



****THE BOARD MEETING WAS CANCELLED AS THE COLLEGE WAS CLOSED
DUE TO WEATHER CONDITIONS AND POWER OUTAGES IN THE DISTRICT****

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on **February 17, 2021**, with a Regular Board meeting at 6:30 pm held via Zoom meeting.

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/95367301176?pwd=VVVMTWZreXh6ZVRuNko5cS9BMmF1Zz09>

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Seattle)

Webinar ID: 953 6730 1176

Passcode: 921115

AGENDA SESSION 1027

6:30 pm

1.0 CALL TO ORDER / DECLARATION OF A QUORUM

Diane Noriega

1.1 Approval of Agenda

2.0 PUBLIC INPUT

Persons wishing to provide public comment can sign up by using the "Hand Raise" feature available at the bottom of the Zoom platform screen. Please clearly state your full name for the public record and limit comments to three minutes per speaker. Persons who wish to provide written comments can email them to Laurie.Popp@mhcc.edu, and they will be included in the official record for this meeting.

3.0 REPORTS

3.1 Correspondence

Lisa Skari

3.2 Receive Comprehensive Annual Financial Report for
Fiscal Year Ended June 30, 2020

Julie Fahey

3.3 Special Report: MHCC Foundation OER Grant Program Update

Heather White

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

Diane Noriega

a) Minutes – Board Work Session 1023, January 6, 2021

b) Minutes – Board Regular Session 1024, January 20, 2021

c) Monthly Personnel Report

d) Monthly Financial Report

e) Monthly Head Start Report

f) COVID-19 Activity Report



5.0 CLOSING REPORTS

- 5.1 a) Board Members
- b) ASG Representative
- c) Advisory Representatives
- d) Executive Leadership

5.2 President's Report

Lisa Skari

6.0 ADJOURNMENT

Diane Noriega

The next regular board meeting is scheduled for Wednesday, March 17, 2021.

*Individuals requiring accommodations due to disability should contact
Accessible Education Services at 503-491-6923 or aes@mhcc.edu*

CANCELLED



OFFICE OF THE PRESIDENT
Lisa Skari, Ed.D
President
503-491-7211
Lisa.Skari@mhcc.edu

February 17, 2021

TO: The Board of Education
Diane Noriega, Chair
Annette Mattson, Vice Chair
LaVerne Lewis
Diane McKeel
Kenney Polson
Andrew Speer
Jim Zordich

FROM: Lisa Skari, EdD
President

SUBJECT: Board Letter for February 2021

As we round the corner on middle of winter term, we can pause and celebrate another quarter where our faculty and staff are serving our students in spite of the remote modalities and a pandemic. There is a sentiment of hope; a vaccine to remove the health threat, a state budget to stabilize us for another year, and the return to campus so that we might engage with our students, our colleagues, and our community. Throughout it all, we continue to monitor and respond to the policy environment, address college performance, and celebrate our successes.

Policy environment

American Rescue Plan

The Biden administration has proposed a \$1.9 trillion economic relief package, which includes \$170 billion in education relief funding. While most of the funding goes to K12 schools, \$35 billion is slated for higher education, with \$5 billion for Governors to use for education. By expanding the Higher Education Emergency Relief Fund (HEERF) the plan will ensure colleges have critical resources to implement public health protocols, execute distance learning plans, and provide emergency grants to students in need.

Executive orders

President Biden signed several executive orders that have an impact on Mt. Hood Community College (MHCC). First, he extended student loan relief including the freeze of monthly payments and interest on most federal student loans until September 30, 2021. In addition, he rescinded the Trump administration's order to combat race and sex stereotyping, and preserved the Deferred Action for Childhood Arrivals (DACA) program. Finally, he reversed the travel ban that placed visa and entry restrictions on certain individuals entering the United States.

CTE Month

The month of February is CTE (*Career and Technical Education*) month, and the Oregon Community College Association is working with Campus Advocacy Coordinators, Oregon Community College Marketing and Public Relations staff, and CTE Deans on highlighting CTE programs throughout the month. In addition to the sharing of a weekly newsletter to legislators and community college, there is Workforce Wednesday from noon to 12:30 each week, featuring four colleges on specific themes. The first Workforce Wednesday centered on healthcare and MHCC's Mental Health, Social Service and Addiction Counseling program.

College performance

Funding

MHCC received a \$647,754.00 grant from the National Science Foundation (NSF) for "Scholarships, Strategic Course Sequencing, and Comprehensive Student Support to Increase Undergraduate Degree Completion in Computing and Cybersecurity." Under the direction of Dr. Wayne Machuca, the grant will provide financial support and services to students in the Cybersecurity program. The award runs February 2021 through January 2026.

MHCC is one of 95 finalists in the Rethink Adult Ed Challenge. The \$750,000 pre-apprenticeship competition launched by the U.S. Department of Education is designed to support adult education providers in creating innovative learning and training opportunities.

From September to November 2020, providers funded by the Adult Education and Family Literacy Act were invited to submit preliminary designs for pre-apprenticeship programs. The challenge received 203 submissions competing for \$750,000 in prizes. From February to July 2021, the finalists will have access to a range of digital resources to help them develop detailed program proposals. A panel will review the proposals and select one \$250,000 grand-prize winner, and up to five \$100,000 runners-up. The Department of Education will publish materials so that the wider adult education community can benefit from the knowledge and ideas developed.

MHCC received a \$5 million grant from the Department of Labor Employment and Training Administration (ETA) for the Strengthening Community College Training Grant (SCCTG) program. The grant is one of eleven awarded nationally. As part of the Oregon consortium, which includes Central Oregon, Chemeketa, Clackamas, Lane, Klamath Falls, Portland, Rogue, and Southwestern Oregon community colleges, MHCC serves as the lead college. In the areas of cybersecurity and advanced manufacturing, the collaborative effort will focus in three areas: instruction; employer engagement; and policy. Outcomes associated with instruction include updates to program curriculum, the offering of stackable credentials directly tied to employment and career advancement, and addressing challenges associated with remote learning, including improving accessibility to workforce training opportunities that must be offered online due to the pandemic. The policy work will focus on the alignment of policies related to credit transfer, program governance, and agency collaboration. Lastly, to support the engagement of employers, the grant supports a workforce coordinator located within the Workforce Talent Development Board.

Recognitions and achievements

Congratulations to Susanne Rose on her recent promotion to Human Resources Data Manager. Susanne comes to this position with a great deal of experience in working with data and organizational planning, more recently a member of the college's Analytics and Institutional Research Department (AIR).

In closing, we look forward to the coming of spring in the weeks ahead. The signs of buds and blooms remind us of the new growth ahead. I look forward to taking this journey of MHCC into the future with you.

Community/Educational Presentations and Selected Outreach Activities

- Jan 4 East Metro Economic Alliance (EMEA) Board meeting*
- Jan 5 OCCA COVID-19 meeting*
- Jan 6 MHCC Board of Education work session*
- Jan 7 Meeting with Director McKeel*
- Jan 8 WorkSystems Inc. (WSI) Workforce Development Board meeting*
- Jan 8 Meeting with Director Speer*
- Jan 11 WSI Government Relations Task Force meeting*
- Jan 12 OCCA Legislative Session meeting*
- Jan 13 Gresham Rotary Club meeting*
- Jan 13 Portland Business Alliance Board retreat – Day 1*
- Jan 13 COVID Recovery and Workforce Modernization Act of 2021 meeting*
- Jan 14 MHCC Foundation Executive Committee meeting*
- Jan 14 Oregon Presidents' Council (OPC) meeting*
- Jan 14 Gresham Outlook interview*
- Jan 19 All Hands Raised Partnership Council meeting*
- Jan 19 OCCA COVID-19 meeting*
- Jan 19 Meeting with Directors Lewis and Speer*
- Jan 20 MHCC Board of Education Board meeting*
- Jan 21 Governor's Regional Solutions Team/Greater Portland Inc. (GPI) Metro Economic Response Team meeting*
- Jan 21 Portland Business Alliance Board retreat – Day 2*
- Jan 22 Meeting with Directors Mattson and Noriega*
- Jan 25 Meeting with Director Zordich*
- Jan 25 Meeting with Department of Labor Oregon Consortium community college presidents (Central Oregon, Clackamas, Chemeketa, Klamath Falls, Lane, Portland, Rogue, Southwestern Oregon)*
- Jan 25 Greater Portland Inc. (GPI) Higher Education Committee meeting*
- Jan 26 Council for the Advancement and Support of Education (CASE) Community College Center for Advancement Advisory Committee meeting*
- Jan 26 Oregon Public Broadcasting (OPB) Audit Committee meeting*
- Jan 26 OCCA Legislative Session meeting*
- Jan 27 MHCC Foundation Board meeting*
- Jan 27 Meeting with Caitlin Campbell, Joint Office of Homeless Services*
- Jan 27 WSI Government Relations Task Force meeting*

Jan 27 Meeting with Department of Labor Oregon Consortium community college presidents (Central Oregon, Clackamas, Chemeketa, Klamath Falls, Lane, Portland, Rogue, Southwestern Oregon)

Jan 28 Greater Gresham Chamber of Commerce Board meeting

Jan 28 Governor's Regional Solutions Team/Greater Portland Inc. (GPI) Metro Economic Response Team meeting

Jan 28 MHCC Board of Education and Associated Student Government Student Town Hall

Jan 28 Cascade Locks Joint Work Group for Economic Development, with Aaron Sorenson

Jan 29 Meeting with Grace Stratton, Senator Wyden's office, with Al Sigala

Jan 28 Meeting with Mark Johnson, Port of Cascade Locks

Jan 28 Meeting with Director McKeel

Select Media Mentions

MHCC Looks to the Future <https://pamplinmedia.com/go/42-news/492597-395389-mhcc-looks-to-the-future>

A Wonder of the Season - Winter Chanterelles
<https://www.mountaintimesoregon.com/modules.php?name=Columns>

Remembering 2020 in East County <https://pamplinmedia.com/go/42-news/493484-395828-remembering-2020-in-east-county>

US Department of Labor Awards \$40M in Strengthening Community College Training Grants
<https://pamplinmedia.com/go/42-news/495322-397072-mhcc-gives-low-income-families-a-hand-up>

COCC Gets Share of \$5M Federal Grant for Advanced Manufacturing Training
<https://ktvz.com/community/community-billboard/2021/01/25/cocc-gets-share-of-5-million-federal-grant-for-advanced-manufacturing-training/>

