted as of June 4 and priority registration will begin on June 18. Much like summer quarter, if the executive order is lifted and reopening is permitted in Multnomah County, and we can safely offer some in-person courses, some courses may be added. At the forefront of this decision will be the health and safety of students, faculty and staff. Updates will be provided on fall term as things unfold.
- MHCC has formed a reopening team that is working on plans for how we will reopen when the time comes. The team is led by Charles George and is made up of faculty and staff from across campus. They are looking at making sure we meet the guidelines that come forth from HECC and the health authorities, and that we have addressed the safety standards, social distancing, and cleaning protocols for when we come back to campus. We have done a test run with one of our programs.

What we do not know:

- When the current executive orders will be amended or cancelled.
- The details or timing of the final protocols for higher education in Oregon.
- When Multnomah County will meet the requirements necessary for reopening.
- When we will be able to offer face-to-face courses, and under what conditions.

Dr. Skari appreciates everyone’s thoughtfulness, patience, and diligence as we work through the phases for reopening.

3.4 Financial Update

Jennifer DeMent shared a financial forecast update for the current fiscal year. She stated there are still a lot of unknowns regarding funding for next year, but the state economic forecast came out slightly better than expected. The economic recovery is dependent on COVID-19, and Multnomah County has not yet applied for Phase 1. The governor has asked all state agencies to prepare for an 8.5% allotment process, which is an across the board reduction. Because of the timing of our payments with the community college, that will actually result in a 17% reduction in our funding for next year or \$5.6 million dollars. We are working on strategies and will bring an update back to the board in June. DeMent stated we should know more about our funding situation at that time, and will have information regarding revenue and cost strategies to help address the budget deficit. She stated the focus tonight will be on the year-end for 2020 and that there are six weeks remaining in this fiscal year. The most critical factor will be how much the college will have in fiscal reserves at the end of the year. As we enter fiscal year 2020-2021, those reserves will help with cash flow and addressing any revenue shortfalls.



Ben Rowe provided an update on the revenues and expenditures for the 2019-2020 fiscal year-end forecast. He stated the college received more in state funding than the prior year, however the revenue from tuition and fees was less, so those dynamics combined resulted in approx. \$160,000 less than budgeted. He stated the revenue is not keeping pace with the increases in personnel expenditures, which are mainly due to healthcare costs and PERS increases. Rowe stated the forecast is for a slight reduction in reserves, which will leave a balance of \$7.5 million going into next year. The ending-fund balance will be used to fund our operations through the fall when we get our state allocations, property taxes, and fall tuition, which represents approximately 39 days of operating expenses. A copy of the presentation is attached to the minutes.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Budget Committee Session 1002, April 1, 2020
- b) Minutes – Budget Committee Session 1003, April 8, 2020
- c) Minutes – Budget Committee & Regular Session 1004, April 15, 2020
- d) Monthly Personnel Report
- e) Monthly Financial Report
- f) Monthly Head Start Report
- g) Head Start COLA and Quality Improvement Grants
- h) Head Start Supplemental Summer Grant
- i) Oregon Adult High School Diploma (AHSD) Program Plan 2020-21
- j) Early Head Start Expansion – Non-Partnership Continuation Grant

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

4.2 Approval to Utilize Goods and/or Services Contracts in Excess of \$150,000 – Ellucian Grant Contract Extension

Al Sigala presented information on the current Ellucian Grant Services contract and stated the college has a five-year agreement which began in 2015 and ends June 30, 2020. He stated the fees are paid through indirect cost reimbursements. The plan was to request bids before the contract expired, and to evaluate the cost for hiring a grant writer, however due to COVID-19 it was put on hold. Sigala shared that Ellucian provides a full service grants office for the college, which has assisted in establishing grant priorities. They worked with President's Council to determine the areas of focus for pursuing grants, which included student success, innovation, underrepresented populations, classroom technology, facilities, and cyber security/STEM. Ellucian also provides assistance with grant research, proposal development, grant writing, application submission, compliance and reporting. Sigala reviewed the April report for Ellucian and highlighted the total amount of grant funding for this fiscal year, with 22 applications



submitted, and the cumulative amount of grant funding for the five-year period at a little over \$12 million in total funding, with 91 grants submitted. Sigala requested approval for a one-year extension of the Ellucian Grant Services contract. He stated this coming year he would work on putting the grant contract through a bid process and evaluate the cost for hiring a grant writer.

Zordich motioned to approve the Ellucian Grant Contract Extension. Lewis seconded the motion and it passed unanimously.

5.0 CLOSING REPORTS

5.1 a) Board Members

Jim Zordich – he reminded people to attend the Heroes for Education Online Auction on May 29 beginning at 5pm.

Annette Mattson – she attended the East Portland Action Plan meeting in April and Mayor Wheeler’s Economic Recovery meeting on April 17. The East Portland Governmental Affairs Committee had three forums in April that she attended: Metro Candidate for Position 5 on April 15; Virtual Tour of Leach Botanical Gardens on April 22; and Prosper Portland presentation on April 29. She attended the East Portland Governmental Affairs Committee meeting on April 27. She listened to the OCCA COVID-19 updates, and attended the OCCA Legislative Policy Committee on May 6, OCCA Executive Committee on May 6, Oregon President’s Council on May 14, and the OCCA Board meeting on May 15. She is a board member of Our Children Oregon and attended board meetings on April 19 and May 19.

