



## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on August 18, 2021, with a Regular Board meeting at 6:30 pm held via Zoom.

**Join Zoom Webinar: Click URL to join**

<https://mhcc.zoom.us/j/98584910805?pwd=WVYwbUIUTDBnUIBSOEgwU1MvZmRMZz09>

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### **\*UPDATED\* AGENDA SESSION 1041**

- |                |            |  |            |
|----------------|------------|--|------------|
| <b>6:30 pm</b> | <b>1.0</b> | <b>CALL TO ORDER / DECLARATION OF A QUORUM</b>   |            |
|                | 1.1        | Approval of Agenda   |            |
| <b>6:35 pm</b> | <b>2.0</b> | <b>PUBLIC INPUT</b>  |            |
|                |            | <i>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 3 minutes per speaker. Persons who wish to provide written comments can email them to <a href="mailto:Laurie.Popp@mhcc.edu">Laurie.Popp@mhcc.edu</a>, and they will be included in the official record for this meeting.</i> |            |
| <b>6:45 pm</b> | <b>3.0</b> | <b>REPORTS</b> (10 min report & 5 min Q & A)   |            |
|                | 3.1        | Correspondence   | Lisa Skari |
| <b>7:00 pm</b> | <b>4.0</b> | <b>BUSINESS / ACTION</b>   |            |
|                | 4.1        | Consent Agenda: Approvals & Information  |            |
|                |            | a) Minutes – Board Special Session 1037, July 1, 2021  |            |
|                |            | b) Minutes – Regular Session 1038, July 21, 2021   |            |
|                |            | c) Monthly Personnel Report  |            |
|                |            | d) Monthly Financial Report  |            |
|                |            | e) Monthly Head Start Report   |            |
|                |            | f) COVID-19 Activity Report  |            |
|                | 4.2        | President's Goals 2021-2022  | Lisa Skari |
| <b>7:10 pm</b> | <b>5.0</b> | <b>BOARD MEMBER &amp; COMMITTEE/LIAISON REPORTS</b> (3 min each)   |            |
| <b>7:30 pm</b> | <b>6.0</b> | <b>CLOSING REPORTS</b>   |            |



- 6.1 ASG Representative
- 6.2 Advisory Representatives
  - Full-Time Faculty
  - Classified Employee Association
  - Part-Time Faculty & Tutors
- 6.3 Executive Leadership
  - Student Development
  - Instruction
  - Finance & Administration
  - College Advancement & Foundation
- 6.4 President's Report

**8:00 pm      7.0      ADJOURNMENT**

*\*Note: The Legislative Update (as Item 3.2) has been moved to another date.*

*The next regular board meeting is scheduled for September 15, 2021*

*Individuals requiring accommodations due to disability should contact  
Accessible Education Services at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu)*



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

August 18, 2021

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

FROM:        Lisa Skari, EdD  
                President

SUBJECT:     Board Letter for August 2021

With one month left before the start of another academic year, we find ourselves reflecting on where we have come, looking ahead to where we are going, and figuring out how we will get there. So often we focus on the work in front of us, without taking time to remember how far we have come. Good news in July reminded us of the great work occurring at Mt. Hood Community College (MHCC).

Congratulations to the Board on being recognized for the 2021 ACCT Pacific Region Equity Award. The work of the last year, from the yearlong equity leadership training, to the adoption of the equity lens, to the public statement of support for our communities of color, garnered the attention of the Association of Community College Trustees (ACCT), and put the college in the distinguished standing of other community colleges doing good work around equity: Madison Area Technical College (WI), Hudson County Community College (NJ), Atlanta Technical College (GA), and Austin Community College District (TX). The college will be recognized October 15, 2021, at the National Leadership Congress, and the national award will be named that day as well. This award is a wonderful accomplishment and a testament to the progress that has been made in recent years.

## **Policy environment**

### *Fiscal Year (FY) 2022 Labor, Health and Human Services, Education, and Related Agencies*

In my letter last month, I shared some of the proposed policy changes coming out of the U.S. Senate. In mid-July, the U.S. House Appropriations Committee approved the FY 2022 Labor, Health and Human Services, Education, and Related Agencies funding bill. This legislation includes increases of importance to MHCC and our students.

- Student Financial Assistance: The bill provides \$27.2 billion for Federal student aid programs – an increase of \$2.64 billion above the FY 2021 – which translates to a \$400 increase in the maximum Pell award (\$6,895). In addition, there was an additional \$148 million appropriated to the Federal Supplemental Educational Opportunity Grant program (\$1.03 billion), and an increase of \$244 million for Federal Work Study (\$1.43 billion).
- The bill also provides investments in several of MHCC’s key grant programs, including an additional \$200 million for Federal TRIO programs, an additional \$127 million for the Fund for the Improvement of Postsecondary Education (FIPSE).
- In addition, increases were made to programs that align with MHCC goal areas, including \$15 million to continue the Centers of Excellence for Veteran Student Success Program, \$12 million to continue the Open Textbook Pilot program to support the creation and expand the sustainable use of quality open college textbooks, \$8 million for a Basic Needs Grants pilot to help support college students achieve academic success by meeting their basic needs, such as housing, food, transportation, and access to physical and mental health, \$5 million for Menstrual Products Programs to support the students and provide free menstrual products on college campuses.

## **College performance**

### *Funding*

The college’s efforts to generate additional revenue brought more good news this month. MHCC received a \$3 million grant (over two years) from the U.S. Department of Education’s FIPSE program. The grant targeted colleges and universities disproportionately impacted by COVID-19, and MHCC will use the funds to support student basic needs. MHCC was one of 62 colleges nationwide to receive funding, and one of three in Oregon. A press release from Senators Merkley and Wyden is attached.

In addition, the college received word that we received a \$1.3 million grant (over five years) from the U.S. Department of Education’s TRiO program. The Educational Talent Search (ETS) grant continues our work with the Centennial, David Douglas, and Gresham-Barlow school districts by assisting individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education. This program aligns nicely with our other TRiO grant – Student Support Services (SSS) – designed to increase the college retention and graduation rates of its participants. Our SSS grant was renewed last year for just under \$1.5 million over five years.

In closing, I hope you enjoy the last few days of summer. An exciting and eventful year is just around the corner. I am anxious to see where we are a year from now.

### ***Community/Educational Presentations and Selected Outreach Activities***

- Jul 1 MHCC Board of Education meeting*
- Jul 2 Meeting with Directors Mattson and Speer*
- Jul 9 Portland Region Community College COVID Response meeting with college community presidents Cook (Clackamas) and Mitsui (Portland)*
- Jul 12 Rotary Golf Tournament*
- Jul 13 Oregon Presidents' Council (OPC) Capital Construction sub-committee meeting*
- Jul 13 OCCA COVID-19 meeting*
- Jul 13 Council for Advancement and Support of Education (CASE) Community College Advisory Committee meeting*
- Jul 14 Meeting with Director Mattson*
- Jul 16 Portland Region Community College COVID Response meeting with college community presidents Cook (Clackamas) and Mitsui (Portland)*
- Jul 19 Rotary Board meeting*
- Jul 21 MHCC Board of Education meeting*
- Jul 21 MHCC Board of Education summer retreat*
- Jul 22 Greater Gresham Chamber of Commerce Board meeting*
- Jul 22 Meeting with Lynn Snodgrass, Greater Gresham Chamber of Commerce*

### ***Select Media Mentions***

MHCC aquatic center stays closed for summer

<https://pamplinmedia.com/go/42-news/514863-411410-mhcc-aquatic-center-stays-closed-for-summer>

# U.S. SENATE NEWS RELEASE



For Immediate Release: August 2, 2021

Contact: [Hank Stern](#) (Wyden) 503-326-7539

[Sara Hottman](#) (Merkley) 503-326-3386

## Wyden, Merkley: More than \$5 Million to go to Community Colleges in Willamette Valley and Eastern Oregon

*Resources from CARES Act headed for Mt. Hood Community College, Chemeketa Community College and Treasure Valley Community College*

Washington, D.C. – Oregon’s U.S. Senators Ron Wyden and Jeff Merkley today announced that Mt. Hood Community College, Chemeketa Community College, and Treasure Valley Community College will receive a combined more than \$5 million to respond to the ongoing COVID-19 pandemic.

