



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on February 16, 2022, with Regular Board Meeting at 6:30 pm held pm via Zoom.

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/97021631073?pwd=c2ISTVF3Sy92N2M0dHpEdkJwZWJJudz09>

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

Webinar ID: 970 2163 1073

Passcode: 722972

AGENDA SESSION 1054

- | | | | |
|----------------|------------|---|-----------------|
| 6:30 pm | 1.0 | CALL TO ORDER / DECLARATION OF A QUORUM | |
| | 1.1 | Approval of Agenda | |
| 6:35 pm | 2.0 | PUBLIC INPUT | |
| | | <i>Persons wishing to provide public comment can sign up by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, address, and organizational affiliation, if any, for the public record. Please limit comments to 3 minutes per speaker. Persons who wish to provide written comments can submit by email to Laurie.Popp@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. (Note: The start time for remaining agenda items may vary depending on public input.)</i> | |
| 6:45 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Strategic Planning Update | Daniel Iacofano |
| | 3.3 | Bachelor of Applied Science Update | Al McQuarters |
| | 3.4 | Board Member Reports on ACCT National Legislative Summit | ACCT Attendees |
| 7:20 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Work Session 1051, January 5, 2022 | |
| | | b) Minutes – Regular Board Session 1052, January 19, 2022 | |
| | | c) Monthly Personnel Report | |
| | | d) Monthly Financial Report | |



- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Approval to Utilize Goods and/or Services Contracts
in Excess of \$150,000

- 4.2 Board Policy Review and Approval Annette Mattson
 - a) Second Reading/Approval – Chapter 3 –
General Institution
 - b) Second Reading/Approval – BP 4100 –
Graduation Requirements for Degrees
and Certificates

7:30 pm **5.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*

7:50 pm **6.0** **CLOSING REPORTS**

- 6.1 ASG Representative
- 6.2 Advisory Representatives
 - Full-Time Faculty
 - Classified Employee Association
 - Part-Time Faculty & Tutors
- 6.3 Executive Leadership *(3 min each)*
 - Student Development
 - Instruction
 - Administrative Services
 - College Advancement
- 6.4 President's Report

8:15 pm **7.0** **ADJOURNMENT**

The next regular board meeting is scheduled for March 16, 2022

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



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

February 16, 2022

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 February 2022

This month marks the new lunar year and we welcome the year of the water tiger. Characterized by strength, bravery, an action-orientation, and clearing away evil, we can hope that the year brings forth renewed resolve from the pandemic, better direction through our strategic planning efforts, and overall well-being. We have lived through many challenges in recent years, and I believe all of us would welcome some relief.

Much of the last month was spent on advocacy efforts, from preparing for the 2022 Oregon legislative session to engaging with our elected officials on the things that are important to our college. The short session has an aggressive agenda, and time will tell which bills receive attention. We see a lot of opportunity in the Future Ready proposal (discussed in last month's letter), and continue to advocate for the cybersecurity funding. The request of \$5.1 million for all 17 community colleges would provide needed funds for cybersecurity across the state.

On the federal front, a group of Oregon presidents recently connected with Celeste Carter, Lead Program Officer for the Advancement Technological Education (ATE) program of the National Science Foundation. The agency is expecting a new directorate with a focus on innovation and transformation in the workforce development realm. With opportunities for community college consortia, they are also working on supplemental opportunities for research projects that include competitions and industry projects. There is hope for increased funding with current legislation, which would expand the number of ATE grants available. We will continue to advocate for the increase in funding, while we evaluate competitive opportunities and the possibility of supplemental requests.

Annual goal update

COVID response

The Reopening Advisory Committee met bi-weekly in January. Meetings now begin with reviewing the OHSU COVID forecast, prepared by Dr. Peter Graven, to review COVID trends in Oregon and the nation. At the beginning of the winter term, the college saw a spike in cases consistent with the broader metro area. The committee reviewed vital prevention strategies to ensure staff and students stay vigilant. Also discussed were additional precautions, such as restricting spectators at athletic events and pausing in-person Head Start services. Jennifer DeMent discussed how the college had spent federal COVID funding and plans for remaining funds. The Facilities team has removed the “Campus Closed” signage to reflect the current operating status. The college is also exploring external events on campus with approved reopening plans. The Reopening Advisory Committee will meet monthly through the winter term.

Strategic planning

The January strategic planning charrette engaged students, employees, and members of the community with the data collected from interviews, surveys, and focus groups. We saw representation from all employee groups, with 24 students, 17 full-time faculty, four part-time faculty, 15 classified staff, 14 management/confidential, four part-time staff, one board member, and one community member. Input was collected in nine topic areas and summary reports were shared with all participants. MIG is now in the process of reviewing and putting together information for the next phase. In addition to the feedback collected from the charrette, MIG is also looking at the community survey results. Approximately 250 community members responded to the survey, with several of our local school districts sharing the survey directly with their families. MIG is also working on the framework for the next phase, which will include working groups to be led/facilitated by MHCC team members.

Accreditation

With a focus on how the college will undertake the assessment requirement of NWCCU accreditation standards, the Unit Self-Reflection Action Team has started the work to define a common reporting standard. Each unit will conduct the assessment process every three years. The work will help each unit to continuously improve, create consistent long-term plans, ensure effective and efficient use of resources within each unit, demonstrate value it brings to students, college and the community, recognize long-term investment needs, and celebrate its successes. The work to develop the common reporting standard is tentatively planned to be completed by the end of 2021-22 academic year.

Diverse workforce

In January, we kicked off the mapping of the hiring process to better understand campus practices. The process will include identifying all existing “understandings” (i.e. commonly-held beliefs) concerning hiring practices, and gathering all related documentation. MHCC’s Organizational Development Manager Paul Wild is leading the work, and is currently meeting with key campus constituent groups to share information on the project and to set up stakeholder sessions.

In closing, I wish you the best in this Year of the Tiger, and hope you find personal strength and bravery. Our work is not easy, but it is immensely gratifying when we consider the good we are doing in our community. I appreciate all that you do, every day.

Community/Educational Presentations and Selected Outreach Activities

- Jan 4 Meeting with Genevieve Hauser, City of Gresham*
- Jan 5 Future Ready Oregon Workforce Oversight Committee meeting*
- Jan 5 MHCC Board of Education work session*
- Jan 6 Partners in Diversity CEO Cohort session*
- Jan 7 Meeting with Chris Damgen, City of Troutdale, with Jennifer DeMent, Al Sigala, and Charles George*
- Jan 10 Meeting with Directors Mattson and Speer*
- Jan 11 Oregon Community College Association (OCCA)/Oregon Presidents' Council (OPC) COVID meeting*
- Jan 11 Meeting with Steve Bass, CEO, Oregon Public Broadcasting*
- Jan 12 OCCA Communications Marketing Sub-Committee meeting*
- Jan 13 OPC meeting*
- Jan 14 Portland Metro Workforce Development Board meeting*
- Jan 18 Meeting with Higher Education Coordinating Commission (HECC) Community College Workforce Development (CCWD) staff*
- Jan 18 OCCA/OPC COVID meeting*
- Jan 18 Attended Remembering MLK at MHCC: The Poor People's Campaign Connecting Racial and Economic Justice event*
- Jan 19 Portland Business Alliance Board meeting*
- Jan 19 MHCC Board of Education meeting*
- Jan 20 Chronicle of Higher Education Roundtable: National Trends in Higher Education*
- Jan 20 Meeting with Scott Learn and Emily Fiocco, Secretary of State's Office, with Dr. Cook, Clackamas Community College President, and Dr. Young, Treasure Valley Community College President*
- Jan 20 Presented to Portland Business Alliance Leadership Portland program*
- Jan 24 Higher Education Landscape meeting with NCHEMS*
- Jan 24 Rotary Club of Gresham Board meeting*
- Jan 24 Meeting with Superintendent Bayer, Oregon Trail School District*
- Jan 25 American Association of Community Colleges (AACC) Competencies for Community College Leaders review*
- Jan 25 WorkSystems Inc. Government Relations Taskforce meeting*
- Jan 25 OCCA Legislative meeting*
- Jan 25 Presentation to the Wood Village City Council, with Director Polson*
- Jan 26 MHCC Foundation Board meeting*
- Jan 26 Association of Governing Boards (AGB) Improving Government Relations in Public Higher Education workshop*
- Jan 26 Meeting with Representative Reardon with Directors McKeel and Noriega*
- Jan 26 Meeting with Representative Pham with Directors McKeel and Noriega*

Jan 27 Greater Gresham Chamber of Commerce Board meeting
Jan 27 Meeting with Representative Bynum with Directors McKeel and Noriega
Jan 27 Oregon Public Broadcasting Audit Committee meeting
Jan 28 Portland Business Alliance annual retreat
Jan 31 Meeting with Director Speer
Jan 31 Meeting with Director Mattson

Select Media Mentions

Largest Community Colleges in Oregon & S.W. Washington
<https://www.bizjournals.com/portland/subscriber-only/2022/01/14/largest-community-colleges-in-oregon.html>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – January 5, 2022

Session 1051

A meeting of the Mt. Hood Community College District Board of Education was held on January 5, 2022 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 Noriega, LaVerne Lewis, Diane McKeel, Kenney Polson, Marie Teune

Additional Attendees: Lisa Skari, president, Al McQuarters, vice president, Instruction, Kristin Lima, dean, Applied Technologies, Business and Information Systems, Traci Simmons, associate vice president, Diversity, Equity, and Inclusion

Annette Mattson called the work session to order at 6:02 p.m.

2.0 BUSINESS

2.1 Board Policy Review – Continuation of First Reading of Board Policy 2110

Lisa Skari provided an update to questions the board had from the work session on December 1 regarding Board Policy 2110. The questions were about the language in the policy regarding removal of an incumbent if they had not discharged their duty, and the ORS was listed incorrectly on the original draft. Skari stated the language was taken directly out of the ORS, so the removal can occur, and the correct ORS statute is ORS 341.335. The board moved the board policy forward to a second reading at the January 19 board meeting.

2.2 Administrative Regulations – Chapter 2 – Board of Education

Lisa Skari provided an overview of the Administrative Regulations (AR) for Chapter 2 related to board policies and board operations. She stated the AR review process would follow a similar format as the board policy review process. Skari will send the ARs to the board for review and include their comments, questions or concerns in the feedback.



2.3 Bachelor of Applied Science Update

Al McQuarters provided an update on the Bachelor of Applied Science (BAS). He shared a PowerPoint presentation with a description of the degree, and the milestones for a fall 2024 implementation goal. An exploratory committee was formed in winter/spring 2021 to conduct an internal assessment. The Statement of Need Application was submitted to the Higher Education Coordinating Commission (HECC) and approved in fall term, which allowed the college to move forward. There was a 90-day waiting period for collaboration and coordination, which provided an opportunity for Oregon's higher education institutions across the state to learn of programs under consideration, explore collaborative opportunities, and resolve any concerns across institutions. They received positive feedback from other higher education institutions in Oregon. The next step is to submit the program proposal to HECC, which is planned for January 2022. The timeline is on schedule for program implementation in fall 2024. Kristin Lima shared the process has been a collaborative effort and is well supported across the college. A copy of the PowerPoint presentation is attached to the minutes.

2.4 Board Community Engagement

Andrew Speer shared an overview of the community engagement efforts this year with a focus on presentations to city councils in the Cities of Sandy, Fairview, Gresham, and Maywood Park. There will be a second presentation to the city council in the Cities of Wood Village and Troutdale. The focus for the K-12 school board districts this year will be with Oregon Trails, David Douglas, and Gresham-Barlow School Districts. The next step is to look at potential dates and availability for the presentations. Board members volunteered to present at city council and school board meetings:

City of Sandy – Marie Teune, Diane Noriega
City of Gresham – Andrew Speer
City of Fairview – Diane McKeel
City of Maywood Park – Andrew Speer
City of Wood Village – Kenney Polson
City of Troutdale – Annette Mattson
Oregon Trail School District – Marie Teune, Diane Noriega
David Douglas School District – Annette Mattson
Gresham-Barlow School District – LaVerne Lewis

Speer stated the board community engagement activity will be shared during board work sessions to provide time for discussion and questions for tracking purposes.

2.5 Equity Leadership Series

Traci Simmons provided a presentation for the Equity Leadership Series, with a summary of the anti-racism statements the board has made over the past few years. She shared that she has been working with the leadership teams about anti-racism, and to think about what it means to become an anti-racist organization. There was a discussion about efforts the college has taken towards anti-racism, and what additional steps can be done. Simmons played a portion of a Ted talk video by Ibram X. Kendi titled, "The difference between being not racist and antiracist", during the work session.



[https://www.ted.com/talks/ibram x kendi the difference between being not racist and antiracist](https://www.ted.com/talks/ibram_x_kendi_the_difference_between_being_not_racist_and_antiracist) .

