



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 19, 2018*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – OCTOBER 17, 2018 Regular Session #968 Meeting Minutes

Session #968

A meeting of the Mt. Hood Community College District Board was held on October 17, 2018, 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/DECLARATION OF A QUORUM

Board Members in attendance: Diane McKeel (Chair), James Zordich (Vice Chair), Tamie Arnold, Kenney Polson, Annette Mattson (via phone).

A meeting of the MHCC District Board was called to order at 6:32 p.m. A quorum was present.

2.0 APPROVAL OF THE AGENDA

2.1 Agenda Approval.

Zordich moved to approve the agenda. The motion was seconded and passed unanimously.

2.2 Correspondence

Skari had one piece of correspondence this month and publically congratulated the board. The board was selected to receive the Phi Beta Kappa 2018 Board of

Trustees Excellence Award which recognizes the Board of Trustees for their leadership and outstanding commitment to student success. The college nomination was one of four selected nationally. Skari also thanked Beth Sammons who submitted the nomination on behalf of the Board. McKeel, Mattson, and Arnold will be able to receive the award in person next week when they attend the ACCT National Legislative Congress Conference in New York. Skari introduced Laurie Popp as the new Board Secretary and thanked Vickie Stom for stepping up to support the Board and President's Office during the transition.

3.0 PUBLIC INPUT

There were 3 public input sheets presented.

- Susie Jones – is here to testify on behalf of the KMHD radio station. She strongly urges the board to bring the radio station back to campus with a jazz format. She believes by bringing the station back to the campus physically located here, the college is going to gain an additional marketing tool, it is going to once again have a laboratory for students in the radio program, it will have synergy with the music department, and it will bring prestige to the college and the community the college serves. She states there will be some start-up costs involved in bringing the radio station back but believes the costs will be covered very quickly through the membership and underwriting of the station. The station had a strong history of success while it was on campus, both financially and in its' general operations. She thinks it is very important to bring the radio station back to the college. She met this afternoon with the Gresham Mt. Hood Jazz Association, which is the owner of the Mt. Hood Jazz Festival and Mt. Hood Jazz Festival name. The Board voted to offer an agreement with the college to license the Mt. Hood Jazz festival name to Mt. Hood Community College in an exclusive license agreement that the music department would be able to use to support its jazz curriculum. They are drawing up a proposal they would like to propose to the board for review.

Arnold asked if Jones was on the Board of Mt. Hood Jazz Association. Jones responded yes she was.

Arnold asked what the estimated amount would be to lease the name. Jones stated it would be an inclusive license to use the name and the Association would ask the college to cover the costs to renew the name, estimated at about \$150 per year. They are looking to write the terms in the agreement but there would be no costs to the college.

McKeel asked for some history regarding how the name transferred to the Association. Jones shared that when the Mt. Hood Festival left the college the first time, an organization was formed to keep the Mt. Hood Jazz Festival alive in

the Gresham area and they called themselves the Gresham Mt. Hood Jazz Association. They were in charge of producing the festival in the subsequent years. They took up the Mt. Hood Jazz Festival name and kept it renewed.

Arnold asked if there is still a festival held. Jones stated there is not a Jazz festival held, but on campus in the spring there is a competitive student jazz festival that occurs here and they have always called themselves “The Northwest Jazz Band Festival” so they wouldn’t be confused with the Mt. Hood Jazz Festival. This would clear a path for them to use the Mt. Hood Jazz Festival name and to expand the reach of their festival.

