



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on May 18, 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/98587264908?pwd=UmNINVprczdHVGPCTFVrNEw3Z29SQOT09>

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

Webinar ID: 985 8726 4908

Passcode: 229218

AGENDA SESSION 1062

- | | | | |
|----------------|------------|---|----------------|
| 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.</i> | |
| 6:45 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Student Recognition: | |
| | | a) All-Oregon Academic Team | Megan Dugan |
| | | b) Rho Theta, Advocate, Forensics | Doctor Ayeliya |
| | | c) Associated Student Government | Rozina Lethe |
| | | d) Athletics | Kim Hyatt |
| | 3.3 | Annual Head Start Board Training | Josi Kisa |
| 7:30 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Budget Committee/Board Work Session 1059, April 6, 2022 | |
| | | b) Minutes – Budget Committee/Regular Board Session 1060, April 20, 2022 | |
| | | c) Monthly Personnel Report | |



- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Alternative Contracting Method for Dental Hygiene Lab Remodel
- h) Increase Goods and/or Services Contracts in Excess of \$150,000
- i) CDFS Child Guidance Policy
- j) CDFS Selection and Enrollment Policy
- k) Head Start 2022-2023 COLA Application

4.2 Board Policy Review – Second Reading/Approval: Annette Mattson
Chapter 7 – Human Resources

7:40 pm 5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS (3 min each)

7:55 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

8:30 pm 7.0 ADJOURNMENT

The next regular board meeting is scheduled for June 15, 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

May 18, 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 May 2022

I find it hard to believe that we are already in May, with commencement and year-end celebrations right around the corner. As we look ahead, we continue to readjust to our work in support of our students, those that are here and those that hope to be. The campus community has achieved so much this year, and it is good for us to pause and celebrate.

My work in the broader community continues. Oregon's Semiconductor Competitive Task Force continues to move toward a final recommendation deadline in June. The Workforce Development sub-committee has focused on hearing from the needs of employers, and exploring ways to address the continuum of workforce needs, from research and development, to manufacturing. Out of this work, I've had the opportunity to connect with two key employers in our district, Microchip and On Semiconductor. With established relationships with our academic programs, the taskforce work presents opportunity to explore how we can strengthen the partnership to provide more holistic economic and workforce development strategies.

As mentioned earlier this year, the Oregon Presidents' Council (OPC) and the Oregon Council of Presidents (OCOP) jointly commissioned a Landscape Study on Higher Education in Oregon to compare Oregon to other states around potential areas for improvement. The study is being conducted by the National Center for Higher Education Management Systems (NCHEMS), and explores both quantitative and qualitative data. They have recently completed their listening tours across the state, hearing from institutional leadership, students, faculty, economic development and business leaders, community-based organizations, educators, and advocacy groups about the current reality in Oregon. Mt. Hood Community College was well represented in these meetings by students, faculty, staff, and Board Chair Mattson. We were also pleased that

many of our community partners were able to participate, including Amazon, Gresham Barlow School District, Microchip, Portland Business Alliance, and WorkSystems Inc. The final report should complement the work of the Joint Taskforce on Student Success for Under-Represented Students in Higher Education, but also support stakeholder involvement in the legislative process heading into the 2023 legislative session.

Annual goal update

COVID response

Spring term is going well with the new masks recommended policy. Students and staff are taking advantage of the N-95 masks provided by the college. While we have seen an uptick in COVID cases since spring break, consistent with our surrounding community, we have not recorded any on-site transmissions. President's Cabinet has approved an external event reopening template that was developed by the Reopening Team. As our infection disease pandemic administrative regulation is set to sunset on June 30, staff are updating the infectious disease regulation to reflect best practices the college has learned over the past two years.

Strategic planning

Current efforts have centered on the workgroups and their development of the draft strategic plan objectives. MIG held a full Process Management Committee (PMC) meeting in April to discuss objective development and progress, and since then the groups have been meeting weekly. Draft objectives have been shared with the PMC, and discussions include final draft language and where overlapping objectives might land. The overall MIG schedule has been adjusted somewhat to reflect the workgroup activities and it is still reflecting the same completion date (before summer break). However, it is expected that the schedule will slide out a bit in order to allow adequate time for the full college review/comment period. Due to summer break and faculty being off-contract, final adoption may occur fall term.

Accreditation

The Unit Self-Reflection Action Team has made a substantial progress toward developing a standardized process that will account for all the differences between units. Assessment of effectiveness and continuous improvement of college units is required by accreditation, and the work to date aligns with the goal of process and will fully meet accreditation requirements. The Action Team consists of faculty, classified employees, deans and managers, and the goal is to have a proposal presented this academic year. In addition, the first draft of Year Six report was completed on March 7 and shared with subject matter experts throughout the college. Using the feedback, the second draft of the report is currently wrapping up. This version will be shared broadly with the campus community, with the final report ready in August 2022.

Diverse workforce

The Hiring Process Feedback sessions with faculty and staff have concluded, with findings currently being compiled. I expect to receive the final report in June.

In closing, we are in the homestretch for the 2021-22 academic year. The college has continued to endure the evolving nature of higher education in a context marked by a global pandemic, changing student demographics, and societal tensions. Through it all, our college has worked to

be a source of stability for our students and our community. We look forward to celebrating the success of our students next month, as it represents why we are here.

Community/Educational Presentations and Selected Outreach Activities

- Apr 4 Meeting with Directors Mattson and Speer*
- Apr 4 Meeting with Dr. Naganathan, President, Oregon Institute of Technology*
- Apr 5 Presidents' Policy Strategy meeting with Ben Cannon, Director, Higher Education Coordinating Commission (HECC)*
- Apr 6 Oregon Public Broadcasting Board Audit Committee meeting*
- Apr 6 MHCC Board of Education Budget Committee meeting*
- Apr 6 MHCC Board of Education work session*
- Apr 7 MHCC Foundation Finance Committee meeting*
- Apr 7 Oregon Small Business Development Center (SBDC) meeting*
- Apr 8 Oregon Presidents' Council (OPC) and the Oregon Council of Presidents (OCOP) Steering Committee meeting on Landscape Study on Oregon Higher Education meeting with NCHEMS*
- Apr 8 OPC Sub-committee meeting on Current Service Level meeting*
- Apr 9 Oregon School Board Association 2022 Bonds, Ballots and Buildings conference*
- Apr 12 Meeting with Paula Siverly, Sandy Chamber of Commerce*
- Apr 12 Meeting with Gita Bangerla, Northwest Commission on Colleges and Universities*
- Apr 13 OPC February meeting*
- Apr 14-15 Oregon Community College Association (OCCA) annual conference*
- Apr 14 Panelist for OCCA session, All In: A Podcast Elevates Student Voices and Drives Policy Wins*
- Apr 15 All-Oregon Academic Team ceremony*
- Apr 18 Meeting with Dr. Michelle Johnson, Chancellor, Pierce College*
- Apr 18 Rotary Club of Gresham Board meeting*
- Apr 19 Meeting with Travis Stovall, Mayor, City of Gresham*
- Apr 20 Semiconductor Competitiveness Task Force Workforce Sub-committee meeting*
- Apr 20 MHCC Board of Education Budget Committee meeting*
- Apr 20 MHCC Board of Education regular meeting*
- Apr 21 OPC/OCOP Steering Committee meeting on Landscape Study on Oregon Higher Education meeting with NCHEMS*
- Apr 21 Meeting with Nina Vetter, City Manager, Gresham*
- Apr 22 HECC College Support Fund (CCFS) Work Group meeting*
- Apr 23 MHCC Foundation Auction*
- Apr 25 Greater Portland Inc. Higher Education Committee meeting*
- Apr 25 Meeting with Director Noriega*
- Apr 26 Head Start Hazelwood Site visit*
- Apr 27 MHCC Foundation Board meeting*
- Apr 27 Meeting with Dan Malinaric, General Manager, Microchip*
- Apr 29 American Association of Community Colleges (AACC) Advocacy, Public Relations, and Advancement Commission meeting*
- Apr 29 Semiconductor Competitiveness Task Force Workforce Sub-committee planning meeting*
- Apr 30 AACC Annual Conference*

Select Media Mentions

Oregon Community College Association names 2022 All-Oregon Academic Team

<https://ktvz.com/community/community-billboard/2022/04/08/oregon-community-college-assn-names-2022-all-oregon-academic-team/>

Trauma Informed Film Club for Community College Members

<https://grow.oregoned.org/events/trauma-informed-film-club-for-community-college-members-resilience>

NASBITE International honors 6 for excellence in international trade

https://www.einnews.com/pr_news/568144519/nasbite-international-honors-6-for-excellence-in-international-trade

Playlist: 2022 Mt. Hood Jazz Festival

<https://kmhd.org/article/2022/04/14/playlist-2022-mt-hood-jazz-festival/?outputType=amp>

Despite enrollment losses, inflation, community colleges propose little to no tuition increases

<https://www.salemreporter.com/posts/6509/despite-enrollment-losses-inflation-community-colleges-propose-little-to-no-tuition-increases>

Mt. Hood Jazz festival returns to in-person performances

<https://pamplinmedia.com/go/42-news/544105-435531-mt-hood-jazz-festival-returns-to-in-person-performances->

2022 NWAC Track & Field Championships

<https://happeningnext.com/event/2022-nwac-track-andamp-field-championships-eid3a08o65o8i>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – April 6, 2022

Session 1059

A meeting of the Mt. Hood Community College District Board of Education was held on April 6, 2022, with a Budget Committee meeting at 6:00 pm, and a Board Work Session at 7:00 pm, both held via Zoom Meeting.

1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Romy Tong, associate vice president, Finance, Al McQuarters, vice president, Instruction, Kristin Lima, dean, Applied Technology, Business and Information Systems, Traci Simmons, associate vice president, Diversity, Equity, and Inclusion

Annette Mattson called the Budget Committee meeting to order at 6:02 p.m.

2.0 BUSINESS / ACTION

2.1 Selection of Budget Committee Chair

Mattson opened up the nominations for the budget committee chair. McKeel nominated Andrew Speer for budget committee chair. Noriega seconded the nomination. There was a roll call board vote and it passed unanimously.

2.2 Selection of Budget Committee Vice Chair

Mattson opened up the nominations for budget committee vice chair. Noriega nominated Annette Mattson for budget committee vice chair. McKeel seconded the motion. There was a roll call board vote and it passed unanimously.

3.0 REPORTS



3.1 President's Budget Message

Skari presented her President's Budget Message for the 2022-2023 Proposed Budget. The President's Budget Message is included in the 2022-2023 Proposed Budget document on pages 12 – 15, and a copy is attached to the minutes.

3.2 Presentation of Proposed Budget for 2022-2023

DeMent presented an overview of the budget process and related budget information for the 2022-2023 Proposed Budget, and highlighted the following components from the budget document posted on the Budget Office webpage at <https://www.mhcc.edu/BudgetOffice/>:

- Strategic Planning Process – page 13
- Strategic Capital Projects – page 15
- Financial Policies – page 37
- Budget Summary by Fund – page 43
- Budget Summary by Function – page 44
- Budget Summary by Object – page 45
- Budget Summary – Full-Time Equivalent (FTE) Positions – page 46
- General Fund Summary by Service Area – page 49
- General Fund Resources by Object – page 50
 - Resources for 2022-2023 include the following assumptions:
 - \$2.58 million increase in State Support over the current year budgeted amount
 - \$3.8 million decrease in total Tuition and Fees based on FY21 actual enrollment and a 5% enrollment decline
 - 1.7% increase in tuition per credit hour
 - \$3 million decrease in Federal Grants due to the end of HEERF funding (Note: DeMent stated a shift was made in the budget to expense all of the amount into the current year, which will increase it to \$5 million. This was not reflected in the Beginning Fund Balance in the board packet. The increase from \$3 million to \$5 million will increase the Beginning Fund Balance from \$17,535,549 to \$19,535,549 million, which will be adjusted in the proposed budget posted to the Budget Office webpage.)
 - \$0.67 million shortfall as a consequence of declining interest rate and other sources of revenue
- General Fund Requirements by Object – page 51 (Note: The Contingency amount will be increased from \$5,030,897 to \$7,130,897 and will be adjusted on the proposed budget posted to the Budget Office webpage.)
- General Fund Requirements by Function – page 52 (Note: The Fund Balance/ Contingency amount will be increased from \$6,762,310 to \$8,862,310 and will be adjusted on the proposed budget posted to the Budget Office webpage.)
- General Fund by Service Areas – the budget for each area includes an org chart, a summary of department goals from the unit planning process, and the current or proposed budget for the area:
 - President & Governing Board – pages 57-58



- Development and District Communications – pages 61-62
- Instruction and Instructional Support – pages 65-66
- Student Development – pages 69-70
- Administrative Services – pages 73-77
- Other Funds:
 - Pension Bond Debt Service Fund – pages 81-82
 - Physical Plant Maintenance Fund – pages 83-84
 - Technology Projects – pages 85-86
 - Student Aid & Scholarship Fund – pages 87-88
 - Federal, State, and Special Projects Fund – pages 89-90
 - Bookstore Fund – pages 91-92
 - Aquatic Center Fund – pages 93-94
 - Clubs Fund – pages 95-96
 - Trusts Fund – pages 97-98
 - Associated Student Government Fund – pages 99-100
- Glossary and Appendix Documents A – D – pages 102-133

DeMent thanked Romy Tong, Michele Solberg, and Jamie Simms for all their time and hard work on the proposed budget. An electronic copy of the proposed budget document will be sent by email to all board members and a printed copy will be mailed to their home address.

Mattson read written comments from Andrew Speer about the proposed budget since he was not able to attend the meeting in person.

4.0 ADJOURN BUDGET COMMITTEE

Noriega motioned to adjourn the budget committee meeting. Polson seconded the motion and it passed unanimously. The meeting was adjourned at 6:59 p.m.

5.0 CONVENE MHCCD BOARD / CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, Kristin Lima, dean of Applied Technology, Business and Information Systems, Traci Simmons, associate vice president, Diversity, Equity, and Inclusion

Mattson called the board work session to order at 7:05 p.m.

6.0 BUSINESS

6.1 Bachelor of Applied Science in Cybersecurity

McQuarters provided an update on the timeline of the Bachelor of Applied Science (BAS) in Cybersecurity. Lima presented the program outcomes, program design, and a summary of the new courses for the BAS program. She responded to a question about the coursework and if any of them



were undergraduate courses, and she stated all of the courses will be upper division courses. A copy of the PowerPoint presentation is attached to the minutes.

6.2 Board Policy Review – First Reading of Chapter 6: Business and Fiscal Affairs

The board conducted the first reading of board policies in Chapter 6. DeMent introduced the policies in Chapter 6 and shared relevant information about each policy. The board placed each policy into one of three categories: move forward as is, move forward with revisions, postpone.

Chapter 6 – Business and Fiscal Affairs

BP 6100: Delegation of Authority, Business and Fiscal Affairs – moved forward as is

BP 6150: Designation of Authorized Signatures – moved forward as is

BP 6200: Budget Preparation – moved forward as is

BP 6250: Budget Management – moved forward as is

BP 6300: Fiscal Management – moved forward as is

BP 6320: Investments – moved forward as is

BP 6330: Purchasing – moved forward as is

BP 6340: Bids and Contracts – moved forward as is

BP 6400: Financial Audits – moved forward as is

BP 6450: Wireless or Cellular Telephone Use – moved forward as is

BP 6500: Property Management – moved forward as is

BP 6520: Security for Mt. Hood Community College Property – moved forward as is

BP 6540: Insurance – moved forward as is

BP 6550: Disposal of Property – moved forward as is

BP 6600: Capital Construction – moved forward as is

BP 6620: Naming of Buildings – moved forward as is

BP 6700: Facilities Use – moved forward as is

BP 6750: Parking – moved forward as is

BP 6800: Occupational Safety – moved forward as is

The board policies in Chapter 6 were moved forward for a second reading and approval at the regular board meeting on April 20.

6.3 Statement Supporting our LGBTQ+ Community

Simmons discussed some of the proposed anti-LGBTQ+ legislation in the national news, and presented a draft statement supporting the LGBTQ+ community at Mt. Hood Community College. There was a discussion regarding the statement and board members shared comments and suggested edits. Simmons will incorporate the board comments into the final statement that will be presented for board approval at the regular board meeting on April 20. A copy of the draft statement is attached to the minutes.

6.4 Board Meeting Format

Mattson discussed the meeting format for board meetings for spring term, and referenced the college administrative regulations regarding social distancing requirements that are currently in place



through June 30, 2022. She stated the regular board meetings and work sessions will continue to be held via Zoom through the rest of the academic year, with the exception of the executive (closed) session in mid-June for the Presidential Evaluation. The board will return to meeting in-person beginning in July, and the meetings will include an option to attend online.

6.5 Board Community Engagement

Board members shared their community engagement efforts since last month.

6.6 Other Business

There was no other business.

7.0 ADJOURN WORK SESSION

The board work session was adjourned at 8:04 pm.

Clerk

Board Chair

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



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

President's Budget Message to the Mt. Hood Community College (MHCC) District Board of Education Budget Committee, Wednesday, April 06, 2022.

Good Evening, members of the Mt. Hood Community College District Board of Education Budget Committee, students, faculty, staff, and guests. It is with great pride that I share with you the efforts that our faculty and staff have put forth to support the success of our students. Despite the COVID-19 pandemic stretching through a second year, employee efforts to support our students and develop plans to build back enrollment are exemplary.