Simmons sent a link to board members of three articles to read in advance of the work session, and reviewed information from the following articles:

The Path to Becoming an Antiracist Organization, from the Coalition for Diversity & Inclusion in Scholarly Communications: <https://c4disc.pubpub.org/pub/e5545yw1/release/2>

Race on Campus: Was Last Year Different? from The Chronicle of Higher Education: <https://www.chronicle.com/newsletter/race-on-campus/2021-10-05>

Five Commitments Every Community College Must Make to Meet the Moment, from JFF: <https://www.jff.org/what-we-do/impact-stories/policy-jff/five-commitments-every-community-college-must-make-meet-moment/>

Simmons presented information from the articles, and discussed the college's efforts and DEI work to be an antiracist organization. A copy of the PowerPoint presentation is attached to the minutes.

2.6 Other Business

There was no additional business.

3.0 ADJOURNMENT

The work session was adjourned at 7:59 pm.

Clerk

Board Chair

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

Bachelor of Applied Science Update



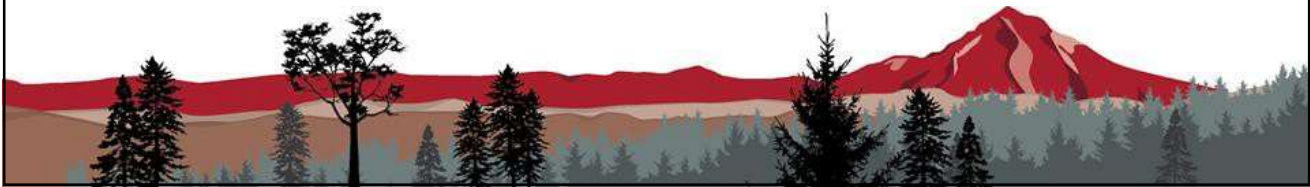
Recall: What is an Applied Baccalaureate?

“A bachelor-level, **workforce-oriented programs** that prepare Oregonians for high-value career opportunities with Oregon’s most active employers and industries...designed to **develop advanced technical knowledge**... Programs may differ slightly in design depending on the field of study, but all will **contain a mix of technical or applied courses** or program(s),” ([Oregon.gov](https://www.oregon.gov)).



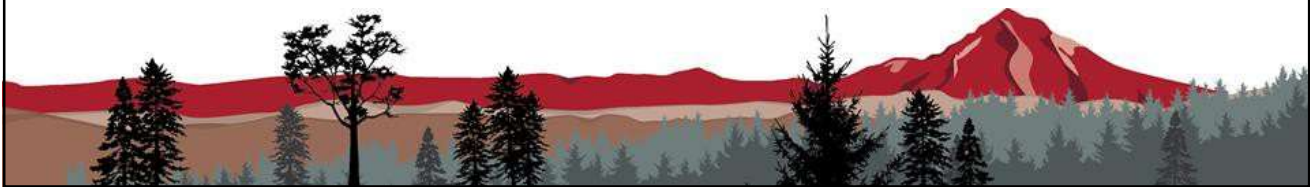
BAS Milestones towards a Fall 2024 Implementation Goal

- **Internal Assessment via Exploratory Committee**
- Mt. Hood Board Supports Application for BAS to Higher Education Coordinating Commission (HECC)
- State of Need Application Completed and Submitted to HECC for approval
- 90 Day waiting period for “Collaboration and Coordination”



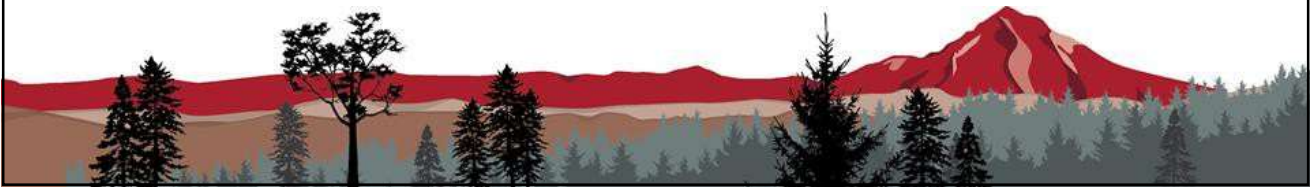
Recall: Exploratory Committee was formed Winter/Spring 2021

- Co-chairs: Dr Pete Szucs & Jennifer DeMent / Ben Rowe
- Jennifer Aubry – Dental Hygiene Instructor
- Amy Drouin - Nursing Instructor
- Chris Natelborg - Director of Financial Aid
- Nicole Johnson-Moses - ASG President
- Jeff Hart - Lead Application/Database Engineer
- Dawn Sallee-Justesen - Director of Enrollment
- Sergey Shepelov - AVP Data, Assessment & I.E. Officer
- Darcy Dalrymple - Instructional Scheduling and Resource Analyst
- Mark Thomas - Machine Tool Instructor
- Ethan Dedrickson - Integrated Media Instructor
- Jeanna Hunt - Program Director, Respiratory Therapy
- Melissa Schafer - HR Analyst-Recruiting
- Jessica Roberts – AVP Marketing and Communications
- Amber Lamadrid – Business Instructor



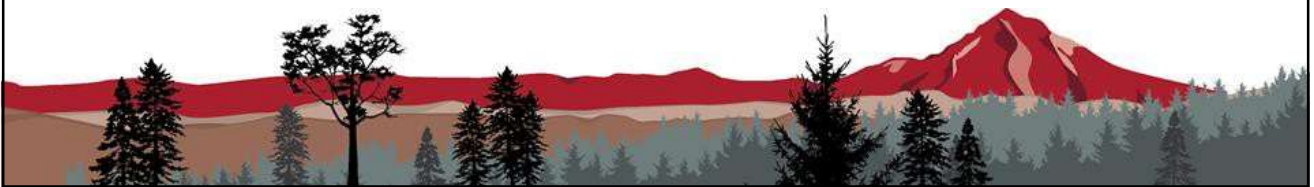
BAS Milestones towards a Fall 2024 Implementation Goal

- Internal Assessment via Exploratory Committee-**Completed**
- **Mt. Hood Board Supports Application for BAS to Higher Education Coordinating Commission (HECC)**
- State of Need Application Completed and Submitted to HECC for approval
- 90 Day waiting period for “Collaboration and Coordination”



BAS Milestones towards a Fall 2024 Implementation Goal

- Internal Assessment via Exploratory Committee-**Completed**
- Mt. Hood Board Supports Application for BAS to Higher Education Coordinating Commission (HECC)-**Completed**
- **State of Need Application Completed and Submitted to HECC for approval**
- 90 Day waiting period for “Collaboration and Coordination”





Oregon
Kate Brown, Governor

Higher Education Coordinating Commission
Office of Community Colleges & Workforce Development
3225 25th Street SE
Salem, OR 97302
www.oregon.gov/HigherEd

August 26, 2021

Dr. Lisa Skari, President
Mt. Hood Community College
26000 SE Stark St.
Gresham, OR 97030

Dear President Skari,

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

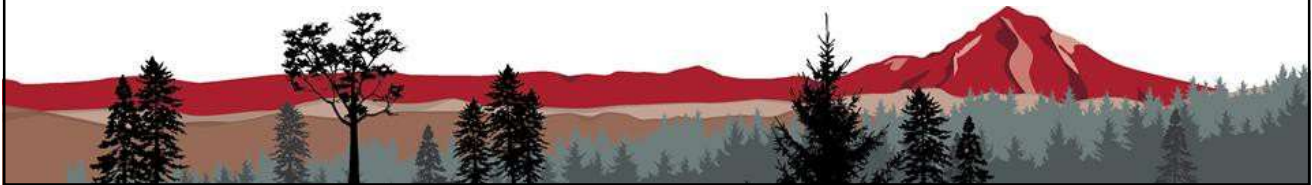
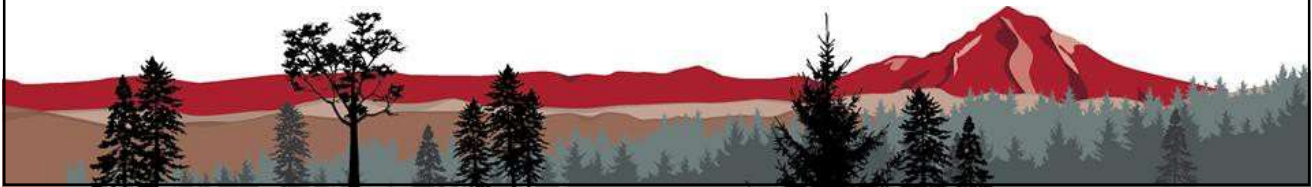
BAS Milestones towards a Fall 2024 Implementation Goal

- Internal Assessment via Exploratory Committee-**Completed**
- Mt. Hood Board Supports Application for BAS to Higher Education Coordinating Commission (HECC)-**Completed**
- State of Need Application Completed and Submitted to HECC for approval-**Completed**
- **90 Day waiting period for “Collaboration and Coordination”**



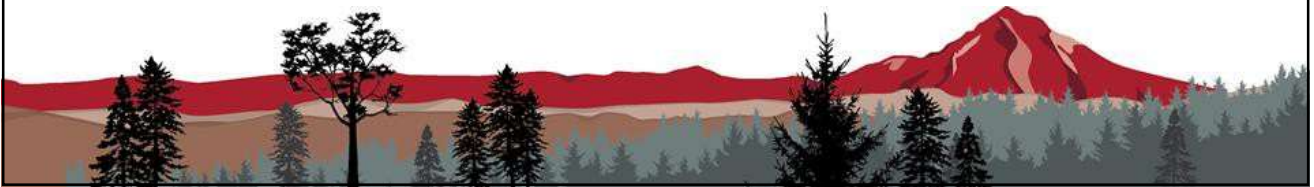
90 Day Waiting Period:

This required period allows parties across the region and state to learn of programs under consideration and explore **collaborative opportunities**. The waiting period is intended particularly to enable Oregon’s higher education institutions and community partners to **consider ways to improve access to all students – particularly with a lens on improving attention to equity**. Finally, it offers colleges time to discuss and resolve any **concerns across institutions**. Such collaboration serves employers more effectively, reduces costs to students, and leads to more innovative academic programming.



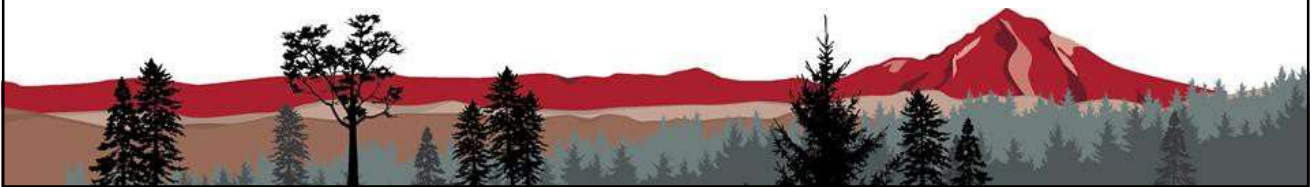
Rubric Score: 24/30

Comment: “The community connections are compelling and we do not find this program to be duplicative of other higher education institution’s offerings.”



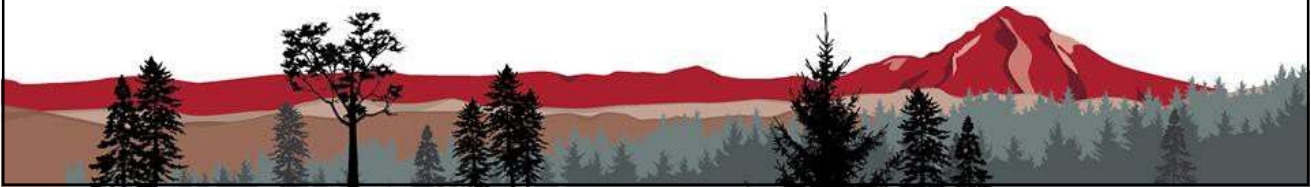
BAS Milestones towards a Fall 2024 Implementation Goal

- Internal Assessment via Exploratory Committee-**Completed**
- Mt. Hood Board Supports Application for BAS to Higher Education Coordinating Commission (HECC)-**Completed**
- State of Need Application Completed and Submitted to HECC for approval-**Completed**
- 90 Day waiting period for “Collaboration and Coordination” -**Completed**



BAS Milestones towards a Fall 2024 Implementation Goal

- Program *Proposal* Submitted to HECC – **Planned for January 2022**
- MHCC Curriculum Committee / Degree & Certificate Committee Review
- President's Cabinet Review of New Degree
- MHCC Board Approval of New Degree
- Northwest Commission on Colleges and Universities Review
- Board Considers Authorization of BAS Tuition Level and associated course fees
- BAS Incorporation into the Unit Planning-Budget Process
- Internal Process Changes: Catalog, FA, Registration, Advising, Assessment, etc
- BAS Program Marketing
- BAS Program Student Recruitment





Revisiting Our Work

Looking back at past statements from the Board of Education and President

Anti-Hate Statement: May 2021

MHCC Board of Directors Releases Anti-Hate Statement

The Mt. Hood Community College Board of Education affirms the worth of all people and stands firmly against hate. We continue to foster an environment where people across the spectrum of difference can learn, work, and exist fully in their truth.

We denounce hateful actions, often targeted at those most vulnerable, and those historically and presently marginalized by oppressive systems.

Our work includes jettisoning the belief in a hierarchy of human value. Our work includes dismantling those systems of oppression, which benefit some and harm others, in effort to advance equitable opportunities and outcomes.