**“With the advent of more contagious variants of the COVID-19 virus, colleges around the state need support to continue adapting to keep their students safe,”** Wyden said. **“These CARES Act dollars will go a long way to help ensure that our community colleges have what they need to provide safe, quality learning environments for students – both virtual and in-person.”**

**“Over the last 18 months, the coronavirus crisis has taken so much from Oregonians,”** said Merkley. **“But we can’t let a quality education be one of those things—especially as we set out to rebuild and recover from this pandemic. I’m pleased that we were able to help get Mt. Hood, Chemeketa, and Treasure Valley Community Colleges the resources they need to meet the evolving challenges of this difficult time. I will continue to do all that I can to ensure that all of our community colleges and universities receive the support they need to keep their communities safe while they keep setting our students up for lifetimes of success.”**

The funds from the Higher Education Emergency Relief Fund of the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, which both Wyden and Merkley supported, will help these higher education institutions prevent, prepare for, and respond to coronavirus. The resources will be distributed as follows:

- Mt. Hood Community College: \$3 million
- Chemeketa Community College: \$1.54 million
- Treasure Valley Community College: \$642,570

**"I would like to express my sincere gratitude to Senators' Wyden and Merkley for their commitment to assisting our students during these exceptional times. These funds will allow us to provide much needed direct support to some of our most vulnerable students whose challenges were only magnified by the pandemic,"** said Dr. Lisa Skari, President of Mt. Hood Community College. **"With these funds the college will establish a Basic Needs Response Center that will provide a full range of services from online learning support to addressing the housing and food insecurities faced by many. This support will go far in assisting our low income, first generation and BIPOC students."**

**"Chemeketa is absolutely thrilled to receive this grant to improve the transition of Oregon's high school students into higher education, and is very grateful to Senators Wyden and Merkley for their critical support,"** said Jessica Howard, President of Chemeketa Community College. **"This funding will allow us to provide equitable access to dual credit and early college programming across our service district, increasing college-going of rural, first-generation, low-income, and equity students."**

**"On behalf of Treasure Valley Community College, I want to sincerely thank U.S. Senators Wyden and Merkley for their continued support of community colleges and the students we serve,"** said Dr. Dana M. Young, President of Treasure Valley Community College. **"This additional funding is a testament to the value our legislators see in an educated citizenry. At TVCC student needs and safety are always a priority as we ensure their access to workforce training and postsecondary education especially during an unforeseen pandemic and its effects on those most vulnerable."**

A web version of this release is [here](#).

## Student Development July Updates 2021

### Improve student success:

The HECC recently shared out a chart of community college cost of attendance (COA) information. MHCC is about 8th highest of the 17 colleges, so we're right in the middle of the pack. This Cost estimate includes all non-tuition related

OREGON COMMUNITY COLLEGES (17)	Dorm or Off-campus?	Tuition & fees	Books & supplies	Room & board	Personal expenses	Transportation	Total Other Costs	TOTAL
Blue Mountain CC	Off-campus	\$6,403	\$1,053	\$9,158	\$1,200	\$1,674	\$13,085	\$19,488
Central Oregon CC	Off-campus	\$5,659	\$1,800	\$11,742	\$1,461	\$1,215	\$16,218	\$21,877
Chemeketa CC	Off-campus	\$5,850	\$975	\$13,743	\$1,800	\$1,545	\$18,063	\$23,913
Clackamas CC	Off-campus	\$5,625	\$1,800	\$10,260	\$1,050	\$1,545	\$14,655	\$20,280
Clatsop CC	Off-campus	\$5,276	\$1,637	\$8,928	\$2,632	\$2,212	\$15,409	\$20,685
Columbia Gorge CC	Off-campus	\$5,940	\$1,200	\$12,060	\$1,500	\$2,310	\$17,070	\$23,010
Klamath CC	Off-campus	\$5,603	\$1,500	\$12,483	\$1,500	\$2,025	\$17,508	\$23,111
Lane CC	Off-campus	\$6,566	\$1,460	\$10,827	\$1,620	\$693	\$14,600	\$21,166
Linn-Benton CC	Off-campus	\$6,102	\$927	\$13,644	\$1,698	\$2,064	\$18,333	\$24,435
Mt Hood CC	Off-campus	\$6,267	\$1,461	\$10,212	\$1,656	\$1,665	\$14,994	\$21,261
Oregon Coast CC	Off-campus	\$6,435	\$612	\$8,676	\$2,727	\$2,790	\$14,805	\$21,240
Portland CC	Off-campus	\$5,996	\$1,731	\$12,435	\$1,842	\$1,581	\$17,589	\$23,585
Rogue CC	Off-campus	\$6,480	\$1,365	\$9,750	\$1,533	\$1,629	\$14,277	\$20,757
Southwestern Oregon CC	Off-campus	\$6,690	\$1,500	\$8,100	\$990	\$1,200	\$11,790	\$18,480
Tillamook Bay CC	Off-campus	\$5,445	\$1,146	\$8,418	\$1,104	\$665	\$11,333	\$16,778
Treasure Valley CC	Off-campus	\$5,895	\$1,359	\$7,656	\$999	\$948	\$10,962	\$16,857
Umpqua CC	Off-campus	\$6,099	\$1,500	\$11,730	\$1,350	\$1,500	\$16,080	\$22,179

**From Student Life** We are continuing to recruit for student leaders in the various programs within Student Life. Currently, we have three student who are hired for ASG. We have had over 17 student applications for various positions and we have followed up to schedule interviews. We are also in the process of planning New Student Orientation day for Fall term. Details are still emerging as we learn reopening plans for fall.



We conducted another round of balance reduction for student with balances of \$500 or less to allow them to register for future terms. While the return rate has decreased, which we contribute to the challenges of spring to summer enrollment, we still see a huge success overall on this.

<b>RESULTS OF BALANCE REDUCTION EFFORTS</b>	<b>Fall 2020</b>	<b>Winter 2021</b>	<b>Spring 2021</b>	<b>Summer 21</b>	<b>Fall 21</b>	<b>Winter 21</b>	<b>TOTALS</b>
<b># of students helped</b>	104	90	101				<b>184</b>
<b>Total Cost</b>	\$16,216	\$13,625	\$15,401				<b>\$45,242</b>
<b># that returned next term</b>	43	41	25				<b>109</b>
<b>% that returned next term</b>	41.35%	45.56%	24.75%	0.00%	0.00%	0.00%	<b>59.24%</b>
<b># of credits returning students registered for</b>	386	399	216				<b>1001</b>
<b>tuition revenue generated (not including fees)</b>	\$45,548	\$47,082	\$25,488	\$0	\$0	\$0	<b>\$118,118</b>
<b># returning students with \$200+ balance next term</b>	11	8					<b>19</b>
<b>% returning students with \$200+ balance next term</b>	25.58%	19.51%	0.00%	0.00%	0.00%	0.00%	<b>17.43%</b>

**Advance diversity, equity, and inclusion:**

We are currently updating our Student Guide for AES to disseminate to Deans before Fall term.