Andrew Speer – he met individually with Traci Simmons and Al McQuarters and enjoyed hearing their perspectives on strategy and the future needs of the college.

LaVerne Lewis – she met individually with Traci Simmons and Al McQuarters and enjoyed meeting with them and learning about what their future plans are for the college. She completed an online dialogue and support session for Black Indigenous and People of Color Educators put on by OEA, Chalkboard, and Educator Advancement Council. She attended an Ellucian webinar, Road to Recovery: A Solutions-Based Community College Leadership Series, which was very good. She is planning to take one of the OEA Learn Programs for a summer course on Instructional Technology in Online Courses.

Kenney Polson – he attended the ACCT Diversity, Equity and Inclusion Committee webinar. He spent time with four different candidates who were running for office.

Diane Noriega – she met individually with Traci Simmons and Al McQuarters and enjoyed meeting with them. She met with several fellow board members and enjoyed getting to know them better. She plans to attend the Heroes for Education Online Auction.



Diane McKeel – she met individually with Traci Simmons and Al McQuarters and enjoyed getting to know them. She met with Dr. Skari for a quarterly meeting and attended the OCCA Board meeting on May 15. She looks forward to attending the Heroes for Education Online Auction.

b) ASG Representative

Collin-Kazu Lewis, ASG president – he shared ASG is finding ways to best support students during COVID-19. Students are still able to utilize Barney’s Pantry on a case-by-case basis by contacting Doctor Abio Ayeliya. ASG is working on implementing a student textbook scholarship program to help students financially, and they have donated \$5,000 to the emergency fund to support students during COVID-19. Earlier today, they held a public town hall meeting in conjunction with Dr. Skari, the President’s Office, and District Communications to provide students with information about various topics, including the ASG election, and the institutional response to COVID-19. They are still accepting responses from the student feedback survey, and will share the results with the college when all the feedback is received.

c) Advisory Representatives

Jeanna Hunt (FTFA) – she publicly thanked the faculty, staff, and administration for working and making this all happen. She really appreciates the all-campus Friday updates and enjoys getting a unified message, and thanked Dr. Skari for those updates. She appreciates the reopening team with representation from all departments across campus and the work they are doing.

Kim Sharer (CEA) – she congratulated the students for all of their accomplishments. She is proud of employees at MHCC for helping our students succeed during these uncertain times. She appreciates the Friday updates from Dr. Skari and the unity it provides.

Marilyn Pitts (PTFA) – she contacted part-time faculty to get their thoughts during this time, and shared that many of them have spent a great amount of time and effort to convert their courses to online formats. She read a statement from a part-time faculty member sharing her experiences and challenges during this time.

5.2 President’s Report

Dr. Skari shared her President’s Report as follows:

We are in this chaotic mix of innovation, adaptability, uncertainty, and concern. Concern for our families, friends, students, co-workers, community. We so desperately look for something stable to hold on to, to look forward to, to plan for... but the ground beneath us continues to move. So how do we let go, and ride this wave... take in all the teachings it has to offer, and capitalize on all the opportunities that lay before us? As you heard earlier, faculty and staff from across campus are starting to think about how they can reopen... they are showing us how to take hold and take charge. And our testing center... it has reopened one-day a week, so that the GED test



can be taken, and completers can pursue that next big achievement. The 20 students that showed up this week, they are showing us how to move forward in spite of the uncertainty. And our students... who like us, have had to learn to navigate learning remotely, and getting services online. And it hasn't been easy... from an email I received from a student who received funding through the CARES Act:

I was very surprised to get the money from the college this week, it was very much needed. It didn't last long because I depend on my small social security check to cover everything, and it doesn't. The money you guys sent covered my electric bill and my internet so I can stay online to study. Again, thank you so much!!

Our students... they are showing us resiliency and faith, and trusting us with their educational dreams. So as we think about what COVID-19 may bring us, and the lessons we can learn, ask yourself... what can I do to make things better? ... for myself, my family, my community, and my college. Because we will get through this. We get to decide what we want to look like on the other side. And from what I have seen so far, it is going to be amazing.

6.0 ADJOURNMENT

Zordich motioned to adjourn. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 8:01 p.m.

Clerk

Board Chair

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

Memo

Date: May 20, 2020

To: MHCC Board of Directors

From: Jennifer DeMent, Chief Operating Officer, Ben Rowe - Director Financial and Auxiliary Services

Re: Fiscal Year End (06-30-2020) Forecast

This memo is intended to share with the Board, employees, and stakeholders regarding our most current financial forecast for Fiscal Year (FY) ending June 30, 2020.