The Mt. Hood Community College Board of Education is committed to promoting diversity, equity, and inclusion in all ways. We stand with the communities impacted by hate/bias crimes, and we fervently assert that hateful behavior will not be tolerated here.

Black Lives Matter Statement: June 2020

So how will we
define ourselves as
an anti-racist
organization?

[Exploring Anti-Racism with
Ibram X Kendi](#)

The Path to
Becoming an Anti-
Racist Organization

[“Antiracism work is multifaceted
and holistic and involves all
departments, processes, and
systems, expanding as the work
gets deeper...”](#)



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – January 19, 2022

Session 1052

A meeting of the Mt. Hood Community College District Board of Education was held on January 19, 2022, 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, Andrew Speer, board vice chair, Diane Noriega, LaVerne Lewis, Diane McKeel, Kenney Polson, Marie Teune

Additional Attendees: Lisa Skari, president, Laura Nash, dean of Integrated Media, Performing Arts, and Visual Arts, Dan Davey, Music Instructor, Julie Fahey, audit partner, Talbot, Korvola & Warwick, LLP, Dan Miley, audit manager, Talbot, Korvola & Warwick, LLP, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness, Jennifer DeMent, vice president, Finance & Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Emily Pham Lee, ASG President, Jeanna Hunt, FTFA President, Rozina Lethe, CEA Representative, Marilyn Pitts, PFTA President

Mattson called the meeting to order at 6:31 p.m. and declared a quorum was present.

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 Correspondence

Lisa Skari introduced Laura Nash who thanked the board for their support of the college, and shared a presentation of a recorded music performance by the Mt. Hood Community College Jazz Ensemble in



honor and recognition of Board Appreciation Month. Dan Davey thanked the board for all they do in support of the students, staff, and faculty at the college, and introduced the students who performed *Sugar*, by Stanley Turrentine, arranged by Bob Florence. The performance can be viewed at <https://www.youtube.com/watch?v=24AAUJDuXcc>.

3.2 Receive Comprehensive Annual Financial Report by Audit Committee

Julie Fahey provided a PowerPoint presentation of the audit results for the year ended June 30, 2021. Fahey stated the audit was mostly remote this year due to the pandemic, and there was some interim fieldwork that occurred in June, July and August, with the final fieldwork completed in November. The audit was conducted on four major programs this year: Student Financial Assistance Cluster; TRIO Cluster; Education Stabilization Fund; and Child Care and Development Fund Cluster. The Independent Auditor's Report stated it was an unmodified opinion, and the financial statements were presented fairly in accordance with U.S. GAAP. Fahey presented a summary of the audit results and reporting, as outlined in the PowerPoint presentation:

- Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations: No noncompliance noted (page 90 in Audit Report). There was one material weakness reported related to internal control on financial reporting.
- Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards: Unmodified opinion. There was one material weakness related to financial reporting.
- Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance: Unmodified opinion.

Fahey provided a brief explanation of the material weakness related to the financial reporting, and DeMent responded with additional information regarding the material weakness and corrective action taken by the college. A copy of the PowerPoint presentation is attached to the minutes.

3.3 Tenure Process

Al McQuarters provided a summary of the full-time faculty evaluation and tenure process. He stated it is a four-year process, and highlighted the activity during each year:

1. Year One: find chair; form committee; identify peer group, welcome and guide candidate.
2. Years One, Two, Three: create and evaluate development plan; do observations and materials reviews; peer assessment and dean evaluations; determine continuance; support growth; maintain documentation. The committee has two meetings during each year.
3. Year Four: final assessment; verify documentation; proceed on tenure recommendation.

McQuarters responded to a question regarding the peer group, and the equity lens used in the tenure process. 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 1049, December 1, 2021
- b) Minutes – Regular Board Session 1050, December 15, 2021
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Head Start/Early Head Start Request for Approval to Submit Carry Over Funds

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

4.2 Board Policy Review & Approval – Second Reading of Board Policy 2110 – Vacancies on the Board of Education

Mattson presented BP 2110 for a second reading, and stated the board policy had been postponed for more information about the policy, which has been addressed.

Polson motioned to approve Board Policy 2110 – Vacancies on the Board of Education. Lewis seconded the motion. There was a roll call board vote and the motion passed unanimously.

4.3 Approve MHCC Re-Districting

Sergey Shepelov presented the results for the adjustment of zone boundaries in the MHCC District, and shared a PowerPoint presentation highlighting the adjustment of zone boundaries based on the results from the 2020 census data. He stated the zone adjustment process was outsourced to the Population Research Center at Portland State University. Shepelov described the demographic data by zone and the proposed changes based on the 2020 census data. He responded to questions about the methodology used for the zone adjustments, and the boundary lines in Clackamas county for our district. A copy of the PowerPoint presentation is attached to the minutes.

Speer motioned to approve the MHCC Re-Districting. Teune seconded the motion. There was a roll call board vote and the motion passed unanimously.

4.4 Approve New Degrees for UG22

McQuarters presented information about the four new degrees for board approval, and stated the degrees are part of the major transfer map the state is working on. The new degrees would allow a student to transfer to a four-year university and be a junior in their major, rather than a junior in General Education. Once the state and internal college approval process is completed, the new degrees would take effect in Fall term 2022.

4.4a AST-Biology statewide articulation agreement



McKeel motioned to approve the AST-Biology statewide articulation agreement. Speer seconded the motion. There was a roll call board vote and the motion passed unanimously.

4.4b AST-Business statewide articulation agreement

Noriega motioned to approve the AST-Business statewide articulation agreement. Polson seconded the motion. There was a roll call board vote and the motion passed unanimously.

4.4c AAT-English Literature statewide articulation agreement

Polson motioned to approve the AAT-English Literature statewide articulation agreement. McKeel seconded the motion. There was a roll call board vote and the motion passed unanimously.

4.4d AST-Computer Science statewide articulation agreement

Speer motioned to approve the AST-Computer Science statewide articulation agreement. Teune seconded the motion. There was a roll call board vote and the motion passed unanimously.

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their board reports and committee liaison reports. The board member community engagement activity will be shared at the next board work session.

6.0 CLOSING REPORTS

6.1 ASG Representative

Emily Pham Lee (ASG) – she stated they welcomed two new members to the ASG team and are looking for more students to fulfill the roles of other ASG positions. They have three interviews scheduled next week. The ASG team is working on many events for winter term, including the “Sweets for the Sweet”, and the first 50 students who sign up will receive a gift from ASG to celebrate Valentine’s Day. During the week of January 31, ASG will honor and highlight all of the MHCC Clubs through the Winter Term Club Fair on ASG social media pages. They are also working to schedule a Student Town Hall with the Board and Dr. Skari via Zoom on February 23 at 4pm. It will be an opportunity for students to ask questions and voice concerns.

6.2 Advisory Representatives

Jeanna Hunt (FTFA) – she stated the faculty and students have been impacted by the increased cases of the Omicron variant, and shared an example of the impact on programs affected by the increased cases and quarantine. She shared that the college’s flexibility and the options given have made faculty feel safer, and she hopes everyone across campus stays safe. She referred to a discussion in the fall regarding masks and recommends wearing an N95 or KN95 mask if possible. She thanked the board members for their service to the college.

Rozina Lethe (CEA) – she shared that moving into winter term, the CEA is excited and grateful for the training the college was able to provide for the CEA at the end of winter term. She thanked the college for their acknowledgement and response to the Omicron variant on how it is affecting the students, staff, and faculty.



Marilyn Pitts (PTFA) – she thanked the board for all their efforts on behalf of the college. The PTFA leadership is actively involved in negotiating their regular contract, and they are also negotiating their fourth Covid MOA. She serves on the Institutional Effectiveness Council (IEC) and they have been asked to review the board policies in Chapter 3. The IEC has started their review process and plan to complete it next week.

6.3 Executive Leadership

John Hamblin (Student Development) – he shared a major adjustment was made in how they are awarding the HEERF funds. Originally, they have awarded about \$1.6 million, and have over \$7 million to give to students, so they adjusted the calculation methodology and increased the per student amount. For this term, it totaled \$2.4 million, which was a significant increase over the previous term, impacting the total number of students eligible and the amount that they would receive. He thanked board members for all the work they do on behalf of the college.

Al McQuarters (Instruction) – he shared that at the District-wide Dual Credit Summit at the end of last term, all seven school districts were represented, with 54 teachers and administrators from across the district, and 44 faculty, staff, and administrators from MHCC who participated in the Summit. He thanked the leadership of Arnita Tucker-McFarland from High School Services, and the collaborative efforts from across the college and district to make it happen. He stated the BAS proposal was submitted to the HECC last week, and thanked Dr. Kristin Lima and all those from across the college who were involved in the proposal. He thanked board members for all the great work they do on behalf of the college.

Jennifer DeMent (Administrative Services) – she thanked the board for all their work on behalf of the college, and for being such an effective and engaging board. She shared information about a local vaccination clinic in the Gresham and Rockwood community.

Al Sigala (College Advancement) – he shared that the Legislature’s short session is next month, and he has been working with legislators to schedule meetings. He stated February is CTE month, and he will be sharing more on our programs with legislators. He thanked the board for all they accomplish on behalf of the college and that they are truly appreciated.

6.4 President’s Report

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

For my report tonight, I wanted to talk about a few things that are happening at the state level that will undoubtedly impact us. How they will impact us, I do not know at this point. There are three things that I will focus on. They are disparate activities, but I have a feeling that we will see them intertwine at some point.

First, the Secretary of State is conducting an audit of the Higher Education Coordinating Commission (HECC), with a particular focus on community colleges. As part of their audit scope, they are trying to pinpoint the areas where the HECC and the state can better advance state support and system equity



to openly better serve colleges and students. What has been unusual about this audit is they are requesting the individual college's accreditation peer evaluator reports. For those of you who may know, these are reports that are prepared for the college employees and are operational in nature, and help us to continually improve. These reports have never been part of the HECC's scope, and have been internally focused. And, also accreditation is your purview as the Board. There are a group of presidents, myself included, who are meeting with the auditors tomorrow to get more clarity on what it is they are really seeking, and how we might be helpful in providing data and information that gets to their goals. We are really focused on making sure that the interests of our students are protected.

Second, the HECC has a sub-committee, the Funding and Achievement Committee, that is comprised of their commissioners. This year they decided to take the Community College Support Fund distribution/funding model under review. The Oregon President's Council (OPC) worked to extend the review period based on the timing, as we have a lot going on with Covid right now, and we were successful in getting more time and extension so we can be thoughtful and thorough in this review. To support the commissioner's work, there will be a representative group of stakeholders from each of the colleges, and I will be on that, and we will be looking at research in other states, assessing our current formula, and identifying ways to achieve the goals of the state. I am hopeful that the end result will be more equitable funding to serve our student population, but any time you are dealing with funding formulas, I worry that a redistribution of current resources will help some colleges and hurt others, which will end up resulting in a negative impact on access across our state's community colleges. So, more to come on this.

The third item, referenced briefly in a prior letter, the OPC and OCOP have joined together to commission a study on public higher education in other states, with the idea that there may be some things we can learn, and also there may be some opportunities related to funding that we can share with both the HECC and possibly the legislature. There was an RFP that was sent out, and there is a company by the name of NCHEMS, which is pretty well known in this sphere of work, and I believe the contract has been done and finalized, and we are expecting a final report by spring.

If you put these three things together – an audit of the HECC on community colleges, a review by the HECC of our funding distribution formula, and an independent study of higher education in general – we could have a wonderful synergy of stars aligning and great things coming our way, or a further challenging reality of decreased funding tied to increased performance-based outcomes, where the real losers in the end will be our students. I choose to remain optimistic, and I am pleased that the higher education presidents undertook the study when they did, but we will see how this plays out, and if needed, I may be calling on your assistance.

In closing and ending on a positive note, I want to echo the comments already offered and shared. Personally, I also want to say that I am so fortunate to work with this Board. You always have your sights on our students, and want what is best for the institution as a whole. You challenge me, and at the same time you equally support me, and all the success the college has seen is made possible because of you. Thank you!



7.0 ADJOURN BOARD MEETING

Speer motioned to adjourn. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 8:11 p.m.

8.0 CONVENE BUDGET AND FINANCE COMMITTEE / CALL TO ORDER /
DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president

Mattson called the meeting to order at 8:12 p.m. and declared a quorum was present.

9.0 BUSINESS / ACTION

9.1 Selection of Budget and Finance Committee Chair

Speer motioned to receive nominations for the Budget and Finance Committee Chair. McKeel nominated Andrew Speer. Noriega seconded the motion. No other nominations were received. There was a roll call board vote for Andrew Speer to be the Budget and Finance Committee Chair for this academic year. The motion passed unanimously.

10.0 ADJOURN BUDGET & FINANCE COMMITTEE

Polson motioned to adjourn. Speer seconded the motion and it passed unanimously. The Budget and Finance Committee was adjourned at 8:16 pm.

