



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on June 15, 2022, with a TSCC Budget Hearing at 6:30 pm, and a Regular Board meeting at 7:30 pm, both held via Zoom meeting.

TSCC Budget Hearing at 6:30 pm – Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/92181174535?pwd=ckZ4U0QwRjVfYjEvOGNxbWZ6T0g4QT09>

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

Webinar ID: 921 8117 4535

Passcode: 912098

Board Meeting at 7:30 pm – Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/99559623126?pwd=aS9WcmFSRjFiSGwrTjFYU0VOeXpZQT09>

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

Webinar ID: 995 5962 3126

Passcode: 782072

AGENDA SESSION 1064

- 6:30 pm** **TAX SUPERVISING & CONSERVATION COMMISSION (TSCC) HEARING**
Public hearing regarding the 2022-2023 MHCCD Budget
- 7:30 pm** **1.0** **CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM**
1.1 Approval of Agenda
- 7:35 pm** **2.0** **PUBLIC INPUT**
*Persons wishing to provide public comment can sign up by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you 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 is estimated and may vary.*
- 7:45 pm** **3.0** **REPORTS (10 min report & 5 min Q & A)**
3.1 Correspondence
3.2 Strategic Plan Presentation
- Lisa Skari
Daniel Iacofano
Sou Garner



- 8:15 pm 4.0 BUSINESS / ACTION**
- 4.1 Consent Agenda: Approvals & Information
- a) Minutes – Board Work Session 1061, May 4, 2022
 - b) Minutes – Regular Board Session 1062, May 18, 2022
 - c) Monthly Personnel Report
 - d) Monthly Financial Report
 - e) Monthly Head Start Report
 - f) COVID-19 Activity Report
 - g) President’s Goals for 2022-2023
 - h) Resolution to Transfer Budgeted Appropriations
 - i) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds
 - j) Approval to Utilize Goods and/or Services Contracts in Excess of \$150,000
- 4.2 Consider Resolutions to Adopt and Make Appropriations Jennifer DeMent
for the Fiscal Year 2022-2023 Budget
- 4.3 Consider Resolution Imposing and Categorizing Taxes Jennifer DeMent
- 8:30 pm 5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS**
- 8:45 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
- Student Development
 - Instruction
 - Administrative Services
 - College Advancement
- 6.4 President’s Report
- 9:15 pm 7.0 ADJOURNMENT**

The next regular board meeting will be scheduled on July 13, 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

June 15, 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 June 2022

For my final letter of the 2021-2022 academic year, I'd like to take a moment and recognize what we have done this year. From national awards, a new baccalaureate degree, commencement, and continued service to students, I appreciate all the work by Board members, faculty, staff and management. We have ample opportunities ahead of us, but for now let's pause and celebrate our collective success.

At their regular June meeting, the Higher Education Coordinating Commission (HECC) acted on Mt. Hood Community College's (MHCC) proposed new Bachelor of Applied Science (BAS) degree in Cybersecurity. With the recommendation from HECC staff, the Commission gave final approval for the degree. Chemeketa Community College also received final approval for their degree, making these the first two BAS degrees in Oregon. While we still need approval from the Northwest Commission on Colleges and Universities and the U.S. Department of Education, we have passed a major milestone in our process.

MHCC made quite a showing at the 34th Annual Northwest Athletic Commission (NWAC) Hall of Fame ceremony. Brittany Hendrickson was named NWAC Softball Coach of the Year and Jeff Nelson was named NWAC Athlete of the Year for Baseball. Alex Sol, also on our Baseball team, received the Men's Art Feiro Academic Excellence Award with his perfect 4.0 GPA. Inductees into the 2022 NWAC Hall of Fame included the 2000 Mt. Hood Community College Baseball Team, former Baseball player Brian Burren, and former Softball Coach Meadow McWhorter.

Annual goal update

COVID response

The Reopening Advisory Committee has wrapped up meetings for the academic year and will only meet as needed in the future. A subgroup of the Reopening Team pulled together a COVID-19 Operational Procedures document that is intended to replace reopening plans and the College's temporary pandemic administrative regulation that will expire on June 11. The operational procedures provide guidance based on the best practices from the past two years regarding reducing the spread of COVID-19.

Strategic planning

The work is in its final stages. The Workgroup Facilitators did an excellent job in guiding their teams through this exercise in developing our draft goals, objectives, and equity statement. Currently, the drafts have been shared with our stakeholder groups – students, employees and community members – where we are testing the results and soliciting additional feedback. The survey was available in languages, and closed June 14, 2022. After reviewing the survey results, the plan will be forwarded to the Board of Education for approval.

Accreditation

In the continued work in response to feedback from our most recent visit, the Assessment Action Team has defined requirements to develop rubric for core outcomes assessments and training materials for faculty. Both projects are scheduled to be completed this summer. Pilot implementation of core outcomes assessment will start in Fall 2022. Our target is to have at least 50% of departments engaged in the process in the next academic year. This will demonstrate satisfactory progress toward assessing our core outcomes to accreditation evaluators during Fall 2023 visit.

Diverse workforce

No new additional information since the May 2022 report.

As we look to next year, we are both hopeful and watchful. We are hopeful the worst of the pandemic is behind us, and we achieve that perfect balance of in-person and remote that best serves students. At the same time, we remain watchful of enrollment trends, students' needs, and state conditions. We know the coming year will bring excitement and opportunity, and we are ready for the challenge. I appreciate knowing that we will navigate whatever comes our way, together.

Community/Educational Presentations and Selected Outreach Activities

- May 1-3 AACC Annual Conference*
- May 4 Meeting with Rebecca Corbin, Executive Director of National Association for Community College Entrepreneurship (NACCE)*
- May 4 MHCC Board of Education work session*
- May 5 MHCC Foundation Finance Committee meeting*
- May 5 Semiconductor Competitiveness Task Force meeting*
- May 5 Oregon Presidents' Council (OPC) May meeting*
- May 5 Association of Community College Trustees Pacific Region meeting*
- May 10 All Hands Raised Partnership Council meeting*
- May 10 Immigrant and Refugee Community Organization's Celebrate 2022 Gala*
- May 11 Higher Education Coordinating Commission (HECC) Funding and Achievement Subcommittee meeting*
- May 12 National Center for Higher Education Management Systems (NCHEMS) Institutional Leadership focus group (part of the Landscape Study on Oregon Higher Education)*
- May 16 HECC Community College Support Fund (CCFS) Work Group meeting*
- May 17 Oregon Consortium of Nursing Education meeting*
- May 18 MHCC Board of Education regular meeting*
- May 19 Meeting with Director Mattson*
- May 19 Tour of Microchip with Dan Malinaric, Vice President of Fab 4 Operations, and Bill Kassing, Senior Manager Fab Production Operations*
- May 19 MHCC Foundation Heroes for Education reception*
- May 23 Meeting with Alex Moskal, Vice President, Riverview Community Bank*
- May 23 Rho Theta Induction ceremony*
- May 25 MHCC Foundation Board meeting*
- May 26 Greater Gresham Chamber of Commerce Board meeting*
- May 26 OPC and the Oregon Council of Presidents (OCOP) Steering Committee meeting on Landscape Study on Oregon Higher Education meeting with NCHEMS*
- May 26 Semiconductor Competitiveness Task Force Workforce Sub-committee meeting*
- May 26 Mt. Hood Reads: The Round House*
- May 27 MHCC Multicultural Student Graduation*
- May 27 Alpha Mu Gamma Induction Ceremony*

Select Media Mentions

Mt. Hood Community College Aquatic Center To Open With New Manager

<https://patch.com/oregon/gresham/mt-hood-community-college-aquatic-center-open-new-manager>

MHCC Aquatic Center to reopen, hires new manager

<https://pamplinmedia.com/go/42-news/545607-436751-mhcc-aquatic-center-to-reopen-hires-new-manager->

2022 NFCA All-American Awards

<https://nfca.org/divnews/other-2-year-news/nfca-nwac-all-americans-revealed-2022>

Gresham AAUW celebrates members, awards community

<https://pamplinmedia.com/go/42-news/547033-437877-gresham-aauw-celebrates-members-awards-community>

Mt. Hood Community College named 2022 NFCA NWAC National Coaching Staff of the Year

<https://nfca.org/divnews/other-2-year-news/nfca-nwac-national-coaching-staff-of-the-year-2022>

2022 NFCA NWAC Major Awards Announced

<https://nfca.org/divnews/other-2-year-news/nfca-nwac-major-awards-revealed-2022>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – May 4, 2022

Session 1061

A meeting of the Mt. Hood Community College District Board of Education was held on May 4, 2022, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

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

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

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

2.0 BUSINESS

2.1 Board Policy Review – First Reading: Chapter 7 – Human Resources

The board conducted a first reading of the board policies in Chapter 7 – Human Resources, and relevant information about the policies were provided by Jennifer DeMent. The board placed each policy into one of three categories: moved forward as is; moved forward with revisions; postponed.

Chapter 7 – Human Resources

BP 7100: Commitment to Diversity – moved forward with revisions: changed text in the second sentence from “recognizes that” to “values”; added the word “that” between “environment” and “fosters” in the second sentence.

BP 7110: Delegation of Authority, Human Resources – moved forward as is

BP 7120: Recruitment and Hiring – moved forward as is

BP 7130: Employee Compensation – moved forward as is

BP 7135: Faculty Outside Employment – moved forward as is

BP 7160: Professional Development – moved forward with revisions: changed text from



“intends” to “plans” in the sentence.

BP 7310: Nepotism – moved forward as is

BP 7330: Communicable Disease – Employees – moved forward as is

BP 7340: Leaves – moved forward as is

BP 7360: Discipline and Dismissal – Employees – postponed for further review; there was a discussion about the text in several bullet points and additional discussion was requested.

BP 7370: Political Activity – Employees – moved forward as is

BP 7400: Employee Travel – moved forward as is

BP 7510: Domestic Partners – moved forward as is

BP 7600: College Security Officers – moved forward as is

BP 7700: Whistleblower Protection – moved forward as is

BP 7800: Work After Retirement – moved forward as is

The board policies in Chapter 7 that were moved forward to a second reading will be on the agenda for the May 18 board meeting.

2.2 President’s Goals 2022-2023

Lisa Skari presented her draft President’s Goals for 2022-2023, and reviewed the strategies for each goal. There was a discussion about the goals and strategies, and a question was raised about goal 7.3 and the methods for tracking metrics for the strategic planning process and implementation plan, and the process for reporting the information to the board. There was a brief discussion about the college website and for the website completion to be a top priority. The board requested an update on the college website at a future board meeting. A copy of the draft presidential goals for 2022-2023 are attached to the minutes.

2.3 Board Community Engagement

Board members shared their participation in community meetings and events during the month of April. The Community Engagement spreadsheet will be updated to reflect the community activity.

2.4 Board Self-Evaluation 2021-2022

Skari presented a draft board self-evaluation for 2021-2022, and highlighted some suggested edits to the text for items 2.2, 4.4, 5.1 through 5.5, and 8.5. The board reviewed the suggested edits and discussed the current evaluation format of evaluating the board as an entity and as individual board members for each item. There was a suggestion to evaluate items in sections 1 through 10 as a board entity only, and to evaluate the board goals in section 11 as individual board members. The board discussed removing the board agreements from the self-evaluation form and to review them each year at the board retreat in July. A copy of the draft board self-evaluation for 2021-2022 is attached to the minutes.

2.5 Board Calendar 2022-2023 – Draft

The board reviewed the draft calendar of board meeting dates for 2022-2023, and discussed the meeting schedule for the summer. The board discussed the meeting schedule in July and August, and



there was a question about whether a regular board meeting was needed in August. Skari will check to see if there are any board action items in August and will let the board know. There was a suggestion to have an ad hoc committee plan the board retreat. A Doodle poll will be sent out to board members to gather their availability for the board retreat and board meetings in July and August, and will be reviewed at the next pre-board meeting.

2.6 Other Business

There was no additional business.

3.0 ADJOURNMENT

The work session was adjourned at 7:27 p.m.

Clerk

Board Chair

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

PRESIDENTIAL GOALS FOR 2022-2023 *DRAFT*

7.1 Increase community engagement activity			
Strategy	Activity	Target	Status
1. The President will assess community engagement at the executive level.	The President will oversee and collaborate with the Vice President of College Advancement to develop historical summary of connections by type and sector, and the relative activity level, to establish baseline data	By December 31, 2022, the Board will receive a report of executive level engagement.	
2. The President will ensure the development of a community engagement plan.	The President will oversee and collaborate with the Vice Presidents to develop a prioritized plan of connections by type and sector.	The Board will receive monthly updates via the President's letter.	
3. The President will increase her engagement in the community.	The President, in alignment with the plan, will develop a personal plan of engagement, track engagements, and report on results of engagements.	By October 31, 2022, the Board will receive a copy of the plan.	

