



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on September 15, 2021, with Regular Board Meeting at 6:30 pm held pm via Zoom.

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AGENDA SESSION 1043

- | | | |
|----------------|--|-----------------|
| 6:30 pm | 1.0 CALL TO ORDER / DECLARATION OF A QUORUM | |
| | 1.1 Approval of Agenda | |
|
 | | |
| 6:35 pm | 2.0 PUBLIC INPUT | |
| | <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 Laurie.Popp@mhcc.edu, and they will be included in the official record for this meeting.</i> | |
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| 6:45 pm | 3.0 REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 Correspondence | Lisa Skari |
| | 3.2 Legislative Update | John Wykoff |
|
 | | |
| 7:15 pm | 4.0 BUSINESS / ACTION | |
| | 4.1 Consent Agenda: Approvals & Information | |
| | a) Minutes – Board Retreat Session 1039, July 21, 2021 | |
| | b) Minutes – Regular Board Session 1041, August 18, 2021 | |
| | c) Monthly Personnel Report | |
| | d) Monthly Financial Report | |
| | e) Monthly Head Start Report | |
| | f) COVID-19 Activity Report | |
| | g) Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds | |
| | 4.2 Board Goals for 2021-2022 | Annette Mattson |
| | 4.3 Board Guiding Principles and Agreements | Annette Mattson |



- 7:30 pm** **5.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*
- 7:50 pm** **6.0** **CLOSING REPORTS**
- 6.1 ASG Representative
- 6.2 Advisory Representatives
- Full-Time Faculty
 - Classified Employee Association
 - Part-Time Faculty & Tutors
- 6.3 Executive Leadership *(3 min each)*
- Student Development
 - Instruction
 - Finance & Administration
 - College Advancement & Foundation
- 6.4 President's Report
- 8:30 pm** **7.0** **ADJOURNMENT**

The next regular board meeting is scheduled for October 20, 2021.

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



OFFICE OF THE PRESIDENT
Lisa Skari, Ed.D
President
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September 15, 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 September 2021

This letter marks the start of a new academic year, a new class of students, and a new reality on-campus. While we remain primarily remote, we are offering additional in-person course offerings and student services. Many students still prefer the online or hybrid modality, and we are happy that we are meeting their needs. Our partial return to campus carries levels of excitement and concern, sometimes both at the same time, and I appreciate how the campus community continues to be thoughtful and intentional with regard to reopening.

This year's In-Service will be held virtually September 15-17, 2021 and will center on application of the MHCC Equity Lens, strategic planning, and trauma stewardship. Convocation is September 15, and our keynote on trauma stewardship is on September 17, which will be followed by a training for management on the topic. We did not schedule all campus trainings on September 16 to accommodate our colleagues celebrating Yom Kippur.

In August, we were notified that Mt. Hood Community College (MHCC) was awarded a \$1.3 million grant from the Department of Education for Centers of Excellence for Veteran Student Success (CEVSS). The three-year grant will focus on increasing support for our Veteran students through comprehensive, integrated, and specialized supports. Outcomes by 2024 include:

- Serving 152 Veteran students;
- A three percent increase in Veteran student retention, persistence, and graduation;
- A four percent decrease in Veteran students demonstrating academic need (warning/probation/withdrawal);
- At least 50 faculty, staff, and administrators participating in Veteran-focused dialogue or professional development each year.

Currently, I am serving on an Oregon Community College Association (OCCA) sub-committee that is exploring a statewide study of public higher education. In partnership with representatives of the Oregon Council of Presidents (OCOP), a group similar to OCCA but for the state's four-year institutions, we are preparing to commission a study that explores the status of our state's public institutions of higher education. The purpose of the study is to identify emerging patterns that lead to recommendations to increase affordability for students, provide institutional financial stability, meet the state's educational goals, and promote innovation and collaboration among the state's public institutions. Results of the study could inform policy and state investments in higher education.

Annual goal update

COVID response

The college's Reopening Advisory Committee, with membership from each of the college's stakeholder groups, has been working with executive leadership on issues related to the operational side of reopening.

Strategic planning

Contract work with MIG for strategic planning services has commenced. Associate Vice President Linda Vigesaa will chair the Strategic Planning Steering Committee, and we are in the process of identifying team members, which will include representatives from the key stakeholder groups, including the Board. MIG is scheduled to present to the campus at convocation to kick off our work.

Accreditation

MHCC will host the Fall 2021 Ad Hoc evaluation and visit on October 12, 2021. The purpose of this evaluation and visit is for the college to demonstrate progress on specified concerns regarding Recommendation 3 of the Fall 2016 Mission Fulfillment and Sustainability Peer-Evaluation Report regarding assessment. The visit will be virtual and focused on this topic. Also, in preparation for the Year Six report due next August, the Executive Staff is currently working to crosswalk all current policies and administrative regulations with the model language from the Oregon Community College Association. The goal is to review and update 75 percent of our policies and associated regulations by the end of this academic year.

Diverse workforce

Work is underway to evaluate our current hiring processes. In addition to assessing our current process, we are also looking to establish baseline data by which to track our progress over time. To create consistency in reporting, we have established October 1 as the point in time for collecting employee data. This timing captures the majority of the new hires for the academic year, and is early enough to inform planning.

In closing, I am looking forward to my fourth academic year. Much work is ahead of us, and I know we share both the urgency and excitement for all that might be. I look forward to working with you and am anxious to see where we are a year from now.

Community/Educational Presentations and Selected Outreach Activities

- Aug 1-4 Oregon Presidents' Council (OPC) annual retreat*
Aug 9 Meeting with Directors Mattson and Speer
Aug 16 Rotary Board meeting
Aug 16 Meeting with Representative Pham
Aug 17 Meeting with Commissioner Stegmann
Aug 18 Meeting with Director Mattson
Aug 18 Attended the Hope Center event on "The State Must Provide"
Aug 18 Council for Advancement and Support of Education (CASE) Community College Advisory Committee meeting
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Aug 18 MHCC Board of Education meeting
Aug 19 Higher Education study meeting with presidents Percy (PSU), Schott (SOU), Cook (Clackamas), Avery (Linn-Benton), Chesley (Central Oregon), Cam Preus (OCCA), and Dana Richardson (OCOP).
Aug 19 Meeting with Director Polson
Aug 19 Meeting with Director Mattson
Aug 25 Meeting with Dr. Diaz, Reynolds School District
Aug 25 Attended Association of Governing Boards' Consolidation/Centralization Strategies in Public Higher Education workshop
Aug 25 Meeting with Nina Vetter, City of Gresham City Manager
Aug 26 Greater Gresham Chamber of Commerce Board meeting

Select Media Mentions

East County News Briefs – ACCT Equity Award

<https://pamplinmedia.com/go/42-news/517786-413427-east-county-news-briefs-pika-bounce-back-in-gorge>

MHCC: Vaccines not required fall term

<https://pamplinmedia.com/go/42-news/518490-413159-mhcc-vaccines-not-required-fall-term>

Time has come for vaccine mandate at community colleges

<https://pamplinmedia.com/sp/69-opinion/519023-414468-time-has-come-for-vaccine-mandate-at-community-colleges-pwoff>

MHCC gives Jim Zordich the Patron Saint Award

<https://pamplinmedia.com/go/42-news/520114-415365-mhcc-gives-jim-zordich-the-patron-saint-award>

Student Development August Updates 2021

Improve student success:

We conducted another round of balance reduction for student with balances of \$500 or less to allow them to register for future terms.

