



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on September 21, 2022, with an Executive (Closed) Session at 5:00 pm, held in the Board Room, and a Regular Board meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/92154889722?pwd=ZXYza09GU1JzMU5Nd3JvTzhxMkRjZz09>

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

Webinar ID: 921 5488 9722

Passcode: 808058

AGENDA SESSION 1070

- | | | | |
|----------------|------------|--|--------------|
| 5:00 pm | 1.0 | CONVENE EXECUTIVE (CLOSED) SESSION
<i>The board will convene in a closed executive session in accordance with ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.</i> | |
| | 2.0 | PRESIDENT'S EVALUATION | Andrew Speer |
| 6:00 pm | 3.0 | ADJOURN EXECUTIVE (CLOSED) SESSION | |
| 6:30 pm | 4.0 | CONVENE REGULAR SESSION/CALL TO ORDER / DECLARATION OF QUORUM | |
| | 4.1 | Approval of Agenda | |
| 6:35 pm | 5.0 | PUBLIC INPUT
<i>Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or 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, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.</i> | |
| 6:45 pm | 6.0 | REPORTS (10 min report & 5 min Q & A) | |



- 6.1 Correspondence
- 6.2 Website Update

- 6.3 Dental Lab Update

Lisa Skari
Al Sigala
Linda Vigesaa
Charles George
Gabriel Logan
Jennifer Aubry

7:25 pm

7.0 BUSINESS / ACTION

- 7.1 Consent Agenda: Approvals & Information
 - a) Minutes – Board Regular Session 1067, July 13, 2022
 - b) Minutes – Board Special Session 1068, August 18, 2022
 - c) Minutes – Board Retreat Session 1069, August 24, 2022
 - d) Monthly Personnel Report – July & August
 - e) Monthly Financial Report – June & July
 - f) Monthly Head Start Report – July & August
 - g) COVID-19 Activity Report – July & August
 - h) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds

7:30 pm

8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS (3 min each)

7:50 pm

9.0 CLOSING REPORTS

- 9.1 ASG Representative
- 9.2 Advisory Representatives
 - Full-Time Faculty
 - Classified Employee Association
 - Part-Time Faculty & Tutors
- 9.3 Executive Leadership (3 min each)
 - Student Development
 - Instruction
 - Administrative Services
 - College Advancement
- 9.4 President’s Report

8:30 pm

10.0 ADJOURNMENT

The Executive Session will be a closed meeting. No board action will be taken during the meeting. For news media interested in attending, please email Presidents.Office@mhcc.edu.

The next regular board meeting is scheduled on October 19, 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

September 14, 2022

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

FROM: Lisa Skari, EdD
 President

SUBJECT: Board Letter for September 2022

As we kick off the fall term, I am filled with excitement ~ to have students, faculty and staff back on campus; to have positive enrollment numbers; and to have a new strategic plan to anchor our work over the next five years. All of the accomplishments over the last few years, coupled with the lifting of the COVID blanket we have lived under, provide a level of energy and momentum not felt in recent years. All areas are busy preparing for the return of students.

September 21st marks our 2022 In-Service: *Building a More Responsive and Student-Ready College*. The In-Service Committee has done a great job of building a program that features both national speakers, sessions geared to internal operations, and community building. Convocation will be held at 10am that day, followed by our all campus BBQ. In addition, our keynotes for September 22nd and 23rd include:

- Tia Brown McNair, Ed.D., Vice President in the Office of Diversity, Equity, and Student Success and Executive Director for the Truth, Racial Healing, and Transformation (TRHT) Campus Centers at the Association of American Colleges and Universities (AAC&U) in Washington, DC. Her keynote is titled “What we value: Our individual and shared roles in achieving strategic priorities”.
- Lori Nishiura Mackenzie, MBA, lead strategist for Diversity, Equity & Inclusion at Stanford Graduate School of Business and cofounder of the new Stanford VMware Women’s Leadership Innovation Lab. Her keynote is titled “The myths of inclusion with regard to institutional rewards and human interactions”.

The Board of Education is welcome to attend these events, and more information can be found at <https://www.mhcc.edu/fallinservice/>.

In addition to the ongoing responsibilities at the college, I spent time this summer working on statewide initiatives of interest to the college. Since March of 2022, I've been working with the Oregon Semiconductor Competitiveness Task Force and co-chairing its Workforce Sub-committee. The Task Force held a press conference on August 17th, releasing its report and findings. Recommendations from the Workforce Sub-committee included creating a consortium to build strategic partnerships in and amongst industry, education, workforce, and community-based organizations; investments across the PK-20 education continuum; building infrastructure and access to models of technology education; building the career pathway; and addressing immigration restrictions that limit access to global talent. The Task Force's work was encouraged by the \$52 billion CHIPS and Science Act passed by Congress. The work of the Task Force continues and I anticipate our focus will shift into an implementation phase.

As a member of the Steering Committee for the Oregon Presidents' Council (OPC) and the Oregon Council of Presidents (OCOP) jointly commissioned Landscape Study on Higher Education in Oregon, the summer saw us reviewing the data and report recommendations with the consultant, National Center for Higher Education Management Systems (NCHEMS). You may recall, the study is to compare Oregon to other states around potential areas for improvement. Both quantitative and qualitative data have been explored, and key findings have been tested with both two- and four-year stakeholders. The final report should be available mid- to late-September with recommendations for the colleges and universities. The Steering Committee presidents have begun to talk about how we will jointly use this information to educate our key constituents, and how we might work better together.

Annual goal update

Community engagement

Currently we are collecting data on the engagement in the community to be used in building out the community engagement plan. A report with the findings will be given to the Board of Education by October 31, 2022. On August 25, 2022, the President's Cabinet (PC) spent the morning hours of their annual retreat volunteering at Snow Cap. It was a wonderful experience for the team, and Snow Cap was most appreciative of our work in cleaning up their park. PC is looking to complete more service projects in the community this coming year.

Diversity, equity, and inclusion

An internal assessment of the college's current equity work, based on the ACCT Toolkit, is underway, and we are currently in the data collection phase.

Strategic planning

The Pathway to Equity, our new Strategic Plan, will be launched internally during convocation. Each objective is assigned to a member of the Executive Staff and has a President's Cabinet member as a primary contact. As we work across campus to build out the strategies and tactics, more layers of engagement will emerge.

Accreditation

Our Policies, Regulations, and Financial Review (PRFR) report will be submitted to the Northwest Commission on Colleges and Universities (NWCCU) on September 16, 2022. The PRFR is an off-site peer-reviewed self-study that occurs in Year Six of an institution's review cycle for compliance requirements. The PRFR is part of NWCCU's ongoing cycle of continued and heightened monitoring of institutions to fulfill its obligations to the US Department of Education. At the completion of the review, MHCC will receive a report from the PRFR Committee outlining the areas where the PRFR Committee found the institution to be "in compliance" with NWCCU Standards, and areas in which the PRFR Committee believes more inquiry is needed.

COVID-19

MHCC continues to follow CDC and Multnomah County Health Authority guidance.

In closing, I am excited to welcome in the new academic year, celebrate the return of all faculty and staff, and begin our educational adventure with our students. I look forward to what this new year brings.

Community/Educational Presentations and Selected Outreach Activities

- July 5 Meeting with Tim Cook, President, Clackamas Community College*
- Jul 6 Oregon Semiconductor Competitiveness Task Force Workforce Subcommittee meeting*
- Jul 7 MHCC Foundation Finance Committee meeting*
- Jul 11 Commission on Dental Accreditation meeting*
- Jul 12 Meeting with Director Noriega*
- Jul 13 Higher Education Coordinating Commission (HECC) Community College Support Fund (CCFS) Funding Formula Taskforce meeting*
- Jul 14 Oregon Semiconductor Competitiveness Task Force meeting*
- Jul 25 Greater Portland Inc. Higher Education Consortium meeting*
- Jul 25 Meeting with Rukaiyah Adams, Oregon Public Broadcasting (OPB) Board Chair*
- Jul 26 Meeting with Director Speer*
- Jul 26 Meeting with Dr. Bennings, President Portland Community College, and Tim Cook, President, Clackamas Community College*
- Jul 27 Meeting with Sarah Ancel, Student Ready Strategies*
- Jul 27 Interview on OPB's Think Out Loud program*
- Jul 27 OPB Audit Committee Meeting*
- Jul 28 Greater Gresham Chamber of Commerce Board meeting*
- Jul 28 Preschool for All meeting*
- Jul 28 Steering Committee meeting with National Center for Higher Education Management Systems (NCHEMS) on Higher Ed Landscape study*
- Aug 1-3 Oregon Presidents' Council (OPC) Retreat*
- Aug 4 Meeting with Kristi Wilson, City of Hillsboro, and Dr. Bennings, President, Portland Community College*
- Aug 4 Oregon Community College Association (OCCA) Communications and Marketing Workgroup Meeting*
- Aug 4 Meeting with Directors McKeel and Speer*
- Aug 15 Rotary Board Meeting*
- Aug 17 Oregon Semiconductor Competitiveness Task Force Press Conference*
- Aug 18 HECC CCFS Funding Formula Taskforce meeting*
- Aug 18 Meeting with Donna Lewelling, HECC, and Dr. Howard, President, Chemeketa Community College*
- Aug 18 Meeting with Directors McKeel and Speer*
- Aug 19 Meeting with Morgan Crowley, Executive Director, OCCA*
- Aug 19 Meeting with Greg Lutje, former MHCC Board of Education Director, and Al Sigala, VP of College Advancement*
- Aug 22 Portland Business Alliance/Higher Education meeting*
- Aug 24 Board of Education Summer Retreat*
- Aug 30 Steering Committee meeting with NCHEMS on Higher Ed Landscape study*
- Aug 30 HECC CCFS Funding Formula Taskforce meeting*
- Aug 30 Meeting with Senator Gorsek*
- Aug 31 Council for the Advancement and Support of Education (CASE) Community College Advisory Committee meeting*

Select Media Mentions

US Department of Labor Awards \$121M in Apprenticeship Building America Grants to Expand, Diversify, Modernize Registered Apprenticeship Programs

<https://www.dol.gov/newsroom/releases/eta/eta20220707-0>

Oregon's community colleges see falling enrollment but some hope on the horizon

<https://www.opb.org/article/2022/07/21/oregons-community-colleges-see-falling-enrollment-but-some-hope-on-the-horizon/>

A world of meals on wheels offered in East County, Sandy

<https://pamplinmedia.com/sp/68-news/552603-442011-a-world-of-meals-on-wheels-offered-in-east-county-sandy>

Oregon community college presidents note enrollment decline, but see path forward

<https://www.opb.org/article/2022/07/27/oregon-community-college-presidents-note-enrollment-decline-plot-new-strategies/>

4 Oregon Community Colleges in Top 20 in US, report says

<https://www.koin.com/news/education/4-oregon-community-colleges-among-top-20-in-u-s-report-says/>

MHCC rated top ten among community colleges in new report

<https://pamplinmedia.com/go/42-news/555267-444359-mhcc-rated-top-ten-among-community-colleges-in-new-report->

MHCC fall community education classes open for locals

<https://pamplinmedia.com/go/42-news/555612-444606-mhcc-fall-community-education-classes-open-for-locals->



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 21, 2022*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – July 13, 2022

Session 1067

A meeting of the Mt. Hood Community College District Board of Education was held on July 13, 2022, with a Regular Board Meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

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

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

Additional Attendees: Lisa Skari, president, Daniel Iacofano, president, MIG, Sou Garner, project manager, MIG, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Tambi Boyle, FTFA President, Marilyn Pitts, PFTA President

Mattson called the meeting to order at 6:43 p.m. and declared a quorum was present.

1.1 Approval of Agenda

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

2.0 ELECTION OF OFFICERS

2.1 Election of Board Chair for 2022-2023

Noriega nominated Andrew Speer for board chair. Noriega motioned to approve the nomination. McKeel seconded the motion. There were no other nominations. The board had a roll call board vote and the nomination of Andrew Speer for board chair passed unanimously.

2.2 Election of Board Vice Chair for 2022-2023

Teune nominated Diane McKeel for board vice chair. Noriega motioned to approve the nomination. Mattson seconded the motion. There were no other nominations. The board had a roll call board vote and the nomination of Diane McKeel for board vice chair passed unanimously.



3.0 PUBLIC INPUT

There was no public input.

4.0 REPORTS

4.1 Correspondence

There was no correspondence.

4.2 Strategic Planning Presentation

Daniel Iacofano thanked the board and college for the opportunity to work on the MHCC Strategic Plan, and recognized the Process Management Committee (PMC) members and everyone involved with the work groups for their time and efforts working on the strategic plan. He provided an overview of the strategic planning process, strategic plan framework, goals and objectives, and performance measures.

Strategic Planning Process – he reviewed the timeline for the three phases of the strategic planning process, and shared we are in the last stage of Phase 3:

- Phase 1: Understanding the Context
- Phase 2: Shaping the Vision for the Future
- Phase 3: Developing the Strategic Plan

Strategic Plan Framework – he reviewed the strategic plan framework components:

- Equity Statement
- Vision Statement
- Mission Statement
- Values: Accessibility, Equity, Innovation, Learning, Quality, Support
- Goals (five goals as outlined below)

Goals and Objectives – he reviewed the five goals and provided a description of the objectives for each goal:

- Goal A: Teaching and Learning
- Goal B: Educational Programs and Support Services
- Goal C: Organizational Structure, Systems and Processes
- Goal D: Facilities and Technology
- Goal E: Coordinate Community Connections

Performance Measures – he reviewed the performance indicators, which were grouped into four main categories:

- Student Success
- Student Learning
- Community
- Diversity, Equity, and Inclusion



Iacofano responded to several questions regarding information presented in the PowerPoint presentation and the strategic plan. Skari responded to a question about the student success performance indicators. A copy of the presentation is attached to the minutes.

