MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 15, 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/91293295931?pwd=SHp4M1I3dVFHdE1jazFkUUVJT3JmUT09

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)
Webinar ID: 912 9329 5931
Passcode: 556181

AGENDA
SESSION 1050

6:30 pm	**1.0**	**CALL TO ORDER / DECLARATION OF A QUORUM**	
	1.1	Approval of Agenda	
6:35 pm	**2.0**	**PUBLIC INPUT**	

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.

6:45 pm	**3.0**	**REPORTS** *(10 min report & 5 min Q & A)*	
	3.1	Correspondence	Lisa Skari
7:00 pm	**4.0**	**BUSINESS / ACTION**	
	4.1	Consent Agenda: Approvals & Information	

a) Minutes – Board Work Session 1047, November 3, 2021
b) Minutes – Regular Board Session 1048, November 17, 2021
c) Monthly Personnel Report
d) Monthly Financial Report
e) Monthly Head Start Report
f) COVID-19 Activity Report
g) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds

	4.2	Academic Calendars – 2022-2023 and 2023-2024	Kelley Keith

	4.3	Board Policy Review and Approval	Annette Mattson
		a) Second Reading/Approval – Chapter 1 – The College	
		b) Second Reading/Approval – Chapter 2 – Board of Education	

7:35 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 January 19, 2022

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

December 15, 2021

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

FROM: Lisa Skari, EdD
                   President

SUBJECT: Board Letter for December 2021

Fall Quarter is complete, and here is to celebrating the end of 2021. A year ago, I think many of us thought the pandemic would be behind us, but this virus has its own timeline and we must do our best to stay diligent. Planning has taken on a more fluid meaning, as we lay down plans for in-person and remote, and flexing as needed. This campus has done an amazing job at serving students and keeping the college safe. We continue to deliver on our promise to serve our community through whatever comes our way. Beyond our campus, external forces impact our plans.

In November, I attend EAB's Presidential Experience Lab, a gathering of two- and four-year higher education presidents from across the country. The focus of the event was looking at the disruption in higher education. From the proliferation of no-cost/low cost credentialing offered by private entities to the future of content creation, the dialogue covered the potential threats and the opportunity for innovation. As a community college, our career and technical education programs already center on industry standards and close collaboration with employers, so these concepts are not foreign to us. That said, we will continue to track how students and employers value these alternative credentials to truly gauge the magnitude of the disruption.

I also attended the Northwest Commission on Colleges and Universities (NWCCU) annual conference. Another convening of two- and four-year institutions, the sessions centered on equity, transfer, and evidence-informed assessment. It was refreshing to hear several sessions that focused on transfer from both the college and university perspective, since this usually only happens with a community college audience. The data showed outcomes, and suggested we – two- and four-year institutions – can do better. Presenters shared outcome data on transfer and

non-transfer, disaggregated by income and race. While the results were not surprising, one could not deny the opportunities for transfer that exist for our traditionally marginalized populations. In Oregon, work continues on transfer maps by major, but the challenge remains with the acceptance of credit by institution. A standardized agreement across the institutions would go a long way in reducing student confusion, and instances where students accumulate credits they do not need.

As part of my own professional development, I am part of the Portland Business Alliance's Partners in Diversity CEO Cohort. With a focus on advancing diversity, equity and inclusion within the participant's organization, we meet quarterly to explore a number of DEI-related topics with a professional trainer. Our cohort consists of members from business, nonprofits, schools, and government agencies, and the conversations have been useful and enriching. We are all dealing with similar opportunities for change within our organizations, and the learning taking place gives me a more holistic perspective on our work here at the college.

Annual goal update
COVID response
The Reopening Advisory Committee concluded the final meeting for the fall term. The vaccine incentive subcommittee reported that eighty-one students and seven employees applied for the vaccine incentive. The Indoor Student Spaces subcommittee said that with final approvals, the Vista Dining Center would be open during the winter term and serve as a place for students to study, hang out, and eat lunch while on campus. Social distancing controls, including fifteen feet of spacing between tables, will be monitored to ensure everyone's safety. The committee administered surveys to staff and students. With a 60% employee response rate, 99% of employees responding indicated that they are fully vaccinated. The majority agree that the campus feels safe (62%) and that everyone complies with safety protocols (60%). Sixteen percent of students responded to the survey, and the majority also agree that the campus feels safe (78%) and that everyone on campus is complying with safety protocols (81%). Sixty-five percent of employees and 77% of students agree that they are getting the support they need from the College. The committee will resume meeting in January to review how expanded service hours and on-campus classes for the winter term are going.

Strategic planning
The data collection process continues, with MIG holding focus groups and one-on-one interviews with stakeholders. To date, ten focus groups were held with internal and external groups, including students, employees (including Head Start staff), Head Start parents, educators, agencies/cities, business, and community-based organizations. Additional sessions are being added in native languages to reach residents where English is not their primary language. To allow time for this additional data collection, the charrette has been moved to mid-January. Work is also in process to translate the survey into multiple languages for external distribution.

Accreditation
We have received an official report from the Northwest Commission on Colleges and Universities (NWCCU) regarding the October 12, 2021 visit. In the evaluator's opinion, we are now substantially in compliance with the last outstanding recommendation. Based on the evaluator's report, the NWCCU will make a decision to continue with the recommendation or consider it satisfied at their meeting in January 2022. Regardless of the outcome, our plan is to continue to expand and institutionalize assessment work, as learning assessment will be again at the center of attention during Year Seven visit in fall 2023.

Diverse workforce
As Mt. Hood Community College (MHCC) is working to become a more diverse, equitable, and inclusive college, the key to the success of any process we put in place is for it to be commonly understood and followed. In order to get to the best system for MHCC, we must start by understanding our current process(es), and testing for consistency across campus. Beginning in winter term, MHCC will map out the hiring process(es) across campus and collect feedback on strengths and weaknesses. The goal is to have the data collection complete prior to the end of spring term. My thanks to Paul Wild for agreeing to lead this mapping effort.

In closing, I wish you and your family peace, joy, and happiness this holiday season. Here's looking forward to a great 2022.

Community/Educational Presentations and Selected Outreach Activities

Nov 1   *MHCC Audit Committee meeting*

Nov 3   *American Association of Community Colleges (AACC) Commission on Public Relations, Advocacy, and Advancement meeting*

Nov 3   *MHCC Board of Education work session*

Nov 5   *Oregon Presidents' Council (OPC) Capital Construction sub-committee meeting*

Nov 8   *Meeting with Directors Mattson and Speer*

Nov 9   *OPC COVID meeting*

Nov 10   *Portland Business Alliance Board meeting*

Nov 10   *Higher Education Coordinating Commission (HECC) Funding and Achievement sub-committee meeting*

Nov 10   *Meeting with Director Polson*

Nov 12   *Attended Greater Gresham Chamber of Commerce Welcome Reception for the German Federation of Track and Field Athletes*

Nov 12   *Oregon Community College Association (OCCA) Communication and Marketing Advisory Committee meeting*

Nov 15   *Greater Portland Inc. (GPI) Higher Education Committee meeting*

Nov 15   *Meeting with Director McKeel*

Nov 16   *MHCC Strategic Planning Focus Group for Education/Youth*

Nov 16   *MHCC Strategic Planning Focus Group for Agencies/Cities*

Nov 17   *Partners in Diversity CEO Cohort meeting*

Nov 17   *Presented Welcome for MHCC Strategic Planning Focus Group for Business*

Nov 17   *Meeting with Dr. Howard, President, Chemeketa Community College*

Nov 17   *MHCC Board of Education meeting*

Nov 18   *Greater Gresham Chamber of Commerce Board meeting*

Nov 18   *OCCA Communication and Marketing Advisory Committee meeting*

Nov 18   *Presented Welcome for MHCC Strategic Planning Focus Group for Community-based Organizations*

Nov 18   *Rotary Club of Gresham Board meeting*

Nov 18   *Presented at American Association of Women in Community Colleges (AAWCC) Community College Excellence Award*

Nov 18   *Meeting with Karen Smith, OCCA*

Nov 18-19   *Northwest Commission on Colleges and Universities (NWCCU) Fall conference*

Nov 22   *Meeting with Director Noriega*

Nov 23   *Meeting with Monique Claiborne, CEO, GPI*

Nov 23   *Oregon Public Broadcasting (OPB) Audit Committee meeting*

Nov 23   *OPC Current Service Level (CSL) sub-committee meeting*

Nov 29-30   *EAB 2021 Presidential Experience Lab meeting*

Select Media Mentions

Breakside Brewery Plans 31-Acre Gresham Brewery, Tavern, and Green Space – New School Beer + Cider
https://www.bollyinside.com/news/breakside-brewery-plans-31-acre-gresham-brewery-tavern-and-green-space-new-school-beer-cider

A workforce bridge for refugees, immigrants
https://www.ccdaily.com/2021/11/a-workforce-bridge-for-refugees-immigrants/

Portland area colleges helping homeless students pay rent
https://pamplinmedia.com/pt/9-news/527232-421358-portland-area-colleges-helping-homeless-students-pay-rent

High-profile brewer plans new production facility, taproom in east county
https://www.bizjournals.com/portland/news/2021/11/09/breakside-eyes-gresham-property-for-expansion.html

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – November 3, 2021

Session 1047

A meeting of the Mt. Hood Community College District Board of Education was held on November 3, 2021, with a Board Work Session at 6:00 pm, held via Zoom.

1.0   CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president of Finance & Administration

Annette Mattson called the work session to order at 6:01 p.m.

2.0   BUSINESS

     2.1   ACCT Leadership Congress Review

Annette Mattson and Kenney Polson provided a report of their experience attending the ACCT Leadership Congress in San Diego on October 13-16, and shared highlights from the conference sessions they attended.   Lisa Skari shared comments about the conference sessions she attended.

     2.2   Community Engagement Committee

There was no committee update at this time.   Speer stated the Community Engagement Committee is planning to meet to determine an area of focus for community engagement this year.   Board members discussed building and strengthening community relationships and the importance of making your presence known at community meetings and events.   Skari shared a recent example of a community connection with the City of Gresham around their work on diversity, equity, and inclusion.

2.3   Financial and Capital Project Update

Jennifer DeMent provided a financial overview of the final results for Mt. Hood Community College (MHCC) fiscal year 2020-2021:

- Revenues came in 4.2% lower than what was budgeted
- Spending was 7.5% less than planned in the budget
- Final results produced an ending balance equivalent to 17% of expenditures

DeMent highlighted the 2021-2022 trends for the Community College Support Fund, enrollment, expenditures, Higher Education Emergency Relief Funds (HEERF), and reserves, contingency funds, and ending fund balance.

An update was shared on the current state of MHCC facilities, and the facilities capital projects:

- Mt. Hood operates three campuses (Gresham, Bruning Center, and Maywood Park) encompassing 13 buildings and nearly 800k sq. ft. and more than 3200 parking spaces.
- The district has not passed a bond since the 1970s, and all maintenance on the existing buildings have been funded through college-backed debt and general fund allocations.
- A 2015 external assessment estimated more than $83 million in deferred maintenance needed for college properties.
- Facilities capital projects:
    - Dental Lab – the recommended improvements to the instructional lab space are required to maintain program accreditation. An architect was hired in early 2021 and the estimated costs were just over $5 million.
    - Aquatics Retractable Cover – the MHCC Aquatic Center's outdoor pool had an inflatable dome cover that had to be disposed of in 2019. The pool cover extended the pool use through the winter months, and events and facility rentals make up 52% of the center's revenue. Restoring events to previous levels will be essential to cover operating costs. The estimated cost is $2.6 million.
    - Multi-Cultural Diversity & Equity Center (MDEC) – the MDEC will house existing equity-based programs, and provide services including student basic needs support, identity-based programming and financial and academic supports. The projects costs are estimated to be $1.3 million.
    - Critical Maintenance & Repairs – this includes mandated accessibility upgrades to parking lots, critical roofing repairs, elevator safety and accessibility updates, Bruning Center security upgrades, repairs from February 2021 storm damage, and other targeted deferred maintenance as identified in the 2015 consultant report.

DeMent provided a summary of a proposed funding strategy for the projects, outlining the estimated cost, confirmed resources, and source of funding. The funding source includes a one-time allocation from reserves of just over $2 million to meet the $8 million match requirement for the state capital construction funds, which would bring the total funds for the projects to $16 million.

 the next steps include preparing bid packages for these projects, and once the college has a better estimate of the project's costs and timelines, the proposed contracts for projects over $150,000

would be brought to the board for review and approval. Many of the projects would happen in summer 2022, so the projects could be included in the budgeting process and discussions for the 2022-2023 budget. A copy of the PowerPoint presentation is attached to the minutes.

