



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

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

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/95897517058?pwd=Wm9nN1dQV2paOWFnSnM3OEU3THpYUT09>

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

Webinar ID: 958 9751 7058

Passcode: 973387

AGENDA SESSION 1048

- | | | | |
|----------------|------------|---|------------|
| 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 right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you are joining by phone, please press *9 to raise your hand. 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> | |
| 6:45 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Annual Foundation Report | Al Sigala |
| 7:15 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Work Session 1045, October 6, 2021 | |
| | | b) Minutes – Regular Board Session 1046, October 20, 2021 | |
| | | c) Monthly Personnel Report | |
| | | d) Monthly Financial Report | |
| | | e) Monthly Head Start Report | |
| | | f) COVID-19 Activity Report | |
| | | g) Approval to Increase Goods and/or Services Contracts
in Excess of \$150,000 | |
| | | h) CDFS Program One-Time Retention Payment Policy | |



4.2 OSBA 2021 Elections

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
- Administrative Services
- Development & District Communications

6.4 President's Report

8:30 pm **7.0** **ADJOURNMENT**

The next regular board meeting is scheduled for December 15, 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
503-491-7211
Lisa.Skari@mhcc.edu

November 17, 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 November 2021

The season of thanks is upon us, and I find so many things to appreciate this year. I am thankful for the continued commitment of the Board of Education in support of the college's work to provide equitable educational opportunities to our district, and I am thankful for the incredible faculty, staff, managers, and confidential employees who give their best in support of our students. Lastly, I am grateful to our students who trust us with their educational dreams, and allow us to be part of their journey. I am also thankful for the opportunities afforded to make positive strides for community colleges, in Oregon and across the United States.

At the state level, in addition to the work I am doing with the Higher Education Coordinating Commission (HECC) Funding and Achievement Sub-committee, I am also serving on the Oregon Community College Association (OCCA) Communications and Marketing Advisory Workgroup. This workgroup will help guide OCCA's work to develop a strategic communications plan for the upcoming session and beyond. Mt. Hood Community College (MHCC) is well represented on this workgroup, as Director Mattson is also a member through her role on the OCCA Board.

On the federal level, I serve on the American Association of Community Colleges (AACC) Commission on Public Relations, Advocacy, and Advancement. At the fall commission meeting in early November, the focus was on the ongoing enrollment challenges, the impacts of federal budget decisions, and our continuing struggle to help policymakers understand what it is we do. As we work to strengthen local communities, the growing anti-critical race theory sentiment is threatening our missions. In our discussion with Scott Jaesich, co-founder and editor of *Inside Higher Ed*, he offered a sobering assessment of where we are as an industry sector based on his

research and reporting on higher education. “You are losing the race. Neither the policy makers or the public values what you do.” How we best counter this perspective and offer a different narrative is work the commission will continue to do.

Annual goal update

COVID response

The Reopening Advisory Committee continues to meet with good attendance and participation. A subcommittee reported that eleven students applied for the vaccine incentive, and they expect more applications after eligible staff and students receive their second dose. With the return of rain and cooler temperatures, another subcommittee is working to identify additional indoor spaces for students between classes. The group identified the Vista as an ideal location and is working on a reopening proposal to ensure the safety of students and the college’s property. Dr. McQuarters reported on what is going well in instruction this term and will provide a week six update to the next meeting. The committee is planning a survey for those on campus to ensure we meet needs and monitor changes since the previous survey was done in August.

Strategic planning

MIG continues to work with the Project Management Committee (PMC) on collecting data. Student and staff surveys were open for several weeks and closed on November 7, 2021. The focus group phase takes place over the next few weeks with both internal and external stakeholder groups, including students. All this data will be fed into the Charrette scheduled for December 3, 2021. To stay current, please review updates included in the News and Notes.

Accreditation

We are currently awaiting the official report from the Fall 2021 Ad Hoc evaluation and visit on October 12, 2021. Campus participants report the meetings went well and we were able to demonstrate progress on assessment. The Northwest Commission on Colleges and Universities (NWCCU) will take formal action on the recommendation at their January 2022 meeting.

Diverse workforce

In order to track our progress on increasing the diversity of our workforce, we established our baseline data for 2021. Currently, we track age, gender, and race (see attached report). Each October we will pull this data and share with campus. The goal will be for us to develop initiatives to impact the data, and assess activities to better understand which strategies are successful in increasing diversity.

In closing, I wish you a wonderful and relaxing Thanksgiving holiday. I look forward to our start of the policy review work next month and the completion of our fall term. I remain hopeful that better days are ahead, with a weakening of the virus and a stabilization of our community.

Community/Educational Presentations and Selected Outreach Activities

- Oct 4 Meeting with Director Speer*
- Oct 5 Oregon Presidents' Council (OPC) Community College Support Fund (CCFS) sub-committee meeting*
- Oct 5 Meeting with Dr. Howard, President, Chemeketa Community College*
- Oct 6 Higher Education Coordinating Commission Funding and Achievement Subcommittee meeting*
- Oct 6 Rotary Club of Gresham meeting*
- Oct 6 MHCC Board of Education work session*
- Oct 7 OPC October meeting*
- Oct 8 Portland Metro Workforce Development Board meeting*
- Oct 8 Oregon Community College Association (OCCA) Board meeting*
- Oct 11 MHCC Indigenous Peoples Day with Rep. Tawna Sanchez*
- Oct 12 Meeting with Dr. Kemper Pelle, President, Rogue Community College*
- Oct 12 Meeting with James Hiu, Interim Superintendent, Gresham-Barlow School District*
- Oct 13-16 Association of Community College Trustees (ACCT) Leadership Congress*
- Oct 15 Presentation at the Adult Basic Skills Virtual Conference, with Marc Goldberg and MHCC student Bakr Alkarawi*
- Oct 18 Meeting with Dr. Gutierrez, President, Klamath Community College*
- Oct 19 Meeting with Directors Mattson and Speer*
- Oct 19 Rotary Club of Gresham Board meeting*
- Oct 19 All Hands Raised Partnership Council meeting*
- Oct 20 MHCC LGBTQ2IA+ Gathering*
- Oct 20 Meeting with James Owens, Interim Superintendent, Centennial School District*
- Oct 20 Oregon Presidents' Council (OPC) Community College Support Fund (CCFS) sub-committee meeting*
- Oct 20 MHCC Board of Education meeting*
- Oct 21 Meeting with Director Mattson*
- Oct 25 Council for Advancement and Support of Education (CASE) Community College Advisory Committee meeting*
- Oct 25 Meeting with Dr. Howard, President, Chemeketa Community College and Donna Lewelling, Director, Office of Community Colleges and Workforce Development (CCWD)*
- Oct 27 MHCC Foundation Board meeting*
- Oct 27 Meeting with Director Lewis*
- Oct 28 Greater Gresham Chamber of Commerce Board meeting*
- Oct 28 Cascade Locks Joint Work Group for Economic Development meeting*
- Oct 29 Meeting with Director Noriega*
- Oct 29 Meeting with Dr. Cook, President, Clackamas Community College, and Dr. Percy, President, Portland State University*

Select Media Mentions

4 ways your managers can help combat employee burnout

<https://hrexecutive.com/4-ways-your-managers-can-help-combat-employee-burnout/>

Mt. Hood Community College receives national equity award

<https://www.opb.org/article/2021/10/20/mt-hood-community-college-national-charles-kennedy-equity-award-winners/>

PDX Area Colleges Helping House Students Who Can't Afford It

<https://patch.com/oregon/portland/pdx-area-colleges-helping-house-students-who-cant-afford-it>

Portland State opens homeless shelter for its students

<https://www.oregonlive.com/portland/2021/10/portland-state-opens-homeless-shelter-for-its-students.html>

Council appoints parks advisory group

https://pamplinmedia.com/go/42-news/526130-420082-council-appoints-parks-advisory-group?wallit_nosession=1

Former student sues Mt. Hood Community College, professor she alleges groped her

<https://www.oregonlive.com/pacific-northwest-news/2021/10/former-student-sues-mt-hood-community-college-professor-she-alleges-groped-her.html>

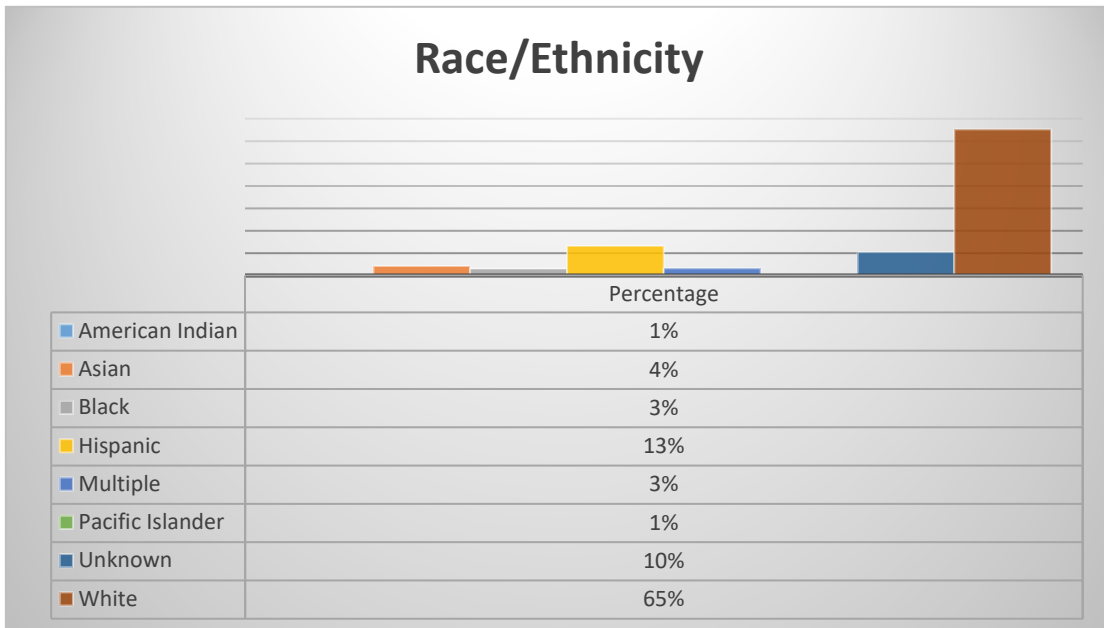
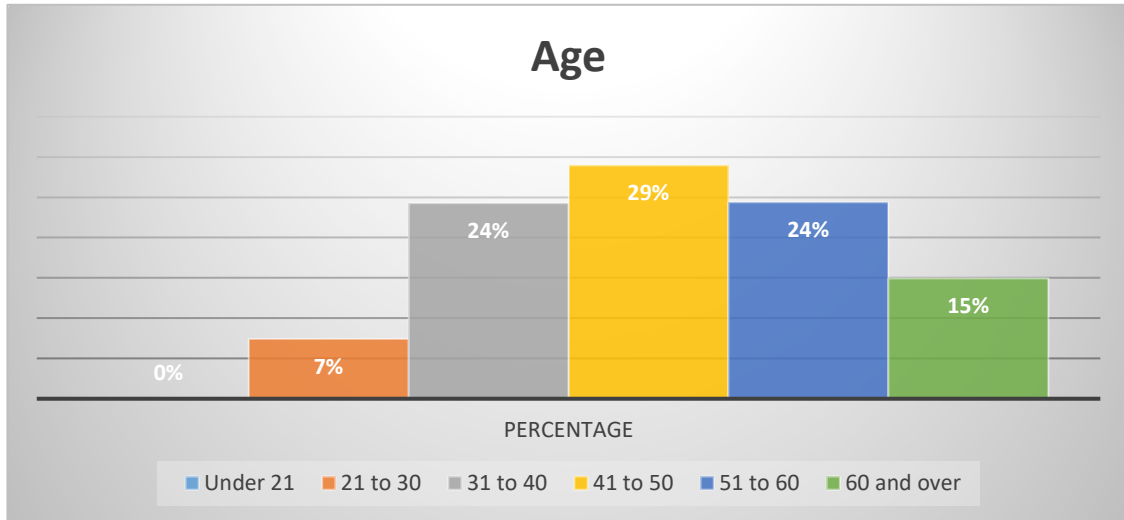
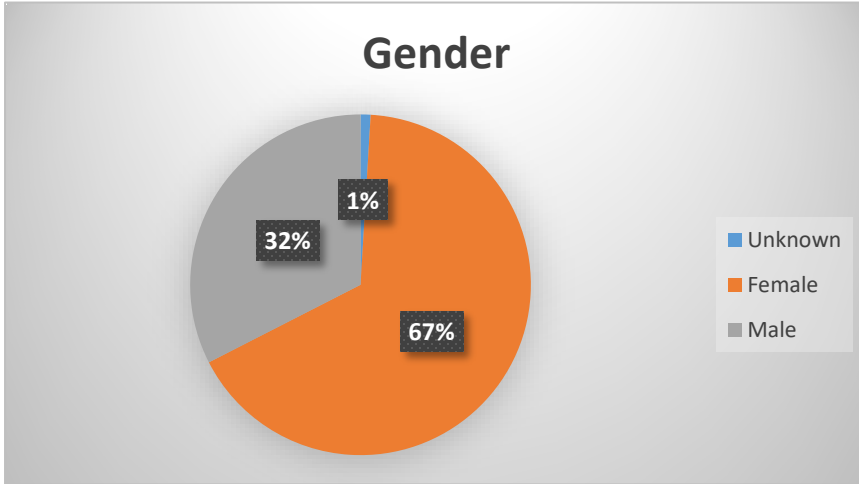
MHCC Wins National Equity Award

<https://pamplinmedia.com/go/42-news/526460-416695-mhcc-wins-national-equity-award->

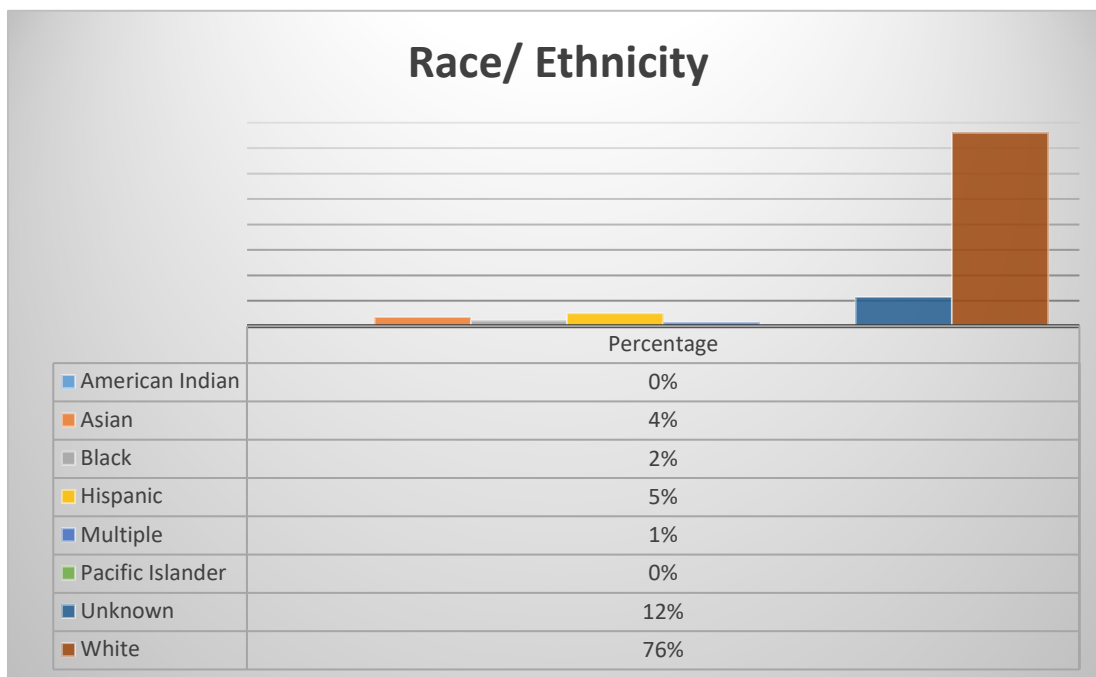
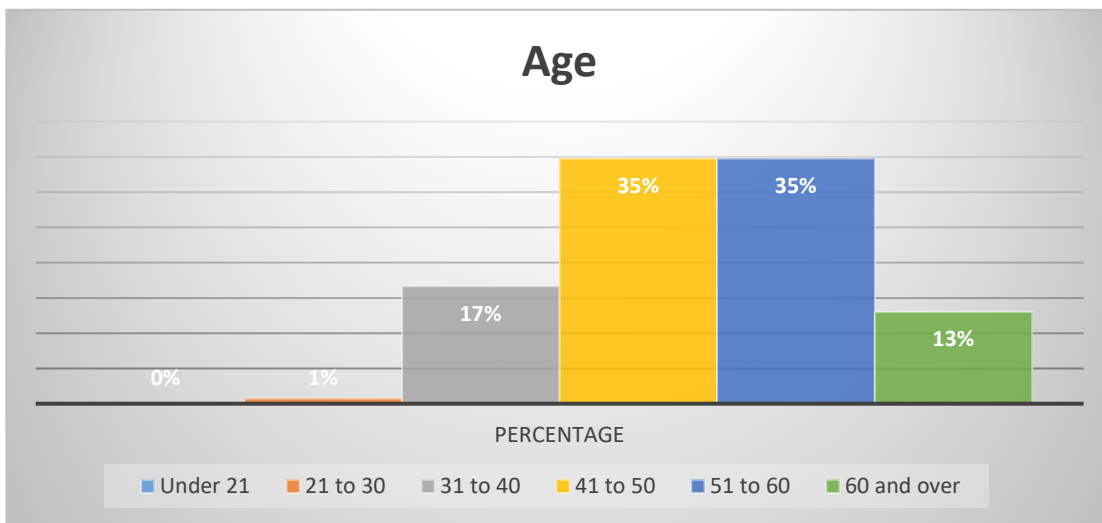
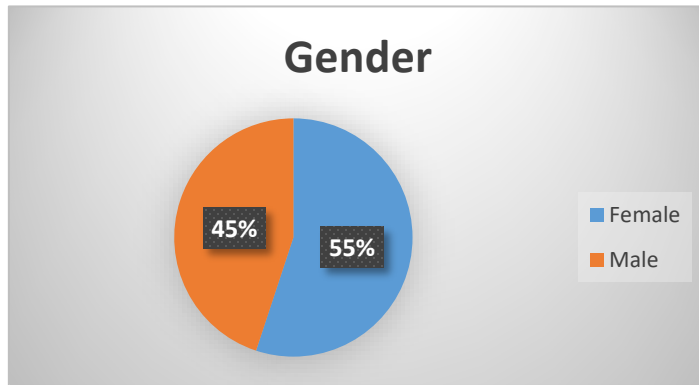
Pilot program on student homelessness expands