- Melanie Roberts (ASG Vice President) – is here to share her input about KMHD. She worked with Bob Hansen and Cassie Wilson of The Advocate to put on the student input session this week. After hearing about the student voices at the session, she thinks it would be great for the students to have a voice at the college.
- Megan Phelps (Editor and Chief at The Advocate) and Cassie Wilson (News Editor at The Advocate). Phelps and Wilson, along ASG, hosted an event titled “KMHD Info Session” held on October 16 from 11:30 am to 12:30 pm. The main purpose of the event was to inform the community and also inform the students, faculty, and staff about the upcoming decision and facilitate a voice from those people. They made it a community event so other people could attend the event. They thanked Jim Zordich for attending the event. They had poster boards so people could put a sticker to vote for what option they thought was best. There were 39 total votes. Option One (renew the agreement) received two votes. Option Two (establish an affiliated non-profit) received two votes. Option Three (bring the station back to college operations) received 35 votes. There was public input and people shared their past history with the station and how they feel about its future. There was a general sense of dissatisfaction of how the agreement has been over the past ten years. For those who want to stay with OPB, they all agreed it should be renegotiated in terms of financial and student benefits, and having a more visible connection with Mt. Hood’s branding. The majority of those who spoke were in favor of bringing it back for the students by the students. They have an article about the KMHD radio station in The Advocate and a copy of the student newspaper was distributed to all board members. They offered to share all their information with the board if they would like to review it.

Zordich asked how much initial interest they had in their survey. They have received over 40 responses about this matter. An all student email went out this afternoon to reach more people.

McKeel asked how long the survey has been up. The survey has been up since last Friday and they will keep it up thru next Thursday. They are available if board members have any questions as they are here to communicate with the community, students, and faculty.

4.0 INFORMATION/REPORTS

4.1 Special Report: Adult Basic Skills, WIOA Title II and Collaborations with Career Pathways

Kelley Keith, Dean of Adult Basic Skills, is joined by Amy Widger, Instructor in ESL and Intensive English for College and Careers, Scott Plinski, Instructor with ABE/GED, and Kristen Kulongoski, Career Pathways Coordinator. They have a shared ABS mission developed by ABS, staff, and faculty to provide responsive education and training opportunities for adult learners who are preparing for meaningful employment and further education through rigorous instruction and comprehensive student support services. Keith presented a PowerPoint presentation describing the various programs in Adult Basic Skills, including the Adult Basic Education/General Educational Development (ABE/GED) program which serves students who do not have a high school diploma and are seeking to prepare for the various tests in GED, and also students who want to pay a reduced cost to brush up their skills before they take the college placement test or take college courses. The additional programs are the Accelerated Supported Instructions (I-BEST or VESL), Intensive English for College and Career-Credit (IECC), and English as a Second Language-non-credit (ESL) program which serves the largest population of students who are immigrants and refugees in our community.

Career Pathways collaborates with ABS who provides the accelerated supported instruction. There are two models which are Vocational ESL (VESL) and Integrated Basic Education and Skills Training (I-BEST). They recently received a grant thru Gateway to College to support adjudicated, homeless, and foster youth to pay for their first college credits, meals each day they attend class, childcare, transportation, and books and fees. The first three programs (ABE/GED, ESL, and IECC) are partially funded by a grant called the Workforce Opportunity and Innovation Act. This grant is to serve those with the greatest barriers to employment. Their mission is to serve those students who are looking to develop their skills and seek further education and training. They have a data and accountability team who collects student information, all the demographic information, any barriers they report they have, and daily attendance and the data is sent to the State as part of their reporting. They also have state and local partnerships, and WorkSource is one of their primary and deepest partnerships.

McKeel asked if the PDX Bridge students come to campus. Keith replied yes they do. They are in Writing 90 and HD 100 class – a linked cohort, and they have a student success specialist coach supporting them as they go thru their first term, and food is brought to class for them.

Arnold asked if the Workforce Opportunity and Innovation Act funds the program 100%. Keith replied it only pays for about 30 %.

Arnold asked if students are not attending, does that affect the grant. Keith replied it demonstrates the retention and if they get a report back indicating retention isn't as strong as it should be they use that data to work on strategies to improve their programming to improve retention.

Arnold asked how this program compares to the other community colleges regarding retention. Keith replied they are pretty strong and are probably two or three in leading the state in overall outcomes.

Part of the Title II Grant is that they are required to have the curriculum aligned with College and Career Readiness Skills (CCRS). This is high academic, very rigorous course outcomes that our faculty use and facilitate in their classes. They are designed for adults and designed to prepare students for college and for workforce training. A big focus is on transitioning students to post-secondary coursework or career training opportunities. Keith stated in the I-BEST and VESL models, students are nine times more likely to complete and three times more likely to continue going to college in these particular models.