7.2 Expand institutional response to diversity, equity and inclusion			
Strategy	Activity	Target	Status
1. The President will conduct an audit of equity efforts.	The President will oversee and collaborate with the Board Chair, Vice Presidents, and Associate Vice President of Diversity, Equity and Inclusion on completing an assessment using the ACCT Equity Toolkit.	The Board will receive quarterly updates via the President's letter.	
2. The President will monitor diversity metrics for students and employees.	The President will oversee and collaborate with Vice Presidents and Associate Vice Presidents of Human Resource and Assessment and Institutional Effectiveness to develop disaggregated diversity data for students and employees and show the year-over-year change.	By October 31, 2022 the Board will receive an annual report.	
3. The President will implement hiring procedures to improve the recruitment of a diverse workforce.	The President will oversee and collaborate with the Vice Presidents and associate vice presidents of Diversity, Equity, and Inclusion and Human Resources for hiring process improvements that result in improved diversity outcomes.	The Board will receive quarterly updates via the President's letter.	

7.3 Complete strategic planning process and implement plan

Strategy	Activity	Target	Status
1. The President will ensure the completion of a strategic planning process	The President will oversee and collaborate with the President's Cabinet to manage the strategic planning process and campus adoption of the plan.	The Board will receive monthly updates via the President's letter.	
2. The President will inform the Board of the metrics used for college-level assessment	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop metrics and provide rationale for how the metrics are derived.	By December 31, 2022 the Board will adopt college-wide metrics.	
3. The President will ensure the strategic planning process is integrated into unit planning and the annual budget process.	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop appropriate and aligned strategies and objectives for the 2022-23 annual planning cycle.	The Board will receive monthly updates via the President's letter.	
4. The President will ensure the communication and promotion of the strategic plan to stakeholder groups.	The President will collaborate with the Board and the Vice Presidents in developing messages and strategies for communicating the planning process and progress to stakeholders.	The Board will receive monthly updates via the President's letter.	

7.4 Prepare for the Year Seven Accreditation Visit

Strategy	Activity	Target	Status
1. The President will facilitate the policy review process.	The President will oversee and collaborate with the Board Chair and the Vice Presidents on the review and revision of Chapter One and Two of the Board Policies.	The Board will receive monthly updates via the President's letter.	
2. The President will ensure the completion of the administrative regulation review process.	The President will oversee and collaborate with the Vice Presidents and President's Cabinet for the review and revision of Administrative Regulations.	The Board will receive monthly updates via the President's letter.	
3. The President will ensure adoption of a campus governance structure.	The President will oversee and collaborate with the Vice Presidents on review and revision of the Council manual.	By December 31, 2022, the Board will receive a copy of the new Council manual.	
4. The President will ensure the preparation of the Year Seven Accreditation visit.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on campus preparations for the Year Seven Accreditation visit.	The Board will receive monthly updates via the President's letter.	

7.5 Manage institutional realities associated with COVID-19

Strategy	Activity	Target	Status
1. The President will ensure resumption activities that comply with CDC guidelines.	The President will oversee and collaborate with the Vice Presidents to address the changing landscape and implement the plan as new guidelines emerge.	The Board will receive written monthly updates	
2. The President will engage the campus community to understand the pandemics impacts.	The President will oversee and collaborate with the Governance Councils to bring forth a report on what lessons learned during the last two years and possible changes as a result of COVID-19 (assuming we are not hit with another surge and new developments with the virus).	The Board will receive a copies of Council reports.	
3. The President will provide timely and relevant COVID communications to the campus community.	The President will oversee and collaborate with the Vice Presidents to develop and distribute COVID-related information.	The Board will receive weekly updates via the MHCC News and Notes.	

**Mt. Hood Community College
Board of Education
Self-Evaluation 2021-2022
Questions Are In SurveyMonkey**

Category	Evaluation of Self					Evaluation of Board as a Whole				
	Unsat		Very Sat			Unsat		Very Sat		
	1	2	3	4	5	1	2	3	4	5

BOARD ORGANIZATION

The board operates as a unit.										
Board members make decisions after thorough discussion and exploration of many perspectives.										
Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.										
The board has adequate input into the planning of meeting agendas										
Overall Total:										

POLICY ROLE

The board assures a systemic, comprehensive review of board policies and the procedures that implement them.										
The board has clarified the difference between its policy role and the role of the CEO and staff.										
The policy-making process is clear, public, and inclusive.										
The board seeks community input in developing policies that affect the community at large.										
Overall Total:										

COMMUNITY RELATIONS

The board is knowledgeable about the community and regional needs and expectations.										
The board has strategies involving the community in discussion of issues that impact the community.										
The board has protocols for dealing with the citizens and the media.										
Where appropriate, the board assists in developing educational partnerships with community agencies, businesses, and local government.										
Overall Total:										

Category	Evaluation of Self					Evaluation of Board as a Whole				
	Unsat		Very Sat			Unsat		Very Sat		
	1	2	3	4	5	1	2	3	4	5
POLICY DIRECTION										
The board is appropriately involved in defining the vision, mission and goals.										
The board spend sufficient time discussing the future direction of the college.										
The board regularly reviews the mission and purposes of the institution.										
The board annually sets priorities in conjunction with the CEO.										
The board requires long-range strategic planning.										
Overall Total:										

BOARD-CEO RELATIONS										
A climate of mutual trust and respect exists between the board and CEO.										
The board sets clear expectations for the CEO.										
The board effectively evaluates the CEO.										
The board has clear protocols for communicating with staff that include the CEO.										
The board clearly delegates the administration of the college to the CEO.										
Overall Total:										

STANDARDS FOR COLLEGE OPERATION										
The board understands the fiscal condition of the college.										
The board assures the budget reflects college priorities in the mission and goals.										
College policies adequately address parameters regarding safety and security.										
Board policies adequately address parameters for fiscal management that meet audit standards.										
Overall Total:										

INSTITUTIONAL PERFORMANCE										
The board requires the college to regularly evaluate program effectiveness.										
The board adequately monitors the impact the college has on the community.										
The board is appropriately involved in the accreditation process.										
The board reviews accountability reports to state and federal agencies.										

Overall Total:

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Category	Evaluation of Self				
	Unsat		Very Sat		
	1	2	3	4	5

Evaluation of Board as a Whole				
Unsat		Very Sat		
1	2	3	4	5

BOARD LEADERSHIP

The board understands its roles and responsibilities.					
The board adheres to a code of ethics or standards of practice.					
Board members work together as a team to accomplish the work of the board.					
Board members are prepared for board meetings.					
Through its behavior, the board sets a positive example for the CEO and other employees.					
The board actively encourages creativity and innovation.					
The board is willing to take a stand for what it believes is right for students and the community.					
The board works to build positive relationships with all stakeholders.					
Overall Total:					

ADVOCATING FOR THE COLLEGE

Board members are knowledgeable about the college's history, mission, and values.					
Board members support the college by attending various events.					
The board helps educate the local community about college needs and issues.					
Board members are knowledgeable about state laws and regulations.					
The board works to secure adequate public funding.					
The board actively supports the college's foundation and fundraising efforts.					
Overall Total:					

BOARD EDUCATION

New members receive an orientation to the board and the institution.					
The board has an ongoing program of board development.					
The board is knowledgeable about major social and economic trends and issues that affect the college.					
Information requested by and provided to the board members does not put an undue burden on staff.					
The board self-evaluation process provides useful information on board performance.					

Overall Total:					
Category	Evaluation of Self				
	Unsat		Very Sat		
	1	2	3	4	5

Overall Total:					
Evaluation of Board as a Whole					
Unsat		Very Sat			
1	2	3	4	5	

BOARD GOALS

The board will build relationships for the college.					
The board will advocate at the local level.					
The board will advocate at the state level.					
The board will advocate at the national level.					
The board supports a teaching, learning and working environments that are safe and welcoming.					
The board will implement policies to increase access.					
The board will implement policies that support student moving to successful completion.					
The board will ensure relevant and responsive education and training.					
The board will guarantee MHCC's financial health and sustainability.					
The board will advocate and support college efforts to serve the community through access to learning opportunities.					
Overall Total:					

MT. HOOD COMMUNITY COLLEGE
Board Self Evaluation

Board Organization

Suggested edits

1.1 The board operates as a unit.

Board members make decisions after thorough discussion and

1.2 exploration of many perspectives.

Board meetings are conducted in an orderly, efficient manner

1.3 that allows for sufficient discussion.

The board has adequate input into the planning of meeting

1.4 agendas.

Policy Role

The board assures a systemic, comprehensive review of board

2.1 policies and the procedures that implement them.

The board has clarified the difference between its policy role and

2.2 the role of the CEO and staff.

2.3 The policy-making process is clear, public, and inclusive.

The board seeks community input in developing policies that

2.4 affect the community at large.

The board has clarified the difference between its policy role and the role of the **President** and staff.

Community Relations

The board is knowledgeable about the community and regional

3.1 needs and expectations.

The board has strategies involving the community in discussion

3.2 of issues that impact the community.

The board has protocols for dealing with the citizens and the

3.3 media.

Where appropriate, the board assists in developing educational partnerships with community agencies, businesses, and local

3.4 government.

Policy Direction

The board is appropriately involved in defining the vision,

4.1 mission and goals.

The board spends sufficient time discussing the future direction

4.2 of the college.

The board regularly reviews the mission and purposes of the
4.3 institution.

4.4 The board annually sets priorities in conjunction with the CEO.

4.5 The board requires long-range strategic planning.

Board-CEO Relations

The climate of mutual trust and respect exists between the
5.1 board and CEO.

5.2 The board sets clear expectations for the CEO.

5.3 The board effectively evaluates the CEO.

The board has clear protocols for communicating with staff that
5.4 include the CEO.

The board clearly delegates the administration of the college to
5.5 the CEO.

Standards for Operations

6.1
The board understands the fiscal condition of the college.

The board assures the budget reflects college priorities in the
6.2 mission and goals.

College policies adequately address parameters regarding safety
6.3 and security.

Board policies adequately address parameters for fiscal
6.4 management that meet audit standards.

Institutional Performance

The board requires the college to regularly evaluate program
7.1 effectiveness.

The board adequately monitors the impact the college has on
7.2 the community.

7.3 The board is appropriately involved in the accreditation process.

The board reviews accountability reports to state and federal
7.4 agencies.

Board Leadership

8.1 The board understands its roles and responsibilities.

The board annually sets priorities in conjunction with the **President**.

The climate of mutual trust and respect exists between the board
and **President**.

The board sets clear expectations for the **President**.

The board effectively evaluates the **President**.

The board has clear protocols for communicating with staff that
include the **President**.

The board clearly delegates the administration of the college to the
President.

8.2 The board adheres to a code of ethics or standards of practice.

Board members work together as a team to accomplish the work

8.3 of the board.

8.4 Board members are prepared for board meetings.

Through its behavior, the board sets a positive example for the

8.5 CEO and other employees.

Through its behavior, the board sets a positive example for the
President and other employees.

8.6 The board actively encourages creativity and innovation.

The board is willing to take a stand for what it believes is right for

8.7 students and the community.

The board works to build positive relationships with all

8.8 stakeholders.

Advocating for College

Board members are knowledgeable about the college's history,

9.1 mission, and values.

9.2 Board members support the college by attending various events.

The board helps educate the local community about college

9.3 needs and issues.

Board members are knowledgeable about state laws and

9.4 regulations.

9.5 The board works to secure adequate public funding.

The board actively supports the college's foundation and

9.6 fundraising efforts.

Board Education

New members receive an orientation to the board and the

10.1 institution.

The board has an ongoing program of board development.

10.2

The board is knowledgeable about major social and economic

10.3 trends and issues that affect the college.

Information requested by and provided to the board members

10.4 does not put an undue burden on staff.

The board self-evaluation process provides useful information on 10.5 board performance.

Board Goals

[Recommend deleting this section](#)

11.1 The board will build relationships for the college.

11.2 The board will advocate at the local level.

11.3 The board will advocate at the state level.

11.4 The board will advocate at the national level.

11.5 The board will promote the college.

The board supports teaching, learning and working environments
11.6 that are safe and welcoming.

11.7 The board will implement policies to increase access.

The board will implement policies that support students moving
11.8 to successful completion.

The board will ensure relevant and responsive education and
11.9 training.

The board will guarantee MHCC's financial health and
11.10 sustainability.

The board will advocate and support college efforts to serve the
11.1 community through access to learning opportunities.

Board Agreements

[Recommend deleting this section](#)

The board attends meetings, work sessions, and retreats.

The board is prepared for meetings, work sessions, and retreats.

The board is informed on issues under consideration.

The board is engaged in board activities and discussions.

The board is committed to assessing our performance.

The board is committed to continuous learning and continuous
improvement.

The board is focused on student success.

The board is committed to listening to and engaging
stakeholders and constituents, and meeting them where they
are.

The board seeks clarity in our work.

The board is committed to building trust.

The board is committed to being transparent and inclusive in our decision-making.

The board is committed to respecting others.