The recent balance reduction had an overall cost of approximately \$8,500 and we will update the chart below to include retention numbers for spring and fall to show impact for those students after fall term has started.

RESULTS	Fall 2020	Winter 2021	Spring 2021	Summer 21	Fall 21	Winter 21	TOTALS
# of students helped	104	90	101	44			184
Total Cost	\$16,216	\$13,625	\$15,401	\$8,476			\$53,718
# that returned next term	43	41	25	TBD			109
% that returned next term	41.35%	45.56%	24.75%	TBD	0.00%	0.00%	59.24%
# of credits	386	399	216				1001
tuition revenue generated	\$45,548	\$47,082	\$25,488	\$0	\$0	\$0	\$118,118
# returning	11	8					19
% returning	25.58%	19.51%	TBD	0.00%	0.00%	0.00%	17.43%

Advance diversity, equity, and inclusion:

As of 9/1/21, we have awarded \$487,999 in HEERF III funds to 981 students in SU21. Fall application opens for enrolled students on Sept 13; students will receive notice on that day and application will be open all term. The new process has helped in providing staff and students a mechanism to request funding in support of their challenges they have faced due to the pandemic.

Chris Natelborg and his team have done an exceptional job in moving this work forward and have helped nearly 1,000 additional students with this process.

Our Accessible Educational Services office has continued to work on processes related to connect students and faculty around accommodation needs. This include working through many of the requests for medical exemptions related to vaccine mandates for a number of programs.



Increase Excellence in Operations:

Over the past few months, our teams have been diligently working to create reopening plans for our division. We have worked extremely hard to balance to needs of our students with the safety and care to ensure we provide supports and maintain a safe reopening.

I personally would like to thank all of our team for their role in this work. It has truly shown a willingness to step up and support our amazing students and I want to recognize that.

Instruction Update

August 2021

Improve student success:

On August 12, 2021, the Oregon Higher Education Coordinating Commission (HECC) reviewed and approved the Statement of Need for the proposed new “Cybersecurity” Bachelor of Applied Science (BAS) program at Mt. Hood Community College. The program submission period for this program is November 11, 2021 – August 11, 2022

The Small Business Development Center presented to a group of students and alumni on how to pitch an idea to investors in collaboration with the MHCC Alumni Office.

Ruffalo Noel Levitz (RNL) facilitated a Strategic Enrollment Planning (SEP) virtual kickoff meeting with the newly formed MHCC SEP Steering Committee. The Steering Committee members are instrumental in helping to shape the future enrollment strategies for our college. Dr. John Hamblin and Dr. Al McQuarters co-lead the Steering committee, that will guide the SEP work.

Advance diversity, equity, and inclusion:

A cohort of Instructional administrators participated in a “Train-the-Trainer” professional development series during summer 2021. Working in pairs under the guidance of consultants Marc Goldberg and Brigitte Marshall, this cohort developed 8 modules of content grounded in Critical Race Theory and focused on data-informed decision making. Each dean and director will deliver trainings and embed this work in daily operations and unit planning. The ultimate goal of this effort is the elimination of Fall-to-Fall retention disparities among MHCC students.

The *Rethink Adult Ed Challenge* is a national competition sponsored by the U.S. Department of Education’s Office of Career, Technical, and Adult Education to advance pre-apprenticeships for adult populations that could benefit from additional academic and/or language support. MHCC was one of 5 programs nationally (out of 200) selected to win one of the 5 cash prizes (\$100,000 cash award). MHCC's program vision is to establish a registered pre-apprenticeship program in construction, plus a supported first-year of apprenticeship, for English Language Learners (ELL) who will benefit from additional academic and language support. This program a) builds a skilled pipeline of diverse workers for the construction industry, and b) contributes to greater equity in, and access to, apprenticeship programs, that lead to high-wage, high-demand employment opportunities.



Instruction Update

August 2021

Strengthen community engagement:

Petra LeBaron-Botts (FT Faculty) has been recently recruited to serve on the Portland Mountain Rescue Team.

Small Business Development Center Data for August 2021:

Clients seen: 54

New clients: 15

Training events: 3

Training attendees: 23

Increase excellence in operations:

MHCC was awarded three million dollars by the U.S. Department of Education Institutional Resilience and Expanded Postsecondary Opportunity Program (IREPO). IREPO aims to provide financial support to institutions of higher education (IHEs) with the greatest unmet needs related to coronavirus to enable them to resume operations, serve the needs of students, reduce disease transmission, and develop more resilient instructional delivery models, such as distance learning, to continue educating students who cannot or choose not to attend classroom-based instruction due to coronavirus.

Faculty and staff in the Nursing Division have made major improvements to our simulation and lab supplies and resources that will increase our excellence in operations.

The High School Services Division modified standard education plan used by Middle College to make it easier for students to see/track their progress towards an Associate degree

The Harvard University Professional Development Program customized their “Foundations of Data-Driven Decision Making” program specifically for Mt. Hood Community College’s Instructional Administrators. In August 2021, Instructional administrators participated in 4 days of virtual training on data analysis that engages stakeholders ethically and inclusively to strategically address problems. This training focused on the technical aspects of data literacy as well as how to strategically use data results to advance MHCC’s institutional and divisional goals.

Administrative Services

September 2021 Update

Improve student success:

- In general, IT continues to prepare **for a partial return** of students to campus in the Fall. The teams are preparing team support schedules and processes and onboarding two new student apprentices to ensure they receive a valuable, real-life work experience. Additionally, IT is preparing the classrooms which will be in use (which is the majority of rooms) to ensure equipment is fully functional and has the appropriate software and security updates.
- **Student Labs** – Current and Secure
 - The team has made some infrastructure reconfigurations to add improvements for device support and security.
 - Upgrades to aging hardware used for student data storage are complete.
 - The team completed other lab upgrades to improve performance and increase workstation security. Some hardware was old and experiencing failures which would disrupt classes. In response, the team upgraded computers in BL212, 1279, 2600, and 1451. Devices in rooms 1386 and 1365 were re-imaged for Fall.
- **RegisterBlast Discovery Project** - IT has worked with Testing Services and a range of stakeholders to complete due diligence on the upcoming procurement and implementation of RegisterBlast. This web-based software is designed specifically for college testing centers and will allow students and examinees to request and schedule **testing appointments and efficiently pay proctoring fees.**
- **Child Development and Family Support Programs (CDFFS):**
 - Content area managers and our training specialist worked diligently to finalize all pre-service training for site staff and management for the school year 21-22. A schedule of these trainings was shared with all staff this month. The trainings are scheduled to occur in early September.
 - Health and Enrollment fairs were conducted at the end of the month to provide families the opportunity to have health screenings for their children whom they are enrolling and to sign enrollment documents.
- The **online bookstore** officially launched for students on August 9. Students are currently ordering books and supplies and can use their financial aid for these purchases. MHCC branded merchandise will launch on September 7.