5.0 BUSINESS / ACTION

5.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1063, June 1, 2022
- b) Minutes – Board Regular Session 1064, June 15, 2022
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Approve Board Calendar for 2022-2023
- h) Resolution to Appoint Budget Officer for 2023-2024 Budget
- i) Resolution to Approve Budget Calendar for 2023-2024 Budget
- j) Resolution to Transfer Budgeted Appropriations
- k) Approval to Use Goods and or Services Contracts in Excess of \$150,000
- l) MHCC Early/Head Start Child Outcomes Report 2021-2022

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

5.2 Approve Strategic Plan

Skari thanked MIG and their entire team for all the work over the past year on the Strategic Plan. McKeel motioned to approve the Strategic Plan, and Noriega seconded the motion. There was a roll call board vote to approve the Strategic Plan and it passed unanimously.

6.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

7.0 CLOSING REPORTS

7.1 ASG Representative

There was no ASG Report.

7.2 Advisory Representatives

Tambi Boyle (FTFA) – she shared that the FTFA have been monitoring the Covid situation with the new variant, and faculty appreciate the college providing N95 masks while they are on campus. They are concerned about the new variant and the potential for rapid spread during increased interactions heading into fall term, and are hopeful the college is looking at tracking where the Covid cases are on campus in the event of an outbreak.



Marilyn Pitts for Christy Weigel (CEA) – she shared that Amy Salsbery and Donna Harrison coordinated the Oregon Association of Collegiate Registrars and Admissions Officers Conference this year, and it was the first time it has been in-person since before the Covid pandemic.

Marilyn Pitts (PTFA) – she shared that the PTFA is currently in negotiations for a current Covid MOA. She congratulated Andrew Speer and Diane McKeel for their new board leadership positions for 2022-2023.

7.3 Executive Leadership

John Hamblin (Student Development) – he shared they have been doing balance reductions since fall of 2020, and they just completed the balance reductions for spring term feeding into summer term, and they plan to do it again for summer term feeding into fall term. Since they began the balance reductions, they have helped 538 students get the balance down so they could register for a future term. It has accounted for 1770 credits that students have been able to register for a future term. The total cost was \$74,000 using “unused” waivers to pay for it, and it has generated over \$210,000 in revenue.

Al McQuarters (Instruction) – he shared two workforce grants were awarded to MHCC. The grants are designed to help students secure jobs and career advancement in high-wage, high-demand industries. The first grant was \$2.9 million from the US Dept of Labor for Apprenticeships and Pre-Apprenticeships. The second grant was \$1 million for Future Ready Oregon for Career Pathways and developing that in the college.

Jennifer DeMent (Administrative Services) – she provided an update on the construction projects at the college. Some projects have been completed, such as the ADA ramp in Parking Lot G, however they have had challenges with some projects. They had a hard time getting contractors for the Dental Lab project, so the bid process was extended, and the repair costs for the 25-meter indoor pool came in much higher than anticipated. They look forward to the completion of the construction projects.

Al Sigala (College Advancement) – he shared they are in the application review stage for the position of Associate Vice President for District Communications. They hope to have someone in that position by fall term. He stated the company chosen to work on the college website is from Corvallis, and the board has approved the contract. He will be working with them to get the website going as soon as possible.

7.4 President’s Report

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

I would like to thank Past Chair Mattson for her service this year, and for leading us through the policy review process. This is some of the most important work that a Board does, as it lays the foundation for how the College operates. Thank you for keeping us moving, and the steadiness that got us through all seven chapters. While I might not have admitted it, I was not sure we would actually make it through all seven chapters. So, thank you again Annette.



Also, I would like to congratulate Chair Speer and Vice Chair McKeel on their new roles, and I look forward to working with you this year. And what a year it will be. Tonight, we adopted our new Strategic Plan for the college. This was a significant undertaking by the college and all of you, and if you have looked at the full Strategic Plan document and Environmental Scan, you will see the goldmine we now have. I firmly believe this plan will further solidify the Board's clarity on where we are going, how we are measuring our progress, and how we are doing. I know this has been important to all of you, and am hoping these metrics are a gift to the new Chair. I would like to recognize Linda Vigesaa for her leadership as the chair of the Project Management Committee, and thank all the faculty and staff who participated in the process. There are a few people in the audience tonight that I would like to recognize, Laura Nash, Sergey Shepelov, and Traci Simmons. A special thanks to each of you for your leadership, and to all the people who participated in this process.

Lastly, I would like to thank my executive team for all their work this year. Because you know, they all had full jobs and goals they were trying to achieve in their own divisions, and then we added the policy review and a strategic plan this year. I want to acknowledge them for all the work they accomplished, and for hanging in there and helping us get to this point. I want to appreciate them and all of you. Thank you for this last year, and just think about all that we were able to accomplish this year. I am excited about it!

8.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 7:45 p.m.

Clerk

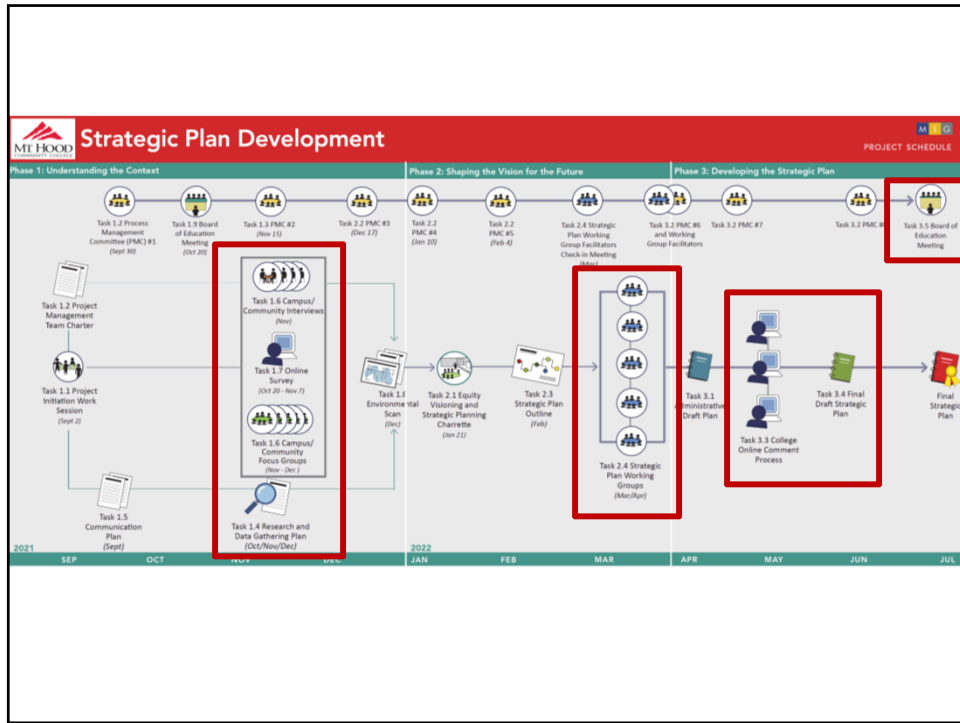
Board Chair

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



Presentation Overview

- I. Strategic Planning Process**
- II. Strategic Plan Framework**
- III. Goals and Objectives**
- IV. Performance Measures**



Strategic Plan Framework

Equity Statement

At Mt. Hood Community College we hold ourselves accountable to align our systems, policies, practices, and resource allocations to strategically and purposefully advance equity. We recognize the harm done to historically excluded people. We work towards a future where all people across the spectrum of difference thrive at Mt. Hood Community College. We seek to provide every person within our community the tools to be successful. We actively design equitable systems to promote fairness and justice.

Mt. Hood Community College prioritizes equity and acknowledges the importance of the ongoing and intentional work to interrupt oppression and remove barriers that perpetuate inequity. We strive to become an organization that demonstrates equity in concept, practice, and outcomes, where all people are valued and feel a sense of belonging.

Vision Statement

Mt. Hood Community College is valued as a cornerstone of the community for affordability, equitable student success, innovation, and financial stewardship.

Mission Statement

With a commitment to being inclusive, Mt. Hood Community College offers a full range of education and training in a supportive environment to advance personal and professional growth. We are a community hub for cultural, economic, recreational, and intellectual enrichment.

MHCC Is Committed to These Values

- Accessibility**
We seek to minimize barriers
- Equity**
We value fairness and impartiality
- Innovation**
We believe in continuous improvement
- Learning**
We foster an environment to support student success
- Quality**
We aspire to excellence in all our programs and services
- Support**
We seek to create an encouraging environment

Goals



Goal A
Teaching & Learning



Goal B
Educational Programs & Support Services



Goal C
Organizational Structure, Systems, & Processes



Goal D
Facilities & Technology



Goal E
Community Connections

Strategic Plan Framework

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MHCC Is Committed to These Values

Accessibility	Equity	Innovation	Learning	Quality	Support
We seek to minimize barriers	We value fairness and impartiality	We believe in continuous improvement	We foster an environment to support student success	We aspire to excellence in all our programs and services	We seek to create an encouraging environment

Strategic Plan Framework

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MHCC Is Committed to These Values


Accessibility We seek to minimize barriers	Equity We value fairness and impartiality	Innovation We believe in continuous improvement	Learning We foster an environment to support student success	Quality We aspire to excellence in all our programs and services	Support We seek to create an encouraging environment
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Goal A
Teaching & Learning




Goal B
Educational Programs & Support Services



Goal C
Organizational Structure, Systems, & Processes



Goal D
Facilities & Technology



Goal E
Community Connections

Goals



Goal A
Teaching & Learning




Goal B
Educational Programs & Support Services



Goal C
Organizational Structure, Systems, & Processes



Goal D
Facilities & Technology



Goal E
Community Connections



Teaching and Learning

Goal A: Improve Teaching and Learning Practices and Processes to Support Learning and Success for All Students

- A.1: Provide ongoing trainings and time for teaching staff to integrate best practices for effective and inclusive teaching into their classes, including culturally responsive teaching, experiential learning, and community connections.
(On-going)
- A.2: Create welcoming and trauma-informed learning environments that promote a sense of belonging and well-being, cultivating a learning mindset for all members of the campus community. Collaborate across units, divisions, and departments with curated topics *(On-going)*



Teaching and Learning

- A.3: Improve and/or develop assessment of course, program, and core outcome levels, creating a cycle of continuous improvement for teaching and learning.
(0-2 years and On-going)
- A.4: Re-design and implement the teaching and course evaluation system to provide support: (i) for students to give feedback to teaching staff; and (ii) to incorporate meaningful formative and summative student feedback to teaching staff that will improve teaching and learning.
(0-2 years and On-going)
- A.5: Increase student success by maintaining high academic standards while reducing the overall DFWI (D, F, withdrawal, incomplete) rate through improved course learning conditions and enhanced co-curricular support. *(On-going)*



Educational Programs and Support Services

Goal B: Provide the Full Range of Educational and Support Programs and Services Needed to Allow Students to Meet their Educational, Career, and Personal Goals

- B.1: Identify and align programs and offerings internally and with local and regional partners and community-based organizations to better meet industry and community needs. *(On-going)*
- B.2: Develop and implement a regularly occurring and transparent comprehensive academic program review process that aligns with accreditation process and includes a 360-degree review from employees, students, community members, and partners. *(0-2 years and On-going)*



Educational Programs and Support Services

- B.3: Develop and implement a regularly occurring comprehensive review of student support services (advising, TRIO, AVID, etc.) to ensure continuous alignment with student needs. *(0-2 years and On-going)*
- B.4: Identify and align support services to parallel student needs and interests (student basic needs, Barney's pantry, Head Start, etc.). *(On-going)*



Educational Programs and Support Services

- B.5: Create a process that identifies student needs and interests (modality, day/time, location, etc.) then align academic courses and programs to parallel findings. *(2-5 years)*
- B.6: Expand the community college's academic program planning and review process and prepare an updated Academic Program Plan that is integrated with the Strategic Enrollment and Comprehensive Facilities plans, to include the values, mission, vision and meet the goals of the Strategic Plan. *(2-5 years)*



Organizational Structure, Systems and Processes

Goal C: Align the College's Organizational Structure, Systems and Processes to Reflect the Diversity of the Communities We Serve

- C.1: Address structural inequity to Increase diverse representation of students and employees. *(On-going)*
- C.2: Create a structural framework for equity to be a part of the student and employee experience throughout the life cycle. *(0-2 years and On-going)*
- C.3: Consistently use the equity lens tool to continuously embed equity principles into the College's systems and processes. *(On-going)*



Organizational Structure, Systems and Processes

- C.4: Build a positive climate using principles of equity and trauma-informed care. *(On-going)*
- C.5: Ensure that the implementation progress of supplemental guiding plans, such as the Strategic Enrollment Plan, are annually evaluated and findings are publicly posted and reported to the Board of Education. *(On-going)*



Organizational Structure, Systems and Processes

- C.6: Seek additional funding through a variety of potential revenue sources such as a local bond measure, grants, and philanthropic and industry funding and support to implement the objectives defined in this Strategic Plan. *(On-going)*
- C.7: Expand and strengthen the Office of Student Basic Needs to increase resources for students. *(0-5 years)*



Facilities and Technology

Goal D: Provide Facilities and Technology Platforms to Serve The Needs of All Students

- D.1: Expand awareness and utilization of the college's centralized calendaring system and provide training for new hires. *(0-2 years)*
- D.2: Improve MHCC's website presence to streamline, improve readability level, include language translation and refine focus to ensure it is geared towards student and the community. *(2-5 years)*
- D.3: Spread awareness of IT and Facilities initiatives and improvements on Campus. *(0-2 years)*



Facilities and Technology

- D.4: Identify gaps, consider feedback to identify priority improvements, put together a funding and resource plan based on priorities identified, and implement priority projects for Online Learning. *(0-5 years)*
- D.5: Ensure student and employee facing electronic systems, including the Community College website and registration system, are user friendly and easy to navigate; utilizing business process review to identify and prioritize improvements. *(2-5 years and On-going)*



Facilities and Technology

- D.6: Update the comprehensive facilities plan to be integrated with the Academic Program and Strategic Enrollment plans, and proactively seek funding sources or partnerships to implement strategies that will support a welcoming, safe, and inclusive physical setting. *(2-5 years)*
- D.7: Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs. *(On-going)*



Coordinate Community Connections

Goal E: Increase Our Visibility and Strengthen the Connection Between the College and Our Local and Regional Community Partners

- E.1: Develop a process for capturing the work MHCC is doing to connect with the community, and coordinate our efforts for engaging and informing the public, as well as the campus community. *(0-2 years and On-going)*
- E.2: Ensure the College is authentically engaging with historically excluded and multi-lingual communities. *(0-2 years and On-going)*

