



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2017*

ITEM TITLE: **4.1a**

CONTACT PERSON: *Carrie Toth, Board of Education Relations*

SUBJECT: APPROVAL OF MINUTES - October 18, 2017

Session #940

A meeting of the Mt. Hood Community College District Board of Education was held on October 18th, 2017, with a Regular Session at 6:30 p.m. at the Gorge Pavilion, 395 SW Portage Rd, Cascade Locks, OR 97014.

CALL TO ORDER/DECLARATION OF A QUORUM

A meeting of the MHCCD board was called to order at 6:34 p.m. A quorum was present.

Board members present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Jim Zordich, Annette Mattson, Kenney Polson (phone), Michael Calcagno (phone)

Barbra Archibeque from Rho Theta introduced herself and asked the board members to sign the Rho Theta banner as a reminder students that the board is here to support them.

APPROVAL OF THE AGENDA

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

CASCADE LOCKS WELCOME

Arnold thanked the City of Cascade Locks for hosting us. Paul Koch, Port General Manager, and Gordon Zimmerman, City Administrator, spoke on behalf of the Port of Cascade Locks.

They welcomed the board and noted that they are right at the corner of where MHCC meets Columbia Gorge, and they appreciate the board's presence. The city is still recovering from the recent fire, but Koch noted that the community has survived well. Derr noted she is committed to making sure MHCC is present in Cascade Locks in person and virtually.

LEADERSHIP MOMENT

Diane McKeel presented her Leadership Moment; she noted that her moment belongs to the community of Cascade Locks. She believes that leadership is present in all of us, especially in times of crisis and noted the strong leadership present in the Cascade Locks community during the recent crisis.

BOARD GOALS AND VISION

Arnold compiled the input she received from board members around goal setting. She noted that the board had a wide variety of goals and visions. She noted that the board needed to create definition around some of the key guiding principles, which she added to her goals. Zordich asked to start with the definition of community – both the internal and external communities. The board agreed. Mattson sees a need to build a stronger connection with our community; people in her zone, East Portland, did not know they were in our district; she would like to see us reach out more and suggested sending our e-mail newsletters to a broader community, such as local chambers and governments. Mattson wants the board to look for ways to engage the community; it might be hard to measure, and the results can take a few years to show – we can track our meeting attendance, etc., but it may not always be tangible. Zordich would like the board to publish an annual report.

As part of improved communication, the board agreed as a goal that it will publish an annual report at the end of June. Zordich believes the whole board needs to participate. Mattson would like to see it be succinct, and make sure it is communicated outwardly – what would the purpose of the newsletter be? In her community, for example, people might not believe they are getting their tax dollars' worth; she wants them to be informed of our successes, be proud of it, and invest in it.

The board proposed a definition of "Community": to promote the college and build relationships. Arnold asked what the board can do to achieve this goal. McKeel noted that holding meetings in the community is a good step. Arnold would like to combine community/communication into one goal. Polson would like to see us out in diverse parts of our community, hiring a language interpreter if needed. Arnold asked how this could be actionable; Derr responded that we have hired a new Director of Equity and Inclusion, and that Felisciana Peralta might be able to provide suggestions. Peralta echoed Polson's suggestion that we need to be in front of the community, including attending events that are important to the community. She noted that communities of color are about word of mouth; people who have a good experience will bring friends and family with them, and that, even with a language barrier, we could show that we care and are trying to listen and build a relationship. Arnold asked the board to look for non-traditional events and have board representation at events.

Peralta noted that the “the action must be constant. Mattson suggested developing a list, in collaboration with college staff, and making sure that people attend.

As part of the “community” goal, the board will create a list of events and make assignments; they will diversify the offerings and have the list created by January 2018. Each board member will commit to an event.

Polson noted that he would like the board to broadcast its meetings. Derr noted that she has an update that she will provide in her President’s Report.

Derr asked for clarification on the attendance item; we have been limited by our resources, both personnel and financial. She stated that the board will have to prioritize. McKeel noted that she also sees this is a working list, with board members able to add suggestions and to attend events as they are able and interested.

Arnold brought up the idea of a board evaluation; this would be a step, something tangible to share with the community. Zordich noted that we have done self-evaluations, but they have only been internal. Polson noted that it could be part of the annual report. Derr noted that board evaluations tend to be self-evaluations; the board could go out into the community and ask how they are doing. The board added a goal of completing a self-evaluation and a community evaluation by August 2018.