The Fiscal Year 2022-23 Proposed Budget Summary

The general fund comprises 43% of the District's \$205 million budget. My message will primarily focus on the General Fund and the initiatives across the campus to deliver on the Board's priorities and the College's strategic vision and goals.

**Proposed Budget Summary
by Fund**

Actual		Fund Title	Budget		Difference	
2019-20	2020-21		Amended 2021-22	Proposed 2022-23	\$	%
\$ 78,988,365	\$ 82,983,742	General Fund - (01)	\$ 83,795,052	\$ 88,284,908	\$ 4,489,856	5.4%
6,958,065	7,696,696	Pension Bond Debt Service Fund - (03)	69,280,873	9,243,317	(60,037,556)	-86.7%
1,309,913	1,255,529	Physical Plant Maintenance Fund - (06)	900,000	4,950,000	4,050,000	450.0%
1,890,129	1,827,485	Technology Projects Fund - (07)	1,843,983	2,233,592	389,609	21.1%
19,958,559	18,587,777	Student Aid & Scholarship Fund - (10)	37,483,990	37,483,990	-	0.0%
34,706,559	36,182,544	Federal, State & Special Projects Fund - (16)	63,760,000	58,460,000	(5,300,000)	-8.3%
1,318,572	2,075,294	Bookstore Fund - (40)	105,000	950,000	845,000	804.8%
918,918	922,306	Aquatic Center Fund - (42)	506,182	1,581,292	1,075,110	212.4%
57,301	49,513	Clubs Fund - (50)	170,000	170,000	-	0.0%
872,107	714,741	Trusts Fund - (51)	509,096	509,096	-	0.0%
1,103,336	1,427,407	Associated Student Government Fund - (52)	1,274,821	1,557,701	282,880	22.2%
\$ 148,081,824	\$ 153,723,034	Total All Funds	\$ 259,628,997	\$ 205,423,896	\$ (54,205,101)	-20.9%

State Economic Forecast and the Community College Support Fund

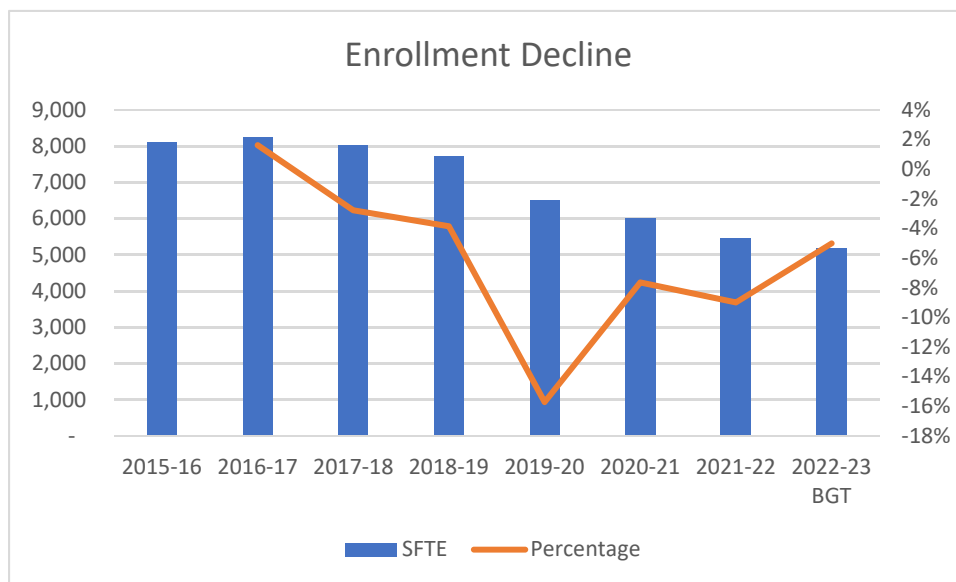
We were fortunate that Oregon's strong economy supported an increase in the Community College Support Fund (CCSF) for the current 2021 – 2023 biennium, increasing funds for Mt. Hood Community College by nearly \$1 million per year. The March 2022 economic forecast describes strong economic growth, despite high inflation. In addition, the labor supply is slowly

increasing, but a tight labor market has created employee recruitment difficulties for the College.

Student Enrollment, General Fund Structural Financial Imbalance, and Mitigation Strategies

Declining enrollment continues to be a problem for the College. A decrease in the number of high school graduates, coupled with a labor market desperate for workers, create challenges to recruit new students. Improving the retention of current students is essential. In addition, reemerging from COVID-19 pandemic restrictions has proved slower than anticipated. As such, the 2022-23 fiscal year budget assumes a 5% decline in enrollment from the projected 2021-22 enrollment levels. In addition to ensuring the 2022-23 course schedule is focused on student success and student's preferred modality, the budget contains investments informed by the College's strategic enrollment planning process.

This past year, over 60 faculty, staff and students participated in strategic enrollment planning with a focus on retention. Eleven cross-functional teams developed action plans in specific areas of enrollment and retention-related activities like financial aid, advising, registration, student basic needs, communications, scheduling, and creating a sense of belonging. While the resulting Strategic Enrollment Plan is a multi-year effort, the teams expect to see increased retention of students as early as Year One. Some examples of the specific investments include part-time advisers, an onboarding navigator, and a communications audit that will result in student-centered messaging in key retention areas.



Increased costs due to inflation, unfunded state and federal mandates like paid sick leave, increased minimum wage, and PERS liabilities have caused expenditures to rise above available resources, creating an operational deficit and putting pressure on our financial stability. In addition, tuition rate increases were kept low based on a desire to maintain affordability for students.

In August of 2021, the College issued an additional \$58.9 million in pension bonds to fund its Public Employee Retirements System (PERS) unfunded actuarial liability. This action has resulted in an employer rate credit that exceeds the debt service payments, generating savings for the District.

As a result, the previously mentioned enrollment declines accelerated by the pandemic have exacerbated the general fund's structural imbalance. Fortunately, federal aid through the Higher Education Emergency Relief Funds has cushioned the impact of the lost revenue from enrollment. However, the College has nearly depleted these funds, and enrollment continues to decline. Investments in the strategic enrollment plan should stabilize and increase enrollment over time. At the same time, we remain mindful that if stabilization does not occur, the College will need to reduce spending to rebalance the budget.

Looking to the future

The 2022-23 proposed budget includes nearly a million dollars of one-time and ongoing investments aligned with college goals of advancing diversity, equity, and inclusion, increasing student success, improving operations, and strengthening community engagement.

- The College will create a new Diversity Recruitment and Retention manager position to advance diversity, equity, and inclusion. The role will focus on redeveloping the recruitment process and training, increasing partnerships, increasing the numbers of historically excluded individual applicants and hires, and implementing strategies to improve employee retention. Additionally, the College will translate board meeting materials to Spanish to create a more inclusive environment for Spanish-speaking residents and increase access to information in the home language of the College's second-largest language group.
- Budget investments to increase student success include many investments across Instruction and Student Development. In Instruction, investments include expanding apprenticeship offerings, equipment and supply purchases to ensure instructional programming is up to date and relevant, and expanded online learning certifications and support. Student Development investments include staffing to improve student onboarding and ensuring students have timely access to academic advising.

- Operational improvements include investments in payroll staffing and strengthening community engagement investments include support of the Small Business Development Center.

Finally, the proposed 2022-23 budget includes long-overdue capital construction investments and deferred maintenance projects. Through general fund reserves and grant awards, the College has qualified to match the legislatively approved \$8 million in capital construction. Projects include the accreditation-required remodel of the Dental Hygiene lab, critical roof replacements, elevator modernizations and other accessibility upgrades, parking lot replacements, a multicultural diversity and equity center, and an enclosure for the outdoor fifty-meter pool.

This budget reflects the commitment of our college faculty and staff, who are determined to provide exceptional programs and services. Despite the current budget uncertainty we face, the campus community keeps our students and community at the center of our work, and drive us to innovate, advance, and evolve as an institution. Because of this commitment, the College will persevere.

Thank you,



Dr. Lisa Skari

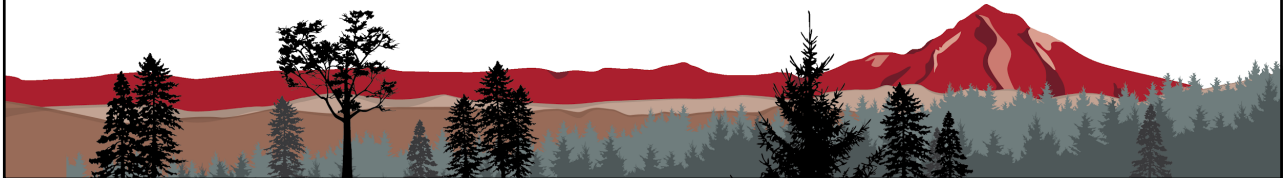
BAS - Cybersecurity

Dr. Al McQuarters, VPI

Dr. Kristin Lima, Dean – Applied Tech/BUS/Info Systems

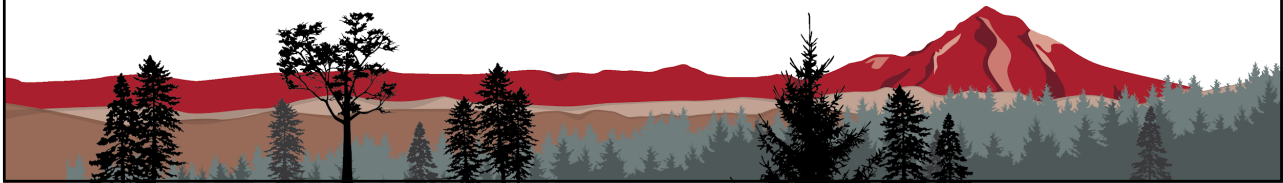


ACTION ITEM	Win 22	Spr 22					Sum 23	Fall 23	Win 24	Spr 24				
Curriculum Committee Review of Proposed Courses	█													
Revise Board Policy on Awarding Degree (add BAS) / Board Authorization	█													
Degrees & Certificate Committee & PC Review Proposed New Degree		█												
Board Considers Approval of New Degree		█												
New Course/Program Submission to HECC		█												
NWCC Review of BAS			█	█	█									
BAS Marketing/Recruitment Incorporation Into the Unit Planning-Budget Process				█	█	█								
Dept of Ed: FA						█	█	█						
Board Considers Authorization of BAS Tuition Level and Associated Course Fees							█	█						
BAS Operations Incorporation Into the Unit Planning-Budget Process for All Relevant Areas of the Co							█	█	█					
Internal Process Changes: Catalog, Financial Aid, Registration, Instructional Qualifications, Advising, Budget Office, Assessment, Library Services, New BAS Unit?							█	█	█	█				
BAS Program Marketing								█	█	█	█	█	█	█
BAS Registration Opens									█	█	█	█	█	█
BAS Program Student Recruitment									█	█	█	█	█	█
BAS Implementation: First Academic Year Fall 2024												█	█	█
Ongoing Program Assessment												█	█	█



Bachelor of Applied Science (BAS) in Cybersecurity

- Deeper and richer foundation in Cybersecurity
- Complementary to other programs currently offered statewide
- Hands-on approach
- Concentrate on NICE Framework: Protect and Defend



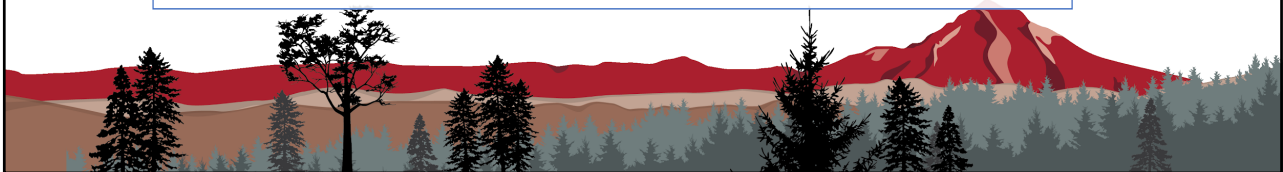
Student Entry Points

MHCC students majoring in Information Systems.

MHCC Cyber Alumni returning for the BAS.

CIS or similar AAS graduates from other community colleges.

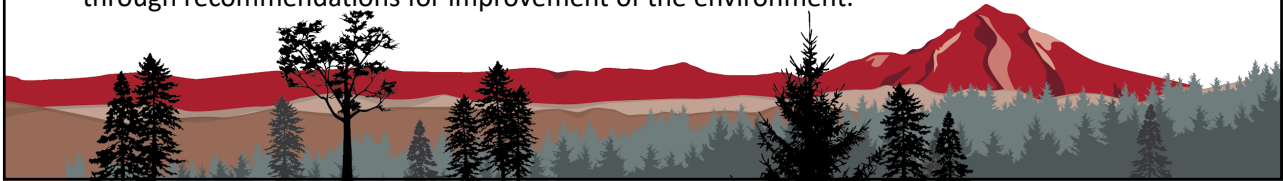
Returning Workforce applicants.



Program Outcomes

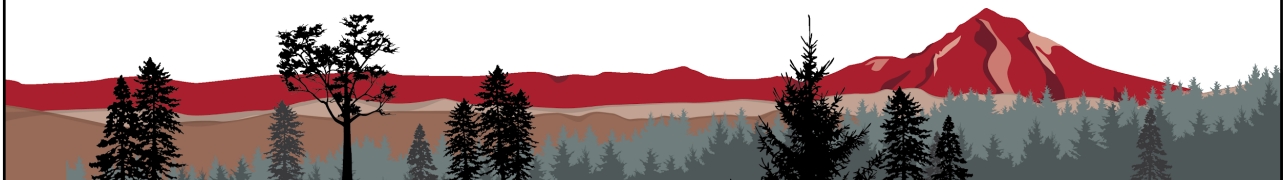
Upon completion of the program, students will be able to:

- Develop a Security Operations Center (SOC) in an organization typical for the region
- Design an appropriate Cybersecurity defensive structure
- Diagnose a cyber event using various techniques such as log analysis, digital forensics, and risk analysis
- Employ a secure network in a cloud-based environment
- Present information clearly, logically, and critically, both orally and in writing
- Apply ethical standards implicit in Cybersecurity, such as appropriate attribution of ideas, good recordkeeping, and truthful presentation of data and conclusions
- Provide leadership and guidance in the development of a safe and secure cyber environment through recommendations for improvement of the environment.



Program Design

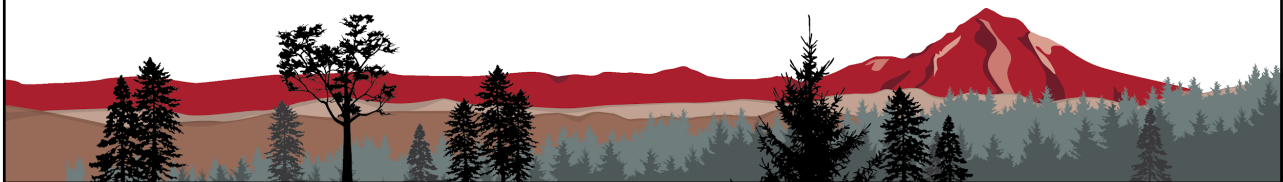
- Alternating Year Design – Year A/Year B
 - Students can enter either year
 - *Issues in Cybersecurity* for first year students and *Senior Project* for second year will be offered every year.
 - All other courses can be taken in any year
 - 19 new courses
 - Thread in Computer Science
 - Business Electives required to meet standards of effective communication, global awareness and cultural sensitivity and are also embedded in all new courses



The list of new courses to be created for the BAS are:

- Cyber Defense Strategies (Blue Team)
- Issues in Cybersecurity (Portal Class)
- Cyber Comp I
- Cyber Comp II
- Cyber Comp III
- Cyber Comp IV
- Practical Digital Forensics
- Mobile Forensics
- Compliance
- Machine Learning and Artificial Intelligence (1)
- Machine Learning and Artificial Intelligence (2)
- Critical Infrastructure
- Cyber Offense Strategies (Red Team)
- Risk Analysis
- Project Management
- Senior Project
- Assembly Language for Cybersecurity Professionals
- Secure Programming
- Computer Architecture for Cybersecurity

Questions?



Board Statement Supporting our LGBTQ+ Community

The MHCC Board of Education, in solidarity with college leadership, affirm the humanity of our queer and trans students, staff, faculty and community members. Across the nation, legislative actions are targeting LGBTQ+ youth and families. There are more than 266 anti-LGBTQ+ bills under consideration in state legislatures across the country. Of those, at least 125 directly target transgender people and nearly half of those (57+ bills) would ban trans youth from participating in school sports consistent with their gender identity. These proposed bills are getting closer to home, with Idaho proposing a bill that criminalizes medical care for trans youth. We unequivocally state that LGBTQ+ rights are human rights.

At Mt. Hood Community College, we embrace people across the spectrum of gender expression, gender identity, and sexual orientation. We are actively working to build a culture of inclusion through committed action, including:

- Provision of professional learning opportunities to support and understand LGBTQ+ students and their needs
- Provision of professional learning opportunities to build anti-oppressive curricula and inclusive learning environments
- Building a basic needs ecosystem that acknowledges the particular challenges faced by queer and trans people, including financial, health, housing, and food insecurity; and working to eliminate these obstacles to college participation
- Acknowledging historical exclusion perpetuated by systems of dominance and social control in education, and committing to do no further harm by aligning systems and processes with our institutional values
- Actively hiring for all aspects of diversity to be more representative of the students and communities we serve

If you are feeling anxious, fearful, and or otherwise distressed by the developing anti-LGBTQ+ socio-political environment, we have support for you.