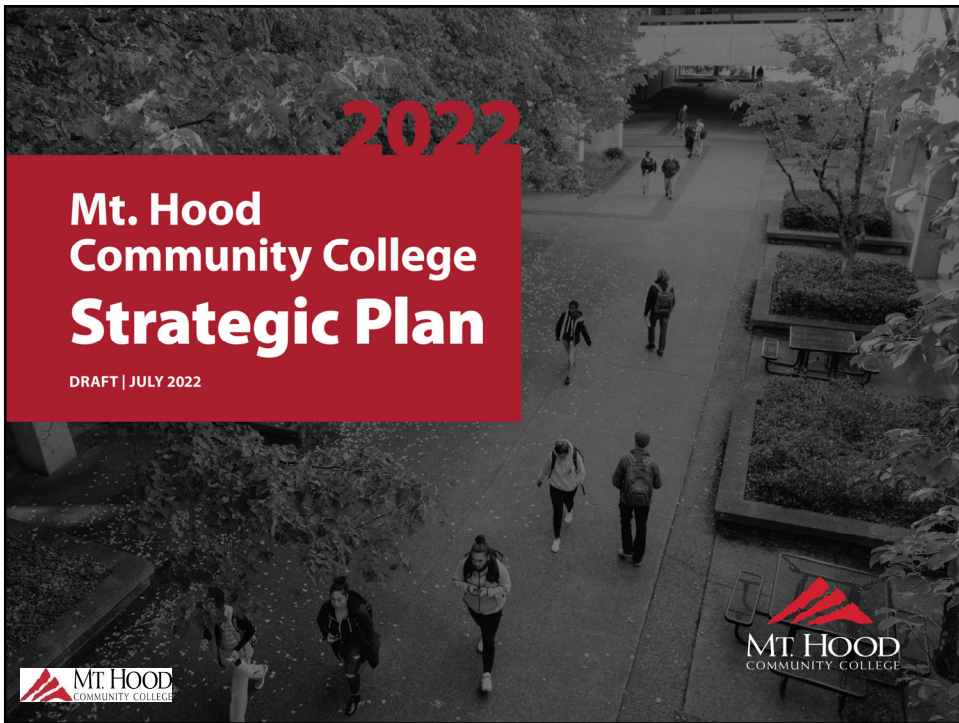


Coordinate Community Connections

- E.3: Create and implement a mechanism for accurate translation of community facing materials/flyers/etc.
(0-2 years and On-going)
- E.4: Partner with local organizations to create a community hub to exchange and share resources.
(0-2 years and On-going)
- E.5: Collaborate with local businesses and industry partners to create opportunities for experiential learning that leads to career-level, living and/or family wage employment.
(On-going)

*This column shows which of the 5 sets of goals and objectives most closely aligns with each performance indicator.

Indicator	Definition	Goals*	Disaggregation	Bench marking	History	Targets:
Student Success Indicators:						
Completion	Students' completion rate six years after enrollment	A, B, D	Race, Gender, Age group, Pell status, FT/PT status, College Readiness	PDP	2017-2022	Increase six-year completion to 40% by 2027
Retention	Fall to Fall Retention adjusted for students who continued their education elsewhere	A, B, D				Increase fall-to-fall retention rate to 70% by 2027
Credit Accumulation Rate	Proportion of students that are progressing toward credential completion.	A, B, D				Increase percentage of students earning 23 credits in the first year of study to 40% by 2027
Student Learning Indicators:						
Core Learning Outcomes	Percentage of reviewed artifacts of learning meeting predetermined threshold.	A, B, D	Same as above	Local	New	Increase percentage of work meeting threshold to 80% (*current number is not known yet)
Community Indicators:						
Valued by the Community	Percentage of community members who believe that MHCC is a good investment for the community. Conduct two question surveys annually.	E	Race, Gender, Age group, Local Business, High School seniors/parents, Advisory boards, community members	Local	2016	The question we used to ask: MHCC is a good steward of our taxpayer dollars Increase percentage of community members who believe MHCC is a good steward of taxpayer dollars to 70% by 2027
High School In-Take Rate	Percentage of in-district HS graduates transitioning to MHCC	E		2019	2017-2022	Increase percentage of in-district HS graduates transitioning to MHCC to 30% by 2027
Diversity, Equity, and Inclusion						
Employees Diversity	Each employee group reflects diversity of MHCC district	A, B, C	Race	Local	2017-2022	Increase diversity of each employee group to be within 5% of MHCC district by 2027
Students Diversity	Student body reflects diversity of MHCC district	A, B, D	Race	Local	2017-2022	Increase percentage of students of color to be at least 5% over MHCC district by 2027





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 21, 2022*

ITEM TITLE: 7.1b

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

SUBJECT: APPROVAL OF MINUTES – August 18, 2022

Session 1068

A meeting of the Mt. Hood Community College District Board of Education was held on August 18, 2022, with a Special Board Session at 4:00 pm, held via Zoom.

1.0 CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Diane Noriega, Marie Teune

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Charles George, associate vice president, Facilities, Risk Management, and Public Safety

Speer called the special board meeting to order at 4:04 p.m. and declared a quorum was present.

1.1 APPROVAL OF AGENDA

Noriega motioned to approve the board agenda. Teune second the motion and it passed unanimously.

2.0 BUSINESS/ACTION

2.1 Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000

DeMent and George provided an overview of the resolution to approve the service contracts described in agenda item 2.1, and responded to several questions about the projects and vendors.

Noriega motioned to approve the resolution to utilize goods and/or service contracts in excess of \$150,000. McKeel seconded the motion. There was a roll call board vote and it passed unanimously.



3.0 ADJOURNMENT

Noriega motioned to adjourn the special board meeting. Teune seconded the motion and it passed unanimously. The special board meeting was adjourned at 4:16 p.m.

Clerk

Board Chair

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 21, 2022*

ITEM TITLE: 7.1c

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

SUBJECT: APPROVAL OF MINUTES – August 24, 2022

Session 1069

A meeting of the Mt. Hood Community College District Board of Education was held on August 24, 2022, with an Executive (Closed) Session at 11:00 am in the Board Room, and a Board Retreat at 1:00 pm held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 EXECUTIVE (CLOSED) SESSION

The board convened in a closed executive session in accordance with ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.

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

Speer called the executive closed session to order at 11:00 a.m.

2.0 PRESIDENT'S EVALUATION

The board discussed and prepared the President's evaluation.

3.0 ADJOURN EXECUTIVE (CLOSED) SESSION

The executive session was adjourned at 12:35 p.m.

4.0 BOARD RETREAT / CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness



Speer called the board retreat to order at 1:05 p.m.

5.0 BUSINESS

Skari recognized Annette Mattson for her service as board chair last year and presented her with a bouquet of flowers and a plaque.

5.1 Board Business

a) Annual Ethics Affirmation

Board members reviewed and signed the MHCC Ethical Code of Conduct document for 2022-2023. A copy of the Ethical Code of Conduct is attached to the minutes.

b) Board Agreements

Board members reviewed the MHCC Board Agreements. There were no changes made to the agreements. A copy of the MHCC Board Agreements is attached to the minutes.

c) Board Committees

Board members reviewed and discussed the list of board committees and board liaison roles for 2022-2023. Board members noted their preferences to serve on board committees and liaison roles as follows:

- Budget and Finance Committee: Diane Noriega
- Community Engagement Committee: Marie Teune, Diane McKeel
- Audit Committee Board Liaison: Diane Noriega, Andrew Speer
- Head Start Board Liaison: Marie Teune
- MHCC Foundation Board Liaison: Diane McKeel
- OCCA Board Liaison: Andrew Speer
- OSBA Board Liaison: Annette Mattson
- Distinguished Teaching Awards Committee: Marie Teune, Kenney Polson
- Outstanding Support Staff Awards Committee: Kenney Polson
- Foundation Scholarship Review: Diane McKeel, Andrew Speer

Speer will review the list of board committee and liaison role preferences and follow up with board members once the list is finalized. A copy of the Board Committee and Liaison Role list is attached to the minutes.

d) Meeting Schedule

The board reviewed the board calendar for board meetings in 2022-2023 and discussed the frequency and need of board work sessions. The board discussed keeping the current board work sessions on the calendar and to review the need for a work session prior to each month. The board work sessions will be held via Zoom. A copy of the board calendar for 2022-2023 is attached to the minutes.

5.2 Board Review

a) Self-Evaluation



The board reviewed and discussed the Board Self Evaluation Summary and Self Evaluation Raw Data for 2022. Board members discussed the evaluation scores for the following categories: board organization, policy role, community relations, policy direction, board-CEO relations, standards for operations, institutional performance, board leadership, advocating for college, and board education. The board discussed factors that contributed to their success, what can be replicated, and what improvements the board can make this year. A copy of the Board Self Evaluation Summary is attached to the minutes.

5.3 Strategic Plan

a) Values

Skari led a discussion about the six values included in the new strategic plan and their use in decision making.

- Accessibility
- Equity
- Innovation
- Learning
- Quality
- Support

Skari led an activity to develop clarity and shared understanding around the six values. Board members shared their thoughts on each value by writing a response to the following statements and placing their answers on a group poster for each value:

1. Write one sentence to describe what this value means to the board
2. Provide examples of how the board has practiced this value or has committed to this value
3. Provide examples of where the board has not addressed this value or has not communicated this value

The board took a 14-minute break between the Values exercise and the presentation on Metrics and Reporting.

b) Metrics and Reporting

Shepelov provided a presentation on the following Key Performance Indicators:

- Student Success Indicators: completion, retention, credit accumulation rate
- Student Learning Indicators: core learning outcomes.
- Community Indicators: valued by the community, high school intake rate.
- Diversity, Equity, and Inclusion Indicators: employee diversity (data was from fall 2021), and student diversity

A copy of the Key Performance Indicators presentation is attached to the minutes. Skari shared an example of the MHCC Unit Planning metrics dashboard that departments use to complete their annual goals, objectives, and tactics each year.



c) Community Relations

Speer led a discussion about the board's role in engaging with the community and participating in community activities. Questions the board discussed were:

- Where does the board need to focus their engagement in the coming year?
- How do we use/modify our past strategy around community engagement?
- What is the board's role in the public roll out of the strategic plan?

Skari stated the strategic plan is tentatively scheduled to kick off to the general public in January 2023, and proposed creating specific goals and targets to complete by a specific end date (i.e. June 30, 2023), such as identifying how many presentations the board would like to make or how many specific groups the board would like to engage with this year. The board discussed having specific talking points about the strategic plan to share at community meetings, and to include some of the major milestones and helpful information that is produced quarterly. It was also suggested to have a resource sheet that has all the statistics about MHCC (i.e., number of students, programs offered at MHCC, programs available for all ages and stages of a person's career development), and includes the top three things that board members can share that quarter. Skari shared that in her communications to the community about MHCC (i.e., who we are and what we stand for in the community), she has focused on three areas: student-centered, equity-minded, and career-focused. Skari stated she would send to board members once a month three things the board can communicate out to community members.

Speer led a discussion on what the board's focus should be for community engagement activity this year. The board discussed continuing the focus from last year and to make presentations to the K12 School District Board meetings and to City Council meetings.

6.0 ADJOURNMENT

The board retreat was adjourned at 4:20 p.m.

Clerk

Board Chair

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

Public Official Overview

<https://www.oregon.gov/ogec/Pages/public-officials.aspx>

The provisions in Oregon Government Ethics law restrict some choices, decisions or actions of a public official. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the provisions in [ORS Chapter 244](#) were enacted to provide one safeguard for that trust.

Public officials must know that they are held personally responsible for complying with the provisions in Oregon Government Ethics law. This means that each public official must make a personal judgement in deciding such matters as the use of official position for financial gain, what gifts are appropriate to accept, when to disclose the nature of conflicts of interest, and the employment of relatives or household members. If a public official fails to comply with the operative statutes, a violation cannot be dismissed by placing the blame on the public official's government employer or the governing body represented by the public official.

Ethical Code of Conduct

On December 15, 2021, the MHCC Board of Education adopted [Board Policy 2715](#): Code of Ethics/Standards of Practice. As an elected public official, I acknowledge that I am subject to compliance with Oregon Government Ethics law as set forth in ORS Chapter 244, and as a member of the MHCC Board of Education, I am responsible to:

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

I hereby affirm adherence to the Code of Ethics as stated in [Board Policy 2715](#) and Oregon Government Ethics law as set forth in [ORS Chapter 244](#).

MHCC Board Member: _____
Print Name

Board Member Signature

Date



Mt. Hood Community College Board of Education Agreements

While the board and president are guided by governing documents, we also subscribe to the following guiding principles in our work.

The board and the president commit to:

- Attending meetings, work sessions and retreats
- Being prepared for meetings, work sessions, and retreats
- Being informed on issues under consideration
- Being engaged in board activities and discussions
- Assessing our performance
- Continuous learning and continuous improvement
- Focusing on student success
- Listening to and engaging stakeholders and constituents, and meeting them where they are
- Seeking clarity in our work
- Building trust
- Being transparent and inclusive in our decision-making
- Respecting others
- Collaborating and working as a team
- No surprises

The board members commit to:

- Supporting the work of the president
- Maintaining a focus on policy, not operations
- Acting as a unit, and standing together after a decision is made
- Sending complaints about the president to the board chair
- Sending complaints and information requests about the college to the president and board chair

The president commits to:

- Supporting the work of the board
- Sending relevant board information to all board members
- Standing with the board after a decision is made
- Sharing concerns/complaints about board members with the board chair

**MHCC BOARD OF EDUCATION
BOARD COMMITTEES & LIAISONS
2022-2023**

Board Committees – Board member chairs committee; work centers on activities of the Board.

Budget and Finance:

Board members attend meetings in the spring to set budget priorities and review the college's proposed budget before submitting to the Tax Supervising and Conservation Commission (TSCC).

Committee chair meets with the Vice President of Administration and Finance at least quarterly to review the college's budget status.

Community Engagement:

Board members track their community involvement related to the college, and report action monthly to the Executive Assistant to the Board.

Committee chair meets with the MHCC Board Chair and Vice Chair to develop strategies for board engagement in the community.