The board collaborates and works as a team.

The board commits to no surprises

The board supports the work of the president.

The board maintains a focus on policy, not operations.

The board acts as a unit, and stands together after a decision is made.

The board commits to sending complaints about the president to the board chair.

The board commits to sending complaints and information requests about the college to the president and board chair.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – May 18, 2022

Session 1062

A meeting of the Mt. Hood Community College District Board of Education was held on May 18, 2022, with a Regular Board Meeting at 6:30 pm, held via Zoom meeting.

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

Members present: Annette Mattson, board chair, 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, Megan Dugan, dean, AVID, Learning Success Center, Library, Bakr Alkarawi, MHCC student, Doctor Abio Ayeliya, director, Student Life and Civic Engagement, Rozina Lethe, Student Leadership and Engagement Coordinator, Kim Hyatt, dean, Health, Physical Education, Athletics, Aquatics and Recreation, Josi Kisa, executive director, Child Development and Family Support Programs, Brittany Gossard, ASG President, Tambi Boyle, FTFA President, Janine Shockley, CEA Representative, Marilyn Pitts, PFTA President

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

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.



3.2 Student Recognition

Megan Dugan recognized members of the All-Oregon Academic Team (AOAT) Nominating Committee, and congratulated MHCC students Sonya Dzierewienko and Bakr Alkarawi as recipients of the AOAT award this year. Both Dzierewienko and Alkarawi attended the AOAT Awards Banquet, and Dzierewienko was a guest speaker at the event. Alkarawi expressed his appreciation and honor in receiving the AOAT Award and thanked the college for the opportunity to attend the award event.

Doctor Ayeliya presented the Student Life End of Year Report, and shared a year in review summary of the Multicultural Diversity Resource Center, KMHD-2, The Advocate, Perceptions, Forensics Team, Speech and Debate Team Tournament Honors, and Rho Theta. Rozina Lethe presented an update on activities and events by ASG students, including ASG Book Scholarship, ASG Recycling Project, ASG Campus Garden Project, Barney's Pantry, ASMHCC Cap & Gown Program, and student engagement activities. A copy of the PowerPoint presentation is attached to the minutes.

Kim Hyatt presented highlights of student accomplishments in MHCC Athletics, and recognized outstanding student athletes in volleyball, cross country, basketball, softball, baseball, and track and field. She recognized students who received the Southern Region Baseball All-Region Awards, NWAC All-Academic and NWAC Leadership and Excellence Awards. She stated that on June 2, the 2000 Mt. Hood Baseball Team will be inducted into the NWAC Hall of Fame, and Brian Burres and Meadow McWhorter will be inducted into the NWAC Hall of Fame.

3.3 Annual Head Start Board Training

Josi Kisa presented the Annual Head Start training for board members, and shared a summary of services provided to serve children from birth to age five. The enrollment by funding source to support parents in Multnomah County Head Start Programs was 959 for Head Start, and 307 for Early Head Start and Child Care Partnerships. The 36 service locations throughout Multnomah County are comprised of 23 centers providing Head Start and Early Head Start classrooms, two home-based centers providing Early Head Start, three teen parent programs, and eight community child care centers. Partnerships in services include Reynolds School District, David Douglas School District, Gresham School District, IRCO, and MHCC Nursing Program and Early Childhood department. The training included an overview and summary of the following:

- Policy Council
- Federal, State, and Child Care Licensing Regulatory organizations that regulate and guide the Head Start programs
- Grant Planning Cycle – summarized the planning, implementation, and assessment stages of the cycle of grant funding from July 1 through July 1 of each year
- Shared Decision-Making Model – it provides leadership and strategic direction, and includes the governing body, Policy Council, and Management Staff
- Child Care Resource and Referral (CCRR) program.

Kisa responded to a question about the impact of COVID on the Head Start programs, and shared that during 2020-2021, most of the classrooms were operating virtually. At the beginning of 2021-2022,



they were able to open up for in-person services for about half of their sites due to staffing issues, and this spring they were able to re-open most all of their locations for in-person services. She responded to a question about the status of the Native American classroom, and a comment about the large number of virtual home visits they completed this year. A copy of the PowerPoint presentation is attached to the minutes.

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

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

4.2 Board Policy Review and Approval

The board conducted a second reading of board policies in Chapter 7 – Human Resources. DeMent highlighted edits to two policies, BP 7120 and BP 7370, which added clarification based on feedback from the campus community, and the edits are outlined below next to each policy. Mattson read aloud the title of each board policy presented for approval.

BP 7100: Commitment to Diversity

BP 7110: Delegation of Authority – Human Resources

BP 7120: Recruitment and Hiring – Note: language was added to clarify that employees will meet qualifications or equivalencies outlined in accreditation requirements.

BP 7130: Employee Compensation

BP 7135: Faculty Outside Employment

BP 7160: Professional Development

BP 7310: Nepotism

BP 7330: Communicable Disease – Employees

BP 7340: Leaves

BP 7370: Political Activity – Employees – Note: language was added to clarify that policy applies to restricted activities only.

BP 7400: Employee Travel

BP 7510: Domestic Partners

BP 7600: Campus Security Officers



BP 7700: Whistleblower Protection

BP 7800: Work After Retirement

Polson motioned to approve the proposed board policies in Chapter 7, and Lewis seconded the motion. There was a roll call board vote as follows:

In favor: McKeel, Lewis, Noriega, Polson, Matson

Not in favor: None

Abstain: None (Marie Teune did not vote).

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

6.0 CLOSING REPORTS

6.1 ASG Representative

Brittany Gossard (ASG) – she shared that ASG is actively recruiting for the president and vice president positions for 2022-2023, and highlighted some of their recruitment efforts. She shared an overview of some ASG events: 80 students signed up for a cap & gown, and they are preparing for that; they are focusing on a social media campaign to spread awareness about the Take Back the Night event; they are hosting the Prep Week event for students and are planning an event for each day of the week. She thanked the board for the opportunity to represent ASG and students at the board meetings, and that it has been an honor serving as ASG President at MHCC.

6.2 Advisory Representatives

Tambi Boyle (FTFA) – she thanked Al Sigala for recommending faculty to attend the OCCA Future of Higher Education event on Thursday, she shared information about Senate Bill 233, and shared an update on bargaining. They just completed Article 24 which will head to Faculty Senate and President's Cabinet for final approval. She thanked the committee members, John Hamblin, Al McQuarters, Amy Yoder, Ross Hume, Cheryl Johnson, and Jeanna Hunt, for their efforts on this. She shared that the Student Art Exhibit will be through June 3, and the Student Theatre Production will be May 19-22.

Janine Shockley (CEA) – she shared they just entered into a dialogue with administration about a COVID MOU. The International Student Program has partnered with ASG leaders to plan a student focused event similar to the previous Annual Global Breakfast event, which was cancelled during the pandemic. The Annual Global Breakfast highlighted the diverse community we serve, both on campus and in the service district, and this year they are shifting gears and will be creating to-go boxes for students. They are planning to have 200 diverse snack foods from around the world and include some MHCC branded material to give to students at the start of finals week. She shared an update on the planning for commencement this year.



Marilyn Pitts (PTFA) – she enjoyed seeing the wide variety of activities our students are involved in outside of the classroom during the Student Recognition Report. She shared that the PTFA Newsletter is completed, and she will send a copy out to board members after the meeting.

6.3 Executive Leadership

John Hamblin (Student Development) – he highlighted two events from the Division Report: Community Connections event for LGBTQAI+ Students and Allies on May 26 from 3-4pm; Multicultural Student Graduation on May 27 from 12-1pm, and board members are invited to attend.

Al McQuarters (Instruction) – he acknowledged the amazing work that is happening in the Apprenticeship programs, and highlighted the NECA/IBEW graduation ceremony.

Jennifer DeMent (Administrative Services) – she shared they are getting ready for the construction projects planned over the summer, and shared an update on the work being done to provide food and beverage on campus in the fall.

Al Sigala (College Advancement) – he highlighted there is a Foundation Donor Appreciation event tomorrow night to thank donors, and invited board members to attend.

6.4 President's Report

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

I want to start off and agree with many of the comments tonight about celebrating our amazing students. This is one of my favorite events and I look forward to the day we can be back in person to recognize our students. And, we will have a chance to celebrate our amazing faculty and staff. As you recall, the last couple of years we have done an online faculty and staff award ceremony, our service awards, and our retiree celebrations. We will do those online again this year in June, so we will be sure to get the "Hold" sent out on your calendar, and I hope you can join us in the celebration of our faculty and staff recognitions.

On campus, many of us, from students to faculty and staff, are in this unique tension you get when you are close to the end of the academic year, and it is in view, and it is hard to believe that it is only three and a half weeks away. At the same time, we feel the stress of all that needs to be accomplished. And, it creates a little bit of anxiety, but I think there is also an underlying excitement and that is what helps pull us through. And I will say that is how I am feeling about strategic planning. And, a thank you to Diane who took care of some of my reports, so thank you for that nice overview. I did also want to add that there is another component of this that I think is critically important, and actually is something you as a board have wanted, and that is the agreed upon college-wide metrics that you can use to assess the performance of the institution, how we are doing, and how we are moving towards our outcomes. Our hope is to have the draft metrics for your review at the June 1 meeting. I think it is important to remember that we will have this plan hopefully by June 15, and it will be the high-level plan, vision, mission, values, and goals and those metrics. But that really is kind of the beginning of the work, because after that approval, then it comes to the campus for myself, the leadership team, faculty and staff, and everyone to really build out and figure out how we are going



to accomplish those goals over the next three to five years, and the specific tactics it will take to accomplish that.

So, a lot more still to happen, but again I think we have completed a lot and this process is close to being in what I call the home stretch. And then, what we will have is this plan that we know what we are focusing on, we know how we are assessing our performance, and we know our stated values that we will be using in decision-making. And so, it is the path forward and I cannot wait to see where we take this.

7.0 ADJOURNMENT

Polson motioned to adjourn. Teune seconded the motion and it passed unanimously. The meeting was adjourned at 8:39 p.m.

Clerk

Board Chair

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

May 18th, 2022
Mt. Hood Community College
Board of Education

STUDENT LIFE END OF YEAR REPORT

Co-Curriculars

- The Associated Students of Mt Hood Community College
- Rho Theta
- Clubs and Organizations
- Forensics
- Perceptions
- The Advocate
- Venture Magazine
- KHMD2
- Multicultural and Diversity Resources Center

A YEAR IN REVIEW

- **Multicultural Diversity Resource Center**
- **KHMD-2**
- **The Advocate**
- **Perceptions**
- **Rho Theta**
- **ASG Book Scholarship**
- **ASG Recycling Project**
- **ASG Garden Project**
- **Student Events**
- **Barney's Pantry**
- **Student Engagement**

MULTICULTURAL DIVERSITY RESOURCE CENTER



- Student Council on Multicultural Affairs launched (5 members); will begin hosting regularly scheduled bi-weekly Council meetings Fall 2022
- Hosted Hispanic and Latinx Heritage Month event and first Arab Heritage Month event
- Celebrated 3rd annual first generation college celebration day and will host our 3rd annual Multicultural Student Graduation
- In collaboration with ASG, began a process for building a campus garden to supplement the food offerings in Barney's Pantry and educate on food insecurity/food justice



KMHD2

- Students have worked on developing more Live Streaming opportunities to better support fellow students and other programs on campus.
- The program were able to leverage new equipment purchased on the Comcast Grant from a few years back.
- Students went on location to Livestream 2 music program events and the High School Art show in Visual Arts. These partnerships are valuable as they show our students dedicated to helping their fellow students while at the same time gaining practical experience producing this new media content.

- Our media students also Live Streamed all three days of the Mt Hood Jazz Festival during the first weekend of May. We are happy to report that our students enjoyed this experience, and it was great to interact with the world-class jazz talent the festival brings to the district.
- As we advance, we hope to be able to gain access to our studios again in the fall.
- We've also been working with a local nonprofit music education organization about entering into a programming partnership that would allow our students to gain access to professional-level programming and access to local and national musicians as they tour through the Portland area.

THE INDEPENDENT STUDENT VOICE OF MHCC

THE ADVOCATE

- Continuing to publish timely and important stories online at our website www.advocate-online.net
- Proactive in adopting creative online communication and sharing platforms that will help us, post-pandemic.
- Distribute our annual spring Venture Magazine, a print edition of long-form stories utilizing Advocate writers and the talents of Integrated Media design and photography students. Venture raises Mt. Hood's profile in the community as it focuses on features and businesses in the broader Gresham-East County area.

PERCEPTIONS

- The 2022 issue of Perceptions Magazine will be printed in early June. The magazine will be both online this year. Complimentary copies will be sent to all the board members.
- Jonathan Morrow is retiring from the college and stepping down as Perceptions advisor.
- Tom Fuller will be taking over as the advisor and plans to work on developing the social media around the magazine among other things.