Employees: <https://myrbh.com/Home/Home?role=member>(password OEGB)

Students: <https://mhcc.edu/Personal-Counseling/>

Board Policies:

- [BP 3410 - Nondiscrimination](#)
- [BP 3420 - Equal Employment Opportunity](#)
- [BP 3430 - Prohibition of Harassment](#)



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – April 20, 2022

Session 1060

A meeting of the Mt. Hood Community College District Board of Education was held on April 20, 2022, with a Budget Committee Meeting at 6:00 pm, and a Regular Board Meeting at 6:30 pm, both held via Zoom meeting.

1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Doctor Abio Ayeliya, director, Student Life and Civic Engagement, Brittany Gossard, ASG President

Speer called the budget committee meeting to order at 6:03 pm and declared a quorum was present.

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 ASG Budget Presentation

Hamblin introduced Brittany Gossard and Doctor Abio Ayeliya to present the ASG Budget for 2022-2023. Gossard shared an overview of the programs included in the ASG budget and the development process for the budget. Ayeliya shared a summary of the ASG budget approval process and stated the Co-Curricular and Athletics budget for 2022-2023 have been approved. The two major changes in the budget were from the Advocate and Venture, as they requested stipends to support their program. Hamblin responded to a question about the Athletics budget and stated there was no increase in the student per credit fees. Ayeliya shared the Athletics department plans to add some



equipment this year, which accounts for some of the increase in the Athletics budget. A copy of the budget summary is attached to the minutes.

4.0 PROPOSED BUDGET 2022-2023

4.1 Consideration and Approval of the 2022-2023 Proposed Budget

DeMent provided an overview of the proposed budget for 2022-2023, and reviewed the changes to the budget as discussed at the board work session on April 6. Speer read the budget recommendation in the resolution for the board record:

The recommendation is that the Budget Committee move to approve the Mt. Hood Community College District 2022-2023 budget of \$205,423,896 including the general fund budget in the amount of \$88,284,908 and all other budgets in the amount of \$117,138,988.

McKeel motioned to approve the 2022-2023 budget. Noriega seconded the motion. There was a roll call board vote and it passed unanimously.

4.2 Set the Tax Levy for 2022-2023

DeMent provided a brief summary of the resolution to set the tax levy for 2022-2023. Speer read the tax levy recommendation in the resolution for the board record:

The recommendation is to approve the permanent tax rate in the amount subject to the Education Limitation at \$0.4917 / \$1,000 of assessed value.

Noriega motioned to approve the tax levy set for 2022-2023. Mattson seconded the motion. There was a roll call board vote and it passed unanimously.

5.0 ADJOURN BUDGET COMMITTEE

Polson motioned to adjourn the budget committee meeting. McKeel seconded the motion and it passed unanimously. The budget committee meeting was adjourned at 6:26 pm.

6.0 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, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Traci Simmons, associate vice president, Diversity, Equity and Inclusion, Brittany Gossard, ASG President, Tambi Boyle, FTFA President, Graham Phillips, CEA Representative, Marilyn Pitts, PFTA President

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



6.1 Approval of Agenda

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

7.0 PUBLIC INPUT

There was no public input.

8.0 REPORTS

8.1 Correspondence

There was no correspondence.

8.2 Financial Update – 3rd Quarter

DeMent presented a financial update for the third quarter. The presentation included the 2021-2022 highlights through March 31 for Resources and Expenditures and reflected the actual year-to-date figures for March 2020, 2021, and 2022. The budget information included the increase or decrease over prior year, amended budget 2021-2022, percent of budget remaining, and favorable or unfavorable variance for resources and expenditures. The resources include revenues from state support, property taxes, tuition and fees, federal grants, other revenues, and transfers from other funds. The beginning fund balance was \$5.15 million higher than the budget, due to timing in estimating unspent funds for the current year when preparing the budget. For the state support, the fourth quarter payment is still expected, and expect to receive \$1.9 million more than was budgeted. The tuition and fees were \$4.4 million lower than the budget due to continuous declining enrollment. Federal grants will cover lost revenue and is expected to be \$5 million at year end. This is \$2.5 million more than budgeted, with \$1.5 million earmarked for the dental lab remodel. The declining enrollment continues to impact the tuition and fee revenue. While some expenses decline with enrollment, many do not. If enrollment is not restored we will need to evaluate the expenditure structure of the college to remain financially viable.

DeMent summarized the requirements, which include salaries, health care, fringe/taxes, materials and supplies, grants in aid/tuition waivers, debt service, and transfer to other funds, and stated they expect to have a savings in personnel expenses of about \$3 million compared to what was budgeted. The personnel expenses are affected by having some vacant positions, however this brings challenges to maintain normal operations with staff shortages. The materials and services were budgeted with the anticipation that campus would be open, however since the majority of classes are still offered online and many staff still work remotely, this affects the materials and services expenditures. They anticipate about 2% underspending, which is approximately \$200,000. The debt service payments are in June, and this line item will be spent out. The Title 3 waiver on institutional match will reduce required transfers by \$200,000.

DeMent stated that overall, positive net operations are expected for the current year, adding to the ending fund balance. While next year's budget includes some one-time investments into capital



improvements and other investments in equity, retention, and recruitment, they still anticipate an ending fund balance of 11% for next year. DeMent responded to a question about the revenue reflected for the third quarter. A copy of the financial update for third quarter is attached to the minutes.

8.3 OCCA Conference Board Reports

Annette Mattson, Diane McKeel, and Marie Teune attended the OCCA Annual Conference in Sunriver, Oregon on April 13-15, 2022 and shared their board report and highlights from the conference.

9.0 BUSINESS / ACTION

9.1 Consent Agenda: Approvals & Information

- a) Minutes – Student Town Hall Session 1055, February 23, 2022
- b) Minutes – Board Retreat Session 1056, March 1, 2022
- c) Minutes – Board Work Session 1057, March 2, 2022
- d) Minutes – Board Regular Session 1058, March 16, 2022
- e) Monthly Personnel Report
- f) Monthly Financial Report
- g) Monthly Head Start Report
- h) COVID-19 Activity Report
- i) Approval to Utilize and Increase Goods and/or Services Contracts in Excess of \$150,000
- j) Head Start Self-Assessment
- k) Head Start & Early Head Start Non-Competing Continuation Federal Grant Application for 2022-2023 – Corrected
- l) Child Development & Family Support Programs 2020-2021 Annual Report

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

9.2 Board Statement Supporting our LGBTQ+ Community

Simmons presented the Board Statement Supporting our LGBTQ+ Community at Mt. Hood Community, and read the statement out loud for the public record. A copy of the final statement is attached to the minutes.

Polson motioned to approve the Board Statement Supporting our LGBTQ+ Community. Noriega seconded the motion. There was a roll call board vote and it passed unanimously.

9.3 Bachelor of Applied Science in Cybersecurity

McQuarters presented the Bachelor of Applied Science in Cybersecurity for board approval.

Lewis motioned to approve the Bachelor of Applied Science in Cybersecurity. Polson seconded the motion. There was a roll call board vote and it passed unanimously.



9.4 Board Policy Review – Second Reading/Approval: Chapter 6 – Business and Fiscal Affairs

The board conducted a second reading of the board policies in Chapter 6, and Mattson read the title of each board policy presented for board approval:

- Board Policy 6100: Delegation of Authority, Business and Fiscal Affairs
- Board Policy 6150: Designation of Authorized Signatures
- Board Policy 6200: Budget Preparation
- Board Policy 6250: Budget Management
- Board Policy 6300: Fiscal Management
- Board Policy 6320: Investments
- Board Policy 6330: Purchasing
- Board Policy 6340: Bids and Contracts
- Board Policy 6400: Financial Audits
- Board Policy 6450: Wireless or Cellular Telephone Use
- Board Policy 6500: Property Management
- Board Policy 6520: Security for Mt. Hood Community College Property
- Board Policy 6540: Insurance
- Board Policy 6550: Disposal of Property
- Board Policy 6600: Capital Construction
- Board Policy 6620: Naming of Buildings
- Board Policy 6700: Facilities Use
- Board Policy 6750: Parking
- Board Policy 6800: Occupational Safety

Noriega motioned to approve the proposed board policies in Chapter 6. Lewis seconded the motion. There was a roll call board vote and it passed unanimously.

10.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their report of board committee and liaison activity since the last board meeting.

11.0 CLOSING REPORTS

11.1 ASG Representative

Brittany Goddard (ASG) – she shared they are focused on the ASG elections for president and vice president, and are actively recruiting for both positions. ASG is hosting an event on April 26 with speaker Josh Rivedal, founder and creative director of “The i’Mpossible Project”, about mental health and suicide prevention. They are hosting an event next month to showcase resources that MHCC has to offer, and a media campaign supporting another event, Take Back the Night, to promote awareness of sexual violence. ASG is getting the Cap & Gown ready for students to rent for free for commencement.

11.2 Advisory Representatives



Tambi Boyle (FTFA) – she shared the current focus of faculty right now is the fall schedule, and working on campus offerings and what safety measures are needed. There are conversations around some modalities and hybrid courses. The Respiratory Program had their second cohort pass and earn their Cardiac Life Support Certification. Jeanna Hunt notified her that the program received the Draeger Infinity c500 respiratory equipment, and board members are invited to come and see how the equipment works, and to contact Tambi Boyle or Jeanna Hunt if they are interested. She provided an update on Math course enrollment, and news about two former MHCC instructors who are working at a high school career tech program in Salem.

Graham Phillips (CEA) – he recognized CEA staff from several different departments for all the great work being done. He shared that the Financial Aid office has sent out award notifications to over 1900 students, and they are about to start awarding the 2022-2023 Oregon Student Aid Applications. Beginning in May, the Student Recruitment Team will partner with the Student HUB to host seven different recruiting events at area high schools, and staff are working hard in the community to generate enrollment excitement. The classified staff are working hard in the AVID/Learning Success Center computer labs, which are open in the evenings and weekend hours, to support students as there is a demand for both in-person and remote services.

Marilyn Pitts (PTFA) – she shared that she serves on the Strategic Planning Community Connections Work Group and they met today to work on one of the draft goals. She shared that the Part-Time Faculty and Tutors have transitioned to using the NOVAtime system for tracking the exceptions and sick time. She participated in the NOVAtime training and appreciates all the documents and resources that are available. It is a complex system and she has heard from several people who have had challenges with it, and suggested additional training opportunities would be helpful. She bid on several items for the MHCC Foundation Auction and encouraged board members to join in on the bidding. The Gresham campus will be used this Saturday on April 24 for Metro Hazardous Waste Collection from 9am to 2pm.

11.3 Executive Leadership

John Hamblin (Student Development) – he shared they have disbursed over \$10 million in HEERF funds over the last three academic years to 6500 students, and it has been a wonderful opportunity to support our students. He recognized two students, Sonya Dzierewienko and Bakr Alkarawi, who are TRIO students and part of the All-Oregon Academic Team (AOAT) and shared that they were recognized at the AOAT Luncheon held on April 15.

Al McQuarters (Instruction) – he recognized Peter Cunningham, Economics Instructor, who was awarded the North American Small Business International Trade Educator (NASBITE) 2022 International Trade Educator of the Year Award. He highlighted a report from the MHCC Small Business Development Center (SBDC) regarding the 2021 Economic Impact in our region, and reviewed the economic impact numbers through our work with SBDC. Capital infusion to local businesses was \$779,309, and we provided advising services to 307 clients in local businesses.



Jennifer DeMent (Administrative Services) – she shared that Dr. Josi Kisa, Executive Director for Child Development and Family Support (CDFS) Programs, has accepted a position at Multnomah County.

Al Sigala (College Advancement) – he appreciated hearing the comments about the upcoming MHCC Foundation Auction and looks forward to the event on April 23.

11.4 President's Report

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

I would like to take a moment and ask each of you to pause and think through the items you took action on this evening, and let it sink in. Tonight, you took a very public statement in support of our LGBTQ+ students and community members, really affirming that Mt. Hood Community College is a place that welcomes and supports them.

You approved a new degree, a Bachelor of Applied Science (BAS) degree, one of the first in the state, which will provide members of our community with four-year degrees in high wage, high demand jobs, and it will be in their own backyard. And, while not as sexy, you approved the budget for next year that has some investments, and another chapter of our policies. These are foundation things which we as employees can go forth and serve students. And then there was all the activity by our faculty, staff, and Small Business Development Center. This is a lot, and it is significant, not only for our college, but more importantly for our community. So, I hope you leave tonight with this feeling of pride for all that has happened tonight, and all the things that continue to happen at this institution because this is the stuff that changes lives, and it is why we are here. It is amazing.

I have had the good fortune of spending time with many of you these last few weeks in support of the institution, and want to express my appreciation for the board members involvement and engagement. The Bond conference was very useful to us in thinking about how we will address the "what", "when", and "how much" questions that go along with a bond, and also it provided a blueprint as to how we can get the community involved and really make sure that we are giving them what they want. I appreciate Annette Mattson's attendance at the conference and we will be working on this, and I think we have a timeline to start working towards. Also, the Oregon Community College Association (OCCA) conference had a lot of Mt. Hood Community College going on. You had Traci Simmons and her amazing session on institutionalizing DEI. I had the pleasure of being on a panel talking about raising the student voice through podcasts, which featured MHCC student Bakr Alkarawi, who you may remember from the Student Town Hall two years ago, who is that passionate advocate for houselessness support for students. The event concluded with the All-Oregon Academic Team ceremony, where two MHCC students, Bakr and Sonja, were named to the All-State Community College Academic Team. As mentioned earlier by John Hamblin, Sonja was selected to be one of three students to share their stories. She talked about her journey from high school drop out to 4.0 MHCC student who plans to transfer to Portland State University in the fall. She noted the support she got from MHCC, which she is returning by serving as a peer mentor in our TRiO program. It was an amazing event, and I loved to see all the MHCC credit that was given. So, thank you to the board for everything you have done, and I would like to thank my vice presidents and their teams for their



leadership and service in making all of this possible. It has been a great night, a great year, and I look forward to next month. Thank you all.

12.0 ADJOURNMENT

Speer motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 8:07 p.m.

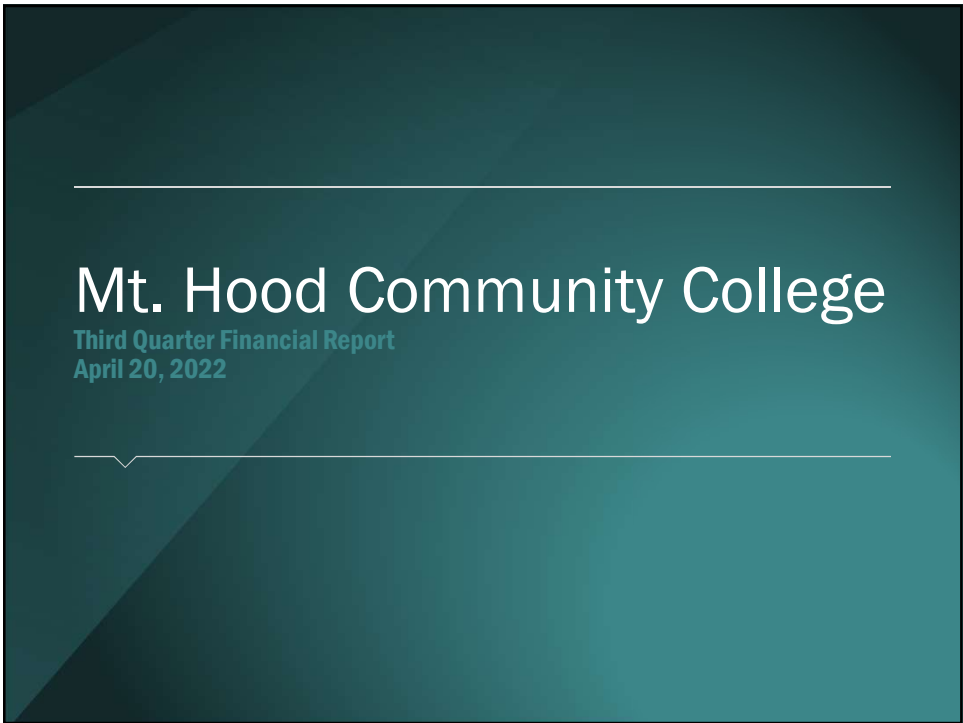
Clerk

Board Chair

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

Co-Curricular & Athletic Budgets 2022-2023 (not including Fixed Expenditures)

	2021-2022 Adopted	2022-2023 Requested	21-22 vs 22-23
			Difference
Total ASG admin	\$ 66,952.00	\$ 66,952.00	-
Total Student Programming Support Fund	\$ 18,600.00	\$ 18,600.00	-
Total Student Activities	\$ 41,023.00	\$ 41,023.00	-
Total Forensics	\$ 22,974.00	\$ 22,974.00	-
Total Advocate	\$ 16,510.00	\$ 28,195.00	(11,685.00)
Total Venture	\$ 3,665.00	\$ 6,500.00	(2,835.00)
Total Perception	\$ 6,512.00	\$ 6,500.00	12.00
Total KMHD2	\$ 12,733.00	\$ 12,733.00	-
Total Rho Theta	\$ 7,068.00	\$ 7,068.00	-
Atheletics	\$ 321,125.00	\$ 470,640.00	(149,515.00)
	\$ 517,162.00	\$ 681,185.00	(164,023.00)



Mt. Hood Community College

Third Quarter Financial Report
April 20, 2022

2021/22 Highlights through March 31

Resources

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March	\$ / % Increase (decrease) over prior year		Amended 2021 22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233		5,148,086
Revenues								
State Support	24,314,534	24,098,110	26,210,155	2,112,044	8.8%	33,151,497	21%	(6,941,342)
Property Taxes	12,510,435	13,517,752	13,629,701	111,950	0.8%	14,652,000	7%	(1,022,299)
Tuition and Fees	22,006,014	21,890,072	16,794,084	(5,095,988)	-23.3%	21,216,788	21%	(4,422,704)
Federal Grants	-	225,516	238,781	13,265	5.9%	3,000,000	92%	(2,761,219)
Other Revenues	631,918	297,300	295,485	(1,815)	-0.6%	1,503,647	80%	(1,208,162)
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%	(16,887)
TOTAL REVENUES	59,462,902	60,028,750	57,168,206	(2,860,545)	-4.8%	73,540,819	22%	(16,372,613)

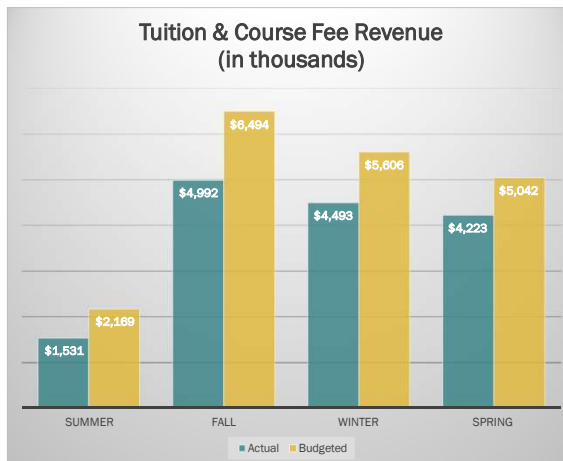


2021/22 Highlights through March 31

Tuition and Fees

Declining enrollment continues to impact tuition and fee revenue.