Advance diversity, equity, and inclusion:

- Shared slides in the All Campus Update for the completion of the Applied Tech building ADA upgrades. A great partnership with DEI and Accessibility teams.
- **CDFFS:** Placed orders for children's materials that will enrich and increase diverse representation in our classrooms.



Administrative Services September 2021 Update

Strengthen community engagement:

- Supported Fire Department driver training on campus, further building the relationship with local partners.
- **CDFS:** Partnered with East County Community Health and Providence to provide free Pfizer COVID-19 vaccines at our annual Health and Enrollment fairs.

Increase excellence in operations:

- Human Resources completed the design and delivery of Communication and Collaboration training for ASG leadership. The sessions are based on the Appreciative Leadership approach that is the foundation for the ongoing Manager Toolbox Training sessions.
- Payroll, IT, and HR have transitioned the CEA employees to NovaTime, our **electronic time and attendance system**.
- **Intranet Cleanup & Redesign - Phase 1** - Phase 1 of the Intranet project has cleaned up and streamlined the existing Intranet site while identifying and collaborating with page owners to keep content up-to-date and accurate moving forward. The new “look and feel” is scheduled to go live in September.
- **Cyber-Security** – During August, IT received 223 security alerts:
 - 37 confirmed likely compromised and had their Passwords reset
 - 4 were benign or false positives
 - 182 (remainder) were attempted malicious logins but failed
- Network Upgrade – Zone 2 Completed - This work provides **security improvements** to the college’s network and allows us to manage our network traffic better and improve performance. This Zone includes Buildings 13 and 14 of the Gresham Campus.
- **CDFS Computer Upgrades** – 75 new computers were imaged and delivered to CDFS for distribution. These replaced 7-8-year-old failing computers that could no longer support staff and student needs.
- CDFS began a “**Weekly Admin Updates**” email this month where important topics that impact our program, important reminders, and positive weekly highlights are communicated to all CDFS staff. The email goes out to all staff every Friday.

COVID-19 Response Specific:

- The Reopening Team continues to band together for a strong performance on reopening plans and processes.
- Updates were completed, and improvements were made to the reopening template in instructional and non-instructional versions. The new format is more directive in processes and information and still follows the approval process.
- Five reopening plans were approved in August for the fall term, with reviews continuing for plans that were agreed to move forward to review.
- Classroom setup for social distancing completed, with requested modifications in progress for specific classrooms.

Development and District Communications
August 2021

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

Legislative Outreach

We continue efforts in keeping in touch with our state and federal lawmakers. We participated in a meeting with Rep. Blumenauer's office to discuss any possible federal assistance in regard to students' housing needs. The meeting included representatives from College Housing Northwest, PCC and PSU. MHCC continues to work with our sister colleges and universities in addressing students' basic needs.

Dr. Skari and I met with state Representative Khanh Pham who serves House District 46, which includes the Powellhurst-Gilbert, Mill Park and Hazelwood neighborhoods within our college district. She is very interested in our Salmon Safe efforts since environmental and climate justice are among her priorities. We also shared with her our DEI efforts and informed her of the board's Equity Lens Tool. Pham is vice chair of the House Committee on Revenue. We will continue to meet and discuss college needs with her.

Dr. Skari and I also met with Multnomah County Commissioner, Lori Stegman in efforts to keep her informed on the college. Stegman shared that she will be seeking the chairmanship of the county board.

Fundraising

Work continued in the implementation of the new Crescendo software that will assist in our Planned Giving efforts. Staff continues to undergo training on this system and are working to implement a web page that will work with Crescendo.

A donor appreciation event planned for Sept. 30th has been postponed at this time due to new COVID restrictions. It was decided to wait until a later date to hold this in person event.

Planning began for the annual All Staff Giving Campaign which kicks off at convocation in September. The campaign will be done online and encourage staff and faculty to continue to support the Foundation through payroll deduction or one-time gifts. The campaign features a number of prizes for those who take part.

Grants

The college received word of the awarding of several grants. The Center of Excellence for Veterans Student Success awarded the college with a \$450,000 grant that will work to create a Veterans Services Center on campus. This effort will assist in improving outcomes for student veterans.

The Department of Education awarded the college a \$3-million grant that will assist in meeting the basic needs of our students. The college's Basic Skills Response Center will oversee the grant, of which much of the funds will go directly to students as well as toward staffing of the Center.

The college also received a Department of Education grant to fund the TRIO Talent Search program. The award is for \$277,375. The project will assist low-income individuals, first-generation college students.

Funds were also awarded in support of advancing pre-apprenticeship programs. The college was one of four awarded \$100,000 through the ReThink Adult Education Challenge initiative through the Department of Education.

Scholarships

We were proud to finalize a new endowed scholarship thanks to a gift from a former MHCC faculty member. Gary Grimes has established the scholarship in honor of his father Kermit Grimes with a gift of \$100,000. Gary is a former math instructor and a consistent supporter of the Foundation. The first scholarship will be dispersed this fall.

Stewardship reports were sent out to scholarship donors and included thank you notes from scholarship recipients. These reports provide those with endowed scholarships a review of the financial standing of their scholarships.

Alumni Outreach

The Foundation hosted an Alumni Lunch and Learn webinar on August 19 in partnership with the Small Business Development Center. The webinar featured the topic "Pitching to Investors". The event attracted eight alumni participants.

Production continued on the next issue of the alumni newsletter. It is expected to be distributed in September.

District Communications and Marketing

Communication efforts included:

- Continued supporting bookstore transition communications
- Supported messaging of ACCT award announcement – messaging and promoting will continue throughout the year
- College *plus* Community created and prepared for mailing to district homes to arrive just before the end of our registration period
- Continued support of COVID communications and decision committees including:
 - reopening team
 - reopening advisory committee
 - vaccine incentivization committee
- Responding and Coordinating media requests surrounding Fall Term plans and requirements

- Began restructure of Brand, Marketing and Communications department to support a shift in focus to heightened strategy and improved digital footprint
 - Content strategist hiring process
- Continued creation and distribution of regular newsletters to students, All Staff and Alumni
- Publicized announcements surrounding new funding including:
 - CARES funding to support Basic Needs Resources
 - Funding for Veterans Services Center
 - 2021 NW Region ACCT Equity Award
- Support communications surrounding the Fall Term transitional return to campus
- Providing branding elements and input on Foundation communication efforts including:
 - Annual report
 - Crescendo site build-out
 - Invitations to events
 - Calls for Donations

Advertising/Marketing efforts included:

- Pursuing advertising to support Hispanic Heritage Month that will begin running in Sept.
- Regular Ads in Gresham Outlook included announcement re: Jim Zordich Patron Saint Award
- Created and managed recruitment postcard mailers to district households with potential college students/recent high school graduates
- Social media push calling for Fall Term registration



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – July 21, 2021

Session 1039

A meeting of the Mt. Hood Community College District Board of Education was held on July 21, 2021, with a Board Retreat at 1:30 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 due to COVID-19 social distancing requirements.