Clerk

Board Chair

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



Mt. Hood Community College

*AUDIT RESULTS FOR THE YEAR ENDED
JUNE 30, 2021*

JANUARY 19, 2022



The Audit

- Mostly remote
- Interim fieldwork – one week in June, July & August
- Final fieldwork – occurring in November (3 weeks)
- Restatements
- Single Audit
 - ✓ Spent \$35.5million of federal expenditures
 - ✓ Audited 4 major programs

Audit Results and Reporting

- ✓ **Independent Auditor's Report - Unmodified opinion**
 - Financial statements are presented fairly in accordance with U.S. GAAP
- ✓ **Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations**
 - No noncompliance noted

Single Audit Report

- ✓ **Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* – Unmodified opinion**
- ✓ **Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance - Unmodified opinion**
 - ✓ Student Financial Assistance Cluster
 - ✓ TRIO Cluster
 - ✓ Education Stabilization Fund
 - ✓ Child Care and Development Fund Cluster

Required Communications

- ✓ Met with the Audit Committee in November and December 2021
- ✓ No difficulties encountered during the audit
- ✓ Three auditor proposed adjusting journal entries
- ✓ No uncorrected misstatements
- ✓ No disagreements with management
- ✓ Not aware of any consultations with other accountants
- ✓ Recently issued GASB standards



Thank You

Contact Information:

Julie Fahey, Audit Partner & Dan Miley, Audit Senior Manager

Talbot, Korvola & Warwick, LLP

jfahey@tkw.com & dmiley@tkw.com

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Portland, OR 97224



PRE-TENURE PROCESS



Start
Year 1

- find chair
- form committee
- identify peer group
- welcome and guide candidate

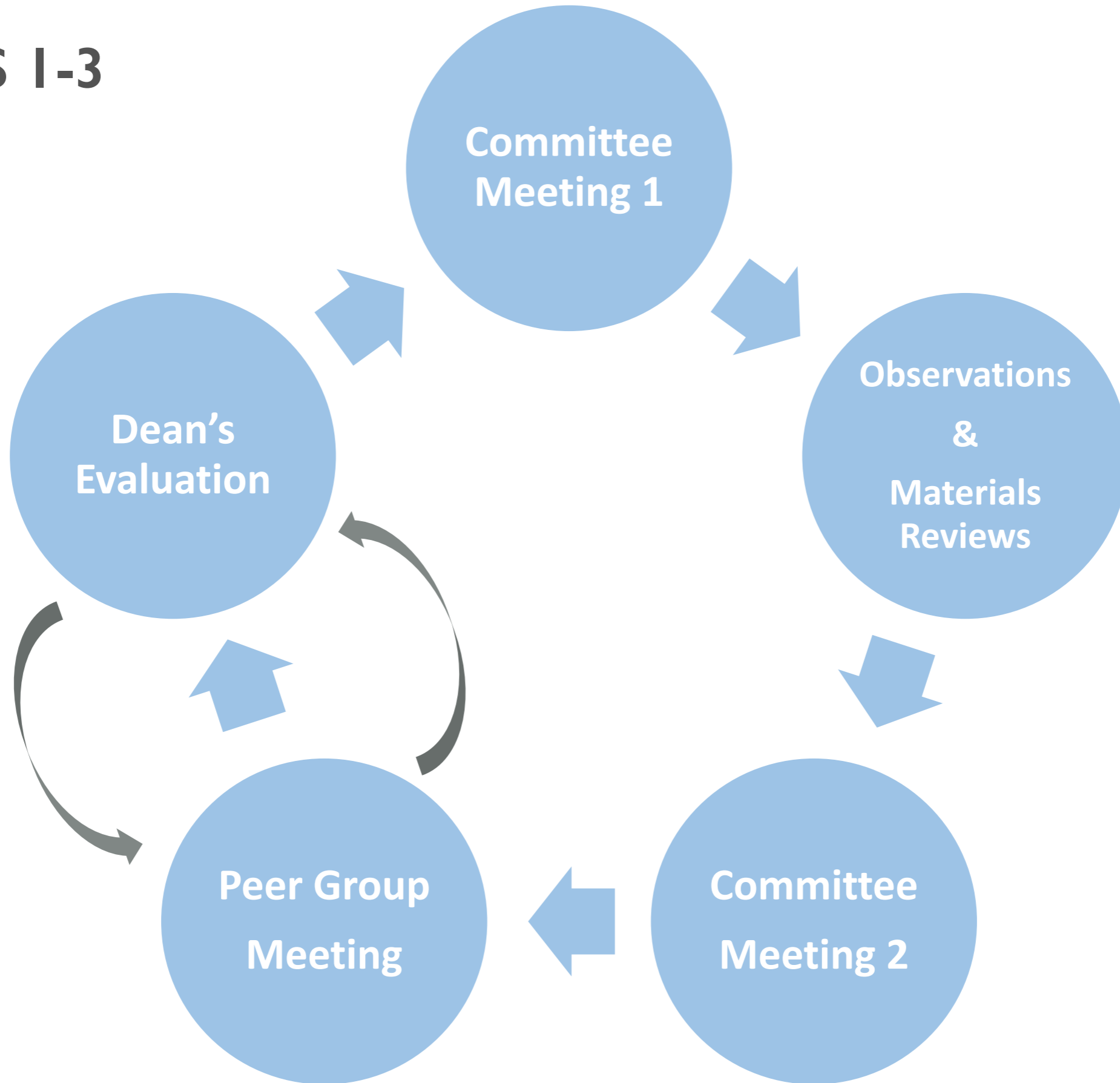
Years
1,2,3

- create & evaluate development plan
- do observations & materials reviews
- peer assessment & dean evaluations
- determine continuance
- support growth
- maintain documentation

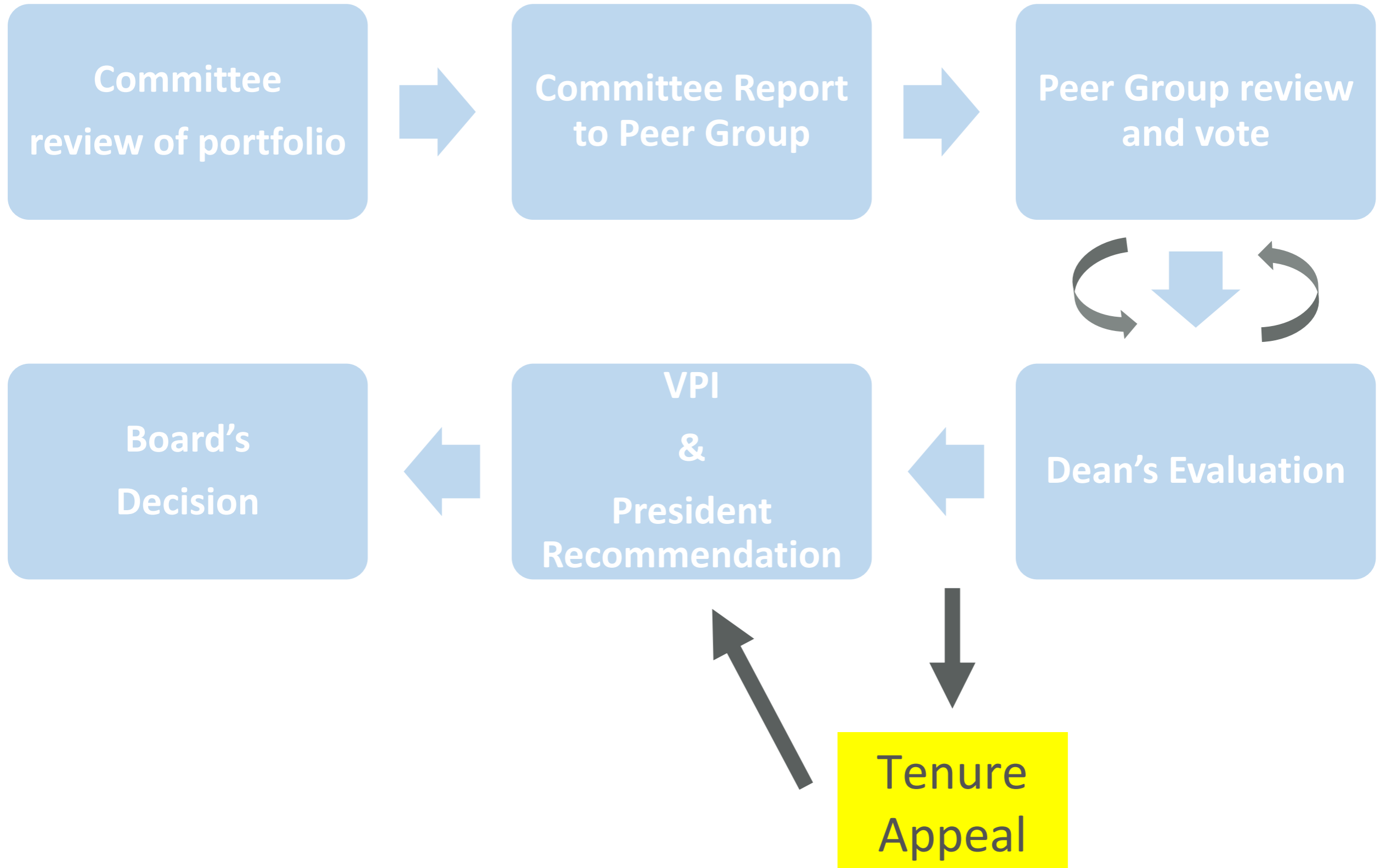
Year 4

- final assessment
- verify documentation
- proceed on tenure recommendation

YEARS 1-3



YEAR 4





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: February 16, 2022

ITEM TITLE: 4.1c

CONTACT PERSON: Ross Hume, Interim Associate Vice President, Human Resources

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:

Name	Position	Department	Hire Date
Miller, Julie	Part-time Faculty	Health Professions	1/3/2022
Jackson, Wyatt	Part-time Faculty	Performing Arts	1/3/2022
Glick, Brianne	Assistant Teacher	Child Development & Family Services	1/3/2022
Aschim, Edith	Program Assistant	Health Professions	1/3/2022
Deshazer, Monika	Part-time Faculty	Health Professions	1/3/2022
Powers, Cici	Library Public Service/ Resource Sharing Technician	Library	1/3/2022
Katter, Rachelle	Part-time Faculty	HPE and Athletics	1/3/2022
Osborne, Teresa	Part-time Tutor	AVID	1/10/2022
Giberson, Clay	Part-time Faculty	Performing Arts	1/11/2022
Grahn, Kayla	Assistant Softball Coach	HPE and Athletics	1/18/2022
Ceja Rodriguez, Brian	Tool Room Lab Tech	Industrial Technology	1/24/2022
Berliant, Nina	Teacher	Child Development & Family Services	1/31/2022

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Tanious, Hanaa	Associate Teacher	Child Development & Family Services	1/3/2022
Christophersen, Josh	Enrollment Services Specialist	Enrollment Services	1/3/2022
Capp, Amanda	Family Worker	Child Development & Family Services	1/3/2022



Jenkins, Kari	Financial Aid Specialist	Financial Aid	1/17/2022
McNeil, Parker	Game Management	HPE and Athletics	1/19/2022

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Johnson, Tandi	Family Worker	Child Development & Family Services	1/3/2022
Brown, Travis	Associate VP, Human Resources	Human Resources	1/3/2022
Walton, Kerian	Admin Office & Technology Manager	Child Development & Family Services	1/4/2022
Long, Nathan	Public Safety Officer	Public Safety	1/6/2022
Siliman, Reham	On-Call Substitute	Child Development & Family Services	1/7/2022
Turtola, Joy	Workforce Development Director	Workforce Development	1/14/2022
Kianfar, Sahand	Workforce Development Specialist	Workforce Development	1/18/2022
Cancio-Lewellen, Victoria	HR Analyst - Data	Human Resources	1/21/2022
Barka, Feryal	On-Call Substitute	Child Development & Family Services	1/26/2022
Bravo Espinoza, Yaritza	Classroom Aid	Child Development & Family Services	1/28/2022
Larkin, Susan	Assistant Teacher	Child Development & Family Services	1/31/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

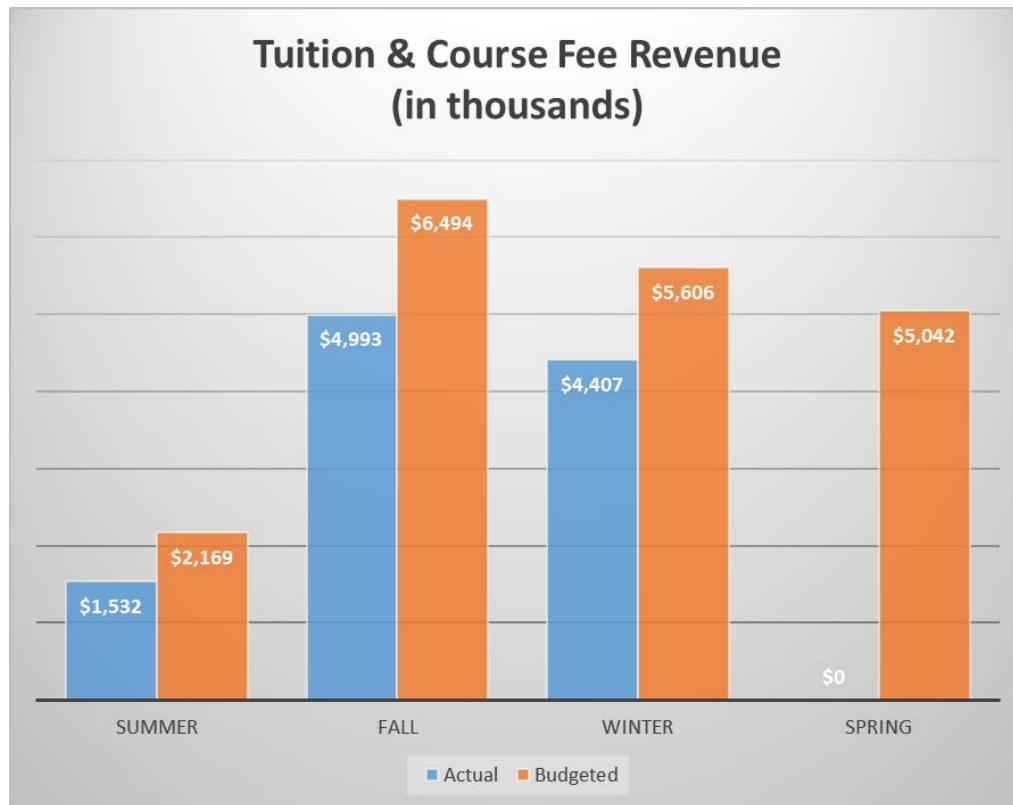
This report reflects 2021/22 activity through the month of December.