2.4   Policy Review Next Steps

Skari provided an overview of the board policy and administrative regulation review process, and what the next steps are. The draft board policies and administrative regulations, using the model language and format from the Oregon Community College Association, and the college's governance process, will be sent to the councils and Associated Student Government for review and feedback. The councils are in the process of identifying one or two primary councils for the review process. After the council review, the board will receive the draft proposals and feedback for a first reading at the board work sessions. After the first reading, the policies that move forward to a second reading will be posted to the intranet for campus input. The draft policies and campus feedback will be sent to the board for a second reading and board vote at the regular board meetings. Skari shared several examples of the new policy format, the cover sheet showing the review status for each policy, and the master review schedule with the anticipated completion date at the end of this academic year. A copy of the PowerPoint presentation is attached to the minutes.

2.5   Report List

Skari sent the report list to board members in October as part of her goals, and there were no questions about the report list. A copy is attached to the minutes.

2.6   Other Business

Speer asked about the status of the MHCC website. Skari stated the IT department has been working on the back end of the website and a planned-out timeline. She will look into the timeline and send information out to the board when it becomes available.

3.0   ADJOURNMENT

The work session was adjourned at 7:09 pm.
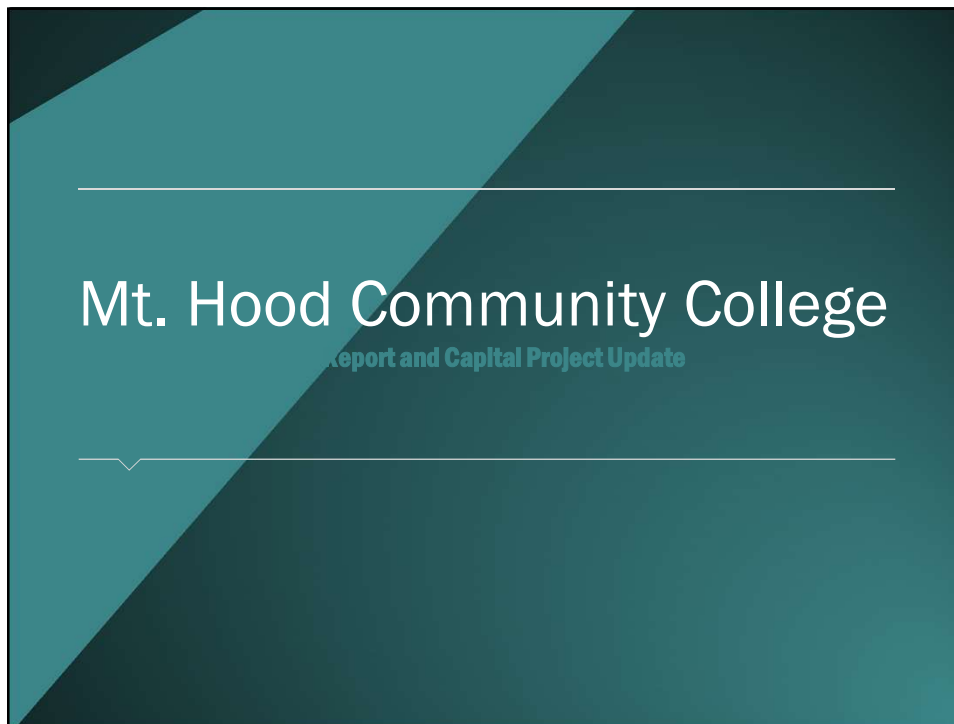
_____   _____
Clerk   Board Chair

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

Mt. Hood Community College

Report and Capital Project Update

Final results from last fiscal year

Revenues came in 4.2% lower than what was budgeted.

Enrollment declines account for $2.7 million in lost revenue. Sources impacted include lost state support and tuition revenue.

Federal Higher Education Emergency Relief Funds (HEERF) replaced much of the lost revenue.

Spending was 7.5% less than planned in the budget.

Savings include $2.1 million in part-time hourly and instructors and an additional $2 million in materials and services.

$400 thousand of the materials & services savings were from utilities, due to decreased activity on campus.

Final results produced an ending balance equivalent to 17% of expenditures.

Separate from the $3 million in federal funds planned to balance the current year, the college spent $2.7 million less than received.

The $12 million in reserves was made possible by the HEERF funds received, and are one time dollars that should not be used for ongoing expenses.

2

2021-22 Trends

Community College Support Fund

State funding for community colleges increased for the current biennium to $700 million, system-wide.

Mt. Hood's projected share of this increase is $34.8 million per year and $1.7 million more than what is included in the adopted budget for 2021-22.

Legislative budget approval came after the budget adoption. The board used the current service level amount, $675 million, or $33 million per year for MHCC, as projected state revenue.

Enrollment changes, as compared with the other 16 community colleges, may continue to change Mt. Hood's share of the community college support fund.

3

2021-22 Trends

Enrollment

Enrollment declines continue to reduce projections for tuition and fee revenue, creating a $2.1 million shortfall to date.

The College based Mt. Hood's adopted budget on the assumption that enrollment would remain at the 2020-21 pandemic low.

State Support — Tuition & Fees

$40,000
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-

2016-17 2017-18 2018-19 2019-20 2020-21 2021-22

($ in thousands)

4
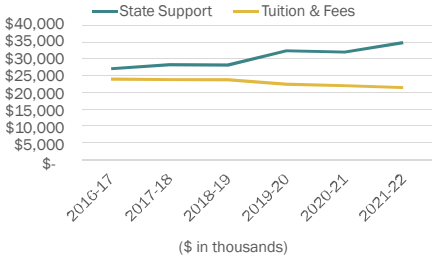
2021-22 Trends

Expenditures

Similar to 2020-21, spending is slightly under budget for most areas, including part time wages and supplies.

Utility expenses are expected to increase as more employees and students return to campus and ventilation is increased as a safety consideration. Travel expenditures are also rising due to the return of in-person meetings and training opportunities.

Expenditures for talent grants and recognition awards, which cover the cost of tuition for students, have increased compared to the same time last year.

As in-person instruction and service resumes to pre-pandemic levels and federal stimulus funds are spent down, the college should expect spending to increase.

5

Higher Education Emergency Relief Funds

Status of funds

Mt. Hood received $16 million in federal funds intended to help mitigate the impact of the COVID-19 pandemic.

These funds are separate from funds designated for direct student support. About $8 million remains for the current year, with funds earmarked for lost revenue, vaccine incentives, and continued health and safety items.

Category	Expenses
Providing additional technology hardware and subsidizing the cost of high speed internet for students	$980,000
Costs related to operating additional class sections to enable social distancing, and the cost of leasing, or renting additional instructional equipment and supplies to reduce the number of students sharing equipment or supplies.	$293,000
Campus safety and operations, including equipment and software to enable social distancing.	$859,000
Replacing lost revenue due to reduced enrollment, cancelled events, and disruption of auxiliary operations.	$5,791,000

6

3

Reserves and contingency funds

Ending fund balance

18%	
16%	
14%	
12%	
10%	
8%	
6%	
4%	
2%	
0%	

2015-16   2016-17   2017-18   2018-19   2019-20   2020-21
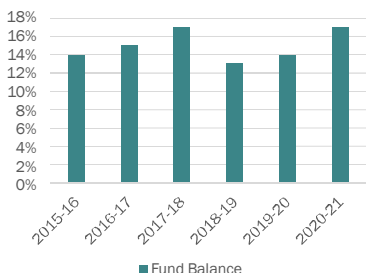
■ Fund Balance

Board policy 3030 governs the minimums amounts to be set aside for unappropriated reserves and emergency contingency funds. The minimum amount is 5% of expenditures, with the desired target range of 6-10%.

The actual ending fund balance amounts combine unspent contingency, reserves, and operating surplus or deficit, and are generally higher than what is budgeted, due to salary savings generated from vacant positions and other unspent budgeted amounts. This unspent budget amount has averaged 6% over the time period shown.

7

Facilities capital projects

Current state of MHCC facilities

Mt. Hood operates three campuses, encompassing thirteen buildings and nearly 800 thousand square feet, and more than 3,200 parking spaces.

The Gresham campus was built in the late 1960s, with the addition of the Bruning Center in 2004 and the Early Childhood Center in 2013. Because the district has not passed a bond since the 1970s, these new buildings, and all maintenance on the existing buildings, have been funded through college-backed debt and general fund allocations.

Due to budget pressures caused by rising costs, declining enrollment, and debt service payments to pay for previous capital items, the college allocates only $400 thousand per year to deferred maintenance and capital projects.

The facilities management team has done an excellent job of prioritizing maintenance needs, but funding is insufficient for non-critical items. As such, a number of items have been delayed until external bodies, like the Office of Civil Rights or program accreditation organizations demand improvements.

A 2015 external assessment estimated more than $83 million in deferred maintenance needed for college properties.

8

Facilities capital projects

Dental Lab

The commission on Dental Accreditation has issued recommendations for facility improvement to the instructional lab space that are required in order to maintain program accreditation. The College hired an architect in early 2021, and project costs were estimated just over $5 million.

9

Facilities capital projects

Aquatics Retractable Cover

The Mt. Hood Community College Aquatic Center has been serving the East Multnomah County region for forty-five years.

With two indoor pools in the more than 25,000 square foot building and an Olympic-sized outdoor pool, the center is one of the largest in the region. In 2019, the center had to dispose of an inflatable dome that made the center unique by having an indoor/outdoor Olympic-sized pool. Given the climate in the Pacific Northwest, the pool cover extended the pool's use through the winter months, making it an ideal destination for regional and national swimming competitions. Event and facility rentals make up 52% of the center's revenue, so restoring events to previous levels will be essential to cover operating costs. The estimated cost for a new retractable cover is $2.6 million.

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Facilities capital projects

Multi-cultural Diversity & Equity Center

Multicultural Diversity and Equity Center (MDEC), will be a culturally inclusive, single-stop space in a central location of campus dedicated to serving the multicultural and equity needs of our students and communities.

The MDEC will house existing equity-based programs, and will provide services including student basic needs support, identity-based programming; and financial and academic supports. Having a centrally-located center providing supports to help students progress toward their educational goals will build a true sense of support and belonging for many of our most vulnerable students. While more stakeholder engagement is needed, project costs are estimated to be $1.3 million.

For the 2019-20 academic year, Mt. Hood Community College served almost 6,000 students of color (27%), with an additional 7,000 students (32%) not reporting race.

A fall 2020 survey showed 60 percent of students experienced at least one form of basic needs insecurity; 40 percent experienced food insecurity in the prior 30 days; 47 percent experienced housing insecurity in the previous year; and 16 percent were homelessness in the previous year.

11

Facilities capital projects

Critical maintenance & repairs

Projects include items like mandated accessibility upgrades to parking lots, critical roofing repairs, elevator safety and accessibility updates, Bruning Center security upgrades, repairs from February 2021 storm damage that were partially reimbursed by insurance, and other targeted deferred maintenance, as identified in the 2015 consultant report.

Leveraging the funding currently in place with a one-time allocation from reserves, will allow the college to access the $8 million in state capital construction dollars to complete these critical projects.

12

Funding strategy

Project	Estimated cost	Confirmed resources	Source
Dental lab remodel	$5,115,000	$1,500,000	MHCC HEERF funds
Aquatic Center Retractable Cover	$2,570,000	$1,800,000	Oregon legislative ARPA earmark funds
Multi-cultural Diversity & Equity Center	$1,283,600	$600,000	Oregon legislative ARPA earmark funds
Critical maintenance & repair projects	$7,031,400	$2,006,946	Facilities and aquatics fund equity, annual transfer to facilities fund, insurance reimbursements, president's foundation allocation
Balance needed to meet $8 million match requirement		$2,093,054	One-time allocation from reserves
		$8,000,000	State capital construction funds
Total	$16,000,000	$16,000,000	

13

thank you

Jennifer DeMent
Vice President, Finance & Administration

Jennifer.dement@mhcc.edu

Policy and AR Review Process

1 Draft submitted to President

Draft posted on intranet for comment

Policy draft submitted to Board for 2nd reading

Board adopts policy
PC adopts AR

Policy draft submitted to Board for 1st reading

2 President sends draft to Council(s) and ASG

Council(s) and ASG review, provide input **3**

MT. HOOD
COMMUNITY COLLEGE

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1 MT HOOD COMMUNITY COLLEGE
Policy Review: 2021-22 List

LR = Legally required
AR = Accreditation required
LA = Legally advised
BP = Best practice

MHCC Old #	BP	OCCA New #	Title	Code	Notes
	BP	1100	The College	LA	New
	BP	2010	Board of Education Membership	AR, LA	New
	BP	2100	Board of Education Elections	BP	New
9240	BP	2110	Vacancies on the Board of Education	LA	
9020	BP	2200	Board of Education Duties and Responsibilities	AR	
9100	BP	2210	Board of Education Officers	BP	
9180	BP	2305	Annual Organizational Meeting	LA	
	BP	2310	Regular Meetings of the Board of Education	LA	New
9182/9040	BP	2315	Closed-Executive Sessions	LA, BP	
9181	BP	2320	Special and Emergency Meetings	LA	
9183	BP	2330	Quorum and Voting	LA	
9183.1	BP	2340	Agendas	LA	

Board of Education Membership: 2010

Chapter 2
References:
    NWCCU Standard 2.A.1
    ORS 341.275, ORS 341.326

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

Adopted: XXX

Notes: New

        Accreditation required
        Legally advised

Agendas: 2340

Chapter 2
References:
    ORS 192.640

An agenda shall be posted at least **[# days]** calendar days prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The agenda will be provided in appropriate alternative formats for accessibility.