1.0 CALL TO ORDER

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

Additional Attendees: Dr. Lisa Skari, president, Mary Spilde, president emeritus of Lane Community College, and consultant

Mattson called the board retreat to order at 1:48 p.m.

2.0 BUSINESS

Annette Mattson and Lisa Skari welcomed Marie Teune to the board. Board members participated in an icebreaker activity to get to know each other better.

Mary Spilde provided a brief summary of her facilitation background and led the board in a discussion of the top agenda items to be covered during the board retreat, which include board governance, board goals, and board operations. The focus will be on board expectations for each board member, the board as a whole, and the work of the board.

2.1 Board Governance

Board Guiding Principles and Agreements

Spilde reviewed the current board agreements with board members, and there was a discussion on what the agreements represent, and examples were shared of what it looks like in practice. There



was a discussion on updating the document to include accountability to hold each other and the president accountable, and to improve the efficiency of board meetings, and to be respectful of everyone's time. Board members discussed what defines an efficient meeting and gave suggestions on ways to improve efficiency during board meetings. There was a suggestion to list the time next to each agenda item, and to indicate a time allotment for some sections on the agenda.

There was a discussion about holding board members accountable for adhering to the board agreements, and the process for handling deviations from the agreement. For items that might be hardest for people to commit to, Spilde suggested having conversations around what the item means, what the words represent, and having a description on what the expectations are for being engaged, which will help create a shared understanding.

Skari shared comments about her role in the board agreements and working with the board, and there was a discussion on individual board member requests for utilizing staff time and college resources for projects. The next steps are:

- Amend board agreements around accountability and efficiency, and bring it back for full board approval and signature by board members.
- Memorialize the process for dealing with deviations from the commitments.
- Consider where the board agreements belong in policy for a higher level of accountability.
- Think about information requests and if a policy is needed.

Board Self-Evaluation

Spilde led a discussion about the board self-evaluation and reviewed the scores with board members, and board members shared feedback and comments about the reasoning behind their scores. The board discussed areas that had a rating score of less than 3.0, which included strategic engagement with the community, clear protocols for communicating with staff, planning for meeting agendas, policy direction of the college, college safety and security, board member preparation for meetings, and encouraging creativity and innovation.

2.2 Board Goals

Board members reviewed the board goals, and discussed goals in relation to the work of the board, and the work to achieve the college goals that were developed collaboratively with the president. The discussion and feedback included having a smaller list of board goals, and that goals be aligned with the work of board committees, and are more intentional. The board discussed having three broad goals in the following areas:

- 1) Board Community Engagement & Advocacy – revise and update the community engagement spreadsheet and include groups to advocate for, and look at tools to assist with the process. Build in some accountability measures into the form.
- 2) Board Operational Efficiency – improve board efficiency and how the board functions operationally
- 3) Board Policy and Bylaw Review – review and update board policies and bylaws using the equity lens



Spilde led a discussion about the need to refine the goals and establish the role each board member will have to achieve the goals. There was a suggestion to add the term “advocacy” to the community engagement spreadsheet and to add groups to advocate for. The board discussed reviewing board goals at board meetings during the year and having a mid-year review at the board retreat in February.

2.3 Board Operations

Board Agenda Development

There was a discussion on how the board agenda is developed each month, and the process of how to get an item on the agenda. Requests for agenda items will be sent to the president, board chair, and vice chair, who will develop and finalize the board agenda. There was a reference to items on the annual calendar of college activity, and that they sometimes drive items on the agenda. It was noted that some topics on the agenda for the board work sessions are for information and discussion purposes prior to the request for board approval at the regular board meeting.

Meeting Structure

Feedback was given about the structure and format for board work sessions:

- There needs to be a shared understanding about the definition and purpose of board work sessions.
- There needs to be a process for how to get items on the agenda for board work sessions.
- Board work sessions are helpful for decision-making, but they should be shorter.
- There should be time at the board work sessions to work on board goals.

The board chair, vice chair, and president will develop a schedule for work sessions that will include staff presentations and topics for board members to discuss and work on.

Board Committees

Board members discussed the differences between board committees and the groups that have a board liaison role, and the need to clarify what the board member’s role is on each board committee. The board liaison role would consist of listening and communicating information back to the board, and communicating information from the board to the organizational group. The board discussed the areas for having board committees and board liaison roles, and there was agreement about adding a new standing committee for Community Outreach and Engagement, and appointing a board liaison role for an ad hoc Strategic Planning Committee. Lisa Skari will draft a brief description of the board committees and board liaison roles and send it to board members for review and feedback.

Reports

There was a brief discussion on the purpose of the reports provided at the end of the board meeting, and that the reports significantly add to the length of the meetings. Possible strategies were discussed to shorten the time spent on reports, with a suggestion to have a three-minute time limit for board member and executive leadership reports. There would not be a time limit for other reports. There was a suggestion for executive leaders to provide updates on items not included in



their division report in the board packet, and board member reports would focus on updates on their board committee and liaison roles, and the work they have done on behalf of the college and community engagement in service to the college. As mentioned earlier, it was suggested to update the board agenda to show the time limit for the board member reports and executive leadership reports, and to list the time for each section on the board agenda. The adjustments will be reviewed at the board retreat in February.

Equity Lens Tool and Decision-Making Template

Spilde led a discussion on the Equity Lens Tool and Decision-Making Template, and how it will be used by the board and staff throughout the campus. Lisa Skari shared how cabinet members are using the equity lens as decisions come forward, and are using the template to respond to the questions as they develop proposals and bring recommendations to the board. The board discussed how they will use the tool in their own deliberations and during the board policy review process, and discussed other areas where the equity lens tool and decision-making template could be used.

3.0 ADJOURNMENT

The board retreat was adjourned at 5:22 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: *September 15, 2021*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – August 18, 2021

Session 1041

A meeting of the Mt. Hood Community College District Board of Education was held on August 18, 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: Annette Mattson, board chair, Andrew Speer, board vice chair, Diane Noriega, Kenney Polson, Marie Teune

Additional Attendees: Dr. Lisa Skari, president, John Hamblin, vice president of Student Development, Al McQuarters, vice president of Instruction, Jennifer DeMent, vice president of Finance and Administration, Al Sigala, vice president of College Advancement, and executive director of MHCC Foundation, Jeanna Hunt, FTFA president, Christy Weigel, CEA president, Marilyn Pitts, PFTA president

Mattson called the meeting to order at 6:32 p.m. and declared a quorum was present.

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was public input provided by Jennifer Hare, Rozina Lethe, and Sarah Aimone in regards to reopening the college and the COVID pandemic.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.

4.0 BUSINESS / ACTION



- 4.1 Consent Agenda: Approvals & Information
 - a) Minutes – Board Special Session 1037, July 1, 2021
 - b) Minutes – Board Regular Session 1038, July 21, 2021
 - c) Monthly Personnel Report
 - d) Monthly Financial Report
 - e) Monthly Head Start Report
 - f) COVID-19 Activity Report

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

4.2 President's Goals for 2021-2022

Lisa Skari provided a summary of the President's Goals for 2021-2022. The goals initially consisted of three focused goals which were: managing the COVID pandemic, strategic planning process, and accreditation & year six report. During discussions with the board on the president's goals, the board requested that a fourth goal be added: improving institutional capacity to recruit and retain a diverse workforce. There were some requested changes that were incorporated into the goals, which included the addition of benchmarks and how they will be measured.