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% (\$617,765) less compared to December 2020. Summer term enrollment in tuition-bearing classes decreased by 19.85% (-78 students). 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. Preliminary enrollment numbers show fall term enrollment in tuition-bearing courses decreased by 13.45% (-173 students), and winter term enrollment in tuition-bearing courses decreased by 15.38% (-172 students) compared to 2020/21. Summer and fall terms combined tuition and fee revenue year to date is -27% (\$2,426,891) below this time last year. Summer term and fall term¹ enrollment were forecasted to be flat compared to the previous year. This enrollment decline will result in a revenue shortfall as compared with budgeted amounts.

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



Expenditures:

As of December 31, year-to-date expenditures were \$14,270 (0.05%) 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. The transfer for student aid match will not be necessary due to the college receiving a Title III waiver.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2021/22
As of December 31, 2021

	Actual Year to Date December 2019	Actual Year to Date December 2020	Actual Year to Date December 2021	\$ / % Increase (decrease) over prior year	Amended Budget 2021 22	Percentage of Budget Remaining	
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233	
Revenues							
State Support	16,191,292	16,189,774	17,317,301	1,127,527	7.0%	33,151,497	48%
Property Taxes	12,275,156	12,761,643	13,266,252	504,609	4.0%	14,652,000	9%
Tuition and Fees	16,026,091	15,790,229	12,017,866	(3,772,363)	-23.9%	21,216,788	43%
Federal Grants	-	-	16,813	16,813	0.0%	3,000,000	99%
Other Revenues	434,930	220,808	194,558	(26,250)	-11.9%	1,503,647	87%
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%
TOTAL REVENUES	44,927,469	44,962,454	42,812,789	(2,149,665)	-4.8%	73,540,819	42%
Expenditures							
Salaries	16,633,945	15,701,355	15,459,298	(242,057)	-1.5%	39,487,578	61%
Health Care	2,872,886	2,847,035	2,687,127	(159,908)	-5.6%	6,454,607	58%
Fringe/Taxes	5,961,890	5,798,905	5,832,409	33,504	0.6%	14,699,099	60%
Personnel Subtotal:	25,468,721	24,347,295	23,978,834	(368,461)	-1.5%	60,641,284	60%
Materials & Supplies	3,873,808	3,339,003	3,739,755	400,752	12.0%	9,593,066	61%
Grants in Aid/Tuition Waivers	378,293	347,850	331,388	(16,462)	-4.7%	1,045,602	68%
Debt Service	478,413	452,113	422,013	(30,100)	-6.7%	2,491,277	83%
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%
TOTAL EXPENDITURES	30,199,234	28,486,260	28,471,989	(14,271)	-0.1%	74,458,521	62%
Rev Greater (Less) Than Exp	14,728,235	16,476,195	14,340,800	(2,135,394)	-13.0%	(917,702)	
Beginning Fund Balance	9,027,630	9,557,976	15,402,319			10,254,233	
Ending Fund Balance						9,336,531	
<i>As a percentage of expenditures</i>						<i>13%</i>	



GLOSSARY

Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full-time equivalent (SFTE) and a growth management component. The amount budgeted for 2021-2022 reflects Mt. Hood's estimated share of the biennial state support amount of \$675 million. The legislatively approved amount is \$699 million, which will result in resources in excess of budgeted amounts over the biennium.

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

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2021/22 is \$118.00 per credit hour recorded in the General Fund. A technology fee of \$6.50 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$3.50, Safety and Security Access Fee of \$3.50, and Instructional Access Fee of \$3.50 are all assessed on a per-credit basis in addition to the tuition rate for up to 15 credits. Students that became eligible for the tuition pledge in 2015/16, 2016/17, or 2017/18 will continue paying the tuition rate in effect when they began, provided they continue to meet eligibility criteria. New students starting in 2018/19 will not be eligible for the tuition pledge at that rate and will be subject to any future tuition increases.

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

Other Revenues include rental charges, interest earnings, grant and foundation indirect cost recoveries, transfers in, and sales revenue.

Expenditures:

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

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

Fringe/Taxes are all other employer-paid fringe costs and include PERS (26.8%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%) and Long-term disability, life, workers compensation, unemployment insurance, statewide transit tax and tax-sheltered annuity payments (combined 1.3%).

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



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

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

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

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
January 2022**

News:

Improve student success:

During the shift to virtual services for CDFS Head Start and Early Head Start, all staff who provide direct services to children were provided the opportunity to engage in 18 hours of Positive Behavior Interventions and Supports (PBIS) training. PBIS is an evidence-based framework that includes a multi-tiered approach that supports the academic, social, emotional and behavioral needs of all students.

Strengthen community engagement:

CDFS continues to work with community partners to provide vaccination clinics for staff and families.

Enrollment Report for January 2022

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.



December 2021 Data:

EHS Funded: 298
 EHS Enrollment: 201
 EHS Waitlist: 116

HS Funded: 939
 HS Enrollment: 617
 HS Waitlist: 143

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
 December 2021**

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing													
David Douglas High School													
Davis				74%	70%	67%							70%
Division					60%	61%							60%
Earl Boyles			*nr	87%	88%	90%							87%



Early Childhood Center	78%	65%		81%	66%	70%								73%
Fairview				72%	77%	68%								72%
Gateway														
Gethsemane	83%	80%		79%	79%	81%								81%
Gresham United Methodist														
Hazelwood	64%	66%		100%	88%	*nr								80%
Kelly Place	72%	67%		65%	80%	62%								69%
Knott				65%	87%	67%								73%
Lincoln Park			91%	96%	89%	81%								89%
Mt. Hood														
North Powellhurst					79%	66%								73%
Rockwood 181														
Rockwood Stark														
Russellville	68%	72%		92%										77%
Sunrise				72%	72%	70%								71%
Troutdale				78%	78%	70%								73%
Program ADA	78%	84%	88%	87%	78%	47%								75%

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%	58%	77%							74%
Gethsemane (2 EHS, 6 BP)	93%	82%		86%	93%	95%							90%
Hazelwood	88%	88%		88%	84%	75%							84%



Rockwood Stark													
Russellville	79%	90%		88%	*nr	*nr							86%
Troutdale													
Willow Tree	92%	88%		69%	83%	93%							85%
Program ADA	78%	78%		77%	77%	51%							77%

Most of the Head Start/Early Head Start sites were virtual in September so we 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			*nr	*nr	95%	62%							78%
Discovery Garden Child Care	57%	65%											61%
Gresham High School				43%	86%	*nr							64%
KinderCare	80%	77%	55%	61%	66%	64%							67%
Little Friend's Day School	79%	81%	93%	92%	94%	86%							88%
Love Bugs	70%	80%	84%	86%	80%	67%							78%
Love Bugs Too	64%	50%	87%	84%	67%	85%							73%
Melody's Munchkins	83%	86%	78%		58%	92%							83%
Melody's Munchkins – Little Blooms	83%	86%	78%	78%	85%	87%							73%
Pixie Child Care	65%	77%	82%	69%	70%	*nr							73%
Reynolds Learning Academy													
Program ADA	78%	78%	80%	77%	77%								77%

*nr = not reported



Mt. Hood Community College Head Start Financial Report

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

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

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

October - December 2021 Financial Report						
Head Start						
Row Labels	Sum of 16.66% Aug	Sum of 24.99% Sep	Sum of 33.32% Oct	Sum of 41.65% Nov	Sum of 49.98% Dec	
A. Personnel	\$ 312,448.25	\$ 550,785.39	\$ 537,142.48	\$ 541,268.61	\$ 522,187.23	
B. Fringe Benefi	\$ 191,980.10	\$ 354,634.28	\$ 339,826.82	\$ 342,945.82	\$ 312,478.99	
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
E. Supplies	\$ 10,253.93	\$ 23,891.21	\$ 32,617.88	\$ 53,198.24	\$ 22,693.36	
F. Contractual	\$ 2,582.94	\$ 19,474.22	\$ 17,823.83	\$ 10,796.13	\$ 11,331.94	
G. Property Ser	\$ 36,609.96	\$ 81,554.20	\$ 159,177.04	\$ 80,820.39	\$ 106,416.93	
H. Other	\$ 7,195.86	\$ 4,653.61	\$ 8,325.88	\$ 14,281.98	\$ 16,562.39	
Indirect Charge	\$ 81,540.14	\$ 32,252.28	\$ 77,552.71	\$ 131,972.80	\$ 174,088.53	
Grand Total	\$ 642,611.18	\$ 1,067,245.19	\$ 1,172,466.64	\$ 1,175,283.97	\$ 1,165,759.37	



October, November & December 2021

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

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

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

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

US Bank Visa Purchasing Cards for Head Start & Early Head Start							
Closing Date 10/20/2021							
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	Totals
Center Supplies	11549.47	322.24	437.57	272.77	188.33		\$12,770.38
Computer Supplies	48.78						\$48.78
Dental/Medical							\$0.00
Education Supplies	5,703.59	171.54	457.67	9.27			\$6,342.07
Family Services Supplies							\$0.00
Health Supplies	91.16	45.58	45.57				\$182.31
Kitchen Supplies							\$0.00
Office Supplies							\$0.00
Other Costs							\$0.00
Parent Activities	69.89					598.82	\$668.71
Postage							\$0.00
Pre-Employment	1,541.74	45.00					\$1,586.74
Site Repair/Maintenance	2,158.08	29.54	9.59	8.24			\$2,205.45
Training	5,393.52	431.91		0.98		3,531.68	\$9,358.09
Vehicle Costs	6,713.05						\$6,713.05
Utilities	1,774.06	333.09	183.32		103.05	76.05	\$2,469.57
Total	\$35,043.34	\$1,378.90	\$1,133.72	\$291.26	\$291.38	\$4,206.55	\$42,345.15



US Bank Visa Purchasing Cards for Head Start & Early Head Start							
Closing Date 11/22/2021							
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	Totals
Center Supplies	7418.02	403.13	188.92	61.09	82.03		\$8,153.19
Computer Supplies							\$0.00
Dental/Medical							\$0.00
Education Supplies	795.95	484.00					\$1,279.95
Family Services Supplies	79.03	15.95	23.98				\$118.96
Health Supplies	5,964.62	194.35	281.79	68.54			\$6,509.30
Kitchen Supplies	799.29						\$799.29
Office Supplies		10.40					\$10.40
Other Costs	5,147.98						\$5,147.98
Parent Activities	22.86						\$22.86
Postage							\$0.00
Pre-Employment	886.00						\$886.00
Site Repair/Maintenance	3,397.86	7.96	199.37	116.87			\$3,722.06
Training	1,921.00	286.50		16.50		75.00	\$2,299.00
Vehicle Costs	9,971.41						\$9,971.41
Utilities	1,472.20	1054.84	357.50		263.43	217.42	\$3,365.39
Total	\$37,876.22	\$2,457.13	\$1,051.56	\$263.00	\$345.46	\$292.42	\$42,285.79

US Bank Visa Purchasing Cards for Head Start & Early Head Start							
Closing Date 12/20/2021							
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	Totals
Center Supplies	3633.4	184.67	77.7	53.48			\$3,949.25
Computer Supplies	619.81						\$619.81
Dental/Medical							\$0.00
Education Supplies	540.80	378.74					\$919.54
Family Services Supplies	17.11		6.99			184.42	\$208.52
Health Supplies	1,923.98		45.44	42.93	12.29		\$2,024.64
Kitchen Supplies	36.97						\$36.97
Office Supplies	18.20						\$18.20
Other Costs	1,417.23						\$1,417.23
Parent Activities	251.80					97.53	\$349.33
Postage							\$0.00
Pre-Employment	550.08	115.20				5.76	\$671.04
Site Repair/Maintenance	1,368.40	112.77	17.75	23.20	2.07	97.03	\$1,621.22
Training	5,154.00	866.33	452.25		440.00	466.00	\$7,378.58
Vehicle Costs	1,845.22						\$1,845.22
Utilities	4,470.66	749.91	200.27			13.30	\$5,434.14
Total	\$21,847.66	\$2,407.62	\$800.40	\$119.61	\$454.36	\$864.04	\$26,493.69