Board members take part in specific outreach efforts, including attending meetings and events.

Board Liaisons – Board member(s) participates by sharing information; the organization is responsible for the work.

Audit Committee:

Attend two meetings per year with the external auditors; provide proactive oversight for the financial compliance reporting, and risk management processes and disclosure by thoroughly reviewing the audit report; limit two board members per committee.

Head Start:

Attend two Head Start Policy Council meetings during the year; speak at one Head Start staff meeting; participate in Head Start self-assessment; provide Head Start information to MHCC Board.

MHCC Foundation:

Attend regular MHCC Foundation board meetings and share Board of Education information; attend Foundation events including the annual auction; provide MHCC Foundation information to MHCC Board.

Oregon Community College Association (OCCA):

Attend regular OCCA board meetings, typically held October, November, February, and May; consult with MHCC Board members on relevant OCCA topics and represent MHCC on the OCCA Board; provide OCCA information to MHCC Board; advocate for legislation in support of the college, by meeting with, emailing or calling legislators.

Oregon School Board Association (OSBA):

Consult with MHCC Board members on relevant OSBA topics; organize board voting for OSBA directors and policy items; provide OSBA information to MHCC Board.

Volunteers - Optional opportunities for board members to participate on college committees; college is responsible for the work.

Distinguished Teaching Awards Committee: *Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.*

Outstanding Support Staff Awards Committee: *Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.*

Foundation Scholarship Review: *Using an online platform, read and evaluate student applications for Foundation scholarships during spring term; no limit on board member participation.*

MHCC Board of Education Calendar 2022-2023

Date	Time	Activity
July 13, 2022	6:30 pm	Regular Meeting
August 18, 2022	4:00 pm	Special Board Meeting
August 24, 2022	11:00 am 1:00 pm – 5:00 pm	Executive (Closed) Session Board Retreat
September 21, 2022	5:00 pm 6:30 pm	Executive (Closed) Session Regular Meeting
October 5, 2022	6:00 pm	Work Session
October 19, 2022	6:30 pm	Regular Meeting
November 16, 2022	6:30 pm	Regular Meeting
December 14, 2022	6:30 pm	Regular Meeting
January 4, 2023	6:00 pm	Work Session
January 18, 2023	6:30 pm	Regular Meeting
February 1, 2023	6:00 pm	Work Session
February 15, 2023	6:30 pm	Regular Meeting
February TBD, 2023	TBD	Board Retreat
March 1, 2023	6:00 pm	Work Session
March 15, 2023	6:30 pm	Regular Meeting
April 5, 2023	6:00 pm 7:00 pm	Budget Committee Work Session
April 19, 2023	6:00 pm 6:30 pm	Budget Committee Regular Meeting
May 3, 2023	6:00 pm	Work Session
May 17, 2023	6:30 pm	Regular Meeting
June 7, 2023	6:00 pm	Work Session
June 17, 2023	10:00 am	Commencement
June 21, 2023	6:30 pm 7:30 pm	TSCC Budget Hearing Regular Meeting

Board of Education Self-Evaluation

	2017-18 AVG SCORE		2018-19 AVG SCORE		2019-20 AVG SCORE		2020-21 AVG SCORE		2021-22 AVG SCORE		
	Evaluation <u>Self</u> <u>Board</u>		Evaluation <u>Self</u> <u>Board</u>		Evaluation <u>Self</u> <u>Board</u>		Evaluation <u>Of Self</u> <u>Of Board</u>		Evaluation <u>Of Board</u>		Overall Mean Score
	4.2	3.71	4.26	3.86	3.86	3.86	3.65	3.45	4.39		
Board Organization											
1.1	4.33	4.00	4.17	3.83	3.86	3.57	3.50	3.33	4.29	The board operates as a unit.	
1.2	4.50	3.50	4.33	4.00	3.71	3.57	3.33	3.17	4.57	Board members make decisions after thorough discussion and exploration of many perspectives.	
1.3	4.80	4.50	4.67	4.50	4.43	3.71	3.33	3.33	4.57	Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	
1.4	4.40	3.67	4.17	4.00	3.14	3.14	2.50	2.50	3.86	The board has adequate input into the planning of meeting agendas.	
Policy Role											
2.1	3.60	3.00	4.17	3.83	3.57	3.71	3.00	3.50	5.00	The board assures a systemic, comprehensive review of board policies and the procedures that implement them.	
2.2	4.40	3.60	4.33	3.83	4.29	3.86	3.83	3.50	4.71	The board has clarified the difference between its policy role and the role of the CEO and staff.	
2.3	4.60	3.33	4.50	4.33	3.00	3.57	3.83	3.67	4.43	The policy-making process is clear, public, and inclusive.	
2.4	4.00	2.83	4.17	3.83	3.00	3.43	2.83	2.83	4.00	The board seeks community input in developing policies that affect the community at large.	
Community Relations											
3.1	4.00	3.67	4.17	3.50	3.57	3.57	3.67	3.17	3.71	The board is knowledgeable about the community and regional needs and expectations.	
3.2	3.60	3.17	3.83	3.33	3.29	3.14	2.67	2.33	3.57	The board has strategies involving the community in discussion of issues that impact the community.	
3.3	4.40	4.00	4.67	4.50	3.57	3.29	3.50	3.33	4.71	The board has protocols for dealing with the citizens and the media.	

3.4	3.60	3.33	4.00	3.83	3.14	3.71	3.67	3.33	4.17	Where appropriate, the board assists in developing educational partnerships with community agencies, businesses, and local government.
Policy Direction										
4.1	3.60	3.17	4.20	4.00	4.29	4.14	4.00	3.67	4.57	The board is appropriately involved in defining the vision, mission and goals.
4.2	4.00	3.50	3.67	3.33	3.29	3.29	3.00	2.83	4.14	The board spends sufficient time discussing the future direction of the college.
4.3	4.00	3.50	3.83	3.17	3.57	3.71	3.17	3.17	4.43	The board regularly reviews the mission and purposes of the institution.
4.4	4.00	3.83	3.83	3.67	4.29	4.00	4.00	3.67	4.71	The board annually sets priorities in conjunction with the CEO.
4.5	4.60	4.33	4.00	3.60	3.14	3.71	3.50	3.33	4.43	The board requires long-range strategic planning.
Board-CEO Relations										
5.1	3.40	3.00	4.50	4.33	4.43	4.00	3.82	3.67	4.86	The climate of mutual trust and respect exists between the board and CEO.
5.2	3.60	3.17	4.00	3.50	4.00	3.86	3.17	3.70	4.29	The board sets clear expectations for the CEO.
5.3	3.00	2.50	3.50	3.33	3.86	3.86	3.50	3.00	4.71	The board effectively evaluates the CEO.
5.4	3.40	3.33	4.00	3.33	3.71	4.00	3.17	2.83	4.57	The board has clear protocols for communicating with staff that include the CEO.
5.5	4.40	4.33	4.50	3.83	4.57	4.00	4.00	3.83	4.57	The board clearly delegates the administration of the college to the CEO.
Standards for Operations										
6.1	4.40	3.33	4.83	4.17	4.29	4.14	4.17	4.00	4.71	The board understands the fiscal condition of the college.
6.2	4.20	3.50	4.00	4.00	4.14	4.14	3.83	3.50	4.57	The board assures the budget reflects college priorities in the mission and goals.
6.3	3.60	2.83	3.83	3.50	3.57	4.00	2.83	2.83	4.43	College policies adequately address parameters regarding safety and security.
6.4	4.20	4.17	4.17	4.33	4.14	3.86	4.50	4.17	4.86	Board policies adequately address parameters for fiscal management that meet audit standards.
Institutional Performance										
7.1	4.20	2.83	3.33	2.80	3.29	3.57	3.00	3.00	3.86	The board requires the college to regularly evaluate program effectiveness.

7.2	3.40	2.83	3.00	2.60	3.00	3.14	2.67	2.67	3.71	The board adequately monitors the impact the college has on the community.
7.3	3.80	3.00	3.83	3.20	3.71	3.71	3.17	3.50	4.29	The board is appropriately involved in the accreditation process.
7.4	4.00	3.67	3.50	3.40	2.71	3.29	3.33	3.33	4.29	The board reviews accountability reports to state and federal agencies.
Board Leadership										
8.1	4.60	3.67	4.67	3.83	4.29	4.00	3.50	3.67	4.71	The board understands its roles and responsibilities.
8.2	4.60	4.17	4.83	4.33	4.71	4.29	4.17	3.83	4.86	The board adheres to a code of ethics or standards of practice.
8.3	4.60	4.17	4.33	3.67	3.57	3.86	3.00	2.83	4.43	Board members work together as a team to accomplish the work of the board.
8.4	4.80	3.50	4.33	3.67	3.86	4.14	3.33	3.17	4.57	Board members are prepared for board meetings.
8.5	4.20	4.00	4.50	4.00	4.00	4.00	3.67	3.50	4.71	Through its behavior, the board sets a positive example for the CEO and other employees.
8.6	4.20	3.67	3.67	3.67	3.29	3.43	2.50	2.67	3.86	The board actively encourages creativity and innovation.
8.7	4.40	4.17	4.67	4.17	4.43	4.29	4.00	4.33	4.43	The board is willing to take a stand for what it believes is right for students and the community.
8.8	4.00	4.00	4.50	4.17	4.00	3.86	3.33	3.33	4.00	The board works to build positive relationships with all stakeholders.
Advocating for College										
9.1	4.20	3.50	4.50	4.00	3.86	4.00	3.67	3.83	4.43	Board members are knowledgeable about the college's history, mission, and values.
9.2	4.40	3.67	4.33	3.83	4.57	4.43	3.67	4.00	4.86	Board members support the college by attending various events.
9.3	4.20	3.33	4.50	3.83	3.86	3.86	3.50	3.33	3.86	The board helps educate the local community about college needs and issues.
9.4	4.00	3.50	4.50	3.83	3.57	3.86	3.50	3.17	4.00	Board members are knowledgeable about state laws and regulations.
9.5	4.20	3.67	4.50	4.00	3.86	3.86	3.67	3.83	4.29	The board works to secure adequate public funding.
9.6	4.80	4.17	4.67	4.00	4.71	4.29	4.33	3.83	4.86	The board actively supports the college's foundation and fundraising efforts.
Board Education										

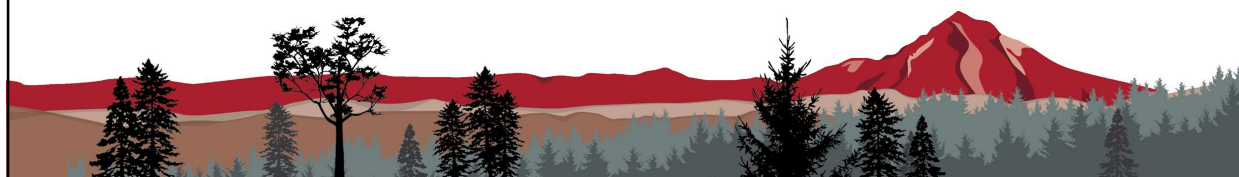
10	4.40	4.50	4.17	4.33	4.14	4.29	3.67	3.83	4.86	New members receive an orientation to the board and the institution.
10	3.40	3.17	3.67	3.33	3.29	3.29	2.83	3.17	4.43	The board has an ongoing program of board development.
10	4.20	4.00	4.50	3.50	3.71	4.00	3.50	3.50	4.14	The board is knowledgeable about major social and economic trends and issues that affect the college.
10	4.00	3.67	3.67	3.00	4.14	4.00	3.17	3.17	4.00	Information requested by and provided to the board members does not put an undue burden on staff.
11	3.20	3.17	3.33	3.00	4.00	3.57	3.50	3.17	4.14	The board self-evaluation process provides useful information on board performance.

Key Performance Indicators

August 2022

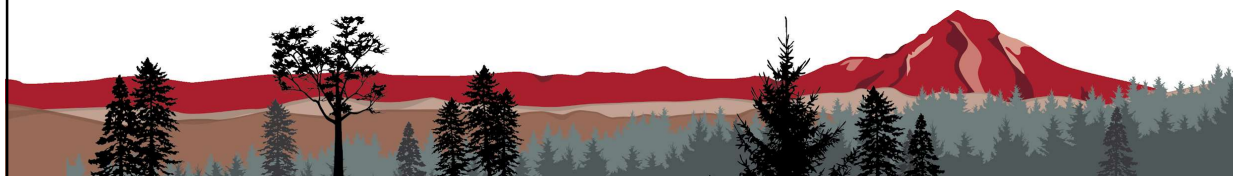



Groups of Indicators	Details
Student Success Indicators	Completion, Retention, Credit Accumulation
Student Learning Indicators	Core Outcomes, Program Outcomes
Community Engagement Indicators	Valued by Community, High School In-Take Rate
Diversity, Equity, and Inclusion	Employee and Student Diversity



Student Success Indicators:



Indicator	Description	Disaggregation	Target
Completion	Students' completion rate six years after enrollment	Race, Gender, Age group, Pell status, FT/PT status, College Readiness	Increase six-year completion to 40% by 2027 (Fall 2021: 32%)
Retention	Fall to Fall Retention adjusted for students who continued their education elsewhere		Increase fall-to-fall retention rate to 70% by 2027 (Fall 2021: 55.7%)
Credit Accumulation Rate	Proportion of students that are progressing toward credential completion.		Increase percentage of students earning 23 credits in the first year of study to 40% by 2027 (Fall 2021: 33%)





Analytics & Institutional Research

Student Success Indicators

Current KPI and Goal

34%

Six-Year Outcomes

37%

71%

FA to WI Retention

74%

33%

23+ Credits 1st Year

35%

By Year, %

Year	2016	2017	2018	2019
38	34	33	34	

Year	2016	2017	2018	2019
72	72	73	71	

Year	2016	2017	2018	2019
34	34	35	33	

Cohort Size

Year	Students
2019	2970
2018	3174
2017	3138
2016	3219
Total	12501

Year	Students
2019	2638
2018	2755
2017	3059
2016	2500
Total	10952

Year	Students
2019	2638
2018	2755
2017	3059
2016	2500
Total	10952

Filters

[Show Filter Panel](#)

Disaggregation

[Main](#)