Kulongoski shared that Career Pathways Mt. Hood has a long history of offering career pathways and is currently a collaborative program. It's a coordinated effort between WorkSource Gresham, the College Adult Basic Skills department, different career and technical education departments, and various other services the College offers. Career Pathways is a set of integrated short term education, occupational training, and support services that wrap around to provide an integrated comprehensive experience for our students. Mt. Hood Community College has two primary models for implementing career pathways. There is a Non-Cohort Model (traditional model – two-year degree program where the curriculum and the requirements are divided up into smaller sections and work within an academic department to take classes and achieve a certificate, and then work towards a two-year degree). The model discussed at the board meeting is the Cohort Model, which focuses on accelerated supported instruction that integrates the support services, the adult basic services component, so students can strengthen their reading, writing, math, and language skills at the same time they take their regular college-level credit courses. They can do both at the same time because there are multiple instructors and career coaches and the wrap around support services that move

with the student throughout the program. The Cohort Model primarily targets students that are new to college who otherwise might not come to college. There are two success stories profiled in the PowerPoint presentation and the program has many student success stories. Keith states that Mt. Hood Community College was the first community college in Oregon to implement and deliver the I-BEST Model and they have national recognition for some of the work they are doing.

Kulongoski stated they have an outstanding success rate. All of the participants are co-enrolled in Mt. Hood Community College and WorkSource Gresham so they are able to access the services they need and can be referred to community partners to access all of their services. They are proud of the partnerships they have created both internally at the college and externally in the community with WorkSource providers, employers, social service agencies. The program is primarily funded with grant funds.

McKeel asked how the students know about the program. Kulongoski responded the MHCC communications team has been instrumental in helping to build a recruitment and marketing strategy, utilizing social media, flyers, email, and contacts with all the local high schools. They have a dedicated staff who attend all the career fairs and local community events. Keith shared they also recruit directly from ABS and go into the classrooms and share information, and provide presentations and workshops so students are aware.

One of their greatest accomplishments in the last year, in addition to the student success, is they developed a metric for measuring program success. The last six months is the first time they have been able to accurately capture completion, both Industry Recognized Credentials which is the IRC completion, as well as Career Pathway Certificate of Completion success rates. Over the last four years they've had 325 students go through the program and have an overall average of 77% completion rate which ranges from 54% – 96% completion rate. They have a 68% industry recognized completion rate. Not all of their programs offer industry recognized credentials, but where they are available, they will offer them. Keith concluded the presentation and acknowledged she hoped to come back again and provide detailed information and an update on their outcomes.

Bob Hansen, ASG President, asked if most classes are taught at the Maywood Campus or on the Gresham campus. Keith replied most are taught on the Gresham campus but they do have one cohort that is taught at the Maywood Center.

Melanie Roberts, ASG Vice President, asked about Writing 90 and HD 100C if they are trying to get more of those types of classes in other subjects with the

Career Pathways degree. Keith responded that what those classes attempt to do is develop those writing skills simultaneously while they are in their career and technical classes and are placed directly into the program with all of the wrap around support so they are able to develop those skills at the same time they are learning the training and occupational skills.

Kulongoski mentioned that while they have a great success rate, a challenge is growing pains. They have a number of partners who are interested in expanding their partnership options, but right now they are meeting their limit on what they can do based on staff and resources. They have a lot of opportunities, as well as in our own health professions department, and are thinking creatively about how to make that happen to meet the needs of our community. Pam Greenough Corrie, Director of Head Start, shared they have hired about 15 people who graduated from the program and shared that in the field of early childhood, it is an important issue right now in terms of not having enough workforce available, especially in infants and toddlers.

Skari thanked Kelley and Kulongoski for their presentation. She highlighted that we know how to retain students and make them successful, but the challenge is those programs cost more money because there are two faculty in those classes and we don't get the funding from the State in order to support what needs to be done. McKeel thanked Keith for the presentation and the work they are doing.