FORENSICS TEAM

- Participated in the **National Online Championships**, sponsored by National Online Forensics
- **Chelsea Alderman and Shalynn Robinette** attended the **National Speech Championships** with 45 schools.
- **Alderman** advanced to the Quarterfinal rounds (Top 24 in the tournament) of Persuasive speaking in her first term of competition!
- **Robinette** tied for first in the Novice Showcase with her Persuasive Speech. The team earned 2nd place in Community College Sweepstakes.
- This was the 2nd year that MHCC earned Community College Team honors at this tournament.

- In April, the team's first tournament was the **National Online Forensics #4 Quarterly Tournament**. Bringing home two Bronze medals were veteran member **Chelsea Alderman**, who was a Bronze Medalist in Platform Speaking and new member **Jessica Thomason**, earning Bronze medalist honors in Impromptu speaking.
- The team will complete its 21-22 competitive season at the Professional Speech and Debate Association Season Championships on **June 4th**

BRINGING HOME HONORS:

- On May 7, The team participated in the Professional Speech and Debate Association #4 Qualifying Tournament.
- **Edith Ramirez** – 4th place - Professional Platform Speaking/Top Novice speaker
- **Chelsea Alderman** – 5th place - Professional Platform Speaking/2nd Novice speaker, 5th place - Professional Impromptu Speaking/2nd Novice Speaker
- **Jessica Thomason** – 4th place - Professional Impromptu Speaking/Top Novice speaker, 3rd place – Professional SPAR debate/Top Novice
- **Danny Stevens** – 6th place - Professional Impromptu Speaking/3rd Top Novice speaker, 4th place – Professional SPAR Debate/2nd Top Novice

RHO THETA

- Welcomed 116 new members this year
- The induction ceremony is Monday May 23rd at 6pm



ASG BOOK SCHOLARSHIP



- Fall Term 2021 – 14 applicants, 5 scholarships offered
- Winter Term 2022 – 35 applicants, 14 scholarships offered
- Spring Term 2022 – 24 applicants, 8 scholarships offered

ASG RECYCLING PROJECT



- 8 bins donated from City of Gresham
- Over the summer will sand and wrap bins
- Placed around campus by Fall 2021
- ASG will manage and profits from recycling will go towards sustainability initiatives

CAMPUS GARDEN PROJECT

- Began collaboration with MDRC Student Leaders to continue work this year
- Both co-curriculars will working on this project to ensure its continuation as students transfer
- Met with Facilities, Fisheries, Natural Resources, and Students to finalize location
- Working to finalize timeline and budget to propose to Infrastructure Council for approval of space use
- Hope to start planting by Fall Term

STUDENT EVENTS

- More than 25 events this year
- Over 600 students served
- Mainly online via zoom or social media channels
 - Our engagement is up 84%



BARNEY'S PANTRY

- One box provides up to 3 weeks of non-perishable food and hygiene
- Continued partnership with Amazon brought in tons of donations
- Created quick grab snack options
- 2021-2022 Statistics
 - Fall Term 2021 – 296 boxes packed, 193 students served
 - Winter Term 2022 – 251 boxes packed, 183 students served
 - Spring Term 2022 – 428 boxes packed, 254 students served



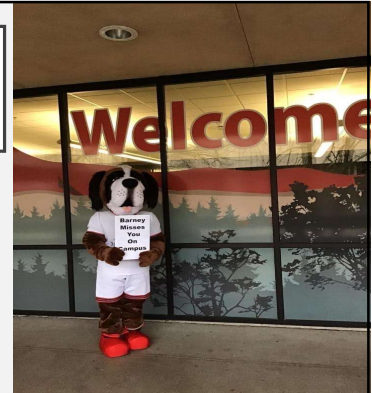
ASMHC CAP & GOWN PROGRAM

- 2021: 50 students served
- 2022: 80+ students to be served



STUDENT ENGAGEMENT

- Adapted to how students felt comfortable to engage
- Focused on resources and events that students could learn from and use the material to better their experience at MHCC
- Looking forward how can we continue this momentum?
 - Continue with what worked well
 - Textbook assistance



POINT OF ATTENTION

- Not enough application for ASG President and Vice President
- We will increase stipend and offer book scholarship to incentivize students
- Election will likely be held in Fall (hopefully)
- Barney Pantry is outgrown. The Old Bookstore is suitable for the Pantry.



Child Development and Family Support Programs

Head Start
Early Head Start
Child Care Partnerships
Child Care Resource & Referral

Head Start Program Mission

Increasing the success of
children and families by
building on strengths



Mt. Hood Community College Head Start

- MHCC Head Start Program serves children from birth to age five. Priority is given to children and families with high needs including foster children and homeless families. The program provides both classroom-based programs and home visit programs.
- Employ about 300 staff members – 27% are current or previous Head Start parents
- Provide part day and full day Head Start, home based services, childcare in community settings and a full day program for MHCC student families – 1,671 families served in the 2020-2021 school year.
- Last year, 14,824 Virtual Home Visits were performed with children and families.

Enrollment by Funding Source

Funded Enrollment Head Start		Funded Enrollment Early Head Start	
Federal Head Start	298	Federal EHS	136
Oregon Head Start	605	Oregon EHS	24
Portland Children's Levy	36	Portland Children's Levy	38
Preschool Promise	20	Baby Promise	6
		MIECHV (Health Authority)	20
		Child Care Partnerships	
		(Federal EHS)	75
		(State EHS)	8
Total Head Start	959	Total Early Head Start	307



Our Families

- **Head Start**
 - 959 children
 - **Early Head Start**
 - 224 infants and toddlers
 - **Child Care Partnerships**
 - 83 infants and toddlers
-
- **Family dynamics**
 - **Two parent families**
 - Head Start: 371
 - Early Head Start: 123
 - Child Care Partnerships: 15
 - **One parent families**
 - Head Start: 390
 - Early Head Start: 94
 - Child Care Partnerships: 70

41

Languages Spoken

Our Service Locations

36 Service locations including

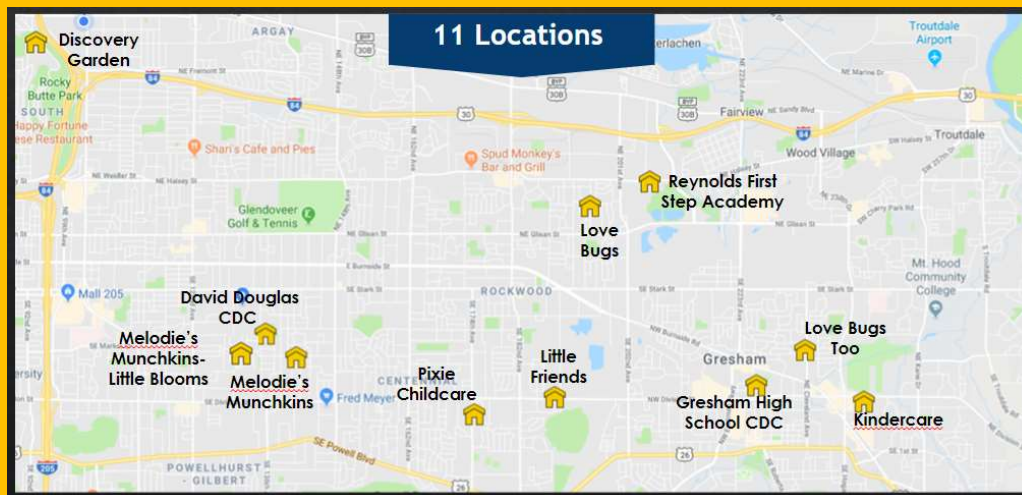
- 23 Centers providing HS and EHS classrooms
 - Providing in-person services and centers providing virtual classrooms
- Two Home Based Centers providing EHS
- Three Teen Parent Programs
- Eight Community Child Care Centers

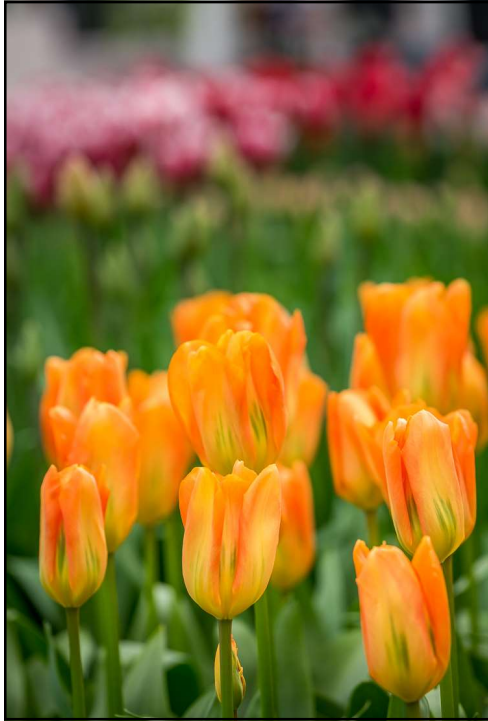


Head Start/Early Head Start Locations



Child Care Partnerships Locations





Partnerships in Services

- Reynolds School District – Teen Parent Program and Davis Elementary
- David Douglas School District – services to children with disabilities and Earl Boyles Elementary
- Gresham School District – Teen Parent Program
- IRCO – Classroom serving Burmese children and families
- MHCC – Nursing Program and Early Childhood Dept.

Policy Council

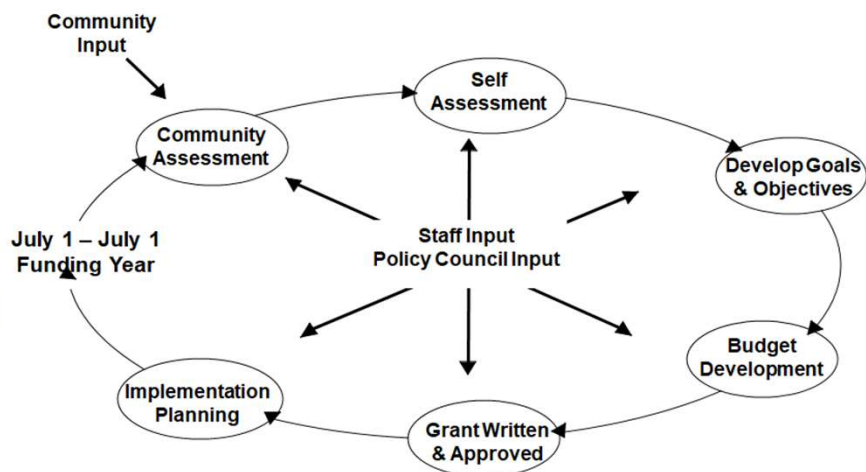
- Russell Ochoa, Chairperson
- 31 parent positions to represent our 23 sites
- Interpretation Services during our virtual meetings



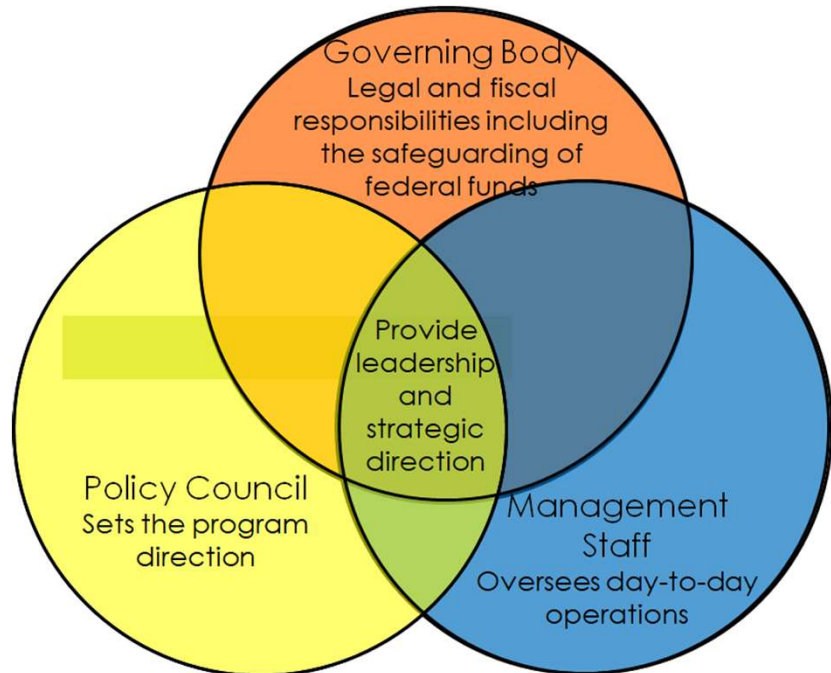
Federal, State and Child Care Licensing Regulations



Grant Planning Cycle



Shared Decision Making



Child Care Resource and Referral

- CCRR's mission is to strengthen our community by supporting early childhood professionals, providing leadership in the field and by promoting access to high quality childcare experiences for all children and families inclusive of every race, ethnicity, language, gender, age, ability or income level.
- Our vision is for every child and family to have access to high quality, culturally relevant childcare and all early learning teachers are professionals earning a fair and sustainable wage with access to high quality professional development, support and resources.
 - Classes are offered in 7 languages
 - 4 culturally specific provider networks and 1 infant/toddler network
 - Contracted with trainers to provide training in 10 core knowledge categories