<https://pamplinmedia.com/go/42-news/526457-420607-pilot-program-on-student-homelessness-expands>

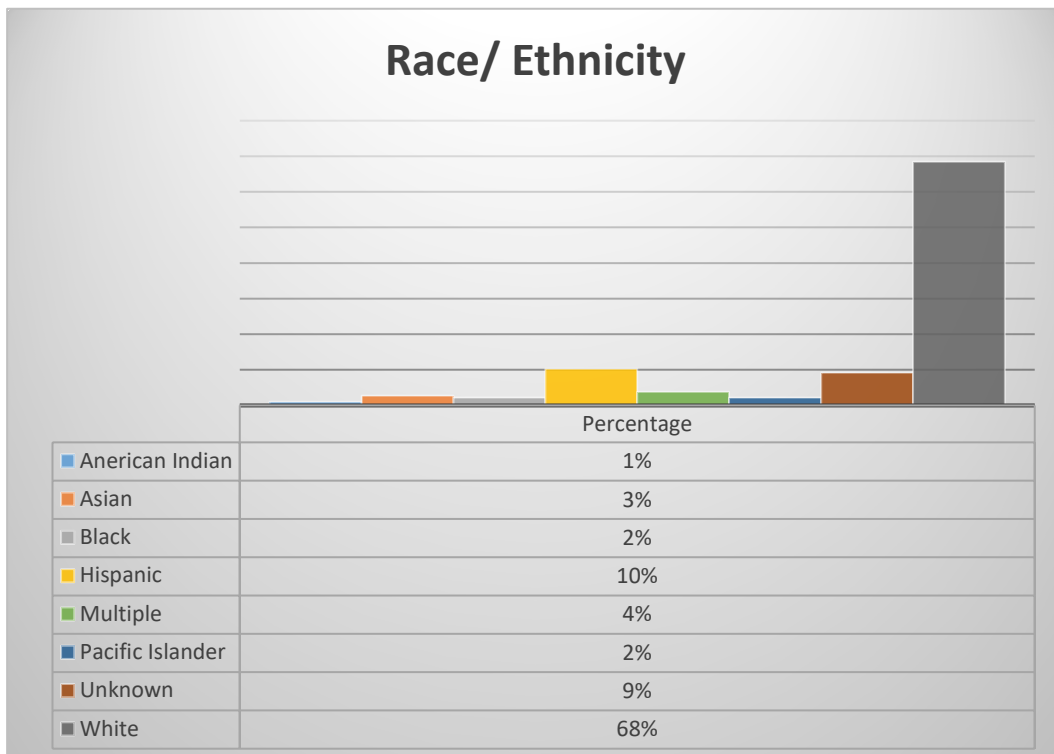
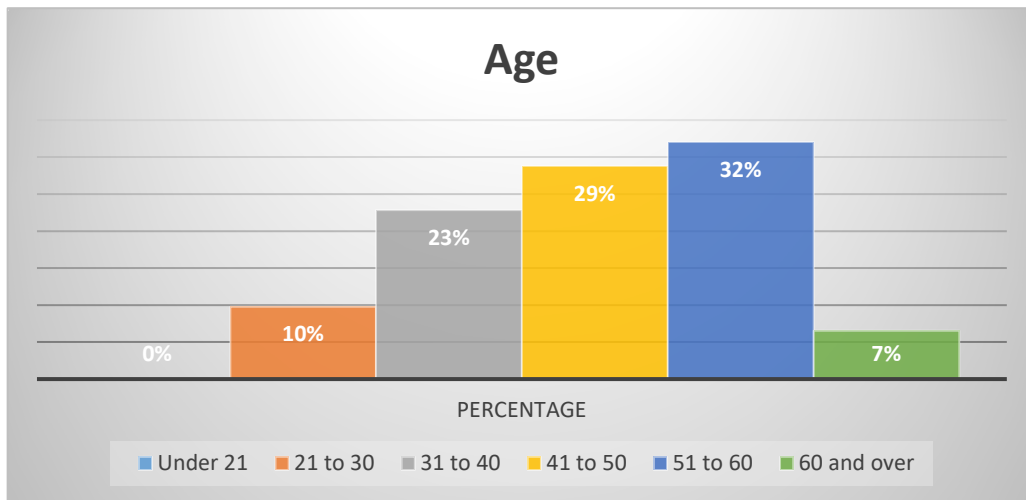
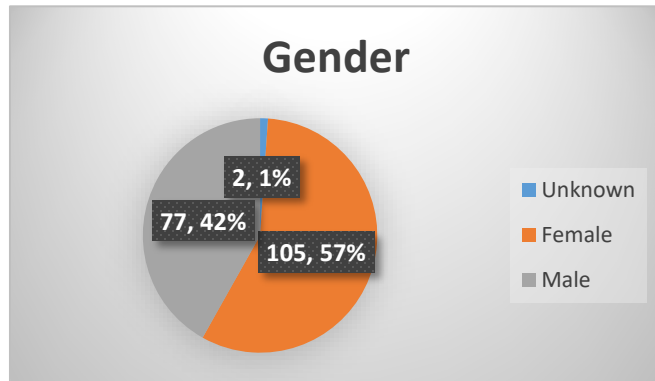
Current Demographic Breakdown of All MHCC Employees



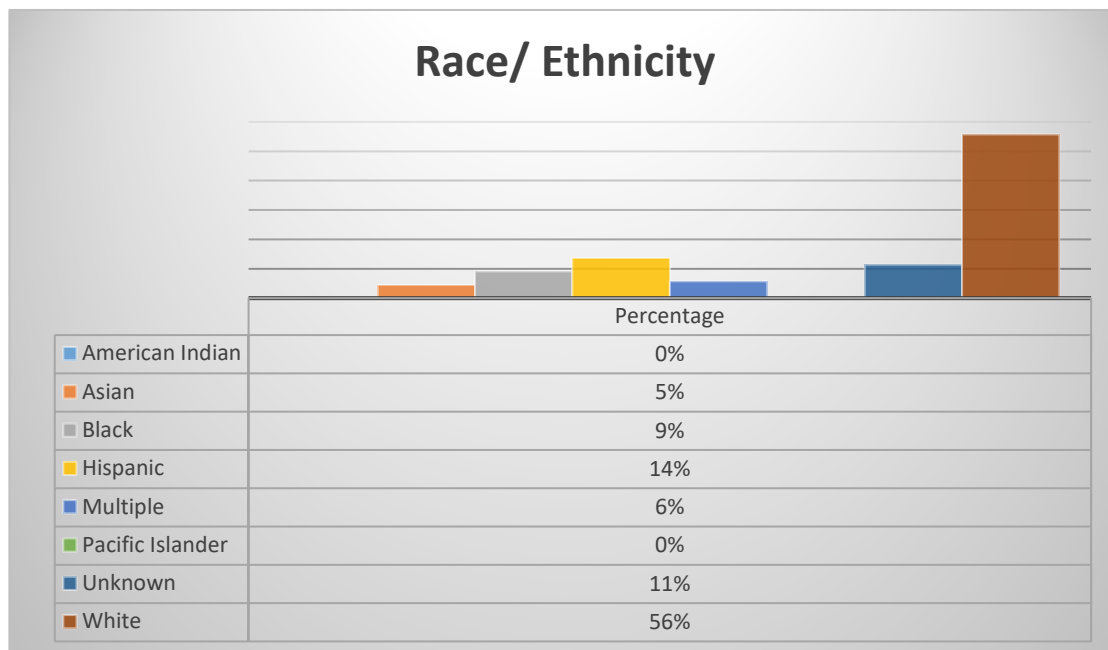
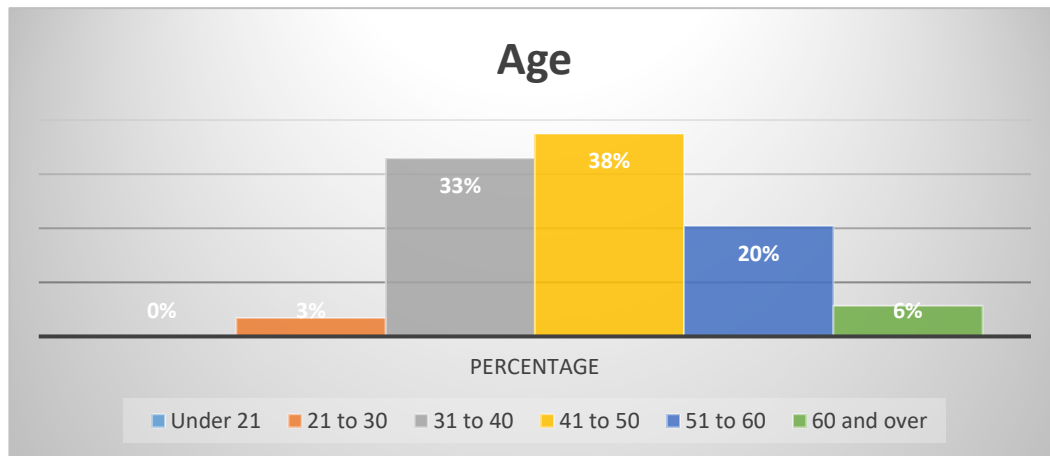
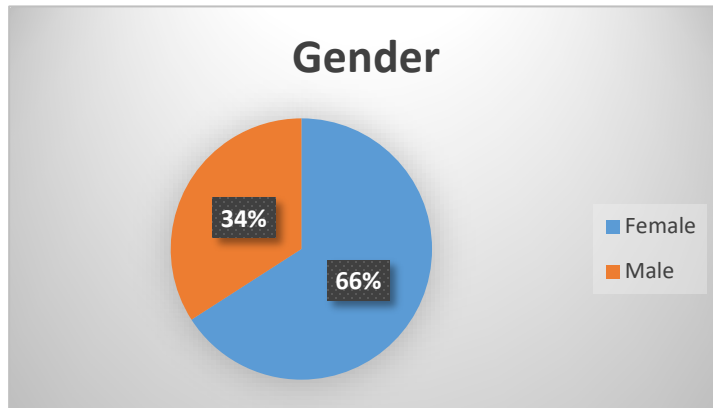
Current Demographic Breakdown Full-Time Faculty



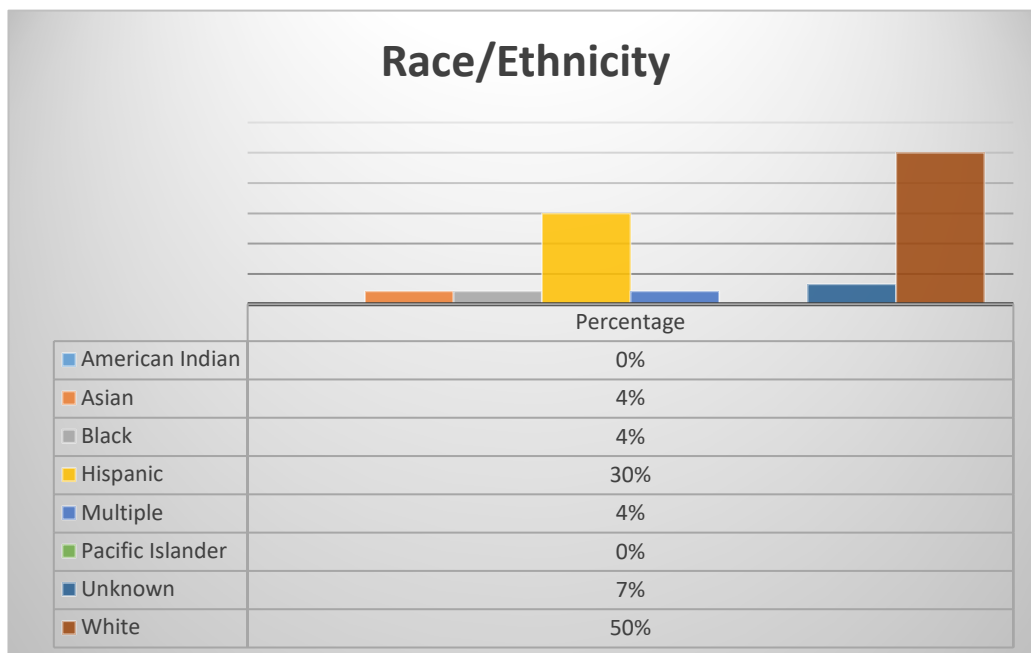
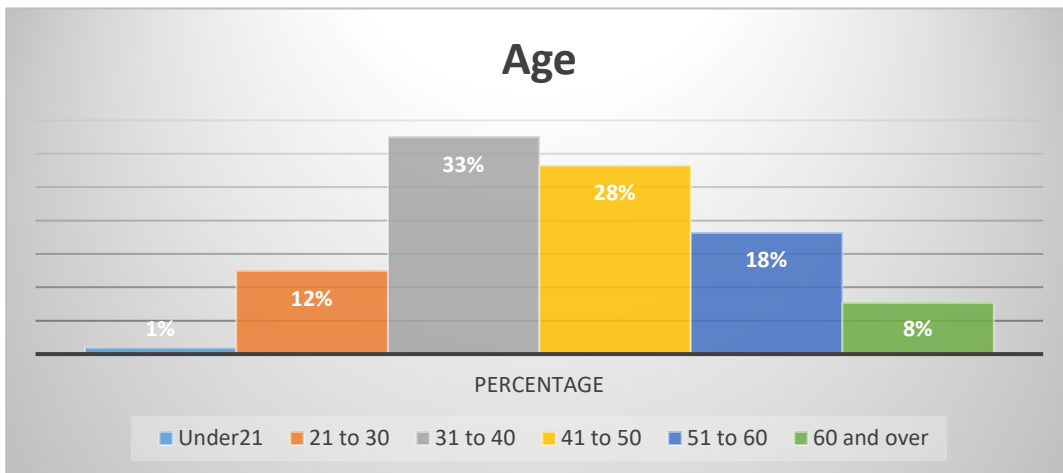
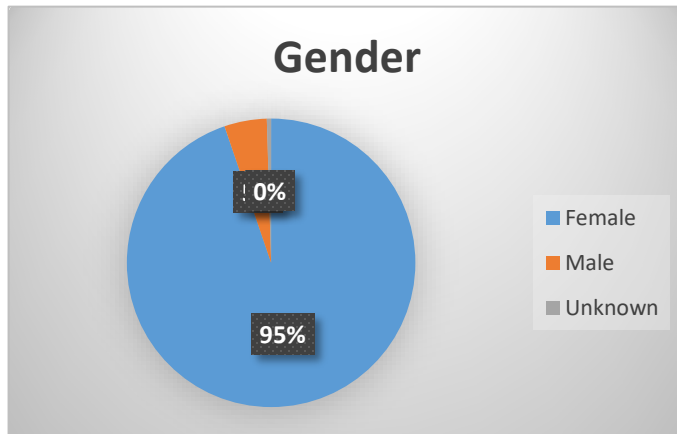
Current Demographic Breakdown Classified