[Age](#)

[Gender](#)

[Race](#)

[Full/Part Time](#)

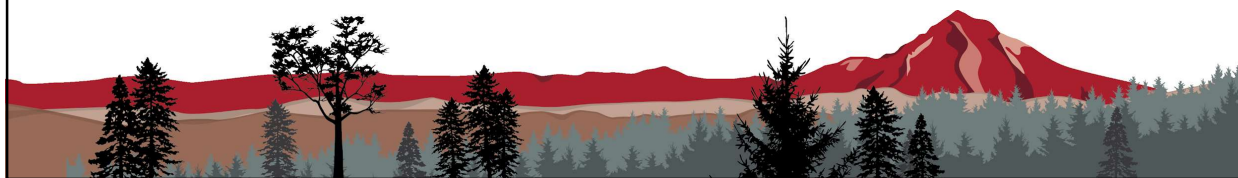
[Pell](#)

[College Readiness](#)

[Peer Colleges](#)

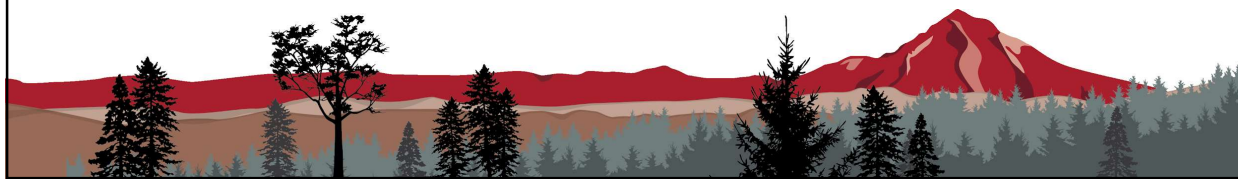
Student Learning Indicators:

Indicator	Definition	Disaggregation	Targets:
Core Learning Outcomes	Percentage of reviewed artifacts of learning meeting predetermined threshold.	Race, Gender, Age group, Pell status, FT/PT status, College Readiness	Increase percentage of work meeting threshold to 80% (First assessment is planned in Winter and Spring 2023)



Community Indicators:

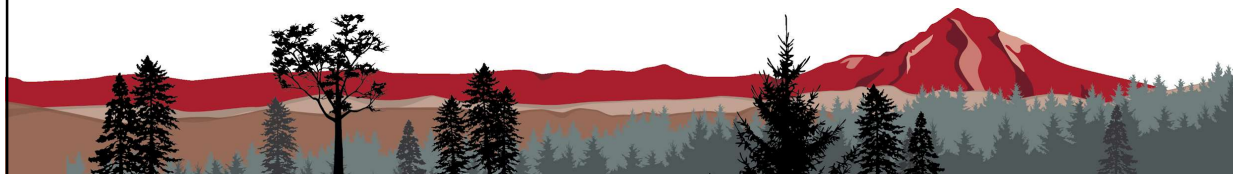
Valued by the Community	Percentage of community members who believe that MHCC is a good investment for the community. Conduct two question surveys annually.	Race, Gender, Age group, Local Business, High School seniors/parents, Advisory boards, community members	The question we used to ask: MHCC is a good steward of our taxpayer dollars. Increase percentage of community members who believe MHCC is a good steward of taxpayer dollars to 70% by 2027 (2019: 62%, 2016: 60%)
High School In-Take Rate	Percentage of in-district HS graduates transitioning to MHCC	Race, Gender	Increase percentage of in-district HS graduates transitioning to MHCC to 30% by 2027 (2021-22: 17.1%, pre-covid 2019-20:24.1%)



Diversity, Equity, and Inclusion







Indicator	Definition	Disaggregation	Targets:
Employees Diversity	Each employee group reflects diversity of MHCC district	Race	Increase diversity of each employee group to be within 5% of MHCC district by 2027.
Students Diversity	Student body reflects diversity of MHCC district	Race	Increase percentage of students of color to be at least 5% over MHCC district by 2027

FT Faculty		Mngmt/Conf		PT Faculty						District	
Asian	4%	Asian	2%	Asian	5%	Asian	5%	Asian	8%	Asian	8%
Black	2%	Black	11%	Black	3%	Black	3%	Black	4%	Black	5%
Hispanic	6%	Hispanic	15%	Hispanic	7%	Hispanic	10%	Hispanic	18%	Hispanic	16%
Multiracial	2%	Multiracial	6%	Multiracial	3%	Multiracial	3%	Multiracial	9%	Multiracial	6%
White	86%	White	66%	White	81%	White	71%	White	60%	White	63%
				Other	1%	Other	8%	Other	1%	Other	2%



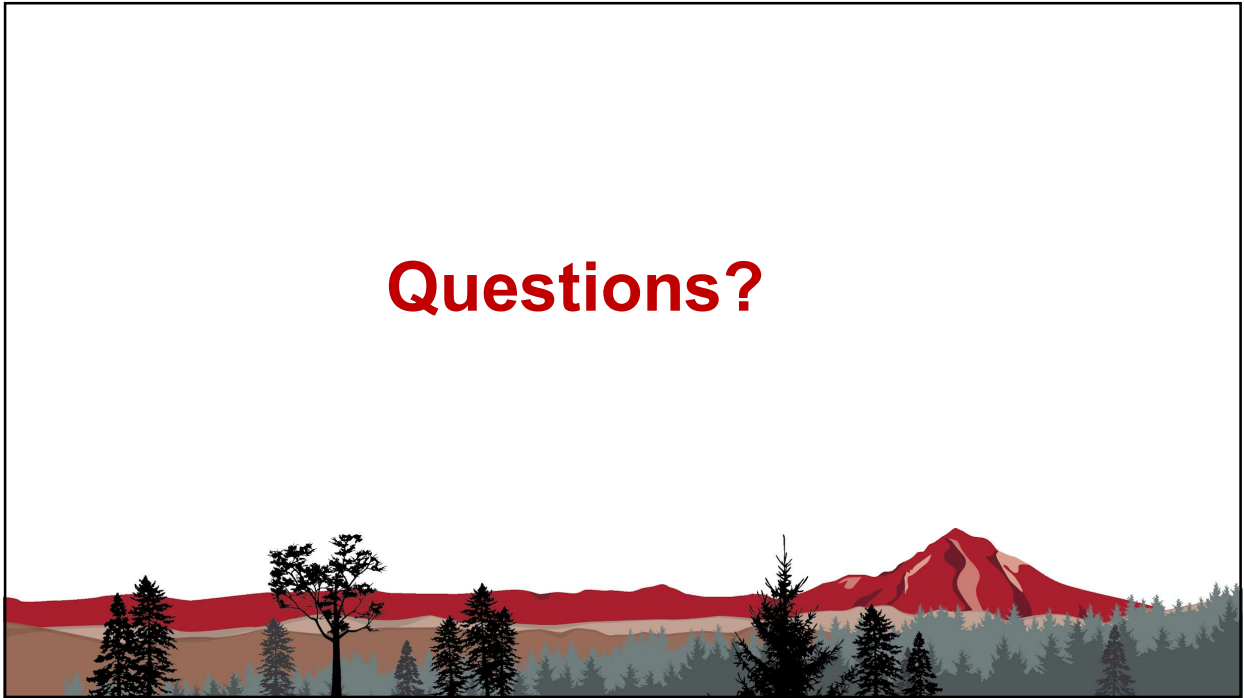
MHCC Planning Pyramid



	Mission	Mission statement is a written declaration of the College's core purpose. Mission fulfillment is assessed by looking at all KPIs holistically.
	Vision	Vision statement is an aspirational description of the optimal desired future state what our College would like to achieve, a mental picture, of what we want to accomplish over time.
	Goals	Goals are broad statement of directions that directly result from mission, vision, and values. It's our blueprint that focuses our efforts and directs our resources. Goals are defined for the whole College in the Strategic Plan. Goals are assessed through Key Performance Indicators.
	Objectives	Objectives are broad statements of direction that create a bridge between goals and annual plans. They support overall vision and goals but break them down into manageable and actionable focus areas.
	Strategies	(Optional) If Goals are the "what", the strategies are the "how". They are specific projects, initiatives, processes, or policies designed to achieve objectives. Strategies are either defined in Master Plans (e.g. Strategic Enrollment Plan, Academic Master Plan, Facilities Plan, etc) or developed by Strategy Action Teams. There are developed collaboratively with all stakeholders and supported by managers providing staff and resources for implementation.
	Tactics	Tactics are specific actions units will take to meet MHCC objectives. Tactics are aligned with objectives and can be connected to common strategies.

Mission	Analytics & Institutional Research facilitates Transforming Lives and Building Communities by: Expanding Efficiency Endorsing Data Accuracy Enabling Purposeful Direction Empowering Informed Action Ensuring Timely Compliance	Vision	AIR is recognized as a center of excellence in leveraging information resources to provide leadership, best practices, quality service, accurate/appropriate data reporting and professional consulting related to data needs, process improvement, assessment and planning.
MHCC Goals			
MHCC Goals <input type="text" value="Increase excellence in operations"/>			
Objectives			
Assessment: MHCC stays engaged in systematic, comprehensive, and meaningful assessment. The process is outcome focused and aligns with the Strategic Plan. The results of assessment are actionable and always used to inform planning and budgeting. 9 Tactics			
Accreditation: MHCC demonstrates excellence in Institutional Effectiveness. MHCC meets NWCCU standards in assessment and planning. Faculty and staff fully understand accreditation requirements as it relates to their jobs. 4 Tactics			
Planning: MHCC is engaged in a comprehensive, systematic, data informed process that offers opportunity for all stakeholders' input. The process results in a set of clear, feasible, vertically and horizontally aligned goals, objectives, strategies and tactics that have accountable owners. Plans are easily available, regularly assessed, and updated in a timely manner. Additionally, plans include contingencies and guide resource allocation. 10 Tactics			
Data/Analytics/Research: AIR provides the right data, research and robust information, analyses and insight at the right time to the right people in the right form. Our analytics help achieve objectives, enables purposeful direction, empowers informed action, and ensures timely compliance. 14 Tactics			
Tactics			
7 Tactics			Responsible Person
Maintain Unit Planning system to ensure discovered bugs are fixed promptly, system disruptions are rare and whenever happen are fixed within four hours.			John Tran
Integrate Unit Self-Reflection into the planning system.			John Tran
Improve usability and function of planning system based on user feedback of 22-23 planning cycle. Implement Unit Planning software changes by August 2022.			Sergey Shepelov
To support the success of MHCC strategic planning, continue to develop online library of unit planning resources to support Unit Planning activities (best practices in planning-how to work on a plan, how to create a good tactic, how to engage employees, how to follow a plan), to be completed by October 2022.			Georgia Portuondo
In preparation for the 2023-24 unit planning cycle, update unit planning training materials based on user feedback, software changes, and system changes by October 2022.			Georgia Portuondo

Questions?





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 21, 2022*

ITEM TITLE: 7.1d

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

SUBJECT: MONTHLY PERSONNEL REPORT – JULY & AUGUST

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Miller, Tatiana	Head Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	7/1/2022
Hunt, Anthony	College Now Coordinator	High School Services	7/5/2022
Salgado, Kayla	Head Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	7/7/2022
Gossard, Brittany	Office Assistant	President's Office	7/7/2022
Syum, Alexander	Head Men's Basketball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	7/11/2022
Landrum, Brandon	Student Admissions, Outreach & Recruitment Coordinator	Enrollment Services	7/11/2022
Martin, John	Technology Support Specialist	Information Technology	7/12/2022
Richardson, Derek	Technology Support Specialist	Information Technology	7/12/2022
Foss, Dayton	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	7/13/2022
Myers, Sarah	Early Childhood Education Instructor	Social Science	7/14/2022



Sarandi, Maggie	Intake Specialist	Career Planning & Counseling Center	7/18/2022
Szucs, Grant	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	7/20/2022
Pegg, Noah	Theatre Technician	Performing Arts	7/31/2022
Loboy, Colleen	Student Resource Specialist	Adult Basic Skills	8/1/2022
Chaves, Simone	ECE Consulting Manager	Child Development & Family Services	8/1/2022
Miller, Kiana	Assistant Volleyball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	8/1/2022
Beitler, Susan	Nurse Educator Associate	Nursing	8/8/2022
Bull, Ethan	HUB Onboarding Specialist	Student Development	8/8/2022
Ten Eyck, Joseph	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	8/8/2022
Bartholomew, Kayla	Theatre Events Production Coordinator	Performing Arts	8/15/2022
Christiansen, Alisha	Theatre Events Production Coordinator	Performing Arts	8/15/2022
Cocom Gomez, Viviana	Head Start Teacher	Child Development & Family Services	8/15/2022
Deli, Natalia	Bilingual Russian Office Assistant	Adult Basic Skills	8/15/2022
Petko, Rich	Online Learning Coordinator	Online Learning	8/15/2022
Albarado, Janet	Business Partnership Coordinator	Instructional Services	8/18/2022
Al-Meer, Jamie	Nurse Educator Associate	Nursing	8/22/2022
Long, Nathan	Public Safety Officer	Public Safety	8/22/2022
Sessum, David	Network Engineer	Information Technology	8/22/2022
Fitzpatrick, Maribel	Oregon MESA Regional Center Coordinator	Mathematics	8/24/2022



Snowadski, Rian	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	8/24/2022
Garcia-Sanchez, Celeste	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	8/25/2022
Reiling, Tracie	Office Assistant	Workforce Apprenticeship & Community Education	8/30/2022

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Rykken, John	IT Clerk	Information Technology	7/1/2022
Geddes, Meadow	Instructor	Health Professions	7/1/2022
Wong, Andy	Instructor	Business and Information Systems	7/1/2022
Zordich, Garie	Instructional Administrative Coordinator	Humanities	7/1/2022
Spencer, Susan	Instructor	Science	7/2/2022
Lane, Eliza	Instructional Services Coordinator	Instructional Services	7/5/2022
Martinez, Monica	Instructional Administrative Coordinator	Health Professions	7/11/2022
Conrad, Katherine	Nursing Instructor	Nursing	7/13/2022
Waters, Christine	Director - Child Care Resource and Referral	Child Care Resource & Referral of Multnomah County	8/3/2022
Shockley, Janine	Hub Onboarding Manager	Enrollment Services	8/8/2022
Villegas, Leticia	Family Worker	Child Development & Family Services	8/10/2022
Fleming, Tabitha	International Student Program Coordinator	Enrollment Services	8/15/2022
Zanotti, Nikki	Interim Health and Nutrition Manager	Child Development & Family Services	8/22/2022