East County Bulletin Board <https://pamplinmedia.com/go/44-features/495787-397251-east-county-bulletin-board-->

U.S. Department of Labor Awards \$5M to Consortium of Oregon Community Colleges, Including COCC <https://www.mycentraloregon.com/2021/01/26/the-u-s-department-of-labor-awards-5-million-to-consortium-of-oregon-community-colleges-including-cocc/>

KMHD to Participate in Doris Duke Charitable Foundation's New Jazz Media Lab Program
<https://www.opb.org/pressroom/kmhd-to-participate-in-the-doris-duke-charitable-foundations-new-jazz-media-lab-program/>

MHCC Joins \$5M Job Training Grant <https://pamplinmedia.com/go/42-news/496303-397812-mhcc-joins-5m-job-training-grant>

Office of Instruction Monthly Report

January 2021

Improve Student Success

- Mt. Hood Community College (MHCC) and eight partner community colleges across Oregon have received a \$5 million consortium grant to expand access to cybersecurity and advanced manufacturing workforce training. Mt. Hood Community College is the lead college for the consortium.
- Students in AVID Learning Communities each received a package with a loaned textbook from the library as well as MHCC t-shirts and other branded supplies.
- Mt. Hood Community College now has Alpha Alpha Theta, chapter of Alpha Mu Gamma, a national collegiate foreign language honor society. Membership benefits include some scholarships and students studying Spanish, Japanese, French, German, American Sign Language and Intensive Language for College and Career at MHCC can apply.
- Our Small Business Development Center began supporting three new cybersecurity intern students from MHCC starting this winter term.
- Dental Hygiene students participated in a virtual student conference with the Oregon Association of Dental Hygiene.
- Apprenticeship (Dawn Loomis & Kenia Perez-Correa) and Student Success (Bhaktirose Dawdy) collaborated on how to integrate the STEP and other student success programs into the EMT program. This will support the students in this rigorous program to successfully complete the course and pass their national exams.
- Student Clay Club, led by Instructor of Visual Arts and Ceramics, John Hasegawa, is hosting a four day workshop presented by master ceramic artist Natalie Warrens, Jan. 23 & 30, Feb. 6 & 13.
- The U.S. Department of Education announced 95 finalists in the Rethink Adult Ed Challenge, a \$750,000 competition to advance pre-apprenticeships. Mt. Hood's Adult Basic Skills division, led by Dean, Kelley Keith and Manager, Kristen Kulongoski have been selected to move to Stage 2. Mt. Hood Community College is the only college in Oregon to be selected. The Stage 2 virtual accelerator will run February to June 2021.

Strengthen Community Engagement

- AVID Coordinator, Sarah Aimone, Student Success Specialist, Stephanie English and Technology Learning Specialist, Lance Lannigan hosted a People Strategies event designed to decrease Zoom fatigue while increasing engagement. The event was attended by full time faculty, part time faculty, and classified staff from various departments.
- Small Business Development Center Director, Ibrahim Alhussain, began serving on the board of the West Columbia Gorge Chamber of Commerce.
- Dental Hygiene Instructor, Ilya Babiy, was selected as a co-instructor as part of the HOWTO Dental Professions Camp and Scholarship Program. Although Clackamas Community College is the lead institution, Ilya's participation will put him alongside High School students considering Dental Hygiene careers.



- The Workforce Department (Aaron Sorenson) and Dr. Skari joined Cascade Locks' monthly Joint Workgroup for Economic Development meeting.
- Music Instructor, Dan Davey presented "Virtual Jazz Pedagogy" at the Oregon Music Educators Association (OMEA) State Conference.
- Band Director, Danielle Davey, directed a virtual Clarinet Clinic with the High School Honor Band at the Western International Band Clinic (WIBC).
- Theatre Faculty, Daryl Harrison-Carson and Mace Archer, served as judge for several virtual festivities.
- Theatre Manager, Allison Moon, wrote a play selected for the Fresh Fruit Festival in NYC. Due to COVID-19 the Festival was cancelled; the play is now a radio play.
- Al McQuarters, Vice President of Instruction, represented MHCC during the January Center for Advance Learning (CAL) Board meeting.

Advance Diversity, Equity, and Inclusion

- The High School Services team attended Achieving the Dream - Leading with Equity, a Dual Credit webinar, on the 17th of January. The goal is to advance equity, streamline process, and improve services to students.
- High School Services had discussions and outreach with Gateway to College Partnership in the region for planning for next year's school cycle with Sandy, David Douglas and Corbett high schools.
- As part of an ongoing professional development initiative for Instructional Administrators, a session on identifying and interrupting macroaggressions was provided to all Instructional Deans & Directors led by Interim Dean, Eran Smith and Dean, Sara Rivara. Previously, Interim Director, Arnita Tucker-McFarland and Dean, Megan Dugan led a session on trauma informed care during the election season.
- We continue to participate in monthly Equity Minded Leadership sessions. This partnership includes Director of Diversity, Equity, and Inclusion, Traci Simmons, student development administrators, instructional administrators and the instructional services team.
- Cybersecurity NSF S-STEM Scholars grand, five year program request, budget total \$647,727, was approved. Most of the funding will provide scholarships for students. The target population of students for the S-STEM Scholars program includes underrepresented populations, in terms of gender, race, ethnicity, languages spoken, first-generation status, and socioeconomics, whose participation represents a transformative opportunity for upward socioeconomic mobility.

Increase Excellence in Operations

- Oregon Center for Nursing sponsored simulation training for one faculty member from each Oregon Nursing program. Nursing Instructor, Amy Drouin is the sponsored member from MHCC. Nursing Instructor, Sheree Walters has also participated in some simulation professional development.
- The Online Learning team has ramped up professional development workshops which are sponsored through the Teaching and Learning Center (TLC), including sessions on Culturally Responsive Teaching, Quality Matters and the new Lunch and Chat with Online Learning.

- The Online Learning team partnered with the TLC to showcase "This is My Zoom Class." They shared how to keep students engaged and tips on equipment for the best lighting, sound, and video.
- With assistance from the library, all math and science tutors now have access to the same textbooks used by the students in each class and will provide the best possible information and support for assignments.
- High School Services has met with Middle College counselors and administrators at the following high schools this month: Reynolds, Centennial, David Douglas, Parkrose, Sandy, Corbett and Spring Water Trail. Working to streamline services and applications for student onboarding into our Middle College program.
- A Bachelor of Applied Science Exploratory Committee was formed which includes faculty, classified staff and administrators. All Career Technical Education Industry partnerships were identified.

Student Development

January Updates 2021

Improve student success:

- Student Finance Council has successfully concluded their Student Fee budgeting process and voted on the perspective co-curricular budgets. Next steps include two open student forums and final recommendations to the board for approval.
- TRIO partnership created w/ our mental health program to offer paid internship opportunities for TRIO students.

Advance diversity, equity, and inclusion:

- Created a "social hour" series (via zoom) and blackboard space for TRIO students to build community each term. We also have an ongoing TRIO info session offered monthly to promote/introduce our services throughout the campus and community.
- TRIO Marketing is in full swing, now showing over our MHCC Banner, social media and student newsletter.

Strengthen community engagement:

- Postcard mailer to all 6-8 grade students at Ron Russell MS, 7-8 grade at Centennial MS, 9-10 at Centennial HS, 6-8 grade at Clear Creek MS and 9-10 at Gresham HS. Postcards are to promote TRIO ETS info sessions to learn more about our services.
- Recruitment and Financial Aid have partnered to provide district high school graduates and schools with support for Financial aid application and ORSAA application.

Increase Excellence in Operations:

- Phase one of two phase Student preferred name and Gender project has gone live. Phase included changes to a number of systems that allow student to provide preferred name and additionally non-binary gender options.
- Successfully engaged division staff in a more collaborative process for unit planning- teams were able to engage more in the development of tactics and present their plans.



Development and District Communications January 2021

Improve Student Success, Increase Excellence in Operations, Advance Diversity Equity and Inclusion, Strengthening Community Engagement

Legislative Outreach

January included the planning in preparation for CTE Month at the capitol. Al met with the Deans of CTE programs to begin an outreach effort to students who might be able to talk to legislators about their programs. Meetings with legislators were then set, as well as scheduling students to join us in these meetings.

District Communications

Staff designed CTE Month campaign posts featuring videos of CTE programs for social media distribution. These are running throughout the month of February

District Communications also worked on a campaign in celebration of Black History Month. The campaign is a sponsorship of programming being made available through KOIN-TV and the CW channel. The program includes significant accomplishments by Black leaders and highlights MHCC as a presenting sponsor. These vignettes are running throughout the month of February.

District Communications has been working with the Student Basic Needs Resource Team to build a new landing page that helps students more easily find resources and support services offered both within the college and the broader community. This asset is almost complete and will be going live within the next couple of weeks.

DC also worked with local news outlets to promote updates about recent grants the college has received. Articles ran in the Gresham Outlook about our recent Department of Labor grant, *AdvancingCities* Grant, and our new ASG president. A monthly column written by our faculty members continues to run in the *Mountain Times*.

<https://pamplinmedia.com/go/42-news/496303-397812-mhcc-joins-5m-job-training-grant>
<https://pamplinmedia.com/go/42-news/495322-397072-mhcc-gives-low-income-families-a-hand-up>
<http://www.advocate-online.net/new-asg-president-nicole-johnson-moses-starts-off-the-new-year-with-asg/>

District Communications also continued work and planning for the multi-year new website process, upcoming Fall-term recruitment advertising and social media campaigns and a plan for implementing strategies that will help us increase reach to, and support for, the diverse and underrepresented groups within our district's communities.

Fundraising

Auction planning officially kicked off with outreach efforts to sponsors. The theme this year is Barney's Bash, a party in support of raising funds for our students. This will be a virtual auction with a possible live presentation. The auction will kick off the week of April 19 and running through that weekend. A live presentation will take place on April 24th.

We are also working on a grant seeking strategy in support of the Student Basic Needs Fund. Staff are working with Ellucian Grant Services in seeking possible support for our efforts in providing resources for student basic needs.

Our planned giving efforts included working on an event that is being held in February that is aimed at informing attorneys, estate planning professionals and financial advisers more about the college. The event is a Cybersecurity Workshop featuring Dr. Wayne Machuca and MHCC student Dylan Waugh. The event is scheduled for February 17.