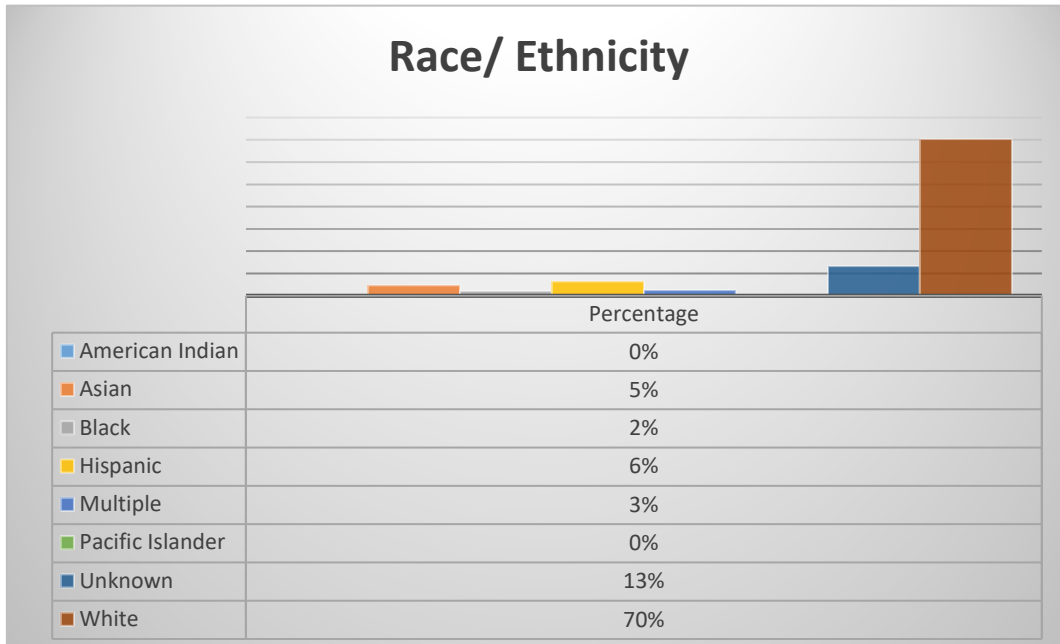
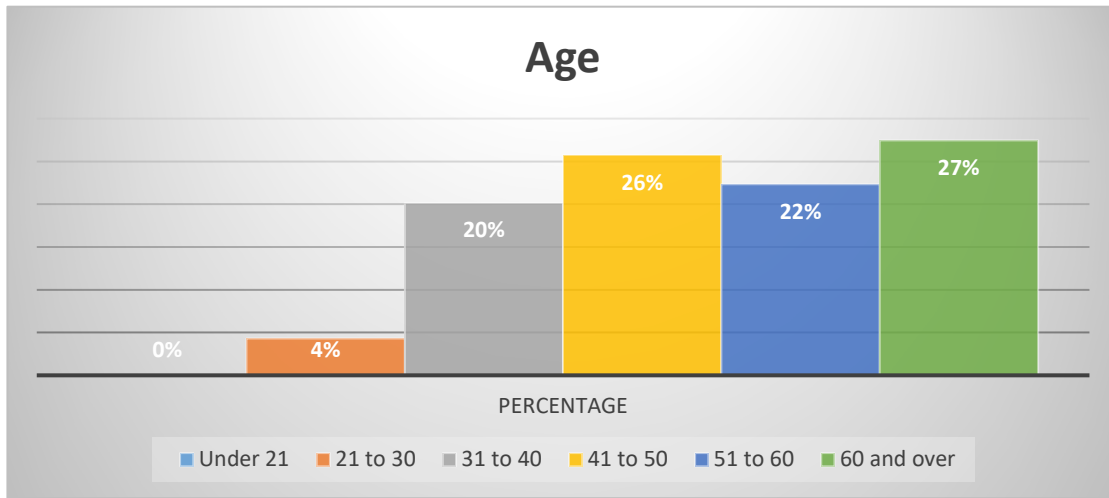
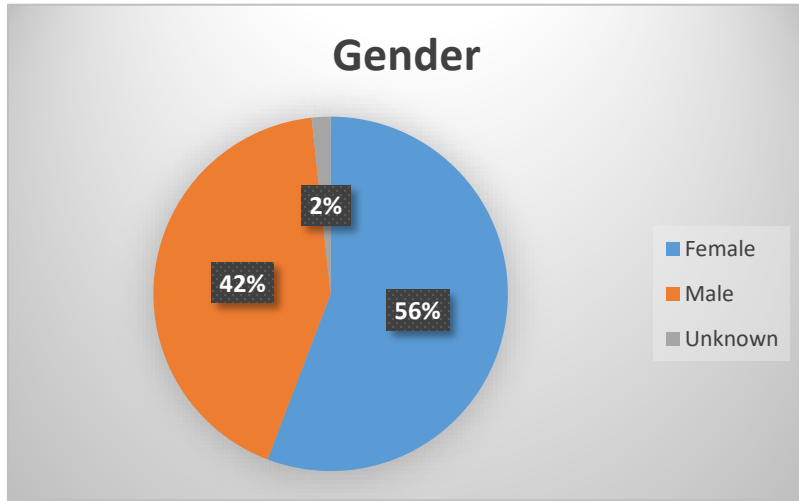
Current Demographic Breakdown Management/ Confidential



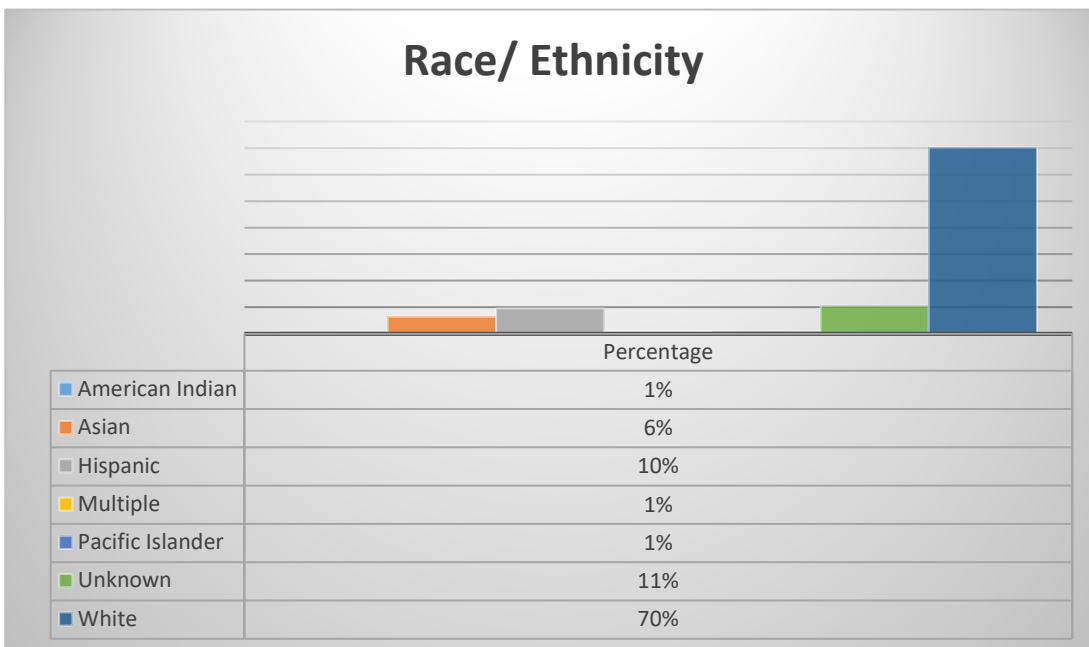
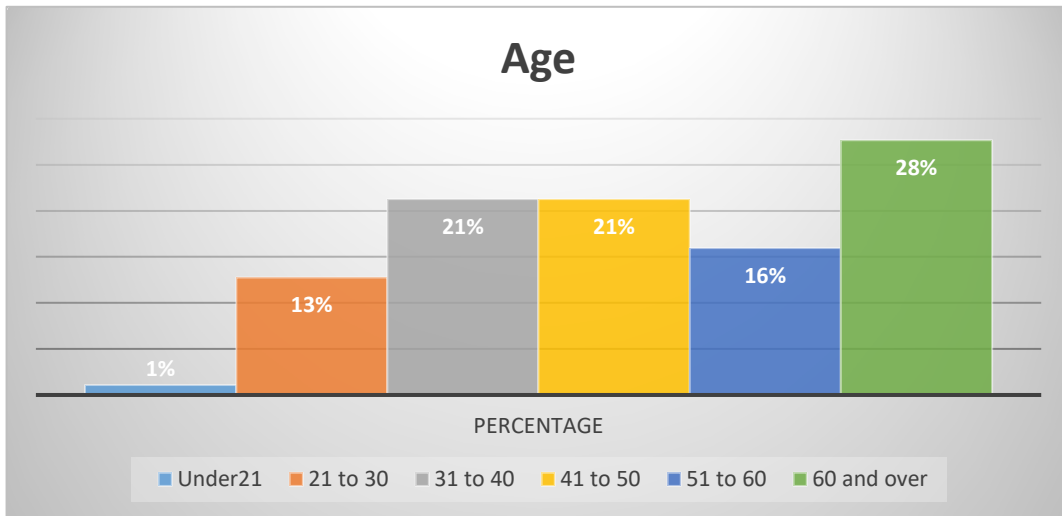
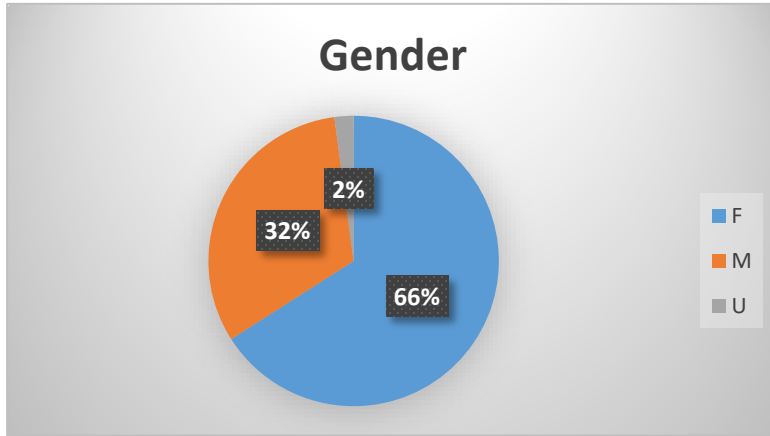
Current Demographic Breakdown HeadStart and CCRR Full-time employees



Current Demographic Breakdown Part-time Faculty and Tutors



Current Demographic Breakdown Part-time Hourly





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – October 6, 2021

Session 1045

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

1.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president of Finance & Administration, and chair of the Reopening Advisory Committee, Marilyn Pitts, PTFA president, member of Reopening Advisory Committee, and the Incentivizing Vaccinations Sub-Committee.

Andrew Speer called the work session to order at 6:07 p.m.

2.0 BUSINESS

2.1 Community Engagement Committee

Andrew Speer provided a summary of the board's previous efforts regarding community engagement, and led a discussion about the board's goal to re-engage with community groups and expand the scope of community engagement efforts in each board member zone. Board members discussed outreach efforts of engaging with local city councils, governmental committees, chambers of commerce, K-12 school boards and district superintendents, and other community groups in Clackamas and Multnomah County. Speer referenced the presentations he and Dr. Skari provided to the City of Wood Village and City of Troutdale last year, and suggested similar presentations could be made this year to the City of Gresham, City of Sandy, City of Fairview, Maywood Park, and representatives from Portland City Council.

The Community Engagement Committee will focus efforts to broaden board member engagement and increase community engagement efforts this year as follows:



- Identify community partners for board members to engage with, especially board members who are serving in at-large zones
- Prioritize community organizations and cities to engage with
- Determine where to focus – create actionable items (talking points) to prioritize for this year
- Establish goals for the committee to bring back to the entire board

2.2 Board Policy Review Plan

Lisa Skari provided a PowerPoint presentation highlighting the board policy review plan. She provided background information about the board policy review and what it will include, and a recommendation for the board policy review process and cycle, which includes both the conversion year during 2021-22 and the annual review cycle starting in 2022-23. A copy of the PowerPoint presentation is attached to the minutes.

2.3 Board Request from Reopening Advisory Committee

Jennifer DeMent provided an overview of the Reopening Advisory Committee, which is comprised of faculty, staff, and students, and shared the committee's goal, which is to convene open conversations seeking leadership, advice, and input from all stakeholders as activities are expanded on campus in a safe manner. She stated one of the Centers for Disease Control and Prevention's key prevention strategies for campuses without a vaccine mandate is to offer and promote vaccinations, so the RAC created the Incentivizing Vaccinations Sub-Committee for this work. Marilyn Pitts provided a PowerPoint presentation about the work of the sub-committee, and invited board members to participate in this work. A copy of the PowerPoint presentation is attached to the minutes.

2.4 Other Business

There was no other business.

3.0 ADJOURNMENT

The work session was adjourned at 7:27 pm.

Clerk

Board Chair

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

Policy Review

2021-2022 Academic Year



Background

2016 – The Board of Education hired OSBA to review policies

2019 – The Board of Education conducted a review of the Board By-laws

2020 – MHCC joined the OCCA Policy Program

2021 – The Board of Education and MHCC launch
policy review process



What Are We Doing?

- Formalize our current policy review process
 1. Review of current Board policy and administrative regulations
 2. Establish review schedule
 3. Document review process
- Transition to a system with continuous updates
 1. Updates current state and federal law
 2. Provides legal review
- Goal: >75% of policies and ARs converted by June 2022



Why Are We Doing This?

- It is the Board of Education's primary work
- Guides decision-making
- Enhance communication and transparency
- Legal and Accreditation compliance
- Timely



Definition

Policy

Statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

- Characteristics:
 - Broad implications across campus
 - Expressed intentions to the President and employees in matters of decision-making and/or specific actions
 - Concise and brief language
 - Does not give direction
 - Does not set measurable outcomes
 - Approved by the Board of Education

- College develops administrative regulations (ARs) to carry out Board policy, assigns operational requirements, standards, and processes



Recommended Policy Review Cycle

Chapter 1 Entity Title Mission	Chapter 2 Board of Education	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business & Fiscal Affairs	Chapter 7 Human Resources	Future Accreditation Site Visit Dates
2 BPs 0 ARs	36 BPs 16 ARs	31 BPs 35 ARs	20 BPs 34 ARs	24 BPs 33 ARs	21 BPs 35 ARs	26 BPs 50 ARs	
ON-GOING REVIEWS/REVISIONS TO ENSURE LEGAL COMPLIANCE Legal Updates as disseminated by the OCCA							
2021-22 (conversion year)							
2022-23	2023-24	2024-25	2025-26	2026-27	2023-Yr7 2026-mid-cycle 2030-Yr7		
2027-28	2028-29	2029-30	2030-31	2031-32			

In total:
≈ 160 policies



Board Discussion

Recommendation

- Cycle
 1. 2021-22 conversion year
 2. 2022-23 start review cycle



Recommended Policy Review Process



* If suggested revisions are significant, the draft will return to the previous step in the process



Board Discussion

Recommendation

- Process

1. Mirror Administrative Regulation process
2. Capitalize on governance structure
3. Use 1st (work session) and 2nd reading (regular session)
4. Target December start date
 ≈ 30 per month



An Invitation to Participate

FROM THE INCENTIVIZING VACCINATIONS SUB-COMMITTEE

New York Times article

“MEET THE FOUR KINDS OF PEOPLE HOLDING US BACK FROM FULL VACCINATION,” WHICH WAS DATED MAY 18, 2021.

FOUR KINDS OF PEOPLE:
WATCHFUL, COST-ANXIOUS, SYSTEM DISTRUSTERS, AND COVID SKEPTICS

[HTTPS://WWW.NYTIMES.COM/INTERACTIVE/2021/05/18/OPINION/COVID-19-VACCINE-HESITANCY.HTML](https://www.nytimes.com/interactive/2021/05/18/opinion/covid-19-vaccine-hesitancy.html)

Board Members: Potential Influencers

BOARD MEMBERS COULD HAVE AN IMPACT ON INDIVIDUALS IN THE *WATCHFUL CATEGORY*, WHO ARE BOTH CURRENT AND FUTURE MHCC EMPLOYEES AND STUDENTS.

ACCORDING TO THE NEW YORK TIMES ARTICLE, THESE INDIVIDUALS COULD BE IMPACTED BY PEOPLE THEY RESPECT WHO SHOW THEIR VACCINATION STATUS WITH PRIDE – WHETHER THAT'S ONLINE OR OFFLINE.

Some ideas for how board members could impact the unvaccinated within the watchful category

IF NOT CURRENTLY VACCINATED, GET VACCINATED. THEN, SHARE THAT INFORMATION ON SOCIAL MEDIA AND MHCC'S WEBSITE.

SPEAK UP ABOUT WHY IT WAS IMPORTANT TO GET VACCINATED AND ENCOURAGE OTHERS TO GET VACCINATED – ON SOCIAL MEDIA OR AT COMMUNITY MEETINGS WHERE YOU ARE REPRESENTING MHCC.

IDENTIFY 3 – 5 “INFLUENCERS” IN YOUR MHCC DISTRICT. ASK THEM TO SPEAK IN SUPPORT OF GETTING VACCINATED + REACH OUT TO 3 – 5 INFLUENCERS WHO COULD REPEAT THIS PROCESS.

GO TO A VACCINATION CLINIC IN YOUR DISTRICT; INTRODUCE YOURSELF; AND THANK PEOPLE FOR GETTING VACCINATED.

AT EACH MHCC BOARD MEETING, REPORT ON YOUR VACCINATION OUTREACH EFFORTS.

Some Resources

OREGON HEALTH AUTHORITY'S COVID-19 WEBPAGE:

[HTTPS://GOVSTATUS.EGOV.COM/OR-OHA-COVID-19?GCLID=CJWKCAJWYVAJBHBPEIWA8D38VEQJP7-TPXIYDIUFALIAZUKRGSWU3QZCGGP7DFV2JYTSFRETP_ORFXOCJE4QAVD_BWE](https://govstatus.egov.com/OR-OHA-COVID-19?GCLID=CJWKCAJWYVAJBHBPEIWA8D38VEQJP7-TPXIYDIUFALIAZUKRGSWU3QZCGGP7DFV2JYTSFRETP_ORFXOCJE4QAVD_BWE)

THIS DOCUMENT HAS AN FAQ AS WELL AS NEWS RELEASES AND THE COVID DASHBOARD, WHICH INCLUDES DATA BY ETHNIC GROUP AND COUNTIES.