5.0 BUSINESS/ACTION

5.1 Consent Agenda.

Motion was moved by Zordich to approve the consent agenda. Arnold requested a discussion on Item D. Arnold seconded the motion to accept the consent agenda, except for Item D removed for discussion.

- a) Minutes from Regular Session #966 on September 19, 2018
- b) Minutes from Special Session #967 on October 3, 2018
- c) Consideration of Selection of Head Start Janitorial Services
- d) Monthly Personnel Report (September)
- e) Monthly Financial Report (September)
- f) Monthly Head Start Report (September)

Discussion of the Monthly Personnel Report (Item D):

Arnold had a question about the Separations at Head Start. She noticed there were ten separations and asked if Corrie could share more about this. Corrie shared that many of the positions that turned over were part-time positions and

that right now, the field of early childhood has a problem in terms of hiring teachers. There are more positions for teachers than there are teachers who can afford to be paid at the level of most early childhood salaries. In addition, the public schools are now offering Pre-K, and the bachelor degree prepared teachers can be hired at \$15,000 to \$20,000 more than what we can pay. That is a huge struggle statewide for Head Start programs. Also, the State has funded a Pre-School Promise Program which requires paying the higher public school teacher salary. Corrie stated they have one classroom Pre-School Promise, and the teacher is paid a higher salary versus the salary for Head Start teachers.

Arnold asked what the strategy is to accommodate the need. Corrie stated they started a Parent-to-Teacher Program where they provide training to some of the parents and provide job shadowing while working in the classrooms. They provide about half of the training that was discussed earlier in the Career Pathway certificate. They are in their second year and are working with parents from last year to see if they can complete the second half of training, while also starting with a new group of parents.

Arnold asked that of the folks that have left, did 90% – 100% leave because of the compensation. Corrie stated it wasn't 100% but she would have to look at the list of names to provide details. She is aware that some left the State. She shared that some of the past teachers have been hired by another program in the area that pays a higher wage.

Arnold asked if Corrie had any statistical information she could share with the Board on the attrition rate for these positions. Corrie did not have information for this year, but the previous year they had a 21% turnover rate and they dropped it down to 17% for last year (2016-2017). She does not have the 2017-2018 rates yet.

Arnold asked Corrie how does that fare with regular master degree prepared teachers. Skari asked if Arnold was referring to our tenured faculty. Arnold replied yes. Skari stated she thought it would be much lower as part of that was compensation. Our tenured faculty go through a process and by the time they get tenure, there is a commitment to them and to us and we tend to see our full-time faculty stay.

Arnold wants to develop a better understanding of how this program, in particular, might look and whether it is a teacher or a general HR number and how this compares with the rest of the College? Travis Brown, Director of Human Resources, stated he will pull the data for attrition.

Arnold wants to have a further discussion associated with this and the costs associated with training. Corrie stated that when they leave to other jobs in the field, the College is actually building the infrastructure of the community in

terms of child care as most child care facilities do not have people that have CDAs. It really tends to be in the Head Start programs and in the public school positions for Instructional Assistants. The challenge is the bachelor degree positions. Corrie states childcare licensing rules are moving up in terms of expecting qualifications and this is about the professionalization of early childhood. Head Start has been a leader in this because the federal government has mandated they hire people with bachelor's degrees, and the associate teachers have an associate degree, and the assistants have a CDA, so they are driving that professionalization.

Arnold asked if there is a ratio of bachelor's prepared teachers that you have to have. Corrie stated the federal government has set a bar for the country of 50%, but Corrie states that we are at 98% of bachelor degree prepared teachers. Recently she has authorized an associate degree level position as she has some openings.

Polson asked for an explanation as to why five people left on the same day out of a total of ten people who left. Jennifer DeMent, Chief Operations Officer, stated that most Head Start classes do not run during the summer so employees are done working in June. The College covers their health insurance over the summer, so even if they accepted another job or moved out of state they stay on as an employee over the summer for health insurance benefits. This can cause a significantly higher number of separations for Head Start in September. McKeel requests any further questions be sent to Skari to be presented at a later date.