Efforts also included promoting the Fred Meyer Rewards program of which the Foundation receives donations. More 15,000 emails were sent to constituents providing them information on how they can link their Fred Meyer's Reward card to the Foundation.

Alumni Outreach

The Alumni Committee hosted a Lunch and Learn in partnership with the MHCC Small Business Development Center Director, Ibrahim Alhussain. Ibrahim presented on the topic "Journey through Entrepreneurship" and covered methods of ideation, defining customers, branding, pitching and shared information about SBDC services. 20 alumni attended and provided positive feedback as a survey showed them rating the event 5 out of 5.

Alumni were sent an invitation to shop at the Columbia Employee Store. The invite went out to over 14,000 alumni. The invitation provided alumni with a 50% discount at the store.

Scholarships

The application period for Foundation scholarships kicked off on January 4th. These are scholarships for fall term 2021. To date 110 students have completed applications with 137 more started their applications.

Two general scholarship information sessions were held providing students with support in filling out their applications. A third session was held for Sandy High School students.

Administrative Services

February 2021 Update

Improve student success:

- **Student Technology** - Deployed 10 Mac laptops for student use to enable a **remote coding class**.
- IT prepared and imaged **100 laptops** to deploy to students who do not have adequate technology to complete their MHCC education goals, collaborating with **the Student Basic Needs Response Team**.
- **Campus-Wide Wireless Upgrade Complete** – This project replaces our current wireless system that is out of date and no longer supported, preventing us from expanding or adding functionality. In addition to improved functionality, the new system also provides some expanded WiFi coverage on campus. The team is now completing the final project wrap-up details.
- IT upgraded **dental program student software (XLDent)** to provide students improved system performance and increased security.

Advance diversity, equity, and inclusion:

- Human Resources has expanded **recruitment subscription services** to expand the college's recruitment efforts into underserved communities and is implementing improvements to postings and processes to broaden DEI initiatives.

Strengthen community engagement:

- Collaboration with Marketing continues to implement a new **MHCC Website**. IT has installed 2 of 7 modules and are beginning to test. MHCC receives credits for each module we install ourselves (independent of vendor support), which saves money by enabling us to redirect vendor resources to other critical needs as the project progresses.

Increase excellence in operations:

- Daniel Sizmin successfully filled the System Administrator role in IT; this fills a critical role for MHCC and provides an **internal advancement opportunity** for an existing IT Team member.
- **MHCC email** is now completely migrated to **Office 365**. This migration moved our email to “the cloud,” providing increased features/functionality and added security. Completion occurred in a phased approach, with the team finishing up special accounts in recent months.



Administrative Services February 2021 Update

- **IT Security** – Security remains a primary focus with incremental improvements, security remediation, and training/communication.
 - IT completed five additional security standards that guide the college's security direction and associated risk level. These standards continue to evolve and expand our security direction as a whole, ensuring that MHCC's data integrity and security are held to high standards.
- **Data Storage Upgrade Project** – This will replace end-of-life equipment and improve data integrity, performance, and security for MHCC data sets. This project is 15% complete and will continue through Fall 2021.
- Information Technology assisted the Business Office and Payroll with the **end of year reporting requirements** – 1098 / 1099 submissions, PERS, and Federal reporting.
- IT continued with annual planned **20-21 Technology Refresh**, which replaces end of life staff technology with upgraded, more efficient equipment.
- Organizational development delivered Zoom-based sessions for **New Manager Training** and Part-Time Faculty and Tutors **New Employee Orientation** and designed and helped facilitate the first of three campus-wide workshops exploring **Governance and Decision-making at MHCC**. Two additional workshops are scheduled for February, and final recommendations are due to President in March.
- The HR Compensation and Benefits team is working on **finishing salary surveys** for both management and confidential employees and Part-time Faculty and Tutor Association, both of which are due in February. The team is also implementing additional **FSA changes** based on new IRS guidelines in response to the COVID-19 pandemic.
- The labor relations team has been **preparing for successor negotiations** with the Part-Time Faculty and Tutor Association and the Oregon Schools Employee Association. It is in the process of negotiating in good faith with the Classified Employees Association the impacts and decisions to contract out the bookstore.
- The **HR Data team** is pleased to announce **two new team members** that will join in February. Susanne Rose will be joining the team as the HR Data Manager, and Aurora Taguibao will be joining the team as a temporary HR Data Analyst, supporting a college-wide HR data cleanup project.
- **Finance** is wrapping up the audit. We filed for an extension this year due to the late arrival of guidelines using CARES funding. The auditors required this guidance to complete the audit. An Audit Committee Meeting will be held Wednesday, February 10, 2021.
- **Finance/Payroll** is working closely with HR and IT to improve Payroll accuracy and inefficiency by better aligning policies, bargaining unit contract terms, business processes, and system functionality. This effort will take several months, with work completed both simultaneously strategic and timely.

COVID-19 Response Specific:

- Ensuring campus-wide continued adherence to reopening plans and response, with no on-site transmission of COVID-19, the **Reopening team continues to make program improvements to keep students and staff safe.**

Administrative Services February 2021 Update

- HR Labor Relations has **negotiated the COVID-19 pandemic impacts** with the Classified Employee Association through the spring term.
- **Cascadia Behavioral Health** came to each of our open **Head Start sites to administer COVID vaccines** to our staff. Seventy-five staff received the first dose of the vaccine, and Cascadia will return to provide the second dose. Many thanks to Cascadia for thinking of our program and driving to each site to administer the vaccines.
- The Childcare Resource & Referral has been taking the lead in coordinating the early learning providers vaccination effort for Multnomah County. They created [videos](#) in five languages to **help providers navigate registering for the COVID-19 vaccine appointments.**



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 17, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – January 6, 2021

Session 1023

A meeting of the Mt. Hood Community College District Board of Education was held on January 6, 2021, with a Board Work Session at 6:00 pm held via a Zoom meeting.

1.0 CALL TO ORDER

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

Additional Attendees: Dr. Lisa Skari, president, Traci Simmons, director of Diversity, Equity, and Inclusion

Noriega called the board work session to order at 6:06 p.m.

2.0 BUSINESS

2.1 Equity Lens Tools

Traci Simmons provided an update on the work she is doing regarding the equity lens. Her presentation highlighted the following reasons for an equity lens:

- To ensure we keep race and intersectionality at the center of considerations for our organizational decision-making, policies, practices, and procedures.
- To ensure we are effectively and persistently challenging the dominant ideology and status quo of white supremacy.
- To establish an institutional commitment on social justice, and do no further harm to historically and contemporaneously marginalized humans and groups.
- To center the experiences of students and our communities in service to becoming a more diverse, equitable, and inclusive organization.
- To use an interdisciplinary approach and coalesce different people and perspectives as part of the organizational transformation.



Simmons shared comments and feedback from President's Cabinet members about the various equity lens tools available, and board members each shared their comments and feedback about the equity lens tools. A discussion followed and board members shared several questions and items to consider:

- Keep it simple, direct, and to the point
- Review the feedback and find the common threads to focus on
- What are the core questions that we should be asking?
- What are the core themes in the feedback received?
- What does the board want to get from this collectively?

Simmons stated next steps would be to agree upon a question under the five tenants of critical race theory. There should be a question about:

- Who are we talking about?
- What are the racial and intersectional groups that we are talking about that might be impacted?
- Are we challenging the dominant ideology?
- Are we doing things differently in this decision-making process?
- What about this affects social justice? How will we keep records and track data on whether that is actually happening?
- Are we creating more equity and social justice?
- Have we engaged our students and communities in the conversation and decision-making opportunity?
- Are we bringing together different people and using that coalesced voice to transform our organization?

Simmons will meet with President's Cabinet next week to review their feedback and comments, and will share the board's feedback with them. Simmons will review all the feedback received and gather the common themes together, looking at the five tenants of critical race theory and questions, and will bring back a draft document to the board for review. There was a reminder that we need to obtain additional input from the campus before the document is finalized.

2.2 Strategic Planning – Next Steps

Lisa Skari provided a brief presentation about MHCC Strategic Planning for 2021, and how it relates to planning at the college. She outlined steps in the planning process, which include the mission, vision, goals, strategies/objectives, and tactics. There was a discussion about the accreditation standards and the lense around diversity, equity and inclusion (DEI). Skari outlined the first step in the process is to hire a consultant, which requires submitting the Request for Proposal (RFP) to solicit bids from contractors for services. She discussed the steps in developing/evaluating the scope of work, which include organization, research and assessment, facilitation, and analysis and synthesis.

Skari stated another area included in the RFP are deliverables, and shared the typical strategic planning deliverables. Other considerations in the strategic planning process might include asking for prior higher education experience or prior community college experience, and a commitment to



diversity, equity and inclusion. There was a brief discussion on additional suggestions that could be included:

- Have a sample of the vendor's previous work included in the proposal
- Include articulating outcomes when speaking about DEI
- Experience facilitating work with boards
- Experience facilitating external stakeholder feedback to draw out the needs of the community
- Experience working with an accrediting body

Skari stated part of the RFP process would include checking references to gather more information about the vendor experiences. A major consideration will be to have a strong firm that has DEI experience, and experience incorporating DEI into a strategic plan. Skari provided examples of board involvement in strategic planning:

- Provide input on the scope of work
- Engage in final version of vision, mission, values and approve
- Approve five-year goals and outcomes
- Be informed of process
- Participate in data collection, committee membership for the RFP review, steering committee, and forum attendance.

2.3 Student Town Hall with Board

Dr. Skari shared a list of sample questions for discussion at the Student Town Hall with board members scheduled on January 28. Board members reviewed the list and shared additional questions for possible discussion:

- How would you consider the experience of registering online through our website? Is it a good or bad experience, and is it easy to register?
- How do you feel your learning experience at MHCC is preparing you for a career or profession when you graduate?
- What challenges have you faced around transportation, and what opportunities do you see for improvement?
- What does a student-centered college look like to you, and how are we doing?
- What classes would you like to see MHCC offer?
- Please share your experiences related to the shift to online or distance learning. What have been some of the positive and negative aspects?
- MHCC has a variety of student basic needs resources. What resources are you aware of, and how have they helped you?
- What issues are most important to you as a student?
- What do you feel makes MHCC a great college?
- What else would be important for the board to hear about your experience that can help us improve?