MULTNOMAH COUNTY'S UPCOMING VACCINATION CLINICS:

[HTTPS://WWW.MULTCO.US/NOVEL-CORONAVIRUS-COVID-19/UPCOMING-COVID-19-VACCINATION-CLINICS](https://www.multco.us/novel-coronavirus-covid-19/upcoming-covid-19-vaccination-clinics)

A REGIONAL (MULTNOMAH, CLACKAMAS, & WASHINGTON COUNTIES)

COVID DASHBOARD: [HTTPS://WWW.MULTCO.US/NOVEL-CORONAVIRUS-COVID-19/REGIONAL-COVID-19-DATA-DASHBOARD](https://www.multco.us/novel-coronavirus-covid-19/regional-covid-19-data-dashboard)

THE CDC'S BENEFITS OF GETTING A COVID-19 VACCINE WEBPAGE:

[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/VACCINES/VACCINE-BENEFITS.HTML](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html)

Your participation

WE APPRECIATE ALL THE WORK THE BOARD IS ALREADY DOING ON BEHALF OF MHCC'S STUDENTS AND EMPLOYEES.

WE ARE INVITING BOARD MEMBERS TO PARTNER WITH US IN OUR EFFORTS TO GET MORE STUDENTS AND EMPLOYEES VACCINATED.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – October 20, 2021

Session 1046

A meeting of the Mt. Hood Community College District Board of Education was held on October 20, 2021, with a Regular Board Meeting at 6:30 pm, and a board work session at 7:00 pm, both held via Zoom meeting.

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

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

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

Mattson called the meeting to order at 6:33 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 Janine Shockley and Graham Phillips regarding the CEA MOU agreement. There were written comments regarding the CEA MOU agreement provided by Chrissy Horne, Amy Salsbery, Cherilyn Nederhiser, Nikki Barone, Lance Kludt, Holly Wheeler, Amy Sievert, Graham Phillips, Janine Shockley.



3.0 REPORTS

3.1 Presidential Evaluation

Annette Mattson shared that the presidential evaluation has been completed.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1042, September 1, 2021
- b) Minutes – Regular Board Session 1043, September 15, 2021
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Consideration of Selection of Vendor to Upgrade Parking Lot “H”
- h) Resolution to Transfer Budgeted Appropriations

Speer motioned to approve the consent agenda. Polson seconded the motion and it 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) – she shared that four students were awarded book scholarships from the ASG Book Scholarship program. Current ASG members were introduced to students and the community via social media during the week of October 4-8. ASG provided Welcome Back Gift bags filled with school supplies and treats to 38 students who signed up for the gift bags. They hosted a “Connecting with Yourself” workshop on October 12, with a discussion on self-love facilitated by Angela Aguirre. ASG coordinated a Mental Health Week to support and show awareness of World Mental Health Day on October 10. They are planning the Annual Fall Term Club Fair during October 25-28, and will also be hosting a community Halloween event.

6.2 Advisory Representatives

Jeanna Hunt (FTFA) – she shared that the college would not survive without classified staff, and highlighted their impact on campus and programs. She shared several examples of the work done by classified staff during the pandemic. She shared a recent study from October regarding cloth masks and the reduced protection it provides after about 15 minutes, and that it was a sobering study to read. She suggested the college reexamine the mask policy, and encouraged board members to read the study. She provided an update on her respiratory students who served in the hospital with Covid patients.



Christy Weigel (CEA) – she shared that the Classified Employees Association has been attempting to bargain a Covid-related MOA since August 16 for fall term. She thanked Sara, Eliza, Cherilyn, Louise, Chrissy, and Samantha for their dedication, time, and effort during the bargaining process. She shared comments on the importance of the work classified staff do, and listed the many services and programs supported by classified employees at Mt. Hood Community College.

Marilyn Pitts (PTFA) – she just finished writing this term’s PFTA Newsletter and will send a copy to board members. She shared that the newsletter includes a letter about her personal decision to get vaccinated, and she encourages others to do so as well.

6.3 Executive Leadership

John Hamblin (Student Development) – no additional report.

Al McQuarters (Instruction) – no additional report.

Jennifer DeMent (Administrative Services) – no additional report.

Al Sigala (Development & District Communications) – no additional report.

6.4 President’s Report

Lisa Skari provided her President’s Report to the board:

I would like to start off by taking a moment to acknowledge Janine and Graham’s comments and the letters we received from the classified staff. As both sides continue to negotiate the contract, I want to reiterate we do value classified members, just like we value all employees, and look forward to reaching an agreement with the CEA on this current MOA. Now as we know, a picture is worth a thousand words, so I wanted to share with you the new flag that went up this week in celebration of LGBTQ History Month. The photo you are seeing, which is displayed proudly above in the center plaza right by the bookstore, is our new progress flag. The flag integrates the rainbow flag and adds the chevron to represent transgender and communities of color. I want to thank all those who were involved in this great effort, and we are proud to have this and the wonderful color. I would now like to share a video recording from the ACCT Leadership Congress showing the Equity Award Ceremony (a video recording was shown highlighting the award ceremony and presentation of the ACCT 2021 Charles Kennedy Equity Award to MHCC.)

7.0 ADJOURN REGULAR SESSION

Speer motioned to adjourn. Noriega seconded the motion and it passed unanimously. The meeting was adjourned at 7:13 p.m.

8.0 CONVENE BOARD WORK SESSION

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

Additional Attendees: Lisa Skari, president, Daniel Iacofano, MIG President, Sou Garner, MIG Project Manager, Jennifer DeMent, vice president of Finance & Administration, John Hamblin, vice president of Student Development, Al Sigala, vice president of College Advancement, and executive director of



MHCC Foundation, Linda Vigesaa, associate vice president of Information Technology, Traci Simmons, associate vice president of Diversity, Equity, and Inclusion, Travis Brown, associate vice president of Human Resources, Jessica Roberts, associate vice president of Brand, Marketing, and Communications, Sergey Shepelov, associate vice president of Data, Assessment, and Institutional Effectiveness

Mattson called the board work session to order at 7:16 p.m.

9.0 BUSINESS

9.1 MIG Strategic Planning Session with Board

Daniel Iacofano provided an overview of the strategic planning process, and introduced Sou Garner, who presented a PowerPoint presentation on the Strategic Plan Development. The presentation provided an overview of the assets, challenges, and opportunities of the strategic plan project, and included a summary of the data gathered about the district demographics, employment projections over a 10-year period in the Portland Tri-County region, and the five-year enrollment data from the MHCC Fact Book. Garner discussed the strategic plan framework, smart goals and objectives, and the action plan format and schedule. The next steps include sending out a survey for feedback, scheduling focus groups with internal and external stakeholders, holding a second meeting with the Process Management Committee (PMC) on November 15, and an Equity Visioning and Strategic Planning Charrette scheduled on December 3. A copy of the PowerPoint presentation is attached to the minutes.

Iacofano led a discussion with board members to gather feedback on three questions about the strategic planning efforts:

1) How would you define success for the planning effort?

- Concise and clear end product with plain language that everyone can understand
- Forward thinking for where we hope to be in the next five years – what will be different about the institution?
- Vetted and accepted broadly across the campus and in the community
- Inclusive and equity-minded
- Alignment with community, needs, cities and elected officials – agreement between policies and actions from all sides
- Strategy alignment with outcome based goals
- Short-term, mid-term, and long-term goals – in consideration of board changes
- Inspirational – this is important with sense of urgency in a good way
- Include a roll out strategy – process, messaging, communications
- Focused on student success
- Action steps and is implementable
- Sustainable and grounded – can carry us forward
- Clear data and metrics to track progress and hold accountable



2) What do you perceive as the greatest issues and challenges associated with developing the Mt. Hood College Strategic Plan?

Issues

- Lack of participation
- Lack of trust – need to build trust, top/down
- Reconciliation of negative past experiences with the plans to move forward today
- Engaging communities within the district who are not usually engaging in these types of discussions
- Better coordination with other groups doing this work

Challenges

- Busy schedules
- COVID
- Public awareness
- Cynicism
- Past mis-steps and traumas – failed efforts and lack of follow through
- Perspective – coming up against the “what’s in it for us” mentality
- Geography and demographics of MHCC District – extreme range of socio-economic make-up
- Confronting parts of Oregon’s racism and systemic racist history/institutions – uncomfortable conversations
- People not informed or educated on how the community has changed
- Community engagement - “check the box” mentality
- Funding – service level budget

3) What are the key strengths and opportunities we can leverage in building the Plan?

Strengths

- Diversity and vast range of experience of the board
- Board engagement and experience with the community
- Process that intentionally engages with community and responds to community needs
- MHCC Foundation Board – experience, diversity, and fundraising efforts
- Focused efforts to our MHCC Alumni
- Diversity of community and students
- Curriculum – Online Program
- Ability to look forward and anticipate needs and changes – staying in the forefront (i.e. accounting and forensics)
- Current leadership, faculty, staff – being visionary, responsive, nimble
- Safety on the campus
- Focus and emphasis on student outcomes and student success



Opportunities

- Embed and integrate the equity lens throughout the strategic planning process
- Start of and continued MHCC's legacy of being equity centered
- Interest in scholarships
- Engage diverse community
- An "everyone's Community College"
- Engagement with newly elected local and state officials
- Telling the stories around the strengths of MHCC
- Continue putting the systems in place to serve the diverse community
- Head Start program
- Build better relationships with K12 schools
- Partnerships with High Schools

10.0 ADJOURN WORK SESSION

The board work session was adjourned at 8:43 pm.

Clerk

Board Chair

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



Strategic Plan Development

M I G

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Agenda

- Strategic Plan Project Overview
 - Presentation
- Assets, Challenges, and Opportunities
 - Discussion
- Next Steps



Daniel Iacofano, PhD



Jamillah Jordan



Kate Joncas



Noé Noyola



Sou Garner



Amanda Luckey



The Rationale for Planning...

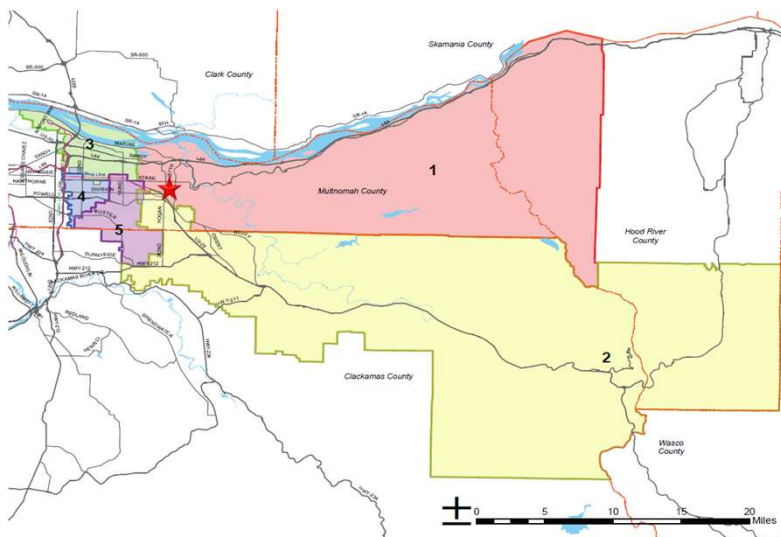
- Respond to **demographic changes** in our region and across the State of Oregon
- Meet the educational **needs of our service area and the demands** for an ever-changing economy
- **Engage the campus community and constituencies** in the development and implementation of the educational plans and programs that will ensure student success!

Community College Strategic Plans

- Identifies **educational needs** of the communities we serve.
- Articulates an overall **vision** for advancing **student achievement and success**.
- Defines overarching goals and strategies for **guiding development** of college **programs**.
- Provides direction for **facilities, future faculty and staffing requirements, IT systems, etc.**



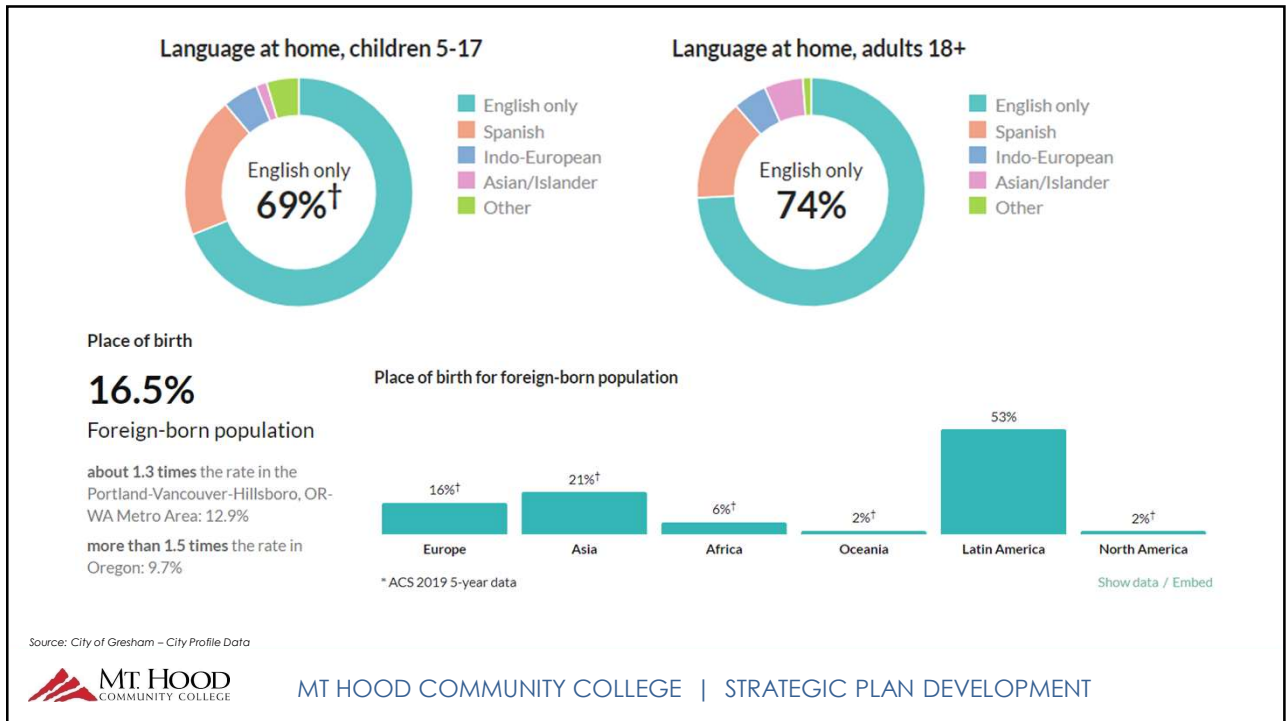
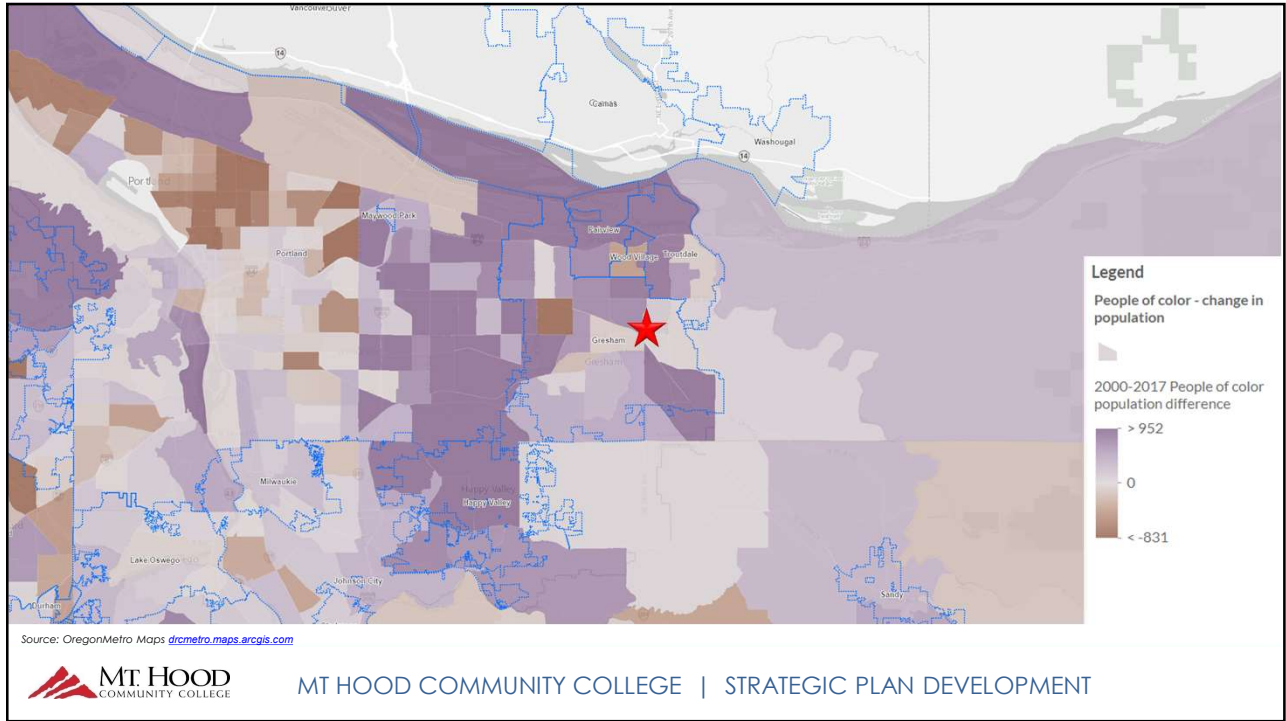
MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT

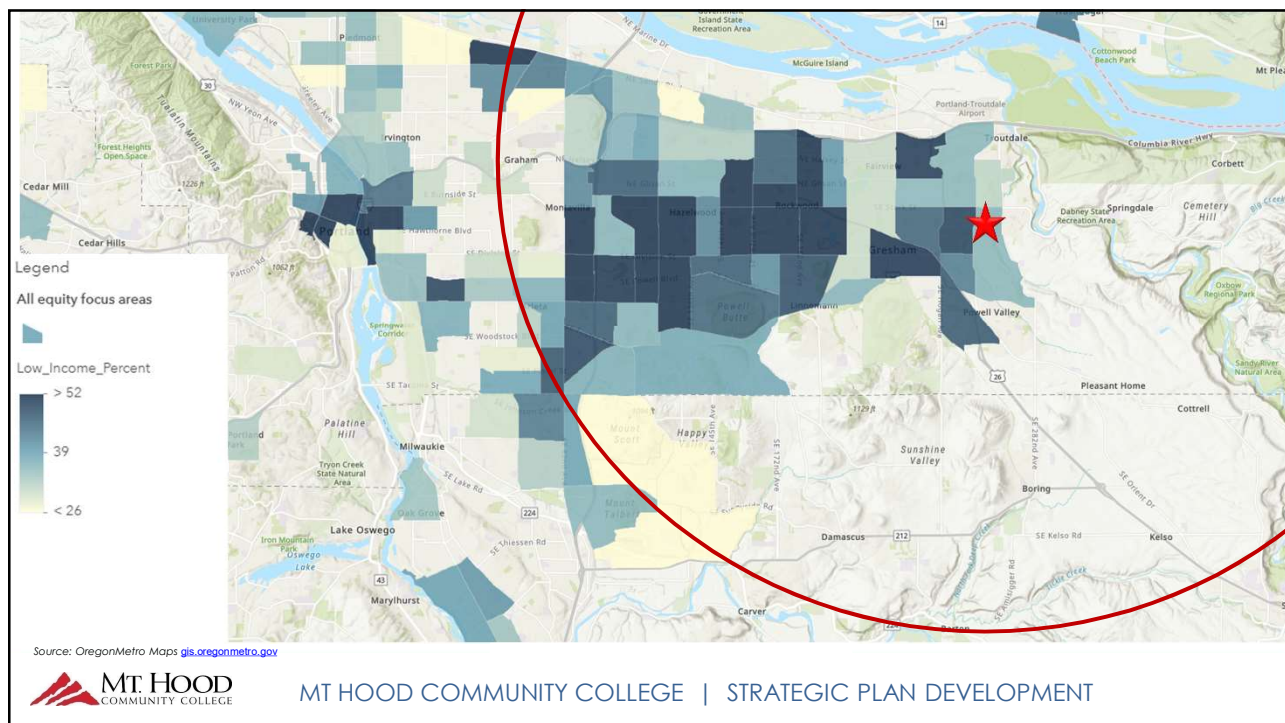
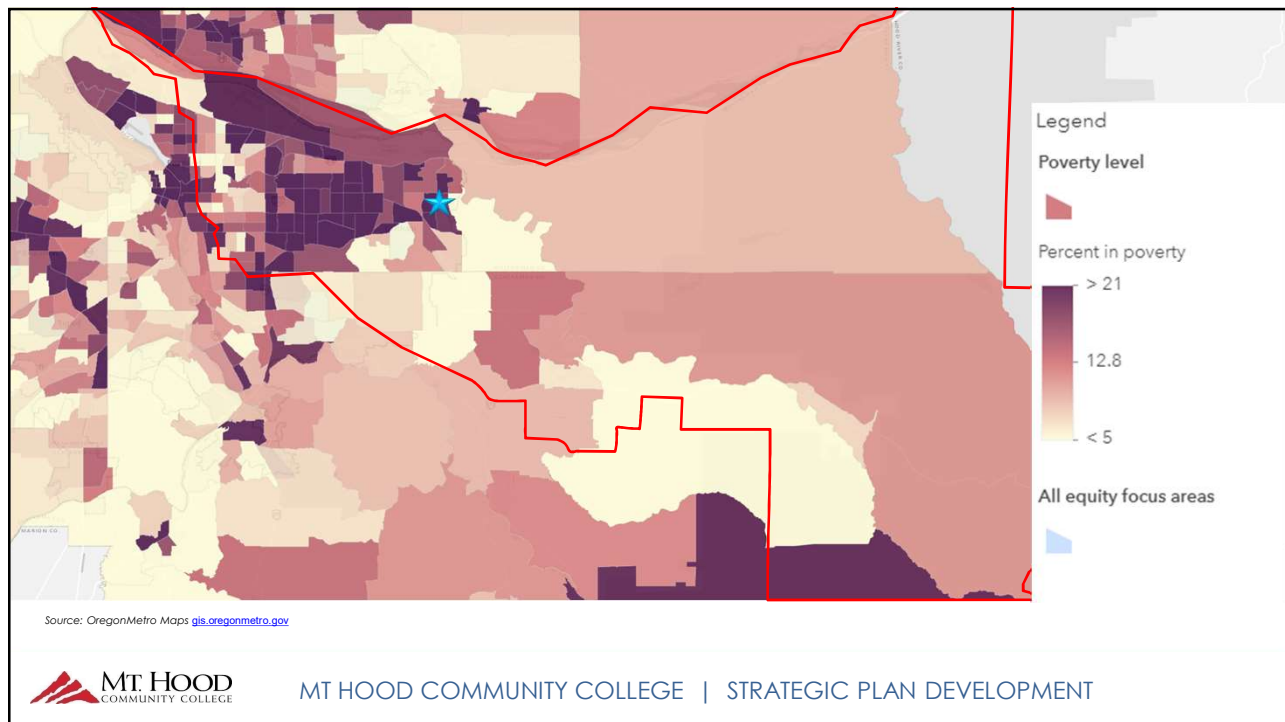


**Mt. Hood
Community
College
District**



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT





**Portland Tri-County (Clackamas, Multnomah, Washington)
Employment Projections 2019-2029**

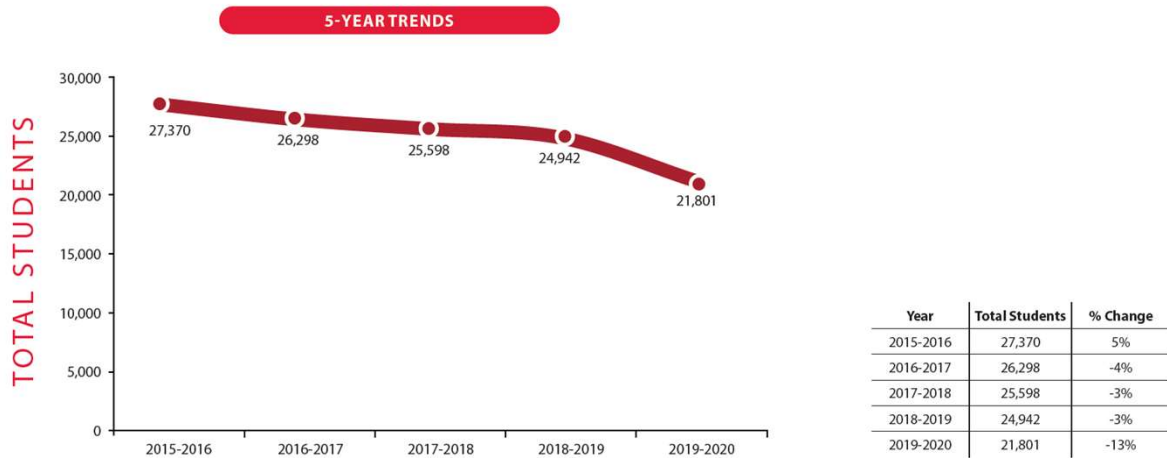
Standard Occupational Classification	2019 Employment	2029 Employment	% Change
Office and Administrative Support	144,674	148,908	2.9%
Farming, Fishing, and Forestry	8,359	8,757	4.8%
Sales and Related	102,112	107,491	5.3%
Installation, Maintenance, and Repair	33,171	36,294	9.4%
Construction and Extraction	54,459	60,648	11.4%
Professional and Related	188,052	212,826	13.2%
Service (Fire, Corrections, Etc.)	182,764	207,192	13.4%
Management, Business, and Financial	136,390	155,108	13.7%
Transportation and Material Moving	69,260	78,760	13.7%
Health Care	84,394	97,854	15.9%

Source: Oregon Employment Department, Workforce and Economic Research Division



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT

MHCC 5-Year Annual Enrollment



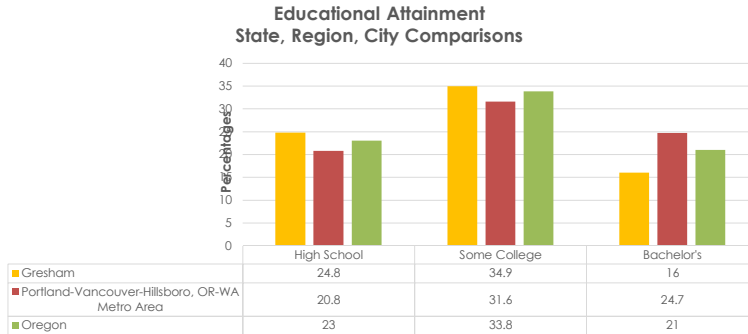
Source: MHCC Fact Book, 2019-2020



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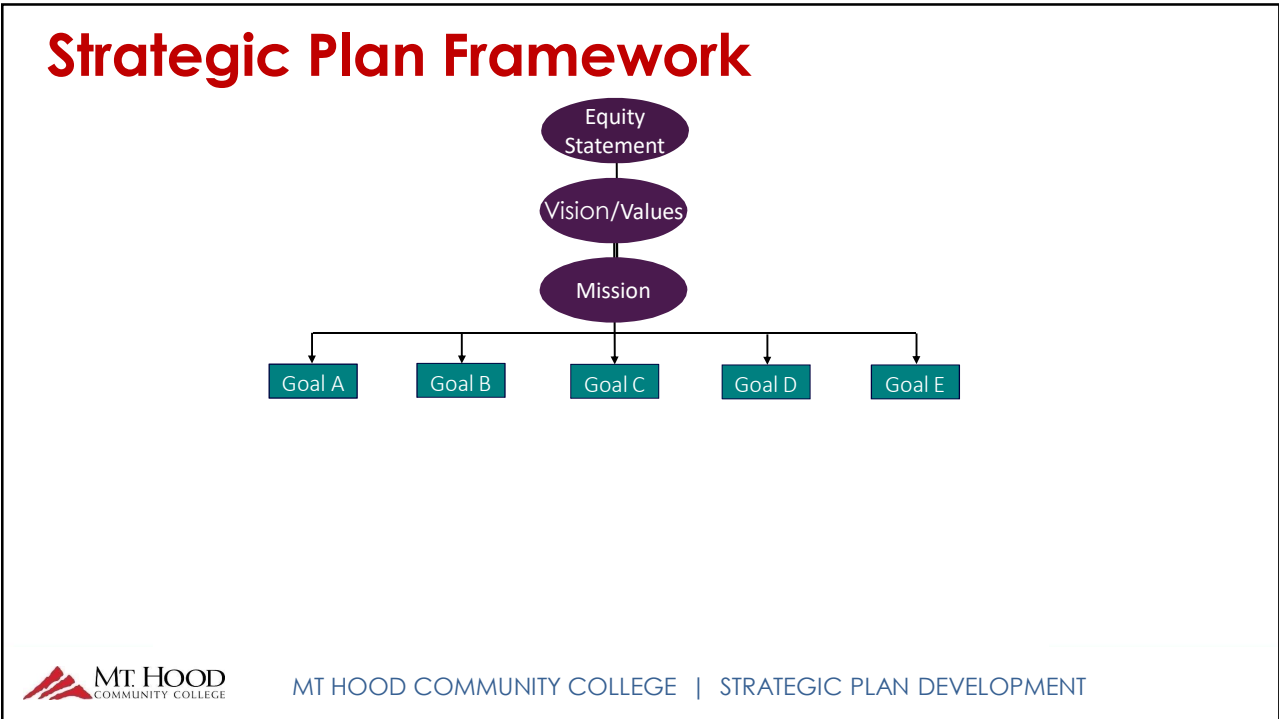
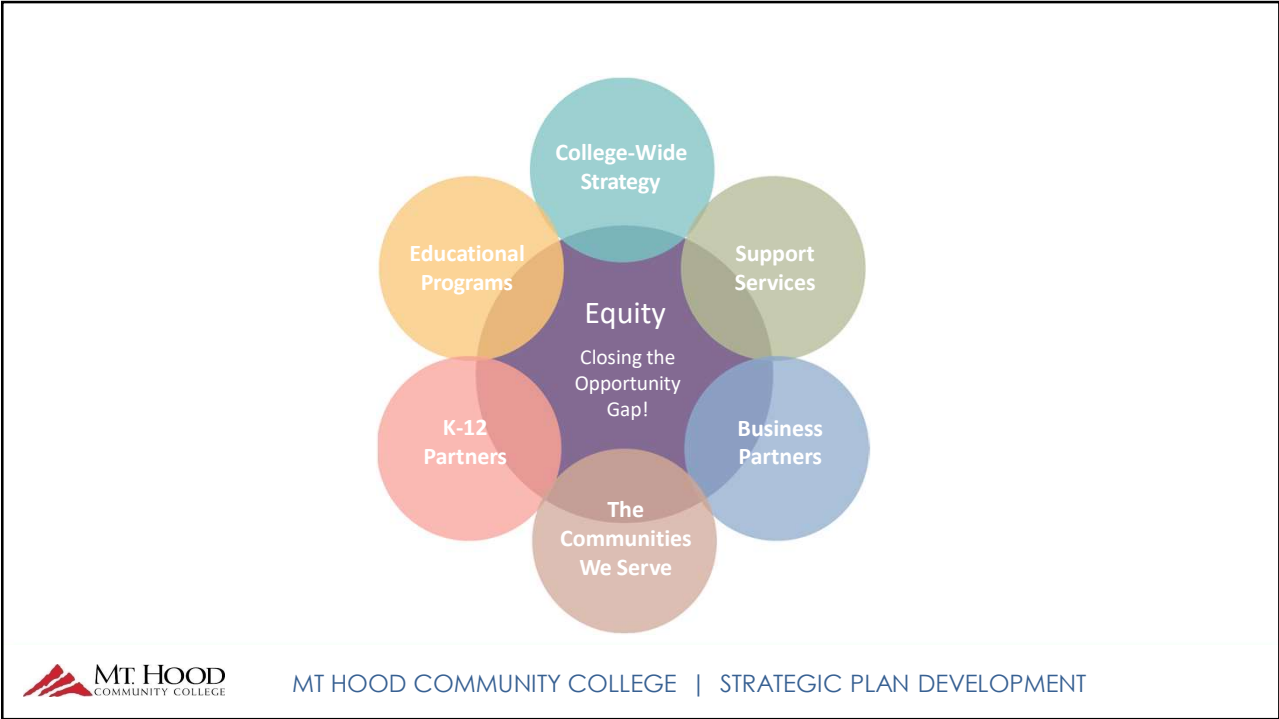
Oregon's Two Educational Attainment Goals

- Oregon's 40-40-20 Education Goal. By 2025:
 - 40% will complete a 4-year degree,
 - 40% will complete a 2-year degree or certificate, and
 - 20% will earn a high school diploma or the equivalent.