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

ITEM TITLE: 4.1f

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

SUBJECT: COVID-19 ACTIVITY REPORT

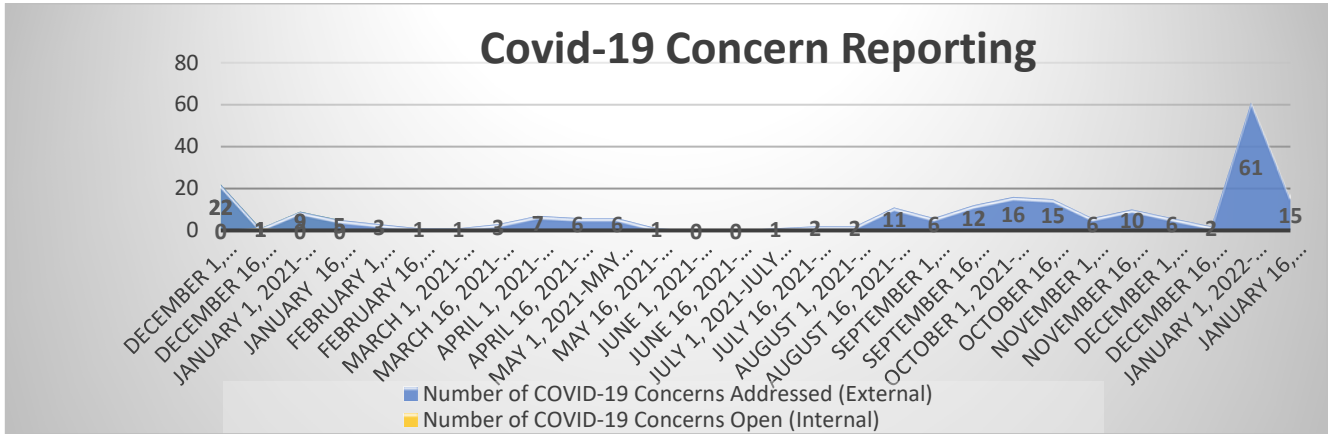
The COVID-19 Concern Report is a daily monitoring log and reporting tool. The tracked metrics provide a source of information to the Mt Hood Community College Board of Directors and the district's stakeholders regarding:

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

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



Date	Number of COVID-19 Concerns Reported	Number of COVID-19 Concerns Addressed	Number of COVID-19 Concerns Open
December 1, 2020-December 15, 2020	22	22	0
December 16, 2020-December 31, 2020	1	1	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 30, 2021	0	0	0
July 1, 2021-July 15, 2021	1	1	0
July 16, 2021-July 31, 2021	2	2	0
August 1, 2021-August 15, 2021	2	2	0
August 16, 2021-August 31, 2021	11	11	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, 2021	6	6	0
November 16, 2021-November 30, 2021	10	10	0
December 1, 2021-December 15, 2021	6	6	0
December 16, 2021-December 31, 2021	2	2	0
January 1, 2022-January 15, 2022	61	61	0
January 16, 2022-January 31, 2022	15	15	8



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: *February 16, 2022*

ITEM TITLE: **4.1g**

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

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

MHCC's Community College Rules of Procurement (CCRP) require that all contracts that will aggregate at least \$150,000 in total expenditures during the term of the contract must be approved by the Board (CCR.301). The College plans to use SRG Partnerships for architectural services on the Dental Hygiene lab remodel project for services not to exceed \$250,000. The architect is a direct appointment allowed under OAR 137-048-0200(1)(c).

RECOMMENDATION:

Approval to contracts with SRG Partnerships for architectural services in an amount not to exceed \$250,000.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: February 16, 2022

ITEM TITLE: 4.2a

CONTACT PERSON: Annette Mattson, Board Chair

SUBJECT: BOARD POLICY REVIEW – SECOND READING/APPROVAL: CHAPTER 3 – GENERAL INSTITUTION

NOTE: Grammatical edits were made to four board policies in Chapter 3 as follows:

BP 3280: Grants

The President shall establish regulations to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the college.

The comma has been removed after the word “funds”.

BP 3420: Equal Employment Opportunity

The Board of Education desires to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of employees from a wide variety of backgrounds.

The comma has been removed after the word “equalized” and “acceptance”.

BP 3550: Drug Free Environment and Drug Prevention Program

Drug Free Schools and Communities Act, 20 U.S. Code Section 1011g;

34 Code of Federal Regulations Parts 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

A hyphen has been added between the words “Drug” and “Free” in the title and two of the references.

BP 3570: Smoking and Other Tobacco Use and Possession on Campus

Any exception must be approved in advance by the President or their designee with special consideration given to college approved cultural activities.

The words “or their designee” has been removed, and a hyphen has been added between the word’s “college” and “approved.”

BP 3100: Organizational Structure

Chapter 3

References:

NWCCU Standard 2.A.2

The President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within Mt. Hood Community College.

Adopted: XXX

Notes: New

Accreditation required

2nd Reading

BP 3200: Accreditation

Chapter 3

References:

NWCCU Standards 2.A.1

The President shall ensure Mt. Hood Community College complies with the accreditation process and standards of the Northwest Commission on Colleges and Universities (NWCCU) and of other accrediting bodies for college programs that seek special accreditation.

The President shall keep the Board of Education informed of approved accrediting organizations and the status of accreditations.

The President shall ensure that the Board of Education is involved in any accreditation process in which Board of Education participation is required.

The President shall provide the Board of Education with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Adopted: XXX

Notes: New

Best Practice

BP 3225: Institutional Effectiveness

Chapter 3

References:

NWCCU Standard 1.B.1

Mt. Hood Community College's operational environment. The Board of Education regularly assesses the college's institutional effectiveness of the adopted goals.

Institutional effectiveness includes the assessment of goals and objectives with respect to the college's commitment to diversity, equity and inclusion to the fullest extent permitted by law.

Adopted: XXX

Notes: New

Best Practice

BP 3250: Institutional Planning

Chapter 3

References:

NWCCU Standard 1.B.1, 1.B.3

The President shall ensure that Mt. Hood Community College has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The President shall submit those plans for which Board of Education approval is required to the Board of Education.

The President shall inform the Board of Education about the status of planning and the various plans.

While the Board of Education is responsible for adopting the general institutional mission, vision, values, and goals, the President shall ensure the Board of Education also has an opportunity to assist in developing the general institutional mission, vision, values, and goals.

Adopted: XXX

Notes: New

Best Practice

BP 3280: Grants

Chapter 3

References:

There are no Oregon statutory requirements.

The Board of Education will be informed about all grant applications made and grants received by Mt. Hood Community College.

The President shall establish regulations to assure timely application and processing of grant applications and funds and that the grants that are applied for directly support the purposes of the college.

Adopted: XXX

Notes: New

Best Practice

BP 3300: Public Records Requests

Chapter 3

References:

ORS 192.311 – 192.478
NWCCU Standard 2.C.4

The President shall establish regulations for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws.

Adopted: 4/13/11

Revised: XXX

Notes: Rescinds Board Policy 1120: Public Records Requests

Best Practice

BP 3310: Records Retention and Destruction

Chapter 3

References:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;
NWCCU Standards 2.C.4
ORS 192.005 – ORS 192.170
OAR 166-450-0000 – OAR 166-450-0125

The President shall establish administrative regulations to assure the retention and destruction of all Mt. Hood Community College records, including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to, student records, employment records, and financial records.

Adopted: XXX

Notes: New

Best Practice

BP 3410: Nondiscrimination

Chapter 3

References:

Title VI of the Civil Rights Act of 1964 (Title VI) and 42 U.S. Code Section 2000d;
Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal
Regulations Sections 1625 et seq.;

Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107, 34 Code of
Federal Regulations Sections 110 et seq. and 45 Code of Federal Regulations
Section 90 et seq;

Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations
Sections 1630 et seq.;

ADA Amendments Act of 2008 (ADAAA);
Section 504 of the Rehabilitation Act of 1975, 34 Code of Federal Regulations
Sections 104 et seq. and 45 Code of Federal Regulations Sections 84 et seq.;

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29
Code of Federal Regulations Sections 1635.1 et seq.;

29 Code of Federal Regulations Sections 1601.1 et seq. – Discrimination based on
National Origin;

29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;

Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations
Section 1604.10

ORS 659A
ORS 659.850 to 659.860

Mt. Hood Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Mt. Hood Community College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to the individual's legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws. The President shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19

Notes: Rescinds Board Policy 1100: Equal Opportunity: Culture of Respect (partial)

Legally required

BP 3420: Equal Employment Opportunity

Chapter 3

References:

Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal
Regulations Parts 1625 et seq.;

Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal
Regulations Parts 1630 et seq.;

ADA Amendments Act of 2008 (ADAAA);

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29
Code of Federal Regulations Parts 1635.1 et seq.;

29 Code of Federal Regulations Parts 1601.1 et seq. – Discrimination based on
National Origin;

29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;

Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal
Regulations Part 1604.10;

ORS 659A

The Board of Education desires to build a community in which opportunity is equalized and community colleges foster a climate of acceptance with the inclusion of employees from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students.

An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment.

The Board of Education, therefore, commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The President shall develop, for review and adoption by the Board of Education, a plan for equal employment opportunity that complies with federal and state law as modified or clarified by judicial interpretation from time to time.

The President shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the College's intent described above.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19

Notes: Rescinds Board Policy 1100: Equal Opportunity: Culture of Respect (partial)

Legally required

2nd Reading

BP 3430: Prohibition of Harassment

Chapter 3

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA);
ORS 659A
ORS 243

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and Mt. Hood Community College will not tolerate harassment. This policy applies to all members of the College community, including Board of Education members, employees, students, volunteers, and interns.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, genetic information, or any other status protected under applicable federal, state, or local laws. For the College's policy regarding sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment under Title IX and accompanying regulations.

Mt. Hood Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The College will investigate all allegations of retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the regulations described in AR 3435 Discrimination and Harassment Complaints and Investigations and AR 3432 Workplace Harassment. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish regulations that define harassment on campus. The President shall further establish regulations for employees and students and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and regulations for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by Mt. Hood Community College, its employees, students, and agents. Regulations will be established in accordance with BP 2510 Participation in Local Decision-Making.

Mt. Hood Community College will publish and publicize this policy and related written regulations (including the procedure for making complaints) to students and employees, particularly when they are new to the institution. The College will make this policy and related written regulations (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and regulations may be subject to disciplinary action up to and including termination. Students who violate this policy and related regulations may be subject to disciplinary measures up to and including expulsion.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19

Notes: Rescinds Board Policy 1100: Equal Opportunity: Culture of Respect (partial)

Legally required

BP 3433: Prohibition of Sexual Harassment

Chapter 3

References:

Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and Mt. Hood Community College will not tolerate sexual harassment. Mt. Hood Community College is committed to providing an academic and work environment that respects the dignity of individuals and groups. Mt. Hood Community College (further referred to as the College) shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the regulations described in AR 3434 Responding to Harassment Based on Sex under Title IX. Mt. Hood Community College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile

environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish regulations that define sexual harassment on campus. The President shall further establish regulations for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and regulations to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the Mt. Hood Community College, its employees, students, and agents.

Mt. Hood Community College will publish and publicize this policy and related written regulations (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written regulations (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and regulations may be subject to disciplinary action up to and including termination. Students who violate this policy and related regulations may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related regulations may be subject to disciplinary measures up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

Adopted: 8/19/20

Revised: XXX

Notes: Rescinds Board Policy 1090: Prohibition of Sexual Harassment Under Title IX

Legally required

BP 3440: Service/Assistance Animals

Chapter 3

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)
ORS 659A.143

In order to prevent discrimination on the basis of disability, Mt. Hood Community College will allow an individual with a disability to use an assistance animal in College's facilities and on the College's property in compliance with state and federal law.

Adopted: XXX

Notes: New

Legally advised

BP 3500: Campus Safety

Chapter 3

References:

There are no Oregon statutory requirements

The Board of Education is committed to a safe and secure work and learning environment. To that end, the President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.

Adopted: 3/8/06

Revised: 06/08/11
XXX

Notes: Rescinds Board Policy 4080: Risk Management (partial)

[Best Practice](#)

BP 3501: Campus Security and Access

Chapter 3

References:

34 Code of Federal Regulations Part 668.46(b)(3);
NWCCU Standard 2.I.1

The President shall establish regulations for security and access to Mt. Hood Community College facilities.