Traci Simmons will send several questions regarding DEI to Dr. Skari to add to the list. Dr. Skari will compile the questions and send them to board members for review and selection of their top three choices for the student town hall discussion.



2.4 Board Retreat

Dr. Skari opened up a discussion about agenda topics for the board retreat. Board members shared and discussed topics as follows:

- Board Policies – the college has subscribed to the OCCA Board Policy and Procedure Program for updating the board policies and administrative regulations
- COVID – plans going forward
- Budget – long-term planning
- Presidential Evaluation – what are our shared expectations? What should be communicated? When? How much?
- Communication – as a board, how do we communicate? Having clarity and uniform expectations around communication so everyone is on the same page with each other as board members and with the president
- College Assets Review – discuss future financial planning, which relates to a future bond
- Online Learning – review the pandemic outlook and what we need to look at for the future
- Community Engagement – review accountability for board members, and look at what community engagement we can actively take on with the college

Dr. Shari shared some good news about the Foundation’s year-end campaign, and stated they reached over \$200,000, which is about \$80,000 more than anticipated, and this does not include the \$100,000 match portion commitment.

3.0 ADJOURNMENT

The board work session was adjourned at 8:17 p.m.

Clerk

Board Chair

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 17, 2021*

ITEM TITLE: **4.1b**

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

SUBJECT: APPROVAL OF MINUTES – January 20, 2021

Session 1024

A meeting of the Mt. Hood Community College District Board of Education was held on January 20, 2021, with a Regular Board Meeting at 6:30 pm, held via Zoom meeting.

1.0 CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer, John Hamblin, executive dean for Student Development, Al McQuarters, vice president of Instruction, Al Sigala, executive director of Development and District Communications, Jeanna Hunt, FTFA president, Christy Weigel, CEA representative, Nicole Johnson-Moses, ASG president

Noriega 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. Speer seconded the motion and it passed unanimously.

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 Correspondence

Dr. Skari shared that the college has been recommended for funding by the National Science Foundation for a \$600,000 grant that would provide scholarships for students in the Cybersecurity program. We have been notified the college has made the cut for the pre-apprenticeship grant competition. The US Department of Education announced there are 95 finalists in the *Rethink Adult Ed Challenge*, which is a \$750,000 competition to advance pre-apprenticeship programs. The challenge winner will receive \$250,000 and up to five runner-ups will receive \$100,000 to further



their pre-apprenticeship programs. We were notified by Senator Merkley's office that Mt. Hood Community College (MHCC) will receive a \$5 million grant in the *Strengthening Community College Training Grants* program. MHCC is the lead college for the Oregon Consortium, which includes Central Oregon, Chemeketa, Clackamas, Lane, Klamath Falls, Portland, Rogue, and Southwestern Oregon Community Colleges. The main focus of the training are in the areas of cybersecurity and advanced manufacturing, and our goal is to work with industry partners to create industry certified online credentials in those two areas that can be offered across the State.

January is board recognition month, and Dr. Skari recognized board members for their time and effort in supporting the college and our students. She extended sincere appreciation on behalf of the college for their year-round contributions serving on the board, and stated they should receive a small token of appreciation in the mail. Students from the music program played a music ensemble for board members. Jeanna Hunt shared comments on behalf of the FTFA executive team, and Nicole Johnson-Moses read thank you notes from ASG student leaders in appreciation of all the board does in support of students.

3.2 Special Report: Enrollment Forecast

Dr. Skari provided a report on enrollment forecasting. She began by referring to an analogy she shared at the board retreat last year, and referred to the advice for the board about scanning the environment, looking for what is ahead, and figuring out how to help us safely navigate where we are going. This report was an evidence-based forecast, and the models are pre-COVID and do not take into account the effects of the pandemic. The data does not include actual student demand or all populations, and is not about panic. She provided statistical data showing projections for slowing growth and the potential change in enrollment numbers among U.S. Public High School Graduates. She provided information from the *WICHE Report*, which is based on birth rates, and highlighted the State-by-State projected percent change from Class of 2019 to 2037 for public and private schools.

Dr. Skari shared information from Nathan Grawe's book, *Demographics and the Demand for Higher Education*, and a recent article he published in *The Chronicles of Higher Education* about an update to his forecasting model. She referenced an article in the *Portland Business Journal* that showed the ten most diverse public school districts in Oregon last year, and that 50% of those school districts are in the MHCC service area. Dr. Skari responded to several questions about the data in the presentation, and a question about next year's budget forecast, and stated the college is currently working on the budget forecast and will be looking at four or five different variables for next year. Dr. Skari stated she would send a copy of the full WICHE Report to board members. A copy of the PowerPoint presentation is attached to the minutes.

3.3 Financial Update – 2nd Quarter (Oct – Dec)

Jennifer DeMent provided a financial update for the 2nd quarter that ended December 31, 2020. She provided an update on the year-end forecasted revenue numbers compared to the adopted budget numbers.

- State Aid - MHCC's distribution was reduced by approximately \$600,000 or 1.8%, due to actual enrollment changes over the prior 3 years, as compared to other Oregon community colleges.



- Property Taxes – recorded when received or paid, not when imposed. They are forecasting the property taxes to be about 3% less than forecasted, which is about \$450,000.
- Tuition – revenue reflects a similar decline in enrollment. The tuition is projected to be about 17.3%, or \$3.4 million less due to enrollment reductions.
- Fees – revenue increase is due in large part to distance learning fee collections. The fees are up about 25% or \$1.07 million dollars.
- All other revenue categories are forecasted to close the year the same as budget.
- Total revenue is forecasted to close \$3.4 million or 5% less than budget.

DeMent provided an update on the year-end forecasted expenditure numbers compared to the adopted budget numbers.

- Personnel – personnel services were about 2% less than budgeted, with an estimated savings of \$1.02 million.
 - Savings in part-time hourly, student employment and part-time instruction; also savings from furlough days last summer and COLA holdback for managers and confidential employees.
- Materials & Services – are forecasted to have savings of 21.7%, which is \$2.01 million under budget.
 - Savings in supplies, utilities and other contracted services.
- All other expense categories are forecasted to close about the same as what was budgeted.
- The college has received an additional \$8 million in federal stimulus funds due to the COVID pandemic, which has covered the additional COVID related costs and funds to provide expanded support for students.

The net operations are forecasted to use approximately \$498,000 of fund balance, and to close the year with approximately \$9.6 million in fund balance, or 51 days of operating expense. DeMent responded to a question about the PERS rates, and stated the PERS rates change every two years and they anticipate a change with a rate increase in July 2021. A copy of the PowerPoint presentation is attached to the minutes.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Training/Work Session 1020, December 2, 2020
- b) Minutes – Board Regular Session 1022, December 16, 2020
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Resolution to Transfer Budgeted Appropriations

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



5.0 CLOSING REPORTS

5.1 a) Board Members

Board members shared their participation in community meetings and events since the last board meeting. The Community Engagement spreadsheet will be updated to reflect the community activity.

b) ASG Representative

Nicole Johnson-Moses, ASG representative – she provided an update on ASG student activities, and highlighted several upcoming events in February. The Finance Council is planning to hold an Open Budget Forums on February 9 at 2:30 pm and February 10 at 11:00 am. The Student Activities team is working on several events to support and engage students. She reached out to Imperfect Produce in hopes of establishing a partnership where ASG can sponsor a group of students to have fresh food delivered directly to students. They plan to work closely with the Student Basic Needs Team, and will focus on serving families who have expressed difficulty making it to Barney’s Pantry during normal hours. She has maintained contact with Portland Adventist in hopes of holding a food distribution event for students that need additional access to fresh foods. She shared highlights about a book scholarship program they offered to students during this term.

c) Advisory Representatives

Jeanna Hunt (FTFA) – she shared comments about the program cuts that were made last year and that she remains extremely disappointed. She shared her thoughts about the current environment at the college, and that some students are struggling in the current virtual environment. She shared several suggestions made by faculty to address this.

Christy Weigel (CEA) – she provided an update on behalf of the Classified Employees Association that they reached an agreement on the MOA for working conditions during COVID. They are still in the bargaining process regarding the bookstore outsourcing and hope to come to a resolution on this in the near future.

Marilyn Pitts (PTFA) – did not attend.

d) Executive Leadership

John Hamblin – he provided highlights from the 2nd quarter division report for Student Development that was included in the board packet.

Al Sigala – he provided highlights from the 2nd quarter division report for Development and District Communications that was included in the board packet.

Al McQuarters – he provided highlights from the 2nd quarter division report for Instruction that was included in the board packet.

Jennifer DeMent – she provided highlights from the 2nd quarter division report for Administrative Services that was included in the board packet.



5.2 President's Report

Dr. Skari provided her President's Report to the board:

This morning we welcomed in a new administration, and the first black female vice president of the United States. As a woman, I have always hoped for this day, but I questioned if I would ever see it in my lifetime. But we have arrived, but it almost does not feel as if anything has changed. We still face tremendous challenges in our community around equity, justice, and indifference, or maybe that is the lesson. There will always be work that needs to be done and our community needs us to be there and step up.

Before our meeting started, I was listening to David Grohl from the Foo Fighters who had dedicated a song to all the educators for everything they have done this year and every day. It is times like these we learn to live again.

So in that spirit, I am so proud of my faculty colleagues who spend their days lighting fires of thought, imparting knowledge, and supporting students in their learning. I am equally proud of all the staff who spend their days supporting students through the labyrinth we call college, and helping them get out the other side. And to my management team, I am extremely proud of their dedication and work to devise and implement strategies that support student success. And to each of you, I am very thankful for each of you board members, for your dedication to our students, our college, and our community. So thank you. Thank you all.

6.0 ADJOURNMENT

Zordich motioned to adjourn. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 8:25 p.m.

Clerk

Board Chair

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



Looking Ahead: **Forecasting**

January 20, 2021



What this is, what this is not

- This is
 - Evidence-based
 - Forecast
 - Pre-COVID
- This is not
 - Actual student demand
 - All populations
 - About panic



“Decision we make in the next five years will be critical in determining whether institutions (of higher education) thrive or flounder.”