Noriega motioned to approve the President's Goals for 2021-2022. Polson seconded the motion. There was a roll call board vote and the motion passed unanimously.

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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.

6.0 CLOSING REPORTS

6.1 ASG Representative

Emily Pham Lee (ASG) – did not attend.

6.2 Advisory Representatives

Jeanna Hunt (FTFA) – she shared that faculty whose programs were forced to delay graduation due to clinical rotations being cancelled in winter are winding up with students that are now getting ready to graduate. She stated COVID is a concern with faculty that are preparing for fall classes, and they are questioning the plans they made back in June. She stated the college response to the pandemic has been measured, appropriate, and cautious, and she hopes the board and administration will consider a vaccine mandate for being on campus as safely as possible.

Christy Weigel (CEA) – she thanked the staff who have been working on campus since the beginning of the pandemic, and acknowledged the business office, payroll, public safety, facilities, maintenance, custodial, IT service desk, testing services, and science lab coordinators. She shared an update on the science labs, and stated they are now free of hazardous waste, which has saved the college



thousands of dollars by identifying, sorting, and packing the waste. She shared that classified employees hope the college will treat concerns about fall term as a reaction to a massive public health crisis and not a political issue. Weigel referenced the current increase in COVID statistics and that there are many things to consider in regards to reopening and coming back to campus. She stated there are some conflicting messages that employees are receiving depending on who their supervisor is. She shared comments and concerns about the COVID pandemic and the reopening plans for returning to campus. She stated overall, a majority of classified employees have expressed hope that the administration, with the board's support and leadership, will re-consider the idea of campus being open to the public starting September 13 and wait until it is safer for our community's health and well-being to do so.

Marilyn Pitts (PTFA) – she has been in the midst of negotiating the PFTA replacement contract, which expired on June 30, 2021. She has served on the MHCC Reopening Team over the past year and has read and reviewed the reopening plans. She also serves on the Reopening Advisory Committee, and is a member of the Vaccine Incentivizing Sub-Committee, and will be presenting a plan with ideas to the Reopening Advisory Committee next week. She is hearing concerns from part time instructors, who signed up last spring to teach face-to-face classes in the fall, that things have changed and they are asking about processes at the college that will keep them safe. For the health of all of us and our community, she hopes that everything is COVID conservative.

6.3 Executive Leadership

John Hamblin – no additional updates.

Al McQuarters – he shared that the Statement of Need for Cybersecurity that was submitted to the HECC was approved. We are in the 90-day waiting period and can submit a full proposal.

Jennifer DeMent – she provided an update on the bond sale related to the pension bonds, and stated the bonds were sold at just under 2.5% interest rate. She received an updated savings projection this afternoon, and the projection is that the college will save about \$25 million over the next 20 years because of the pension bonds. She is the chair of the Reopening Advisory Committee, and the goal of the group is to seek leadership, advice, and input from everyone that is impacted so that we can look at expanding instruction, student, and operational supports on campus. They are surveying staff and students to understand their feelings about returning to campus, and to gather data about the current vaccination rates. They are also exploring vaccine incentives for staff and students. She stated the college has a collaboration with Multnomah County, who has been hosting a vaccination clinic in the Vista Dining Center on campus through August 26, and they are discussing an extension with the County. The vaccination clinics are free and they are also offering gift cards as an incentive.

Al Sigala – he shared that he and Dr. Skari continue to meet with legislators, and that he has heard about the possibility of a special legislative session in September. He looks forward to hearing more about that.



6.4 President's Report

Dr. Skari responded to a few comments shared during public comment, and provided her President's Report to the board.

Before I move into my closing comments, I would like take a few minutes to respond to a few things you heard during public comment. You may recall the email I sent you back on July 29 regarding the campus plans for fall quarter. As you heard, we were intentional about those plans being developed by the areas, and for areas to be able to figure out what makes the most sense for them. We felt really strongly that it did not make sense for a top-down plan because different areas have different needs, and they support students in different ways. Our goal has always been about serving students, but we also had a secondary goal to allow for flexibility and support a work-life balance of our employees. Right now, the VPs have been working with the managers, who have also been working with their staff, to develop plans for their areas that would provide some in-person support for fall quarter. And, as I noted in my email, this is not a 100% full-scale return to campus. We are also being cautious, even prior to the current conditions, and trying to figure out what makes sense. And, as you heard earlier, we also have the Reopening Advisory Committee working on this, and they are in the process of surveying students and employees regarding their comfort level with returning to campus.

Next week, the VPs and I are meeting to review the area plans and begin to develop the master schedule and communication plan for what it will look like, so our apologies to everyone for the confusion. We still have a month out and are trying our best to build up, from areas to VPs to that master area, so I wanted to assure you that it is planned to happen and we will be working on that next week. Also, this is a work in progress and we continue to track and monitor the current developments and what is happening. We also believe that the benefit of planning is that you know how to act, and you are prepared when you need to, and so our planning is continuing for that purpose. Plans can shift, but knowing what you need to do and when is paramount to being able to have it be seamless and smooth when you get there. Lastly, I wanted to make a small correction to the statement around masks. The college did not lift its mask mandate. We continue to operate under our administrative regulation related to COVID which requires masks on campus, with a few exceptions if you are in an office alone or if you are outside and are able to social distance.

You may have noticed the reports are a little shorter over the summer, but I want to assure you it does not mean there is a lack of activity. Over the summer we focus on assessments, evaluations, planning, and more planning. I wanted to take this opportunity to say we put in place a new evaluation process for management and confidential employees, and the changes not only align with our annual unit planning process, but also are designed to have some self-reflection, and give the employees more control over their continuous improvement plans. It has been interesting as we have worked through it this year for the first time, and seeing my direct reports and what is coming through. There is clear evidence of how they are thinking strategically about what they want to do in the next few years, so we are now looking at a longer-term horizon, but also how that connects to moving the college forward and their role in that. I think that was one of the original hopes out of this new process, and it is working. We are anxious to see how this rolls out further. The one thing I did come across as we look to the future is there was some nice alignment with my goals that related to my direct reports'



goals. So, I will probably come back to you and request that we move up my annual goal process to earlier so that it can be used by my direct reports and other areas, so we can get that scaffolding all the way down of what we are working on.

The first week of August was spent at the annual Oregon President's Retreat looking at the state level of what we want to work on for the year. We spent a day exploring the role of president and the role they play in improving student success and equitable outcomes. The session was led by Robert Templin of the Aspen Institute, and they do an annual Aspen Prize Award for an outstanding improvement and college outcomes for students. It was fascinating as they have done a lot of research around presidents, and the interesting take-away is the only consistent thing they found in the successful institutions had to do with the stability and long-term relationship of the leadership. It was really insightful to see what some of the presidents have done and how we move forward and incorporate some of that. Also, in planning for the year for Oregon Presidents Council, we will be spending time looking at funding. The Higher Education Coordinating Commission (HECC) is reviewing our funding formula, so we will be tracking that. We will continue to look at student success, diversity, equity, and inclusion, cybersecurity, and also something new is strengthening our collective voice, in both the legislative and higher education space. As such, you will see me involved with not only the HECC as it relates to the funding formula, but also with the universities as we are working towards a statewide study on higher education with the hopes of having a report done by winter. I will continue to keep you posted on that. It is fun to see some of the new areas that the presidents are getting into that I really think are in the best interests of the state.