Adopted: 3/8/06

Revised: 6/8/11
XXX

Notes: Rescinds Board Policy 4080: Risk Management (partial)

Legally Required

BP 3505: Emergency Response Plan

Chapter 3

References:

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
34 Code of Federal Regulations Part 668.46(g);

Mt. Hood Community College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President shall establish regulations that ensure that the College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. Regulations will be established in accordance with BP 2510 Participation in Local Decision-Making. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and any state mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

The President shall ensure that a team is created to carry out compliance with NIMS and applicable state mandates.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The College must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

Adopted: XXX

Notes: New

Legally Required

Legally Advised

Accreditation Required

2nd Reading

BP 3510: Workplace Violence

Chapter 3

References:

Occupational Safety and Health Act of 1970 – 29 U.S. Code Sections 651 et seq.
Oregon Safe Employment Act, ORS 654

The Board of Education is committed to providing a work and learning environment that is free of violence and the threat of violence. The Board of Education's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The President shall establish administrative regulations that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct, to report the incident and that employees are informed that there will be no retaliation for such reporting.

Adopted: XXX

Notes: New

Best Practice

BP 3515: Reporting of Crimes

Chapter 3

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b);
Campus Security Act of 1990;

The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to Public Safety or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes – larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property;
- Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law.

Adopted: XXX

Notes: New

Legally required

BP 3518: Child Abuse Reporting

Chapter 3

References:

ORS 419B.005 – ORS 419B.050

The President shall establish regulations related to the responsibility of employees to report suspected abuse and neglect of children when the employee learns of the suspected abuse or neglect in the scope of employment or in their professional capacity.

Adopted: XXX

Notes: New

Best practice

2nd Reading

BP 3520: Local Law Enforcement

Chapter 3

References:

34 Code of Federal Regulations Part 668.46(b)(4)

Mt. Hood Community College encourages accurate and prompt reporting of all crimes to the public safety department or the appropriate police agencies. The President shall establish regulations that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Adopted: XXX

Notes: New

Legally required

BP 3530: Weapons on Campus

Chapter 3

References:

ORS 341.290(4)
ORS 166.360 to 166.380
Chapter 146, 2021 Oregon Laws

Mt. Hood Community College is committed to preventing workplace violence and to maintaining a safe work and learning environment. The College strictly prohibits any person, including students and employees, visitors, contractors and vendors, from being in possession of or giving the appearance of being in possession of any firearm, dangerous or deadly weapon, or destructive device while on College business, or at any other time while in College-owned or controlled buildings, offices, premises, sites or vehicles, or at activities under the jurisdiction or sponsorship of the College. College property also includes that portion of any other building occupied by the College on a permanent or temporary basis. This policy applies to all firearms and does not include an affirmative defense described in ORS 166.370 (3)(g), concerning persons licensed to carry a concealed handgun under ORS 166.291 and 166.292.

On-duty law enforcement officers licensed with the Oregon Department of Public Safety Standards and Training (DPSST) or equivalent state or federal authority authorized to license the possession of firearms by law enforcement officers may possess firearms while on College property and acting within the scope of their employment.

The President is authorized to make a temporary exception on the showing of good cause or necessity.

Any individual found in violation of this policy is subject to removal and exclusion from campus, college disciplinary action (if an employee or student), and/or arrest in accordance with state and federal laws.

Definitions:

“Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of powder.

“Dangerous or deadly weapon” means any weapon, device, instrument, material or substance which under the circumstances in which it is used, intended or attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury or specifically designed for and presently capable of causing death or serious physical injury.

“Destructive device” means any projectile containing an explosive or incendiary material or any other chemical substance, a bomb, grenade, missile, mine, or similar device, or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5040: Drug, Alcohol, Tobacco, and Firearm-Free Workplace (partial)

Best Practice

2nd Reading

BP 3540: Sexual and Other Assaults on Campus

Chapter 3

References:

20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Part 668.46(b)(11)
ORS 350.255

Any sexual assault or physical abuse, including, but not limited to rape as defined by state law, whether committed by an employee, student, or member of the public, that occurs on Mt. Hood Community College property, is a violation of College policies and regulations and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures. Students, employees, and campus visitors who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The President shall establish administrative regulations that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The College will make educational information about preventing sexual violence widely available on campus.

The regulations shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.255.

Adopted: XXX

Notes: New

Legally required

BP 3550: Drug-Free Environment and Drug Prevention Program

Chapter 3

References:

Drug-Free Schools and Communities Act, 20 U.S. Code Section 1011g;
34 Code of Federal Regulations Parts 86.1 et seq.;
Drug-Free Workplace Act of 1988, 41 U.S. Code Section 8103

Mt. Hood Community College shall be free from all drugs. Students and employees may not possess, use, or distribute illicit drugs and alcohol.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the College.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The President shall assure that the College distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5040: Drug, Alcohol, Tobacco, and Firearm-Free Workplace (partial)

Legally required

BP 3560: Alcoholic Beverages

Chapter 3

References:

34 Code of Federal Regulations Part 668.46(b)
ORS 471.105

The President is authorized to enact regulations as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these regulations.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5040: Drug, Alcohol, Tobacco, and Firearm-Free Workplace (partial)

Legally required

BP 3570: Smoking and Other Tobacco Use and Possession on Campus

Chapter 3

References:

ORS 433.835 to ORS 433.875 – Oregon Indoor Clean Air Act
ORS 431A.175
ORS 339.883 (Tobacco 21)

Mt. Hood Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of evidence that the use of tobacco and nicotine and exposure to secondhand smoke and aerosol (commonly referred to as “vapor”) from electronic devices pose significant health and environmental hazards, smoking, aerosol, and other tobacco use is not permitted on all facilities under the control and use of the College.

Any exception must be approved in advance by the President with special consideration given to college-approved cultural activities.

Adopted: 11/11/09

Revised: 04/17

Notes: Rescinds Board Policy 5041: Smoking, Aerosolizing, or Vaporizing on College Premises

[Best Practice](#)

BP 3710: Securing of Copyright

Chapter 3

References:

17 U.S. Code Section 201

The President is directed to develop appropriate administrative regulations regarding the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the College.

In the development of these regulations, the President shall solicit the input of the appropriate representatives of the College community in accordance with the College's policies regarding student and/or employee involvement in local decision-making.

Adopted: 3/8/06

Revised: 9/14/16
XXX

Notes: Rescinds Board Policy 2100: Reproduction of All Copyrighted Materials

Legally Advised

BP 3715: Intellectual Property

Chapter 3

References:

17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Parts 1.1 et seq.;
ORS 341.319

The President shall develop regulations that define the rights, interests, protection, and transfer of intellectual property created by Mt. Hood Community College students and employees.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5100: Ownership Rights of Instructional Materials

Legally required

BP 3720: Computer and Network Use

Chapter 3

References:

17 U.S. Code Sections 101 et seq.;
ORS 341.290(4)

Students, employees, and visitors who use Mt. Hood Community College computers and networks and the information they contain and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish regulations that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The regulations shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, respect security practices, and respect the rights of other computer users.

Adopted: 6/20/18

Revised: XXX

Notes: Rescinds Board Policy 2060: Computer Users Privileges and Responsibilities

Legally required

BP 3725: Information and Communications Technology Accessibility and Acceptable Use

Chapter 3

References:

Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);
36 Code of Federal Regulations Parts 1194.1 et seq.
ORS 659A.103

The Board of Education shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The President shall establish administrative regulations to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

The President shall also establish administrative regulations to enable the College to lawfully manage its use of third-party social media platforms and communication to the general public via third-party social media platforms.

Adopted: 1/13/13

Revised: XXX

Notes: Rescinds Board Policy 8030: Social Media

[Best Practice](#)

BP 3810: Claims Against Mt. Hood Community College

Chapter 3

References:

ORS 30.275

Claims, lawsuits, or other types of legal process must be presented according to state law, this policy, and related regulations as a prerequisite to filing suit against Mt. Hood Community College.

The designated place for service of claims, lawsuits, or other types of legal process upon the College is:

Mt. Hood Community College
President's Office
26000 SE Stark St
Gresham, OR 97030

Adopted: XXX

Notes: New

Best Practice

BP 3820: Gifts

Chapter 3

References:

ORS 341.290(5), (11), (19)

Any and all donations to Mt. Hood Community College must be handled through the Mt. Hood Community College District Foundation. The President or designee reserves the right to refuse to accept any gift from the MHCC District Foundation which does not contribute toward the goals of Mt. Hood Community College or the ownership of which would have the potential to deplete resources of Mt. Hood Community College.

Acceptance of a gift shall not be considered endorsement by Mt. Hood Community College of a product, enterprise, or entity.

In no event shall Mt. Hood Community College accept a donation that discriminates against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 8020: College Donations-Solicitation of Funds

[Best Practice](#)

BP 3900: Speech: Time, Place, and Manner

Chapter 3

References:

NWCCU Standard 2.B.2

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The campus and centers of Mt. Hood Community College are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public.

The President shall enact such administrative regulations as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative regulations promulgated by the President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on College property or the violation of the College policies or regulations, or the substantial disruption of the orderly operation of the College.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process, so long as the board policy conforms to the requirements of the First Amendment to the United States Constitution and state law. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Adopted: XXX

Notes: New

Best Practice



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *February 16, 2022*

ITEM TITLE: 4.2b

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: BOARD POLICY REVIEW – SECOND READING/APPROVAL: BP 4100 – GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

BP 4100: Graduation Requirements for Degrees and Certificates

Chapter 4

References:

NWCCU Standards 1.C.4, 1.D.1
ORS 341.290, 341.465

Mt. Hood Community College grants the following degrees to those students who have completed the requirements for graduation:

- Associate of Applied Science (AAS)
- Associate of General Studies (AGS)
- Associate of Arts Oregon Transfer (AAOT)
- Associate of Arts Transfer (AAT)
- Associate of Science (AS)
- Associate of Science Oregon Transfer (ASOT)
- Associate of Science Transfer (AST)
- Bachelor of Applied Science (BAS)

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of twelve or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The President shall establish administrative regulations to determine degree and certificate requirements that include appropriate involvement of the curriculum committee. The regulations shall assure that graduation requirements are published in the College's catalog(s) and included in other resources that are available to students.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 1040: The People and Their Community College (partial – degrees offered)

Best Practice

Student Development

John Hamblin

February 2022

Improve student success:

Financial Aid: HEERF (Higher Education Emergency Relief fund) III Update:

Actual Awarding for HEERF III (as of 2/1/22)					
Terms	SU21 Awards	FA21 Awards	WI22 Awards	SP22 Awards	Total
TOTALS	\$493,589	\$1,175,064	\$2,843,472	\$0	\$4,512,125

Total Unduplicated Recipients	3310
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TRIO:

Two TRIO Upward Bound grants were submitted to the Department of Education on 1/31/22 to expand college access support for first-generation, low-income and BIPOC students in the Reynolds and Gresham-Barlow School District. TRIO Upward Bound is designed to offer fundamental support to participants in their preparation for college entrance. The program enhances opportunities for participants to succeed in their precollege performance by focusing on academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages, tutoring, counseling, mentoring, and cultural enrichment events. Total expected grant awards equal to over 2.8 million.

Veteran Services:

As a grant outcome affiliated with the Centers of Excellence for Veteran Student Success (CEVSS) program designed to develop and centralize a comprehensive system of support for military-connected students on academic, social, physical, and financial services, we have hired for three new positions:

1. Full-time Student Success Specialist for Veterans, Heather Mitchoff.
2. Part-time Financial Aid Specialist for Veterans, Amy Sievert.
3. Part-time Outreach & Success Specialist for Veterans, Luis Samayoa.



Student Development Update

Veteran Services held its first convening of the new Veterans Service Center Steering Committee on Tues. Jan. 25, 2022, as another component of the CEVSS program, chaired by Joshua Ray, Veteran Services Coordinator. This committee's charge includes:

- Review MHCC procedures, polices, and program offerings to identify barriers and gaps in access and service to military-affiliated students.
- Provide guidance on the creation of Veterans Service Center branding, marketing, and promotion to military-affiliated populations.
- Develop a foundational understanding of Federal and State laws, guidelines, and resources applicable to Veteran students to foster institutional awareness beyond the Veteran Services team.
- Research and engage with relevant resources, external agencies and organizations, and post-completion connections (e.g., employers and universities) for Veteran students.
- Foster an environment of institutional collaboration to deliver high-impact, inclusive programming and services for Veteran student success.

Office of Student Life and Civic Engagement

- The department partnered and coordinated with the Associated Vice President of Diversity, Equity and Inclusion, Public Safety Office and the Teaching Learning Center to organize National Stalking Awareness Month "Stalking: Know It, Name It, Stop It!". The event in a workshop format discussed Stalking Awareness – recognizing stalking behaviors, prevention strategies, what to do if you or someone you know is being stalked, cyber Stalking and how to get help.
- The Associated Government and The Student Activities Team carried out Winter Term Club Fair took place the week of Feb. 1-4. Student leadership and various clubs created a video to highlight the student's clubs and organizations that exist and how to get involved at Mt. Hood Community College? The video was posted on social media. January 28th.
- The Multicultural and Diversity Resource Center has planned a Multicultural Student Affairs Council Meet and Greet for February 25th, 1-2 PM. The purpose for the Meet and Greet is to promote intercultural solidarity at the college, supports unity between campus organizations, promotes identity-based clubs, provides information, offers an avenue for camaraderie, and advocates for the equitable advancement of MHCC and the community. This event is designed to introduce you to the council, and collaboratively generate ideas for your educational journey at MHCC.