2020 vs. 2021

The forecast focuses on the current year. Staff are in the process of developing strategies and plans to mitigate state funding and potential tuition shortfalls in FY 2020-21. Information and decisions from several sources which will help inform our plans are still unpublished and unknown. The Oregon Office of Economic Analysis' next economic forecast is scheduled to be published Wednesday May 20, 2020. At the time of this writing, Multnomah and Clackamas Counties have yet to apply to enter phase 1 reopening, and state and federal funding for higher education for the next biennium are unknown. Once information is available, key decisions are issued, and staff complete our mitigation strategies, we will come back to the Board with an update with our budget management strategies for FY 2021.

2020 Year End Forecast

The forecast reflects the most current information regarding state, federal, and local funding and tuition and fees revenue as well as current and planned personnel, materials, and capital expenses. As of the time of this writing there are 6 weeks remaining in the FY. The year-end forecast is important as it informs our beginning fund balance entering FY 2020-21 July 1, 2020. The beginning fund balance is a key element to cashflow operations from May to October and management decisions in the new fiscal year.

Revenue

Thankfully, the state increased the higher education allocation in the 2019-21 biennium. The College received \$2.7 million more state funding than budget and \$4.2 million more than the prior year (line 1). Despite an \$8 per credit tuition increase, the College continued to experience enrollment declines¹ resulting in \$2.3 million (7%) less in tuition and fees than budgeted and \$1.6 million less than the prior year (lines 3 & 4). These dynamics resulted in \$160,000 (0%) in less revenue than budget and \$2.3 million (3%) more than the prior year (line 6).

¹ The College received \$1.7 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act through the Higher Education Emergency Relief Fund (HEERF) which is not reflected in the General Fund. If it's possible to use these funds to counteract the reduction in enrollment, it could have a positive impact on the year-end revenue forecast.

Expenditures

Leadership have encouraged staff to limit expenditures through the end of the year to necessary items only. We have implemented and are working on additional measures to reduce personnel expenses. We forecast \$4.2 million (6%) less expenditures than budget and \$2.2 Million (3%) more than the prior year (line 17).

Reserves

Lower than expected revenue and expense increases are forecasted to require use of \$1.5 million (16%) from reserves (lines 18 & 19). This represents approximately 39 days in General Fund operating expenses (line 22). The College requires \$8-\$10 million in reserves to cashflow operations from May to October each year.

**General Fund
2019-20 Fiscal Year-End Forecast**
(Actual and Forecasted amounts rounded to nearest \$1,000)

Line #	Revenues	2017-18	2018-19	2019-20	2019-20	Difference			
		Actual	Actual	Adopted	YE Forecast	Budget	%	Prior Year	%
		\$	\$	\$	\$	\$	%	\$	%
1	State Aid	28,241,000	28,229,000	29,706,500	32,396,000	2,689,500	9%	4,167,000	15%
2	Property Taxes	12,288,000	13,350,000	13,333,900	13,032,000	(301,900)	-2%	(318,000)	-2%
3	Tuition	19,491,000	19,446,000	20,267,755	18,596,000	(1,671,755)	-8%	(850,000)	-4%
4	Fees	4,356,000	4,357,000	4,259,149	3,617,000	(642,149)	-15%	(740,000)	-17%
5	Other	991,000	1,095,000	1,329,651	1,100,000	(229,651)	-17%	5,000	0%
6	Total Revenues:	65,367,000	66,477,000	68,896,955	68,741,000	(155,955)	0%	2,264,000	3%
	Expenses								
	Personnel Services								
7	Salaries & Taxes	40,103,000	42,025,000	43,803,352	40,640,000	(3,163,352)	-7%	(1,385,000)	-3%
8	Health Insurance	6,102,000	6,458,000	6,791,742	8,900,000	2,108,258	31%	2,442,000	38%
9	PERS	5,927,000	7,197,000	9,607,577	8,500,000	(1,107,577)	-12%	1,303,000	18%
10	Total Personnel Services:	52,132,000	55,680,000	60,202,671	58,040,000	(2,162,671)	-4%	2,360,000	4%
11	Materials & Services	8,222,000	8,425,000	8,964,271	7,675,000	(1,289,271)	-14%	(750,000)	-9%
12	Capital	145,000	183,000	732,500	275,000	(457,500)	-62%	92,000	50%
13	Debt Service	2,329,000	2,309,000	2,271,825	2,272,000	175	0%	(37,000)	-2%
14	Grants in Aid	948,000	932,000	1,146,928	850,000	(296,928)	-26%	(82,000)	-9%
15	Transfers	627,000	524,000	1,100,000	1,100,000	-	0%	576,000	110%
16	Subtotal:	12,271,000	12,372,000	14,215,524	12,172,000	(2,043,524)	-14%	(200,000)	-2%
17	Total Operating Expenses :	64,403,000	68,052,000	74,418,195	70,212,000	(4,206,195)	-6%	2,160,000	3%
18	Net Operations	964,000	-1,575,000	-8,998,506	-1,471,000				
19	Beginning Fund Balance	9,639,000	10,603,000	8,998,506	9,028,000				
20	Ending Fund Balance	10,603,000	9,028,000	-	7,557,000				
21	% of Expense	16%	13%		11%				
22	Days operating expense	60	48		39				