While some expenses decline with enrollment, many do not. If enrollment is not restored, we will need to evaluate the expenditure structure of the college to remain financially viable.



3

2021/22 Year to Date Highlights

Requirements

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March	\$ / % Increase (decrease) over prior year	Amended 2021 22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance
Expenditures							
Salaries	25,818,297	24,432,571	24,111,093	(321,478) -1.3%	39,487,578	39%	15,376,485
Health Care	5,003,645	4,741,608	4,523,892	(217,716) -4.6%	6,454,607	30%	1,930,715
Fringe/Taxes	9,276,580	9,009,701	8,887,956	(121,745) -1.4%	14,609,099	40%	5,811,143
Personnel Subtotal:	40,098,522	38,183,880	37,522,941	(660,939) -1.7%	60,641,284	38%	23,118,343
Materials & Supplies	5,694,710	4,791,436	5,613,921	822,485 17.2%	9,593,066	41%	3,979,145
Debt Service	664,248	674,280	577,829	(96,451) -14.3%	1,045,602	45%	467,773
Transfers to Other Funds	478,413	452,113	422,013	(30,100) -6.7%	2,491,277	83%	2,069,265
	-	-	-	- 0.0%	687,292	100%	687,292
TOTAL EXPENDITURES	46,935,893	44,101,708	44,136,703	34,995 0.1%	74,458,521	41%	30,321,818

4

2021/22 Highlights through March 31

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March 2022	\$ / % Increase (decrease) over prior year	Amended Budget 2021 22	Percentage of Budget Remaining	Favorable (Unfavorable) Variance	
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233	5,148,086	
Revenues								
State Support	24,314,534	24,098,110	26,210,155	2,112,044	8.8%	33,151,497	21%	(6,941,342)
Property Taxes	12,510,435	13,517,752	13,629,701	111,950	0.8%	14,652,000	7%	(1,022,299)
Tuition and Fees	22,006,014	21,890,072	16,794,084	(5,095,988)	-23.3%	21,216,788	21%	(4,422,704)
Federal Grants	-	225,516	238,781	13,265	5.9%	3,000,000	92%	(2,761,219)
Other Revenues	631,918	297,300	295,485	(1,815)	-0.6%	1,503,647	80%	(1,208,162)
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%	(16,887)
TOTAL REVENUES	59,462,902	60,028,750	67,168,206	(2,860,545)	-4.8%	73,540,819	22%	(16,372,613)
Expenditures								
Salaries	25,818,297	24,432,571	24,111,093	(321,478)	-1.3%	39,487,578	39%	15,376,485
Health Care	5,003,645	4,741,608	4,523,892	(217,716)	-4.6%	6,454,607	30%	1,930,715
Fringe/Taxes	9,276,580	9,009,701	8,887,956	(121,745)	-1.4%	14,699,099	40%	5,811,143
Personnel Subtotal:	40,098,522	38,183,880	37,522,941	(660,939)	-1.7%	60,641,284	38%	23,118,343
Materials & Supplies	5,694,710	4,791,436	5,613,921	822,485	17.2%	9,593,066	41%	3,979,145
Grants in Aid/Tuition Waivers	664,248	674,280	577,829	(96,451)	-14.3%	1,045,602	45%	467,773
Debt Service	478,413	452,113	422,013	(30,100)	-6.7%	2,491,277	83%	2,069,265
Transfers to Other Funds	-	-	-	-	0.0%	687,292	100%	687,292
TOTAL EXPENDITURES	46,935,893	44,101,708	44,136,703	34,995	0.1%	74,458,521	41%	30,321,818
Rev Greater (Less) Than Exp	12,527,008	15,927,043	13,031,503	(2,895,540)	-18.2%	(917,702)		13,949,205
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>						13%		

5

thank you

Jennifer DeMent

Vice President, Finance & Administration

Jennifer.dement@mhcc.edu

Board Statement Supporting Our LGBTQ+ Community

The MHCC Board of Education, in solidarity with college leadership, affirm the humanity of our queer and trans students, staff, faculty, board members, and community members.

Across the nation, legislative actions are targeting LGBTQ+ youth and families. According to the Human Rights Campaign, there are more than 266 anti-LGBTQ+ bills under consideration in state legislatures across the country. Of those, at least 125 directly target transgender people and nearly half of those (57+ bills) would ban trans youth from participating in school sports consistent with their gender identity. These proposed bills are getting closer to home, with Idaho proposing a bill that criminalized medical care for trans youth. The proposed Idaho bill was not moved forward by the Idaho Senate, but the harm continues.

We unequivocally state that LGBTQ+ rights are human rights.

At Mt. Hood Community College, we embrace people along the continuum of gender expression, gender identity, and sexual orientation. We are actively working to build a culture of inclusion through committed action, including:

- Provision of professional learning opportunities to support and understand LGBTQ+ students and their needs.
- Provision of professional learning opportunities to build anti-oppressive curricula and inclusive learning environments.
- Building a basic needs support system that acknowledges the particular challenges faced by queer and trans people, including financial, health, housing, and food insecurity; and working to eliminate these obstacles to college participation.
- Acknowledging historical exclusion perpetuated by systems of dominance and social control in education, and committing to do no further harm by aligning systems and processes with our institutional values.
- Actively hiring for all aspects of diversity to be more representative of the students and communities we serve.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 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
Nyman Cash, Diego	Theatre Technician	Performing Arts	4/1/2022
Tous, Salwa	Classroom Aide	Child Development & Family Services	4/4/2022
McFarland, Shelley	Public Relations and Marketing Content Specialist	Brand, Marketing and Communications	4/6/2022
Charman, Hubie	Digital Marketing and Communications Specialist	Brand, Marketing and Communications	4/7/2022
Sweet, Anne	Workforce Development Specialist	Workforce, Apprenticeship & Community Education	4/13/2022
Zalunardo, Jill	Lab Assistant	Workforce, Apprenticeship & Community Education	4/18/2022
Tadlock, Walter	Infrastructure/ Server Engineer	Information Technology	4/18/2022
Surran, Scott	Instructional Designer	Online Learning	4/18/2022
Ramirez, Edith	PSP Instructional Coach	Child Development & Family Services	4/18/2022
Ali, Layla	PFA Instructional Coach	Child Development & Family Services	4/18/2022
Bizari, Gabriela	PFA Instructional Coach	Child Development & Family Services	4/18/2022



Abbott, Tim	Bus Driver	Child Development & Family Services	4/19/2022
Hintz, Ivy	Rockwall and WLEE Field Assistant	Health & Physical Education	4/23/2022
Cole, Matthew	Custodian	Facilities	4/24/2022
Cooper, Shanna	Aquatics Program Assistant	Aquatics	4/29/2022
Warrington, Annika	Aquatics Program Assistant	Aquatics	4/29/2022
Garcia Sanchez, Vanessa	Head Pool Lifeguard	Aquatics	4/29/2022

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Saad, Marcel	Classroom Aide	Child Development & Family Services	4/11/2022
Villa, Yvonne	HR Analyst I - Recruitment	Human Resources	4/11/2022
Horta, Esther	ECE Consultant	Child Development & Family Services	4/18/2022
Kisa, Josi	Executive Director	Child Development & Family Services	4/18/2022
Gerges, Sherine	PFA Instructional Coach	Child Development & Family Services	4/18/2022
LeClerc, Rahevin	Sr. Business Intelligence Developer	Analytics and Institutional Research	4/18/2022
Blumenauer, Anne	HR Coordinator	Child Development & Family Services	4/20/2022

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Mikhaeal, Mariam	Food Service Aide	Child Development & Family Services	4/1/2022



Flores Beltran, Jessica	Classroom Aide	Child Development & Family Services	4/4/2022
Leighton, Eric	Client Technologies Technician	Information Technology	4/11/2022
Stoehr, Alexandra	Adviser and Outreach Specialist	Apprenticeship	4/12/2022
Blankenship, Jason	Assistant Women's Basketball Coach	Athletics	4/15/2022
Christian, Lori	Registration Specialist	Admissions, Registration and Records	4/18/2022
Gutierrez, Jacquelyn	Family Support Specialist	Child Development & Family Services	4/18/2022
Sultan, Keanu	Technology Support Specialist	Information Technology	4/21/2022
Flores, Jessica	Classroom Aide	Child Development & Family Services	4/21/2022
Bowie, Nathan	Head Men's Basketball Coach	Athletics	4/26/2022
McVay, Alisa	Communication Dispatcher	Public Safety	4/29/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

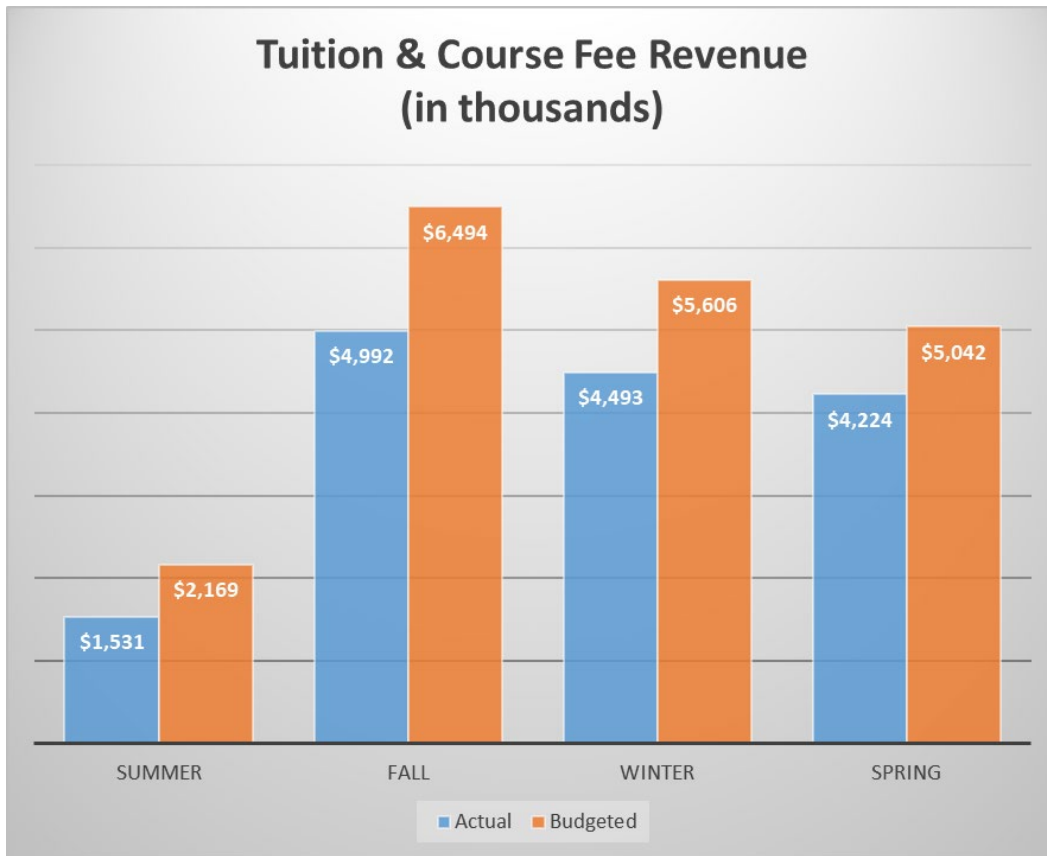
This report reflects 2021/22 activity through the month of March.

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.
- 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, fall and winter terms combined tuition and fee revenue year to date is -25% (\$3,752,750) below this time last year. Preliminary enrollment numbers for spring term indicate a decline of 14.24% (-146 students). 2021/22 enrollment¹ was 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 March 31, year-to-date expenditures were \$35,852 (0.08%) above this time last year; however, they meet forecast expectations. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June as well. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary, so the ratio of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds include budgeted amounts of \$87,292 for aquatic center support, \$200,000 for student aid required federal match, and \$400,000 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 March 31, 2022

	Actual Year to Date March 2020	Actual Year to Date March 2021	Actual Year to Date March 2022	\$ / % 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	24,314,534	24,098,110	26,210,155	2,112,044	8.8%	33,151,497	21%
Property Taxes	12,510,435	13,517,752	13,987,039	469,288	3.5%	14,652,000	5%
Tuition and Fees	22,006,014	21,890,072	16,794,084	(5,095,988)	-23.3%	21,216,788	21%
Federal Grants	-	225,516	238,781	13,265	5.9%	3,000,000	92%
Other Revenues	631,918	297,300	295,563	(1,737)	-0.6%	1,503,647	80%
Transfers from Other Funds	-	-	-	-	0.0%	16,887	100%
TOTAL REVENUES	59,462,902	60,028,750	57,525,622	(2,503,128)	-4.2%	73,540,819	22%
Expenditures							
Salaries	25,818,297	24,432,571	24,111,093	(321,478)	-1.3%	39,487,578	39%
Health Care	5,003,645	4,741,608	4,523,892	(217,716)	-4.6%	6,454,607	30%
Fringe/Taxes	9,276,580	9,009,701	8,887,956	(121,745)	-1.4%	14,699,099	40%
Personnel Subtotal:	40,098,522	38,183,880	37,522,941	(660,939)	-1.7%	60,641,284	38%
Materials & Supplies	5,694,710	4,791,436	5,614,777	823,342	17.2%	9,593,066	41%
Grants in Aid/Tuition Waivers	664,248	674,280	577,829	(96,450)	-14.3%	1,045,602	45%
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	46,935,893	44,101,708	44,137,560	35,852	0.1%	74,458,521	41%
Rev Greater (Less) Than Exp	12,527,008	15,927,043	13,388,062	(2,538,980)	-15.9%	(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: *May 18, 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
April 2022

News:

Improve student success:

- CDFS Head Start Assistant/Associate Teachers and Aides have been participating in Positive Behavior Intervention Strategies (PBIS) training throughout the month of April.

Advance diversity, equity, and inclusion:

- CDFS Head Start Education Inclusion Team finalized the School Counselor Referral Process to include equitable and inclusive language in the procedures.

Increase excellence in operations:

- CDFS has begun the process of refreshing the Head Start and Early Head Start website in order to align with the College's branding and to improve accessibility and user experience.

Enrollment Report for March 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.

March 2022 Data:

EHS funded: **298**

EHS Enrollment: **196**

EHS Waitlist: **251**

HS Funded: **939**

HS Enrollment: **547**

HS Waitlist: **251**

North Powellhurst					79%	66%	61%	70%	*nr				69%
Rockwood 181									66%				
Rockwood Stark													
Russellville	68%	72%		92%			68%	71%	69%				74%
Sunrise				72%	72%	70%	72%	90%	69%				75%
Troutdale				78%	78%	70%	72%	72%	72%				73%
Program ADA	78%	84%	88%	87%	78%	47%	54%	77%	75%				74%

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%	54%	96%	74%				74%
Gethsemane (2 EHS, 6 BP)	93%	82%		86%	93%	95%	95%	90%	*nr				90%
Hazelwood	88%	88%		88%	84%	75%	*nr	83%	74%				84%
Rockwood Stark													
Russellville	79%	90%		88%	*nr	*nr	*nr	100%	100%				89%
Troutdale													
Willow Tree	92%	88%		69%	83%	93%	60%	100%	79%				83%
Program ADA	78%	78%		77%	77%	51%	47%	58%	82%				74%

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. During the Month of March, the EHS & HS sites that are not reported are due to site consolidations. This does not include CCP site attendance data.