We are fine-tuning process to make it more accessible for students to receive and request services. The Student Guide will be updated for 2021-22.

**Transitions/Transiciones-** We are working with District Communications to recreate and update marketing materials to recruit for students into the programs. We have a total of 15 students applied for both programs this summer and we are in the process of scheduling interviews to be conducted.

**Increase Excellence in Operations:**

In July 2020, Academic Advising and Transfer Center logged 652 individual student appointments. In July 2021, 698 individual appointments were logged, an approx. 7% increase. We are in the process of filling a vacant Adviser position and hope to keep wait times down as much as possible for incoming students.

# Instruction Update

## August 2021

### **Improve student success**

Two of our student athletes, Gabby Sanchez (volleyball) and Ezra Samperi (baseball) were among the 13 student athletes nationwide named to the NATYCAA Scholar-Athlete team. Congratulations to Ezra and Gabby for their outstanding work and to their coaches, Kristina Crivello, Kirsten Day and Bryan Donohue

Student Development and Instruction are co-facilitating a Strategic Enrollment Planning (SEP) with Ruffalo Noel Levitz (RNL) and formed a Steering Committee

The Small Business Development Center is working with the cybersecurity faculty to plan for the fall 2021 internship program

A Statement of need for a Cybersecurity AB Program was submitted to the Higher Education Coordinating Commission for review

### **Advance diversity, equity, and inclusion**

Adult Basic Skills division is writing a re-engagement grant sent out by HECC last week; this is a three-year grant. The strategies in the grant involve re-engagement of students lost during the pandemic by connecting with the 600 students we lost over the past 18 months through building trust by including activities that welcome the whole family, slow and deliberate goal setting to minimize overwhelm and create education and resource plans that establish a reasonable pathway back to education and training, and establishing a childcare network or subsidy



# Instruction August 2021 Update

## **Strengthen community engagement**

Small Business Development Center Data for June 2021:

- Clients seen: 46
- New clients: 15
- Training events: 7
- Training attendees: 49

## **Increase excellence in operations**

Alex Brown, Bryan Donohue, Rachelle Ham, Amanda Shelton and Dr. Kim Hyatt recently attended an NWAC training on COVID-19 and returning to play

Reopening plans have been submitted in alignment with 33% of on-campus instruction for Fall 2021

## Administrative Services

### August 2021 Update

#### Improve student success:

- Cleaning and preparations are in place at Aquatics to fill and restore the 50 M pool. Outdoor areas were trimmed and cleared in preparation. Pool equipment repair work in progress. Aquatics roof and interior skylight repair are scheduled.
- The Information Technology (IT) Client Services team is focused on preparing for a partial Fall return of our students. A project is underway to prioritize work required to support staff and students returning to campus, including lab/classroom upgrades and testing, classroom loaner equipment return, and completing planned summer upgrades where needed.
- Due to COVID, IT Client Services had to suspend the IT Apprenticeship program. IT has recently started this program again and has brought on two IT apprentices from the Cyber Security program.
- Content area specialists and site staff created plans for reopening Child Development and Family Support (CDFS) Head Start and Early Head Start sites for the new school year. The Health and Safety Manual for sites and Guidelines for Home Visiting and Home Based services were also developed as part of the reopening planning process. The admin team is currently reviewing them.

#### Advance diversity, equity, and inclusion:

- Applied Tech restroom accessibility upgrades completed and passed City inspection.
- Facilities are receiving bids for H Lot ADA improvements to parking lots.
- CDFS Program Admin team met with Trauma-Informed Oregon and the program's mental health consultants to review plans for moving forward with training and support in "Trauma-Informed Care."

#### Strengthen community engagement:

- The College is providing continued support of Multnomah County vaccination clinic on site.
- Facilities and public safety staff are partnering with Gresham Barlow School District and other partners on improved security and monitoring measures at the Bruning Center.
- Public Safety has had increased reporting and community involvement in helping with the increased homeless populations and debris near the Maywood campus.
- Facilities Grounds team performing landscaping cleanup and improvements at Maywood and in communication with Parkrose district.



## Administrative Services July 2021 Update

- CDFS has secured a meeting with a new potential partner to discuss program needs and possible collaboration. Additionally, a meeting with the new Preschool for all Director took place where plans to form a partnership were discussed. The program admin team will continue to meet with the Preschool for All team to build that partnership.

### **Increase excellence in operations:**

- Human Resources (HR) negotiated to move to semi-monthly pay and utilize NovaTime for timekeeping with the Classified Employees Association.
- HR began discussions with the Purchasing department to build Requests for Proposals (RFPs) for new Health Savings Account/Flexible Spending Account vendor and temporary staffing services.
- Facilities Grounds team performed blackberry and brush clearing on college property borders near Beaver Creek, grounds, and visual arts. Additional areas are targeted for improvement.
- Two Facilities team members attended equipment training for dental area support.
- Facilities are supporting new gym floor installation, paid for by insurance reimbursement. Demolition of the old gym floor is complete, and installation is in progress, starting with the subfloor.
- Facilities sustainability is reviewing window replacement in the Student Government area.
- Risk Management received an \$80,377 rebate check for the 20/21 coverage period.
- Environmental Health and Safety (EHS) instituted enhanced heat illness prevention and protocol training to meet current OSHA requirements and help ensure staff safety.
- Facilities grounds staff completed aerating and seed applications for Football and Softball fields.
- Facilities Operations Manager and EHS members completed Integrated Pest Management (IPM) Coordinator training, providing certification to support the college IPM program.
- Initiated 21/22 Safe Colleges Compliance training modules. Encouraging completion for all levels of personnel.
- IT Security had 232 security alerts for July. Six alerts resulted in password resets, an additional six were benign, and the remainder were failed malicious logons.
- The IT Service Desk continues to provide outstanding customer service despite not being at full staff. While two important positions of support remain open, IT filled a critical Client Support Technician position; Kyle Parisi has joined the team, and he is getting oriented quickly and doing a great job.
- Technical integration work was completed for the Virtual Bookstore, and the team moved forward to preparation for end-to-end testing. Go live for integration code is set for the last week of August. Students and staff have begun receiving communication and training on the change.
- Completed Purchasing Card DocuSign process enhancements
- The CDFS program Admin Team attended the annual Oregon Head Start Association Director's meeting in person. The team was able to engage in collaborative

## Administrative Services July 2021 Update

conversations with other Oregon Head Start Directors and the state and federal Head Start specialists.

### **COVID-19 Response Specific:**

- Facilities are starting contracted airflow analysis to buildings in early August. The goal is to review building air flows, comply with ASHRAE Covid guidance, and provide recommendations.
- Continue progress in supported workgroups for Covid related protections. MHCC Reopening Team, MHCC Covid Advisory Committee, Covid pre-screening tool committee, and collaborative groups and teams in the state supporting Covid operations.

## **Development and District Communications**

### **July 2021**

#### **Improve Student Success, Advance Diversity Equity and Inclusion, Strengthen Community Engagement, Increase Excellence in Operations**

##### **Legislative Outreach**

A special tour of campus was held for state representative, Andrea Valderrama and her staff. The tour included a visit to the Early Childhood Center, the Applied Technology facility, the Multicultural Center and Barney's Pantry. We are working on scheduling more on campus visits by legislators especially those new to their positions.