Child Care Resource and Referral

- CCR&R provides professional development and support for all licensed and unlicensed childcare programs in Multnomah County.
- By the end of the 2021 school year, there were approximately 681 licensed facilities and 128 unlicensed facilities in Multnomah County. This includes Head start, home based, center-based care.
 - 192 Trainings Offered with 2679 participants
 - 2679 Professional Attendees
 - 427 Attended First Aid/CPR
 - Overall 20-21 Budget: \$6,304,391. Of that: \$2,732,799 in child care subsidy dollars for low income working families through Baby Promise and Community Child Care Initiative





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: June 15, 2022

ITEM TITLE: 4.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Moore, Kevin	Library OER and Reference Specialist	Avid Learning Success Center & Library	5/2/2022
Cphoon, Chris	EMT Lab Assistant	Workforce Training	5/4/2022
Darling, Savannah	Head Pool Lifeguard	Aquatics	5/5/2022
Newman, Justin	Swim Instructor/Pool Lifeguard	Aquatics	5/9/2022
Franklin, Kala	Customer Service Representative	Aquatics	5/9/2022
Logue, Justin	Aquatics Program Assistant	Aquatics	5/10/2022
Iwata-Reuyl, Hana	Head Lifeguard	Aquatics	5/16/2022
Dettman, Cynthia	PT Instructor	Human Development	5/17/2022
Samuels, Douglas	Director	Workforce Development	5/17/2022
Montoya, Bernardo	Public Safety Officer	Public Safety	5/18/2022
Brushwood, CJ	Head Lifeguard	Aquatics	5/20/2022
Gutierrez-Venancio, Jonathan	Swim Instructor/Pool Lifeguard	Aquatics	5/20/2022



Fallgren, Bethany	Aquatics Customer Service Representative	Aquatics	5/20/2022
Vandenberg, Ryan	Aquatics Customer Service Representative	Aquatics	5/20/2022
Logue, Madison	Swim Instructor/Pool Lifeguard	Aquatics	5/20/2022
Erickson, Jack	Swim Instructor/Pool Lifeguard	Aquatics	5/20/2022
Croucher, Denise	Aquatics Program Assistant	Aquatics	5/20/2022
Carmin Zamora, Indira	Office Assistant	Adult Basic Skills	5/23/2022
Norman, Debbie	Payroll Specialist	Payroll	5/23/2022
Nelson, Devi	Customer Service Representative	Aquatics	5/27/2022
Anthony, Elijah	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Nguyen, Christine	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Logue, Kaitlyn	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Paskett, Tyler	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Johnson, Emma	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Johnson, Autumn	Swim Instructor/Pool Lifeguard	Aquatics	5/27/2022
Turtola, Joy	PT - Director	Workforce Development	5/31/2022

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Paoli, Nataly	Alumni-Scholarship Coordinator	President's Office	5/2/2022
Rinker, Anne	Education Site Manager	Child Development & Family Services	5/4/2022
Womack, Kristina	Education Site Manager	Child Development & Family Services	5/4/2022

**SEPARATIONS/RETIREMENTS:**

Name	Position	Department	Term Date
Long, David	Technology Support Specialist	Information Technology	5/2/2022
Woolsey, Conrad	Dean of Health Professions	Health Professions	5/13/2022
Brookshier, Lisa	Business Partnership Coordinator	Economic & Workforce Development	5/19/2022
Moreno-Benitez, Karely	Food Service Aide	Child Development & Family Services	5/20/2022
Bekele, Tringo	Classroom Aide	Child Development & Family Services	5/27/2022
Berhane, Fekadu	Network Engineer	Information Technology	5/31/2022
Samayoa, Luis	Student Success Specialist	Veteran Services	5/31/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1d

CONTACT PERSON: *Romy Tong, Associate Vice President of Finance*

SUBJECT: MONTHLY FINANCIAL REPORT

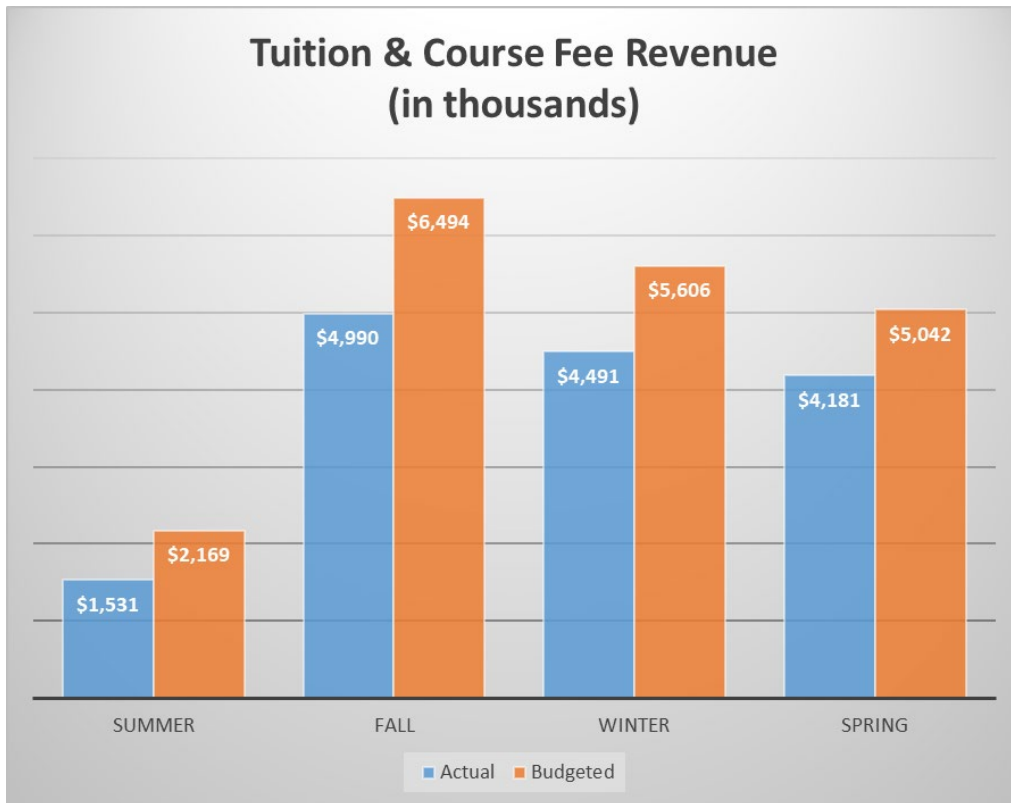
This report reflects 2021/22 activity through the month of April.

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% (\$3,759,279) below this time last year. Preliminary enrollment numbers for spring term indicate a decline of 14.34% (-147 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 April 30, year-to-date expenditures were \$16,626 (0.03%) 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.



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: *June 15, 2022*

ITEM TITLE: 4.1e

CONTACT PERSON: *Josi Kisa, Executive Director of Child Development and Family Services*

SUBJECT: MONTHLY HEAD START REPORT

**Mt. Hood Community College Head Start Program Report
Head Start/Early Head Start News from the Director
May 2022**

News:

Advance diversity, equity, and inclusion:

- CDFS HS/EHS leadership continues to meet with Multnomah County Mental Health Consultants to work on the evaluation and improvement of processes and procedures for providing Mental Health services for enrolled children.
- CDFS HS Education Inclusion Manager moved into a Program Coaching role on the Multnomah County Inclusion Team. The county inclusion team is part of a statewide initiative to ensure inclusive environments for children and families.

Strengthen community engagement:

- MHCC Head Start/Early Head Start successfully held a Resource and Health fair for staff and families. Multiple community partners were at the fair to provide resources and workshops for those in attendance. The fair was a huge success with over 350 people attending.
- MHCC Head Start/Early Head Start Family Services Manager is collaborating with Hazelwood community groups, Portland Police Department, Multnomah County Sheriff's Department and other community partners to increase community awareness of our Head Start facility at our Hazelwood location and to engage with the community. The team is currently working on a community Barbeque

Increase excellence in operations:

- Applications for CDFS Head Start and Early Head Start Cost of Living Allowance and Quality Improvement funds for FY 22-23 were successfully completed and submitted.
- CDFS IT team continues to work on the website improvement redesign.
- Throughout the week of May 30th Staff wellness events were held at every MHCC Head Start/Early Head Start location



Enrollment Report for April 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.

April 2022 Data:

EHS funded: **298**

EHS Enrollment: **185**

EHS Waitlist: **267**

HS Funded: **939**

HS Enrollment: **520**

HS Waitlist: **410**

Average Daily Attendance by Head Start or Early Head Start Center 2021-22

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

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

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



**Average Daily Attendance Head Start
April 2022**

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing													
David Douglas High School													
Davis				74%	70%	67%	48%	56%	72%	71%			63%
Division					60%	61%	69%	*nr	*nr	*nr			63%
Earl Boyles			*nr	87%	88%	90%	84%	88%	90%	89%			87%
Early Childhood Center	78%	65%		81%	66%	70%	61%	85%	75%	76%			73%
Fairview				72%	77%	68%	86%	74%	77%	67%			75%
Gateway							100%						100%
Gethsemane	83%	80%		79%	79%	81%	72%	*nr	*nr	*nr			79%
Gresham United Methodist													
Hazelwood	64%	66%		100%	88%	*nr	92%	89%	80%	81%			83%
Kelly Place	72%	67%		65%	80%	62%	56%	81%	74%	79%			69%
Knott				65%	87%	67%	52%	57%	62%	95%			66%
Lincoln Park			91%	96%	89%	81%	83%	89%	99%	63%			88%
Mt. Hood													
North Powellhurst					79%	66%	61%	70%	*nr	*nr			69%
Rockwood 181									66%	63%			
Rockwood Stark													
Russellville	68%	72%		92%			68%	71%	69%	77%			74%
Sunrise				72%	72%	70%	72%	90%	69%	67%			75%
Troutdale				78%	78%	70%	72%	72%	72%	69%			73%
Program ADA	78%	84%	88%	87%	78%	47%	54%	77%	75%	71%			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%	72%			74%
Gethsemane (2 EHS, 6 BP)	93%	82%		86%	93%	95%	95%	90%	*nr	*nr			90%
Hazelwood	88%	88%		88%	84%	75%	*nr	83%	74%	70%			84%
Rockwood Stark													
Russellville	79%	90%		88%	*nr	*nr	*nr	100%	100%	91%			89%
Troutdale													
Willow Tree	92%	88%		69%	83%	93%	60%	100%	79%	88%			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%	78%				67%
Little Friend's Day School	79%	81%	93%	92%	94%	86%	85%	85%	69%				87%
Love Bugs	70%	80%	84%	86%	80%	67%	63%	64%	71%				74%
Love Bugs Too	64%	50%	87%	84%	67%	85%	77%	75%	71%				74%
Melody's Munchkins	83%	86%	78%		58%	92%	40%	45%	47%				59%
Melody's Munchkins – Little Blooms	83%	86%	78%	78%	85%	87%	66%	56%	71%				77%
Pixie Child Care	65%	77%	82%	69%	70%	*nr	46%						68%
Pixie Plus							100%	63%	100%				
Reynolds Learning Academy			74%	88%	68%	42%	31%	38%	35%				57%
Program ADA	78%	78%	79%	77%	77%	51%	47%	58%	72%				74%

*nr = not reported

April 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)

The Head Start Financial Report will be provided on a quarterly basis.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1f

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

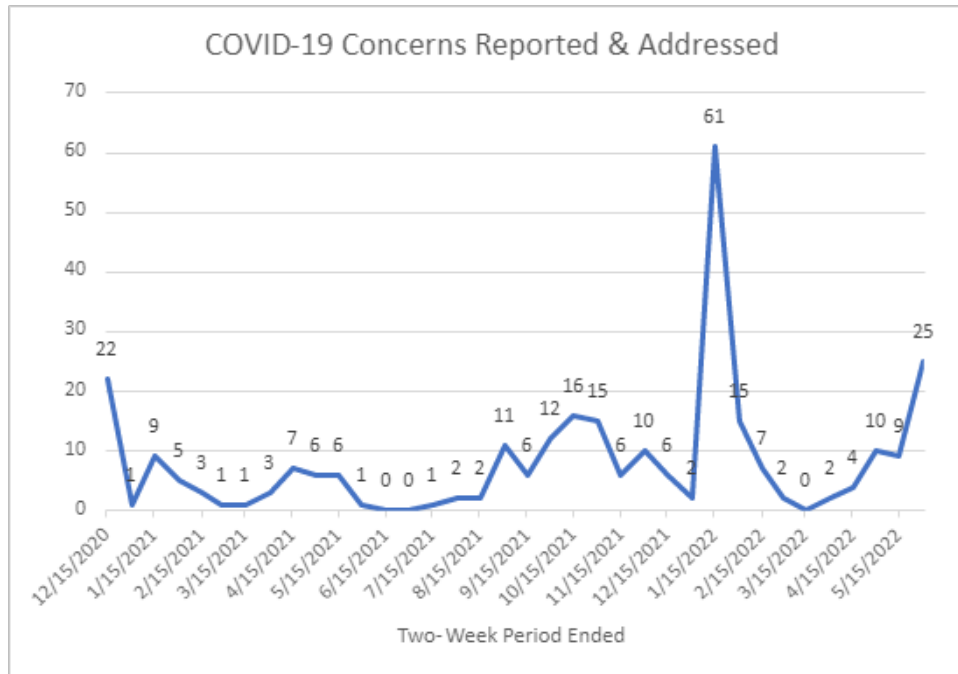
SUBJECT: COVID-19 ACTIVITY REPORT

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	0
5/15/2022	9	9	0
5/31/2022	25	25	9