-- Nathan D. Grawe

Demographics and the Demand for Higher Education

Sources

Nathan D Grawe, *Demographics and the Demand for Higher Education*

Ruffalo Noel Levitz, *Strategic Enrollment Planning Executive Forum* (based on National Center for Education Statistics data)

Western Interstate Commission for Higher Education, *Knocking on the college door: high school graduate projections through 2037*

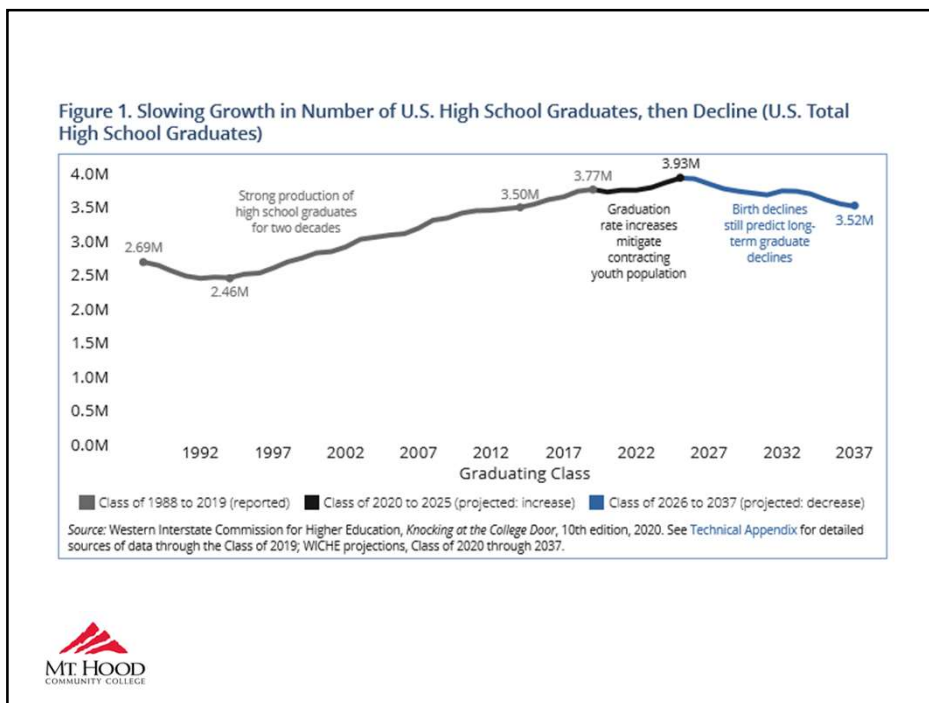
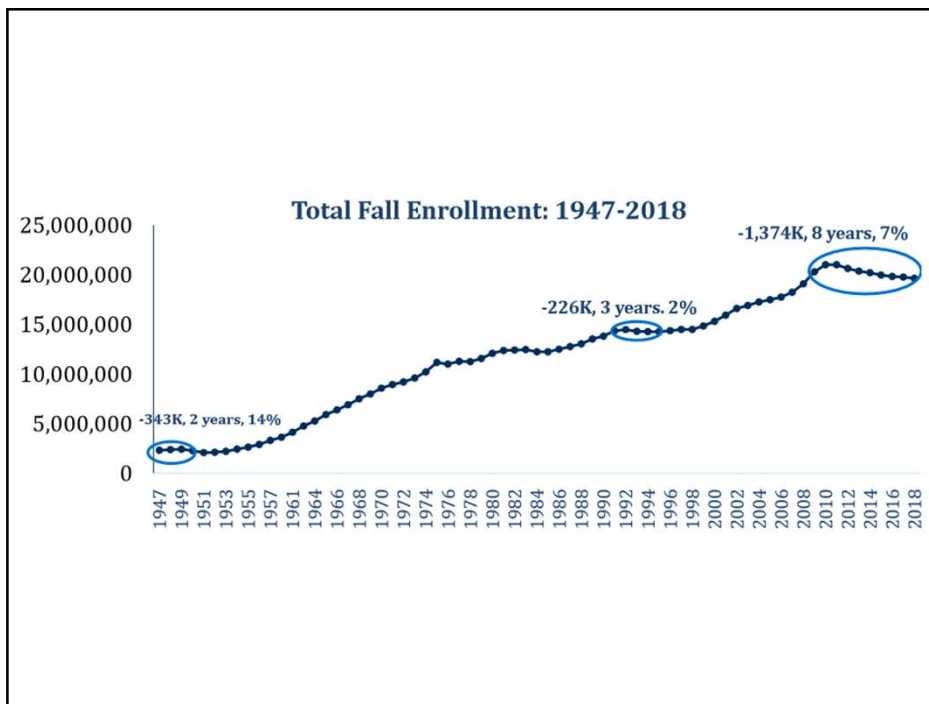


Figure 4a. Projected Change in Number Among U.S. Public High School Graduates Compared to 2019, by Race/Ethnicity

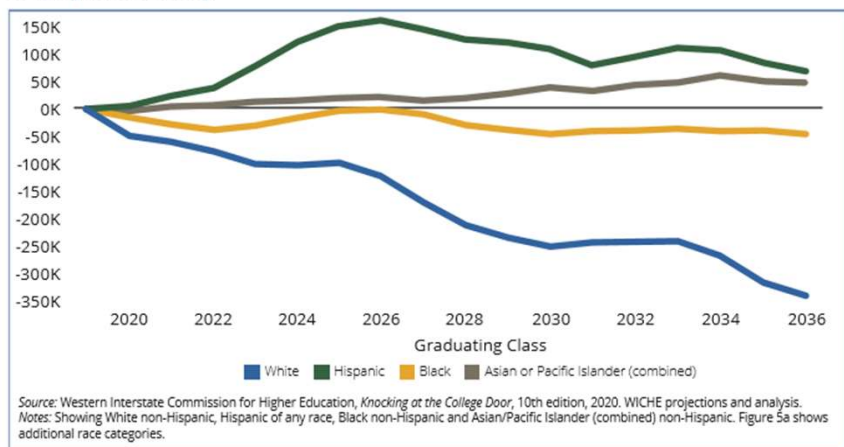


Figure 5a. Projected Change in Number Among U.S. Public High School Graduates, Class of 2020 to 2036, by Race/Ethnicity

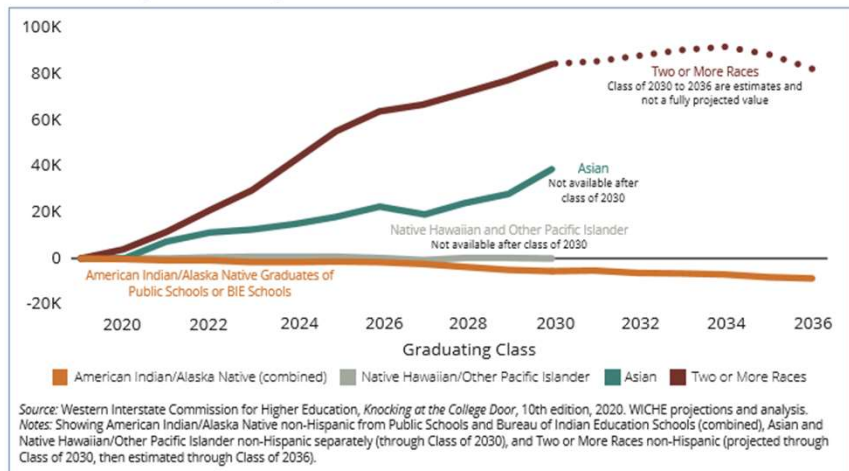


Figure 2. U.S. Public High School Graduates, by Race/Ethnicity, Class of 2019 (reported) and Classes of 2025, 2030, and 2036 (projected)

