



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 18, 2019*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – September 4, 2019, Board Work Session #988 Meeting Minutes

Session #988

A meeting of the Mt. Hood Community College District Board of Education was held on September 4, 2019 with a Board Work Session at 6:00 pm in the Board Room at Mt. Hood Community College.

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

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer

1.0 CALL TO ORDER

Diane McKeel, board chair, called the board work session to order at 6:14 p.m.

2.0 BUSINESS

2.1 Board Committees

Board members reviewed a handout listing board members representing board organizations.

2.2 Community Engagement

McKeel shared community engagement was discussed briefly at the board retreat; however, a decision has not been made this year regarding the percentage of time Dr. Skari should spend on internal and external meetings and events. Last year the board directed Dr. Skari to spend 65 percent of her time internally on campus and 35 percent externally in the community. Dr. Skari distributed a draft spreadsheet on community engagement, adding structure around some groups, and including the ability to track when board members meet or make presentations with community groups. The goal is to meet with each group once a year. Mattson suggested having a list of key messages to assist board members when they are out in the community meeting with stakeholders. Speer would

also like to have talking points so a consistent message is communicated when board members meet with community members. Polson suggested including a brief PowerPoint presentation to highlight key messages. Dr. Skari discussed creating a toolkit for board members as a resource when they meet with community stakeholders. Suggestions were to include key talking points, quick facts, and a community education piece to help let the community know what we are doing. Dr. Skari will work on developing a draft document for the board to review. There was a discussion regarding the community engagement spreadsheet for accuracy and completeness. Speer suggested adding the quarterly meeting of neighborhood association chairs to the list. Lewis will send the names of organizations that involve young adults and children to be added to the list. It was suggested all changes and additions be emailed to the board secretary to update the community engagement spreadsheet.

2.3 Presidential Expectations

Dr. Skari distributed a handout on the presidential goals, presidential evaluation form, and a document describing what “meets” is for evaluation expectations. There was a discussion on what would be helpful in the evaluation. Speer said he likes 360 evaluations and shared what would be meaningful in getting responses from the president’s direct reports. Mattson referred to previous board discussions on how people can perceive the same thing differently, and the importance of having a rubric to use for evaluation purposes to ensure expectations are understood and agreed upon. It was discussed that a 360 evaluation should be targeted and based on specific goals so the information is relevant. A suggestion was made to have a year-end written summary and the monthly reports the president provides to the board, and to include a reference to applicable strategic goals.

2.4 Board By-Law Review

The board reviewed bylaws 9183.1, 9183.2, 9183.3, 9183.4 and made proposed edits to those policies.

3.0 ADDITIONAL ITEMS DISCUSSED AT BOARD WORK SESSION:

- a. Aquatic Dome – Dr. Skari gave a brief overview regarding the aquatic dome and a decision made last week not to put up the dome this year. DeMent provided additional information regarding the dome decision. The dome was initially put up in 2008 and had a 10-year warranty. There have been safety concerns regarding the dome, so they will be looking at long-term strategies for moving forward regarding replacing the dome. There are other options that they are exploring and will get community input and stakeholder feedback. They are looking at starting this process in October 2019.
- b. KMHD Equipment – DeMent provided an update on KMHD broadcasting equipment. She shared that in early August, they discovered a problem with the combiner (equipment for broadcasting the station) and it had failed. We are currently using back-up equipment temporarily, but it is not as strong so some listeners are not able to

get reception. The estimated cost of the combiner is approximately \$45,000. We would have to pay a portion of that expense and they are working on getting an estimate on new equipment. We are working with OPB to develop a funding solution, and Dr. Skari shared we are working with our legal counsel on the matter. Polson asked for a written report updating the status of the OPB contract.

- c. President's Contract – Dr. Skari provided board members with a copy of her written contract.
- d. Guiding Principles – Dr. Skari distributed an updated copy of the Guiding Principles document that was discussed at the board retreat. She made two edits to the document that were highlighted in red text for the board to review.
- e. Board Calendar – a handout was distributed with dates for fall term In-Service events that board members are invited to attend. The Career and Technical Education (CTE) event has been scheduled on February 5, 2020, which is the same date as a board work session, so there was a discussion on whether to cancel the board work session that day.
- f. First Thursday – Dr. Skari provided an overview of People Strategies Council, one of the five councils in the governance structure at MHCC. She shared the council is a way to activate governance around the college on campus engagement, and is involved in the employee climate survey, employee-giving campaign, and winter in-service. One of the events they organize is *First Thursday*, a social event hosted by a different program or division on campus each month. It is a two-hour event held on campus around noon or early afternoon and snacks are provided at the event. The People Strategies Council is interested in inviting the board to host the *First Thursday* event on October 3 or at a future date. There was a discussion about the date and interest in having it later in the day, perhaps from 4pm to 6pm. Dr. Skari will follow up with People Strategies Council about the event details.

3.0 ADJOURNMENT

McKeel adjourned the board work session at 7:38 pm.



Clerk



Board Chair

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