Average Daily Attendance for Early Head Start Child Care Partnerships

Center	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
David Douglas High School			*nr	*nr	95%	62%	82%	67%					76%
Discovery Garden Child Care	57%	65%											61%
Gresham High School				43%	86%	*nr	*nr						64%
KinderCare	80%	77%	55%	61%	66%	64%	50%	83%					67%
Little Friend's Day School	79%	81%	93%	92%	94%	86%	85%	85%					87%
Love Bugs	70%	80%	84%	86%	80%	67%	63%	64%					74%
Love Bugs Too	64%	50%	87%	84%	67%	85%	77%	75%					74%
Melody's Munchkins	83%	86%	78%		58%	92%	40%	45%					59%
Melody's Munchkins – Little Blooms	83%	86%	78%	78%	85%	87%	66%	56%					77%
Pixie Child Care	65%	77%	82%	69%	70%	*nr	46%						68%
Pixie Plus							100%	63%					
Reynolds Learning Academy			74%	88%	68%	42%	31%	38%					57%
Program ADA	78%	78%	79%	77%	77%	51%	47%	58%					74%

*nr = not reported

January, February and March 2022

Mt. Hood Community College Head Start Financial Report

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

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

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

Head Start									
Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%			
A. Personnel	\$ 6,564,082.00	\$ 522,187.23	\$ 458,207.21	\$ 530,964.52	\$ 501,085.77	\$			
B. Fringe Benefits	\$ 3,951,590.00	\$ 312,478.99	\$ 281,453.34	\$ 303,657.21	\$ 300,027.07	\$			
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
E. Supplies	\$ 294,264.00	\$ 22,693.36	\$ 2,219.45	\$ 35,066.24	\$ (13,657.01)	\$			
F. Contractual	\$ 636,234.00	\$ 11,331.94	\$ 6,354.81	\$ 12,930.71	\$ 10,847.68	\$			
G. Property Service	\$ 777,464.00	\$ 106,416.93	\$ 55,798.88	\$ 80,612.84	\$ 107,327.16	\$			
H. Other	\$ 187,593.00	\$ 16,562.39	\$ 4,072.92	\$ 17,592.13	\$ 23,891.23	\$			
Indirect Charges	\$ 1,270,153.00	\$ 174,088.53	\$ 27,956.55	\$ 90,347.60	\$ 66,028.45	\$			
Grand Total	\$ 13,681,380.00	\$ 1,165,759.37	\$ 836,063.16	\$ 1,071,171.25	\$ 995,550.35	\$			
State Only									
Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%			
A. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
B. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
G. Property Service	\$ -	\$ (1,395.09)	\$ 290.00	\$ (290.00)	\$ 584.02	\$			
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
Grand Total	\$ -	\$ (1,395.09)	\$ 290.00	\$ (290.00)	\$ 584.02	\$			
State Duration									
Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%			
A. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
B. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
G. Property Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
State Training									
Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%			
A. Personnel	\$ 103,580.00	\$ 4,028.36	\$ 4,028.36	\$ 4,028.36	\$ 4,028.36	\$			
B. Fringe Benefits	\$ 51,287.00	\$ 2,381.59	\$ 2,379.47	\$ 2,275.89	\$ 2,275.89	\$			
C. Travel	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	\$			
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
E. Supplies	\$ 11,300.00	\$ -	\$ -	\$ -	\$ -	\$			
F. Contractual	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$			
G. Property Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
H. Other	\$ 43,625.00	\$ 1,115.10	\$ 3,099.88	\$ 10,305.29	\$ 9,351.10	\$			
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$			
Grand Total	\$ 223,092.00	\$ 7,525.05	\$ 9,507.71	\$ 16,609.54	\$ 15,655.35	\$			

Federal Training - HS + EHS

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 53,773.00	\$ 3,139.79	\$ 3,139.79	\$ 20,132.85	\$ 22,889.14	\$
B. Fringe Benefits	\$ 10,338.00	\$ 1,631.14	\$ 1,629.72	\$ 10,648.03	\$ 12,074.28	\$
C. Travel	\$ 36,349.00	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$
G. Property Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$
H. Other	\$ 40,100.00	\$ 800.15	\$ 2,955.81	\$ 15,075.51	\$ 15,778.89	\$
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$
Grand Total	\$ 140,560.00	\$ 5,571.08	\$ 7,725.32	\$ 45,856.39	\$ 50,742.31	\$

Federal EHS

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 1,788,146.00	\$ 119,102.36	\$ 139,626.04	\$ 102,965.24	\$ 120,987.88	\$
B. Fringe Benefits	\$ 1,110,130.00	\$ 76,301.28	\$ 82,257.77	\$ 69,088.01	\$ 75,014.69	\$
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 32,505.00	\$ 1,474.66	\$ 75.00	\$ 3,741.73	\$ 1,564.35	\$
F. Contractual	\$ 167,282.00	\$ 735.84	\$ 412.65	\$ 780.83	\$ 873.03	\$
G. Property Service	\$ 72,849.00	\$ 4,656.49	\$ 9,901.98	\$ 7,006.71	\$ 16,837.98	\$
H. Other	\$ 39,734.00	\$ 25.38	\$ 227.43	\$ 2,368.94	\$ 2,617.02	\$
Indirect Charges	\$ 310,210.00	\$ 20,272.75	\$ 17,636.33	\$ 23,196.40	\$ -	\$
Grand Total	\$ 3,520,856.00	\$ 222,568.76	\$ 250,137.20	\$ 209,147.86	\$ 217,894.95	\$

CCP

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 298,083.00	\$ 23,736.22	\$ 23,739.09	\$ 23,510.43	\$ 25,697.50	\$
B. Fringe Benefits	\$ 156,047.00	\$ 13,741.81	\$ 13,675.91	\$ 13,509.13	\$ 14,820.37	\$
C. Travel	\$ 17,349.00	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 17,412.00	\$ 5.50	\$ 40.96	\$ 808.67	\$ 473.74	\$
F. Contractual	\$ 877,646.00	\$ 55,066.00	\$ 51,654.00	\$ 33,764.73	\$ 48,265.34	\$
G. Property Service	\$ 27,238.00	\$ 774.83	\$ 346.41	\$ 1,070.00	\$ 8,722.42	\$
H. Other	\$ 24,650.00	\$ 95.00	\$ 1,945.54	\$ 2,950.26	\$ 3,827.46	\$
Indirect Charges	\$ 142,924.00	\$ 9,341.94	\$ 9,140.19	\$ 7,561.32	\$ -	\$
Grand Total	\$ 1,561,349.00	\$ 102,761.30	\$ 100,542.10	\$ 83,174.54	\$ 101,806.83	\$

EHS Expansion

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ -	\$ 766.99	\$ (766.99)	\$ -	\$ -	\$
B. Fringe Benefits	\$ -	\$ 406.89	\$ (406.89)	\$ -	\$ -	\$
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$
F. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$
G. Property Service	\$ -	\$ 71.19	\$ -	\$ -	\$ -	\$
H. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$
Grand Total	\$ -	\$ 1,245.07	\$ (1,173.88)	\$ -	\$ -	\$

CL Head Start

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 267,081.00	\$ 20,951.23	\$ 11,650.88	\$ 13,083.84	\$ 20,979.31	\$
B. Fringe Benefits	\$ 163,919.00	\$ 15,301.63	\$ 6,572.83	\$ 6,064.67	\$ 12,360.23	\$
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 35,785.00	\$ 244.65	\$ 0.83	\$ 5,839.35	\$ 9,562.80	\$
F. Contractural	\$ 1,500.00	\$ 1,913.18	\$ 1,072.89	\$ 1,784.68	\$ 1,697.17	\$
G. Property Service	\$ 24,407.00	\$ 5,483.69	\$ -	\$ 388.07	\$ 5,354.30	\$
H. Other	\$ 38,368.00	\$ 21.50	\$ 103.55	\$ 3,396.00	\$ 1,211.00	\$
Indirect Charges	\$ 50,830.00	\$ -	\$ 13,005.00	\$ -	\$ -	\$
Grand Total	\$ 581,890.00	\$ 43,915.88	\$ 32,405.98	\$ 30,556.61	\$ 51,164.81	\$

CL EHS

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 326,627.00	\$ 23,931.15	\$ 21,135.85	\$ 23,152.44	\$ 22,969.39	\$
B. Fringe Benefits	\$ 190,826.00	\$ 17,000.47	\$ 16,112.07	\$ 16,890.09	\$ 16,853.76	\$
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 7,850.00	\$ 594.74	\$ 1.00	\$ 223.22	\$ 549.09	\$
F. Contractural	\$ 1,500.00	\$ 735.84	\$ 412.65	\$ 706.12	\$ 663.97	\$
G. Property Service	\$ 17,020.00	\$ 1,534.09	\$ 714.60	\$ 1,391.03	\$ 1,049.43	\$
H. Other	\$ 5,978.00	\$ 9.46	\$ 69.64	\$ 1,465.28	\$ 1,339.96	\$
Indirect Charges	\$ 54,980.00	\$ -	\$ 24,497.20	\$ -	\$ -	\$
Grand Total	\$ 604,781.00	\$ 43,805.75	\$ 62,943.01	\$ 43,828.18	\$ 43,425.60	\$

State EHS

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 357,921.00	\$ 8,883.43	\$ 37,919.30	\$ 17,399.76	\$ 19,133.82	\$
B. Fringe Benefits	\$ 137,099.00	\$ 5,792.36	\$ 22,623.27	\$ 11,632.04	\$ 12,040.42	\$
C. Travel	\$ 12,250.00	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 52,500.00	\$ 66.52	\$ 3.55	\$ 420.52	\$ 22.59	\$
F. Contractural	\$ 9,932.00	\$ -	\$ -	\$ 32.02	\$ 29.02	\$
G. Property Service	\$ 13,400.00	\$ 67.49	\$ 67.49	\$ 77.25	\$ 76.83	\$
H. Other	\$ 49,625.00	\$ 49.00	\$ 49.38	\$ 458.69	\$ 441.12	\$
Indirect Charges	\$ 63,273.00	\$ -	\$ -	\$ -	\$ 20,343.76	\$
Grand Total	\$ 696,000.00	\$ 14,858.80	\$ 60,662.99	\$ 30,020.28	\$ 52,087.56	\$

MIECHV

Row Labels	Sum of Budget by Category	Sum of 49.98% Dec Total	Sum of 58.31% Jan Total	Sum of 66.64% Feb Total	Sum of 74.97% Mar Total	Sum of 83.30%
A. Personnel	\$ 110,500.00	\$ 8,526.58	\$ 9,345.30	\$ 9,421.46	\$ 9,212.02	\$
B. Fringe Benefits	\$ 61,418.00	\$ 4,876.97	\$ 5,167.28	\$ 5,179.32	\$ 5,108.62	\$
C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$
E. Supplies	\$ 1,100.00	\$ 82.10	\$ -	\$ 53.10	\$ 70.98	\$
F. Contractural	\$ -	\$ -	\$ -	\$ -	\$ -	\$
G. Property Service	\$ 8,300.00	\$ 765.91	\$ 428.63	\$ 757.93	\$ 565.21	\$
H. Other	\$ 500.00	\$ -	\$ -	\$ 795.97	\$ 671.19	\$
Indirect Charges	\$ 18,182.00	\$ 2,976.79	\$ -	\$ 1,494.16	\$ 1,565.99	\$
Grand Total	\$ 200,000.00	\$ 17,228.35	\$ 14,941.21	\$ 17,701.94	\$ 17,194.01	\$

January, February and March 2022

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

January 2022

US Bank Visa Purchasing Cards for Head Start & Early Head Start								
Closing Date 1/20/2022								
	5100/5101/5102 5109/5619/5620	5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	2881.24	165.08	1.5	81.09				\$3,128.91
Computer Supplies								\$0.00
Dental/Medical								\$0.00
Education Supplies	77.85	83.21				411.40		\$572.46
Family Services Supplies	54.93		22.43			149.93		\$227.29
Health Supplies	346.80	90.89	53.79	5,660.76	40.81			\$6,193.05
Kitchen Supplies	108.99							\$108.99
Office Supplies	115.33							\$115.33
Other Costs	1,320.41							\$1,320.41
Parent Activities	267.97							\$267.97
Postage								\$0.00
Pre-Employment	225.00	45.00						\$270.00
Site Repair/Maintenance	1,801.77	9.84	4.49	130.50	3.41	194.48		\$2,144.49
Training	2,815.86	981.52	364.74	115.09	107.80	944.78		\$5,329.79
Vehicle Costs	2,291.18							\$2,291.18
Utilities	507.52	687.66	165.06		125.21			\$1,485.45
Total	\$12,814.85	\$2,063.20	\$612.01	\$5,987.44	\$277.23	\$1,700.59	\$0.00	\$23,455.32

February 2022

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

Closing Date 2/21/2022

	5100/5101/5102 5109/5619/5620	5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	5398.75	371.15	536.91	1,582.80	70.98			\$7,960.59
Computer Supplies								\$0.00
Dental/Medical								\$0.00
Education Supplies	4,405.10	262.15				1108.64		\$5,775.89
Family Services Supplies	48.32	14.6	12.15			32.00		\$107.07
Health Supplies	432.18	6.99		7,980.00				\$8,419.17
Kitchen Supplies								\$0.00
Office Supplies	173.45	74.33						\$247.78
Other Costs	569.03	48.58				21.59		\$639.20
Parent Activities	383.04					75.96		\$459.00
Postage								\$0.00
Pre-Employment	1,920.27	5.76						\$1,926.03
Site Repair/Maintenance	2,700.41	108.27	11.98	25.79	9.08			\$2,855.53
Training	830.50	184.25	107.25	11.00		551.50		\$1,684.50
Vehicle Costs	559.29							\$559.29
Utilities	6,087.35	1562.00	323.18		49.73	88.32		\$8,110.58
Total	\$23,507.69	\$2,638.08	\$991.47	\$9,599.59	\$129.79	\$1,878.01	\$0.00	\$38,744.63

March 2022

Cards for Head Start & Early Head Start

3/21/2022

	5100/5101/5102 5109/5619/5620	5119	5120	5251	5237/38	5113	5110	
Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals	
10558.53	464.93	71.22	4,325.21	70.52				\$15,490.41
279.76								\$279.76
								\$0.00
943.92	478.72				483.45			\$1,906.09
37.42	29.42				67.98			\$134.82
					119.74			\$119.74
94.74								\$94.74
340.61								\$340.61
1,015.23								\$1,015.23
407.50								\$407.50
								\$0.00
								\$0.00
112.71								\$112.71
3,573.75	567.00	330.75	94.50		218.00			\$4,784.00
10.56								\$10.56
5,785.87	1167.74	685.85		294.32	162.75			\$8,096.53
\$23,160.60	\$2,707.81	\$1,087.82	\$4,419.71	\$364.84	\$1,051.92	\$0.00		\$32,792.70



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 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 the Institutional Effectiveness Council comments.

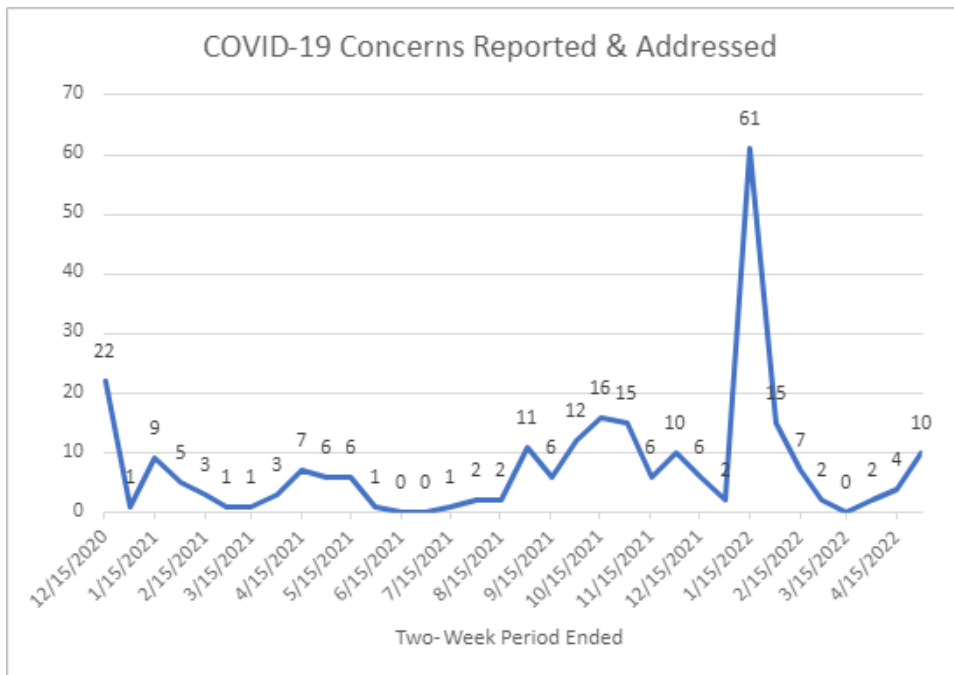
The top two reporting areas are external reporting metrics to show fluctuations in COVID-19 activity occurring on campus. The third bullet is an internal metric to help guide the needs and resources required to mitigate outstanding concerns to an appropriate and amicable resolution.