The order of business may be changed by consent of the Board of Education.

Agendas shall be developed by the President in consultation with the Board of Education Chair and Vice Chair.

Adopted: 2/2/17

Revised: XXX

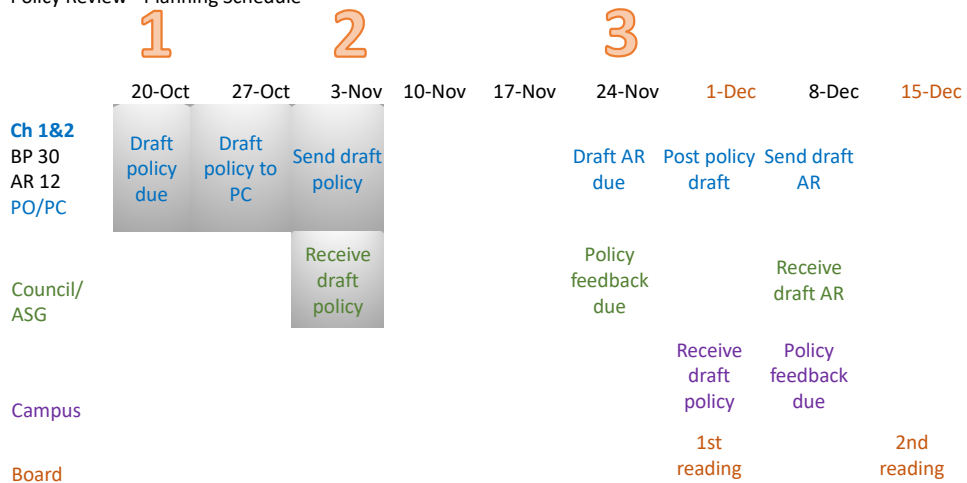**Notes:**   Rescinds Board Policy 9183.1: Board Meeting Agenda

        Legally advised

3

Policy Review Worksheet **Chapter One** and **Two**
Council/Group: *{insert name here}*

Policy #	Policy Name	Action	Comments
1100	The College	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2010	Board of Education Membership	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2100	Board of Education Elections	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2110	Vacancies on the Board of Education	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2200	Board of Education Duties and Responsibilities	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2210	Board of Education Officers	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2305	Annual Organizational Meeting	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2310	Regular Meetings of the Board of Education	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	
2315	Closed-Executive Sessions	☐ Reviewed – no feedback ☐ Reviewed – feedback included ☐ Still in review process	

MT HOOD COMMUNITY COLLEGE
Policy Review - Planning Schedule

1   **2**   **3**

	20-Oct	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec
Ch 1&2 BP 30 AR 12 PO/PC	Draft policy due	Draft policy to PC	Send draft policy			Draft AR due	Post policy draft	Send draft AR	
Council/ ASG			Receive draft policy			Policy feedback due		Receive draft AR	
Campus							Receive draft policy	Policy feedback due	
Board							1st reading		2nd reading

Name	Focus	Data	Frequency	
MT HOOD COMMUNITY COLLEGE				*Compiled Fall 2021*
College Reoccurring Research/Data Reports				
Name	**Focus**	**Data**	**Frequency**	
Community College Financial Information System (CCFIS)	C,O	QT	Annual	KEY
Annual Financial Statements	C,O	QT	Annual	**Focus**
IPEDS Financial & Human Resources	S,O	QT	Annual	S = Students
Adopted Budget	E,C,O	B	Annual	E = Employees
Post Employment Benefits Actuarial	E,O	QT	Biennial	C = Community
Program Accreditation Self Evaluations	S, E	B	varies	O = Other
Fiscal Operations and Application to Participate (FOAP)	S, O	QT	Annual	
Clery Report - Annual Security Report	S, E	QT	Annual	**Data**
TRiO SSS and ETS Annual Performance Report	S, O	QT	Annual	QT = Quantitative
Voluntary Framework for Accountability	S	QT	Annual	QL = Qualitative
Student Success	S	QT	Annual	B = Both
Year 7 Accreditation Self Evaluation	S, E	B	7 years	
Year 1 Accreditation Self Evaluation	S, E	B	7 years	
Mid-Cycle Accreditation Self Evaluation	S, E	B	7 years	
Annual Accreditation Report	S,E	QT	Annual	
Community Perception Survey	C	B	7 years	
D4A(data for Analysis) Quarterly State report-3 reports (Student, Course, Enrollment)	S	QT	Quarterly	
D4A Annual State Reports- 6 reports (Completion, Student Yearly, Accelerated Learning, Final Student, Enrollment and Course reports	S	QT	Annual	
IPEDS -9 reports Institutional Characteristics, Completion, 12 months enrollment, Financial Aid, Graduation Rate, 200% Graduation Rate, Admissions, Outcomes Measures, Fall Enrollment, Academic Library)	S	QT	Quarterly	
SENSE Survey (The Survey of Entering Student Engagement)	S	B	3 years	

CCSSE Survey (The Community College Survey of Student Engagement)	S	B	3 years	
Equity in Athletics	S	QT	Annual	
MHCC Factbook	S	QT	Annual	
Veteran 85-15 report	S	QT	Annual	
SB1520- employees report to the state	E	QT	Annual	
Student Satisfaction Survey	S	QL	3 years	
Employee Climate Survey	E	QL	2 years	
High School Seniors Survey	O	B	Annual	
Graduate Follow Up Survey	S	B	Annual	
Economic Impact Study	C	QT	5 years	
Weekly Enrollment Report	S	QT	Weekly	
Comment Card	S,E	B	Continuous	
Registration Survey	S	B	Continuous	
Survey for students dropping all classes	S	B	Continuous	
Assessment Survey	E	B	Annual	
Planning Survey	E	B	Annual	
Voluntary Support for Education Survey	O	QT	Annual	
Media Prefs Survey	O	QT	Annual	
Annual Financial Statements Foundation Audit	C,O	QT	Annual	
Foundation Annual Report	S,E,C,O	QT	Annual	
Cultural Competency at Post Secondary Institutions (HB 2864)	S, E	B	Annual	
WIOA Title II Report - Student Attendance	S, E	QT	Weekly	
WIOA Title II Report - TOPS	E, O	QT	Quarterly	
WIOA Title II Report - Quarterly Data Integrity Reports	E, O	QT	Quarterly	
WIOA Title II Report - Data Quality Standards Checklist	E, O	QT	Annual	
WIOA Title II Report - Program Year Financial Status Reports	E, O	QT	Annual	
WIOA Title II Report - Risk Assessment/Program Improvement Plan	E, O	B	Annual	
WIOA Title II Report - Quarterly Reimbursement Requests	E, O	B	Quarterly	

WIOA Title II Report - Program Documentation	E, O	B	Annual	
WIOA Title II Report - Financial documents	E, O	QT	Annual	
WIOA Title II Report - GED Ready Test Voucher Reports	E, O	QT	Quarterly	
WIOA Title II Report - TOPS Federal Table 7 (Contact: Kelley Keith, HECC, 3rd party Feds, Annually,	E, O	QT	Annual	
WIOA Title II Report - Program Fees Plan	E, O	QT	Annual	
WIOA Title II Report - Distance Learning Application	E, O	QT	Annual	
WIOA Title II Report - OACCRS Compliance Signature Page	E, O	QT	Annual	
WIOA Title II Report - Budget Amendment requests to reallocate WIOA Cost Sharing	E, O	QT	Annual	
WIOA Title II Report - Annual OACCRS Training and Orientation Plans	E, O	B	Annual	
WIOA Title II Report - Financial Status Report	E, O	QT	Annual	
GED Wraparound Grant - Quarterly Expenditures	E, O	QT	Quarterly	
GED Wraparound Grant - Quarterly Reimbursement Requests	E, O	QT	Quarterly	
Career Pathway State Grant - Spending Summary	E, O	B	Bi-annual	
Career Pathway State Grant - Grant Plan	E, O	B	Bi-annual	
Career Pathway State Grant - Reports 1, 2 and 3: Summary report of work on the Career Pathways Grant and Data	E, O	B	Bi-annual	
Career Pathway State Grant - Budget	E, O	QT	Bi-annual	
Career Pathway State Grant - Disbursement Requests	E, O	QT	Quarterly	
Students' Measurable Skill Gains	E, O	QT	Quarterly	
Attrition rates	E, O	QT	Quarterly	
Transition to post-secondary education and training	E, O	QT	Quarterly	
Education attainment	E, O	QT	Quarterly	
Student progress between courses	E	QT	Annual	
Student transition to post-secondary education and training	E	QT	Annual	
Students who transition to Writing 115/Math 60-65	E	QT	Annual	
Review labor market information	E, O	QT	Annual	
Review demographics shifts in our district	E	QT	Annual	

Review poverty shifts and student basic needs	E	QT	Annual	
Apprenticeship Awards	S	QT	Quarterly	
Apprenticeship FTE and Enrollment by Term and Year (FTE, unduplicated, duplicated)	S	QT	Quarterly	
Apprenticeship Students that took AAS requirements after a certain term	S	QT	Quarterly	
Internal Training Enrollment and FTE	E	QT	Quarterly	
Workforce FTE and Enrollment by Class, Term, and Year	S	QT	Quarterly	
CE FTE and Enrollment by Class, Term, and Year (Reimbursable and Non-reimbursable)	S	QT	Quarterly	
950 Hour Novatime report	E	QT	Monthly	
Budget Report	O	QT	Monthly	
High School Based College Credit Programs Report	S	QT	Annual	
High School Based College Credit Peer Review /Self Study	S	B	6 years	
Perkins CTE Annual Report with Site Visit	S	B	Annual	
Statewide Accelerated Learning Annual Overlap Report	S	B	Annual	
DC,SDC and Assessment Based Learning Partnership Report	S	B	Annual	
Annual College Now Dual Credit Report	S	QT	Annual	
SBA - Mid-Year Report	O	QL	Annual	
SBA - Year-End Report	O	QL	Annual	
CARES Act Report	O	QL	Quarterly	
OBDD Business Oregon	O	B	Quarterly	
National Science Foundation	O	QL	Annual	
Center Goals	O	QT	Annual	

NOTE: In addition to these reports, there are on-demand program-level dashboards that pull real time data for:
enrollment, student demographics, student success - totals and disaggregated by race
budget/expenditures, teaching loads (faculty), assessment monitoring, waitlists, performance evaluation status

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – November 17, 2021

Session 1048

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

1.0   CONVENE MHCCD BOARD/CALL TO ORDER / DECLARATION OF A QUORUM
Members present: Annette Mattson, board chair, Diane Noriega, LaVerne Lewis, Diane McKeel, Marie Teune, Kenney Polson

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president of Finance and Administration, Al McQuarters, vice president of Instruction, Al Sigala, vice president of College Advancement, and executive director of MHCC Foundation, Emily Pham Lee, ASG president, Jeanna Hunt, FTFA president, Graham Phillips, CEA representative, Marilyn Pitts, PFTA president

Mattson called the meeting to order at 6:36 p.m. and declared a quorum was present. She shared a statement of appreciation to all of the education support professionals at Mt. Hood Community College and thanked them for their service to the college and our students in honor of National Education Support Professionals Day.

        1.1   Approval of Agenda
Noriega motioned to approve the agenda. McKeel seconded the motion and it passed unanimously.

2.0   PUBLIC INPUT
There was no public input.

3.0   REPORTS
        3.1   Correspondence
There was no correspondence.

3.2   Annual Foundation Report

Al Sigala presented the Annual Foundation Report for 2020-2021, and provided a summary of the foundation activities and fundraising for the Staff Giving Campaign, Planned Giving, Year-End Campaign, Annual Auction, Student Basic Needs, Alumni Outreach, Scholarships, and the Yoshida Haven Estate. Sigala acknowledged Amazon Troutdale for their tremendous support of donations for Student Basic Needs. He thanked both Nataly Paoli for her work with the alumni outreach efforts, and Judi Charman for her efforts regarding the funding for scholarships. He acknowledged Diane McKeel for her service as the board liaison to the MHCC Foundation, and her service as a prior MHCC Foundation board member. A copy of the PowerPoint presentation is attached to the minutes.