Arnold noted that the board will continue the discussion at their November 8th workshop.

PRESIDENTIAL SEARCH UPDATE

McKeel stated that the board has hired a consultant, Jill Wakefield, from ACCT. She will be on campus next week to meet with members of the search committee. The search committee invitations are very close to being sent out and should be complete in the next two weeks. The Presidential Search website is up and will be updated regularly. McKeel noted that Arnold will be the official spokesperson for the search; each member has taken on an area of the search - Zordich will monitor the contract; Mattson will do community outreach; Calcagno will assist with the Marketing plan. They remain committed to an inclusive process.

ENROLLMENT REPORT

John Hamblin and Sergey Shepelov presented an enrollment update. Shepelov noted that Summer turned out well for the college, up 1%. Fall is about 6% down, but the number is not final. Shepelov noted that our primary loss is in students 21+; the older the students are, the more the numbers decline. We are now at about an average age of 27, down from 32. Both the continued economic growth and some confusion with the Oregon Promise likely led to our slight decline. He note that the board will have more comprehensive reports on recruitment and retention in the near future.

Hamblin gave an overview of EAB navigate for the new board members; he provided the board with some data on the program. Hamblin and Vigesa will be presenting in Washington, DC next week to speak on our success with Navigate, including an improved processing time to where applications are processed almost immediately. Over 50% of students have taken the

survey in Navigate, giving the College useful data. Students, for example, tell us that they want employment that matches their interests, and they tell us that many of them want to enroll and complete here. Zordich noted that their information follows national trends, especially with a focus on CTE. McKeel thanked the presenters and would like to see the original presentation.

4.3 FINANCIAL REPORT

Jennifer DeMent presented a financial update. She reminded the board that the budget presented to the board in the spring had an ending fund balance of 4%; board policy mandates that it be 5%. The purpose of her visit is to bring forward the plan to rebuild that budget. Derr reminded the board that when they adopted the budget, we did not have the final funding amount from the legislature. DeMent stated that our ending fund budget is significantly higher than expected, with the majority of savings in personnel – we are at 65% full-time instructors, so we are using part-time instructors less often. Our projected ending fund balance is at 8.9%. The plan is to come back to the board during the December workshop, engaging the board early in the process and bringing forward a 3-year scenario, along with individual considerations on large financial scenarios. Arnold asked about the Talent Grants – why aren't these being utilized? Is there a way to identify that amount so that it can be offered to other students? DeMent noted that a subcommittee has been looking at this issue, but it has been delayed slightly due to staff turnover. She will follow up and provide an update on the committee work at the December workshop.

4.4 OCCA BOARD MEETING

Arnold attended the most recent OCCA board meeting, held at MHCC. She was among the many new board members, alongside some very long-term members. OCCA shared its goals for the year, one of which is advocacy, with three specific action items. OCCA is seeking additional funding of \$32m; typically, this is not asked in the short session. Because we did not get our Current Service Level funding, they are going to move forward with an ask to fill that gap. They also want to advocate for capital construction; for our bond, we had to have matching funds to access the \$8m, and it is frustrating that we cannot pass a bond and do not have the resources to match. OCCA agrees and wants to change the language, looking at the possibility of pooling the match, using a lottery, or eliminating the match altogether. Their second goal is to create a cohesive unit of board members with a unified voice. Arnold noted that this will be a good opportunity for MHCC to work with OCCA around advocacy. The third goal entails a successful OCCA culture and organization that reflects best practice. These goals were approved by the OCCA board. Arnold and Derr will ensure that the board has this information for review – it will be added to the board notebooks. Derr noted that there was also a conversation about the Economic Return on Investment. A one-page summary of MHCC's ROI report will be reworked and added to the board toolkits.

McKeel asked how OCCA will reach other board members on a grassroots level. Derr noted that during session, extensive communication is sent out – there will be requests for board members to go to the legislature or contact representatives, with talking points provided. The college also provides individual talking points.