2-Week Period Ended	COVID-19 Concerns Reported	COVID-19 Concerns Addressed	COVID-19 Concerns Open
12/15/2020	22	22	0
12/31/2020	1	1	0
1/15/2021	9	9	0
1/31/2021	5	5	0
2/15/2021	3	3	0
2/28/2021	1	1	0
3/15/2021	1	1	0
3/31/2021	3	3	0
4/15/2021	7	7	0
4/30/2021	6	6	0
5/15/2021	6	6	0
5/31/2021	1	1	0
6/15/2021	0	0	0
6/30/2021	0	0	0
7/15/2021	1	1	0
7/31/2021	2	2	0
8/15/2021	2	2	0
8/31/2021	11	11	0
9/15/2021	6	6	0
9/30/2021	12	12	0
10/15/2021	16	16	0
10/31/2021	15	15	0
11/15/2021	6	6	0
11/30/2021	10	10	0



12/15/2021	6	6	0
12/31/2021	2	2	0
1/15/2022	61	61	0
1/31/2022	15	15	0
2/15/2022	7	7	0
2/28/2022	2	2	0
3/15/2022	0	0	0
3/31/2022	2	2	0
4/15/2022	4	4	0
4/30/2022	10	10	4



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: *May 18, 2022*

ITEM TITLE: **4.1g**

CONTACT PERSON: *Charles George, AVP Facilities Management, Risk, EHS, Public Safety*

SUBJECT: APPROVAL TO USE ALTERNATIVE CONTRACTING METHOD FOR DENTAL HYGIENE LAB REMODEL

MHCC Facilities Management and Dental Hygiene Program are requesting to use the Construction Manager/General Contractor contracting method for the 2022 Dental Hygiene Accreditation Required Remodel.

- The Dental Hygiene Program received initial accreditation in May 1973 and has successfully continued accreditation approvals.
- The Dental Hygiene Program received a scheduled audit from the accrediting body in November 2019, with several findings, including HIPPA privacy and spacing of equipment, ADA accessibility, student lab size, access, and spacing.
- In March and August 2020, Coda provided reporting requirements on plans to rectify the conditions to continue accreditation.
- Architectural predesign work was authorized and started in February 2021, providing an initial design concept and anticipated pricing.
- The college secured funding in late 2021 and contracted for architectural and engineering support in early 2022. The architectural firm will complete the final design by early June 2022.
- Dental chairs, equipment, and cabinetry were ordered in March 2022, with arrival scheduled by August 2022.
- Architectural and Engineering Final Design to be completed in early June 2022
- Recent CODA changes requested a May 15, 2022 completion date, ahead of the previous schedule. For final review, CODA Board meets in July and August 5, 2022.
- The remaining necessary components are timely procurement of a General Contractor and request to CODA Board for extension with construction underway.

The State of Oregon procurement guidelines provides the Design/Bid/Build process as the default construction procurement contracting method. Alternative delivery methods are allowed with the approval of the agency's governing body. The Office of Facilities Management and Dental Hygiene is requesting to issue a request for proposals to hire a Construction Manager/General Contractor [CM/GC] for the remodeling process.



Advantages of this procurement method include:

- Provide the opportunity for team integration through constructability feedback and early modeling for shop drawings.
- Contractor input into the design.
- Likely reduce costly changes and time-consuming requests for information during construction.
- Selection will include price and non-price factors such as dental remodel experience, references, contractor markup, materials markup, and sample project plans.
- It would allow the college to perform construction with the least impact on students while meeting accreditation requirements.

RECOMMENDATION:

The Board of Education, acting as the local review board for the college, approves the findings and grants an exemption from the competitive bid process for the Dental Hygiene Remodel, and authorizes the Construction Manager/General Contractor (CM/GC) alternative contracting method.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1h

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

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

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

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

<u>Vendor name</u>	<u>Goods/services to be provided</u>	<u>Increase expenditure amount</u>
America's Cleaning Solution	Various cleaning services	From \$145,000 to \$300,000
David Douglas School district	Leasing space, Classes, Vended Meals, Partnership	From \$250,000 to \$700,000
Garland Roofing	Roofing maintenance	From 650,000 to \$900,000

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1i

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

SUBJECT: CDFS CHILD GUIDANCE POLICY

MOUNT HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

CHILD GUIDANCE

For all staff, consultants and volunteers

Purpose: To articulate the program philosophy and guidelines regarding child guidance in the educational setting, including the bus.

Applicable Performance Standards: 1302.31(b)(1); 1302.90(C)

Staff will interact frequently with all children showing respect, interest, concern, and warmth. Staff will be available, responsive, friendly and courteous. All children, regardless of sex, gender, race, religion, family background, language and culture will have equal access to classroom activities and be treated with respect by all staff, consultants and volunteers. Staff will take steps to familiarize themselves with guidance practices that are culturally responsive, reflecting the children served in their classroom. All guidance approaches are positive and are treated as learning opportunities to help children develop self-control and pro-social behaviors.

Staff will refrain from being alone with a child(ren) for an extended period of time whenever possible. If it is necessary to be alone with a child(ren), staff will inform another staff person where they are going and when they will return.

This policy is designed to both direct and protect staff in guiding children's behavior. Failure to comply with the *Child Guidance Policy* will be considered a violation of work rules and subject to disciplinary action, up to and including termination.

Guidance methods will include *Positive Behavior Interventions & Support (PBIS) Strategies*, and will align with the child's age and current developmental progress. To support children, staff will implement the following:

Building Positive Relationships:

- Helping each child feel accepted in the group
- Providing a supportive environment
- Recognizing and responding to the cues of all children
- Following both verbal and non-verbal cues displayed by children
- Having realistic expectations for the age and developmental progress of each child
- Telling children what is expected of them, as opposed to what they should not do
- Modeling respect for the rights and feelings of others
- Connecting with every child, each class day

Designing Supportive Environments:

- Structuring the environment, including the bus, in a way that promotes independence and self-control (refer to the *Environment and Classroom Set Up Checklist*), by providing:
 - The appropriate number of toys

Approved by Policy Council: 03/10/2022

Approved by MHCC Board:

Policy

- Materials and activities that promote varying levels of challenge
- Environmental cues such as labels, visuals, and room arrangement
- Structuring transitions so that children do not spend excessive time waiting/unengaged
- Taking steps to prevent inappropriate biting by providing alternative opportunities to develop oral sensory skills
 - For example, offering toys specifically for teething or chewing
- Planning ahead to prevent foreseeable challenges
- Considering the environmental accessibility and needs of all children with *any* disability, including but not limited to physical and sensory

Strategies to Support Social Emotional Development:

- Redirecting children to activities that best meet the child’s social-emotional needs in the moment
- Commenting on what children *can* do, as opposed to what they cannot
- Developing clear, consistent rules *with* the children, which are represented visually and in print, and reviewing them frequently with the children
 - Including expected ways of engaging with peers, adults, materials, and the environment
- Communicating about the potential outcomes of various behaviors will be a part of discussions around class rules
 - Consequences will support pro-social skill development
 - Allowing natural or applying logical consequences as the situation allows
 - Examples include:
 - “Walking feet keep us safe”
 - “What might happen if we run in the classroom?”
 - “It hurts when we fall down”
 - “If/Then” statements
- Providing children the opportunity to practice problem-solving skills by using the *Solutions Kit* as a teaching tool
 - Role play, modeling, and/or coaching desired skills, and/or suggesting ideas to solve the problem as needed
- Considering individual differences and child involvement in problem solving
 - Examples include:
 - Allowing time alone in a quiet space
 - Allowing children the choice to participate in an activity or not
 - Not forcing a child to discuss their feelings
 - Not forcing a child to apologize
- Helping children identify and verbalize their feelings and providing emotional labels as children experience various feelings
 - Providing emotional labels for a broad spectrum of feelings
 - For example, excited, overwhelmed, sad, scared or frightened, eager, lonely, surprised, proud, confused, interested, etc.
- Encouraging and teaching pro-social skills such as cooperating, helping, taking turns, making friends and using words to solve problems

Approved by Policy Council: 03/10/2022

Approved by MHCC Board:

Policy

- Demonstrating body language to support problem solving such as reaching hands out, palms up to ask for an object or holding an object close to the chest to communicate “not yet”
- Providing parallel talk (verbally describe the child’s actions to help support children in identifying and understanding body language and communication)
 - For example, “(Child’s name) is asking for a turn with the toy when they hold their hands out to you”
- Offer language, suggest phrases as needed
 - Examples include:
 - “Not yet” or “I’m not finished playing with this”
 - “Do you want to play with me?”
- Punitive techniques for redirection will not be used
 - For example, the following methods will not be used: time-out, taking toys away, telling children “no,” using threats, etc.

Individual Interventions:

At times, children's behavior may challenge staff's ability to respond in effective or successful ways. A number of methods and resources will be employed as soon as a concern arises. Staff will follow the *referrals to address child classroom concerns* within the *School Counselor Referral Procedure*. Steps may include but are not limited to:

- Focus on identifying the behavior and its function
 - Discuss concerns with the assigned Education Site Manager (ESM)
 - Reach out to an Education/Inclusion Specialist (EIS) or School Counselor for a discussion and/or classroom observation (informal or formal) as needed
 - Training and resources may be provided to the staff and/or family
 - Complete the *Incident Report* to identify patterns or themes of children’s behavior
 - Have a conversation with the family to discuss family perspective and/or concerns
 - Inquire about any changes or concerns at home and share concerns about child’s behavior in the classroom
- Once the function of the behavior has been identified, focus on what new skills need to be taught to support pro-social behavior
 - Questions for staff and family consideration:
 - What new skills would we like the child to learn?
 - What new skills can *we* teach them?
 - Are there specific visual cues to be created for *this* child?
 - Consider schedules, routines, steps to calm down, etc.
 - What additional supports can the School Counselor and/or EIS assist with?
- If a situation arises where a child presents a danger to themselves or others, the child will be prevented from doing so in the least restrictive manner possible
 - When significant concerns arise, the supervisor will be notified in writing and staff will follow the *child school counselor process* within the *School Counselor Referral procedure*, resulting in follow-up staffing or observation before the next class meeting if possible, or within 72 hours
 - The School Counselor will be notified when a child is exhibiting behavior which may lead to intensive individual intervention

Approved by Policy Council: 03/10/2022

Approved by MHCC Board:

Staff will not use any of the following methods:

- Physical punishment or other negative discipline methods that hurt, frighten or humiliate children
- Striking a child
- Forcing a child to apologize or explain their behavior
- Withholding food, beverage or other basic needs
- Using food, money, stickers, prizes and other extrinsic rewards for “good” behavior (unless it is in conjunction with a *Classroom/Child Action Support Plan* for an individual child)
- Placing a child outside of the classroom or in another classroom for discipline purposes
- Leaving a child alone or unsupervised
- Using judgmental or disparaging phrases, such as, "you are a good/bad girl/boy," "you are messy," to or about children *at any time*
- Using the term or practice of "time out" or similar techniques to punish a child
- Restraining a child physically without appropriate training and parent consent (must be documented on the *Classroom/Child Action Support Plan*)

The term "restraint" will not be used when referring to common methods of restricting, holding, or stopping a child from actions that may cause physical harm.

Restraint:

Restraint is a clinical term used to describe a specific technique that is used by a trained professional to assist a child in preventing them from hurting themselves or others.

Restraint will be used only under the following circumstances:

- When a written *Classroom/Child Action Support Plan* is developed by a team including the parents/guardians, School Counselor, classroom staff, Family Worker, ESM, and the Education & Inclusion Manager
 - A *Classroom/Child Action Support Plan* meeting is used to determine that all other PBIS methods to support a child’s desired behavior have been exhausted, and the child presents a danger to themselves and/or to others
- By staff who have received training on restraint, specific to an individual child
- Documentation in the family file occurs after any application of restraint

Resources: *Classroom/Child Action Support Plan Procedure*, [CSEFEL-Early Childhood Positive Behavior Support \(PBIS\)](#), *Incident Report*, *Incident Report Procedure*, and the *School Counselor Referral Procedure*.

Approved by Policy Council: 03/10/2022

Approved by MHCC Board:



Approved by Policy Council: 03/10/2022
Approved by MHCC Board:



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1j

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

SUBJECT: CDFS SELECTION AND ENROLLMENT POLICY

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

SELECTION AND ENROLLMENT

Purpose: To ensure compliance with performance standards and special grantor contract requirements related to selection and enrollment of children and families

Applicable Performance Standards: 1302.10, 1302.12, 1302.13 – 1302.15, 1302.70(b), 1302.72(a)

Children and families will be selected for and enrolled in Head Start and Early Head Start using the following guidelines:

Eligibility

- a. Each family must present documentation so staff can verify income or categorical eligibility prior to a family being considered for enrollment
- b. A minimum of fifty-five (55) percent of enrolled families will have an income at or below the Federal Poverty Guidelines or will be categorically eligible for services. A maximum of thirty-five (35) percent of enrolled families may have an income between 100% and 130% of poverty.
- c. Families who are not income eligible will not be considered when there are income eligible families awaiting enrollment. The program may enroll a maximum of ten (10) percent of families who are above the income guidelines.
- d. Preference will be given to families with the lowest income and greatest need for comprehensive child development and family support services (Refer to Selection Criteria).
- e. In the event that a particular grant requires that enrollees meet additional criteria, those meeting the criteria and having the highest priority points will be selected.

Age

- a. Children from birth to three years old are eligible for Early Head Start. Once enrolled they remain enrolled for the duration of the Early Head Start program until age three.
- b. Children at least three years old on or before September 1st are eligible for Head Start. A child will be eligible to be enrolled in HS after their 3rd birthday. Children enrolled in Head Start as three year olds remain for a second year to complete Head Start.
- c. Once enrolled into Head Start, children remain eligible for two years.

Disability

- a. A minimum of ten percent of enrolled children will have a documented disability.
- b. An effort will be made to accommodate as many children with disabilities as possible while retaining a mainstream environment.

Location

- a. Families must reside in East Portland and East Multnomah County outside of the Portland Public School District.

Approved Policy Council 12/20/2018
Approved Board of Education 1/16/2019

- b. Families residing outside of specified bus service areas will be considered for enrollment if they agree to provide consistent transportation.
- c. Homeless families will be considered for enrollment regardless of address.

Additional Criteria - Full Day and Child Care Partnerships

- a. Families must work, attend school or attend job training programs and need full day child care.
- b. Family eligibility for the Full Day option will be reassessed annually, in Spring. If it is determined that the family no longer qualifies for Full Day services, they will be offered a Part Day/Part Year or Home Based option.

Additional Criteria – EHS Expectant Families

- a. Priority will be given to women in their first trimester.
- b. Priority will be given to pregnant women.

Transitions From Early Head Start To Head Start

- a. At least six months prior to each child’s 3rd birthday, staff will work with the family to assess their needs and interests for their child’s early childhood placement beyond Early Head Start.
- b. Income will be re-verified prior to a child transferring from EHS to HS.
- c. Over income families will not be guaranteed a space in HS.
- d. Child will transfer to the new placement as soon after their 3rd birthday as is practical and developmentally appropriate for the child.

When Families Move – Within and Outside of Service Area

Every effort will be made to provide support for effective transitions when families move to meet their needs in the community they live.

- a. If a family moves within the MHCC Head Start service area to an area served by a different center, the child may continue in their current placement if the parent is able to provide consistent transportation. If transportation is not available or becomes a barrier for consistent attendance, the child will be placed on the waitlist for the center with transportation serving the area the family lives in.
- b. If a family moves outside of the MHCC Head Start service area, the Family Worker will assist the family to transition to another Head Start or Early Head Start program. If no program serves the area, the Family Worker will assist the family to identify another early childhood program that meets their needs. If the family is not able to enroll due to waiting list and/or if it is late in the school year, and the family is able to provide consistent transportation, an exception may be made **for the duration of the school year only**.

Selection Criteria

The following criteria will be used to prioritize children for enrollment in Head Start and Early Head Start. Those children with the highest points will be enrolled first.

Approved Policy Council 12/20/2018
Approved Board of Education 1/16/2019

Early Head Start Applicants Only	
High risk pregnancy/infancy (failure to thrive, feeding issues, lack of prenatal care, gestational diabetes, etc.) – must explain	5
Early Head Start Home Based Applicants Only	
Early Head Start applicant whose family has never received EHS home-based services	10
First trimester of pregnancy	10
Pregnant	10
Birth to 18 months	5
Parental Status	
Young parent (19 or under)	10
One parent family	5
DHS guardianship (children live with biological parent(s))	30
Family Factors	
Domestic violence in past 12 months	5
Substance abuse/dependence or Substance recovery in past 12 months	5
Disaster/tragedy, severe trauma, etc.	5
History of gang violence in family	5
Chronic illness/disability of family member	5
Other stressors (e.g. sudden unemployment, recent accident, severe loss)	5
Non-English speaking (either parent)	3
Parent (either) Active Military or within past 12 months	5
Parent (either) has less than GED or high school diploma	5
Referral to program by social service agency/other HS, EHS, Migrant	5
Other Factors	
Family is currently homeless - documented on application	30
Child is currently in foster care- documented on application	30
Family is at program site (MHCC Student, lives in apartments at CC, FV, KP, RW, etc.) – documented on application	10
Applicant or parents are of Native American, African American or African descent	10
Returning child	30
Income	
0-100% of Poverty Guidelines (or TANF Cash Assistance/ SNAP - Food Stamps/SSI)	20
101-130% of Poverty Guidelines	5
Over-income 131-200%	3
Over Income 201-225%	1
Over Income 226%	0

References/Resources: *Selection Criteria Questionnaire Guide, Head Start Verification form, Child Plus, Transition Planning, Transition Summary form*

Approved Policy Council 12/20/2018
 Approved Board of Education 1/16/2019

Mt. Hood Community College Child Development and Family Support Programs

10100 NE Prescott, Portland OR 97220 • 503-491-6111 • FAX: 503-491-6112

2021-2022 SELECTION CRITERIA QUESTIONNAIRE

Applicant Name _____ Staff Member _____ Date _____

If applicant is a child, DOB: / /
Month / Day / Year

If pregnancy, due date: / /
Month / Day / Year

Only complete for applicants born on or after 9/2/2018 and pregnant applicants

Yes No

- Has applicant's family received MHCC Early Head Start services previously?
- Is mom pregnant?
- Is this mom's first pregnancy?
- Is the pregnancy high risk (failure to thrive, feeding issues, substance abuse, lack of pre-natal care, health diagnosis, gestational diabetes, postpartum depression)?
- Is family receiving any home visiting services currently? Which agency: _____

ALL APPLICANTS

FAMILY INCOME

Yes No

- Is the family receiving TANF **or SNAP**?
- Is the family receiving Supplemental Security Income?
- Is the family eligible through the Federal McKinney-Vento Assistance Act? (Please see questionnaire)
- Is this a foster child?