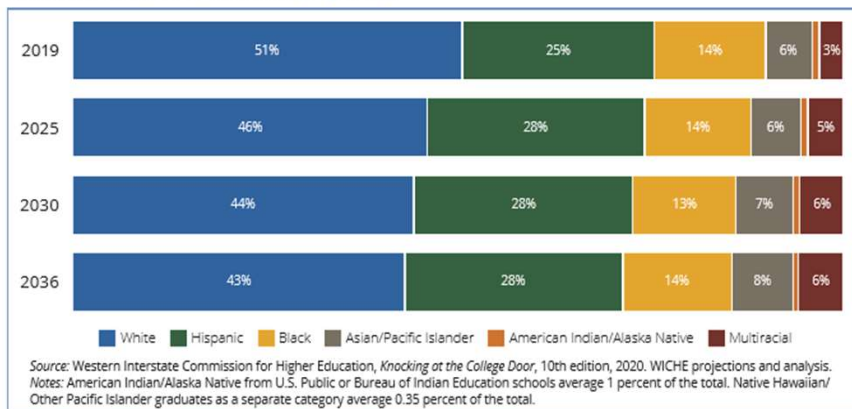
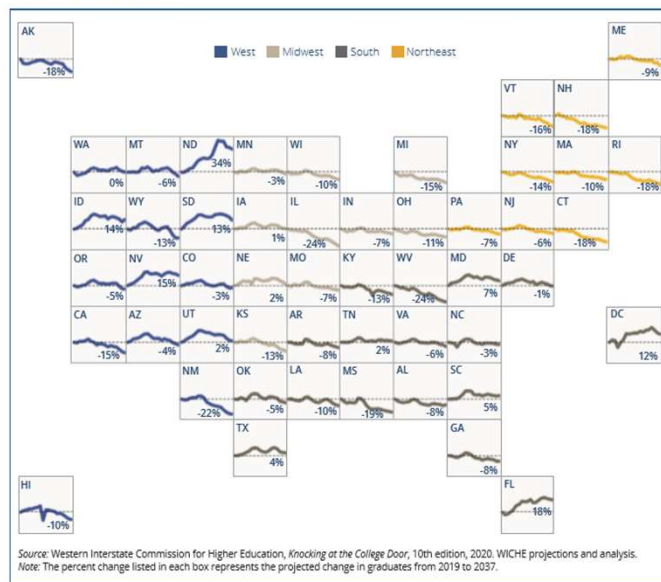
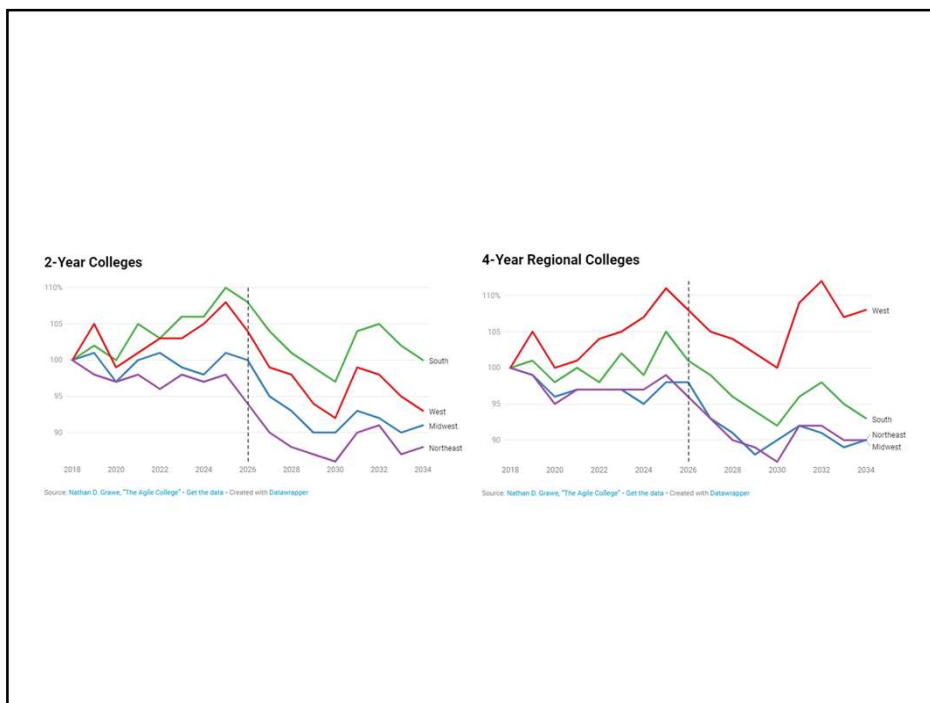
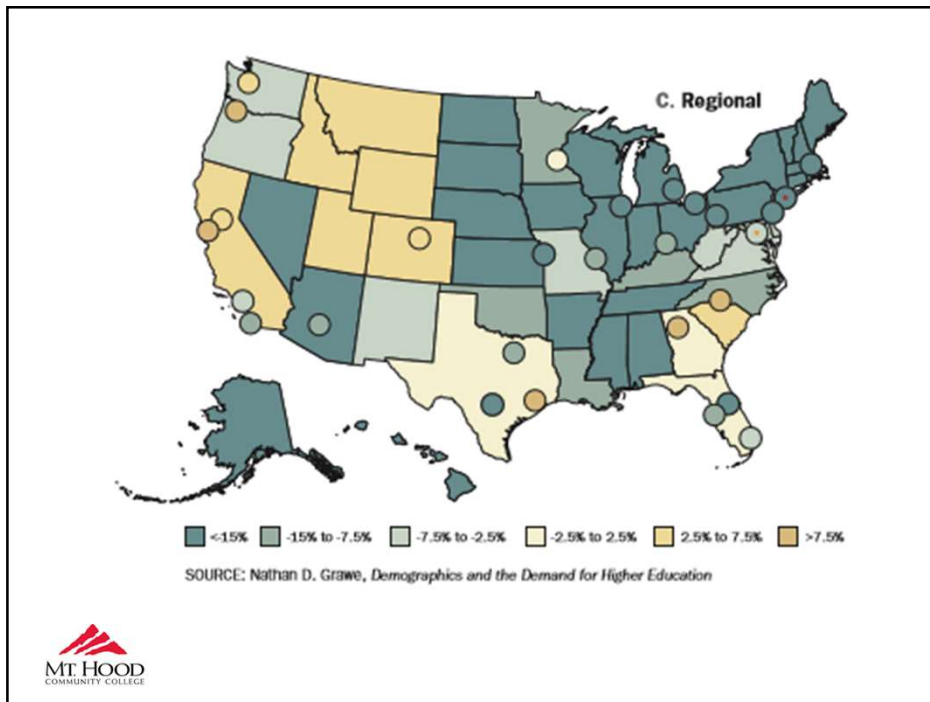


Figure 2b. State-by-State Projected Percent Change from Class of 2019 to 2037, Grand Total of Public & Private Schools





What's at risk?

“... most colleges will not be able to resolve recruitment shortfalls by finding college-bound students in new markets... the consequences of failure may be great at colleges that that make no other changes in preparation for the coming demand shifts.”

- - Nathan D. Grawe

Demographics and the Demand for Higher Education

What are the opportunities?

Success will come from institutions with “... exceptional agility... who see the necessity for repeated adaptation... and better match-ups”.

- - Nathan D. Grawe

Demographics and the Demand for Higher Education

All public school districts in Oregon ranked by racial diversity

Rank	District	County	Enrollment 2019-20
1	Portland	Multnomah	48,559
2	Hillsboro	Washington	20,269
3	Eugene	Lane	17,310
4	Bethel	Lane	5,548
5	David Douglas	Multnomah	9,719
6	Centennial	Multnomah	6,099
7	Parkrose	Multnomah	3,068
8	Reynolds	Multnomah	10,940
9	Corvallis	Benton	6,745
10	Gresham-Barlow	Multnomah	11,979

Continued

Top 50 most diverse public schools in Oregon (2019-2020)

School	Grades	Rank (out 50)	School district
Shaver	K-5	4	Parkrose
Ventura	K-5	6	David Douglas
Parklane	K-6	10	Centennial
Earl Boyles	K-5	12	David Douglas
Oliver	K-6	13	Centennial
Centennial Park	7-12	17	Centennial
Menlo	K-5	18	David Douglas
North Gresham	K-5	20	Gresham-Barlow
Highland	K-5	24	Gresham-Barlow
Rockwood	K-7	25	Reynolds
Hauton Lee	6-8	28	Reynolds
Glenfair	K-5	31	Reynolds
Floyd Wright	6-8	35	David Douglas
Fairview	K-5	47	Reynolds



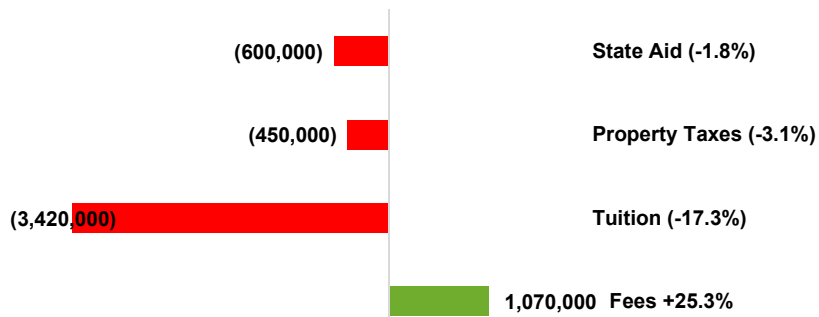


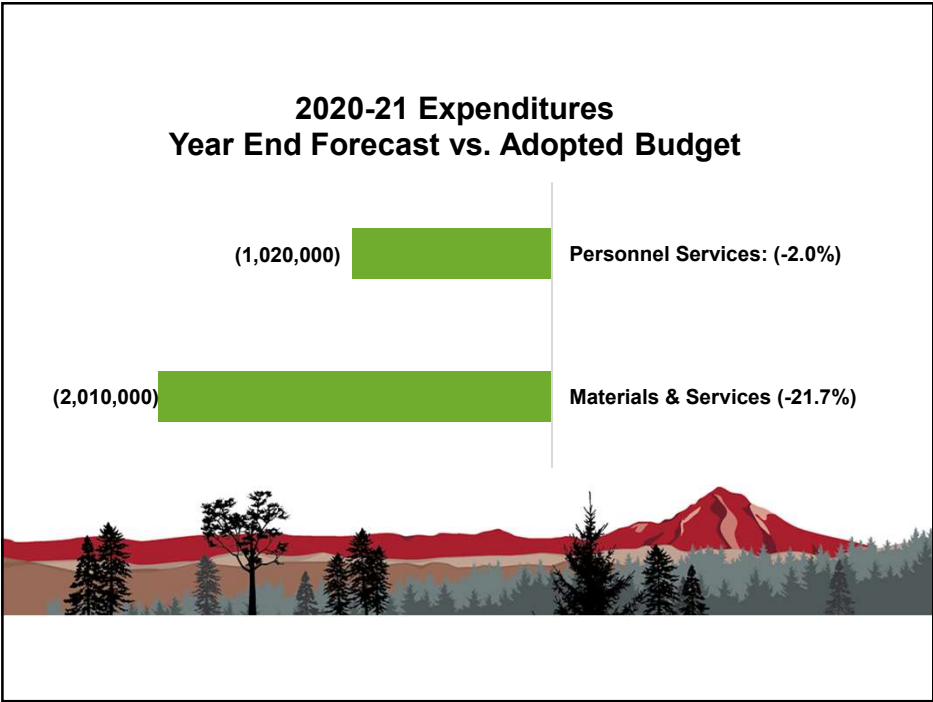
January Financial Update

January 20, 2021



2020-21 Revenue Year End Forecast vs. Adopted Budget





Net Operations:

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Forecast
Net operations	1,028,000	(1,576,000)	1,111,000	(498,000)
Ending fund balance	10,603,000	9,028,000	10,139,000	9,640,000

2020-21 Adopted to Forecast



	2020-21		Difference	
	Adopted	Forecast	\$	%
Revenues				
State Aid	32,790	32,190	-600	-2%
Property Taxes	14,320	13,870	-448	-3%
Tuition	19,750	16,330	-3,421	-17%
Fees	4,220	5,290	1,069	25%
Federal Grants			-	-
Other	1,430	1,430		0%
Total Revenues:	72,510	69,110	-3,400	-5%
Personnel Services				
Salaries	38,960	37,860	-1,091	-3%
Health Insurance	6,130	6,440	306	5%
PERS	9,410	9,220	-188	-2%
Taxes & Benefits	4,570	4,530	-46	-1%
Total Personnel Services:	59,070	58,050	-1,018	-2%
Materials & Services	9,260	7,260	-2,006	-22%
Capital	360	360		0%
Debt Service	2,410	2,410		0%
Grants in Aid	1,050	1,050		0%
Transfers	490	490		0%
Grand Total Expenses:	80,030	69,610	-3,025	-4%
Net Operations	-7,520	-500		
Beginning Fund Balance	7,520	10,140		
Ending Fund Balance		9,640		



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: February 17, 2021

ITEM TITLE: 4.1c

CONTACT PERSON: Travis Brown, Director of Human Resources

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:

Name	Position	Department	Hire Date
George, Lisa	Multicultural Student Success Coordinator	Transitions	1/4/2021
Alves, Sherry	Part-time Instructor	Visual/Performing Arts	1/4/2021
Capers, Daphnia	Part-time Instructor	Cosmetology	1/4/2021
Escobar, Krista	Nursing Lab Resource Specialist	Nursing	1/4/2021
Garcia de Andre, Edurne	Community Education Instructor	Community Education	1/4/2021
Pollitte, Jaime	Part-time Instructor	Health/Physical Education	1/4/2021
Tyler, Linda	Part-time Instructor	Community Education	1/4/2021

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Sizmin, Daniel	Senior Systems Administrator	Information Technology	1/11/2021
Miller, Hadiyah	ECE Consultant	CCR&R	1/21/2021

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Dial, Brianna	Teacher	Head Start	1/8/2021
Lilien, Stella	Registration Coordinator	Admissions, Registration and Records	1/15/2021
Stoehr, Joseph	Manager: IT Client Services	Information Technology	1/15/2021
Hatfield, Diana	Teacher	Head Start	1/20/2021
Montgomery, James	Information Systems Specialist	Head Start	1/21/2021



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 17, 2021*

ITEM TITLE: 4.1d

CONTACT PERSON: *Ben Rowe, Director of Financial and Auxiliary Services*

SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2020/21 activity through the month of December.