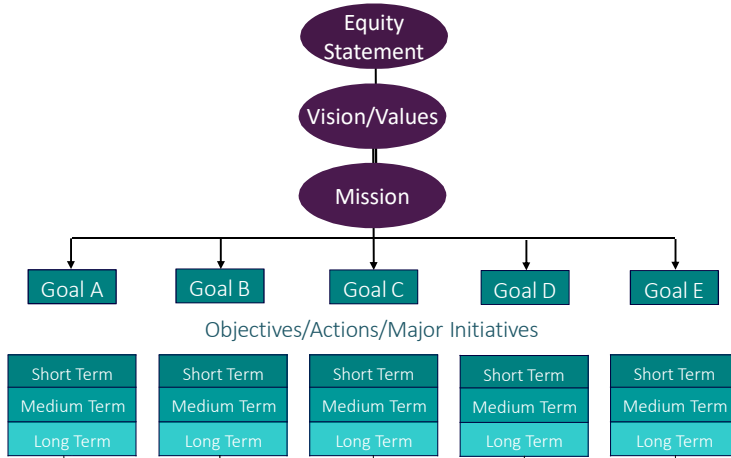


MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT



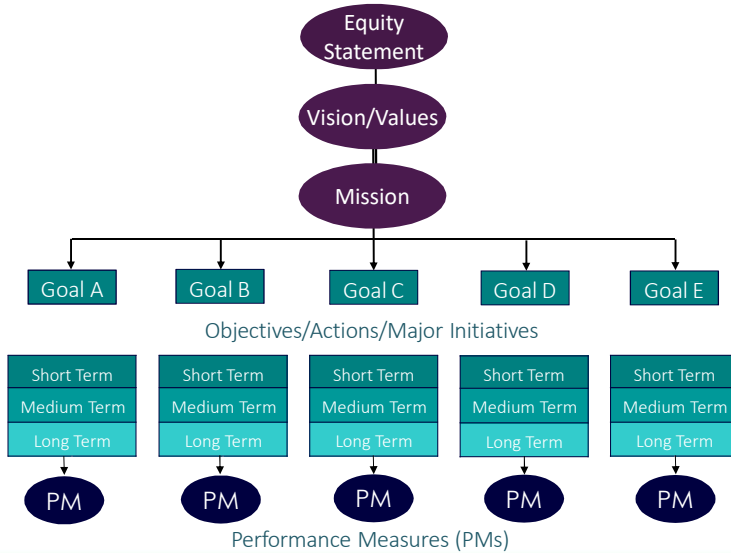


Strategic Plan Framework



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT

Strategic Plan Framework



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT

**“SMART”
Goals and
Objectives**

- Specific
- Measurable
- Actionable
- Relevant
- Timely

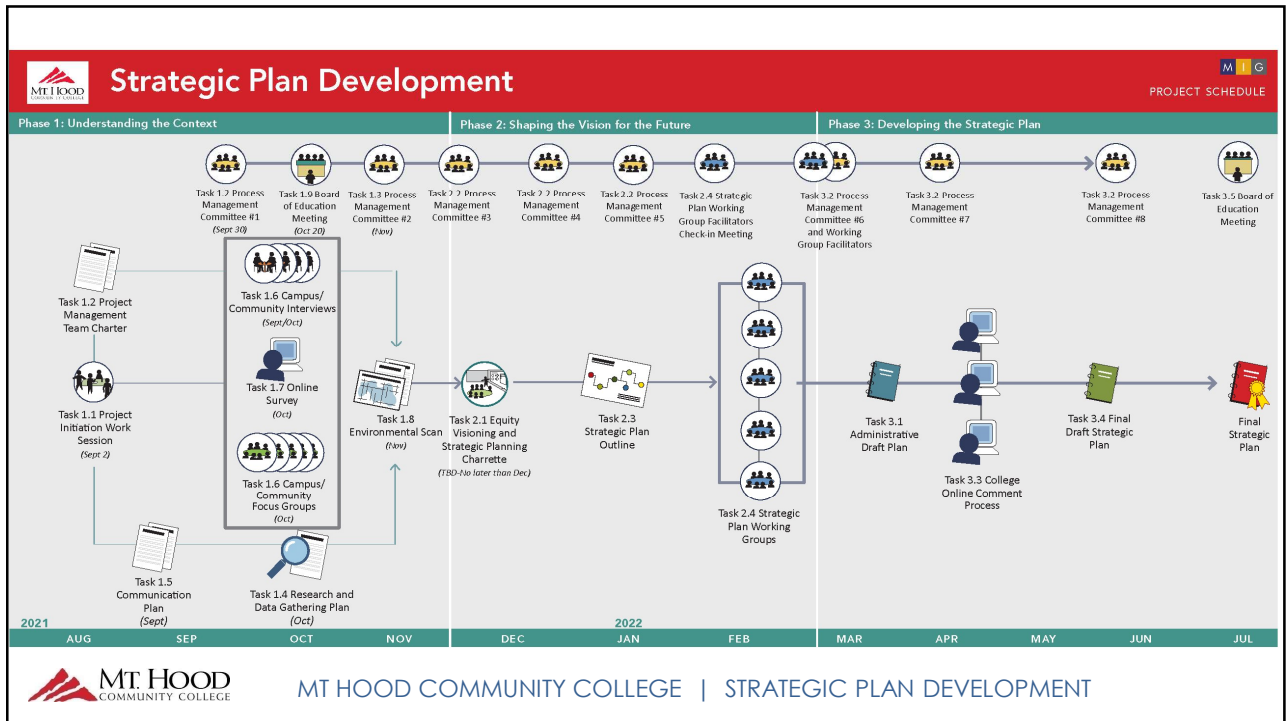
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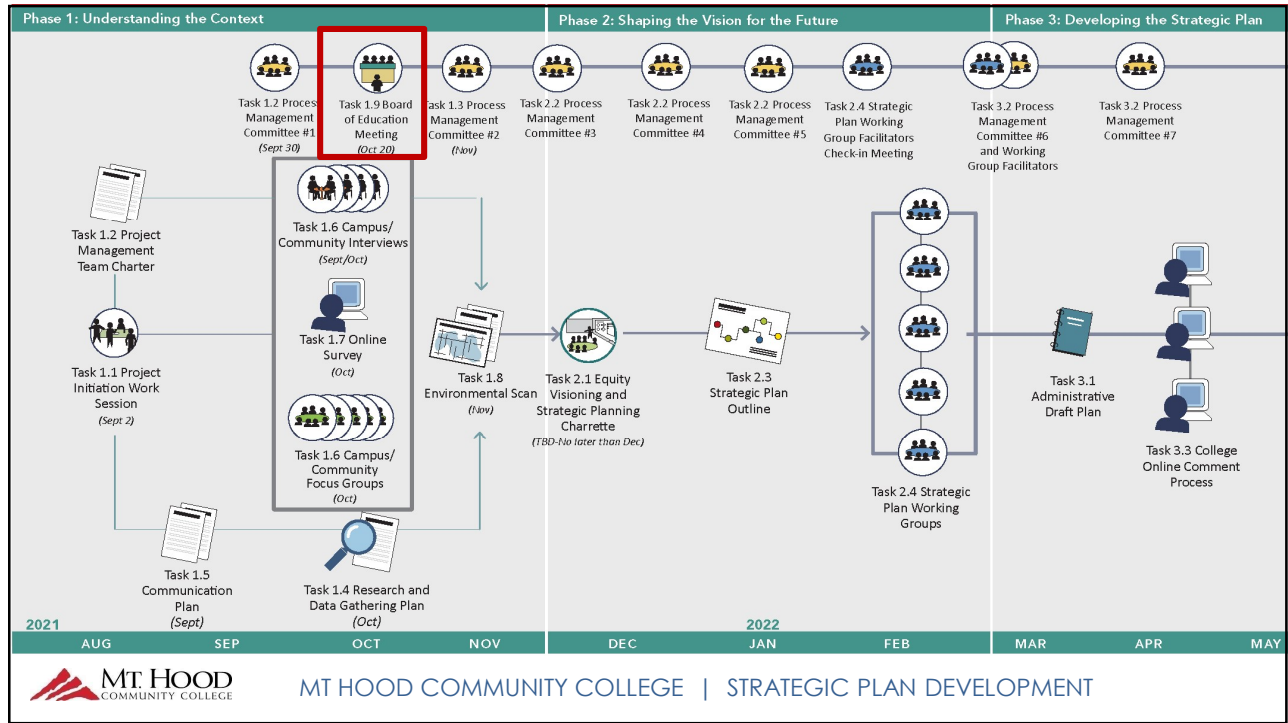
Action Plan Format

For each objective/action/major initiative . . .

	Time Frame	Lead/Sup. Resp.	Resources Available
ACTIONS			
A ₁			
A ₂			
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A _n			

Completion targets will be established for each action item.





Phase I: Understanding the Context

September to November

Campus Community Engagement

- Campus / Community Interviews
- Campus/Community Focus Groups
- On-Line Questionnaire



Strategic Plan Development

- Research and Data Gathering:
 - Environmental Scan
 - Educational Needs Assessment



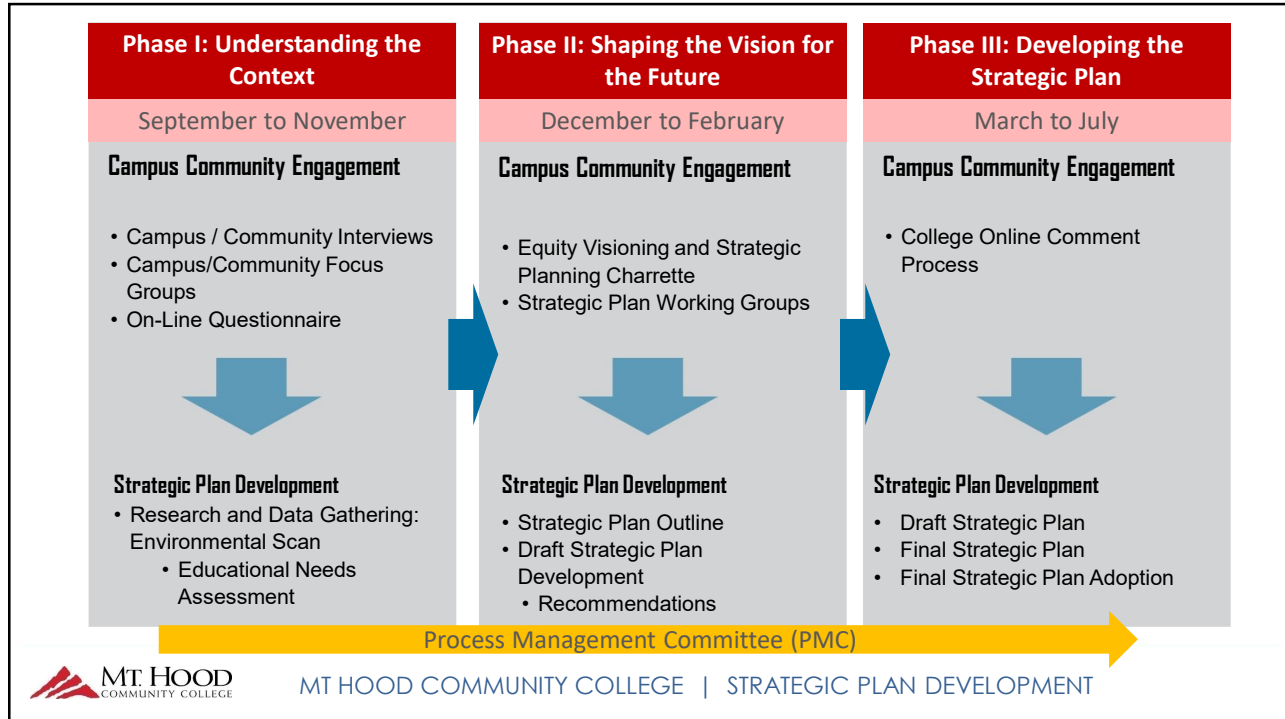
MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT

Environmental Scan

- I. **Introduction**
- II. **Who Are We?** College and Community Demographic Profile
- III. **How Are We Doing?** Student Achievement (retention, engagement, etc.), Equity, Completion Rates, etc.
- IV. **Where is the World Going, and How Do We Fit In?** Educational Needs Assessment, Existing and Projected Career and Occupational Opportunities, Guided Pathways to Further Education, Educational Trends (Online v. In-person instruction), Connections to Priority and Emerging Industries, etc.



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT



Questions for Discussion

1. How would you **define success** for the planning effort?
2. What do you perceive as the **greatest issues and challenges** associated with developing the Mt. Hood College Strategic Plan?
3. What are the **key strengths and opportunities** we can leverage in building the Plan?



MT HOOD COMMUNITY COLLEGE | STRATEGIC PLAN DEVELOPMENT



Dates and Decisions

1. Potential Focus Group Categories
2. Survey Live: 10/20
3. PMC Meeting #2: 11/15
4. Equity Visioning and Strategic Planning Charrette:
12/3



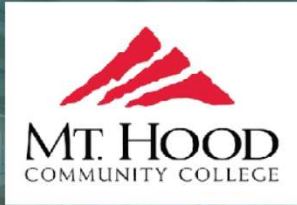
Potential Focus Group Categories

- External Stakeholders
 - Employment/Workforce
 - Chambers of Commerce/local businesses and business groups
 - E.g. Gresham Chamber, West Columbia gorge Chamber, East Portland Chamber
 - Regional industry and business representatives
 - Community / Partners
 - Local Community Based Organizations
 - E.g. APANO, NAYA, Human Solutions, IRCO, El Programa Hispano
 - Local City Officials
 - E.g. Mayors, Multnomah County Commissioner, State representatives
 - Neighbors
 - Institutional Partners (K-12)
 - E.g. school districts, East Metro STEAM Partnership, Board Members
 - Head Start Parents
- Internal Stakeholders
 - Board of Education
 - College Administrators, faculty, staff
 - Students
 - Head Start Employees





Thank You!



Strategic Plan Development



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ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17 2021*

ITEM TITLE: 4.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Garrison-Lima, Kristin	Dean of Applied Technology, Business and Information Systems	Applied Tech, Business and Information Systems	10/1/2021
Gonzalez, Maria	Food Service Aide	Child Development & Family Services	10/4/2021
Christian, Lori	Administrative Assistant	Child Development & Family Services	10/4/2021
Wilson, Shelby	Sculpture Tech	Visual Arts	10/8/2021
Kirkman, Amy	TRIO Student Success Coach	TRIO Programs	10/8/2021
Luttrell, Jason	Grants & Contracts Budget Analyst	Administrative Services	10/11/2021
Moreno-Benitez, Karely	Food Service Aide	Child Development & Family Services	10/11/2021
Sobel, Evan	Groundskeeper	Facilities	10/11/2021
Camara, Carlee	Classroom Aid	Child Development & Family Services	10/12/2021
Wilson, Fredrick	Model	Visual Arts	10/13/2021
Reid, Melanie	Risk and EHS Specialist	Facilities	10/13/2021
Cucurillo, Robert	EMT Lab Assistant	Economic and Workforce Development	10/14/2021
Jaquiss, Hannah	Sculpture Tech	Visual Arts	10/15/2021
Dominguez, Alex	Custodian	Facilities	10/17/2021
Sultan, Keanu	Technology Support Specialist	Information Technology	10/18/2021
Nagy-Light, Marianna	IECC Student Resource Specialist	Adult Basic Skills	10/18/2021
Landwehr, Robin	Counselor	Career Planning and Counseling	10/18/2021
Ramirez Molina, Suset	Classroom Aide	Child Development & Family Services	10/18/2021



Susano, Lewen Paul	Custodian	Facilities	10/24/2021
Markel, Tiffany	Foundation Data Specialist	College Advancement and Foundation	10/26/2021
Bawk Tawng, Teresa	Classroom Aide	Child Development & Family Services	10/26/2021

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Thomas, Kameron	Technology Support Specialist	Information Technology	10/18/2021
Lopez, Kay	Interim Dean Health Professions	Health Professions	10/18/2021
Puerto, Mercedes	Classroom Aide	Child Development & Family Services	10/18/2021
Chase, Riley	Advising Services Specialist	Academic Advising & Transfer Center	10/25/2021

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
White, Heather	Technical Services Coordinator	Library Resource Center	10/1/2021
Sanders, Susan	Accounts Receivable Clerk	Administrative Services	10/5/2021
Pupo-Rodriguez, Junia	Classroom Aide	Child Development & Family Services	10/8/2021
Smolentsev, Aleksandr	Program Assistant	Child Development & Family Services	10/8/2021
Alcantur-Roque, Cirene	Classroom Aide	Child Development & Family Services	10/8/2021
Orozco, Daisy	Fiscal Services Program Assistant	Child Development & Family Services	10/8/2021
Saito, John	Interim Dean Health Professions	Health Professions	10/12/2021
Fravel, Rebecca	Production Specialist	Brand, Marketing and Communications	10/15/2021
Wright, Glenn	Graphic Design Coordinator	Brand, Marketing and Communications	10/15/2021
Young, Nancy	Teacher	Child Development & Family Services	10/15/2021
Atenafu, Hanna	Family Worker Associate	Child Development & Family Services	10/15/2021
Toupin, Lisa	Teacher	Child Development & Family Services	10/15/2021
Marin, Ana	Assistant Teacher	Child Development & Family Services	10/18/2021



Norton, Kimberly	Classroom Aide	Child Development & Family Services	10/19/2021
Wald, Wolff	Transportation Specialist	Child Development & Family Services	10/20/2021
Roy, Diane	Office Assistant	Nursing	10/21/2021
Phillips, Amy	Assistant Teacher	Child Development & Family Services	10/22/2021
Stuckey, Kelly	Education Specialist	Child Development & Family Services	10/22/2021
Valdez Garcia, Viridiana	Intern Program Assistant	Child Development & Family Services	10/26/2021
Dominguez, Alex	Custodian	Facilities	10/29/2021
Kammerman, Kaitlyn	Public Safety Officer	Public Safety	10/31/2021



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

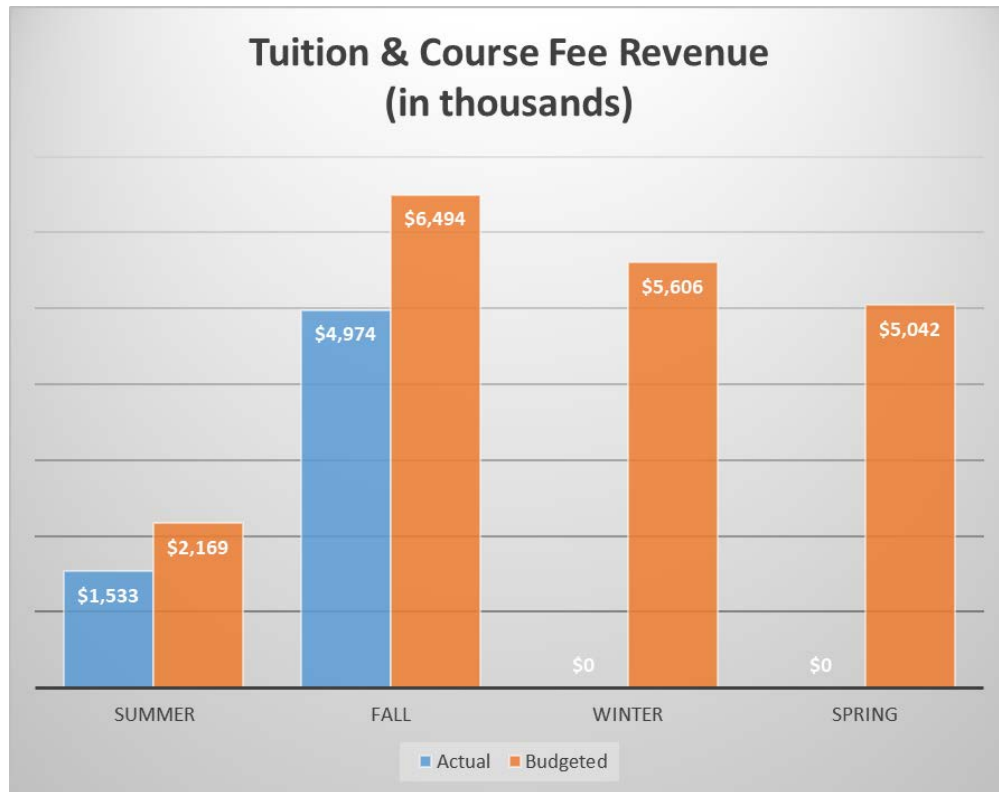
This report reflects 2021/22 activity through the month of September.