##### **District Communications and Marketing**

- College promotional efforts included a variety of projects:
  - Created recruiting direct-mailers targeted at prospective students and parents
  - Advertisements in Gresham Outlook including congratulating local high school graduates
  - College ad placement in West Columbia Gorge Chamber Magazine
  - Article in the Mountain Times
  - Promoted fall term promotional video for AVID
  - Outlook article on fall term
  - Continued support of messaging and publicity surrounding Student Basic Needs Resources
  - Supported collateral materials for the following programs amongst others: Volleyball recruiting, Summer Bridge, Transitions
  - Began work on Fall Term College *plus* Community
- Public relations efforts included:
  - Continued support of COVID-related messaging and updates
  - Raised awareness of Representative Andrea Valderrama's campus visit
  - Supported crime alerts messaging re: catalytic converter theft on campus
  - Messaging and announcements surrounding Summer Hours
  - Aquatic Center Update and subsequent media inquiries
- Internal communications efforts:
  - Created communications plan and support of bookstore transition
  - Worked with bookstore vendor to determine brand approach to apparel and merchandise
  - Supported design of Student Basic Needs Cheat Sheet to be used internally at the college
  - Supported return to campus and "now normal" update to campus
  - Weekly News and Notes staff newsletter and monthly student newsletters



## **Fundraising**

- Planning began for a special event to be held in September at the Yoshida Haven Estate. The event will honor the Gresham Area Soroptimists which recently had the Heroes for Education Scholarship named after the group for their efforts in support our students. The event is slated for the evening of September 30<sup>th</sup>.
- Production began on the Foundation's 2020-2021 annual report which is expected to be sent out to donors this fall.
- Work continued on the implementation of Crescendo our new planned giving marketing software. We are planning for full implementation this fall.
- Planning also started on the annual Employee Giving Campaign which kicks off at September's all staff convocation.

## **Scholarships**

- Work took place to migrate the scholarship portal to a new Single Sign-on (SSO) authentication method providing for safer and easier access to the scholarship process.
- Preparation is underway for the 2021-22 Secondary Scholarship Application that begins on August 2. This included the updating of software system settings, the web page, marketing materials, and the scheduling of scholarship informational sessions for students.
- Work is underway in the preparation of stewardship reports for scholarship donors. This included the editing of student thank you letters and bios for the reports.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *August 18, 2021*

**ITEM TITLE:** 4.1a

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

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**SUBJECT: APPROVAL OF MINUTES – July 1, 2021**

### Session 1037

A meeting of the Mt. Hood Community College District Board of Education was held on July 1, 2021, with a Special Board Meeting at 5:00 pm, held via Zoom.

#### 1.0 CALL TO ORDER/DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president

Diane Noriega called the special board meeting to order at 5:01 p.m.

#### 1.1 Approval of Agenda

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

#### 2.0 ELECTION OF OFFICERS

##### 2.1 Election of Board Chair for 2021-2022

Noriega nominated Annette Mattson for board chair for 2021-2022. There were no other nominations. McKeel motioned to approve the nomination of Annette Mattson as board chair. Speer seconded the motion and it passed unanimously.

##### 2.2 Election of Board Vice Chair for 2021-2022

Mattson nominated Andrew Speer for board vice chair for 2021-2022. There were no other nominations. Noriega motioned to approve the nomination of Andrew Speer as board vice chair. McKeel seconded the motion and it passed unanimously.

#### 3.0 BUSINESS/ACTION

##### 3.1 Approve Board Calendar for 2021-2022



Noriega motioned to approve the board calendar for 2021-2022. Speer seconded the motion and it passed unanimously.

### 3.2 Other Business

Mattson and Speer will meet with Lisa Skari to review agenda items for the board retreat in July. Mattson will send out a draft agenda to board members for their review.

### 4.0 ADJOURNMENT

Speer motioned to adjourn the meeting. McKeel seconded the motion and it passed unanimously. The special board meeting was adjourned at 5:23 pm.

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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:** *August 18, 2021*

**ITEM TITLE:** 4.1b

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

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**SUBJECT: APPROVAL OF MINUTES – July 21, 2021**

### Session 1038

A meeting of the Mt. Hood Community College District Board of Education was held on July 21, 2021, with a Regular Board Meeting at 12:00 pm, and an Executive (Closed) Session at 12:30 pm held in the Board Room \* at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom. \*Board members only in the board room. Public access for the regular board meeting is via Zoom.

#### 1.0 CONVENE MHCCD BOARD/CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Annette Mattson, board chair, Diane Noriega, Diane McKeel, LaVerne Lewis, Kenney Polson, Marie Teune

Additional Attendees: Dr. Lisa Skari, president, John Hamblin, vice president of Student Development, Traci Simmons, associate vice president of Diversity, Equity, and Inclusion

Mattson called the meeting to order at 12:05 p.m. and declared a quorum was present.

#### 1.1 Approval of Agenda

Noriega motioned to approve the agenda. McKeel seconded the motion and it passed unanimously.

#### 2.0 PUBLIC INPUT

There was no public input.

#### 3.0 BUSINESS / ACTION

##### 3.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1034, June 2, 2021
- b) Minutes – Regular Board Session 1035, June 16, 2021
- c) Minutes – Board Special Session 1036, June 24, 2021
- d) Monthly Personnel Report
- e) Monthly Financial Report



- f) Monthly Head Start Report
- g) COVID-19 Activity Report
- h) Consideration of Selection of Intellectual Property
- i) Budget Calendar for 2021-2022 Budget
- j) Appointment of Budget Officer for 2022-2023 Budget
- k) Resolution to Increase Budgeted Appropriations

Noriega motioned to approve the consent agenda. Lewis seconded the motion and it passed unanimously.

### 3.2 Student Basic Needs Budget Transfer Request

Traci Simmons provided an overview of the Student Basic Needs budget transfer request. She stated they would like to move the Student Basic Needs to be under the division of Diversity, Equity, and Inclusion, and the budget transfer request is to fund a director position under the new structure. John Hamblin shared a summary of the budget and the need for a sustainable approach to funding for staffing for student basic needs. They are asking for \$135,000 for fiscal year 2021-2022 to transfer funds from the contingency general fund budget to a newly established fund for the student basic needs division to support and fund the director position. They will use CARES Act and HEERF funds to support the remaining positions, and will continue seeking further funding for those positions for the future. Simmons responded to a question about the reporting structure for the new director position, and the differences between the director position and the navigator position that the legislature has funded.

Lewis motioned to approve the Student Basic Needs Budget Transfer Request. McKeel seconded the motion. There was a roll call board vote and the motion passed unanimously.

### 4.0 ADJOURN REGULAR SESSION

Polson motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 12:19 p.m.

### 5.0 CONVENE EXECUTIVE (CLOSED) SESSION

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

Additional Attendees: Dr. Lisa Skari, president

Mattson called the meeting to order at 12:31 p.m. and declared a quorum was present.

### 5.1 President's Evaluation

The board convened an executive (closed) session in accordance with ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluation does not request an open hearing.



6.0 ADJOURN EXECUTIVE SESSION

There executive session was adjourned at 1:35 p.m.