In closing, I want to once again thank the faculty and staff for their continued nimbleness, tenacity, and strength, which has been amazing. I am so proud of the way everyone continues to show up for students. And to all of you, I want to thank you for your continued work on behalf of students, your continued support of all of us, and for your continued partnership with me in helping us navigate Mt. Hood Community College into the future. So, here's looking ahead to the start of fall quarter next month. I look forward to seeing you there. Thank you and good night.

7.0 ADJOURNMENT

Polson motioned to adjourn. Speer seconded the motion and it passed unanimously. The meeting was adjourned at 7:25 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: *September 15, 2021*

ITEM TITLE: 4.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

****UPDATED MONTHLY PERSONNEL REPORT****

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Vecchiato, Kathryn Marie	Full-time Faculty	Nursing	8/2/2021
Kludt, Lance J	Maintenance Mechanic	Facilities	8/2/2021
Pernich, Madison Pililani	Assistant Volleyball Coach	Health & PE	8/2/2021
Abdulle, Batula Sheikhomeor	Classroom Aid	Head Start	8/3/2021
McVay, Alisa Marie	Dispatcher	Public Safety	8/10/2021
Johnson, Benjamin Townsend	Field Assistant	Health & PE	8/10/2021
Saito, John S	Dean	Health Professions	8/12/2021
Phomma, Anita Nok	Recruiter	Outreach	8/12/2021
Donohue-Mercier, Corinne	Program Assistant	Head Start	8/16/2021
Brown, Alexander Thomas_Parton	Part-time Faculty	Health & PE	8/16/2021
Gilbert, Charlene F	Assistant Volleyball Coach	Health & PE	8/16/2021
Larson, Kimberly Michele	Coaching Manager	Head Start	8/16/2021
Roark, Jeffery T	HR Data Analyst	Human Resources	8/18/2021
Arciniega, Gabe J	PT Faculty	Workforce	8/25/2021
Miller, Jeffrey B	Enrollment Services Specialist	HUB	8/25/2021
Sanders, Ruth Elizabeth	Curriculum Designer	WorkSource	8/25/2021
Gallardo de Marston, Blanca Alic	Executive Assistant	Instructional Services	8/30/2021
Furniss, Jennifer A	PR and Marketing Content Strategist	District Communications	8/30/2021
Pennington, Kelli L	Part-time Faculty	Integrated Media	8/30/2021
Wattez, Elise Rebecca	Assistant Teacher	Head Start	8/31/2021



Strauser, Mischelle N	Teacher	Head Start	8/31/2021
Lamb, Kathryn M	Teacher	Head Start	8/31/2021
Fleming, Candy M	Teacher	Head Start	8/31/2021
Sanders, Chelsea Marie	Teacher	Head Start	8/31/2021
Kraemer, Karen J	Teacher	Head Start	8/31/2021

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Miller, Hadiyah K	Coaching Manager	Head Start	8/3/2021
Vasquez, Elizabeth	Family Worker	Head Start	8/16/2021
Shields, Tobin Michael	Part-time Faculty	Computer Information Systems	8/31/2021

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Archer, Mace C	Full-time Faculty	Performing Arts	8/2/2021
Kelley, Janet R	Manager	Bookstore	8/3/2021
Jimenez, Stacey Jene	Classroom Aid	Head Start	8/4/2021
DeBrae, Edward James	Bookstore Associate	Bookstore	8/5/2021
Dern, Courtney J	Education Specialist	Head Start	8/6/2021
Carlson, Kay A	Teacher	Head Start	8/6/2021
Edmunson, Sharon J	Home Visitor	Head Start	8/13/2021
Tomlinson, Bryce T.	Receiving Clerk	Bookstore	8/19/2021
Townsend, Maylorie E	Transitions Coordinator	Transitions	8/19/2021
Kidane, Eden A	Classroom Aid	Head Start	8/19/2021
Redwine, Carol A	Full-time Faculty	Cosmetology	8/27/2021
D'Angelo, Denise L	Full-time Faculty	Cosmetology	8/31/2021
Parmley-Frutiger, Monica	Part-time Faculty	Health Professions	8/31/2021
Linares, Ivan A	Purchasing Assistant	Business Office	8/31/2021
Aguilar Estrada, Karen	Classroom Aid	Head Start	8/31/2021



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

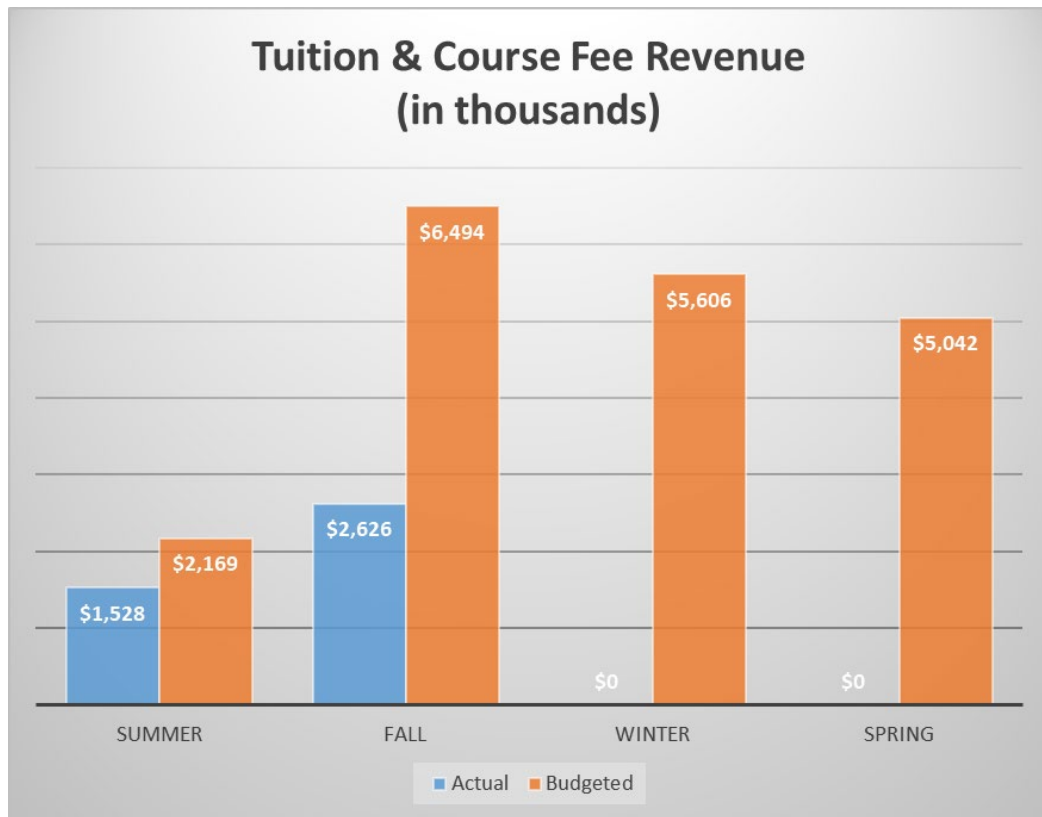
This report reflects 2021/22 activity through the month of July.