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

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

    4.2   OSBA 2021 Elections

Annette Mattson provided an overview of the OSBA 2021 Elections and candidates for Positions 17 and 18. There was no election of candidates this year for Position 19. The board vote for the following OSBA 2021 Elections is as follows:

Legislative Policy Committee – Position 17
Lewis motioned for a board vote for candidate Elizabeth Durant, Parkrose 3, for Legislative Policy Committee for Position 17. Noriega seconded the motion, and the motion passed unanimously.

Board of Directors – Position 18
Noriega motioned for a board vote for candidate Kris Howatt, Gresham-Barlow 10, for Board of Directors for Position 18. Teune seconded the motion, and the motion passed unanimously.

Legislative Policy Committee – Position 18
Lewis motioned for a board vote for candidate Jessica Arzate, Multnomah ESD, for Legislative Policy Committee for Position 18. Noriega seconded the motion, and the motion passed unanimously.

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

6.0 CLOSING REPORTS

6.1 ASG Representative

Emily Pham Lee (ASG) – she shared the Book Scholarship is open for students to apply to receive a $200 credit for winter term, with a priority deadline date of November 29. ASG hosted the following events: Halloween goodie bag event, Domestic Violence Awareness week, and Coffee and Tea with ASG for students to get to know the ASG representatives. ASG is planning several events for term prep week activities the week of November 29 – December 3.

6.2 Advisory Representatives

Jeanna Hunt (FTFA) – she acknowledged and thanked Monica Martinez, administrative coordinator, for all her support to the Health Professions, and Michelle Perry for the new textbook ordering process, which went well. She shared that faculty Sean McGinty published another book titled *Rainbow in the Dark*, and had an author reading today. She stated the Health Professionals faculty are concerned regarding the unvaccinated students accepted into our programs. There is a lack of clinical affiliations due to vaccine requirements for the practical experience, which is required for graduation. She recommends having a future discussion about this issue.

Graham Phillips (CEA) – he acknowledged the hard work and supportive environment that all classified staff provide to MHCC and our students, and stated the support and acknowledgement from administration has not been extended to the Classified Association. The CEA COVID MOU expired on September 30, and the bargaining team is concerned. He shared the frustrations of the bargaining process and that negotiations have been long, and the bargaining team has felt they are not being truly heard. They are hopeful an agreement can be reached before Thanksgiving. He expressed appreciation for all of the classified staff who have worked at the college since the beginning of the pandemic, and wished everyone a Happy National Education Support Professionals Day.

Marilyn Pitts (PTFA) – she did not have a report.

6.3 Executive Leadership

John Hamblin – did not attend meeting.

Al McQuarters – he acknowledged Jeanna Hunt, Gabriel Logan, Kay Lopez, Monica Martinez, and Lisa Skari who participated in the Respiratory Care accreditation visit. He shared that the German Federation of Track and Field Athletes is considering Mt. Hood Community College as a pre-training location for the World Athletics Championships held in Eugene in July 2022. He acknowledged Susanne Rose, Dr. Kim Hyatt, Lisa Skari, Andrew Speer, and Fernando Fantroy for participating in the site visit of our facilities.

Jennifer DeMent – she recognized and thanked Dr. Josi Kisa for her leadership, and thanked all the employees in the Head Start program for their patience, hard work, and commitment to all our families. She shared they have had staffing shortages, and with staff out due to illness and COVID quarantines, it has been a lot of stress over the past month and wanted them to know how much they are appreciated. DeMent responded to a question about trauma-informed practice that was outlined in the division report.

Al Sigala – there was no additional report.

6.4   President's Report

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

This week has been a bit of a frenzy supporting the strategic planning process. As you heard earlier from Diane, we have held three of our focus groups so far this week, and we have our last one scheduled for tomorrow. Up to this point, the turnouts have been good and I am anxious to hear the input and see how that will inform the plan going forward. And, as she mentioned, there is work on another survey that we are designing with multiple languages and setting it up so that it can be shared. Sometimes our networks are only so large, but if we work with our networks, and they work with their networks, we can do a much broader span and collect this input. I will be reaching out to each of you and asking you to share it, and encouraging others to share it. So ideally, we would like to have large numbers of respondents on the survey to further inform the work we are doing.

In addition to the strategic planning, we launched the first round of the internal policy review in preparation for your upcoming work session. As a reminder, the Board will be doing the first reading of policies for Chapters 1 and 2 at the December 1 Work Session. These first two chapters focus on the board and how you administer your work. Personally, I am excited by the prospect of solidly crafted policies that both offer both best practice, and ensure that we are meeting our legal and accreditation requirements.

I will be receiving feedback from our five governance councils and ASG next Wednesday, and will be creating for you a summary of their feedback on the policies. I will be sending that to you as soon as I have it collated. Please take some time to read these policies and the comments. As a reminder, at the December 1 meeting, you will be looking at them, and discussing and making a decision to move them forward to a Second Reading, which is toward adoption, or if necessary, referring it back if there needs to be substantive changes made and then they will go through the process again. I will be straightforward, this is a lot of work, but it is good work and necessary work, and I believe we will be a much stronger institution because of it.

Lastly, we started this evening recognizing our education support professionals, so it only seems fitting that we close tonight with a few words about them. Educational support professionals… personally I would like to thank you for all that you do. How you keep things running, figuratively and literally, and how you show up for our students. The last two years have been difficult on many, but as we know, most significantly for our students. Our educational support professionals showed up,

distributing food boxes, laptops, meeting virtually, and just being there for students and colleagues and supporting them all around. Thank you educational support professionals for all you do.

6.5   OTHER BUSINESS

Annette Mattson spoke the upcoming ACCT National Legislative Summit in February 2022, and asked that an email be sent to board members with information about the conference and registration deadline dates. McKeel acknowledged and thanked all of the veterans at MHCC and in our district, and thanked the Veteran Services Office for all they do to support our veteran students.

7.0   ADJOURNMENT

McKeel motioned to adjourn. Noriega seconded the motion and it passed unanimously. The meeting was adjourned at 8:04 p.m.

_____

Clerk   Board Chair

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

MHCC Foundation

A Year of Great Support for our Students

2020 2021

MT. HOOD
COMMUNITY COLLEGE

Staff Giving Campaign

2020-2021

- $52,375 in gifts and pledges
- One anonymous gift of $9,000

2021-2022

- $53,352 including matching funds for Student Basic Needs
- 68 new or increased gifts
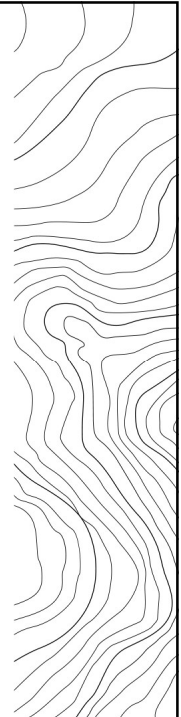
Planned Giving

50% increase in Heritage Society memberships

Nearly $4-million in planned gifts have come to us since 2014 (does not include Yoshida Haven Estate donation)

Year End Campaign

Record breaking $204,643 raised

69% increase over 2019

80% increase in number of gifts received over 2019

Annual Auction

$155,000 raised (similar to 2020)

Incorporated a virtual presentation including
MC Dave Salesky of KATU-TV

Plans for 2022 include a hybrid auction of in-person
and online

April 23, 2022 at the Yoshida Event Center
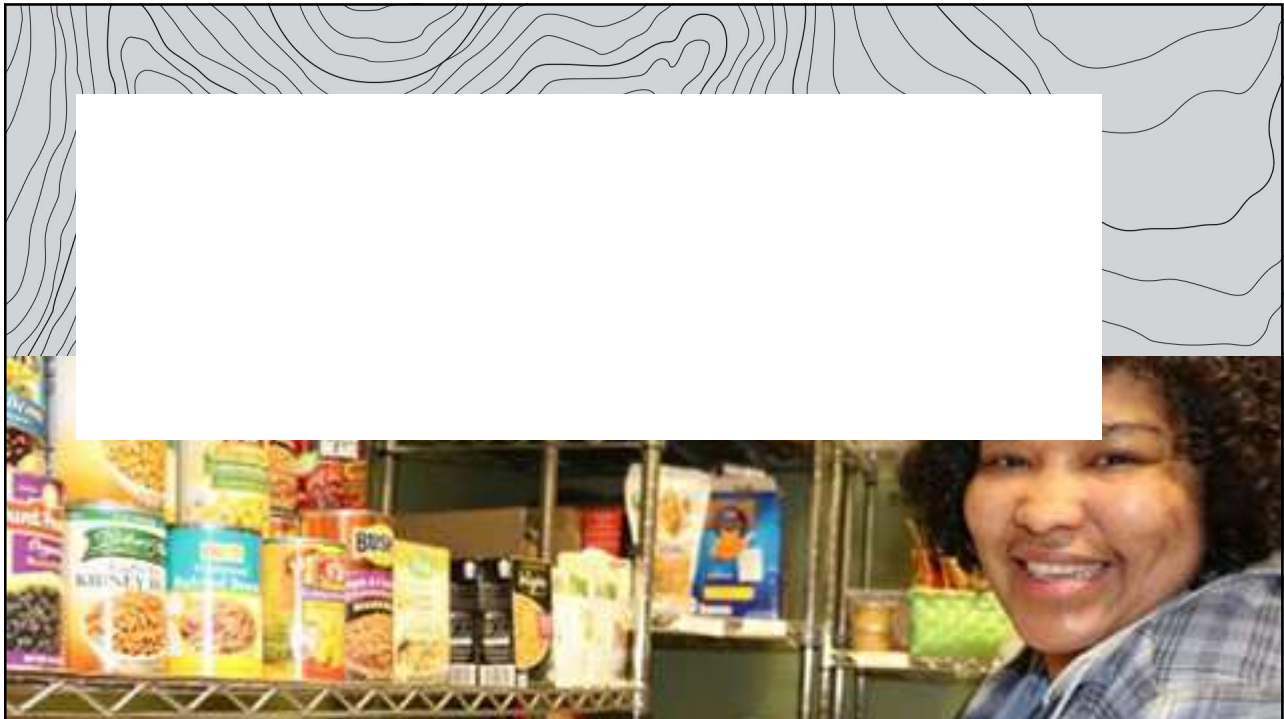
Alumni Outreach

Established database of 38,387 living, contactable alumni

Launched first ever alumni newsletter

Hosted five webinars for alumni attracting 150 attendees

Scholarships

Over $590,000 in scholarships awarded

Re-awarded $58,000 in returned scholarships

Established 5 new scholarships

Yoshida Haven Estate

13-acre riverfront Troutdale estate

Former residence of Junki and Linda Yoshida

Site of the Mt. Hood Jazz Festival May 6 - 8, 2022

MHCC Foundation

Questions?

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 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
Davison, Kaela	Teacher	Child Development & Family Services	11/1/2021
Sanchez, Jennifer	Teacher	Child Development & Family Services	11/1/2021
Saad, Marcel	Classroom Aide	Child Development & Family Services	11/1/2021
Gil-Marin, Yaretzi	Classroom Aide	Child Development & Family Services	11/8/2021
Morris, Tiyana	Instructional Coach	Child Development & Family Services	11/8/2021
Booker, Judy	Instructional Coach	Child Development & Family Services	11/8/2021
Lewis, Kianna	Instructional Coach	Child Development & Family Services	11/8/2021
Diters, Christina	Instructional Coach	Child Development & Family Services	11/8/2021
Morales Escobedo Uxul, Gabriela	Program Assistant	Child Development & Family Services	11/9/2021
Rodriguez Perez, Maritza	Classroom Aide	Child Development & Family Services	11/15/2021
Karmol, Stephen	Instructional Coach	Child Development & Family Services	11/15/2021
Rio, James	Part-time Faculty	Performing Arts	11/16/2021
Em, Davy	TRIO Advisor	TRIO	11/22/2021
Marin, Ana	Associate Teacher	Child Development & Family Services	11/29/2021

Fernandez-Jimenez, Francis	Instructional Coach	Child Development & Family Services	11/29/2021
Aispuro Aboites, Brenda	Classroom Aide	Child Development & Family Services	11/29/2021
Sitzer, James	Part-time Faculty	Integrated Media	11/29/2021
Flores Beltran, Jessica	Classroom Aide	Child Development & Family Services	11/29/2021

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Bindes, Angellica	Classroom Aide	Child Development & Family Services	11/8/2021
Green, Carrie	Instructional Coach	Child Development & Family Services	11/8/2021
Moa, Amy	Instructional Coach	Child Development & Family Services	11/15/2021
Watkins, Julie	Instructional Coach	Child Development & Family Services	11/15/2021
Brown, Blake	PT Infrastructure Services Manager	Information Technology	11/24/2021
Habeeb, Dina	Classroom Aide	Child Development & Family Services	11/28/2021

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Flores, Alexandra	Assistant Softball Coach	HPE and Athletics	11/2/2021
Peters, Marvin	Servers Storage Engineer - PT	Information Technology	11/5/2021
Miller, Jeffrey	Student Support Specialist	Enrollment Services	11/9/2021
Espinoza Mendez, Yolanda	Classroom Aide	Child Development & Family Services	11/19/2021
Gouda, Eva	On-Call Substitute	Child Development & Family Services	11/22/2021
Rivas Torres, Sandra	On-Call Substitute	Child Development & Family Services	11/22/2021
Juarez, Estefany	On-Call Substitute	Child Development & Family Services	11/22/2021

Contreras Eraut, Delilah	On-Call Substitute	Child Development & Family Services	11/22/2021
Garcia Avalos, Maria	On-Call Substitute	Child Development & Family Services	11/22/2021
Gonzalez, Nicolasa	On-Call Substitute	Child Development & Family Services	11/22/2021
Nicholson Pope, Alisha	Success Specialist for Veteran Services	Veteran's Services	11/30/2021
Ochs, Carolyn	Registration Specialist	Admissions, Registration & Records	11/30/2021

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

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

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% ($617,475) 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 -27% ($2,401,254) below this time last year. Summer term and fall term[1] 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.