PARENTAL STATUS

Yes No

- Is the parent a teenager (19 or younger)?
- Is this a one parent family?
- Is child under DHS guardianship AND currently living with biological parents?
Add DHS Caseworker name and phone number to CPS section of the application.

FAMILY FACTORS (* If yes, write details about these answers in the Family Factors Note Log on the back of this page)

Yes No

- Does the family live at a program site (Kelly Place, Cascade Crossing, Hazelwood, Fairview, etc)?
- Were you referred by another agency or school to apply? _____
- Is either parent currently in the US Military (any branch), or within past 12 months?
- Do any applicants or parents consider themselves to be of Native American, African American or African descent?
- Have either of the parents earned less than a GED or High School diploma?
- Is any parent non-English speaking?
- Are there any other family stressors causing disturbance to the family and child? *
- Do any of the immediate family members have an illness/disability that is influencing the care of the child (examples: cancer, chronic fatigue, depression, anxiety, mental health etc.)? *
- Is there a history of gang violence in the family? *
- Is there a disaster/tragedy/severe trauma currently affecting the child/pregnant mom (examples:loss of job, incarceration/conviction of a close family member, death of a parent or close family member, COVID-19 etc.)? *
- Has an immediate family member entered into recovery treatment in the last 12 months?
- Has an immediate family member abused alcohol, illegal substances, and/or prescription drugs in the last 12 months? *
- Has domestic violence occurred or impacted the family within the last 12 months? *

CHILD SPECIFIC FACTORS (If yes to any question below, complete Focus of Concern and ROI)

Yes No

- Do you have any general concerns about the child (examples: trouble sleeping, eating concerns, getting along with others)?
- Does the child have, or possibly have, a diagnosed disability or special need?
- Has the child been recently hospitalized (other than delivery), or had any serious accidents?
- Is the child currently being treated by a physician for a serious or ongoing health condition (not routine care)? (for example, feeding tube, insulin dependent, silent aspirations, etc.)

Family Factors Note Log

Factors	Staff Name
Domestic Violence	
Substance Abuse / Recovery	
Disaster/Tragedy	
Gang Violence	
Illness/disability	
Other	

Family Contact Log

Date	Type of Contact	Notes	Staff Name



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.1k

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

SUBJECT: HEAD START 2022-2023 COLA APPLICATION

Mt. Hood Community College Head Start
 Supplement- Cost of Living Adjustment (COLA)
 and Quality Improvement (QI) Application
 10CH011601
 Narrative, Budgets and Budget Justifications

The Mt. Hood Community College’s Child Development and Family Support Program implements various Head Start and Early Head Start programs throughout East Multnomah County. As a result of rising inflation, many of our staff are experiencing increased financial burdens that are negatively impacting them and their families. Thus, in order to address some of the increased challenges that our staff face, we are submitting this application to request the Cost-of-Living Adjustment (COLA) funding in the amounts of \$98,078 for Head Start and \$119,973 for Early Head Start. Additionally, we also request the Quality Improvement (QI) funding in the amounts of \$15,509 for Head Start and \$16,777 for Early Head Start.

Should the COLA and QI funds be approved, funds will be used to increase staff wages by applying a cost of living adjustment of 2.28% to all Head Start and Early Head Start staff salaries and a differential increase of 2.28% for Child Care Partnership partners. All increases shall be applied beginning July 1, 2022.

The budgets and budget narratives for this application are as follows:

COLA

Head Start Budget

HS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for HS	2.28% of cost of living adjustment is fully allocated Salaries for HS. 60% are allocated to salaries for HS.	\$53,497	\$0
Fringe Benefits for HS	There is not a set fringe rate; it depends on the employee’s classification and FTE. 40% are	\$35,665	\$0

	allocated to fringe and benefits for HS.		
Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$8,916	\$0
Totals		\$98,078	\$0

Early Head Start Budget

EHS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for EHS	2.28% of cost of living adjustment is fully allocated Salaries for EHS. 60% are allocated to salaries for EHS.	\$51,848	\$0
Fringe Benefits for EHS	There is not a set fringe rate; it depends on the employee's classification and FTE. 40% is allocated to fringe and benefits for EHS.	\$34,565	\$0

Delegates to EHS Child Care Partnerships	2.28% of cost of living adjustment will be allocated to our EHS Child Care Partnerships. 21% are allocated to our Child Care Partnerships.	\$22,653	\$0
Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$10,907	
Totals		\$119,973	\$0

QUALITY IMPROVEMENT

Head Start Budget

HS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for HS	35% are allocated to salaries for HS.	\$4,935	\$0
Fringe Benefits for HS	There is not a set fringe rate; it depends on the employee's classification and FTE. 65% are allocated to fringe and benefits for HS.	\$9,164	\$0

Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$1,410	\$0
Totals		\$15,509	\$0

Early Head Start Budget

EHS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for EHS	35% are allocated to salaries for EHS.	\$5,338	\$0
Fringe Benefits for EHS	65% is allocated to fringe and benefits for EHS.	\$9,914	\$0
Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$1,525	
Totals		\$16,777	\$0

In light of the continued flexibilities for waiver requests of the non-federal share (NFS) requirement through the public health emergency due to the COVID-19 pandemic, we are requesting a full NFS waiver.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 18, 2022*

ITEM TITLE: 4.2

CONTACT PERSON: *Annette Mattson, Board Chair*

SUBJECT: BOARD POLICY REVIEW – SECOND READING/APPROVAL: CHAPTER 7 – HUMAN RESOURCES

BP 7100: Commitment to Diversity

Chapter 7

References:

ORS 350.375

Mt. Hood Community College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Education values diversity in the academic environment that fosters cultural responsiveness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board of Education is committed to hiring and staff development processes that support the goals of equal opportunity and diversity and provide equitable consideration for all qualified candidates.

Adopted: XXX

Notes: New

Best Practice

BP 7110: Delegation of Authority, Human Resources

Chapter 7

References:

ORS 341.290(1)

The Board of Education delegates authority to the President to authorize employment, assign and modify job responsibilities, and perform other personnel actions provided that the President follows all federal and state laws and regulations, board policies, administrative regulations, and collective bargaining agreements.

Adopted: 3/6/06
9/14/16

Revised: XXX

Notes: Rescinds Board Policy 5020 Management Rights, Board Policy 5060 Positions, Employment and Professional Development (partial), Board Policy 5080 Personnel Compensation and Conditions of Employment (partial), Board Policy 5160 Telecommuting, Board Policy 5180 Mother Friendly Workplace

Best Practice

BP 7120: Recruitment and Hiring

Chapter 7

References:

NWCCU Standard 2.F.1, 2.F.3

The President shall establish administrative regulations for the recruitment and selection of employees, including, but not limited to, the following criteria.

Mt. Hood Community College is committed to providing opportunities for promotion and advancement of all current employees. Where public announcements and recruitment are appropriate, the College will recruit widely to obtain a large, diverse group of outstanding applicants.

Employees shall possess the minimum qualifications or equivalencies prescribed for their positions by state law, College policies, and regulations.

The criteria and procedures for hiring employees shall be established and implemented by Human Resources in accordance with College policies and regulations and requirements of any applicable operative collective bargaining agreement.

Adopted: 3/6/06

Revised: XXX

Notes: Rescinds Board Policy 5042 Criminal Record Check-Fingerprinting, Board Policy 5060 Positions, Employment and Professional Development (partial), and Board Policy 6080 Faculty Qualifications

Best Practice

BP 7130: Employee Compensation

Chapter 7

References:

Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
ORS 348.586

Prohibition of Incentive Compensation

Mt. Hood Community College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Adopted: 3/6/06

Revised: XXX

Notes: Rescinds Board Policy 5060 Positions, Employment and Professional Development (partial)

Legally Required

BP 7135: Faculty Outside Employment

Chapter 7

References:

ORS 341.556

Mt. Hood Community College encourages faculty members to engage in outside activities that advance the mission of the College with the expectation that those activities be proactively disclosed, when required by this policy and related regulation, if they would or could present a conflict of interest so they can be managed in a manner that protects integrity, ensures legal compliance, and promotes good stewardship of public resources. Faculty members must avoid outside activities that result in a conflict of commitment to their job duties.

The Board of Education delegates authority to the President to develop standards governing faculty outside employment and activities consistent with current collective bargaining agreements, including disclosure of potential conflicts of interest as required by Oregon ethics law and procedures for reporting and hearing potential or actual conflict of interest complaints. (See also BP/AR 2710).

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5120 Conflict of Interest (partial)

Best Practice

BP 7160: Professional Development

Chapter 7

References:

NWCCU Standard 2.F.2

Mt. Hood Community College plans to maximize professional development opportunities for its employees.

Adopted: 3/6/06

Revised: XXX

Notes: Rescinds Board Policy 5060 Positions, Employment and Professional Development (partial)

Best Practice

2nd Reading

BP 7310: Nepotism

Chapter 7

References:

ORS 244.175 to 244.179

Mt. Hood Community College does not prohibit the employment of a relative or member of the household of a current employee of the college, with the exception that a college employee acting in their official capacity may not supervise a person who is a relative or member of their household. In addition, a college employee may not participate in personnel decisions relating to a relative or member of their household. Employees should immediately report a potential or actual conflict of interest to Human Resources. These restrictions do not apply to unpaid volunteer positions with the College.

Personnel decisions include: appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household and include participation in any interview, discussion, or debate related to these personnel decisions.

Relative means: spouse, domestic partner, parents, step-parents, children, siblings, step-siblings, sons-in-law, daughters-in-law, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse or domestic partner of the employee.

Member of household means any person who resides with the employee.

Mt. Hood Community College will make reasonable efforts to assign job duties to minimize the potential to create an adverse impact on supervision, safety, security, or morale or create other potential conflicts of interest.

Notwithstanding the above, the College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a relative or member of the household in the same department, division or facility. The College retains the right to reassign or transfer any person to eliminate the potential to create an adverse impact on supervision, safety, security, or morale or involve other potential conflicts of interest.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5120 Conflict of Interest (partial)
Best Practice

BP 7330: Communicable Disease - Employees

Chapter 7 References:

The President shall establish administrative regulations necessary to ensure cooperation with local and state public health officials when measures are required to prevent and control communicable diseases among employees.

Adopted: 3/8/06

Revised: 6/8/11
XXX

Notes: Rescinds Board Policy 4080 Risk Management (partial)

Best Practice

BP 7340: Leaves

Chapter 7

References:

ORS 653.601 to 653.661
ORS 659A.040 to 659A.049
ORS 659A.150 to 659A.186
ORS 659A.190 to 659A.198
ORS 659A.082 to 659A.086
ORS 659A.270 to 659A.285
ORS 659A.312

The President shall establish administrative regulations for employee leaves as authorized by law and any collective bargaining agreements entered into by the College.

In addition to these policies, regulations, and collective bargaining agreements, the Board of Education retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Adopted: 3/6/06

Revised: XXX

Notes: Rescinds Board Policy 5080 Personnel Compensation and Conditions of Employment (partial)

Best Practice

BP 7370: Political Activity – Employees

Chapter 7

References:

ORS 260.432

Employees shall not use Mt. Hood Community College funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, election petition, candidate, or political committee, including, but not limited to, any candidate for election to the Board of Education. This policy prohibits political activity while on the job during an employee's working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure, election petition, candidate, or political committee during non-working time.

Adopted: 3/8/06

Revised: XXX

Notes: Rescinds Board Policy 5140 Staff Participation in Political Activities

Best Practice

BP 7400: Employee Travel

Chapter 7

References:

The President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of Mt. Hood Community College.

The President shall establish administrative regulations regarding the attendance of other employees at conferences, meetings, or activities. The regulations shall include authorized expenses, the advance of funds, and reimbursement.

Adopted: 12/18/90

Revised: 5/19/00
3/8/06
XXX

Notes: Rescinds Board Policy 3280 Travel
Best Practice

BP 7510: Domestic Partners

Chapter 7

References:

ORS 106.340

Domestic partners registered as required by state law shall have, insofar as permitted or required by state law, all of the same rights, protections, and benefits and the same obligations, responsibilities, and duties of married persons under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, any references to "spouses" in the College's policies or administrative regulations shall be read to include registered domestic partners as permitted by law.

Adopted: XXX

Notes: New

Best Practice

BP 7600: College Security Officers

Chapter 7

References:

ORS 341.300 (peace officers/traffic control)

Mt. Hood Community College shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the campus(es) owned or operated by the College. Their duties include but are not limited to protecting persons or property, preventing the theft of college property, and reporting any unlawful activity to the College and local law enforcement.

The President shall establish administrative regulations necessary for the administration of campus security.

Adopted: XXX

Notes: New

Best Practice

BP 7700: Whistleblower Protection

Chapter 7

References:

Affordable Care Act (29 U.S. Code Section 218C);
ORS 659A.199 to ORS 659.236

The Board strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229, including disclosure of information otherwise protected under Oregon's public records law (ORS 192.311 to 192.478).

An employee who in good faith has an objectively reasonable belief that the actions of the college or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon's Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:

1. A state or federal regulatory agency;
2. A law enforcement agency;
3. A manager employed by the college; or
4. An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon's attorney-client privilege protection under ORS 40.225.

The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.

The affirmative defense does *not* apply to information that:

1. Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or
2. Is stated in an agreement that it is not related to the employee's employment with the employer and is either:
 - a. a commercial exclusive negotiating agreement, or
 - b. a commercial nondisclosure agreement;
3. Is disclosed by an attorney or their employee if the information disclosed is related to the representation of a client; or
4. Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA), and under these circumstances may only be disclosed in accordance with federal law.

Any employee who invokes their rights under this policy has the right to file a complaint under the College's harassment complaint procedure; and, is entitled to all remedies available under Oregon's unlawful employment practices law, ORS 659A.200 to 659A.224.

The President shall establish administrative regulations regarding the reporting and investigation of suspected unlawful activities by College employees, and the protection from retaliation of those who make such reports in good faith or assist in the investigation of such reports. For the purposes of this policy and any implementing regulations, "unlawful activity" refers to any activity — intentional or negligent — that violates state or federal law, local ordinances, or College policy.

The regulations shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities or assist the College in its investigation.

Furthermore, Mt. Hood Community College employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
- 2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- 3) directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the College. The College will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including the discipline of those who violate it up to and including termination.

Adopted: XXX

Notes: New

Legally required/ Best Practice

BP 7800: Work After Retirement

Chapter 7

References:

ORS 238;
Chapter 355, Oregon Laws 2019

The Board of Education delegates to the President the authority to approve the continued employment and compensation of Mt. Hood Community College employees after retirement from the Public Employee Retirement System (PERS).

The President shall establish administrative regulations related to work after retirement from PERS consistent with state and federal law. (See also BP 7110)

Adopted: XXX

Notes: New

Legally advised

Student Development

John Hamblin

May 2022

Improve student success:

AATC – Academic Advising Virtual Office Hours: They are held on Wednesdays and Thursdays from 3-5pm on Zoom. This is something we started in Winter term to provide a virtual drop-in space for students to speak with an adviser. Overall, we are still using an appointment model for our unit and prioritize scheduling appointments, yet we know that some students benefit from being able to drop in without an appointment - both in person and remotely. The Zoom link is posted on our webpage, which we can post in the chat for anyone wanting to share that info with students.

Student Life and Civic Engagement: - We sorted 6 pallets of Amazon Donation to restock the Barney's Pantry. We are incredibly grateful for all staff, faculty, and staff that came and supported with sorting.

Accessible Education Services (AES): We are updating content in our course, "Cognitive Learning Strategies" to include information on PTSD and Trauma to help our students understand and cope, including various sources of trauma including personal, social, and the Covid-19 pandemic.

Financial Aid: We started awarding students for the 2022-23 award year halfway through April. This was a little later than prior years by a couple of weeks, but the delay allowed us to award Pell Grant for students (ED released the Pell chart late). We were also able to award state grants (Oregon Promise and Oregon Opportunity Grant) to those who were early applicants. Oregon Promise renewal awards will be processed by early June. To date, we have awarded 2035 students for 2022-23 – below is additional detail on these students:

- 53 students are ORSAA completers (undocumented)
- 58% are eligible for Pell Grant
- 55% are eligible for Oregon Opportunity Grant
- 401 students are eligible for Oregon Promise (these are recent HS graduates or GED completers)



Student Development Update

Advance diversity, equity, and inclusion:

Accessible Education Services (AES) is working with Facilities to provide more ADA access on campus. Look for updates in HPE and Visual and Performing Arts areas; we will provide a report before Fall term.