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 above budgeted amounts over the biennium.
- The counties distribute property tax revenue monthly, with the most significant 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% (\$638,591) less compared to September 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 courses decreased by 13.53% (-174 students) compared to 2020/21. Some of this summer decline is attributed to an increase in summer 2020 due to spring term courses that were deferred to the summer term. Summer and fall terms combined tuition and fee revenue year to date is -29% (\$2,675,983) below this time last year. Summer term and fall term¹ enrollment were forecasted to be flat compared to the previous year. This enrollment decline will result in a revenue shortfall as compared with budgeted amounts.

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



Expenditures:

As of September 30, year-to-date expenditures were \$476,007 (3.8%) 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, and 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 ratio 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 include budgeted amounts of \$87,292 for aquatic center support, \$200 thousand for student aid required federal match, and \$400 thousand for facilities capital projects.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2020/21
As of September 30, 2021

	Actual Year to Date September 2019	Actual Year to Date September 2020	Actual Year to Date September 2021	\$ / % Increase (decrease) over prior year		Amended 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	8,098,734	8,188,866	8,485,338	296,471	3.6%	33,151,497	74%
Property Taxes	68,801	74,641	69,849	(4,793)	-6.4%	14,652,000	100%
Tuition and Fees	9,481,091	9,904,386	7,123,576	(2,780,810)	-28.1%	21,216,788	66%
Federal Grants	-	-	-	-	0.0%	3,000,000	100%
Other Revenues	192,604	87,069	76,092	(10,977)	-12.6%	1,503,647	95%
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%
TOTAL REVENUES	17,841,230	18,254,963	15,754,855	(2,500,108)	-13.7%	73,540,819	79%
Expenditures							
Salaries	7,127,683	6,897,267	6,995,686	98,419	1.4%	39,393,028	82%
Health Care	1,137,101	1,172,153	1,059,994	(112,159)	-9.6%	6,405,607	83%
Fringe/Taxes	2,565,689	2,578,958	2,712,439	133,481	5.2%	14,697,649	82%
Personnel Subtotal:	10,830,473	10,648,378	10,768,119	119,741	1.1%	60,496,284	82%
Materials & Supplies	2,134,631	1,895,184	2,148,774	253,590	13.4%	9,577,384	78%
Grants in Aid/Tuition Waivers	218,311	86,797	189,473	102,676	118.3%	1,045,602	82%
Debt Service	-	-	-	-	0.0%	2,491,277	100%
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%
TOTAL EXPENDITURES	13,183,415	12,630,359	13,106,366	476,008	3.8%	74,297,839	82%
Rev Greater (Less) Than Exp	4,657,815	5,624,604	2,648,488	(2,976,116)	-52.9%	(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 for 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 starting 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: *November 17, 2021*

ITEM TITLE: 4.1e

CONTACT PERSON: *Josi Kisa, Executive Director, Child Development and 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
October 2021**

News:

Improve student success:

Throughout the month of October, we have reopened many of our Head Start and Early Head Start sites for in-person services. We currently have 12 sites open at some capacity for in-person services. 7 of our sites are still operating virtually due to sanitation and licensing which are still in progress. All of our home-based services continue to remain virtual.

Advance diversity, equity, and inclusion:

The Executive Director met with Trauma Informed Oregon to discuss and outline a plan for a "Trauma Informed Practice" training for leadership and subsequent trainings for staff.

Strengthen community engagement:

CDFS, in partnership with, East County Community Health, will be hosting two vaccine events at a MHCC Head Start location in the month of November.

Increase excellence in operations:

The admin team was able to conduct several site visits to sites that opened for in-person services to welcome children and staff back and to support and thank staff for their hard work and dedication.



Enrollment Report for October 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.

September 2021

Head Start Funded Enrollment: 939

Head Start Actual Enrollment: 562

Waitlist: 109

Early Head Start Funded Enrollment: 298

Early Head Start Actual Enrollment: 198

Waitlist: 62



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)

Head Start						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 187,056.30	\$ 187,056.30	\$ 312,448.25	\$ 312,448.25	\$ 551,309.34
B. Fringe Benefits	\$ -	\$ 116,740.42	\$ 116,740.42	\$ 191,980.10	\$ 191,980.10	\$ 354,922.05
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ 26.78	\$ 26.78	\$ 10,253.93	\$ 10,253.93	\$ 23,842.71
F. Contractual	\$ -	\$ -	\$ -	\$ 2,582.94	\$ 2,582.94	\$ 12,096.02
G. Property Services	\$ -	\$ 4,191.92	\$ 4,191.92	\$ 36,609.96	\$ 36,609.96	\$ 81,554.20
H. Other	\$ -	\$ 3,420.00	\$ 3,420.00	\$ 7,195.86	\$ 7,195.86	\$ 4,792.48
Indirect Charges	\$ -	\$ 23,975.27	\$ 23,975.27	\$ 81,540.14	\$ 81,540.14	\$ 32,252.28
Grand Total	\$ -	\$ 335,410.69	\$ 335,410.69	\$ 642,611.18	\$ 642,611.18	\$ 1,060,769.08
State Only						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G. Property Services	\$ -	\$ -	\$ -	\$ 256.55	\$ 256.55	\$ 276.10
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ -	\$ -	\$ -	\$ 256.55	\$ 256.55	\$ 276.10
MIECHV						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 8,774.07	\$ 8,774.07	\$ 9,288.18	\$ 9,288.18	\$ 9,516.56
B. Fringe Benefits	\$ -	\$ 5,207.20	\$ 5,207.20	\$ 5,395.75	\$ 5,395.75	\$ 5,290.90
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ -	\$ -	\$ 121.78	\$ 121.78	\$ 1,504.19
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G. Property Services	\$ -	\$ -	\$ -	\$ 212.02	\$ 212.02	\$ 268.87
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ 1,398.13	\$ 1,398.13	\$ 1,563.00
Grand Total	\$ -	\$ 13,981.27	\$ 13,981.27	\$ 16,415.86	\$ 16,415.86	\$ 18,143.52



State Training						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66% Aug Total	Sum of 24.99% Sep Total	
A. Personnel	\$ -	\$ 3,971.02	\$ 3,971.02	\$ 4,028.36	\$ 4,266.23	
B. Fringe Benefits	\$ -	\$ 2,368.40	\$ 2,368.40	\$ 2,391.24	\$ 2,309.57	
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	
G. Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 6,339.42	\$ 6,339.42	\$ 6,419.60	\$ 6,575.80	
Federal Training - HS + EHS						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66% Aug Total	Sum of 24.99% Sep Total	
A. Personnel	\$ -	\$ 1,605.80	\$ 1,605.80	\$ 1,605.80	\$ 1,605.80	
B. Fringe Benefits	\$ -	\$ 861.13	\$ 861.13	\$ 861.13	\$ 861.45	
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	
G. Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	
H. Other	\$ -	\$ -	\$ -	\$ 628.83	\$ 184.47	
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 2,466.93	\$ 2,466.93	\$ 3,095.76	\$ 2,651.72	
Federal EHS						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66% Aug Total	Sum of 24.99% Sep Total	
A. Personnel	\$ -	\$ 58,437.69	\$ 58,437.69	\$ 64,672.09	\$ 78,436.37	
B. Fringe Benefits	\$ -	\$ 36,570.78	\$ 36,570.78	\$ 40,988.38	\$ 47,473.69	
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
E. Supplies	\$ -	\$ -	\$ -	\$ 96.56	\$ 535.11	
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ 501.93	
G. Property Services	\$ -	\$ -	\$ -	\$ 1,519.53	\$ 14,136.32	
H. Other	\$ -	\$ -	\$ -	\$ -	\$ 1.90	
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 95,008.47	\$ 95,008.47	\$ 107,276.56	\$ 141,085.32	
CCP						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66% Aug Total	Sum of 24.99% Sep Total	
A. Personnel	\$ -	\$ 25,998.31	\$ 25,998.31	\$ 1,382.67	\$ 27,627.59	
B. Fringe Benefits	\$ -	\$ 14,436.68	\$ 14,436.68	\$ 1,771.15	\$ 14,857.18	
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
E. Supplies	\$ -	\$ -	\$ -	\$ 39.78	\$ 243.03	
F. Contractual	\$ -	\$ -	\$ -	\$ 116.59	\$ 48,127.00	
G. Property Services	\$ -	\$ -	\$ -	\$ 970.31	\$ 863.61	
H. Other	\$ -	\$ -	\$ -	\$ 133.02	\$ 63.65	
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total	\$ -	\$ 40,434.99	\$ 40,434.99	\$ 4,413.52	\$ 91,782.06	



EHS Expansion						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 4,076.13	\$ (4,076.13)	\$ 10,066.61		
B. Fringe Benefits	\$ -	\$ 1,491.72	\$ (1,491.72)	\$ 9,010.33		
C. Travel	\$ -	\$ -	\$ -	\$ -		
D. Equipment	\$ -	\$ -	\$ -	\$ -		
E. Supplies	\$ -	\$ -	\$ -	\$ -		
F. Contractural	\$ -	\$ -	\$ -	\$ -		
G. Property Services	\$ -	\$ -	\$ -	\$ -		71.19
H. Other	\$ -	\$ -	\$ -	\$ -		-
Indirect Charges	\$ -	\$ -	\$ -	\$ -		-
Grand Total	\$ -	\$ 5,567.85	\$ (5,567.85)	\$ 19,148.13		
CL Head Start						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 523.76	\$ 4,193.64	\$ 15,106.72		
B. Fringe Benefits	\$ -	\$ 442.00	\$ 3,141.23	\$ 8,838.52		
C. Travel	\$ -	\$ -	\$ -	\$ -		
D. Equipment	\$ -	\$ -	\$ -	\$ -		
E. Supplies	\$ -	\$ -	\$ 41.00	\$ 44.33		
F. Contractural	\$ -	\$ -	\$ -	\$ -		1,305.01
G. Property Services	\$ -	\$ -	\$ 115.23	\$ 87.97		
H. Other	\$ -	\$ -	\$ -	\$ -		-
Indirect Charges	\$ -	\$ -	\$ -	\$ -		-
Grand Total	\$ -	\$ 965.76	\$ 7,491.10	\$ 25,382.55		
CLEHS						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 20,679.55	\$ 22,399.86	\$ 22,674.64		
B. Fringe Benefits	\$ -	\$ 15,850.16	\$ 16,748.31	\$ 16,868.40		
C. Travel	\$ -	\$ -	\$ -	\$ -		
D. Equipment	\$ -	\$ -	\$ -	\$ -		
E. Supplies	\$ -	\$ -	\$ 252.19	\$ 556.79		
F. Contractural	\$ -	\$ -	\$ -	\$ -		501.93
G. Property Services	\$ -	\$ -	\$ 485.60	\$ 1,660.48		
H. Other	\$ -	\$ -	\$ -	\$ -		-
Indirect Charges	\$ -	\$ -	\$ -	\$ -		-
Grand Total	\$ -	\$ 36,529.71	\$ 39,885.96	\$ 42,262.24		
State EHS						
Row Labels	Sum of Budget by Category	Sum of 8.33%	Jul Total	Sum of 16.66%	Aug Total	Sum of 24.99%
						Sep Total
A. Personnel	\$ -	\$ 12,679.86	\$ 13,925.63	\$ 14,926.32		
B. Fringe Benefits	\$ -	\$ 8,020.57	\$ 9,002.05	\$ 9,254.66		
C. Travel	\$ -	\$ -	\$ -	\$ -		
D. Equipment	\$ -	\$ -	\$ -	\$ -		
E. Supplies	\$ -	\$ -	\$ 4.44	\$ 1.27		
F. Contractural	\$ -	\$ -	\$ -	\$ -		-
G. Property Services	\$ -	\$ -	\$ 0.91	\$ 735.00		
H. Other	\$ -	\$ -	\$ 12.09	\$ 6.77		
Indirect Charges	\$ -	\$ -	\$ -	\$ -		-
Grand Total	\$ -	\$ 20,700.43	\$ 22,945.12	\$ 24,924.02		



July, August & September 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

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
Total	\$22,369.30	\$1,565.57	\$582.75	\$79.76	\$83.03	\$215.64	\$0.00	\$24,896.05



August 2021

US Bank Visa Purchasing Cards for Head Start & Early Head Start									
Closing Date 8/20/2021									
	5100/5101/5102 5109/5619/5620		5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals	
Center Supplies	939.18	141.06	243.03		5.34			\$1,328.61	
Computer Supplies	111.98							\$111.98	
Dental/Medical								\$0.00	
Education Supplies	1,608.12	50.48	24.23					\$1,682.83	
Family Services Supplies	132.82	39.99	24.87		1000.00	29.98		\$1,227.66	
Health Supplies	6,433.75	114.44	227.84			111.94		\$6,887.97	
Kitchen Supplies								\$0.00	
Office Supplies								\$0.00	
Other Costs	645.60							\$645.60	
Parent Activities	235.03							\$235.03	
Postage	17.05							\$17.05	
Pre-Employment	3,750.65							\$3,750.65	
Site Repair/Maintenance	4,022.42	533.74	730.32		3.96			\$5,290.44	
Training	515.84	39.06		4.90		39.01		\$598.81	
Vehicle Costs	127.95							\$127.95	
Utilities	359.77	4.89	79.58		51.72			\$495.96	
Total	\$18,900.16	\$923.66	\$1,329.87	\$4.90	\$1,061.02	\$180.93	\$0.00	\$22,400.54	

September 2021

US Bank Visa Purchasing Cards for Head Start & Early Head Start									
Closing Date 9/20/2021									
	02 5109/5619/56		5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals	
Center Supplies	5323.4	634.95	22.32	17.81	184.36			\$6,182.84	
Computer Supplies								\$0.00	
Dental/Medical								\$0.00	
Education Supplies	2,342.28	315.00		0.34				\$2,657.62	
Family Services Supplies	10.06	7.92				185.96		\$203.94	
Health Supplies	3,050.63							\$3,050.63	
Kitchen Supplies								\$0.00	
Office Supplies	79.96							\$79.96	
Other Costs	4,792.25							\$4,792.25	
Parent Activities	221.57					30.44		\$252.01	
Postage	1.10							\$1.10	
Pre-Employment	1,871.21							\$1,871.21	
Site Repair/Maintenance	3,472.74	66.49	0.87	36.25	0.66			\$3,577.01	
Training	88.32	5.76				657.00		\$751.08	
Vehicle Costs								\$0.00	
Utilities	4,493.76	494.39	188.60		35.17	76.06		\$5,287.98	
Total	\$25,747.28	\$1,524.51	\$211.79	\$54.40	\$220.19	\$949.46	\$0.00	\$28,707.63	



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.1f

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

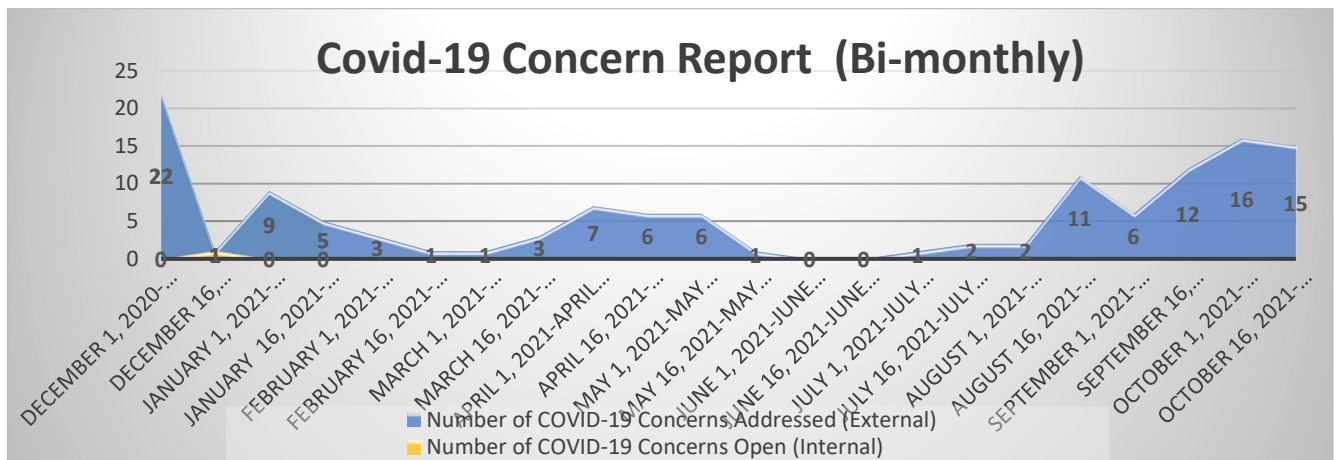
SUBJECT: COVID-19 ACTIVITY REPORT

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	Number of COVID-19 Concerns Addressed	Number of COVID-19 Concerns Open
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
August 1, 2021-August 15, 2021	2	2	0
August 16, 2021-August 31, 2021	11	11	0
September 1, 2021-September 15, 2021	6	6	0
September 16, 2021-September 30, 2021	12	12	0
October 1, 2021-October 15, 2021	16	16	0
October 16, 2021-October 31, 2021	15	15	5



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: *November 17, 2021*

ITEM TITLE: 4.1g

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

SUBJECT: APPROVAL TO INCREASE GOODS AND/OR SERVICES CONTRACTS IN EXCESS OF \$150,000

The College expects to require more goods and/or services from the vendor listed below during 21-22 fiscal year. Funding will be drawn from various accounts.