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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:** August 18, 2021

**ITEM TITLE:** 4.1c

**CONTACT PERSON:** Travis Brown, Associate Vice President, Human Resources

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**SUBJECT:** MONTHLY PERSONNEL REPORT

### **NEW EMPLOYEES:**

Name	Position	Department	Hire Date
Nash, Laura Roderic	Dean	Integrated Media, Performing and Visual Arts	7/1/2021
Parisi, Kyle Llewellyn	Client technology Technician	Information Technology	7/6/2021
Newby, Jennifer Lynn	Consortium Director	Workforce Development	7/6/2021
Claycomb, Carri Wyn	Dean	Nursing	7/19/2021

### **TRANSFERS/CHANGE IN STATUS:**

Name	Position	Department	Effective Date
Jackson, Chris M	Retired Full-time Faculty	Social Science	7/1/2021
Faust, Cheryl L	HUB Specialist	HUB	7/1/2021
Markell, Dawn A	Part-time Instructor	Health and PE	7/1/2021
Sanders, Susan K	Accounts Receivable Hourly	Business Office	7/1/2021
Lopez, Patricia Kay	Retired Dean	Applied Technologies/ Business and CIS	7/31/2021

### **SEPARATIONS/RETIREMENTS:**

Name	Position	Department	Term Date
Schafer, Melissa Marie	HR Analyst I	Human Resources	7/1/2021
Guevara, Alex Joseph	Part-time Faculty	Health and PE	7/2/2021
Barranco-Medina, Giovanni	Hub Specialist	HUB	7/7/2021
Panet-Raymond, Teresa Kelley	Financial Aid Specialist	Financial Aid	7/9/2021
Stewart, Donnie Ray	Tool Room Lab Technician	Automotive Technology	7/15/2021



Glidden, Cynthia Brianna	AVID Tutors	AVID	7/17/2021
Franzen, Sven Eric	Public Safety Officer	Public Safety	7/19/2021
Santiago, Alicia	Program Assistant	CDFS/ HeadStart	7/22/2021
Caddy, Sheryl O	Dean	Nursing	7/23/2021
Bensel, Naomi Rose	EHS Teacher	CDFS/ HeadStart	7/30/2021
Morris, Ellayna L	Part-time Faculty	Humanities	7/31/2021
Schafer, Melissa Marie	HR Analyst I	Human Resources	7/1/2021
Guevara, Alex Joseph	Part-time Faculty	Health and PE	7/2/2021





# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *August 18, 2021*

**ITEM TITLE:** 4.1d

**CONTACT PERSON:** *Jennifer DeMent, Vice President, Finance & Administration*

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### **SUBJECT: MONTHLY FINANCIAL REPORT**

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

#### **Revenues:**

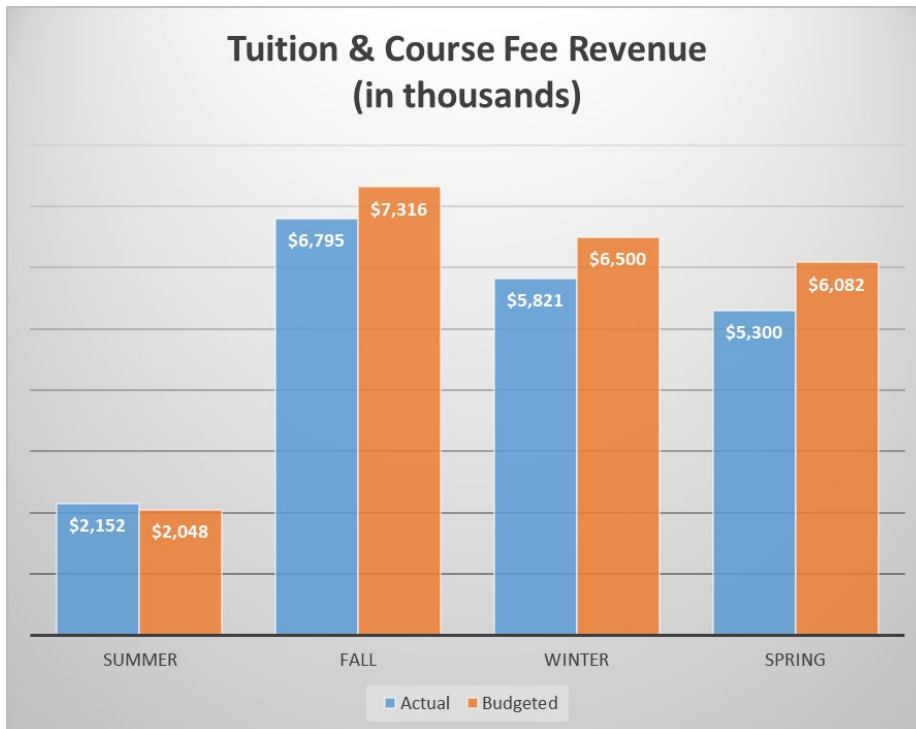
MHCC's General Fund operations are funded in FY 2020/21 45% (\$33M) from the State, 33% (\$24M) from tuition and fees, 20% (\$14M) from property taxes, and 2% (\$1M) from other revenues.

- State support revenue is received quarterly in August, October, January, and April. The 8<sup>th</sup> quarter payment of the biennium is recorded in June, and received in July. 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 reduced by \$779,000 (2.4%) due to the distribution formula, including changes in enrollments and property tax receipts 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 (\$272,000, 1.9%) than budgeted.
- Summer term tuition and fee revenues closed 5.1% (\$103,819) above expected budget projections. Summer term enrollment in tuition-bearing classes increased by 4.5% (+17 students) compared to 2019/20, which is a result of delaying spring term courses to summer due to the onset of the pandemic. Combined tuition and fee revenue year to date is -1.6% (\$322,291) below this time last year. Fall, Winter and Spring term enrollment was originally forecasted to be flat compared to the prior year. However, actual enrollment in tuition-bearing classes declined -19.2% (-305 students) in Fall term <sup>1</sup>, -16.8% (-226 students) in Winter term and -1.35% (-14 students) in Spring term over the prior year<sup>2</sup>.

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<sup>1</sup> 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.

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



**Expenditures:**

As of June 30, year-to-date expenditures are \$2,550,854 (3.7%) below this time last year; however, they meet forecast expectations. 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 was 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 reflects an increase in reserves by approximately \$530 thousand, bringing total reserves to \$9.5 million. This amount represents approximately 46 days in General Fund operating expenses.



**MT. HOOD COMMUNITY COLLEGE DISTRICT**  
**General Fund Financial Report**  
**Fiscal Year 2020/21**  
**Pre-close**  
**As of June 30, 2021**

	Actual Year to Date June 2019	Actual Year to Date June 2020	Actual Year to Date June 2021	\$ / % Increase (decrease) over prior year		Amended Budget 2020-21	Percentage of Budget Remaining
<b>Beginning Fund Balance</b>	<b>10,603,330</b>	<b>9,027,630</b>	<b>9,557,976</b>	<b>530,346</b>	<b>5.9%</b>	<b>7,515,453</b>	
<b>Revenues</b>							
State Support	28,229,157	32,437,777	32,056,348	(381,429)	-1.2%	32,785,468	2%
Property Taxes	13,287,365	13,325,287	14,048,177	722,890	5.4%	14,319,753	2%
Tuition and Fees	23,273,141	21,891,808	21,903,957	12,149	0.1%	23,973,824	9%
Federal Grants	-	-	225,516	225,516	100.0%	-	-
Other Revenues	1,826,367	1,694,307	1,489,222	(205,085)	-12.1%	1,434,588	-4%
<b>TOTAL REVENUES</b>	<b>66,616,030</b>	<b>69,349,180</b>	<b>69,723,220</b>	<b>374,041</b>	<b>0.5%</b>	<b>72,513,633</b>	<b>4%</b>
<b>Expenditures</b>							
Salaries	37,489,694	37,069,702	35,953,737	(1,115,965)	-3.0%	38,955,444	8%
Health Care	6,454,584	6,995,269	6,501,094	(494,175)	-7.1%	6,129,695	-6%
Fringe/Taxes	11,605,220	13,329,774	13,321,480	(8,294)	-0.1%	13,985,440	5%
<b>Personnel Subtotal:</b>	<b>55,549,498</b>	<b>57,394,745</b>	<b>55,776,311</b>	<b>(1,618,434)</b>	<b>-2.8%</b>	<b>59,070,579</b>	<b>6%</b>
Materials & Supplies	8,701,989	7,458,571	6,931,566	(527,005)	-7.1%	9,692,263	28%
Grants in Aid/Tuition Waivers	928,223	844,094	913,987	69,893	8.3%	1,045,602	13%
Debt Service	2,308,825	2,271,825	2,409,225	137,400	6.0%	2,409,225	0%
Transfers to Other Funds	675,000	1,100,000	487,292	(612,708)	-55.7%	487,292	0%
<b>TOTAL EXPENDITURES</b>	<b>68,163,535</b>	<b>69,069,235</b>	<b>66,518,381</b>	<b>(2,550,854)</b>	<b>-3.7%</b>	<b>72,704,961</b>	<b>9%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>(1,547,505)</b>	<b>279,944</b>	<b>3,204,839</b>	<b>2,924,895</b>		<b>(191,328)</b>	
<b>Beginning Fund Balance</b>	<b><u>10,603,330</u></b>	<b><u>9,027,630</u></b>	<b><u>9,557,976</u></b>			<b><u>7,515,453</u></b>	
<b>Ending Fund Balance</b>						<b><u>7,324,125</u></b>	
<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:** *August 18, 2021*