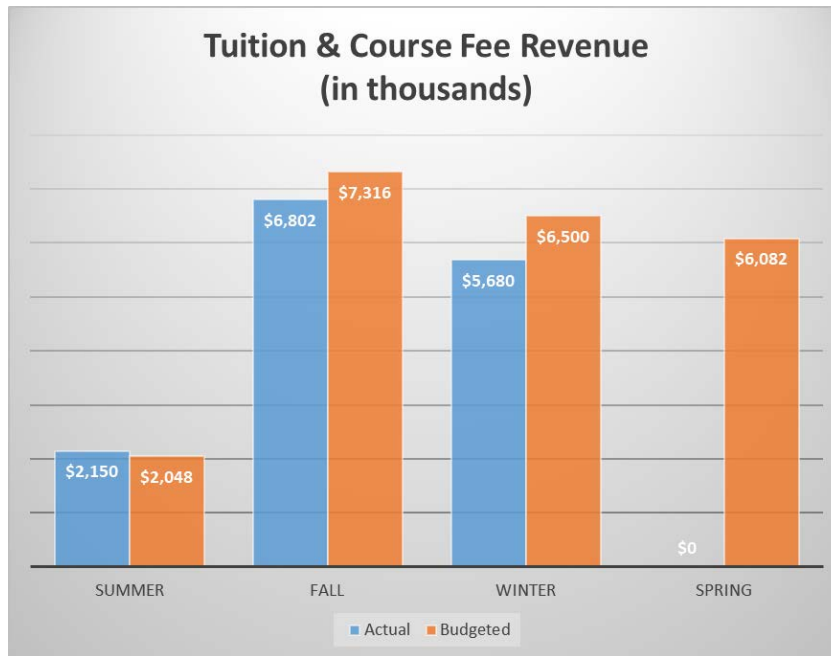
Revenues:

MHCC's General Fund operations are funded in FY 2020/21 45% (\$33M) from the State, 33% (\$24M) from tuition and fees, 20% (\$14M) from property taxes, and 2% (\$1M) from other revenues.

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2020-2021 reflects Mt. Hood's estimated share of the biennial state support amount of \$641 million. However, the College's 2020-21 actual distribution was recently reduced by \$600,000 (1.8%) due to the distribution formula which includes changes in enrollments across all community colleges.
- Property tax revenue is distributed from counties monthly, with the largest payments received in November and December. Our year end forecast of actual property tax distributions, is slightly less (\$450,000, 3%) than budgeted.
- Summer term tuition and fee revenues closed 5% (\$102,174) above expected budget projections. Summer term enrollment in tuition-bearing classes increased by 4.5% (+17 students) compared to 2019/20. Summer, Fall and Winter terms combined tuition and fee revenue year to date is 2.6% (\$395,444) below this time last year. Fall term enrollment was originally forecasted to be flat compared to the prior year, however actual Fall term enrollment in tuition-bearing classes declined -19.1% (-304 students) over the prior year¹. Preliminary enrollment numbers indicate a decline in tuition-bearing classes by 16.9% (-227 students) for Winter term². This report includes financial information through December 2020 however does not include revenue and expenditures through the third week of Winter term.

¹ Because the start of Fall term classes was delayed one week due to inclement weather, the enrollment decline percentage has been adjusted to reflect a more accurate comparison to prior year's actual enrollment at the same week.

² Final enrollment numbers for each term are measured at the close of the third week of each term.



Expenditures:

As of December 31, year to date expenditures are \$1,712,974 (5.7%) below this time last year however, meet budget expectations. If expenditures occurred equally throughout the year, there would be 50% of the budget remaining. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary will be recorded in June. Extra-teach is calculated and paid in June as well. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary so the percentage of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds includes budgeted amounts of \$87,292 for aquatic center support and \$400 thousand for facilities capital projects.

Reserves:

The 2019/20 year end, pre-close forecast (unaudited) reflects an increase in reserves by approximately \$280 thousand, bringing total reserves to \$9.3 million. This represents approximately 46 days in General Fund operating expenses.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2020/21
As of December 31, 2020

	Actual Year to Date December 2018	Actual Year to Date December 2019	Actual Year to Date December 2020	\$ / % Increase (decrease) over prior year		Adopted Budget 2020-21	Percentage of Budget Remaining
Beginning Fund Balance	10,603,330	9,027,630	9,307,574	279,944	3.1%	7,515,453	
Revenues							
State Support	14,072,300	16,191,292	16,189,774	(1,518)	0.0%	32,785,468	51%
Property Taxes	12,102,713	12,275,156	12,761,643	486,487	4.0%	14,319,753	11%
Tuition and Fees	16,174,836	16,026,091	15,790,229	(235,862)	-1.5%	23,973,824	34%
Other Revenues	430,074	434,930	220,808	(214,121)	-49.2%	1,434,588	85%
TOTAL REVENUES	42,779,923	44,927,469	44,962,454	34,986	0.1%	72,513,633	38%
Expenditures							
Salaries	16,632,157	16,633,945	15,701,355	(932,590)	-5.6%	38,955,444	60%
Health Care	2,746,160	2,872,886	2,847,035	(25,851)	-0.9%	6,129,695	54%
Fringe/Taxes	4,695,112	5,961,890	5,798,905	(162,985)	-2.7%	13,985,440	59%
Personnel Subtotal:	24,073,429	25,468,721	24,347,295	(1,121,426)	-4.4%	59,070,579	59%
Materials & Supplies	3,785,810	3,873,808	3,339,003	(534,805)	-13.8%	9,624,123	65%
Grants in Aid/Tuition Waive	380,527	378,293	347,850	(30,443)	-8.0%	1,045,602	67%
Debt Service	504,413	478,413	452,113	(26,300)	-5.5%	2,409,225	81%
Transfers to Other Funds	-	-	-	-	0.0%	487,292	100%
TOTAL EXPENDITURES	28,744,179	30,199,234	28,486,260	(1,712,974)	-5.7%	72,636,821	61%
Rev Greater (Less) Than Exp	14,035,745	14,728,235	16,476,195	1,747,960	11.9%	(123,188)	
Beginning Fund Balance	<u>10,603,330</u>	<u>9,027,630</u>	<u>9,307,574</u>			<u>7,515,453</u>	
Ending Fund Balance						<u>7,392,265</u>	
<i>As a percentage of expenditures</i>						<i>10%</i>	



GLOSSARY

Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full-time equivalent (SFTE) and a growth management component. The amount budgeted for 2020-2021 reflects Mt. Hood's estimated share of the biennial state support amount of \$641 million. MHCC is currently allocated approximately 10% of the state total.

Property Taxes include current and prior year taxes assessed at a permanent rate of .4917 per \$1,000 of assessed value for Multnomah, Clackamas and Hood River Counties. Current year property taxes are a component in the community college revenue allocation formula for State Support.

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2020/21 is \$118.00 per credit hour recorded in the General Fund. A technology fee of \$6.50 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$49 per term is also assessed to students registered for a minimum of one credit. An Access Fee of \$39 per term is also assessed to students registered for a minimum of two credits. Students that became eligible for the tuition pledge in 2015/16, 2016/17, or 2017/18 will continue paying the tuition rate in effect when they began, provided they continue to meet eligibility criteria. New students beginning in 2018/19 will not be eligible for the tuition pledge at that rate and will be subject to any future tuition increases. Other Revenues include rental charges, interest earnings, and grant and foundation indirect cost recoveries and sales revenue.

Expenditures:

Salaries consist of the wages and salaries paid to all employees from all employee groups.

Health Care consists of the employer-paid portion of medical, dental, and vision insurance premiums.

Fringe/Taxes are all other employer-paid fringe costs and include PERS (26.8%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%) and Long-term disability, life, workers compensation and unemployment insurance and tax-sheltered annuity payments (combined 1.2%).

Materials & Supplies consists of all non-personnel costs such as supplies, repair of equipment, printing and photocopying, contracted services, travel, and capital outlays.

Grants in Aid/Tuition Waivers include tuition and fee waivers for students as established by board policy, as well as staff tuition waivers as established by collective bargaining agreements.

Debt Service consists of principal and interest payments on general long-term debt.

Transfers to Other Funds represents the required general fund match for the federal financial aid programs and transfers from the general fund for facilities capital projects.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 17, 2021*

ITEM TITLE: 4.1e

CONTACT PERSON: *Pam Greenough Corrie, Director of Head Start*

SUBJECT: MONTHLY HEAD START REPORT

**Mt. Hood Community College Head Start Program Report
Head Start/Early Head Start News from the Director
January 2021**

News:

Preparation for a new OSEA contract began with Human Resources and the Head Start Management Team.

Traci Simmons held our third DEI all staff training. Staff were very positive and entered into many discussions after this training. Traci has been great at engaging staff, ensuring that their voices are shared and acknowledging their contributions all the while expanding everyone's thinking. I truly appreciate her efforts to use examples that relate to our work with young children and families. In preparation for re-opening, we held a parent and a staff forum. At this event we shared information about our current services both virtually and in person. We shared videos demonstrating some of the changes we have implemented with in person classrooms. This was also an opportunity for parents and staff to ask questions and share their feedback. We are in the process of producing a Q&A document from these meetings to be shared out to everyone.