Student Life and Civic Engagement: - Upcoming Events

- **Celebrando Cinco de mayo! (Virtual Event/Programa Virtual)**
 - THURSDAY, MAY 5, 2022, 12 – 1 PM
 - Join us for an educational and engaging afternoon of virtual demonstrations highlighting Mexican heritage. Los invitamos a participar en un día de educación sobre la cultura Mexicana.
 - [Register in advance for this meeting here/Inscríbese aquí.](#)
- **Celebrando Cinco de mayo: Coco! (In-Person)**
 - THURSDAY, MAY 5, 2022, 6 – 8 PM
 - The MDRC invites you to a screening of Coco! Only 40 seats available. ¡El MDRC te invita a una presentación de Coco! Solo 40 asientos disponibles.
 - [Register here/Inscríbese aquí.](#)
- **Community Connections (Virtual): Black, Indigenous, and People of Color (BIPOC Students)**
 - TUESDAY, MAY 10, 2022, 11:30 AM – 12:30 PM
 - Join our community building event for students that represent the BIPOC community!
 - [Register in advance for this meeting here.](#)
- **Community Connections (Virtual): LGBTQAI+ STUDENTS & ALLIES**
 - THURSDAY, MAY 26, 2022, 3 – 4 PM
 - Join our community building event for students that represent the LGBTQAI+ community and allies!
 - [Register in advance for this meeting here.](#)
- **Multicultural Student Graduation (Virtual)**
 - FRIDAY, MAY 27, 2022, 12 – 1 PM
 - Join us as we honor and celebrate our community in their accomplishments!
 - [Students interested in participating in the ceremony can register here!](#)

Asian American Heritage Month: Portland Taiko (Live Performance) WEDNESDAY, MAY 18, 2022, 7:30 – 8:30 PM. Join us as we honor Asian American Heritage Month with an engaging and interactive performance by Portland Taiko. Learn more about Portland Taiko at <https://portlandtaiko.org/>.

Financial Aid: We are currently hiring for a bilingual Financial Aid Adviser to better serve our Spanish-speaking student population.

Student Development Update

Strengthen community engagement:

Accessible Education Services (AES) is working with our local high schools in preparation for Fall enrollment, including providing a seamless transition for our students transition from HS to college, including receiving documentation and/or IEP's.

AATC – In support of recruitment & enrollment growth, all AATC academic advisers are working with the SOAR team this spring, visiting local high schools for fall registration events. Last year, we did this via zoom. This year, by request, we will be going to the high schools to work directly with students.

Increase excellence in operations:

AATC – Working with EAB, we analyzed the effectiveness of our proactive advising outreach campaigns. We found that students who responded and scheduled an appointment with an academic adviser had an average persistence rate of 78% compared to 58% for those who did not. When looking at ROI for our Winter Term advising campaigns, we estimated that the increased persistence rates added up to an approximate \$49,000 in increased revenue for the college.

Instruction

Al McQuarters

May 2022

Improve student success:

- MHCC's High School Services Department in partnership with the Oregon Education Association and MHCC's Teaching and Learning Center held a districtwide Dual Enrollment Student Success Panel and Conversation.
- The WorkSource and Student Success Programs provided the following support: rent assistant to 11 students, TriMet HOP Fair assistant to 56 students, gas cards to 40 students, assisted 5 students with utility bills, provided SP22 Tuition & Fees to 43 students, and support with SP 22 Books and school supplies to 18 students.

Advance diversity, equity, and inclusion:

- The Small Business Administration hosted a Resource Partner Meeting that included members of the Oregon Small Business Development Center, the Rockwood CDC, the Women's Business Resource Center among other to learn more and discuss new initiatives to serve the historically underserved, underrepresented, and marginalized businesses and owners in the area.
- The Humanities division welcomed bestselling Indigenous author Cherie Dimaline to the Mouths of Others on May 3, 2022, to share her work with students and the greater community.
- Andrew Jackman, Aquatics Manager, worked with the MHCC Foundation to approve a new program utilizing funds donated to the Aquatic Center for developing a financial aid mechanism to low-income families in the community so they can afford swim lessons at our facility advancing diversity, equity and inclusion in Aquatics on campus and in the surrounding community.

Strengthen community engagement:

- Ibrahim Alhussain, Director of Small Business Development Center, attended a Q&A session with City of Gresham Mayor, Travis Stovall, regarding the Rockwood-West Gresham Urban Renewal District project.
- Mathematics instructors, Michael McAfee and Gina Shankland, attended the Oregon Mathematical Association of Two-year Colleges (ORMATYC). They attended a variety of sessions on topics ranging from cryptocurrency, increasing cultural competency, and using the game of Cribbage to model probabilities and strategies mathematically.



Instruction Update

- AVID| Learning Success Center partnered with Trio SSS and hosted a Portland State University transfer event on April 27. Students could get questions answered from PSU advisers and apply on the spot. Application fees were waived and pizza and snacks were provided.
- Visual Arts hosted a district High School Arts Exhibition which culminated in juried awards.
- Performing Arts hosted the Oregon Music Education Association State Small Ensemble Championship in the College Theatre.
- Dawn Loomis, Director of Workforce, Apprenticeship & Community Education and Sue Spencer, Advisor & Student Success Specialist, participated in the annual NECA-IBEW graduation ceremony recognizing seven recent journey-level workers for earning the additional credential - their AAS in Electrician Apprenticeship Technologies. These students made the extra effort, outside their 5-year apprenticeship, to take additional courses to earn the degree.
- Faculty member, Josh Stratman, responded to a missing snowboarder search with Portland Mountain Rescue on April 6 and a missing Nordic skier search on April 29.
- Aquatics Manager, Andrew Jackman, recently presented at the Gresham Chamber of Commerce Executive Board meeting about the aquatic center.
- Dr. Kim Hyatt, Dean of HPEAAR, recently presented bids to the NWAC Executive Board to host the NWAC Volleyball Championships and the NWAC Track and Field Championships over the next three years and we were awarded the NWAC Track and Field Championship.

Small Business Development Center Data for April 2022:

- Clients seen: 28
- New clients: 13
- Training events: 4
- Training attendees: 36

Business Types

- Convenient store
- Landscape carpentry and forest stewardship
- Online boutique
- Coffee shop
- Technologies Innovations and Customizations
- Paddleboard/kayak rental company
- Bamboo farming
- Business coaching
- We Grow Big Trees

Instruction Update

- Advertising
- Goat assisted therapy
- Online vintage jewelry store
- Mexican Staple food business

Increase excellence in operations:

- The High School Services Department held two Q&A sessions with the Math Department regarding the status of the Math articulation renewals. It also held two campus-wide Perkins Funding info and Q&A Sessions.

Administrative Services

Jennifer DeMent

May 2022

Improve student success:

- IT Client Services upgraded our Adobe Licensing to include Adobe Substance for the **Game Design** program and repaired over 100 **student laptops** with a password expiration issue.
- IT currently provides a range of **Adobe** apps to staff and students for specific programs. The college's per/person cap used to be 20GB of space, but Adobe recently increased it to 100GB/person at **no cost** to the college. Even small projects in Adobe take up quite a lot of storage space, so an 80GB increase is a considerable quality improvement upgrade for staff/students.
- **N95 Mask distribution** – Facilities continue distributing N95 masks to student-facing areas and department administrative coordinators.
- The **Vista** area is still supported and used by students, but the attendance has dropped mostly during lunchtime hours of 10-2.
- **Dental Hygiene Remodel** – Continuing final design with the architect, engineers, and Dental staff. The team anticipates the final design in early June and will need to select a Construction Manager / General Contractor for construction activities.

Advance diversity, equity, and inclusion:

- CCR&R would like to welcome our four newest **early childhood coaches** to our team. They will work directly in the field with teachers and administrative staff participating in either Preschool for All or Preschool Promise.
 - Edith Ramirez will work directly with our Preschool Promise providers who identify Spanish as their preferred language.
 - Sherine Gerges will work directly with Preschool for All providers who identify Arabic as their preferred language.
 - Layla Ali will work directly with Preschool for All providers who identify Somali as their preferred language.
 - Gabriela Bizari will work directly with Preschool for All providers who identify Spanish as their preferred language.
- **Parking Lot H ADA and accessibility upgrades** – Finishing sidewalk re-sloping and handrail installation to pass inspection from the City of Gresham for reopening the parking lot. Contractors have one light pole reinstallation to complete after the structural design of the light pole concrete base

Strengthen community engagement:

- The Business Office completed the **2022/2023 approved budget** and submitted the approved budget package to TSCC.



Administrative Services Update

- **Event and Room Scheduling** – IT Project Management completed the 25-Live Full Implementation and Communication. This project delivered a complete reimplementation of the 25Live Room/Event Booking software, including updated configuration, roles and responsibilities, and user training and documentation. This deliverable provides a consistent process across the college for internal and external room scheduling, automatically updating MHCC’s website events calendar for external events.
- **Safety and Security** - In collaboration with Public Safety, IT Infrastructure installed a security camera in parking lot M for monitoring.
- CCR&R was given over **18,000 at-home COVID-19 tests** to distribute to child care programs throughout the county. Tests are for any staff working in child care programs and to be given out to families attending the programs. This allotment was in addition to the tests previously given to publicly funded programs provided by Oregon’s Early Learning Division. Our first distribution event was on April 21st. We are offering additional days throughout May until we distribute all tests. Distribution is available at the Maywood Park Campus on



either a specific day or by appointment.

Increase excellence in operations:

- With support from IT, the Business Office completed the **Time and Attendance** system (Novatime) implementation in April. NovaTime support team focuses on accommodating changes and new requests to manage staff timesheets better and improve customer services. The last three groups, CDFS, Part-time Faculty, and Full-Time Faculty were moved to the electronic system.

Administrative Services Update

- The Business Officer started discussing **Lean Six Sigma** projects to reduce manual work and improve efficiency.
- Human Resources reached a negotiated agreement with FTFA regarding the **terms and conditions related to the pandemic** for the summer and fall terms.
- **Cyber-Security – Recap of risks identified and/or blocked for April:**
 - 80 MHCC account alerts required manual review
 - 16 false positives or failed attack attempts
 - 64 needed password changes, and their Office 365 sessions were revoked (confirmed suspicious activity)
 - Email
 - 5,975 instances of phishing blocked
 - 27,727 instances of Spam blocked
 - 16 instances of email malware blocked (5 were attachments, the remainder were URL links)
- IT completed **Network Upgrades** in AT26 and AT33 – These upgrades will improve performance and increase security.
- Converted CDFS Kelly Place and Cascade Crossing over to campus VOIP (Voice over IP) and added WiFi; these changes will **improve performance** and add **WiFi** capability.
- IT Infrastructure installed a camera to monitor the V-Weir waterflow system in collaboration with Fisheries.
- IT Client Services recommended and completed early ordering of our 22/23 computer upgrades to allow us to have the equipment in the summer at a **\$60,000 discount** over July prices.
- IT imaged (pre-configured) over 50 **desktop/laptop devices** for both new and existing deployments.
- Design meetings are in progress with the architectural firm for the **Aquatics 50M pool enclosure**, with a review of the final desired outcomes and timeline in progress.

College Advancement and Brand Marketing & Communications

Al Sigala

May 2022

Improve student success:

The annual MHCC Foundation auction successfully raised over \$214,000 and saw close to 140 attendees gather for a fun evening at the Yoshida Haven Estate. Much of the month was spent in preparing for the event including finalizing auction packages, drafting catalog content, program content, slideshow content, print ads, email and social media. Collecting attendance information and planning seating arrangements was also a priority. Event logistics included facilities dept coordination, wine delivery, shuttle arrangements, set up and take down and vendor coordination. A group of 10 student volunteers assisted with the event including scholarship recipients.

Planning efforts were also kicked off for the May 19th Hero for Education Reception to be held at the Yoshida Haven Estate. The event will honor this year's and last year's Heroes for Education awardees, as well as promote planned giving for the Foundation. This year's honoree is Gary Grimes, a former MHCC faculty member who has not only been a long-time supporter of the Foundation, but recently started an endowed scholarship in his father's name. The event will also honor those donors who have moved up a level or two on the donor wall as a result of their lifetime giving to the Foundation.

Al is working with OCCA and Dr. Skari in preparation of the May 12th NCHEMS study group that includes MHCC, PCC, Clackamas CC, Clatsop CC and Tillamook Bay CC. The study is intended to inform Oregon's statewide vision for higher education and increase our understanding of what is needed to effectively serve current and future students and the state and its various regions. NCHEMS will be talking to students, staff, faculty, administration, community groups, business and government groups as part of this effort.

A Request for Proposals has been posted to hire an agency to lead the build of an information architecture and navigation structure (content planning and location – basically the blueprint for the site) for the build of the new MHCC website – with an emphasis on user-centered and search-optimized design. Bids are due May 9th, and we will be interviewing agencies and making a selection later in May.

A contract was signed to implement the Custom Viewbook which will be a key online recruiting tool and resource. This month we outlined key content topics for the tool and are now starting to draft copy and content based on the proprietary “wizard” tool provided by the vendor. We are also developing questionnaires to send out to program directors internally to gather key missing information.



Development and District Communications Update

This tool will provide an efficient process to discover and re-engage with prospective student leads and help guide prospective students to enroll. Content for the Custom Viewbook will also be repurposed to update many of our existing website pages as we work on a new website, will help us begin to build the foundation for our new website content, and will also serve as the basis for printed marketing support materials regarding our academic programs and student services offerings. Our goal is to finalize and launch this by the end of 2022. This may be able to be expedited depending on our success with recruiting for key vacant positions.

Promotional efforts included community building events through monthly student newsletter and social media posts which highlighted events such as Community Connections for our DACA/Undocumented Students. We publicly recognized and honored two MHCC students who were named to the 2022 Oregon Community College Association All-Oregon Academic Team on social media. We also partnered with Student Life in the promotion of bringing awareness of Arab American Heritage Month through social media and in the student newsletter. We promoted the special celebration to recognize and celebrate Arab American Heritage Month and support the identity development and success of our Arab American students.

Advance diversity, equity, and inclusion:

The Foundation's scholarship committee reviewed and approved a proposed change in the scholarship application process. The change was to no longer require references as part of the scoring process beginning in 2022-23. Staff shared there were equity concerns regarding the requirement. Scholarship readers have experienced heartwarming essays from applicants who were not able to get references submitted. As result they were penalized in their final scoring. This decision will improve access to scholarships for non-traditional students, students from underfunded high schools, and first-generation college students.

Provided support to the Office of Diversity, Equity, and Inclusion by promoting The Western States Center's "Confronting White Nationalism in Schools" workshop the MHCC Community was provided strategies to push back against white nationalism.

BMC worked with The Office of the President to widely distribute the Board of Education's Statement supporting MHCC's LGBTQAI+ Community. This message was sent out on all social media platforms, posted to mhcc.edu, sent to all faculty and staff, was repeated in the staff newsletter, News & Notes, and we ran this broadly to the community in the Gresham Outlook and in the upcoming College plus Community.

Built partnerships with media agencies KATU/Univision and iHeartMedia to design and deliver micro-targeted digital video and audio (streaming video, radio and podcasts) advertising that will more broadly reach diverse audiences in our district.

Development and District Communications Update

Strengthen community engagement:

In partnership with district communications, staff completed the 6th issue of the MHCC alumni newsletter. The newsletter features 8 alumni stories, including feature stories on 3 alumni musicians set to perform in the upcoming Mt. Hood Jazz Festival. The newsletter was distributed to all alumni via email on Tuesday, May 3.

Staff performed a special outreach to MHCC alumni inviting them to participate in scholarship reviews. The goal of this effort was to increase alumni engagement by providing a meaningful and approachable volunteer opportunity that would connect alumni to current students. 79 alumni responded to the invitation and 44 alumni participated in scholarship reviews.

Provided significant support for two keystone college events, the Foundation Auction and Mt. Hood Jazz Festival. For the MHCC Foundation we provided promotional efforts on social media, internally through News and Notes, broadly to the community via multiple advertisements in the Gresham Outlook and designed and created all necessary print materials for the event itself (program signage, table toppers, etc.). All of which encouraged community members to recognize the value of the helping students and donate towards the Scholarship Fund.

We also promoted the Mt. Hood Jazz Festival event and publicized news of the special guests performing at the Yoshida Haven Estate on both social media and in print. Created all banners, wayfinding materials, logos for merchandise, and other printed materials for the day of event. Continued to support updates and management of the MHJF webpage.

In partnership with Oregon Community College Association, promoted Community College Month on social media utilizing the hashtags #CCMonth and #ORCommCollege to maximize reach.

BMC is in the final stages of the production and content creation for the 2022 Summer C+C which spotlights new MHCC Leadership and informs the greater Gresham community of the Board of Directors' statement in support of the LGBTQAI+ community. Managed and provided information for multiple media requests and interviews.

Increase excellence in operations:

Efforts to digitize all scholarship files were finally completed. The goal of this project was to make all files available digitally, discard paper documents that are no longer needed, and organize the remaining paper files.

The physical updating of the donor wall outside of the board room was transferred to facilities which is more well equipped for this effort. In the past Foundation staff would take on this task.

Staff participated in the Summer Schedule Committee meeting which discussed the survey that showed that a majority of employees considered Friday closures a morale boosting option while

Development and District Communications Update

allowing flexibility for those who can't or don't wish to participate. The recommendations were shared with college leadership.

BMC is working to improve and streamline existing marketing and communications support request processes and procedures to develop more efficient and strategy-driven outreach and materials.

We are also creating and testing new internal printing, design, and news promotion request processes and tools, as well as conducting bid searches to find affordable and reliable printing and swag partners to help us decrease labor-demand for some current processes