**ITEM TITLE:** 4.1e

**CONTACT PERSON:** *Josi Kisa, Executive Director, Child Development & Family Support Programs*

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**SUBJECT:** MONTHLY HEAD START REPORT

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

**News:**

**Improve student success:**

Plans for reopening Head Start and Early Head Start sites for the new school year were created by content area specialists and site staff. As part of the reopening planning process, the Health and Safety Manual for sites and Guidelines for Home Visiting and Home Based services were also developed. They are currently being reviewed by the Admin Team.

**Advance diversity, equity, and inclusion:**

Program Admin Team met with Trauma Informed Oregon and program mental health consultants to review plans for moving forward with training and support in "Trauma Informed Care".

**Strengthen community engagement:**

Dr. Kisa reached out to one of our current partners to discuss the potential need for more classroom space. As a result of this discussion, a new potential partner was introduced and a formal meeting has been scheduled. Additionally, a meeting with the new Preschool for all Director took place where plans to form a partnership were discussed. Our program admin team will continue to meet with the Preschool for All team to continue building that partnership.

**Increase excellence in operations:**

The program Admin Team attended the annual Oregon Head Start Association Director's meeting in person. The team was able to engage in collaborative conversations with other Oregon Head Start Directors as well as the state and federal Head Start specialists.



## **Enrollment Report for July 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.

### **July 2021**

Head Start Funded Enrollment: **913**

Head Start Actual Enrollment: **51** (Currently, only our year-round classes are in session. All classes will resume in September)

Waitlist: **143**

Early Head Start Funded Enrollment: **186**

Early Head Start Actual Enrollment: **182**

(Currently, only our year-round classes are in session. All classes will resume in September)

Waitlist: **82**

Child Care Partnerships Funded Enrollment: **83**

Child Care Partnerships Actual Enrollment: **38**

Waitlist: **1**



**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  
May 2021**

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
David Douglas High School	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Davis	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Division	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Earl Boyles	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Early Childhood Center	0%	0%	0%	83%	73%	78%	90%	89%	79%	82%	91%	80%	83%
Fairview	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Gateway	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Gethsemane	0%	0%	0%	80%	85%	100%	95%	93%	69%	85%	88%	87%	87%
Gresham United Methodist	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Hazelwood	0%	71%	0%	86%	82%	64%	66%	66%	82%	73%	58%	69%	72%
Kelly Place	0%	0%	0%	0%	0%	0%	100%	73%	68%	85%	74%	76%	80%



Knott	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Lincoln Park	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Mt. Hood	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
North Powellhurst	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Rockwood 181	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Rockwood Stark	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Russellville	0%	82%	0%	86%	74%	87%	87%	88%	92%	84%	82%	83%	85%
Sunrise	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Troutdale	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>Program ADA</b>	<b>0%</b>	<b>77%</b>	<b>0%</b>	<b>84%</b>	<b>78%</b>	<b>82%</b>	<b>88%</b>	<b>82%</b>	<b>78%</b>	<b>82%</b>	<b>79%</b>	<b>0%</b>	<b>81%</b>

**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%	0%	0%	0%	0%	0%	0%	
Earl Boyles	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Early Childhood Center	0%	0%	0%	0%	90%	75%	77%	70%	78%	84%	91%	86%	81%
Gethsemane (2 EHS, 6 BP)	0%	0%	0%	53%	67%	95%	n/r^	85%	78%	90%	100%	91%	82%
Hazelwood	0%	90%	0%	90%	85%	n/a%	84%	89%	74%	83%	89%	85%	85%
Rockwood Stark	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	85%	
Russellville	0%	88%	0%	96%	83%	89%	87%	85%	79%	75%	71%	76%	84%
Troutdale	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Willow Tree	0%	0%	0%	93%	56%	64%	82%	81%	87%	89%	90%	76%	80%
<b>Program ADA</b>	<b>0%</b>	<b>89%</b>	<b>0%</b>	<b>83%</b>	<b>76%</b>	<b>40%</b>	<b>83%</b>	<b>82%</b>	<b>79%</b>	<b>84%</b>	<b>88%</b>	<b>85%</b>	<b>83%</b>

\*in-person services closed this month

^ attendance not submitted 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%	0%	0%	0%	0%	NR*	Nr*	N/A
Discovery Garden Child Care	70%	70%	65%	79%	94%	85%	54%	33%	63%	65%	53%	43%	67%
Gresham High School			0%	0%	0%	0%	0%	0%	0%	0%	NR*	Nr%	N/A
KinderCare	78%	62%	78%	88%	82%	75%	89%	72%	83%	90%	79%	88%	80%
Little Friend's Day School	61%	85%	92%	75%	95%	99%	93%	92%	90%	85%	83%	90%	86%
Love Bugs	74%	0%	0%	67%	56%	60%	76%	81%	77%	70%	70%	58%	68%
Love Bugs Too	43%	56%	89%	81%	72%	82%	79%	98%	88%	88%	87%	89%	78%
Melody's Munchkins	70%	45%	16%	93%	89%	86%	85%	94%	100%	93%	95%	97%	79%
Pixie Child Care	65%	69%	55%	Nr*	65%	56%	28%	42%	61%	52%	84%	72%	58%
Reynolds Learning Academy	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	NR*	Nr*	0%
<b>Program ADA</b>	<b>66%</b>	<b>64%</b>	<b>65%</b>	<b>80%</b>	<b>79%</b>	<b>78%</b>	<b>72%</b>	<b>73%</b>	<b>80%</b>	<b>78%</b>	<b>79%</b>	<b>77%</b>	<b>75%</b>

\*NR = Not Reported



### Mt. Hood Community College Head Start Financial Report

This is a monthly report of the Head Start program grants and budget including credit card expenditures as required by the Head Start for School Readiness Act of 2007. 642(d)(2)

Este es un informe mensual de las becas del programa de Head Start y presupuesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

Это ежемесячный рапорт по грнтам и бюджету в Head Start, включая затраты по кредитным картам. как требуется Актом Head Start 642(d)(2)о готовности к школе 2007. 642(d)(2)