In addition, we developed an online staff survey to assess their readiness for returning to the classroom, etc. 63% of the 183 staff surveys identified that they were not ready to return to the classroom after spring break. 12% were comfortable returning after spring break and 25% were a maybe.



Enrollment Report for January 2021

This report shows the number of children enrolled in Head Start and Early Head Start. The Head Start Act 642(d)(2) requires a report of program enrollment periodically to the Policy Council and the Board.

Este informe muestra el número de niños matriculados en Head Start y Early Head Start. La Ley de Head Start 642 (d) (2), requiere un informe periódicamente de la inscripción en el programa a Policy Council y a la Directiva.

В этом рапорте показано также количество детей в Head Start и Early Head Start. Акт 642(d)(2) требует периодические рапорты о количестве обслуживаемых детей для подачи в Совет Стратегии и в Совет Директоров.

Head Start Funded Enrollment: **913**
Head Start Actual Enrollment: **532**
Waitlist 20/21: **85 101-130% 118 OI 208**

Early Head Start Funded Enrollment: **186**
Early Head Start Actual Enrollment: **135**
Early Head Start Expansion Actual Enrollment: **19**
Waitlist 20/21: **24 101-130% 32 OI 64**

Child Care Partnerships Funded Enrollment: **75**
Child Care Partnerships Actual Enrollment: **50**
Waitlist 20/21: **6 OI 8**



Average Daily Attendance by Head Start or Early Head Start Center 2020-21

This report shows the average daily attendance for each Head Start and Early Head Start Site. The Head Start Performance Standards state Sites should maintain an average attendance of at least 85%. When the average daily attendance falls below 85%, the program must analyze the reasons. The Head Start Act 642(d)(2) requires the program to report this monthly to the Policy Council and the Board.

Este informe muestra el promedio de asistencia diaria en cada Centro de Head Start y Early Head Start. El Desempeño de las Normas de Funcionamiento de Head Start manifiesta que los Centros deben mantener un promedio de asistencia de al menos el 85%. Cuando el promedio de asistencia diaria baja del 85%, el programa debe analizar las razones. La Ley de Head Start 462(d)(2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

В этом же рапорте показана средняя дневная посещаемость по центрам в Head Start и Early Head Start. Стандарты Head Start требуют поддерживать среднюю посещаемость не ниже 85 %. Если средняя дневная посещаемость падает ниже 85% время бить тревогу и искать причину, тот же Акт 642(d)(2) требует ежемесячных рапортов в Совет Стратегии и в Совет Директоров.

Average Daily Attendance Head Start

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing	0%	0%	0%	0%	0%	0%							
David Douglas High School	0%	0%	0%	0%	0%	0%							
Davis	0%	0%	0%	0%	0%	0%							
Division	0%	0%	0%	0%	0%	0%							
Earl Boyles	0%	0%	0%	0%	0%	0%							
Early Childhood Center	0%	0%	0%	83%	73%	78%							78%
Fairview	0%	0%	0%	0%	0%	0%							
Gateway	0%	0%	0%	0%	0%	0%							
Gethsemane	0%	0%	0%	80%	85%	100%							88%
Gresham United Methodist	0%	0%	0%	0%	0%	0%							
Hazelwood	0%	71%	0%	86%	82%	64%							76%



Kelly Place	0%	0%	0%	0%	0%	0%							
Knott	0%	0%	0%	0%	0%	0%							
Lincoln Park	0%	0%	0%	0%	0%	0%							
Mt. Hood	0%	0%	0%	0%	0%	0%							
North Powellhurst	0%	0%	0%	0%	0%	0%							
Rockwood 181	0%	0%	0%	0%	0%	0%							
Rockwood Stark	0%	0%	0%	0%	0%	0%							
Russellville	0%	82%	0%	86%	74%	87%							82%
Sunrise	0%	0%	0%	0%	0%	0%							
Troutdale	0%	0%	0%	0%	0%	0%							
Program ADA	0%	77%	0%	84%	78%	82%	0%	0%	0%	0%	0%	0%	81%

Average Daily Attendance for Early Head Start

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Division	0%	0%	0%	0%	0%	0%							
Earl Boyles	0%	0%	0%	0%	0%	0%							
Early Childhood Center	0%	0%	0%	0%	90%	75%							83%
Gethsemane (2 EHS, 6 BP)	0%	0%	0%	53%	67%	95%							72%
Hazelwood	0%	90%	0%	90%	85%	*na							88%
Rockwood Stark	0%	0%	0%	0%	0%	0%							
Russellville	0%	88%	0%	96%	83%	89%							89%
Troutdale	0%	0%	0%	0%	0%	0%							
Willow Tree	0%	0%	0%	93%	56%	64%							71%
Program ADA	0%	89%	0%	83%	76%	40%	0%	0%	0%	0%	0%	0%	81%

*in-person services closed this month



Average Daily Attendance for Early Head Start Child Care Partnerships

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
David Douglas High School	0%	0%	0%	0%	0%	0%							N/A
Discovery Garden Child Care	70%	70%	65%	79%	94%	85%							77%
Gresham High School			0%	0%	0%	0%							N/A
KinderCare	78%	62%	78%	88%	82%	75%							77%
Little Friend's Day School	61%	85%	92%	75%	95%	99%							84%
Love Bugs	74%	0%	0%	67%	56%	60%							62%
Love Bugs Too	43%	56%	89%	81%	72%	82%							70%
Melody's Munchkins	70%	45%	16%	93%	89%	86%							66%
Pixie Child Care	65%	69%	55%	Nr*	65%	56%							62%
Reynolds Learning Academy	0%	0%	0%	0%	0%	0%							
Program ADA	66%	64%	65%	80%	79%	78%	0%	0%	0%	0%	0%	0%	71%

*NR = Not Reported



Mt. Hood Community College Head Start Financial Report
The Head Start Financial Report will be provided on a quarterly basis. The Financial Report for November, December and January will be provided in the March report.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 17, 2021*

ITEM TITLE: 4.1f

CONTACT PERSON: *Corey Sippel, Risk and Environmental Health & Safety Manager*

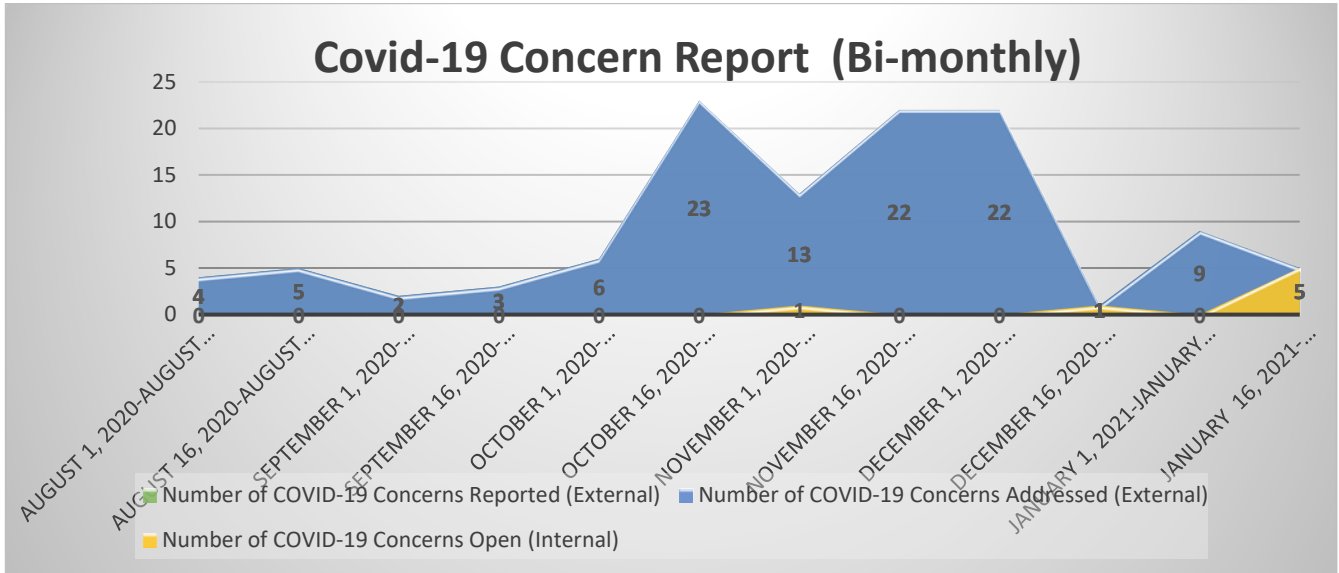
SUBJECT: COVID-19 ACTIVITY REPORT

The COVID-19 Concern Report is a daily monitoring log and reporting tool. The tracked metrics provide a source of information to the Mt Hood Community College Board of Directors and the district's stakeholders regarding:

- The number of COVID-19 related reports submitted to the college;
- A quantified rate of responsiveness to these concerns;
- The number of outstanding/open concerns requiring closure; and
- Differentiate internal and external cases and concerns (outbreak tracking) and comments from the Institutional Effectiveness Council.

The top two reporting areas are external reporting metrics to show fluctuations in COVID-19 activity occurring on campus. The third bullet is an internal metric to help guide the needs and resources required to mitigate outstanding concerns to an appropriate and amicable resolution.

Date	Number of COVID-19 Concerns Reported (External)	Number of COVID-19 Concerns Addressed (External)	Number of COVID-19 Concerns Open (Internal)
August 1, 2020-August 15, 2020	4	4	0
August 16, 2020-August 31, 2020	5	5	0
September 1, 2020-September 15, 2020	2	2	0
September 16, 2020-September 30, 2019	3	3	0
October 1, 2020-October 15, 2021	6	6	0
October 16, 2020-October 31, 2020	23	23	0
November 1, 2020-November 15, 2020	13	13	1
November 16, 2020-November 31, 2020	22	22	0
December 1, 2020-December 15, 2020	22	22	0
December 16, 2020-December 31, 2020	1	1	1
January 1, 2021-January 15, 2021	9	9	0
January 16, 2021-January 31, 2021	5	5	5



NOTES:

Site Control/outbreak information: MHCC has had no outbreaks on campus at this time.

Institutional Effectiveness Council:

No new updates