Thomas, Kameron	Technology Support Specialist	Information Technology	8/22/2022
Allen, Rusty	Payroll Manager	Administrative Services	8/31/2022
Popp, Laurie	Executive Assistant - Board of Education	President's Office	8/31/2022

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Roberts, Jessica	Associate Vice President, Brand, Marketing and Communications	Brand, Marketing and Communications	7/1/2022
Grego, Gina	Education Site Manager	Child Development & Family Services	7/1/2022
Chu, Solen	OLI Coordinator	Student Services	7/1/2022
Perry, Elizabeth	Bilingual & Culturally Diverse Student Retention Coordinator	Transitions/Trancsicions	7/1/2022
Anthony, Elijah	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	7/7/2022
Wolfer, MaLynda	High School Instructor	High School Services	7/7/2022
Sanders, Chelsea	Teacher	Child Development & Family Services	7/20/2022
Fallgren, Bethany	Aquatics Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	7/23/2022
Chase, Riley	Advising Services Specialist	Academic Advising & Transfer Center	7/28/2022
Blagburn, Lois	Human Resources Employee	Human Resources	7/29/2022
Van Vliet, Marilyn	Payroll Coordinator	Business Office	7/29/2022
Rex-Waller, Caroline	Middle College Advisor	High School Services	8/5/2022
Hoeth, Carol	Accounting Assistant	Business Office	8/9/2022
Johnson, Becky	Cashier Customer Service Representative	Business Office	8/9/2022



Thomas, Kelly	Instructor	Health Professions	8/11/2022
Moon, Allison	Instructor	Performing Arts	8/12/2022
Johnson, Debora	Early Childhood Education Specialist Consultant	Child Care Resource & Referral of Multnomah County	8/12/2022
Noble Dusevoir, Julie	Teacher	Child Care Resource & Referral of Multnomah County	8/15/2022
Mosanenzadeh, Yashar	Food Service Manager	Child Care Resource & Referral of Multnomah County	8/16/2022
Eversole, Danielle	Program Assistant – Health	Child Care Resource & Referral of Multnomah County	8/16/2022
Herrera, Maura	Family Worker	Child Care Resource & Referral of Multnomah County	8/18/2022
Soriano, Lora	Teacher	Child Care Resource & Referral of Multnomah County	8/23/2022
Sales, Danny	Head Baseball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	8/24/2022
Walker, Taylor	Jewelry/Metal Smithing Lab Technician	Visual Arts	8/24/2022
Sonnenmair, Jan	Photography Instructor	Integrated Media	8/24/2022
East, Khai	Program Specialist	Child Development & Family Services	8/25/2022
Remigio Pedraza, Anahi	Food Service Aide	Child Development & Family Services	8/29/2022
AlHillwa, Arrwa	Classroom Aide	Child Development & Family Services	8/30/2022
Kinnear, Sheri	Teacher	Child Development & Family Services	8/31/2022



Chernysh, Valentina	Assistant Teacher	Child Development & Family Services	8/31/2022
Burton, Seanna	Assistant Teacher	Child Development & Family Services	8/31/2022
McGinty, Sean	Instructor - Reading/Writing	Humanities	8/31/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 21, 2022*

ITEM TITLE: 7.1e

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

SUBJECT: MONTHLY FINANCIAL REPORT – JUNE & JULY

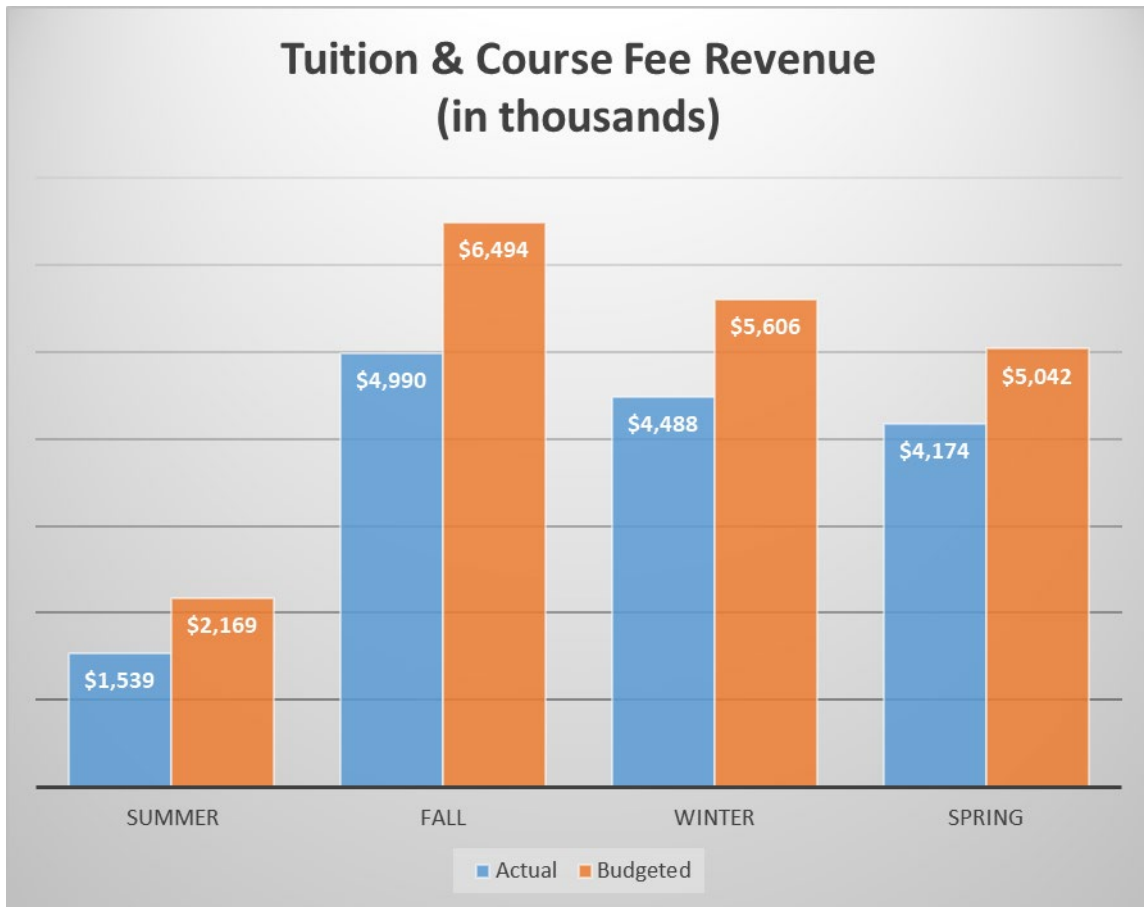
This report reflects 2021/22 activity through the month of June.

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. Current property tax revenue received as of June 2022 was 1% (\$210,316) less than budgeted.
- Fall term enrollment in tuition-bearing courses decreased by 13.45% (-173 students), and winter term enrollment in tuition-bearing courses decreased by 15.47% (-173 students) compared to 2020/21. Summer, fall and winter terms combined tuition and fee revenue year to date is -25% (\$3,751,189) below this time last year. Current 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 June 30, year-to-date expenditures were \$1,603,156 (2.4%) 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 occur in June and include budgeted amounts of \$87,292 for aquatic center support, \$200,000 for student aid required federal match, and \$400,000 for facilities capital projects. The transfer for student aid match will not be necessary due to the college receiving a Title III waiver.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2021/22
Pre-close
As of June 30, 2022

	Actual Year to Date June 2020	Actual Year to Date June 2021	Actual Year to Date June 2022	\$ / % Increase (decrease) over prior year	Amended Budget 2021 22	Percentage of Budget Remaining	
Beginning Fund Balance	9,027,630	9,557,976	15,402,319	5,844,343	61.1%	10,254,233	
Revenues							
State Support	32,437,777	32,056,348	35,103,009	3,046,660	9.5%	33,151,497	-6%
Property Taxes	13,325,287	14,048,177	14,436,300	388,124	2.8%	14,652,000	1%
Tuition and Fees	21,891,808	21,903,957	16,828,257	(5,075,700)	-23.2%	21,216,788	21%
Federal Grants	-	225,516	6,066,470	5,840,954	2590.0%	3,000,000	-102%
Other Revenues	1,694,307	1,489,222	1,522,579	33,357	2.2%	1,503,647	-1%
Transfers from Other Funds	-	-	16,887	16,887	0.0%	16,887	0%
TOTAL REVENUES	69,349,180	69,723,220	73,973,502	4,250,281	6.1%	73,540,819	-1%
Expenditures							
Salaries	37,069,702	35,953,737	36,605,353	651,616	1.8%	39,244,875	7%
Health Care	6,995,269	6,501,094	6,405,652	(95,442)	-1.5%	6,410,746	0%
Fringe/Taxes	13,329,774	13,321,480	13,338,630	17,150	0.1%	14,607,250	9%
Personnel Subtotal:	57,394,745	55,776,311	56,349,635	573,324	1.0%	60,262,871	6%
Materials & Supplies	7,458,571	6,931,566	7,916,192	984,625	14.2%	9,971,479	21%
Grants in Aid/Tuition Waivers	844,094	913,987	796,845	(117,143)	-12.8%	1,045,602	24%
Debt Service	2,271,825	2,409,225	2,571,574	162,349	6.7%	2,491,277	-3%
Transfers to Other Funds	1,100,000	487,292	487,292	-	0.0%	687,292	29%
TOTAL EXPENDITURES	69,069,235	66,518,381	68,121,537	1,603,156	2.4%	74,458,521	9%
Rev Greater (Less) Than Exp	279,944	3,204,839	5,851,965	2,647,126	82.6%	(917,702)	
Beginning Fund Balance	<u>9,027,630</u>	<u>9,557,976</u>	<u>15,402,319</u>			<u>10,254,233</u>	
Ending Fund Balance						<u>9,336,531</u>	
<i>As a percentage of expenditures</i>						<i>13%</i>	



GLOSSARY

Revenues:

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

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

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

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

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

Expenditures:

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

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

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

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



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

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

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



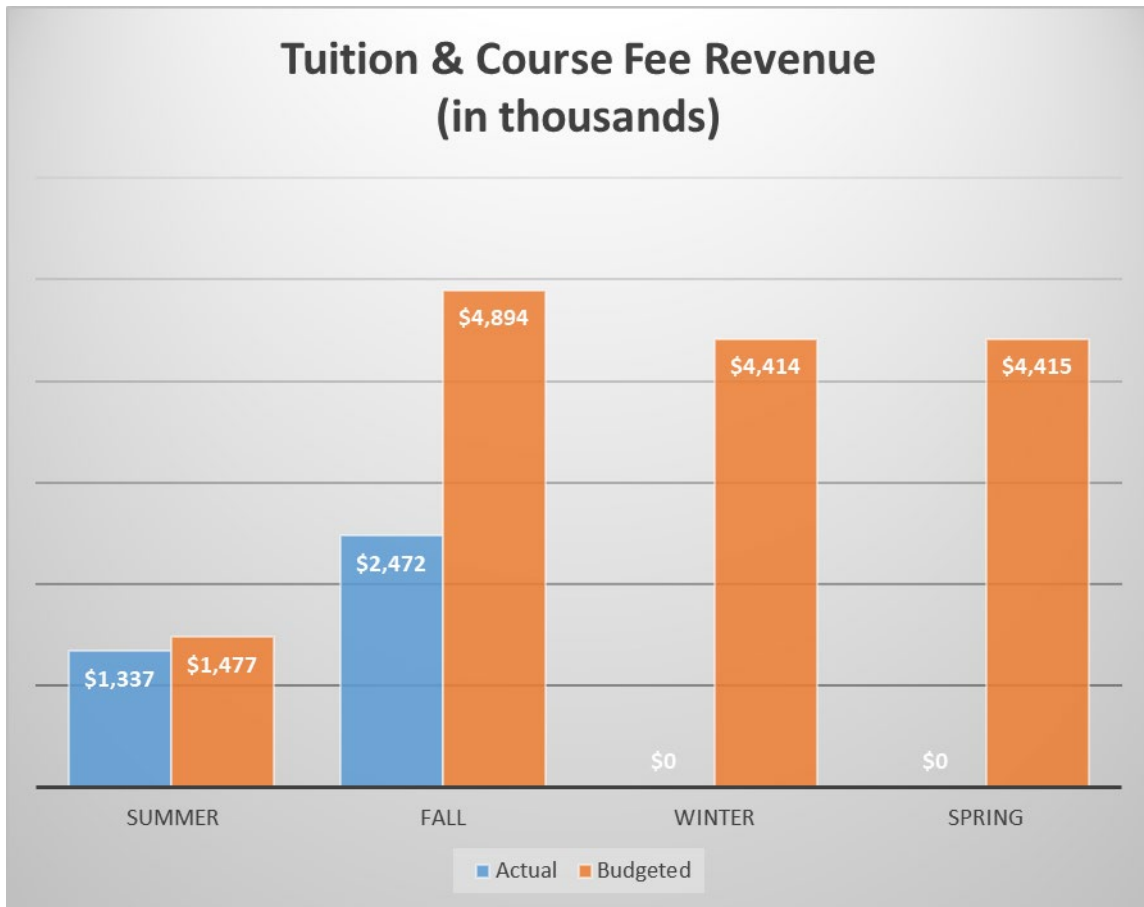
This report reflects 2022/23 activity through the month of July.

Revenues:

MHCC's General Fund operations are funded in fiscal year 2022/23 52% (\$35.7M) from the State, 24% (\$16.7M) from tuition and fees, 22% (\$14.7M) from property taxes, and 2% (\$1.6M) from other revenues.