Revenues:

MHCC's General Fund operations are funded in fiscal year 2021/22 45% (\$33M) from the State, 29% (\$21M) from tuition and fees, 20% (\$15M) from property taxes, 4% (\$3M) from Federal grants, and 2% (\$1.5M) from other revenues.

- State support revenue is received quarterly in August, October, January, and April. The amount budgeted for 2021-2022 reflects Mt. Hood's estimated share of the biennial state support amount of \$675 million. The legislatively approved amount is \$699 million, which will result in resources in excess of budgeted amounts over the biennium.
- Property tax revenue is distributed from counties monthly, with the largest payments received in November and December. The 2021-2022 adopted budget includes a 3% increase in property tax revenue over 2020-2021.
- Summer term tuition and fee revenues are 29% (\$640,808) less compared to July 2020. Preliminary enrollment numbers show summer term enrollment in tuition-bearing classes decreased by 19.85% (-78 students) and fall term enrollment in tuition-bearing classes decreased by 27.76% (-357 students) compared to 2020/21. Some of this summer decline is attributed to an increase in summer 2020 as a result of spring term courses being deferred to summer term. Summer and fall terms combined tuition and fee revenue year to date is -22% (\$1,206,668) below this time last year. Summer term and fall term¹ enrollment are forecasted to be flat compared to last year. We should have a better indication of final summer enrollment and fall enrollment tuition revenue compared to last year at the next meeting.
- Please note that the beginning fund balance for fiscal year 2021/2022 is estimated, as the closing process for the 2020/2021 fiscal year is still underway, and includes payment of prior year obligations.

¹ Final enrollment numbers for each term are measured at the close of the third week of each term.



Expenditures:

As of July 1, year-to-date expenditures are \$144,020 (4.4%) above 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 is 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, \$200 thousand for student aid and \$400 thousand for facilities capital projects.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2020/21
As of July 31, 2021

	Actual Year to Date July 2019	Actual Year to Date July 2020	Actual Year to Date July 2021	\$ / % Increase (decrease) over prior year	Adopted Budget 2021-22	Percentage of Budget Remaining	
Beginning Fund Balance	9,027,630	9,557,976	15,274,184	5,716,208	59.8%	10,254,233	
Revenues							
State Support	-	-	-	-	0.0%	33,151,497	100%
Property Taxes	-	-	-	-	0.0%	14,652,000	100%
Tuition and Fees	6,048,484	5,773,961	4,519,635	(1,254,326)	-21.7%	21,216,788	79%
Federal Grants	-	-	-	-	0.0%	3,000,000	100%
Other Revenues	29,929	28,121	8,507	(19,614)	-69.7%	1,503,647	99%
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%
TOTAL REVENUES	6,078,413	5,802,082	4,528,142	(1,273,940)	-22.0%	73,540,819	94%
Expenditures							
Salaries	1,918,930	1,816,998	1,921,521	104,523	5.8%	39,393,028	95%
Health Care	319,273	341,396	307,376	(34,020)	-10.0%	6,405,607	95%
Fringe/Taxes	693,832	683,478	747,941	64,463	9.4%	14,697,649	95%
Personnel Subtotal:	2,932,035	2,841,872	2,976,838	134,966	4.7%	60,496,284	95%
Materials & Supplies	897,345	414,568	435,100	20,532	5.0%	9,577,384	95%
Grants in Aid/Tuition Waiver	32,751	37,008	25,529	(11,479)	-31.0%	1,045,602	98%
Debt Service	-	-	-	-	0.0%	2,491,277	100%
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%
TOTAL EXPENDITURES	3,862,131	3,293,448	3,437,467	144,019	4.4%	74,297,839	95%
Rev Greater (Less) Than Exp	2,216,282	2,508,634	1,090,675	(1,417,959)	-56.5%	(757,020)	
Beginning Fund Balance	<u>9,027,630</u>	<u>9,557,976</u>	<u>15,274,184</u>			<u>10,254,233</u>	
Ending Fund Balance						<u>9,497,213</u>	
<i>As a percentage of expenditures</i>						<i>13%</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 2021-2022 reflects Mt. Hood's estimated share of the biennial state support amount of \$675 million. The legislatively approved amount is \$699 million, which will result in resources in excess of budgeted amounts over the biennium.

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 2021/22 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 \$3.50, Safety and Security Access Fee of \$3.50 and Instructional Access Fee of \$3.50 are all assessed on a per credit basis in addition to the tuition rate up to 15 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.

Federal Grants include lost revenue due to decreased enrollment and other items related to COVID-19.

Other Revenues include rental charges, interest earnings, grant and foundation indirect cost recoveries, transfers in 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, unemployment insurance, statewide transit tax and tax-sheltered annuity payments (combined 1.3%).

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: *September 15, 2021*

ITEM TITLE: 4.1e

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

SUBJECT: MONTHLY HEAD START REPORT

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

News:

Improve student success:

Our Content area managers and our training specialist worked diligently to finalize all pre-service trainings for site staff and management for SY 21-22. A schedule of these trainings was shared with all staff this month. The trainings are scheduled to occur in early September.

Health and Enrollment fairs were conducted at the end of the month to provide families the opportunity to have health screenings for their children whom they are enrolling and to sign enrollment documents.

Advance diversity, equity, and inclusion:

Orders were placed to purchase materials for children that will enrich and increase diverse representation in our classrooms.

Strengthen community engagement:

Our program partnered with East County Community Health and Providence to provide free Pfizer COVID-19 vaccines at our annual Health and Enrollment fairs.

Increase excellence in operations:

A "Weekly Admin Updates" email was started this month were important topics that impact our program, important reminders, and positive weekly highlights are communicated to all CDFS staff. The email goes out to all staff every Friday.