MHCC's Community College Rules of Procurement (CCRP) require that all contracts that will aggregate at least \$150,000 in total expenditures during the term of the contract must be approved by the Board (CCR.301).

<u>Vendor name</u>	<u>Goods/services to be provided</u>	<u>Increase expenditure amount</u>
All families Welcome	Child Care Services	From \$200,000 to \$350,000
Discovery Garden	Child Care Services	From \$300,000 to \$500,000
Johnson Controls Inc	Facilities Maintenance contracts (HVAC, Airflow, Etc...)	From \$180,000 to \$400,000
Melody's Munchkins	Child Care Services	From \$200,000 to \$325,000
Pequenitos Day Care LLC	Child Care Services	From \$300,000 to \$600,000
Pixie Child Care	Child Care Services	From \$300,000 to \$450,000

RECOMMENDATION: Approval to award contracts to the vendor listed, for goods and/or services of the nature described through June 30, 2022, for a cumulative total amount not to exceed the amount listed.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.1h

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

SUBJECT: CDFS PROGRAM ONE-TIME RETENTION PAYMENT POLICY

Purpose: To determine when and how a one-time retention incentive will be implemented.

Overview

Mt. Hood Community College Child Development and Family Support Program recognizes the value of long-serving employees and the capabilities and skills that they bring to the agency. In an effort to retain these valued employees during times of crisis, such as an ongoing Pandemic, the agency will implement a one-time retention incentive in recognition of the unusual challenges that each employee faces as a result of such circumstances.

The agency will implement this incentive only if funding is available and only if it is an allowable activity.

The amount of the incentive and eligibility criteria to be able to receive the incentive will be determined at the time of need for a retention incentive to be implemented



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 17, 2021*

ITEM TITLE: 4.2

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: OSBA 2021 ELECTIONS

1. Board of Directors – Position 17

No election for Board of Directors Position 17 this year.

2. Legislative Policy Committee (LPC) – Position 17

Elizabeth Durant, Parkrose 3

Yes

No

Abstain

3. Board of Directors – Position 18

Kris Howatt, Gresham-Barlow 10

Yes

No

Abstain

4. Legislative Policy Committee (LPC) – Position 18

Jessica Arzate, Multnomah ESD

Yes

No

Abstain

5. Board of Directors – Position 19

No election for Board of Directors Position 19 this year.

6. Legislative Policy Committee (LPC) – Position 19

No candidates filed for LPC Position 19

Student Development

John Hamblin

November 2021

Improve student success:

- **From Student Life;**
 - **Annual Trunk or Treat.** This year, our annual Trunk or Treat was virtual. ASG provided 300 Halloween kits (bags) for students and their families. We were able to distribute these kits by appointment basis.
 - We are continuing to deliver snacks to classrooms to support students. We delivered snacks to 42 classrooms, The Bruning Center, HPE/ Athletics, Fisheries and Early Child Center this Fall. We are doing refills as well as new request deliveries to more areas.
 - We have purchased additional 200 laptops and are distributing those laptops to students who were on the waiting list in preparing for winter term request.
- **From Financial Aid**
 - HEERF3 emergency funds awarded as of 11/4/21: \$1,537,365 total to 2558 students. For Fall alone, we have awarded over 2200 students and \$1,041,598. We still have a LOT of student grant money to give away and we are regularly reminding students by email and text of their eligibility to apply.

Advance diversity, equity, and inclusion:

- **From Student Life**
 - In the months of September and October, we celebrated Hispanic & Latinx Heritage Month. Community members, students, faculty and guest came together to honor and celebrate our Hispanic and Latinx community in their contributions to the literary arts! The event included readings of literature by students, staff, and faculty, as well as a special appearance by local author, Emily Prado. Emily who shared some personal reflections, present a brief writing workshop, and Q & A. Emily's writing workshop provided a great opportunity for aspiring writers to gain valuable experience and advice
 - On October 20, 2021, we honored LGBTQ2IA+ History Month. Community members, students, faculty and guest gathered to build community and collaboratively generate ideas to sustain community throughout the year at MHCC.



Student Development Update

Strengthen community engagement:

- **From Student Life;**
 - **Annual Trunk or Treat.** This year, our annual Trunk or Treat was virtual. ASG provided 300 Halloween kits (bags) for students and their families. We were able to distribute these kits by appointment basis.
 - Monday, November 8, 2021, 2 – 3pm, we plan to celebrate First-Generation College Celebration Day! We celebrate our students, staff and faculty who are the first person in one's family to attend college. We want to make sure our First-Generation students feel a community of encouragement and support while at Mt. Hood Community College.
 - On Wednesday, November 10, 2021, 1:30 – 2 pm, there will be a virtual gathering to celebrate and give thanks to our Veterans that have served or are still serving at Mt. Hood Community College. We would like you to attend our question-and-Answer session with Veterans and learn what it is like for our Veteran students. Traci Simmons will also be giving a talk about being ***Mindful of our Veteran student needs***. We will say Thank you to those that have served in our Military. We hope you will join us.

Increase excellence in operations:

- Staff with the Career Planning and Counseling Center attended The Chronicle of Higher Education's webinar on "College to Career, Post-Pandemic" that was held on Thurs, Oct. 21. The webinar provided discussion and guided questions for Career Services practitioners to reimagine and rethink our role in helping to shape the work experience of our students in this new World of Work post-pandemic. It also focused on reconsidering the relationship between employer partners and college career centers to step back from traditional work experiences and job postings and get creative in new experiential opportunities like micro-internships.

Instruction

Al McQuarters

November 2021

Improve student success:

This fall term our Dental Hygiene program implemented Anesthesia manikins and Computer-Controlled Local Anesthesia Delivery (CCLAD) equipment - Dentapen - into the curriculum to improve learning experiences and increase exposure to technology.

Respiratory Care passed the Commission on Accreditation for Respiratory Care (CoARC) accreditation visit in October, with the reviewers stating that we have a strong program, with above average student pass rates on the national exam and positive feedback about the program from current students.

MHCC students performed at The 1905, Portland's primary Jazz club, on November 3rd, with NYC trumpeter Nathan Eklund.

Advance diversity, equity, and inclusion:

Adult Basic Skills received the following commendations from Higher Education Coordinating Commission after our annual program review. A few highlights include:

- Implementation of online orientations for ABE-GED, ESL, and Spanish GED.
- Quality Integrated Education Training programs.
- Expanding Early Childhood Education pathways, the design of pre-apprenticeship in Construction.
- Partnership with Oregon Department of Education Early Learning Division.

MHCC's Workforce Development program received an additional \$100,000 from WorkSystems Inc. to provide rent assistance to City of Portland residents who have experienced both of the following COVID impacts: unemployment and/or household income reduction and housing instability/risk of homelessness. This is the third round of COVID rental assistance monies received from the City of Portland through WorkSystems, Inc. The MHCC Workforce team anticipates supporting 10-25 families with the \$100,000 we were awarded.

Strengthen community engagement:

Health, Physical Education, Athletics, Aquatics and Recreation (HPEAAR) full-time faculty member, Josh Stratman, was recently approved as a member of the Gresham Parks and Recreation Advisory Group. HPEAAR Dean, Dr. Kim Hyatt, has also been recently selected as the institutional representative for this same organization.



Instruction Update

The Small Business Development Center (SBDC) Data:

- Clients seen: 64
- New clients: 9
- Training events: 2
- Training attendees: 42

Business Types

- Resale shop
- Bakery
- Vegetarian and vegan fast food drive thru chain
- Bookkeeping
- Wellness bakery
- Baking dog treats in home
- Indoor dog park, doggie day care
- Residential construction remodel
- Hand-made crafts using beads
- Manufacturers' representation
- Jewelry
- Handywoman solutions
- Video/audio/photo editing and conversion

Increase excellence in operations:

Online Learning worked with Information Technology to identify and test systems for offering flexible attendance, live streamed synchronous courses. Training is scheduled to happen winter 2022 with the first courses offered spring 2022.

The Nursing Division has partnered with Legacy Healthcare to pilot a clinical project regarding increasing nursing students' basic nursing skills. This partnership not only helps Legacy develop their new graduate nursing program, it also allows our third-term students clinical experiences which they have not had yet in their first three terms in the Nursing program due to COVID.

Administrative Services

Jennifer DeMent

November 2021

Improve student success:

- In partnership with the Business Office, District Communications, and Diversity, Equity, and Inclusion, Human Resources has rolled out a **vaccine incentive program**. To date, 21 students and one employee have been fully vaccinated due to this program.
- Two hundred **laptops for Student Basic Needs** were imaged and delivered by IT. They were low on student laptops, and now they can fill all requests.
- Seventeen **laptops for the Child Care Resource & Referral** program were imaged and delivered to support additional staff as their programming expanded.
- Information Technology **upgraded labs** 2603, 2604, and 2604A with new PC's as part of a planned refresh to meet student CASAS testing technology requirements.
- Twelve **iPads for the TRIO program** were prepared and delivered.
- IT **upgraded the Limited and Restricted Programs' application** providing several improvements. The upgrades improved the student experience through input validation, responsive design, and shorter applications. Students can check their status or upload missing documents; plus, employment experience forms are online rather than PDF forms. (more below in Excellence in Operations)
- IT and Online Learning completed a proof of concept project for a **Zoom Room pilot** to set up a "Zoom room" ready for the fall term to allow for staff training on live-stream, synchronous learning. Planning is underway for a more comprehensive next phase, including multiple additional rooms.
- **ABS Online Intake Form Discovery:** IT and ABS have worked together to capture the requirements for an online admission form, including crucial data required for reporting. The defined approach delivers many benefits, including significantly improving the student experience, lowering barriers to entry for application, and streamlining the data collection process for the department. The teams will define a formal project to deliver this form now that these discovery requirements are complete.
- CDFS has reopened many of our **Head Start and Early Head Start sites for in-person services**. We currently have 12 locations open at some capacity for in-person support. Seven of our sites are still operating virtually due to sanitation and licensing requirements, which are still underway. All of our home-based services continue to remain virtual.

Advance diversity, equity, and inclusion:

- The Executive Director of CDFS met with Trauma-Informed Oregon to discuss and outline a plan for a "**Trauma Informed Practice**" training for leadership and subsequent staff training.



Administrative Services Update

Strengthen community engagement:

- CDFS, in partnership with East County Community Health, will be **hosting two vaccine events at an Mt. Hood Community College Head Start location** sometime in the month of November.

Increase excellence in operations:

- IT reported the following **security alerts** for the month of October:
 - 305 total Office 365 based security alerts
 - 10 were benign and were students logging in from a personal VPN
 - 10 were false positives
 - 215 were failed malicious login attempts
 - 70 were likely compromised to some extent and required passwords reset
- The **Limited and Restricted Programs' application** was updated, providing several improvements. It significantly reduces the time to update program information each term and reduces administrative work to process applications. Programs benefiting from these changes:
 - Ford ASSET,
 - Funeral Service Education
 - Chrysler MCAP/IMPORT/Subaru-U
 - Respiratory Care
 - Surgical Technology
 - Nursing
 - Integrated Metals/Machine Tool Technology
 - Medical Assistant
- IT kicked off a project to further **increase college security** by providing MHCC devices to staff whose jobs require connecting to college network systems remotely.
- The **Time and Attendance Tracking** project has entered Phase 4, and the implementation of Novatime software for time and attendance tracking for CEA staff is complete.
- Human Resources converted the **Legal and Business Process Training** sessions to asynchronous format so new managers and confidential employees can access topics on demand.
- Human Resources successfully negotiated a **Winter and Spring term MOA** with the Full-Time Faculty Association related to terms and conditions impacted by the pandemic.
- The CDFS admin team conducted several site visits to sites that opened for in-person services to **welcome children and staff back and support and thank the staff for their hard work and dedication.**

Development and District Communications

Al Sigala

October 2021

Improve student success:

The Foundation wrapped up its Staff Giving Campaign with great success beating our goal of \$50,000. We saw nearly \$51,000 raised, with \$3,200 of that dedicated to the Student Basic Needs Fund. The \$3,200 is being matched by the Foundation bringing total raised in the campaign to \$54,400. We saw 71 new donors join this effort and are so thankful to staff for their continued support of our students.

A separate campaign for the college's softball team was kicked off and has so far brought in \$2,350 in gifts for the program. This is an annual campaign in which the team and coaches reach out to prospective donors who can then give online.

Work was done on the planning and strategy for the Foundation's End of the Year Campaign. This effort includes a Thanksgiving Card to donors, a Giving Tuesday element, end of the year tax giving promotions, a Foundation board appeal for donations, and various outreach to donors.

October saw the deadline for scholarship applications and kicked off the review process of those applications. Several scholarship information sessions for students were held this month. Volunteer scholarship readers also began their reviews of the applications.

Advance diversity, equity, and inclusion:

The staff giving campaign raised \$3200 in new gifts for the Student Basic Needs Fund (SBNF) which were then matched by the Foundation for a total of \$6400 being raised for SBNF.

We submitted an application to have a staff member attend this year's CASE Development Conference in January. The conference will concentrate on Diversity, Equity and Inclusion.

We publicized several college initiatives including:

- National equity award, through media pitches, press release, website article, social media, and News & Notes and student newsletter.
- Rethink Adult Ed Challenge award, through media pitches, press release, website article, social media and News & Notes article.
- Student homelessness pilot project, through press releases, website article and social media.
- Posted social media about Indigenous Peoples' Day, and Latinx Contributions to Literary Arts event.



Development and District Communications Update

Strengthen community engagement:

We finalized the Foundation's annual report and prepared it for dissemination to our donors and general public.

Al was the guest speaker at a recent Gresham Soroptimist virtual meeting. He provided an update on the Foundation's efforts and shared information on the recent donation of the Yoshida Haven Estate. He offered to host a future meeting of the Soroptimist at the estate and provide a tour of the property.

Alumni efforts including interviewing two alumni for upcoming newsletter articles and identifying future alumni to feature.

We continued research efforts on best practices in operating an alumni association. This included attending CASE webinars and interviewing colleagues with alumni experience at Clark College, Chippewa Valley Technical College, Community College of Baltimore County and Dr. Skari.

We also kicked off plans for a future alumni webinar that will feature financial investment planning expert and alum, Samantha Pahlow with Ferguson Wellman.

Communications efforts included:

- Newspaper articles on the Jazz Program and a column on the Salmon Safe Retrofit of our parking lots.
- A social media campaign promoted Domestic Violence Awareness Month.
- Promoted Community Education classes on OPB.
- Facilitated an Outlook article for a special section on Veterans Day that feature student veteran alum, Alisha Nicholson.

Increase excellence in operations:

The Foundation hired a new part-time data specialist. Tiffany Markel began her work in overseeing the Foundation's donor software, Raisers Edge. Tiffany will assist with fundraising efforts as well.

Staff worked on streamlining the process of screening scholarship finalists in cooperation with Blackbaud our fundraising software company. The goal is to import additional applicant financial aid data into the scholarship portal.

Much work is also being done in digitizing current paper Foundation files and eliminating excessive paper storage.