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: *June 15, 2022*

ITEM TITLE: **4.1g**

CONTACT PERSON: *Lisa Skari, President*

SUBJECT: PRESIDENT'S GOALS FOR 2022-2023

PRESIDENTIAL GOALS FOR 2022-2023 *DRAFT*

7.1 Increase community engagement activity			
Strategy	Activity	Target	Status
1. The President will assess community engagement at the executive level.	The President will oversee and collaborate with the Vice President of College Advancement to develop historical summary of connections by type and sector, and the relative activity level, to establish baseline data	By <u>October 31, 2022</u> , the Board will receive a report of executive level engagement.	
2. The President will ensure the development of a community engagement plan.	The President will oversee and collaborate with the Vice Presidents to develop a prioritized plan of connections by type and sector.	The Board will receive monthly updates via the President's letter.	
3. The President will increase her engagement in the community.	The President, in alignment with the plan, will develop a personal plan of engagement, track engagements, and report on results of engagements.	By <u>December 31, 2022</u> , the Board will receive a copy of the plan.	

7.2 Expand institutional response to diversity, equity and inclusion			
Strategy	Activity	Target	Status
1. The President will conduct an audit of equity efforts.	The President will oversee and collaborate with the Board Chair, Vice Presidents, and Associate Vice President of Diversity, Equity and Inclusion on completing an assessment using the ACCT Equity Toolkit.	The Board will receive quarterly updates via the President's letter.	
2. The President will monitor diversity metrics for students and employees.	The President will oversee and collaborate with Vice Presidents and Associate Vice Presidents of Human Resource and Assessment and Institutional Effectiveness to develop disaggregated diversity data for students and employees and show the year-over-year change.	By <u>October 31, 2022</u> the Board will receive an annual report.	
3. The President will implement hiring procedures to improve the recruitment of a diverse workforce.	The President will oversee and collaborate with the Vice Presidents and associate vice presidents of Diversity, Equity, and Inclusion and Human Resources for hiring process improvements that result in improved diversity outcomes.	The Board will receive quarterly updates via the President's letter.	

7.3 Complete strategic planning process and implement plan

Strategy	Activity	Target	Status
1. The President will ensure the completion of a strategic planning process	The President will oversee and collaborate with the President's Cabinet to manage the strategic planning process and campus adoption of the plan.	The Board will receive monthly updates via the President's letter.	
2. The President will inform the Board of the metrics used for college-level assessment	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop metrics and provide rationale for how the metrics are derived.	By December 31, 2022 the Board will adopt college-wide metrics.	
3. The President will ensure the strategic planning process is integrated into unit planning and the annual budget process.	The President will collaborate with the Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness to develop appropriate and aligned strategies and objectives for the 2022-23 annual planning cycle.	The Board will receive monthly updates via the President's letter.	
4. The President will ensure the communication and promotion of the strategic plan to stakeholder groups.	The President will collaborate with the Board and the Vice Presidents in developing messages and strategies for communicating the planning process and progress to stakeholders.	The Board will receive monthly updates via the President's letter.	

7.4 Prepare for the Year Seven Accreditation Visit			
Strategy	Activity	Target	Status
1. The President will facilitate the policy review process.	The President will oversee and collaborate with the Board Chair and the Vice Presidents on the review and revision of Chapter One and Two of the Board Policies.	The Board will receive monthly updates via the President's letter.	
2. The President will ensure the completion of the administrative regulation review process.	The President will oversee and collaborate with the Vice Presidents and President's Cabinet for the review and revision of Administrative Regulations.	The Board will receive monthly updates via the President's letter.	
3. The President will ensure adoption of a campus governance structure.	The President will oversee and collaborate with the Vice Presidents on review and revision of the Council manual.	By December 31, 2022, the Board will receive a copy of the new Council manual.	
4. The President will ensure the preparation of the Year Seven Accreditation visit.	The President will oversee and collaborate with Vice Presidents and Associate Vice President of Assessment and Institutional Effectiveness/Accreditation Liaison Officer on campus preparations for the Year Seven Accreditation visit.	The Board will receive monthly updates via the President's letter.	

7.5 Manage institutional realities associated with COVID-19			
Strategy	Activity	Target	Status
1. The President will ensure resumption activities that comply with CDC guidelines.	The President will oversee and collaborate with the Vice Presidents to address the changing landscape and implement the plan as new guidelines emerge.	The Board will receive written monthly updates	
2. The President will engage the campus community to understand the pandemics impacts.	The President will oversee and collaborate with the Governance Councils to bring forth a report on what lessons learned during the last two years and possible changes as a result of COVID-19 (assuming we are not hit with another surge and new developments with the virus).	The Board will receive a copies of Council reports.	
3. The President will provide timely and relevant COVID communications to the campus community.	The President will oversee and collaborate with the Vice Presidents to develop and distribute COVID-related information.	The Board will receive weekly updates via the MHCC News and Notes.	



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1h

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

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on October 20, 2021, the Board of Education of Mt. Hood Community College District resolved to amend the Adopted Fiscal Year 2021-22 Budget; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2021, are in excess of actual needs in certain appropriation categories and not sufficient to accommodate necessary expenses in others.

Whereas, Mt. Hood Community College District determined it necessary to make the following transfers between appropriation categories for the fiscal year beginning July 1, 2021, therefore, BE IT RESOLVED that on June 16, 2022 the Board of Education hereby transfers the following amounts between appropriation categories of funds as outlined below for the fiscal year beginning July 1, 2021.

It is requested to transfer the appropriated budget from Bookstore fund (40) Capital Improvements to Bookstore fund (40) Materials & Services, in the amount of \$25,639 and from Bookstore fund (40) Capital Improvements to Bookstore fund (40) Personnel Services, in the amount of \$9,361 for expenses related to transitioning operations to an online only marketplace. The transfers have a net impact of zero on the overall Bookstore fund, but because the College must appropriate by object, changes in budgets between categories requires Board approval.

It is requested to transfer the General fund (01) appropriated budget from Instructional Support, College Support Services and Plant Operations and Maintenance to Instruction, College Support Services and Plant Operations and Maintenance for salary savings adjustments and housekeeping transfers requested by departments. The transfers have a net impact of zero on the overall General Fund, but because the College must appropriate by each of these component areas, changes in budgets between them requires Board approval.



General Fund (01)	Amended Budget October 2021	Transfer	Amended Budget
Function			
Instruction	32,408,944.00	119,874.00	32,528,818.00
Instructional Support	10,668,059.00	(108,434.00)	10,559,625.00
Student Services	7,438,232.00		7,438,232.00
Community Services	111,155.00		111,155.00
College Support Services	16,134,218.00	37,560.00	16,171,778.00
Plant Operations and Maintenance	5,605,019.00	(49,000.00)	5,556,019.00
Plant Additions	360,000.00		360,000.00
Debt Service	-		-
Financial Aid	1,045,602.00		1,045,602.00
Transfers	687,292.00		687,292.00
Contingency	7,662,968.00		7,662,968.00
Total Appropriations	82,121,489.00	-	82,121,489.00
Unappropriated Fund Balance	1,673,563.00		1,673,563.00
Total Budget	83,795,052.00	-	83,795,052.00

General Fund (01)	Amended Budget October 2021	Transfer	Amended Budget
Object			
Personnel Services	60,641,284.00	(378,413.00)	60,262,871.00
Materials & Services	9,233,066.00	378,413.00	9,611,479.00
Capital Improvements	360,000.00		360,000.00
Debt Service	2,491,277.00		2,491,277.00
Grants in Aid	1,045,602.00		1,045,602.00
Transfers	687,292.00		687,292.00
Contingency	7,662,968.00		7,662,968.00
Total Appropriations	82,121,489.00	-	82,121,489.00
Unappropriated Fund Balance	1,673,563.00	-	1,673,563.00
Total Budget	83,795,052.00	-	83,795,052.00



Bookstore Fund (40)	Adopted Budget June 2021	Transfer	Amended Budget
Function			
Student Services	53,113.00	35,000.00	88,113.00
Plant Additions	35,000.00	(35,000.00)	-
Transfers	16,887.00		16,887.00
Contingency	-		-
Total Appropriations	105,000.00	-	105,000.00
Unappropriated Fund Balance	-		-
Total Budget	105,000.00	-	105,000.00

Bookstore Fund (40)	Adopted Budget June 2021	Transfer	Amended Budget
Object			
Cost of Merchandise	-	-	-
Personnel Services	43,496.00	9,361.00	52,857.00
Materials and Services	9,617.00	25,639.00	35,256.00
Capital Improvements	35,000.00	(35,000.00)	-
Transfers	16,887.00		16,887.00
Contingency	-	-	-
Total Appropriations	105,000.00	-	105,000.00
Unappropriated Fund Balance	-	-	-
Total Budget	105,000.00	-	105,000.00



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1i

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

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

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

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

Adult Basic Education Course Fees	285,505
Adult Basic Education GED Just 1 to Go <i>Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)</i>	4,000
Childcare Resource & Referral Student Success Program <i>Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)</i>	191,666
Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) <i>Funds for the purpose of the Mt Hood Community College Multicultural Diversity and Equity Center and Aquatic Center Improvements. (Federal)</i>	2,400,000
Educator Health and Well-being Funding <i>Funds for the purpose of promoting employee health and well-being. (Other)</i>	10,000



Head Start, Federal COVID ARP Funding <i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal)</i>	762,212
Kaiser Permanente <i>Funds to provide wellness space inside the TLC. (Other)</i>	4,870
New America Foundation <i>Funds to provide to help re-enroll adult students who failed to enroll in classes between spring 2020 and fall 2021. (Other)</i>	30,000
Perkins, Regional Alliance <i>Funds to further develop the academic and professional technical skills of professional technical students through high standards; link secondary and postsecondary pro-tech programs; and provide professional development and technical assistance to pro-tech educators. (Federal, State)</i>	29,050
PGE Drive Change Fund <i>Funds to provide for the acquisition of electric vehicles ("EV"), education or outreach campaigns, installation of EV charging infrastructure. (Other)</i>	300,000
Total	4,017,303



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.1j

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

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

Per Community College Rules of Procurement (CCRP), section 301: "The Board reserves to itself final approval of all contracts in excess of \$150,000."

The College expects to require goods and/or services from each of the vendors listed below during the 2022/23 fiscal year. Funding will be drawn from a variety of College accounts. The Administration anticipates that each of the listed contracts may aggregate at least \$150,000 in total expenditures during the fiscal year.