- State support revenue is received quarterly in August, October, January, and April. The amount budgeted for 2022-2023 reflects Mt. Hood's estimated share of the biennial state support amount of \$699 million.
- The counties distribute property tax revenue monthly, with the most significant payments received in November and December. The 2022-2023 adopted budget includes a 3% increase in property tax revenue over 2021-2022.
- Summer term tuition and fee revenues are 12.5% (\$191,178) less compared to July 2021. Preliminary enrollment numbers show summer term enrollment in tuition-bearing courses decreased by 17.46% (-55 students) and fall term enrollment in tuition-bearing courses decreased by 23.36% (-260 students) compared to July 2021. Summer and fall terms combined tuition and fee revenue year to date is 8.35% (\$345,345) below this time last year. Summer term and fall term² enrollment are forecasted to be flat compared to last year. We should have a better indication of final summer enrollment and fall enrollment tuition revenue compared to last year at the next meeting.
- Please note that the beginning fund balance for fiscal year 2022/2023 is estimated using the adopted budget amount, as the closing process for the 2021/2022 fiscal year is still underway, and includes payment of prior year obligations.

² Final enrollment numbers for each term are measured at the close of the third week of each term.



Expenditures:

As of July 31, year-to-date expenditures were \$254,695 (7.41%) 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 occur in June and include budgeted amounts of \$87,292 for aquatic center support, \$200,000 for student aid required federal match, and \$4,000,000 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 2022-2023 reflects Mt. Hood's estimated share of the biennial state support amount of \$699 million.

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 2022/23 is \$120.00 per credit hour recorded in the General Fund. A technology fee of \$6.75 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.

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 (25%), 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: *September 21, 2022*

ITEM TITLE: 7.1f

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

SUBJECT: MONTHLY HEAD START REPORT – JULY & AUGUST

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

News:

Strengthen community engagement:

- Over the summer CDFS began working on a rebranding project that included the revision of the website to be more user friendly and to align with MHCC branding.

Increase excellence in operations:

- CDFS was able to access funds to support renovations of their Maywood offices in order to create a more supportive, welcoming and safe environment for staff and families.

Enrollment Report for July 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.

June 2022 Data:

EHS funded: **298**

EHS Enrollment: **190**

EHS Waitlist: **302**

HS Funded: **939**

HS Enrollment: **448**

HS Waitlist: **354**

North Powellhurst					79%	66%	61%	70%	*nr	*nr	*nr	*nr	69%
Rockwood 181									66%	63%	66%	75%	67%
Rockwood Stark													
Russellville	68%	72%		92%			68%	71%	69%	77%	68%	75%	73%
Sunrise				72%	72%	70%	72%	90%	69%	67%	70%	79%	74%
Troutdale				78%	78%	70%	72%	72%	72%	69%	71%	62%	71%
Program ADA	78%	84%	88%	87%	78%	47%	54%	77%	75%	71%	71%	76%	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%	75%	65%	73%
Gethsemane (2 EHS, 6 BP)	93%	82%		86%	93%	95%	95%	90%	*nr	*nr	*nr	*nr	91%
Hazelwood	88%	88%		88%	84%	75%	*nr	83%	74%	70%	72%	68%	79%
Rockwood Stark													
Russellville	79%	90%		88%	*nr	*nr	*nr	100%	100%	91%	75%	78%	88%
Troutdale													
Willow Tree	92%	88%		69%	83%	93%	60%	100%	79%	88%	100%	83%	85%
Program ADA	78%	78%		77%	77%	51%	47%	58%	82%	78%	73%	74%	70%

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%			*nr	80%	80%
Discovery Garden Child Care	57%	65%									*nr		61%
Gresham High School				43%	86%	*nr	*nr				*nr	33%	64%
KinderCare	80%	77%	55%	61%	66%	64%	50%	83%	78%	79%	*nr	86%	67%
Little Friend's Day School	79%	81%	93%	92%	94%	86%	85%	85%	69%	93%	*nr	87%	87%
Love Bugs	70%	80%	84%	86%	80%	67%	63%	64%	71%	72%	*nr	65%	74%
Love Bugs Too	64%	50%	87%	84%	67%	85%	77%	75%	71%	74%	*nr	77%	74%
Melody's Munchkins	83%	86%	78%		58%	92%	40%	45%	47%	55%	*nr	70%	59%
Melody's Munchkins – Little Blooms	83%	86%	78%	78%	85%	87%	66%	56%	71%	*nr	*nr	89%	77%
Pixie Child Care	65%	77%	82%	69%	70%	*nr	46%	*nr	*nr	*nr	*nr	74%	68%
Pixie Plus							100%	63%	100%	92%	*nr	34%	
Reynolds Learning Academy			74%	88%	68%	42%	31%	38%	35%	48%	*nr	19%	57%
Program ADA	78%	78%	79%	77%	77%	51%	47%	58%	72%	73%		65%	69%

*nr = not reported

June 2022

April, May and June 2022

Mt. Hood Community College Head Start Financial Report

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

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

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

FUNDING SOURCE	TOTAL FUNDS
Federal/State Head Start	\$13,681,380
Children's Levy Head Start	\$581,890
Federal Early Head Start	\$140,560
EHS - Child Care Partnerships	\$1,561,349
Children's Levy EHS	\$604,781
State EHS	\$ 696,000.00
MIECHV	\$200,000
Total	\$18,161,960

DHS Child Care REIMBURSEMENT FUNDS	AMOUNT BUDGETED	Amount Spent	Amount Received
Month Total	326,195	15,648	73,874
Year to date Totals		\$174,219	\$303,852

Head Start					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 6,564,082.00	\$ 529,009.62	\$ 505,235.61	\$	985,246.23
B. Fringe Benefits	\$ 3,951,590.00	\$ 294,997.61	\$ 276,611.12	\$	609,295.17
C. Travel	\$ -	\$ -	\$ -	\$	-
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 294,264.00	\$ 1,011.66	\$ 50,384.24	\$	198,877.42
F. Contractual	\$ 636,234.00	\$ 9,162.43	\$ 230,526.37	\$	174,402.60
G. Property Service	\$ 777,464.00	\$ 57,804.09	\$ 83,516.71	\$	(498,916.49)
H. Other	\$ 187,593.00	\$ 832.62	\$ 26,858.40	\$	564,445.19
Indirect Charges	\$ 1,270,153.00	\$ 64,871.68	\$ 49,481.88	\$	181,828.71
Grand Total	\$ 13,681,380.00	\$ 957,689.71	\$ 1,222,614.33	\$	2,215,178.83
Federal EHS					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 1,788,146.00	\$ 99,484.17	\$ 100,226.45	\$	167,204.14
B. Fringe Benefits	\$ 1,110,130.00	\$ 59,031.00	\$ 58,529.68	\$	107,966.57
C. Travel	\$ -	\$ -	\$ -	\$	-
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 32,505.00	\$ 23.48	\$ 4,400.59	\$	40,705.67
F. Contractual	\$ 6,972.00	\$ 679.32	\$ 1,130.89	\$	2,461.53
G. Property Service	\$ 72,849.00	\$ 3,055.52	\$ 7,580.39	\$	(32,288.44)
H. Other	\$ 39,734.00	\$ 325.36	\$ 305.46	\$	57,483.01
Indirect Charges	\$ 310,210.00	\$ -	\$ -	\$	50,288.03
Grand Total	\$ 3,360,546.00	\$ 162,598.85	\$ 172,173.46	\$	393,820.51
CCP					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 298,083.00	\$ 23,822.56	\$ 24,137.31	\$	12,345.70
B. Fringe Benefits	\$ 156,047.00	\$ 13,250.23	\$ 13,371.46	\$	5,689.23
C. Travel	\$ 17,349.00	\$ 439.90	\$ 2,151.18	\$	22,160.61
D. Equipment					
E. Supplies	\$ 17,412.00	\$ 8.00	\$ 1,048.92	\$	15,218.72
F. Contractual	\$ 1,037,956.00	\$ 40,060.22	\$ 51,510.22	\$	84,152.70
G. Property Service	\$ 27,238.00	\$ 807.00	\$ 2,717.84	\$	(8,184.45)
H. Other	\$ 24,650.00	\$ 90.99	\$ 1,631.54	\$	18,583.11
Indirect Charges	\$ 142,924.00	\$ -	\$ -	\$	23,507.70
Grand Total	\$ 1,721,659.00	\$ 78,478.90	\$ 96,568.47	\$	173,473.32

CL Head Start					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 267,081.00	\$ 17,620.44	\$ 21,767.85	\$	37,149.07
B. Fringe Benefits	\$ 163,919.00	\$ 9,033.71	\$ 9,200.23	\$	18,952.41
C. Travel	\$ -	\$ 12.45	\$ -	\$	13.29
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 35,785.00	\$ 0.85	\$ 4,436.21	\$	(12,925.64)
F. Contractual	\$ 1,500.00	\$ 1,464.42	\$ 1,947.63	\$	3,232.86
G. Property Service	\$ 24,407.00	\$ -	\$ (5,126.16)	\$	(15,493.47)
H. Other	\$ 38,368.00	\$ 661.06	\$ 533.69	\$	30,224.78
Indirect Charges	\$ 50,830.00	\$ 9,678.93	\$ -	\$	-
Grand Total	\$ 581,890.00	\$ 38,471.86	\$ 32,759.45	\$	61,153.30

CLEHS					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 326,627.00	\$ 25,561.82	\$ 26,062.77	\$	46,329.94
B. Fringe Benefits	\$ 190,826.00	\$ 17,762.33	\$ 17,728.09	\$	34,855.31
C. Travel	\$ -	\$ 500.08	\$ -	\$	93.19
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 7,850.00	\$ 6.14	\$ 355.46	\$	3,089.40
F. Contractual	\$ 1,500.00	\$ 587.46	\$ 773.31	\$	1,292.46
G. Property Service	\$ 17,020.00	\$ 598.50	\$ 1,590.54	\$	(6,072.69)
H. Other	\$ 5,978.00	\$ 66.49	\$ 556.97	\$	7,392.59
Indirect Charges	\$ 54,980.00	\$ 12,569.97	\$ -	\$	-
Grand Total	\$ 604,781.00	\$ 57,652.79	\$ 47,067.14	\$	86,980.20

State EHS					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 357,921.00	\$ 18,389.06	\$ 18,537.38	\$	58,655.11
B. Fringe Benefits	\$ 137,099.00	\$ 10,695.70	\$ 10,659.11	\$	35,299.03
C. Travel	\$ 12,250.00	\$ 49.80	\$ 541.94	\$	3,270.56
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 52,500.00	\$ -	\$ 575.98	\$	26,425.63
F. Contractual	\$ 9,932.00	\$ 39.36	\$ 92.51	\$	224.91
G. Property Service	\$ 13,400.00	\$ 70.77	\$ 194.16	\$	280.20
H. Other	\$ 49,625.00	\$ 26.38	\$ 603.50	\$	19,779.00
Indirect Charges	\$ 63,273.00	\$ 3,667.09	\$ 2,927.10	\$	3,120.46
Grand Total	\$ 686,999.00	\$ 32,838.15	\$ 34,131.68	\$	147,054.00

MIECHV					
Row Labels	Sum of Budget by Category	Sum of 83.30% Apr Total	Sum of 91.63% May Total	Sum of 99.96%	Jun Total
A. Personnel	\$ 110,500.00	\$ 12,555.68	\$ 5,441.60	\$	8,690.80
B. Fringe Benefits	\$ 61,418.00	\$ 5,388.58	\$ 2,885.95	\$	4,705.04
C. Travel	\$ -	\$ -	\$ -	\$	-
D. Equipment	\$ -	\$ -	\$ -	\$	-
E. Supplies	\$ 1,100.00	\$ -	\$ 70.52	\$	416.03
F. Contractual	\$ -	\$ -	\$ -	\$	-
G. Property Service	\$ 8,300.00	\$ 363.00	\$ 902.94	\$	(3,868.34)
H. Other	\$ 500.00	\$ 80.73	\$ -	\$	4,387.01
Indirect Charges	\$ 18,182.00	\$ 1,562.81	\$ 1,838.80	\$	1,924.18
Grand Total	\$ 200,000.00	\$ 19,950.80	\$ 11,139.81	\$	16,254.72

April, May and June 2022

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

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

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

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

April 2022

US Bank Visa Purchasing Cards for Head Start & Early Head Start							
Closing Date 4/20/2022							
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	EHS-CCP	EHS Expansion	Totals
Center Supplies	16084.39	285.67	226.7				\$16,596.76
Computer Supplies	400.73						\$400.73
Dental/Medical							\$0.00
Education Supplies	846.95						\$846.95
Family Services Supplies	192.48	3.05	46.56		105.97		\$348.06
Health Supplies	3,037.88				241.50		\$3,279.38
Kitchen Supplies	5.25						\$5.25
Office Supplies	549.55	47.19					\$596.74
Other Costs	1,009.73	265.72					\$1,275.45
Parent Activities	234.78						\$234.78
Postage	5.80						\$5.80
Pre-Employment	816.00						\$816.00
Site Repair/Maintenance	636.25	7.13		16.00			\$659.38
Training	15,525.97	5,918.32			3,406.90		\$24,851.19
Vehicle Costs	1,524.28	265.08					\$1,789.36
Utilities	2,635.00	411.84		16.00		312.99	\$3,375.83
Total	\$43,505.04	\$7,204.00	\$273.26	\$32.00	\$3,754.37	\$312.99	\$55,081.66

May 2022

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

Closing Date 5/20/2022

Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	Totals
Center Supplies	14361.04	2,625.00	2278.5	109.44	415.47		\$19,789.45
Computer Supplies	29.46	66.97					\$96.43
Dental/Medical							\$0.00
Education Supplies	9,385.50	2,178.09		532.46		1686.67	\$13,782.72
Family Services Supplies	320.72						\$320.72
Health Supplies	241.29	63.50					\$304.79
Kitchen Supplies	2,436.01	303.47					\$2,739.48
Office Supplies	146.42	38.53					\$184.95
Other Costs	4,463.42	544.32					\$5,007.74
Parent Activities	50.96						\$50.96
Postage	1.64	0.43					\$2.07
Pre-Employment	2,969.97	564.86					\$3,534.83
Site Repair/Maintenance	3,201.45	697.41		88.85			\$3,987.71
Training	10,604.17	3,240.13				1,733.70	\$15,578.00
Vehicle Costs	1,020.46	137.48					\$1,157.94
Utilities	4,279.40	765.73	432.85		268.60		\$5,746.58
Total	\$53,511.91	\$11,225.92	\$2,711.35	\$730.75	\$684.07	\$3,420.37	\$72,284.37

June 2022

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

Closing Date 6/20/2022

Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS - 5251	EHS-CCP - 5113	Totals
Center Supplies	26,118.30	4,481.76	312.18	427.57		\$31,339.81
Computer Supplies	79.98	612.5				\$692.48
Dental/Medical	59.66	186.43				\$246.09
Education Supplies	11,522.80	8,917.18			367.85	\$20,807.83
Family Services Supplies	431.23	10.55	111.79		620.46	\$1,174.03
Health Supplies		1,174.25				\$1,174.25
Kitchen Supplies	2,519.32	645.62				\$3,164.94
Office Supplies	3,639.51	861.92			731.92	\$5,233.35
Other Costs	690.38	181.68				\$872.06
Parent Activities	650.69	87.30			615.33	\$1,353.32
Postage						\$0.00
Pre-Employment	2,554.08	711.60				\$3,265.68
Site Repair/Maintenance	9,596.54	5,743.87	36.68			\$15,377.09
Training	68,422.55	542.63			12,016.99	\$80,982.17
Vehicle Costs	1,187.71	312.55				\$1,500.26
Utilities	5,701.16	155.65				\$5,856.81
Total	\$133,173.91	\$24,625.49	\$460.65	\$427.57	\$14,352.55	\$173,040.17

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

News:

Goal C - Organizational Structure, Systems, & Processes, Align the College's Organizational Structure, Systems, and Processes to Reflect the Diversity of the Communities We Serve:

- CDFS began recruiting for a Diversity, Equity, Inclusion Trauma Informed Specialist in August. The candidates will be interviewed in September and we hope to on-board someone by October.