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

Tuition & Course Fee Revenue (in thousands)

	SUMMER	FALL	WINTER	SPRING
Actual	$1,533	$4,992	$0	$0
Budgeted	$2,169	$6,494	$5,606	$5,042
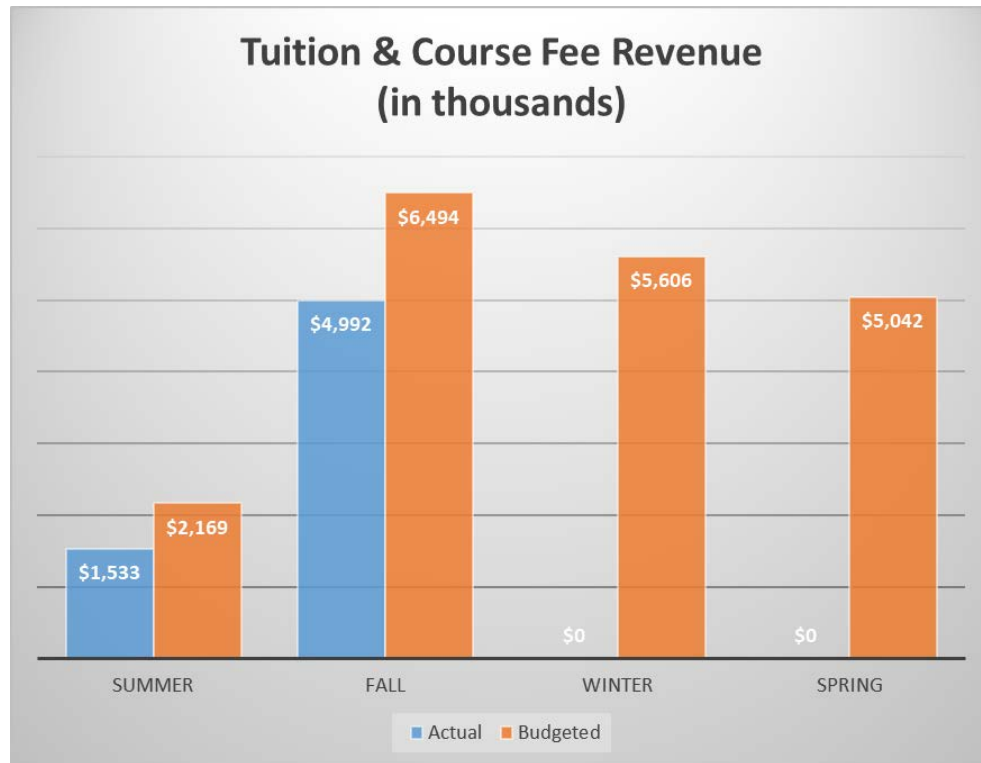
Expenditures:

As of October 31, year-to-date expenditures were $270,673 (1.5%) below this time last year; however, they meet forecast expectations. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary 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 October 31, 2021

	Actual Year to Date October 2019	Actual Year to Date October 2020	Actual Year to Date October 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	16,149,346	16,189,774	17,273,202	1,083,428	6.7%	33,151,497	48%
Property Taxes	89,110	95,861	89,580	(6,281)	-6.6%	14,652,000	99%
Tuition and Fees	11,202,015	10,926,752	7,199,249	(3,727,502)	-34.1%	21,216,788	66%
Federal Grants	-	-	-	-	0.0%	3,000,000	100%
Other Revenues	304,639	111,352	114,915	3,563	3.2%	1,503,647	92%
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%
TOTAL REVENUES	**27,745,110**	**27,323,738**	**24,676,946**	**(2,646,792)**	**-9.7%**	**73,540,819**	**66%**
Expenditures							
Salaries	10,174,966	9,851,986	9,676,558	(175,428)	-1.8%	39,487,578	75%
Health Care	1,823,714	1,856,085	1,719,348	(136,737)	-7.4%	6,454,607	73%
Fringe/Taxes	3,655,666	3,660,408	3,732,217	71,809	2.0%	14,699,099	75%
Personnel Subtotal:	*15,654,346*	*15,368,479*	*15,128,123*	*(240,356)*	*-1.6%*	*60,641,284*	*75%*
Materials & Supplies	2,770,350	2,576,950	2,572,176	(4,774)	-0.2%	9,593,066	73%
Grants in Aid/Tuition Waiver	279,736	249,634	224,090	(25,544)	-10.2%	1,045,602	79%
Debt Service	-	-	-	-	0.0%	2,491,277	100%
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%
TOTAL EXPENDITURES	**18,704,432**	**18,195,064**	**17,924,390**	**(270,674)**	**-1.5%**	**74,458,521**	**76%**
Rev Greater (Less) Than Exp	**9,040,678**	**9,128,674**	**6,752,556**	**(2,376,118)**	**-26.0%**	**(917,702)**	
Beginning Fund Balance	9,027,630	9,557,976	15,274,184			10,254,233	
Ending Fund Balance						9,336,531	
As a percentage of expenditures						*13%*	

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: *December 15, 2021*

ITEM TITLE: 4.1e

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

SUBJECT: MONTHLY HEAD START REPORT

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

News:

Strengthen community engagement:
•   CDFS, in partnership with, East County Community Health and Rockwood CDC successfully coordinated and carried out two COVID-19 vaccine clinics at one of our Head Start facilities. The clinics provided an opportunity for our staff, their families, and the children and families enrolled in our program to receive their first, second, or booster COVID-19 vaccine. All together approximately 120 vaccines were administered with 25 of those being administered to children under the age of 12.
•   In an effort to provide staff with information regarding the COVID-19 vaccine, CDFS partnered with Boost Oregon, a vaccine education program whose goal is to inform and encourage people to make science-based health decisions, to carry out vaccine education training. The training included information sharing by a medical professional and a question and answer segment.

Increase excellence in operations:
•   In the month of November, two in-person CPR trainings were offered for our program classroom staff. Approximately 100 staff members attended and completed the training.
•   At the end of November, CDFS Head Start and Early Head Start underwent a federal review. The review was an opportunity for our program to discuss program design, management, and governance structure and for the reviewer to report back on what our program is doing well and how improvements, if any, can be made. The close out meeting where the reviewer will share her report will take place the first week of December.

Enrollment Report for November 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.

October Enrollment Data:

EHS Funded: 301
EHS Enrollment: 193
EHS Waitlist: 84

HS Funded: 939
HS Enrollment: 562
HS Waitlist: 134

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

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

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

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

Average Daily Attendance Head Start
September 2021

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing													
David Douglas High School													
Davis				74%									74%
Division													
Earl Boyles			*nr	87%									86%
Early Childhood Center	78%	65%		81%									75%
Fairview				72%									72%
Gateway													
Gethsemane	83%	80%		79%									81%
Gresham United Methodist													
Hazelwood	64%	66%		100%									77%
Kelly Place	72%	67%		65%									68%

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Knott			65%										65%
Lincoln Park			*nr	*nr									
Mt. Hood													
North Powellhurst													
Rockwood 181													
Rockwood Stark													
Russellville	68%	72%	92%										77%
Sunrise			72%										72%
Troutdale			78%										78%
Program ADA	**78%**	**84%**	**79%**										**68%**

Average Daily Attendance for Early Head Start

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Division													
Earl Boyles													
Early Childhood Center	87%	75%			71%								78%
Gethsemane (2 EHS, 6 BP)	93%	82%			86%								87%
Hazelwood	88%	88%			88%								88%
Rockwood Stark													
Russellville	79%	90%			88%								86%
Troutdale													
Willow Tree	92%	88%			69%								83%
Program ADA	**78%**	**78%**											**78%**

Most of the Head Start/Early Head Start sites were virtual in September so I did not report percentages for these. Earl Boyles and Lincoln Park were in-person, but I have not yet re-established the system for collecting attendance for these sites.

*nr = not reported

Average Daily Attendance for Early Head Start Child Care Partnerships

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
David Douglas High School													
Discovery Garden Child Care	57%	65%											61%
Gresham High School			43%										43%
KinderCare	80%	77%	55%	61%									68%
Little Friend's Day School	79%	81%	93%	92%									86%
Love Bugs	70%	80%	84%	86%									80%
Love Bugs Too	64%	50%	87%	84%									71%
Melody's Munchkins	83%	86%	78%										83%
Melody's Munchkins – Little Blooms	83%	86%	78%	78%									81%
Pixie Child Care	65%	77%	82%	69%									73%
Reynolds Learning Academy													
Program ADA	**78%**	**78%**	**80%**	**77%**									**76%**

Mt. Hood Community College Head Start Financial Report

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

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

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: **4.1f**

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

SUBJECT: COVID-19 ACTIVITY REPORT

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

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

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

Date	Number of COVID-19 Concerns Reported	Number of COVID-19 Concerns Addressed	Number of COVID-19 Concerns Open
December 1, 2020-December15, 2020	22	22	0
December 16, 2020-December 31, 2020	1	1	0
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	0
November 1, 2021-November 15, 2022	6	6	0
November 16, 2021-November 31, 2022	10	10	0

Covid-19 Concern Reporting

- Number of COVID-19 Concerns Addressed (External)
- Number of COVID-19 Concerns Open (Internal)
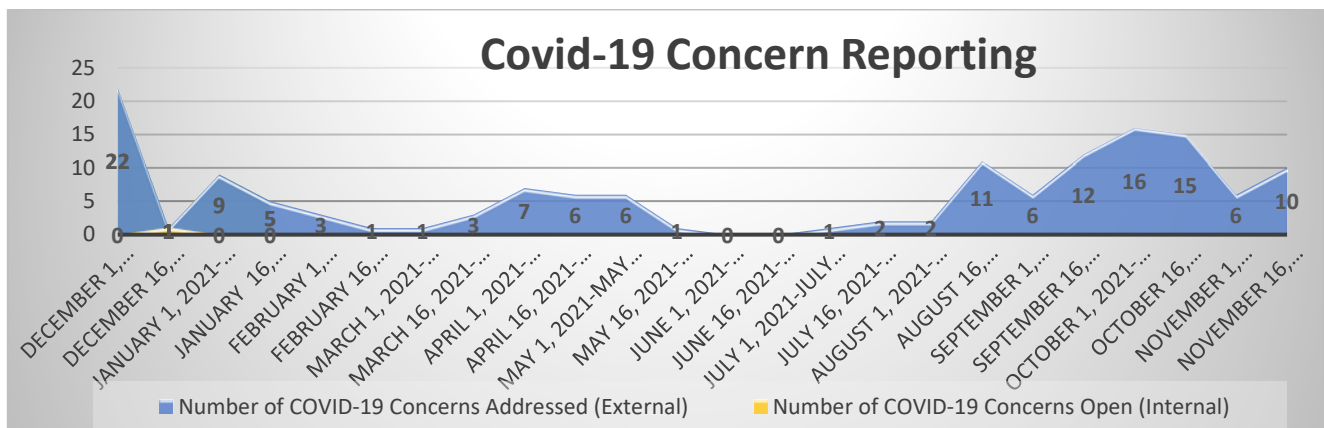
NOTES:

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: *December 15, 2021*

ITEM TITLE: **4.1g**

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

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

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

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

Adult Basic Education	268,429
Adult Basic Education, Accountability	189,955
Adult Basic Education, Alternative Education	45,000
Adult Basic Education, ESL	166,375
Adult Basic Education, Federal	22,952
Adult Basic Education, IET	56,000
Adult Basic Education, Program Income	12,600

Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)

Cooperative Work Experience, City of Portland	27,849
Cooperative Work Experience, OR Fish and Wildlife	41,500
Cooperative Work Experience, Port of Portland	9,479
Cooperative Work Experience, WA Fish and Wildlife	15,109

Funds to administer the payment of students placed in cooperative education assignments. (State, Other)