The following purchases will be made through use of State of Oregon contracts available for the College's use through the Oregon Cooperative Purchasing Program (ORCPP), other co-operative programs or are exempt from procurement regulations:

<u>Vendor Name</u>	<u>Goods/services to be provided</u>	<u>Amount</u>
All Families Welcome	Childcare services	\$300,000
Amazon Business	Office supplies, misc. items	\$750,000
American Fidelity Health Services	Payroll	\$900,000
American Funds Service Company	Payroll	\$700,000
Apple Inc	IT: Computers, peripherals, software	\$600,000
Blackboard Inc	Distance learning system	\$500,000
Bluum / Troxell	IT: Computers, peripherals, software	\$500,000



City of Gresham	Utilities and other municipal services	\$750,000
CDW-G	IT: Computers, peripherals, software	\$600,000
Community Playthings	CCR&R Furniture & Supplies	\$500,000
Computer Technology Link	IT: Computers, peripherals, software	\$300,000
Copiers Northwest	Copiers, printers, scanners	\$300,000
David Douglas School District	Leasing space, classes, vended meals	\$1,000,000
Dell Marketing LP	IT: Computers, peripherals, software	\$400,000
Discount School Supplies	CCR&R Furniture & Supplies	\$500,000
Discovery Garden	Childcare services	\$600,000
Electrical Construction Company	Installation and maintenance of electrical systems	\$350,000
Food Services of America	Grocery supplies	\$350,000
Garland Roofing	Roof maintenance	\$800,000
Hewlett-Packard (HP)	IT: Computers, peripherals, software	\$400,000
Insight Global	IT: Computers, peripherals, software	\$200,000
ING-State of Oregon Plan	Payroll	\$200,000
Jenzabar Inc	Maintenance contract & consulting services	\$900,000
Johnson Controls Inc	Maintenance services contract	\$500,000
KinderCare / KUEHG	Child Care Services	\$600,000
Lakeshore Learnings	CCR&R Furniture & Supplies	\$500,000
N E C A - I B E W	Apprenticeship Training Provider	\$350,000
Melody's Munchkins	Childcare services	\$700,000



Northwest Natural	Utilities	\$400,000
O E T C	IT: Computers, peripherals, software	\$200,000
Office Max Inc	Office Supplies	\$500,000
Orbis Cascade Alliance	Membership fee and Software Maintenance	\$190,000
Oregon Employment Department	Unemployment claims	\$550,000
Pequenitos	Childcare services	\$600,000
Pixie Child Care	Childcare services	\$550,000
Portland General Electric	Utilities	\$900,000
Presidio Networked Solutions	IT Network and maintenance support	\$400,000
Property and Casualty Coverage for Education (PACE)	Liability Insurance	\$600,000
Robert Half International / Accountemps	Temporary staffing services	\$300,000
Saif Corporation	Workers' compensation insurance	\$350,000
Sheet Metal Training Fund	Apprenticeship provider	\$250,000
Teachers Insurance	Payroll	\$450,000
Tri-Met	Bus passes	\$220,000
U S Bank Card Services	Banking services, purchasing card program	\$6,000,000
United States Postal Service	Meter postage	\$400,000
Vanguard Fiduciary Trust Co	Payroll	\$250,000
Willamette Carpenters Training	Apprenticeship provider	\$450,000



RECOMMENDATION: Approval to award contracts to the vendor listed, for goods and/or services of the nature described through June 30, 2023, for a cumulative total amount not to exceed the amount listed.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.2

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

SUBJECT: CONSIDER RESOLUTIONS TO ADOPT AND MAKE APPROPRIATIONS FOR THE FISCAL YEAR 2022-2023 BUDGET

RESOLUTION ADOPTING THE BUDGET

Be it resolved, that the Board of Education of Mt. Hood Community College District hereby adopts the budget for 2022-2023 in a total sum of **\$205,423,896** now on file in the district budget office and available at <https://www.mhcc.edu/BudgetOffice/>.

RESOLUTION MAKING APPROPRIATIONS

Be it resolved, that the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated:



Function	Fund Title: Fund #:	Pension		Physical Plant Maintenance	Technology Projects	Student Aid	Federal, State and Spec Proj	Bookstore	Aquatics	Clubs	Trusts	Associated Student Government	Total
		General Fund 01	Bond Debt Service 03										
Instruction		32,650,847											32,650,847
Instruction Support		10,640,638											10,640,638
Student Services		7,663,955						250,000	616,533	165,000	504,096	927,464	10,127,048
Community Services		103,562											103,562
College Support Services		16,999,164			2,043,592		41,350,000						60,392,756
Plant Operations and Maintenance		5,686,226		500,000									6,186,226
Plant Additions		360,000		4,450,000	190,000		16,000,000		964,759	5,000	5,000	144,324	22,119,083
Debt Service			9,243,317										9,243,317
Financial Aid		1,030,914				37,423,990	100,000						38,554,904
Transfers		4,287,292				60,000		700,000					5,047,292
Contingency		7,130,897					1,010,000					485,913	8,626,810
Total Appropriations		86,553,495	9,243,317	4,950,000	2,233,592	37,483,990	58,460,000	950,000	1,581,292	170,000	509,096	1,557,701	203,692,483
Unappropriated		1,731,413											1,731,413
Total Budget		88,284,908	9,243,317	4,950,000	2,233,592	37,483,990	58,460,000	950,000	1,581,292	170,000	509,096	1,557,701	205,423,896

Object	Fund Title: Fund #:	Pension		Physical Plant Maintenance	Technology Projects	Student Aid	Federal, State and Spec Proj	Bookstore	Aquatics	Clubs	Trusts	Associated Student Government	Total
		General Fund 01	Bond Debt Service 03										
Personnel Services		61,527,998				833,990	25,850,000		490,533	11,210	83,096	327,605	89,124,432
Materials & Services		9,672,967		500,000	2,043,592	40,000	13,500,000	250,000	126,000	153,790	421,000	599,859	27,307,208
Capital Improvements		360,000		4,450,000	190,000		16,000,000		964,759	5,000	5,000	144,324	22,119,083
Debt Service		2,543,427	9,243,317				2,000,000						13,786,744
Grants In Aid		1,030,914				36,550,000	100,000						37,680,914
Transfers		4,287,292				60,000		700,000					5,047,292
Contingency		7,130,897					1,010,000					485,913	8,626,810
Total Appropriations		86,553,495	9,243,317	4,950,000	2,233,592	37,483,990	58,460,000	950,000	1,581,292	170,000	509,096	1,557,701	203,692,483
Unappropriated		1,731,413											1,731,413
Total Budget		88,284,908	9,243,317	4,950,000	2,233,592	37,483,990	58,460,000	950,000	1,581,292	170,000	509,096	1,557,701	205,423,896

RECOMMENDATION: Approve the above resolution as presented.

Annette Mattson, Board Chair

Date

Jennifer DeMent, Budget Officer

Date



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 15, 2022*

ITEM TITLE: 4.3

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

SUBJECT: CONSIDER RESOLUTION IMPOSING AND CATEGORIZING TAXES

RESOLUTION IMPOSING PROPERTY TAX RATE

Be It Resolved, that the Board of Education of Mt. Hood Community College District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4917/\$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the district:

General Fund:

Subject to the
Education Limitation
\$0.4917/\$1,000

RECOMMENDATION: Approve the above resolution as presented.

Annette Mattson, Board Chair

Date

Jennifer DeMent, Budget Officer

Date

Student Development

John Hamblin

June 2022

Improve student success:

CPCC: In honor of Mental Health Awareness Month in May, the Career Planning and Counseling Center's faculty counselors Dawn Forrester, Eden Isenstein, and Rachel Falk hosted a variety of in-person and virtual workshops for students & the campus community. This month-long series included:

- Meditation Mondays, including "Focus" Meditation (Strategies for the ADHD brain) and Meditation for Depression
- Walk + Talk Tuesdays centered on a mindfulness-based, body-oriented therapy approach
- Wellness Wednesdays themed around the science of happiness
- Thoughtful Thursdays featuring practical strategies for managing stress and overwhelm

FA: We started awarding students for the 2022-23 award year in April. To date, we have awarded 2389 students for 2022-23:

- 56 students are ORSAA completers (undocumented)
- About 85% have been awarded federal loans (students may still need to accept/decline)
- 59% are eligible for Pell Grant
- 12% have been awarded Federal Work Study
- 55% are eligible for Oregon Opportunity Grant
- 20% are eligible for Oregon Promise (recent HS graduates or GED completers), this number will go up when OPG eligibility for continuing students is posted in June

Advance diversity, equity, and inclusion:

FA: In preparation for reviewing candidates and scheduling interviews, hiring committee members for the open FA Adviser (Bilingual) position recently completed an inclusion training with Traci Simmons. Interviews are expected to be scheduled within the next couple of weeks.

FA: Also, see note below about FA Adviser Carolyn Williams' recent communication with legislators on the subjects of loan debt and state aid programs for students with greatest need (including undocumented students).



Student Development Update

Strengthen community engagement:

FA: Carolyn Williams, MHCC FA Adviser, recently represented the College in a Legislative Task Force meeting focused specifically on student loan debt and actions that the state can take to help with this ever-growing problem. Carolyn urged the legislature to drastically increase funding for the Oregon Opportunity Grant, which has a direct impact on students with high need (including ORSAA completers). This contrasts with the Oregon Promise Grant, which tends to disproportionately benefit students with lower need. Carolyn also encouraged legislators to offer increased and more stable funding for community colleges. Quote: “The support we give students is so much larger than just paying for tuition... [and] helping with housing costs and food insecurity is key to student success. The instability of our funding is always problematic and makes it difficult to maintain services that truly make a difference.” Thanks to Al Sigala for extending the invitation for us to participate in the taskforce discussion, and to Carolyn for her stellar representation of MHCC and our students’ needs. *NOTE: The meeting recording can be accessed [HERE](#) (Carolyn shares at about the 1:55 point and about 10 mins after that).*

Increase excellence in operations:

VSC: With funds awarded to our Veterans Service Center via the Oregon Department of Veterans' Affairs' Campus Veteran Resource Center Grant, two physical upgrades were made in May to the space in partnership with Facilities and IT.

1. Construction began to build new office space for Veterans Service Center (VSC) staff to enhance access to confidential and family-friendly meeting space for the intake & support related to VA Benefits and VSC services. This office space will also serve as a designated area for visiting representatives from Veterans Affairs and military-affiliated organizations and services for our Veteran students and community.
2. Technology enhancements were installed within the VSC/Career Planning and Counseling Center's joint conference room, specifically the DTEN "All-in-One" video conferencing system. These digital advancements will enable VSC staff, students, and the community to host, engage, and collaborate (e.g., orientations, registration workshops, study groups, or info sessions with external organizations relevant to Veterans) in a hybrid style with enhanced access for broader participation (e.g., some attending in-person and others attending via Zoom). Our existing spaces do not accommodate hybrid-style sessions, which these new additions enable.

Instruction

Al McQuarters

June 2022

Improve student success:

- Learning Success Center coordinators and staff, in collaboration with IT, developed a set of improvements focused on the student experience to be completed prior to fall term.
- Students Ujunwa Nwokoma and Alyssa McNutt, were individual champions in their respective event at the NWAC Track and Field Championships. Ujunwa won the women's long jump and Alyssa won the women's hammer.
- Our Saints Softball team took down the top seeded Southwestern Oregon Lakers and the sixth ranked Clackamas Cougars before beating the third ranked Bellevue Bulldogs in extra innings to win the NWAC Softball Championship. This is the sixth championship in program history. Coach Brittany Hendrickson was named the Northwest Athletic Conference (NWAC) and the National Fastpitch Coaches Association (NFCA) Coach of the Year. Student Hailey Davis was named the NWAC MVP of the NWAC Softball Championship Tournament and the Catcher of the Year by the NFCA. Student Matlyn Leetch was named to the NWAC All-tournament team and was named the NFCA Golden Shoe award winner for the most stolen bases. Students Delaney Duchek, Marley Johnson and McKenzie Kosmicki, were also named to the NWAC All-Tournament Team.
- Our Saints Baseball team finished in second place at the NWAC Championship Baseball Tournament. Prior to the tournament, student Jeffrey Nelson was named the NWAC MVP and will be honored at the NWAC Hall of Fame Banquet June 2.
- The Modern Language Department hosted the second Alpha Mu Gamma initiation. Alpha Mu Gamma is the Modern Language honor society, and MHCC is one of only a handful of community colleges to have a chapter.
- The Social Science division presented its winter/spring episode of COMM-Talk, a podcast about communication, featuring Social Science faculty discussing conflict styles.
- MHCC was awarded a PGE Drive Change Fund Grant to install four EV charging stations and purchase two Electric Vehicles for the Automotive program.

Advance diversity, equity, and inclusion:

- Deans and Directors, and other staff, led by Kristen Kulongoski, ABS and Career Pathways Manager, worked collectively to submit a proposal for the Future Ready Oregon funding. The funding will serve underrepresented populations guiding individuals into career pathways that lead to high wage, high demand careers. The team brainstormed ideas that will connect with the strategic enrollment initiatives and strategic planning that is being undertaken by the college.



Instruction Update

- The Small Business Administration hosted its second 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 Nursing Assistant Program Lab and Simulation Specialist created a diverse and inclusive list of new patients with the focus of creating a more inclusive environment for students with more diverse learning opportunities.
- NWAC All-Tournament selection, Marley Johnson, was named to the NWAC All-Tournament Team and the winning pitcher of the NWAC Championship Game hours after earning the "Best in Parade" for riding in the Spokane Lilac Parade as the Happy Canyon Princess.
- The Integrated Media, Performing Arts, and Visual Arts Division created a new Individual Employment Plan (IEP) in Entertainment Workforce Consortium which will pilot next year with funding from Future Ready Oregon.

Strengthen community engagement:

- The Aquatic Center had a soft opening on May 23rd with several swim and water polo teams and will continue to add additional services.
- Our athletic department successfully hosted the NWAC Track and Field Championships and we were selected to host the championships for the next three years.
- The Humanities Department hosted the final Mt. Hood Reads event, featuring Louise Erdrich's novel The Round House.
- Dr. Pete Szucs, Dean of Mathematics and Science, attended the Oregon STEM Thought Leaders meeting and connected with colleagues in the educational, private and nonprofit sectors to discuss ways to increase equitable access to STEM education and workforce opportunities.
- Performing Arts had a successful Jazz Festival which engaged a wide and diverse audience from the community.