CONSENT AGENDA

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

BOARD POLICY REVIEW

Derr provided a summary of the proposed changes to board policy. She reminded the board that this was put on hold, but is now continuing per the directive of the board at the retreat. Her goal is to complete the policy and regulation review before the new President takes office. The board has a tracked changes version in Dropbox. Derr requested the board especially look at the policy around purpose:

Mission, Vision and Values Statement: 1020
The People and Their Community College: 1040
Role of the Board of Education: 1060
Policy Development: 1080
Equal Opportunity: Culture of Respect: 1100
Public Records Requests: 1120
President-Chief Executive Officer-Board Clerk: 2020

5.3 HEAD START POLICIES

Mavonnie Dietz presented a second reading of the Head Start Code of Conduct, Impasse, and Staff Qualifications policies. These updates are to bring Head Start into compliance with federal requirements.

Zordich moved to approve the policies. The motion was seconded and approved unanimously.

CLOSING REPORTS

Derr reviewed the materials the board has been presented with in its notebooks. Her President's report is provided in the board book. She drew attention to the Diversity and Equity work we have been undertaking and thanked McKeel and Arnold for helping her deliver boxes of books to our Head Start center. She informed the board that we have been working with Metro East Media on a grant to boost the technology in our boardroom, in the hope we can broadcast board meetings and other events. We did receive \$62,000 to upgrade the board room for broadcast – she thanked Al Sigala and JD Kiggins for their work. We have not finalized the contract but hope to begin work next year. McKeel believes this will make a huge difference in reaching our communities. Derr asked the board to provide feedback on the notebooks and toolkits, and let her know what else they would like. We will add the one-page ROI sheet when it is updated. Arnold requested multiple copies of the ROI sheet when it is updated and asked that we add accolades and accomplishments the one-pager. Bruce Battle will work on the sheet. Mattson requested a one-pager on the SBDC. McKeel requested the requirements for being a "military-friendly" designated school.

Arnold noted that she and several board members attending the Teddy Bear Parade. She attended her first OCCA board meeting and highlighted that all board members are able attend

any of the OCCA meetings. She also attended the Head Start book drop. On October 30th, there is an opportunity to provide a dinner for the volunteer firefighters at 6 p.m. at Riverview. Invitations and information are on Eventbrite and Facebook.

McKeel noted that EMEA is meeting tomorrow on the MHCC campus in partnership with Subaru and encouraged attendance. We will highlight our automotive program and our Subaru partnership.

Zordich stated that the Foundation board reconvened and is discussing naming rights as a legacy project, and he would like to discuss this at the board workshop. He requested this as an agenda item. He also recently attended Laurie Monnes-Anderson's and Carla Piluso's last talk.

Mattson enjoyed the information from Convocation. She has also been working with Government and Economic Affairs committee and attended the Teddy Bear parade and Boys and Girls Club Grand Opening.

Polson passed.

Calcagno attended the OBI event with Annette and talked with Mark Johnson about his new role.

Johnson followed up on the Executive Leadership group focused on Diversity – two faculty members will represent the association. She reminded the board that she has sent information about attending classes and is hoping to schedule those at the beginning of November, and she asked for requests if board members are interested in other programs. She announced the November 1st "Mouths of Others" author "American War". Carrie will add to the calendar.

Garie Zordich filled in for Kim Sharer as CEA representative. She stated they are proud of the membership support at the Red Cross shelter on campus, from IT to public safety and the admins. They support the auction, Strawberry Short Courses, and many other events on campus. For over 20 years, they have consistently given a scholarship to students. They are also looking forward to being represented on Presidential Search Committee. Zordich believes they are an untapped resource who are involved in community organizations and can represent the college and bring people on campus.

Marilyn Pitts distributed copies of the PFTA newsletter. She highlighted that she was pleased with the budget report, but she was surprised at the amount coming from part-time instruction. She noted that the PFTA and the college had an agreement that for classes taught by part-time instructors, if they had at least 8 students, they would be paid at the full rate rather than the low-enrolled rate. The positive news is that over that year, there were 173 more students in low-enrolled classes, and they appreciated the college's willingness to try this.

PLUS DELTA

The board appreciated the location, food, and finishing on time. They asked to not be arranged straight in a line, and to schedule with phone needs in mind. In the future, the College will explore additional ways to attract attendees, perhaps following up with local media like the Hood River press to talk about the College.

ADJOURNMENT

Zordich moved to adjourn. The motion was seconded and approved unanimously. 9:22

Clerk

Board Chair

Minutes recorded by Carrie Toth, Executive Assistant to the Board of Education.