Student Development Update

Advance diversity, equity, and inclusion:

Office of Student Life and Civic Engagement

- The department partnered and coordinated with the Associated Vice President of Diversity, Equity, and Inclusion to organize Remembering MLK at MHCC: The Poor People's Campaign Connecting Racial and Economic Justice. The event explored the work Dr. King was doing at the time of his assassination to advance the cause of racial and economic justice. From his Poor People's Campaign to his work organizing Memphis Sanitation workers, MLK's efforts to interrogate capitalism to advance fair working conditions made him dangerous to the status quo power structures. The event was held on Jan. 18 via zoom.
- The department partnered and coordinated with the Associated Vice President of Diversity, Equity and Inclusion to organize Black/African American History Month Event(s). February is African American History Month: Practicing Empathy, Building Resiliency and Healing. During Black History Month and throughout the year, reflect on more than 400 years of Black history and heritage in national parks and communities across the country. Find special places, historic moments, and personal journeys that contribute to conversations about Black representation, identity, and diversity in our nation's history and today. S C. Say, a National Champion Slam Poet/ Inspirational Speaker/Writer/Host will engage participants to understand the importance of empathy isn't the biggest challenge; it's putting into practice intentionally and purposeful empathy that becomes the obstacle. The Empathy Deep Dive Workshop is designed to give participants a better understanding and new perspective of their peers, as well as tangible tools to make showing others purposeful empathy a habit. This virtual event will be held Feb 15, 2022, 12:00 PM
- In partnership with the Associate Vice President of Diversity, Equity and Inclusion and the Teaching and Learning Center, has organized three-part winter series on Anti-Racist Teaching led by The Multicultural Student Success Coordinator, Lisa George. These sessions aim to create a community of practice around anti-racist teaching, holding this collaborative space for you to attend as often as possible in preparation for making a positive update to Spring '22 or Fall '22 teaching, create generative questions to focus your personal work, and share teaching tools and reconnect on ideas with teaching colleagues and online learning staff.

Student Development Update

Strengthen community engagement:

TRIO:

Our TRIO Educational Talent Search Program staff created an inspirational professional speaker's series last term for TRIO students and their families in the Centennial, David Douglas and Gresham-Barlow School Dist. to participate in. Speakers include the Mayor of Gresham, Gresham Fire Chief, OHSU Dental Faculty, local School Board Members, and Joanne Hardesty (City Council Member). Our primary focus is to provide career exploration, while emphasizing the creation of safe spaces in which open dialogue, deep learning, and heart and head level change can all take place.

Office of Student Life and Civic Engagement

On Jan. 24 & 25, in partnership with Janine Shockley, International Student Service Coordinator, and The American Red Cross, we conducted blood drive for the American Red Cross at the college, 60 donors attended, 48 units of blood were collected, and 144 potential people lives would be saved. We had 20 people who were first donors. This is an enormous difference. In the past, the numbers were in single digits. Huge kudos to Janine Shockley for coordinating the event in conjunction with Student Life. Nationally, there is a shortage of blood in the system and hospitals are struggling to find blood for people who need it.

Increase excellence in operations:

AATC:

we are continuing to see the development of hybridized services as a long-term necessity. Even with a return to campus (post-Covid) the number of students who are from out of the area and need timely advising support, not to mention the many that simply prefer the convenience of remote appointments, ensure the continuing need for multiple modality advising options. In Winter, the AATC began offering Virtual Office Hours. Although we have been offering virtual/remote appointments since March of 2020, we wanted to also provide "drop-in" (i.e. no appointment needed) avenue for students with questions. The winter term pilot has been going so well that we plan to expand it, especially during peak times and make it part of our suite of services even post-pandemic.

Instruction

Al McQuarters

February 2022

Improve student success:

- The Boeing Joint Apprenticeship Training Committee voted and approved that a series of MHCC math (Math 95, 111, 112) and science (Physics 201), will now substitute for their previous self-paced classes as a requirement for the BOLI Registered Apprenticeship program. In addition, they are including general education classes as a requirement for a more well-rounded employee. Now, when earning their journey card at Boeing, they will also be earning their AAS in Industrial Mechanics and Maintenance Technology.
- Our men's and women's basketball teams have been competing and hosting competitions. The men's team is currently in first place in the Southern Region.
- Integrated Media and Natural Resources Technology were awarded a Perkins Grant to purchase five cinematic drones for educational purposes. These state-of-the-art drones will be used in film and photography courses, as well as providing surveys and forestry experiences for Natural resources students.

Advance diversity, equity, and inclusion:

- The Workforce Development area supported six out of the eight Nursing Assistant with Vocational ESL students with tuition and fees for winter term. All six students are non-native speakers of English (Five Latinx and one Asian). It helped six folks gain employment from \$15 hr. to \$40 hr. through helping them with resumes, cover letters, practice interviewing, and job search training.
- Megan Dugan, Dean of AVID, Learning Success Center, and the Library incorporated inclusive recruitment strategies supporting gender neutral and gender inclusive pronouns that created a more welcoming process for applicants.

Strengthen community engagement:

- Michele Claassen, PT EMT Director and PT Faculty, was selected/ appointed, out of a pool of applicants, to the EMS Educator Representative position in the State of Oregon EMS and Trauma committee. This committee assists the State EMS and Trauma Systems Program in providing state and regional emergency medical services coordination and planning.
- The Dental Hygiene program collaborated with Compassion Connect and East Hill Church in Gresham volunteering their time and services. Fifteen second-year students, two first-year students, one part-time faculty and one of our community EPDH-partners completed dental hygiene care for over 20 community members.



Instruction Update

- Petra LeBaron-Botts, Health & Physical Education Instructor, recently was involved in a rescue on Mount Hood as a member of the Portland Mountain Rescue.

SBDC Data for January 2022:

- Clients seen: 37
- New clients: 7
- Training events: 3
- Training attendees: 43

Business Types

- Cold pressed juice bar
- Moving, cleaning, staging, junk removal
- Skilled Trade/Locksmith
- Alternative Health Practitioner
- Wellness LLC
- House cleaning (general cleaning)
- Woodworking custom made decor

Increase excellence in operations:

- Online Learning is conducting a Flexible Attendance, Live-Streamed, Synchronous Courses Pilot. Flexible Attendance, Live Streamed, Synchronous courses are scheduled courses offered on-campus and via Zoom simultaneously as one section. Students can choose how they want to attend scheduled meeting times, on-campus or Zoom, from class to class.
- We are restarting our Interlibrary Loan service that was paused during the pandemic closure due to limited staff availability.
- Dental Hygiene students attended the 2nd Annual Student Dental Hygiene Conference with the Oregon Dental Hygienists' Association.

Administrative Services

Jennifer DeMent

February 2022

Improve student success:

- The accreditation-required **Dental Hygiene lab remodel** project planning continues. We are finalizing the contract process with SRG Partnership Architects to move from the preliminary design phase. The next step will be to finalize the dental chairs and station equipment list for approval and purchasing. The project is still on track for an end of June project start.



- During the shift to virtual services for CDFS Head Start and Early Head Start, the program provided all staff who provide direct services to children the opportunity to engage in 18 hours of **Positive Behavior Interventions and Supports (PBIS) training**. PBIS is an evidence-based framework that includes a multi-tiered approach that supports all students' academic, social, emotional, and behavioral needs.



Administrative Services Update

Advance diversity, equity, and inclusion:

- **Parking Lot H ADA upgrades** are proceeding following a wet December. Concrete curbs and sidewalks are in place, and the contractor installed the first layer of asphalt this week. Outstanding items include signage, bollards, striping, irrigation, planting, and light poles.



- **Library ADA Elevator** project is on track for an end of June project start. Project meetings for installation will begin in April. An equipment survey completed in Fall 2021, all elevator parts and materials have been ordered and are expected to arrive on time.
- IT **upgraded print technology/servers** for performance improvements and added security.

Strengthen community engagement:

- Child Development and Family Services (CDFS) continue to work with community partners to provide **vaccination clinics** for staff and families. Upcoming dates include February 21 and March 7 and 28 from 2 pm until 5:30 pm at 620 NW 8th ST in Gresham.

Increase excellence in operations:

- IT Infrastructure **improved voice communications**, converting the following locations from older phone systems to the college's VoIP (Voice over IP) phones:
 - Cascade Crossing Head Start
 - Knott Center Head Start
 - Glisan EHS Head Start
- In January, our **IT Cyber Security systems** identified and stopped the following cyber events:
 - 89 MHCC account alerts needing manual review

Administrative Services Update

- 28 False positives or failed attack attempts
- 61 needed password changes, and their O365 sessions revoked
- Email
 - 9,382 instances of phishing blocked
 - 24,390 instances of Spam blocked
 - 25 instances of email malware blocked (7 were attachments, the remainder were URL links)
- Additional IT security efforts include:
 - **Decommissioning and replacing several outdated file servers** due to security issues, the team transferred processes to newer, secure servers.
 - IT tested technology to **encrypt new MHCC laptops** and deploy them to new devices. This will significantly decrease the risk of compromised data due to lost/stolen devices and be included going forward.
- IT installed iPad at most CDFS locations for **time tracking in NovaTime**.

College Advancement Al Sigala February 2022

Improve student success:

We kicked off our legislative outreach efforts for the 2022 short session of the legislature. Meetings were held with Rep. Jeff Reardon, Rep. Khanh Pham and Rep. Janelle Bynum in January. Our messages are focusing on two possibilities; a funding bill for cybersecurity software for all community colleges and a resolution to amend the state constitution regarding the match requirement for the \$8-million available for MHCC. Students in the Cybersecurity program have joined us for each meeting to highlight that program as part of CTE month. Special thanks to board members Diane McKeel and Diane Noriega, as well as Dr. Skari and Linda Vigessaa for joining us for the January meetings. We have several more meetings scheduled throughout February.

The Foundation continues to plan for a hybrid online/ live auction event at the Yoshida Haven Estate. We continue to work on sponsorships and at this time have 18 commitments including board members Diane Noriega and Diane McKeel. Again, the theme for this year's auction is The Roaring 20's. A reminder that the auction takes place Saturday, April 23.

We have officially kicked off our new planned giving website which can be accessed on the main MHCC Foundation page. You are more than welcome to visit it at <https://mhcc.giftlegacy.com>. Please share this with others as well.

The Foundation end of the year campaign brought in \$167,744 from a total of 124 donors. Our thanks to all who supported our efforts through this campaign. Of the amount raised, \$12,532 went toward the Student Basic Needs Fund. This amount included a match from the Foundation.

Our latest scholarship application period kicked off the beginning of January. We worked with brand, marketing and communications in updating our webpage to promote our scholarships, mailed flyers and posters to district high schools, emailed of on and off campus partners, students and faculty. We also hosted information sessions for current students and high school students.

Produced and distributed a new student newsletter that focused on events promoting transfer possibilities and the advancement of diversity, equity and inclusion.



College Advancement Update

Advance diversity, equity, and inclusion:

The Foundation board approved a revision to our scholarship scoring rubric. This involves removing the GPA score from our rubric. This is in line with what other community colleges are doing in Oregon. We also felt this would provide more support for those students who may not have a GPA or not affect those with lower GPA's. Older students seeking a higher education may not still have proof of their GPA.

We scheduled a variety of advertising in recognition of Black History Month. This includes a commercial and digital advertising campaign on KOIN-TV and print advertising in the Portland Observer. We also had special advertisements in honor of Martin Luther King Jr. Day.

We also arranged for advertising in the Oregonian's Educational Guide. This will go out to almost a million weekly readers.

A special article was produced for the Outlook to promote Mr. Hood Reads biannual book club, which focuses on two novels about Native Americans.

Strengthen community engagement:

We held a very successful and well attended alumni webinar on January 25 entitled Personal Finance: Your Path to Financial Freedom. We saw 116 people register for the event with 40 actually taking part. The webinar was presented by two financial advisers with Ferguson Wellman Capital Management. This event was promoted through social media, newsletters, and Outlook article and Outlook eblast ad.

Staff met with representatives of Microchip to discuss a new scholarship effort for students in the Mechatronics program. The effort is actually turning out to be a new workforce partnership with Microchip. The company is looking at expanding and wants to work with MHCC in attracting a workforce by paying for a student's tuition.

Increase excellence in operations:

Our area worked to develop new strategies for the upcoming year as part of our unit planning and budget development efforts.

We also continued to participate in strategic planning efforts with staff attending a charrette, assisting with outreach to community members and working with MIG.

A special website was designed offering a 'pop up shop' featuring branded MHCC merchandise for employees. This included clothing and other items with the college logo.

College Advancement Update

Work continued on the development of a new website and included project planning, obtaining necessary tools and training, developing a full project RFP for assistance in planning content and navigation, as well as finalizing an overall timeline for this effort.

The restructuring of Brand, Marketing and Communications continued with the posting of a marketing and communications coordinator position. The department is shifting to focus on improving our digital efforts.

A re-roofing project was completed on buildings at the Yoshida Haven Estate. Junki and Linda Yoshida graciously covered the costs of the re-roofing which totaled nearly \$100,000.