Childcare Resource & Referral Baby Pilot Promise   1,283,998
Childcare Resource & Referral, CHIF Childcare   2,004,966

Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)

FIPSE   3,000,000

Emergency funding for institutions of higher education to prevent, prepare for, and respond to coronavirus. (Federal)

Head Start, Baby Promise   52,000
Head Start, Early HS Federal   4,986,988
Head Start, Federal   4,249,809
Head Start, Maternal, Infant & Early Childhood Home Visiting Program Federal   251,717
Head Start, Preschool Promise   255,360
Head Start, State   10,298,815
Head Start, Training Federal   140,560
Head Start, USDA   100,000

Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)

HECC Benefit Navigator   170,000
Funds to help those affected by COVID with their educational needs. (Federal)

Small Business Development Center   77,000
Small Business Development Center, CARES COVID   60,772
Small Business Development Center, Cybersecurity   122,652
Small Business Development Center, Federal NSF STEM   858,950
Small Business Development Center, Program Income   120,851

Funds to provide comprehensive services and resources to existing and potential small businesses; and to account for program income generated by the Small Business Administration federal grant. (Federal, Other)

TRIO Student Support Services   299,731
TRIO Talent Search Grant   277,375

Funds to help low-income and first-generation students achieve success in secondary education and ultimately enroll in a post-secondary educational institution. (Federal)

Veteran Services	157,546

Funds to help qualifying veterans with their educational advising needs. (Federal)

Workforce Connections, 1st Generation Student Success	355,579
Workforce Connections, Competitive Strategies	34,101
Workforce Connections, DWP Readjustment	162,743
Workforce Connections, Disaster Response	30,586
Workforce Connections, Home Forward	12,360
Workforce Connections, Implementation	148,842
Workforce Connections, JP Morgan	74,000
Workforce Connections, Liaison	33,685
Workforce Connections, Liaison 2	65,052
Workforce Connections, Multnomah County Stability	29,265
Workforce Connections, Navigator	123,000
Workforce Connections, PCC Pathways to Opportunity	25,018
Workforce Connections, PDX Bridge	446,625
Workforce Connections, Recovery	53,494
Workforce Connections, Reinvestment Funds	81,722
Workforce Connections, Strengthening Consortium	1,735,274
Workforce Connections, WSI Oregon WEX	101,246
Workforce Connections, WSI Oregon WEX 2	

Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)

Total	33,136,930

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: 4.2

CONTACT PERSON: *Al McQuarters, Vice President of Instruction*

SUBJECT: ACADEMIC CALENDARS – 2022-2023 and 2023-2024

2022 – 2023 Academic Calendar

DRAFT v.7

Summer 2022

June 2022

S	M	T	W	R	F	S
		1	2	3	4	
5	6 Finals Week	7 Finals Week	8 Finals Week	9 Finals Week	10 Finals Week GED Graduation	11 Term Ends Commencement
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Term Begins	28	29	30		

July 2022

S	M	T	W	R	F	S
					1	2
3	4 Holiday Closed	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	R	F	S
				1	2	3 Term Ends
4	5 Holiday Closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Fall In-service	22 Fall In-service	23 Fall In-service	24
25	26 Term Begins	27	28	29	30	

October 2022

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11 Holiday Closed	12
13	14	15	16	17	18	19
20	21	22	23 Faculty Non-service	24 Holiday Closed	25 Holiday Closed	26
27	28	29	30			

December 2022

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 Finals Week	13 Finals Week	14 Finals Week	15 Finals Week	16 Finals Week	17 Term Ends
18	19	20	21	22	23 Holiday Observed Closed	24 Campus Closed
25 Holiday Closed	26 Campus Closed	27 Campus Closed	28 Campus Closed	29 Campus Closed	30 Campus Closed	31 Campus Closed

Winter 2023

January 2023

S	M	T	W	R	F	S
1 Holiday Closed	2 Holiday Observed Closed	3	4	5	6	7
8	9 Term Begins	10	11	12	13	14
15	16 Holiday Closed	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Finals Week	21 Finals Week	22 Finals Week	23 Finals Week	24 Finals Week	25 Term Ends
26	27	28	29	30	31	

Spring Break Week

Spring 2023

April 2023

S	M	T	W	R	F	S
						1
2	3 Term Begins	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Holiday Closed	30	31			

June 2023

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 Finals Week	13 Finals Week	14 Finals Week	15 Finals Week	16 Finals Week GED Graduation	17 Term Ends Commencement
18	19	20	21	22	23	24
25	26 Term Begins	27	28	29	30	

2023 – 2024 Academic Calendar

DRAFT v.1

Summer 2023

June 2023

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 Finals Week	13 Finals Week	14 Finals Week	15 Finals Week	16 Finals Week GED Graduation	17 Commencement
18	19	20	21	22	23	24
25	26 Term Begins	27	28	29	30	

July 2023

S	M	T	W	R	F	S
						1
2	3	4 Holiday Closed	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	R	F	S
					1	2 Term Ends
3	4 Holiday Closed	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Fall In-service	21 Fall In-service	22 Fall In-service	23
24	25 Term Begins	26	27	28	29	30

October 2023

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10 Holiday Observed	11 Holiday Closed
12	13	14	15	16	17	18
19	20	21	22 Faculty Non-service	23 Holiday Closed	24 Holiday Closed	25
26	27	28	29	30		

December 2023

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11 Finals Week	12 Finals Week	13 Finals Week	14 Finals Week	15 Finals Week	16 Term Ends
17	18	19	20	21	22	23
24 Holiday Closed	25 Holiday Closed	26 Campus Closed	27 Campus Closed	28 Campus Closed	29 Campus Closed	30 Campus Closed
31 Campus Closed						

Winter 2024

January 2024

S	M	T	W	R	F	S
	1 Holiday Closed	2	3	4	5	6
7	8 Term Begins	9	10	11	12	13
14	15 Holiday Closed	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Finals Week	19 Finals Week	20 Finals Week	21 Finals Week	22 Finals Week	23 Term Ends
24	25	26	27	28	29	30
31						

—————Spring Break Week—————

Spring 2024

April 2024

S	M	T	W	R	F	S
	1 Term Begins	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Holiday Closed	28	29	30	31	

June 2024

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10 Finals Week	11 Finals Week	12 Finals Week	13 Finals Week	14 Finals Week GED Graduation	15 Term Ends Commencement
16	17	18	19	20	21	22
23	24 Term Begins	25	26	27	28	29
30						

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 15, 2021*

ITEM TITLE: **4.3**

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: **BOARD POLICY REVIEW – SECOND READING AND APPROVAL**

BP 1100: Mt. Hood Community College

Chapter 1
References:
> ORS 341.415

The College has been named Mt. Hood Community College.

The name is the property of Mt. Hood Community College. No person shall, without the permission of the Board of Education, use this name or the name of any other facilities of Mt. Hood Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, Mt. Hood Community College.

Mt. Hood Community College consists of the following education centers:
- Gresham Campus
- Maywood Park Center
- Bruning Center

Adopted: XXX

Notes: New

                 Legally advised

BP 2010: Board of Education Membership

Chapter 2
References:
NWCCU Standard 2.A.1
ORS 341.275, ORS 341.326

The Board of Education shall be composed of seven members who serve terms of four years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

Adopted: XXX

Notes: New

Accreditation required
Legally advised

BP 2100: Board of Education Elections

Chapter 2
References:

ORS 341.326, ORS 341.327, ORS 255.335

The term of office of each Board of Education member shall be four years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which time a successor is elected. Elections shall be held every two years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

Adopted: XXX

Notes: New

Best Practice

BP 2200: Board of Education Duties and Responsibilities

Chapter 2
References:
> NWCCU Standards 2.A.1
> ORS 341.290, ORS 341.300 (traffic control)

The Board of Education governs on behalf of the residents of the Mt. Hood Community College District in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Assure the Board of Education operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture that supports Mt. Hood Community College's commitment to diversity, equity, and inclusion;
- Establish policies that ensure Mt. Hood Community College operates in an anti-racist manner that supports its commitment to diversity, equity, and inclusion;
- Hire and evaluate the President;
- Delegate power and authority to the chief executive to effectively lead Mt. Hood Community College;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect Mt. Hood Community College.

Adopted: 11/9/16

Revised: XXX

Notes: Rescinds Board Policy 9020: Board Powers and Duties; Board Policy 1060: Role of the Board of Education

Accreditation required

BP 2210: Board of Education Officers

Chapter 2
References:
> ORS 341.283

The terms of officers shall be for one year. A member of the Board may not serve as chair for more than two years in succession.

The duties of the Chair of the Board of Education are:
- Assist the President in establishing the agenda for regular Board meetings;
- Call special or emergency meetings when required;
- Preside at all meetings of the Board and enforce the rules of order;
- Sign the minutes and other official documents that require the signature of the Chair;
- Represent the College and the Board at official functions, unless this duty is delegated by the Chair of the Board to another Board member;
- Appoint all committees unless otherwise ordered by the Board;
- Have the right to discuss issues and vote;
- Serve as the official spokesperson for the board; and
- Perform other duties as may be prescribed by law or by action of the Board.

In the absence, incapacitation or death of the Chair, the Vice Chair will perform the duties of Chair and when so acting, will have the Chair's powers. The Vice Chair will perform other functions as designated by the Board.

In the absence of both Chair and Vice Chair, the immediate past Chair or Vice Chair in service present at the meeting will preside. If no past Chair or Vice Chair is present, the board will determine through majority vote, taken by the clerk of the board, which member shall conduct the meeting.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Adopted: 11/9/16

Revised: XXX

Notes: Rescinds Board Policy 9100: Board Officers

              Best Practice

BP 2305: Annual Organizational Meeting

Chapter 2
References:
　　　ORS 341.283, ORS 255.335(5)

The annual organizational meeting of the Board of Education will be held in July. The purpose of the annual organizational meeting is to elect the Chair and Vice Chair, and conduct any other business as required by law or determined by the Board of Education.

The Board of Education shall hold a regular organizational meeting following the regular district election not later than the last day of July of that year.

Adopted:　　2/2/17

Revised:　　XXX

Notes:　　Rescinds Board Policy 9180: Board Meetings – Regular Board Meetings (partial)

Legally advised

BP 2310: Regular Meetings of the Board of Education

Chapter 2
References:
     ORS 341.283

Regular meetings of the Board of Education shall be held the third Wednesday of each month. Regular meetings of the Board of Education shall normally be held in Room 2359 at 26000 SE Stark St, Gresham, Oregon.

Adopted: XXX

Notes: New

Legally advised

BP 2315: Closed/Executive Sessions

Chapter 2
References:
>   ORS 192.660

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include:

1. To consider the employment of a public officer, employee, staff member or individual agent.

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

5. To consider information or records that are exempt by law from public inspection.

6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

8. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

9. To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

10. To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

11. To discuss information about review or approval of programs relating to the security of any of the following:

    a. A nuclear-powered thermal power plant or nuclear installation.

b. Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

c. Generation, storage or conveyance of:

    i.   Electricity;

    ii.   Gas in liquefied or gaseous form;

    iii.   Hazardous substances as defined in ORS 453.005 (Definitions for ORS 453.005 to 453.135) (7)(a), (b) and (d);

    iv.   Petroleum products;

    v.   Sewage; or

    vi.   Water.

d. Telecommunication systems, including cellular, wireless or radio systems.

e. Data transmissions by whatever means provided.

Matters discussed in executive session remain confidential and shall not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

Adopted: 3/8/06

Revised: 9/14/16
                11/9/16
                XXX

Notes: Rescinds Board Policy 9182: Executive Sessions; Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial)

Legally advised
Best Practice

BP 2320: Special and Emergency Sessions

Chapter 2
References:
> ORS 192.640, ORS 341.283

Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members. Notice of any special meeting shall be given to the members pursuant to bylaws of the Board.

Emergency meetings may be called by the Chair of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

Adopted: 2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9181: Special and Emergency Board Meetings

Legally advised

BP 2330: Quorum and Voting

Chapter 2
References:

ORS 192.610 to ORS 192.690, ORS 341.283

A quorum of the Board of Education shall consist of a majority of Board of Education members.

The affirmative vote of the majority of members of the Board of Education is required to transact any business.

Adopted: 3/8/06

Revised: 9/14/16
              XXX

Notes: Rescinds Board Policy 9183: Order of Business and Procedure

Legally advised

BP 2340: Agendas

Chapter 2
References:
> ORS 192.640

An agenda shall be posted at least five calendar days prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The agenda will be provided in appropriate alternative formats for accessibility. Agenda updates will be posted.

The order of business may be changed by consent of the Board of Education.

Agendas shall be developed by the President in consultation with the Board of Education Chair and Vice Chair.