Zordich moved a motion to approve the consent agenda. Arnold seconded the motion and it was passed unanimously.

5.2 Budget Transfer Request

DeMent presented information regarding the resolution to transfer budgeted appropriations. This request is to transfer the appropriated budget from General fund Contingency to General fund Instruction in the amount of \$133,000. Last year there was a difference of opinion with the Part-Time Faculty Association regarding which employees would be included as a professional tutor subject to the collective bargaining agreement. An arbitrator decided that they would all be part of the agreement, and there was a difference in wages. All the employees were moved to the union contract wage scale which had a large impact on the budget in the Learning Success Center. Lauren Smith, Director of Student Engagement, collected data and researched how to get the most tutoring support for our students with as few dollars as possible. Some of this involves some shifting of services.

DeMent mentioned that Jim Zordich had a question at the last meeting about the Modern Languages which has a high percentage of students in each class that use the tutoring, however the overall number of students is not that many compared to Math or other tutoring subjects. This request adjusts the hours when tutoring will be available to students and also includes restoring Modern Language tutors, looking for better ways to provide those services, and a tutor in Visual Arts to help support the technician in the classroom. The request is \$133,000 to come out of Contingency and into Instruction and that still maintains Contingency at 3% which is the board required minimum.

Zordich asked if the reserve remains at two. DeMent responded yes the reserve remains at two.

Smith responded to a question about restoring hours back to regular hours, and tutors will be available the same hours as the library, until 8pm, to serve students. The Learning Success Center and AVID Center are currently not open on Friday, so this would cover the cost to restore the hours back to regular hours and be open on Friday.

Zordich asked if it is too early to know what the deficient effect would be on the next budget cycle. DeMent stated this is an annual cost and will add \$133,000 to the budget deficit for next year.

Zordich motioned to approve the budget transfer request. Polson seconded the motion and it was passed unanimously. Motion is approved.

5.3 OSBA Elections

There is a correction to this agenda item. This topic should read as an Information item and not an Action item. It will be an Action item next month on the agenda. Annette Mattson is our Board Liaison to OSBA so we want her input on this discussion and vote. The board binders have the ballot and information on the two resolutions.

6.0 CLOSING REPORTS

6.1 Board Member Comments

- Tamie Arnold – no report
- Kenney Polson – no report
- Jim Zordich – Diane McKeel and Jim Zordich attended the EMA meeting (Superintendent's Forum). The College was represented by Al Sigala,

Executive Director of Development and District Communications. The big issue is money and how the school boards are going to be approaching the state legislature. Sigala and Zordich both emphasized that MHCC is this community's college. That is the most important fact we can relate. Zordich attended the forum on the KMHD and found it very interesting, and found some of the peripheral comments from the audience to be very interesting. He appreciated the enthusiasm and the only caution he had is that the devil is in the details and that's what we have to research more thoroughly. In a letter to the Governor he stated the current budget level for the State Community College Fund is equal to that which was provided in 2009-2010. Even the amount of money being proposed by HECC is basically maintaining the current level but not allowing us to advance. Most assuredly we will be facing tuition increases.

- Annette Mattson – texted her comments: The OCCA Executive Committee met yesterday with the new Executive Director and will report on it next month. The marketing firm to help with messaging and strategy has also been hired.
- Diane McKeel – she added comments from the EMA meeting she attended with Zordich that almost all the school districts attended the meeting. Many talked about the bond that they passed. When Sigala stated we had not passed a bond at Mt. Hood Community College since 1974 you could hear the gasp in the room. Most people did not know that. People were asked who had attended MHCC or knew someone who had attended MHCC, almost every hand in the room went up. It gives you a sense of how important our college is to this community. Skari and McKeel attended the Gresham Chamber of Commerce Candidate Forum and they talked with some of the state legislators about community college funding. The community colleges are left out of the funding. We cannot emphasize that enough with our state legislators.