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: 53

(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: 168

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

Waitlist 82

Child Care Partnerships Funded Enrollment: 83

Child Care Partnerships Actual Enrollment: 50

Waitlist: 1



Kelly Place	72%												72%
Knott													
Lincoln Park													
Mt. Hood													
North Powellhurst													
Rockwood 181													
Rockwood Stark													
Russellville	68%												68%
Sunrise													
Troutdale													
Program ADA	78%												73%

Average Daily Attendance for Early Head Start

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Division													
Earl Boyles													
Early Childhood Center	87%												87%
Gethsemane (2 EHS, 6 BP)	93%												93%
Hazelwood	88%												88%
Rockwood Stark	79%												79%
Russellville													
Troutdale													
Willow Tree	92%												92%
Program ADA	78%												78%



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													
Discovery Garden Child Care	57%												57%
Gresham High School													
KinderCare	80%												80%
Little Friend's Day School	79%												79%
Love Bugs	70%												70%
Love Bugs Too	64%												64%
Melody's Munchkins	83%												83%
Pixie Child Care	65%												65%
Reynolds Learning Academy													
Program ADA	73%												73%



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)

The Head Start Financial Report will be provided on a quarterly basis. The Financial Report for August, September and October will be provided in the November report.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.1f

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

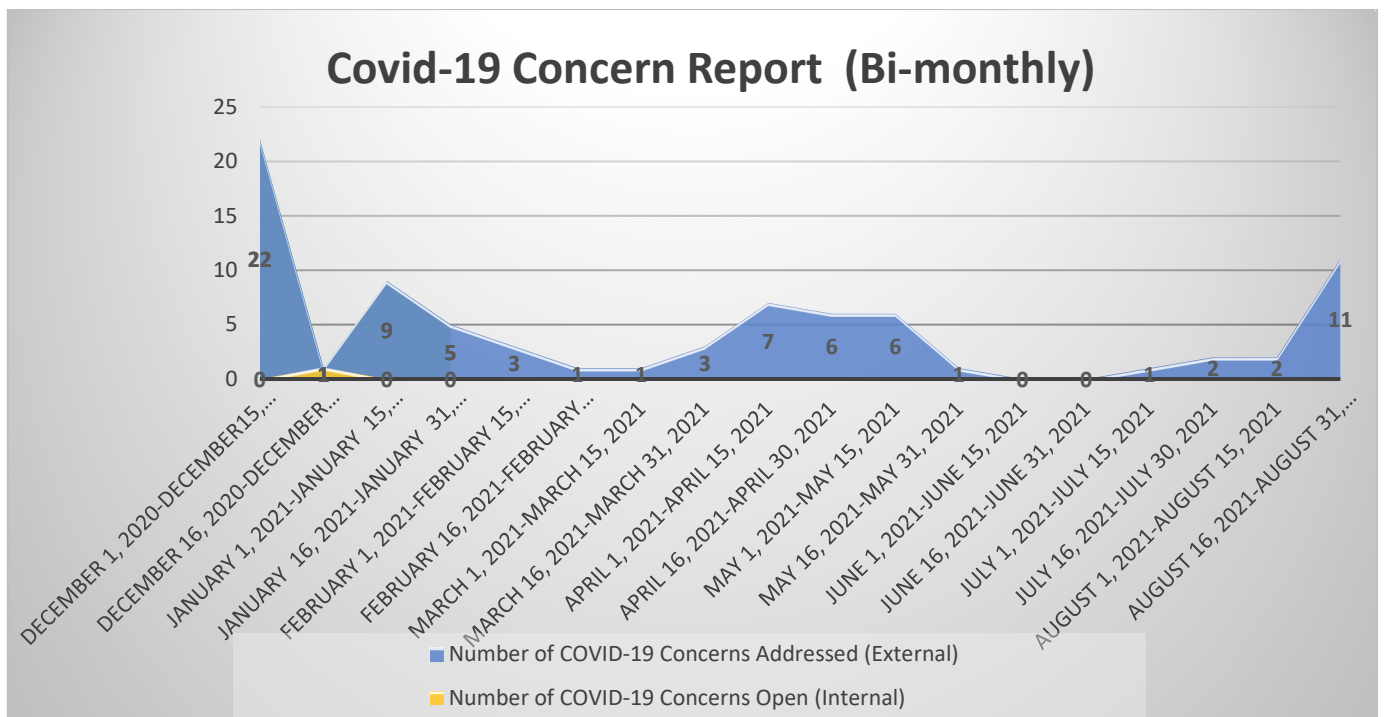
SUBJECT: COVID-19 ACTIVITY REPORT

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 30, 2021	0	0	0
July 1, 2021-July 15, 2021	1	1	0
July 16, 2021-July 31, 2021	2	2	0
August 1, 2021-August 15, 2021	2	2	0
August 16, 2021-August 31, 2021	11	11	2



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: *September 15, 2021*

ITEM TITLE: **4.1g**

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

SUBJECT: ACCEPTANCE AND EXPENDITURE OF PROJECTS FUNDED IN WHOLE OR PARTIALLY BY NON-DISTRICT FUNDS

WHEREAS board resolution, dated October 26, 1972 authorizes the clerk of the district, or deputy clerk of the district, to report and present to the board of education for formal recognition, at least quarterly, all new agreement of contracts for state and federal funds or funds of their agencies for educational purposes, unless such action is specifically contrary to the terms of the grant agreement.

BE IT RESOLVED that the Board of Education of Mt. Hood Community College District hereby authorizes the acceptance and expenditures of funds for the following state and federal projects.

Administrative Costs	\$1,000,000
<i>Funds to administer grant programs and to account for the administrative allowance moneys of the grant programs. (Other)</i>	
Adult Basic Education, Teaching Skills that Matter	762,212
<i>Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)</i>	
Childcare Resource & Referral ODE Early Learning	7,599
Childcare Resource & Referral Program Income	50,000
Childcare Resource & Referral Student Success	385,000
<i>Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)</i>	



Head Start, State Start-Up Funds	53,896
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
Workforce Connections, Gateway to College	180,000
Workforce Connections, Health Careers NW	46,395
Workforce Connections, PDX Bridge	528,768
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, Other)</i>	
Total	\$3,013,870



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.2

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: BOARD GOALS FOR 2021-2022

**Mt. Hood Community College
Board of Education**



**Board Goals
2021-2022**

1. Increase Community Outreach, Engagement, and Advocacy

Review, revitalize and implement the prior community engagement plan to increase board community engagement, track community engagement activities, and set targets for accountability.

2. Review Board Policies and Bylaws

Review and update the board bylaws consistent with Oregon Community College Association model board language, and review all board policy language put forth using an equity lens.

3. Improve Operational Efficiency

Establish and implement a plan for how the board will do its work to improve organization and functioning of the board, with attention to the board role to support student success, use of equity lens, and financial stewardship.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 15, 2021*

ITEM TITLE: 4.3

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: BOARD GUIDING PRINCIPLES AND AGREEMENTS

**Mt. Hood Community College
Board of Education**



**Guiding Principles and Agreements
2021-2022**

While the board and president are guided by governing documents, we also subscribe to the following guiding principles in our work.

1. The board and the president commit to:

- a) Attending meetings, work sessions and retreats
- b) Being prepared for meetings, work sessions, and retreats
- c) Being informed on issues under consideration
- d) Being engaged in board activities and discussions
- e) Assessing our performance
- f) Continuous learning and continuous improvement
- g) Focusing on student success
- h) Listening to and engaging stakeholders and constituents, and meeting them where they are
- i) Seeking clarity in our work
- j) Building trust
- k) Being transparent and inclusive in our decision-making
- l) Respecting others
- m) Collaborating and working as a team
- n) No surprises

2. The board members commit to:

- a) Supporting the work of the president
- b) Maintaining a focus on policy, not operations
- c) Acting as a unit, and standing together after a decision is made
- d) Sending complaints about the president to the board chair
- e) Sending complaints and information requests about the college to the president and board chair

3. The president commits to:

- a) Supporting the work of the board
- b) Sending relevant board information to all board members
- c) Standing with the board after a decision is made
- d) Sharing concerns/complaints about board members with the board chair