Adopted: 2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9183.1: Board Meeting Agenda

Legally advised

BP 2345: Public Participation at Board of Education Meetings

Chapter 2
References:

ORS 192.630, ORS 192.670

There will be a time at each regular Board of Education meeting for the general public to address the Board of Education in person regarding items not on the agenda. Oral testimony may also be submitted by telephone, video, or other electronic or virtual means when it is reasonably possible for the Board of Education to provide these options.

Members of the public also may submit written communications, including by email or other electronic means, to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. Written communication regarding items on the Board of Education's agenda should reach the office of the President not later than one calendar days prior to the meeting at which the matter concerned is to be before the Board of Education so that the Board of Education is able to consider the submitted testimony in a timely manner. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this policy, but shall be submitted to Mt. Hood Community College.

Adopted: 3/8/06

Revised: 9/14/16
              XXX

Notes: Rescinds Board Policy 9183.4: Public Participation in Board Meeting (partial)

Legally advised

BP 2350: Speakers to the Board of Education

Chapter 2
References:

> There is no Oregon statutory requirement.

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education. Persons wishing to speak to the Board of Education shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board of Education are subject to the following:

- The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the Board of Education at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board of Education.
- Each speaker will be allowed a maximum of three minutes per speaker. Thirty minutes shall be the maximum time allotment for public speakers at any one Board of Education meeting. At the discretion of a majority of the Board of Education these time limits may be changed.
- Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.
- Speakers may offer objective criticism of College operations and programs; any complaints concerning individual College personnel will follow Board Policy 2315.

Adopted: 2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9183.4: Public Participation in Board Meeting (partial), Board Policy 9183.2: Conduct of Board Meetings

Legally advised
Best Practice

BP 2355: Decorum

Chapter 2
References:
> There is no Oregon statutory requirement

The following will be ruled out of order by the presiding officer.

- Actions disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium or muted if online, and denied the opportunity to speak to the Board of Education for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity <u>may</u> be made by the Chair of the Board of Education. If the behavior continues, the person(s) may be removed by a vote of the Board of Education, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Adopted: XXX

Notes: New

Best Practice

BP 2360: Minutes

Chapter 2
References:
    ORS 192.650

The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:
   (a) All members of the governing body present;
   (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
   (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
   (d) The substance of any discussion on any matter; and
   (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Adopted: 2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9183.3: Minutes or Board Meetings (partial)

                   Legally required

BP 2410: Board Policies and Administrative Regulations

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Mt. Hood Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to Mt. Hood Community College's activities. All Mt. Hood Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling the Mt. Hood Community College's mission.

Administrative regulations are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative regulations shall be consistent with the intent of Board of Education Policy. Administrative regulations may be revised as deemed necessary by the President consistent with BP 2510.

The Board of Education reserves the right to direct revisions of the administrative regulations should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

All Board of Education policies and administrative regulations shall be readily available to the Mt. Hood Community College's employees via the college's main website.

Adopted: 2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9200: Adoption, Revision and Suspension of Policies-Board Policy Review (partial)

Accreditation required

BP 2430: Delegation of Authority to the President

Chapter 2
References:
    ORS 341.290

The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that the Mt. Hood Community College complies with all relevant laws and regulations, and submit required reports in timely fashion.

The President shall make available any information or give any report that the Board of Education as a whole requests. Individual Board of Education member requests for information shall be met if, in the opinion of the President, they are not unduly burdensome or disruptive to Mt. Hood Community College's operations. Information provided to any Board of Education member shall be provided to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

Adopted: 3/8/06
                2/2/17

Revised: 7/8/09
                11/9/16

XXX

Notes: Rescinds Board Policy 1080: Policy Development (partial); Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial); Board Policy 9121: Board Delegations of Responsibilities to the President-Chief Executive Officer-Clerk of the Board; Board Policy 9200: Adoption, Revision, and Suspension of Policies-Board Policy Review (partial); Board Policy 2020: President-Chief Executive Officer-Board Clerk.

Legally advised

BP 2431: Selection of the President

Chapter 2

References:
NWCCU Standards 2.A.3

In the case of a President vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Adopted: XXX

Notes: New

Accreditation required
Legally advised

BP 2435: Evaluation of the President

Chapter 2
References:
> There is no Oregon statutory requirement

The Board of Education shall conduct an evaluation of President annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430 Delegation of Authority to the President.

Adopted: XXX

Notes: New

Best Practice

BP 2510: Participation in Local Decision-Making

Chapter 2
References:
> NWCCU Standard 2.A.4
> ORS 341.283(5)

The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Education is committed to its obligation to ensure that appropriate members of Mt. Hood Community College participate in developing recommended policies for Board of Education action and administrative regulations for President action under which the Mt. Hood Community College is governed and administered.

Each of the following shall participate in these decision-making processes of Mt. Hood Community College:

- Access and Diversity Council
- Infrastructure Council
- Institutional Effectiveness Council
- Learner Success Council
- People Strategies Council
- Associated Student Government

Each council includes employees representing the full- and part-time faculty, classified, and management/confidential employee groups, and students.

Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

Adopted: 3/8/06

Revised: 7/8/09
             XXX

Notes: Rescinds Board Policy 1080: Policy Development (partial); Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial)

Accreditation required

BP 2710: Conflict of Interest

Chapter 2
References:
> NWCCU Standards 2.D.3
> ORS 244.010 to ORS 244.047

Board of Education members and employees shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

Adopted: 11/9/16

Revised: XXX

Notes: Rescinds Board Policy 9080: Board Member Ethics (partial)

Accreditation required
Legally advised

BP 2715: Code of Ethics/Standards of Practice

Chapter 2
References:
      NWCCU Standards 2.D.2
      ORS 244.010 to ORS 244.400

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the college(s), educational issues, and responsibilities of Board membership.
- Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

Each member of the Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

Adopted: 3/8/06
                        11/9/16

Revised: XXX

Notes: Rescinds Board Policy 9080: Board Member Ethics (partial); Board Policy 9060: Responsibilities of the Individual Board Member

                        Accreditation required
                        Legally advised

BP 2716: Board of Education Political Activity

Chapter 2
References:
   ORS 260.432

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

The Board of Education may, by resolution, express the Board of Education position on ballot measures.

Adopted: 9/14/16

Revised: XXX

Notes: Rescinds Board Policy 9260: Board Legislative Program

Best Practice

BP 2717: Personal Use of Public Resources – Board of Education

Chapter 2
References:
    ORS 244.040

Board of Education members and employees of the college, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:
a) Any part of an official compensation package as determined by the public body that the public official serves.
b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.
c) Reimbursement of expenses.
d) An unsolicited award for professional achievement.
e) Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
h) Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

Adopted: 11/9/16

Revised: XXX

Notes: Rescinds Board Policy 9081: Board Member Conflict of Interest (partial)

    Best Practice

BP 2720: Communications Among Board of Education Members

Chapter 2
References:
    ORS 244.040 ORS 192.610 to ORS 192.690, ORS 341.283(5)

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

Adopted: 3/8/06
               2/2/17

Revised: XXX

Notes: Rescinds Board Policy 9180: Board Meetings – Regular Board Meetings (partial); Board Policy 9220: Board Member Communication Via E-mail

             Best Practice

BP 2725: Board of Education Member Compensation

Chapter 2
References:
   ORS 341.283(6)

Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

Adopted: 11/6/16

Revised: XXX

Notes: Rescinds Board Policy 9062: Board Member Compensation and Expense Reimbursement (partial)

Best Practice

BP 2735: Board of Education Member Travel

Chapter 2
References:
ORS 341.283(6), ORS 244.040

Members of the Board of Education shall receive reimbursement for approved expenses actually incurred while travelling on College business. Such expenses may include the cost of attendance at meetings, conferences or visitations when attendance has been approved by the Board prior to the date of travel.

Adopted: 11/6/16

Revised: XXX

Notes: Rescinds Board Policy 9062: Board Member Compensation and Expense Reimbursement (partial)

Legally advised

BP 2740: Board Member Education

Chapter 2
References:
 There is no Oregon statutory requirement.

The Board of Education is committed to its ongoing development as a Board of Education and to a Board of Education member education program that includes new Board of Education member orientation.

To that end, the Board of Education will engage in study sessions, read materials, and attend conferences and other activities that foster Board of Education member education.

Adopted: 11/6/16

Revised: XXX

Notes: Rescinds Board Policy 9061: Board Member Development (partial)

 Best Practice

BP 2745: Board of Education Self-Evaluation

Chapter 2
References:
> There is no Oregon statutory requirement.

The Mt. Hood Community College Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Education will:
- Assess its performance each May
- Use an approved instrument that incorporates criteria contained in Board of Education policies regarding Board of Education operations, as well as criteria defining Board of Education effectiveness promulgated by recognized practitioners in the field
- Criteria for the Board of Education's self-evaluation shall also include performance goals and objectives related to Mt. Hood Community College and the Board of Education's commitment to anti-racism, diversity, equity, and inclusion
- Complete the evaluation instrument and submit to the Board Secretary
- Receive a summary of the evaluations for discussion at the Board of Education annual summer retreat.
- Use results to identify accomplishments in the past year and goals for the following year

Adopted: XXX

Notes: New

Best Practice

Student Development
John Hamblin
December 2021

Improve student success:

- **Financial Aid:**
    - HEERF3 emergency funds awarded as of 12/3/21: $1,621,932 total to 2726 students (unduplicated). For Fall alone, we have awarded $1,126,883. 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. The last day to apply for FA21 will be Friday, December 10. The WI22 application will open for students enrolled in WI22 on Monday, December 13.
    - Coming toward the close of the year, we have awarded federal aid to 4,329 students for the 2020-21 academic year. Last year at this time, we had awarded 4,403 students. Looking ahead, we expect to start importing FAFSAs for the 2022-23 academic year soon and begin awarding for that year in March or April 2022.
    - The Emergency Grant application for students enrolled in FALL will stay open through this Friday, December 10th. Any student who attended in FALL term can apply through this date (if they have not already done so). Please help us encourage students to apply!
    - The Emergency Grant application for students enrolled in WINTER will open next Monday, December 13th.

1. Students will see the emergency grant application link in **My Alerts** in MyMHCC if they are enrolled in the current term and they have not submitted an application for the term yet. Once a student submits an application for the term, the link will not show in My Alerts.

2. Once students click on the link in My Alerts, they will see the Emergency Grant landing page.

3. Student submits emergency grant application. Once the application has been submitted, the student sees the following message on the screen.
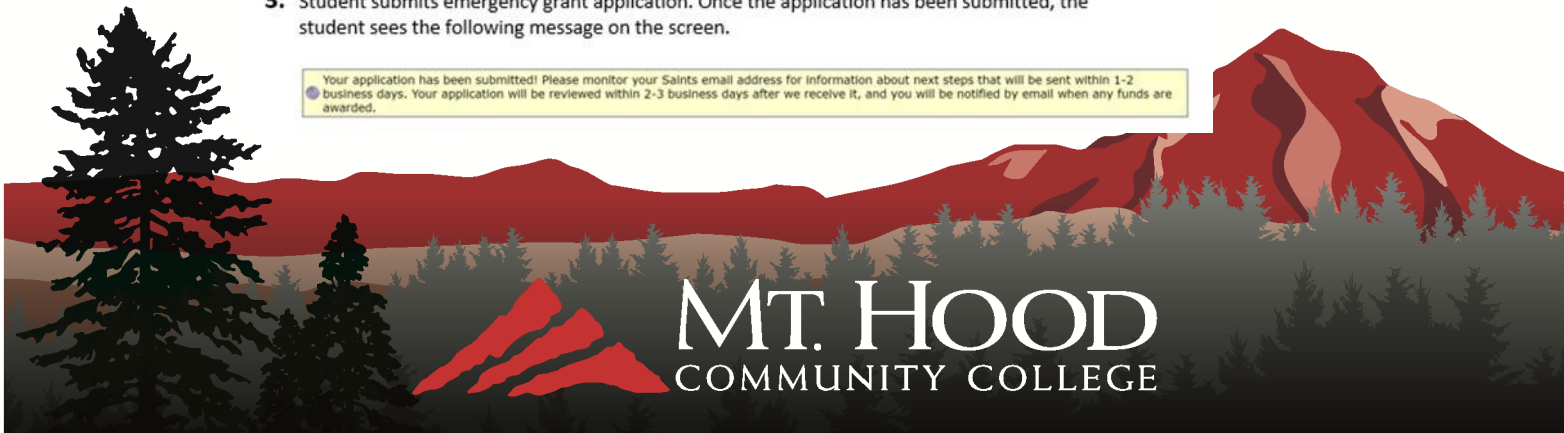
Student Development Update

Academic Advising & Transfer Center: We are seeing increased numbers of students in advising compared to this time last year. In November 2020, the AATC logged 657 individual student appointments. In November 2021, we logged 779 individual appointments. That is an approx. 15% increase.

We have also redesigned our Academic Suspension Appeal process to include a fillable web form to increase the speed at which appeals can be submitted and reviewed.