ASG Representatives

- Bob Hansen, ASG President – There are bins set up around campus for a school supply drive for Hall Elementary School. We had the KMHD Info Session. We had approximately 40-50 people attend. It was great to see all the students attend and you really felt a sense of community. There is a blood drive on Tuesday at 11:30 in the main mall as the Portland area is low on blood. There will be an LGBTQ event. There will also be an ASG Civic Engagement once a month. The first one is October 24 at 11am and 4pm, and on October 25 at 11am and 1pm. This will be a time for students to come to ASG and have coffee and donuts and speak with ASG reps and have a voice on campus. They have been working with Safety on campus and went around and tested all the emergency phone lines and handicapped buttons. He is happy to report they all worked. They are

working with Campus Public Safety on what the top priorities are for what needs to be fixed. Lastly, they are excited about completing the voter registration drive and had a 300% increase from last year in getting students registered. They had a high goal and unfortunately did not meet the goal but it was still a huge success.

Arnold asked what their goal was. Hansen shared their goal was 500 students and they ended up getting 250 students registered.

Arnold asked what they contribute their success to. Hansen said it was really just getting out there. They hit it hard on Student Welcome Day and gave free t-shirts to students and brought voter registration cards to classrooms. It was a good team effort and dedication. Also at New Student Experience they had registration cards available.

- Melanie Roberts, ASG Vice President – Student Activities is hosting a Halloween event on October 30 called “Trunk or Treat” from 5:30 pm to 7:30 pm. It is free for students and the community. Volunteers will be handing out candy to families. It will be held in Parking Lot D and cars will be decorated. They put up posters around the community about the event.

Advisory Representatives

- Cheryl Johnson – Faculty from various departments on campus like to bring speakers to campus. They have a speaker coming up from the Reader’s Series from the English department. They are bringing Samiya Bashir, a poet at Reed College, to campus on November 15 from 1pm to 2pm in the Visual Arts Theatre. These are well attended events and she encourages the Board to come and attend
- Kim Sharer – she had a statement prepared but was asked to wait and give it at the next meeting. She stated staff are just as concerned about safety as students are, referencing the same concerns about safety as what Hansen shared earlier.

6.2 President’s Report

Skari thanked the Advocate and ASG staff for hosting the student forum to learn more about the license decision in front of the Board. She also acknowledged all the work faculty and staff have put in to get the quarter off and rolling. The time and energy put into getting the campus ready, getting students

aid/courses/support, and designing and building courses happens behind the scenes, but is critical to our ability to provide quality education and training. Last week, the college said good-bye to Jarrod Hogue, and thanked him for his years of service. He will remain in the area and stated he would remain a resource to the college. In his new role with a major textbook company, Skari hopes he might have a way to share the experiences our students face with book access and affordability.

This week, Skari welcomed Laurie Popp, Executive Assistant to the Board of Education, and Felisha Brewer, Executive Assistant to the President. Skari cannot express how happy and relieved she is to have them as part of the team. She stated it is a great feeling to be fully staffed looks forward to their contributions to our work. She recognized and publically thanked Vickie Stom and Pam Benjamin for stepping in and stepping up to support the Board and the President's Office during the transition. Vickie managed her existing position and the duties of the Board secretary with grace, never missing a beat. Pam came back from retirement to support Skari and acclimate her to the nuances of the president's role. Skari shared they are amazing women and so appreciated their support of the President's Office and service to the College.

Next week, Skari is looking forward to joining McKeel, Mattson and Arnold at the ACCT National Legislative Congress in New York. It will be a great honor to watch as they receive the Phi Theta Kappa Board of Trustees Excellence Award. Skari is also looking forward to the opportunity to hear how others are approaching similar opportunities and to bring back and share ideas on how we might improve. As Skari mentioned in her written report, she continues to question the State's commitment to community colleges. Skari thanked the board for another great month and concluded her report.

7.0 ADJOURNMENT

Arnold motioned to adjourn. The motion was seconded by Polson and approved unanimously. Meeting adjourned at 7:59 p.m.

Clerk

Board Chair

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