<b>Expenditure Report - May 2021</b>				
Budget Category	Budget	May	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,493,166	0	6,308,454	60%
Fringe Benefits	5,522,889	0	3,954,240	72%
Travel	65,063	0	1,110	2%
Equipment	0	0	0	#DIV/0!
Supplies	751,119	0	158,530	21%
Contractual	1,489,432	0	603,482	41%
Facilities/Property Services	991,142	0	705,435	71%
Other	445,575	0	131,646	30%
Indirect	1,954,230	0	844,303	43%
<b>Total</b>	<b>21,712,616</b>	<b>0</b>	<b>12,707,200</b>	<b>59%</b>

<b>Expenditure Report - June 2021</b>				
Budget Category	Budget	June	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,493,166	0	6,308,454	60%
Fringe Benefits	5,522,889	0	3,954,240	72%
Travel	65,063	0	1,110	2%
Equipment	0	0	0	#DIV/0!
Supplies	751,119	0	158,530	21%
Contractual	1,489,432	0	603,482	41%
Facilities/Property Services	991,142	0	705,435	71%
Other	445,575	0	131,646	30%
Indirect	1,954,230	0	844,303	43%
<b>Total</b>	<b>21,712,616</b>	<b>0</b>	<b>12,707,200</b>	<b>59%</b>



**May, June & July 2021**

**US Bank Visa Purchasing Cards for Head Start & Early Head Start**

Visa Purchasing Cards used by Head Start staff are monitored monthly at several levels. Visa logs and receipts are prepared by card holder and reviewed monthly by supervisors who check for allowability of the purchases. The Financial Specialist in the Head Start office reviews the logs to ensure accuracy and the Head Start director signs off on each log. The business office does a final review for accuracy. Performance standards also require the Head Start Policy Council and MHCC Board of Education to review all VISA purchases.

Todas las compras para el programa realizadas por el personal de Head Start a través de las tarjetas Visa son supervisadas mensualmente en diferentes niveles. La hoja de registro de la tarjeta visa y recibos son preparados por la persona responsable y luego es revisado mensualmente por los supervisores para verificar dichas transacciones. La Especialista de Finanzas de la oficina de Head Start revisa las hojas de registro para asegurar la exactitud y luego la Directora de Head Start firma cada hoja de registro. La oficina de negocios hace la revisión final. También se especifica en las Normas de Desempeño que todas las compras para el programa de las tarjetas Visa, requieren de la revisión de Policy Council Head Start y de la Directiva de Educación de MHCC.

Кредитные карты Visa используются сотрудниками Head Start для покупок по работе и контролируются ежемесячно на нескольких уровнях. Записи затрат регистрируются вместе с корешками от чеков владельцем карты и рассматриваются на ежемесячной основе управляющими, которые проверяют законность покупок. Финансовый специалист в офисе Head Start проверяет выше указанную документацию на окуратность которую в последствии подписывает директор Head Start. После чего бизнес офис коледжа ведет еще одну проверку на окуратность, правомерность и законность, что в конечном итоге предоставляется на рассмотрение членам Совета Стратегии и Совету Директоров MHCC

**May 2021**

Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	28568.97	1,880.98	736.33	3,013.76	313.58			\$34,513.62
Computer Supplies	569.22	219.28	69.59			194.87		\$1,052.96
Dental/Medical								\$0.00
Education Supplies	96,538.18	106.74				205.65		\$96,850.57
Family Services Supplies								\$0.00
Health Supplies	1,086.91	124.60	94.34					\$1,305.85
Kitchen Supplies								\$0.00
Office Supplies	39.96							\$39.96
Other Costs	3,650.75							\$3,650.75
Parent Activities	505.46					334.11		\$839.57
Postage	18.70							\$18.70
Pre-Employment	69.99							\$69.99
Site Repair/Maintenance	1,372.47	410.13	23.20	58.00	17.60			\$1,881.40
Training	5,667.20	454.45				930.75		\$7,052.40
Vehicle Costs	172.83							\$172.83
Utilities	4,007.80	449.17	435.28		74.47			\$4,966.72
<b>Total</b>	<b>\$142,268.44</b>	<b>\$3,645.35</b>	<b>\$1,358.74</b>	<b>\$3,071.76</b>	<b>\$405.65</b>	<b>\$1,665.38</b>	<b>\$0.00</b>	<b>\$152,415.32</b>



### June 2021

US Bank Visa Purchasing Cards for Head Start & Early Head Start								
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	22428.54	602.13	906.63	195.12	218.44			\$24,350.86
Computer Supplies	45.69							\$45.69
Dental/Medical								\$0.00
Education Supplies	828.62		144.71		109.78	824.91		\$1,908.02
Family Services Supplies	3,636.90					141.45		\$3,778.35
Health Supplies	4,694.19	136.48	294.01	660.19	10.13			\$5,795.00
Kitchen Supplies								\$0.00
Office Supplies	166.50							\$166.50
Other Costs	1,178.44							\$1,178.44
Parent Activities	142.33							\$142.33
Postage								\$0.00
Pre-Employment	2,869.05	5.76						\$2,874.81
Site Repair/Maintenance	7,639.27	658.52	86.93	38.27		96.00		\$8,518.99
Training	300.00					1,069.00		\$1,369.00
Vehicle Costs	1,370.09							\$1,370.09
Utilities	1,796.07	229.97	354.18	11.60	159.42	78.65		\$2,629.89
<b>Total</b>	<b>\$47,095.69</b>	<b>\$1,632.86</b>	<b>\$1,786.46</b>	<b>\$905.18</b>	<b>\$497.77</b>	<b>\$2,210.01</b>	<b>\$0.00</b>	<b>\$54,127.97</b>

### July 2021

US Bank Visa Purchasing Cards for Head Start & Early Head Start								
Closing Date 7/20/2021								
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	1684.27	375.69	252.19	41.00	2.78			\$2,355.93
Computer Supplies								\$0.00
Dental/Medical								\$0.00
Education Supplies	125.00							\$125.00
Family Services Supplies	148.47							\$148.47
Health Supplies	128.33							\$128.33
Kitchen Supplies								\$0.00
Office Supplies	36.03	11.85						\$47.88
Other Costs	2,442.94							\$2,442.94
Parent Activities	927.50							\$927.50
Postage								\$0.00
Pre-Employment	10,367.44							\$10,367.44
Site Repair/Maintenance	416.70	2.63	98.39	27.16				\$544.88
Training	1,790.78	187.45				133.02		\$2,111.25
Vehicle Costs	349.90							\$349.90
Utilities	3,951.94	987.95	232.17	11.60	80.25	82.62		\$5,346.53
<b>Total</b>	<b>\$22,369.30</b>	<b>\$1,565.57</b>	<b>\$582.75</b>	<b>\$79.76</b>	<b>\$83.03</b>	<b>\$215.64</b>	<b>\$0.00</b>	<b>\$24,896.05</b>