Small Business Development Center Data for April 2022:

- Clients seen: 30
- New clients: 11
- Training events: 3
- Training attendees: 28

Business Types

- LMT, who does ashiatsu & fire cupping
- Training future fisheries technicians
- Foundation flat work retaining wall services
- Reselling online collectibles clothing vintage

Instruction Update

- Manufacturing of wood furniture
- Exterior home cleaning
- Remodeling/Custom wood working
- Provide scalar sound frequency services
- Online retail sales of good
- Tattoo

Increase excellence in operations:

- Arnita Tucker-McFarland, Director of High School Services Programs, facilitated Dual Credit Alignment meetings with faculty and district teachers. She also facilitated Perkins Deliberation meetings with CTE Deans and Directors and submitted Perkins funding requests totaling \$318,000 on behalf of MHCC CTE Programs.
- Ibrahim Alhussain, Director of Small Business Development Center, attended the Cyber Incident Response and the Role of Insurance to explore further way to continue to grow and improve on the Oregon Small Business Development Center Network (OSBDCN) efforts for a statewide cyber program.
- The Small Business Development Center had their quarterly evaluation with the OSBDCN main office regarding performance of the MHCC SBDC. The center has reached its 40% - 50% goal mark for this year and is on track to meeting its goals by end of 2022.

Administrative Services

Jennifer DeMent

June 2022

Improve student success:

- Purchasing posted an Invitation To Bid (ITB) for contractor selection, with the final design drawing and specifications posted on June 8, 2022, for the **Dental Hygiene Clinic** remodel. The clinic is finishing this term and then assisting in packing up office and classroom materials for the remodel.
- Teams continue to support the **Vista Dining Area** as a space for students to get out of the weather, warm up meals, and study.
- **Student Basic Needs – Wireless Network Upgrades** - In collaboration with Student Basic Needs, the IT Infrastructure team mapped the current WiFi infrastructure to identify areas where increased WiFi would create more access to MHCC students. Utilizing Student Basic Needs funds to add more access points or strengthen existing points to expand WiFi span and capacity. Thirty new access points were installed, some in existing locations to improve performance (such as the Library and Vista) but most in new locations, including some outbuildings (such as Automotive Technology and Visual Arts) and parking lots E-H, which could accommodate the technology.

Advance diversity, equity, and inclusion:

- Child Development and Family Support (CDFS) Head Start and Early Head Start leadership continue to meet with Multnomah County Mental Health Consultants to work on the evaluation and improvement of processes and procedures for providing **Mental Health services for enrolled children**.
- CDFS Head Start Education Inclusion Manager moved into a Program Coaching role on the Multnomah County Inclusion Team. The county inclusion team is part of a statewide initiative to **ensure inclusive environments for children and families**.
- **Parking Lot H ADA upgrades** – light pole installation and sidewalk ramp completed. The only remaining item is the final modifications to the handrail and painting, which will be completed in the week of June 6-10.



Administrative Services Update



Strengthen community engagement:

- MHCC Head Start/Early Head Start successfully held a **Resource and Health Fair** for staff and families. The fair was a huge success, with over 350 people attending. Multiple community partners were at the fair to provide resources and workshops for those in attendance.
- The MHCC Head Start/Early Head Start Family Services Manager collaborates with Hazelwood community groups, Portland Police Department, Multnomah County Sheriff's Department, and other community partners to **increase community awareness of our Head Start Hazelwood facility**. The team is currently working on a community barbeque to engage with the community.
- Facilities management continues supporting and attending the **City of Gresham Parks and Recreation Community Advisory Group**. The group aims to create a focused and equitable recommendation to the Gresham City Council for parks and recreation needs under different funding scenarios.
- The facilities team is continuing design option reviews for the **Aquatics 50m outdoor pool structure** with the architect and MHCC staff for options to cover the outdoor pool and possibly some seating to increase year-round usage.

Increase excellence in operations:

- Head Start/Early Head Start leadership completed and submitted applications for **Cost of Living Allowance and Quality Improvement funds** for FY 22-23.
- The CDFS IT team continues to work on the website improvement redesign, and the CDFS Admin team continues to work on the **Maywood office refresh** project for improved staff health and wellness. The facilities team engaged for updates to cubicle systems, paint, and carpet.

Administrative Services Update

- MHCC Head Start/Early Head Start held **staff wellness events** throughout the week of May 30 at every location.
- **Safety & Security:**
 - Summer and Fall emergency and **safety drill schedules** are approved for implementation. The college holds active shooter drills quarterly, most recently conducted on April 25. Facilities, Public Safety, and Environmental Health and Safety have continued drill support throughout the pandemic.
 - IT Infrastructure added **security cameras** at the following locations in collaboration with Public Safety: Mountain Fountain area, Vista Alley, Flagpole, and ECC
- **COVID-19 Operational Procedures** were updated in May to include guidance changes by the Center for Disease Control (CDC) and the Oregon Health Authority (OHA) standards. The guidelines provide universal guidelines for areas to work with their executive leaders on expanded operations involving additional space and classroom usage. The COVID-19 screening application will continue for the summer and fall terms to remind visitors not to come to campus sick. Contact tracing is still supported and as directed by Multnomah County Health.
- **Cyber-Security – Recap of risks identified and/or blocked for May:**
 - 57 MHCC account alerts required manual review
 - 21 false positives or failed attack attempts
 - 36 needed password changes and their Office 365 sessions were revoked (confirmed suspicious activity)
 - Email
 - 21,204 instances of phishing blocked
 - 40,128 instances of Spam blocked
 - 70 instances of email malware were blocked (7 were attachments, the remainder were URL links)
 - *Note: These numbers are significantly higher than last month; we have implemented a new tool (see below), so it may be a combination of the new tool and increased activity. We continue to assess results and activity.
- **Cyber-Security** - Deployed Microsoft 365 Defender Security for Email to all @mhcc.edu users, providing more information and monitoring capability and increased efficiency. This project consolidated email flow into one system and improved security functionality provided
- Installed **WiFi** at Russellville Head Start
- The service desk helped get **Aquatics** ready for their re-opening. This project includes maintenance, upgrades, moves for 10+ computers, and onboarding for twenty new aquatics employees.
- **MHCC Website – IT Web Services: Compliance, Operations, Efficiency**
 - Improvements to ADA compliance; increased Google accessibility score by 10 points from 75->85. 85 is the benchmark goal

Administrative Services Update

- Continued making incremental improvements to website performance to help increase Google SEO ranking.
- Released updated **Adult Basic Skills** intake form and improved the associated business process
- **MHCC Web Services** is publishing Release Notes with the most recent information on website operational improvements providing more detail on the most recent enhancements. Link: [MHCC.EDU Release Notes](#)

College Advancement and Brand Marketing & Communications

Al Sigala

June 2022

Improve student success:

Staff spent much time screening candidates for the 2022-23 Priority Scholarship Application Cycle. Offer notifications were sent for 161 scholarships totaling \$652,491. Students have until June 20 to accept or decline their scholarship offers. We continue to field student questions and send out email reminders to those who have not yet completed their post-acceptance requirements.

We re-awarded \$48,440 in unused scholarship dollars to 30 students for spring term. These must be applied before the term ends. Because we sent the offer letters so close to the end of the term, we broke my post-acceptance form into two parts – one to accept and agree to the scholarship requirements (due June 6), and one to provide a thank you letter, photo and personal biography (due June 20).

Our planned giving efforts continue to show results with the recent establishment of the Carroll Family Scholarship. This is a scholarship in honor of former college district board member, Florence Carroll. Florence's son Kelly Carroll worked to establish this gift.

Work continues on the production of a Custom Viewbook, a key online recruiting tool and student resource. We have outlined and written content for the demo of the MHCC Custom Viewbook and are working with the vendor's project manager and content team to get the first draft of the MHCC Custom Viewbook created. The content will also be repurposed for the new website and print materials used for recruitment.

Development of a new web site is now in the final stages of choosing a vendor to work with staff on the project. We have interviewed the top 3 agencies who responded to our website RFP on May 25. We have gone back to the top two agencies with a request for follow-up pricing and timeline information and plan to begin negotiating a contract by mid-June.

Promotional efforts included sharing Mental Health resources offered by MHCC on social media in recognition of Mental Health Awareness. We also promoted the success of the MHCC Softball Team on social media, announcing their NWAC Championship and multiple individual NWAC Awards.

Advance diversity, equity, and inclusion:

Other promotional efforts included sharing community building events through our monthly student newsletters and social media posts which highlighted events such as Community Connections for our LGBTQIA+ and BIPOC students, as well as the Multicultural Graduation Celebration. We also promoted community events honoring Cinco de Mayo.

In partnership with Student Life we promoted events honoring and bringing awareness of Asian American and Pacific Islander Heritage Month in social media and the student newsletter.

Development and District Communications Update

We also Publicized and promoted the 8th Annual Justice and Peace Conference on social media and newsletters. The community heard from Nobel Peace Prize nominee Lora Helmer on her work in war torn countries with ShleterBox.

We worked with the Gresham Outlook to distribute an ad featuring the MHCC Board of Education's statement supporting MHCC's LGBTQAI+ Community.

Ads were also placed with media agencies KATU/Univision and iHeartMedia that delivered micro-targeted digital video and audio (streaming video, radio and podcasts) advertising that will more broadly reach diverse audiences in our district. Within the first week of the iHeart campaign, 123 listeners converted to MHCC.edu with 97 to the home page, 4 applied, 1 requested more information and 1 clicked on registration information. This campaign will run through August 31.

Al and several staff members attended the Hispanic Metropolitan Chamber's annual scholarship award ceremony at the Oregon Convention Center. The event featured Rep. Teresa Alonzo Leon, who share her personal story of coming from a migrant working family to making her way into politics. The ceremony honored students with a variety of scholarships to educational institutions in and out of state. The college continues to play a role with the Hispanic chamber and holds a membership in the organization.

Strengthen community engagement:

The college has once again partnered with local Toyota dealers in a summer co-branding effort. This was a partnership that had existed pre-covid and is now back in action. The project involves attending several community events throughout the summer. Two student ambassadors have been hired to manage the MHCC/Toyota booth at these events in which they promote both entities and giveaway co-branded items. Events we are attending include:

- Troutdale Arts Festival – May 21 & 22
- East Portland Chamber Golf Tournament – June 17th
- Juneteenth Celebration – June 18 & 19
- Gresham Chamber Golf Tournament – June 27th
- Sandy Mountain Festival – July 9 & 10
- Gresham Arts Festival – July 16th
- Fairview on the Green – July 30th
- Gresham Barlow Golf Tournament – August 22nd

Toyota provides all funding for this effort except for the Juneteenth Celebration which is sponsored by Brand, Marketing and Communications.

The Foundation held its Heroes for Education Reception on May 19 at the Yoshida Haven Estate. The American Association of University Women, Gresham Chapter was honored with the Heroes for Education Award. Also honored were those donors who have moved up a level on the donor wall through their generous lifetime giving. We had about 60 guests attending, including Patron Saints, Heritage Society members, past and present Foundation and District

Development and District Communications Update

board members, and donor wall honorees. Special thanks go to emcee Stan Hymel, the Foundation Planned Giving Committee Chair and Dr. Skari for her donor wall certificate presentations.

Thanks to the support of the Foundation, the Mt. Hood Jazz Festival had a successful run at Yoshida Haven Estate. While the weather did not cooperate for an outdoor venue, festival performances were moved inside into the main reception hall at the estate. We also provided significant support in promoting the festival.

Communications efforts included announcements to our constituents on the reopening of the Aquatics Center as well as promoting the Integrated Media Open House featuring student portfolios of their work.

The 6th issue of the MHCC alumni newsletter was sent out on May 3. 3,407 alumni opened the newsletter (24%), 67 clicked (2%), and we had 18 new opt-outs (0.1%).

Increase excellence in operations:

AI assisted Dr. Skari in organizing the college's participation in the NCHEMS study held at Portland Community College in May. Among those representing the college included board members, faculty, staff, administrators and students. Community and corporate involvement included representatives from Microchip, Amazon Troutdale, Gresham Barlow School District, Portland Business Alliance, IRCO, All Hands Raised and Worksystems, Inc.

Brand, Marketing and Communications has designed and ordered new campus signage for various signs across campus to foster a welcoming environment as students return to the campus (please see photos below – note the signage on the directory stands is on the opposite side from our campus maps to draw attention).

Efforts continue in the hiring of several positions including a Marketing and Communications Manager, Digital Marketing Strategist and Alumni Outreach and Scholarship Coordinator.

Work on the web site included a refresh of the home page with updated photos and a new design. Efforts also include identifying areas of improvement on the website and the process of the rewriting and updating of information in key areas. The rewriting will also help in the development of the new site.

Development and District Communications Update

New Campus Signage Welcome Sign and the HUB