Accessible Education Services: AES has hired a federal work-study student for this fiscal year. This student is aware of our policies and procedures and adds a student peer to assist with our students that may have questions about process for accommodations and academic supports.

Career Services: To enhance our digital services to students and alumni, the Career Planning and Counseling Center's webpages now have a "Resume/Job Application Materials Dropbox" for online submission. In the Call-to-Action box, there is a new link where students can upload a draft of their resume, cover letter, or other job application materials. Once submitted, our Student Career Development Coordinator, Jennifer McNeil, will review and provide feedback within 3 – 5 business days.

Mental Health Services: As a member of the Center of Collegiate Mental Health (CCMH) via Penn State's Counseling & Psychological Services, the Career Planning and Counseling Center now has a confidential, online, free "mental health screening tool," available to all students, alumni, and the college community. This tool is designed to give our students a way to self-assess, anonymously, for the most common psychological problems experienced by college students (e.g., depression, generalized anxiety, academic distress, eating concerns, family distress, and social anxiety) and empower them with the language to pursue supports & services.

Office of Student Life and Civic Engagement
- **Student Elections:** We have begun the preparations and process for student elections for next year. Applications are currently open for students who are interested in running for student leadership positions for the next academic year.
- **Finance Council:** A timeline has been set for the Finance Council and student fees process. The process will start December through February 7. The tentative schedule is as follows:
  - Finance Council Meeting
    - Week of January 3 - Finance Council Meeting
    - Week of January 10 - Finance Council Meeting
    - Week of January 17 - Finance Council Meeting (rough drafts due)
    - Week of January 24 - Finance Council Meeting
    - Week of January 31 - Finance Council Meeting to vote on the budgets
    - Week of February 7 - Two Open Budget Forums
    - February 26th - Budgets due to Business Office

- **Imperfect Foods.** We are in the process of identifying and awarding 10 students who are eligible for Imperfect Food. Beginning winter term, these students will start to receive biweekly fresh and nutritious food delivered to their homes.
- **Associated Student Book Scholarship:** ASG leaders are in the process of reviewing book scholarship applications to award to students for winter term.

Advance diversity, equity, and inclusion:
Transitions and Transiciones

- We are excited to share that over the winter 2022 term, our Transitions team will be dedicating time to reimagine how we do Transitions to expand our service to students post-pandemic. In order for us to do this, we will not be offering a Transitions cohort during the winter 2022 term to allow our team to focus on this work ahead.

- The Transiciones Program will continue during the winter '22. We hope to include you along this planning journey to gather meaningful insights in ways to make Transitions even more impactful, relevant, and on point to the academic, financial, and social needs of our students. We will continue to keep you all posted along the way! In the meantime, we will be connecting with our community of students who indicated an interest in Transitions for winter '22 to ensure we remain of support, even in our temporary pause with classes & the cohort.

Strengthen community engagement:

Increase excellence in operations:
Accessible Education Services: AES is partnering with HPE in assisting our student-athletes that may need accommodations and/or access to campus resources and health care.

Instruction
Al McQuarters
December 2021

Improve student success:
The Natural Resources Technology and Fisheries Technology programs are changing their program admissions requirements from restricted entry to open-enrollment. This student success initiative is designed to help reduce barriers for students starting these two programs.

By being open and accessible to all, AVID | Learning Success Center | Library on campus drop in services have provided access for advising, tutoring, technology access and general support in safe, comfortable, accessible spaces to hundreds of students in November, 2021. These students made 1,462 total visits to our spaces and services.

Advance diversity, equity, and inclusion:
MHCC's WorkSource Gresham team was recently awarded an additional $80,000 in training dollars for both City of Portland and Multnomah County residents who are either facing eviction, homelessness or some kind of domestic violence situation. The award also included funds for staff to conduct outreach and market this program in the community. The program dollars are from the American Rescue Plan Act (ARPA) via City of Portland and Multnomah County.

Strengthen community engagement:
This past month, the Health, Physical Education, Athletics, Aquatics, and Recreation (HPEAAR) Division hosted representatives from the Federation of Germany that are interested in using our athletic facilities in preparation for the IAAF World Outdoor Track and Field Championships this coming summer in Eugene.

Small Business Development Center Data
- Clients seen: 25
- New clients: 5
- Training events: 3
- Training attendees: 8

Business Types
- Coffee drive-thru
- A walk-in closet boutique

MT. HOOD
COMMUNITY COLLEGE

- Natural hair care
- Customs made
- Arts and Crafts
- Jewelry
- An in-home care agency
- New Theory Electric

<u>Increase excellence in operations:</u>

Mt. Hood Community College was selected as provider for Amazon's Career Choice program effective January 1, 2022.

Amazon will offer an education benefit to full time and part time associates. They will offer pre-paid tuition after 90 days of employment (up to $5,250 for full time, $2,625 for part time – no lifetime maximum). This can be used for any credit bearing course at MHCC. Information will be going out to their employees on December 15.

Administrative Services
Jennifer DeMent
December 2021

Improve student success:

- The **virtual bookstore** is open for winter purchases, commemorating the second term in this modality. An information session for identified student assistance touchpoints is scheduled for December 9, including important dates, channels for student help, and lessons learned designed to improve the student experience.

- IT has worked with the **Adult Basic Skills (ABS)** team to understand and document the business case and define the core requirements for an updated Intake Form that will improve the student experience, improve staff ways of working and streamline data collection for reporting. Work has now begun on an implementation project for this work.

- The IT Application team worked with the AR&R team to improve the **limited and restricted entry registration process** for students and staff. The completion of this project has significantly reduced IT support and maintenance by removing 12 web applications, 17 web pages, and 14 databases and replacing them with one platform portal and database. The new platform has streamlined the registration process, making it easier for students to submit the information needed to apply, upload missing documentation, track their application status, and more. Staff can now better support students with additional administrative functionality included in the new platform. The enhancements also allow for program updates and remove over 80% of the associated support effort.

- IT Infrastructure Services replaced Wireless Access Points in the Library with newer models for **better WIFI coverage** in the area. The installation of Wireless Access Points for better outdoor coverage around: Student Union, Veteran Services, Planetarium, and KMHD is complete.

- With preliminary design for the **Dental Hygiene Lab remodel** completed in early 2021, Facilities is now working with Procurement on architectural and material sourcing paths.

Advance diversity, equity, and inclusion:

- **ADA accessibility project for parking lot G** is at 60% completion, with all demolition, plant removal, and professional survey completed. Concrete forms, pouring, and asphalt work are underway, and the entire project will be completed before the end of December.

Strengthen community engagement:

- **Aquatic Center facilities projects** completed this month: skylight replacement and roof repairs, 50M pump and valve system repairs (filling of 50M in progress), and Learner pool. Facilities are now working with Procurement on architectural services for the future retractable cover project.

Administrative Services Update

- In partnership with East County Community Health and Rockwood CDC, Head Start successfully coordinated and carried out **two COVID-19 vaccine clinics** at one of our Head Start facilities. The clinics provided an opportunity for our staff, their families, and the children and families enrolled in our program to receive their first, second, or booster COVID-19 vaccine. Special thanks to East County Community Health and Rockwood CDC for their partnership in arranging medical teams and offering food and resources, and to the the staff who volunteered to work the event! Altogether, approximately 120 vaccines were administered, with 25 of those for children under 12.

- To provide staff with information regarding the COVID-19 vaccine, CDFS partnered with **Boost Oregon, a vaccine education program** whose goal is to inform and encourage people to make science-based health decisions, to carry out vaccine education training. The training included information sharing by a medical professional and a question and answer segment.

Increase excellence in operations:
- The College was awarded the Government Finance Officers Association's (GFOA) **Certificate of Achievement for Excellence in Financial Reporting.** GFOA presents this award to government organizations whose annual financial reports are judged to adhere to program standards and represent the highest award in government financial reporting. Much appreciation for the business office team who made this happen.
- Human Resources is currently collecting proof of COVID-19 vaccination to comply with several **State and Federal Vaccine Mandates**. This work includes staff in Health Professions, Staff working in K-12 schools, and all Head Start employees.
- HR negotiated a fall, winter, and spring term MOA with the CEA related to **terms and conditions impacted by the pandemic.** An MOA with OSEA related to the impacts of a vaccine mandate for CDFS employees who work at K-12 sites is also complete.
- After five years of service to the College, **Associate Vice President of Human Resources** Travis Brown has accepted a new professional opportunity at a different organization; his last day will be January 3, 2022. Travis is thankful for the opportunity to serve the College community and looks forward to supporting the College as a citizen of the district.

Administrative Services Update

- **IT Cyber Security** reporting dashboards continue to be improved by the vendor, now more fine-tuned, to filter out less critical items. In November, 52 MHCC account alerts needed manual review. Seven were false positives, and the remaining 45 needed password changes and O365 sessions revoked. Our system automatically stopped several events, including four confirmed Malware emails, 2,385 instances of phishing, and 1,291 instances of spam.
- The IT Client Services team continues to move forward with **planned lifecycle equipment upgrades,** including 25 new imaged and deployed computers, two fully upgraded labs, and two departments received staff-wide upgrades.
- IT Infrastructure Services continued with planned infrastructure upgrades to **storage and backup systems**. The team upgraded and re-configured the storage system, allowing college servers to run more efficiently, and providing more room for expansion.
- **Network Improvements** include the replacement of an end-of-life router that was no longer supported and putting the College at risk of network/communication outages. The new hardware offers continued hardware and security support going forward.
- In November, approximately 100 Head Start classroom staff completed **two in-person CPR training sessions.**
- Head Start and Early Head Start underwent a federal review at the end of November. The review was an opportunity for our program to discuss program design, management, and governance structure and for the reviewer to report back on what our program is doing well and how improvements, if any, can be made. The close-out meeting where the reviewer will share her report will occur the first week of December.

Development and District Communications
Al Sigala
December 2021

Improve student success:

We kicked off our end of the year fundraising campaign which includes direct email and mail correspondence to donors along with a social media campaign and ads in the Gresham Outlook. We had to delay and change our strategy from sending a Thanksgiving card to donors to a Seasons Greetings card due to technical challenges with our donor software. The campaign also includes a Giving Tuesday element, end of the year tax giving promotions and a Foundation board appeal for donations.

The Fall scholarship process was completed and we awarded another $156,275 in scholarships to 57 students. This brings the total awarded for 2021-22 to $658,012 with 189 students receiving scholarships.

Advance diversity, equity, and inclusion:

Legislative outreach efforts included participation in a meeting of the Joint Task Force on Student Success for Underrepresented Student in Higher Education. MHCC student Bakr Alkarawi joined students from other colleges in testifying to the committee. The task force was formed to work with students and colleges in developing policy that increases the likelihood of academic success for underrepresented students.

Staff attended student outreach meetings aimed at serving undocumented/DACA students. We are working to improve communications to these students regarding scholarships possibilities.

We publicized the college's recent awards including the National Equity Award and the Rethink Adult Ed Challenge Award. This included working with the publication, Community College Daily, for an article on the Rethink Adult Ed Challenge effort.

Staff created and printed a new Basic Needs Resource Directory for distribution to students and staff.

Development and District Communications Update

<u>**Strengthen community engagement:**</u>

Al met with representatives of the Legacy Health Foundation who are interested in utilizing the Yoshida Estate for a future event. He provided their staff a tour of the estate. Legacy is considering holding their annual auction at the estate.

Alumni outreach efforts included interviewing three alumni for features in upcoming alumni newsletters.

We finalized the date, January 25th, for the next alumni webinar featuring investment analysts from Ferguson Wellman who will share information on financial planning.

Staff presented to the American Association of University Women Gresham Area Branch and shared scholarship and alumni information.

Produced and published articles on Diane Noriega's election to the ACCT's board of directors as well as the new Veteran's Service Center. Articles appeared in the Gresham Outlook, our Web site and other social media platforms.

We worked with the Mountain Times publication to produce an article on MHCC's Wilderness First Responder instructor Josh Stratman's rescue of a woman on Mount St. Helens. This included promotions of his classes.

The Foundation's annual report was finalized and distributed to donors.

Promotional efforts also included advertising Winter term, community education classes and outreach efforts to high school students.

<u>**Increase excellence in operations:**</u>

The Foundation's annual audit was completed and the results found no significant deficiencies in our accounting which means it was a clean audit.

Staff took part in several professional development seminars including the CASE Community College Advancement Seminar (CASE is the Center for the Advancement and Support of Education) and the American Association of Women in Community Colleges virtual conference.

The Foundation hired a new development specialist to oversee and maintain our fundraising software. Much work was done in transitioning our new employee into this position. Our former specialist took another job with the college and is assisting with the transition.

Development and District Communications Update

Staff continues its involvement in the strategic planning process providing input and assistance to MIG and others involved in this effort. Efforts have included providing lists and contact information of community partners and agencies for focus group consideration.

Note: This Development and District Communications Update includes information through November 2021.