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *August 18, 2021*

**ITEM TITLE:** 4.1f

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

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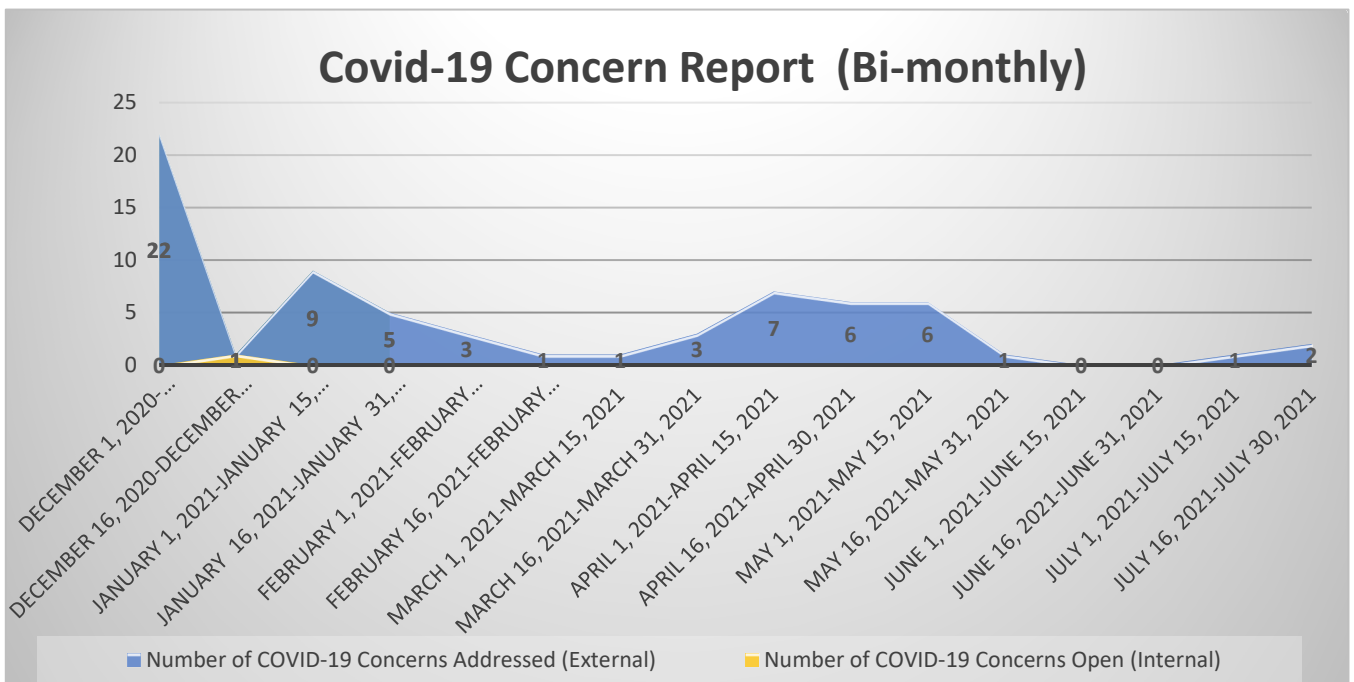
**SUBJECT: COVID-19 ACTIVITY REPORT**

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)
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	0
February 1, 2021-February 15, 2021	3	3	0
February 16, 2021-February 28, 2021	1	1	0
March 1, 2021-March 15, 2021	1	1	0
March 16, 2021-March 31, 2021	3	3	0
April 1, 2021-April 15, 2021	7	7	0
April 16, 2021-April 30, 2021	6	6	0
May 1, 2021-May 15, 2021	6	6	0
May 16, 2021-May 31, 2021	1	1	0
June 1, 2021-June 15, 2021	0	0	0
June 16, 2021-June 31, 2021	0	0	0
July 1, 2021-July 15, 2021	1	1	0
July 16, 2021-July 30, 2021	2	2	0



**NOTES:**

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

**Institutional Effectiveness Council:** No recent updates



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *August 18, 2021*

**ITEM TITLE:** 4.2

**CONTACT PERSON:** *Lisa Skari, President*

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**SUBJECT:** PRESIDENT'S GOALS 2021-2022

**DRAFT PRESIDENTIAL GOALS FOR 2021-2022 DRAFT**

<b>7.1 Manage institutional realities associated with COVID-19</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will ensure resumption activities that comply with CDC guidelines.	The President will oversee and collaborate with the Vice Presidents to address the changing landscape and implement the plan as new guidelines emerge.	The Board will receive written quarterly updates.	
2. The President will prepare policy(s) for adoption, and inform Board of new administrative regulation(s) necessary to respond to the impacts of COVID-19.	The President will oversee and collaborate with the Vice Presidents to bring forth necessary policy and administrative regulation in response to COVID-19, and will employ participatory governance through councils and employee associations.	The Board will receive a quarterly summary of policy and administrative regulation in process and/or complete.	
3. The President will monitor and pursue COVID-19 related funding opportunities at the local, state, and federal level.	The President will oversee and collaborate with the Vice President for College Advancement to identify appropriate grants, contracts and other funding opportunities to support the college's response to COVID-19.	The Board will receive a quarterly summary of grants funded.	
4. The President will provide timely and relevant COVID communications to the campus community.	The President will oversee and collaborate with the Vice Presidents to develop and distribute COVID-related information.	The Board will receive weekly updates via the MHCC News and Notes.	



**DRAFT PRESIDENTIAL GOALS FOR 2021-2022 DRAFT**

<b>7.2 Complete strategic planning process</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will ensure the completion of a strategic planning process	The President will oversee and collaborate with the Vice Presidents to manage the strategic planning contract.	The Board will receive monthly updates via the President's letter.	
2. The President will ensure the engagement of stakeholder groups in the strategic planning process.	The President will collaborate with the Vice Presidents and contractor to collect feedback from both internal and external stakeholders to be used to inform the development of the strategic plan.	The Board will receive monthly updates via the President's letter.	
3. The President will ensure the Board is knowledgeable of the metrics used for college-level assessment.	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop an inventory of what data is tracked on a regular basis.	The Board will receive the inventory by October 31, 2021	
4. The President will ensure the strategic planning process is integrated into unit planning and the annual budget process.	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop appropriate and aligned strategies and objectives for the annual planning cycle.	The Board will receive monthly updates via the President's letter.	
5. The President will ensure the communication and promotion of the strategic plan to stakeholder groups.	The President will collaborate with the Board and the Vice Presidents in developing messages and strategies for communicating the planning process and progress to stakeholders.	The Board will receive monthly updates via the President's letter.	

**DRAFT PRESIDENTIAL GOALS FOR 2021-2022 DRAFT**

<b>7.3 Prepare for the Year Six Accreditation report</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will ensure the completion of a policy review process.	The President will oversee and collaborate with the Board Chair and the Vice Presidents for the review and revision of Board Policies and Administrative Regulations.	The Board will receive monthly updates via the President's letter.	
2. The President will ensure adoption of a campus governance structure.	The President will oversee and collaborate with the Vice Presidents on review and revision of the Council manual.	By March 20, 2022, the Board will receive a copy of the new Council manual.	
3. The President will ensure the preparation of the Year Six accreditation report.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer to document requirements and the preparation of the Year Six Accreditation report.	The Board will receive monthly updates via the President's letter.	

<b>7.4 Improve institutional capacity to recruit and retain a diverse workforce</b>			
<b>Strategy</b>	<b>Activity</b>	<b>Target</b>	<b>Status</b>
1. The President will establish data collection standards to assess workforce diversity.	The President will oversee and collaborate with the Vice Presidents and Associate Vice President of Diversity, Equity, and Inclusion on data standards used to assess the college's progress on a diverse workforce.	The Board will receive quarterly updates via the President's letter.	
2. The President will ensure the review of the college's hiring process(es).	The President will oversee and collaborate with the Vice Presidents and Associate Vice President of Diversity, Equity, and Inclusion to review the current hiring process.	The Board will receive quarterly updates via the President's letter.	
3. The President will implement hiring procedures to improve the recruitment of a diverse workforce.	The President will oversee and collaborate with the Vice Presidents and Associate Vice President of Diversity, Equity, and Inclusion for hiring process improvements that result in improved diversity outcomes.	The Board will receive quarterly updates via the President's letter.	