Objective D.7: *Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs.*

- CDFS Maywood office renovations included the installation of more up-to-date office furniture that will allow for a healthier and safer working environment and will provide more space for collaboration amongst office staff.

Goal E: Coordinate Community Connections, Increase Our Visibility and Strengthen the Connection Between the College and Our Local and Regional Community Partners:

Objective E.2: *Ensure the College is authentically engaging with historically excluded and multi-lingual communities.*

- CDFS Head Start is hosting a Hazlewood Community Block Party on September 17 to celebrate back to school and keep the community safe. More than twenty community partners, including MHCC, will be on-site to engage with families in this community

Enrollment Report for August 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.

July 2022 Data:

EHS funded: **298**

EHS Enrollment: **169**

EHS Waitlist: **102**

HS Funded: **939**

HS Enrollment: **525**

HS Waitlist: **108**

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

The Attendance Data for July will be presented in the September Report.

July 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: *September 21, 2022*

ITEM TITLE: 7.1g

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

SUBJECT: COVID-19 ACTIVITY REPORT – JULY & AUGUST

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.

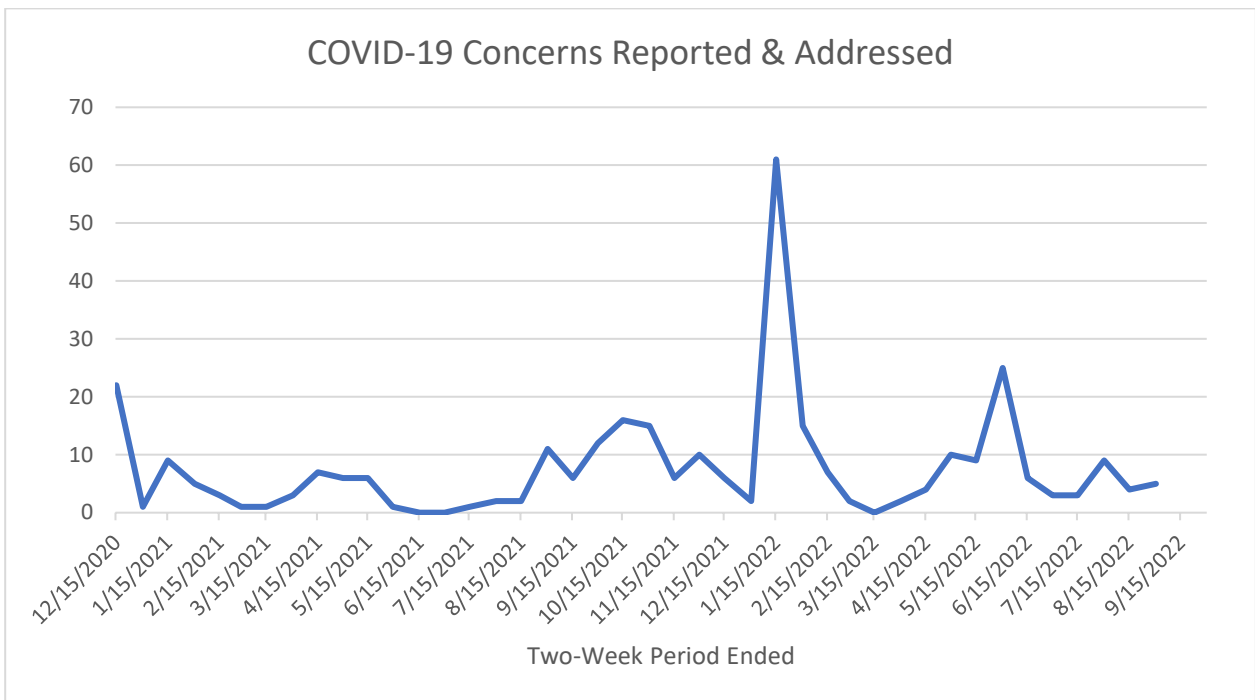
The top two reporting areas are external reporting metrics to show fluctuations in COVID-19 activity occurring on campus. The third bullet is an internal metric to help guide the needs and resources required to mitigate outstanding concerns to an appropriate and amicable resolution.



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
5/30/2021	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	0
6/15/2022	6	6	0
6/30/2022	3	3	0
7/15/2022	3	3	0
7/31/2022	9	9	0
8/15/2022	4	4	0
8/31/2022	5	5	0



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: *September 21, 2022*

ITEM TITLE: 7.1h

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.

Administrative Costs <i>Funds to administer grant programs and to account for the administrative allowance moneys of the grant programs. (Other)</i>	1,032,000
Adult Basic Education, Course Fees <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>	100,000
Childcare Resource & Referral Baby Pilot Promise Childcare Resource & Referral, Program Income <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>	3,000,000 50,000
Future Ready Oregon Career Pathways <i>Funds to help develop post-secondary career pathway training programs that provide individuals from priority populations with opportunities to obtain the necessary skills for securing a job or career advancement. (State)</i>	1,082,781



Head Start	300,000
Head Start, Child Development Funds	39,083
Head Start, Federal	9,959,215
Head Start, Preschool Promise	120,000
Head Start, State	12,263,729
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
Higher Education Coordinating Commission, Benefit Navigator	170,000
<i>Funds to help those affected by COVID with their educational needs. (Other)</i>	
Higher Education Coordinating Commission, Cybersecurity	37,826
<i>Funds to help increase the College's cybersecurity. (Other)</i>	
Multnomah Soil and Water	290,000
<i>Funds to help campus stormwater retrofit work. (Other)</i>	
New America	30,000
<i>Funds to help re-enroll adult students who failed to enroll in classes between spring 202 and fall 2021. (Other)</i>	
OEA Choice Trust	10,000
<i>Funds to promote employee health and well-being. (Other)</i>	
Open Education Resources (OER)	20,000
<i>Funds to provide instructional support for producing educational materials that are in the public domain or introduced with an open license, to reduce the overall cost for textbooks for students. (other)</i>	
Oregon's Inclusive Career Advancement Program	728,701
<i>Funds to help meet the priority requirement to provide access to existing career pathways in Oregon for Vocational Rehabilitation clients. (Other)</i>	
Small Business Development Center	60,168
Small Business Development Center, CARES COVID	43,071
Small Business Development Center, Federal NSF STEM	21,945
Small Business Development Center, Program Income	123,051
<i>Funds to provide comprehensive services and resources to existing and potential small businesses; and to account for program income generated by the Small Business Administration federal grant. (Federal, Other)</i>	



Workforce Connections, IRCO Worksource	4,158
Workforce Connections, PCC Pathways to Opportunity	43,885
Workforce Connections, Rethink Adult Education Challenge	10,000
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)</i>	
Total	29,539,613

Student Development

John Hamblin

September 2022

Educational Programs & Support Services

AATC:

In alignment with our equity & inclusion statement and our goal of creating an accessible learning & working environment at MHCC, the Academic Advising & Transfer Center (AATC) began to offer evening advising appointments at 5 and 6 pm in summer term. This option has been wildly popular and in the span of the 8 weeks, a total of 61 students have been served. We hope to continue to offer evening advising for students who work during normal business hours and who would not otherwise be able to access our advising services. We believe that serving this student population aids our critical mission of enrollment (many of these appointments are with *prospective* students) and is fundamental in the retention of current students who need help mapping out an education plan to reach their academic goal.

FA:

Continuing with our balance reduction initiatives to help students persist, we were able to help over 20 students by reducing their SU22 balances to \$199 (total impact: \$3,120). This removes financial holds from their account and will allow them to register for Fall term. The Fall enrollment campaign also brought many students our way whom we were able to help by reducing their balances, helping them get their FAFSA completed, and/or complete any missing documents to ensure their readiness for the start of Fall term. In addition, we have proactively reached out to students who are already registered for Fall but still need to complete steps to access their financial aid.

We have also created several student guides over the last year that we can provide students to help them complete necessary next steps for their financial aid, including how to accept or decline their aid, how to complete entrance counseling/MPN, or how to upload a financial aid document. These guides help students navigate the student portal and provide them references for future use.

CPCC:

The Career Planning and Counseling Center (CPCC) launched the online tool, Career Coach, that offers prospective, current, and graduated students of MHCC an easy way to explore and identify careers of interest paired with MHCC programs of study.



Student Development Update

HD: In partnership with the Future Ready Oregon (FRO) project, Applied Technologies (AT), and Health Professions (HP), the Human Development (HD) dept. is continuing to offer and expand its HD130: Introduction to Careers course offerings. These courses are designed to get students exposed to the various career pathways within a career cluster. The HD130 centered on Applied Technologies blends HD faculty with AT faculty offering students career development and exploration basics with hands-on, in the lab experience led by AT faculty from automotive tech., mechatronics, welding, and more.

Enrollment Services:

Over the summer months, Enrollment Services coordinated with a cross campus team to create a guide for communication with prospective students. Based on input shared we've created the following materials to support our conversations and meetings with prospective students. The following items support prospective student/fall term enrollment efforts:

- [MHCC Internal-Recruitment-Getting-Started-Guidebook 8-5x11 2022 Digital A.pdf](#)
- Social Media Prospective Student info doc (digital format) [MHCC Getting-Started Social-Media 2022.jpg](#)
- [MHCC Getting-Started-Card 3-5x2 2022 PROOF-2.pdf](#) Prospective Student info card (physical, business card size)

These support tools provide basic information for MHCC staff and faculty to use when they meet or run into a potential student and any enrollment drive campaign. It includes referral steps if the potential student wants to connect to a specific program or service (referral to the student support form). We hope it will assist with consistency in information shared to potential leads (aka prospective students) and provide some tools for any staff to feel comfortable having these conversations.

In addition, our marketing and communication dept. updated the front page of our website to align with "Getting Started" information to make it easy for potential students to get to information they need to become a MHCC student.

Organizational Structure, Systems, & Processes

HUB:

The Student HUB has made some structural updates to improve the needs in this service area for students. These positions, HUB Onboarding Manager and Specialist align with the priorities identified through the Strategic Enrollment Planning (SEP) work that started last fall. The manager position replaced the coordinator position to assist with the daily operations, supervision, and focused onboarding work. The HUB Student Onboarding Specialist was added to specifically focus on onboarding of marginalized new students and staffing in the HUB.

The SEP plan provided data and recommended practices to help improve our onboarding process that traditionally has been difficult to navigate. The team has already begun collecting

Student Development Update

data to identify populations that need the most support during onboarding to be successful in the classroom and stay in school. This year we will focus on stabilizing staffing and dissecting our onboarding process. The goal is to roll out a new, refreshed onboarding experience by fall 2023 and continue process improvement over the course of the 5-year strategic enrollment planning efforts. They will be working closely with advising, financial aid and other key partners that work with new students.

Enrollment Services: Over the summer we worked with a cross campus team and marketing to update our student

Facilities & Technology

AES:

ADA upgrades have continued, including improving access to College Theatre and the Yoshida Center (locker rooms and restrooms). In addition, we completed assessment in August at Aquatics Center for future improvements/upgrades this year.

Instruction

Al McQuarters

September 2022

Goal A: Teaching & Learning:

A.2: Create welcoming and trauma-informed learning environments that promote a sense of belonging and well-being, cultivating a learning mindset for all members of the campus community. Collaborate across units, divisions, and departments with curated topics.

- The High School Division hosted a Middle College Orientation session on August 29 & 30, to help students get acclimated and connected to classes, campus staff and resources prior to fall start campus tours and scavenger hunts, technology support like loaner laptops, ID cards, time management and organization session prep and books.

A.5: Increase student success by maintaining high academic standards while reducing the overall DFWI (D, F, withdrawal, incomplete) rate through improved course learning conditions and enhanced co-curricular support.

- The Nursing Division held a pinning ceremony for 27 students who completed their AAS in Nursing this summer.

Goal B: Educational Programs & Support Services:

B.1: Identify and align programs and offerings internally and with local and regional partners and community-based organizations to better meet industry and community needs.

- The Small Business Development Center (SBDC) had a discussion with other SBDC Networks across the United States to identify best practices in leverage limited resources. The idea is to identify potential partnership that can provide technical assistance to businesses in Oregon.

B.3: Develop and implement a regularly occurring comprehensive review of student support services (advising, TRIO, AVID, etc.) to ensure continuous alignment with student needs.

- AVID Summer Bridge programming has been updated to include hybrid format and in-person orientation options for new students.

Organizational Structure, Systems & Processes:

C.1: Address structural inequity to Increase diverse representation of students and employees.

- The SBDC reviewed demographic data to identify gaps and areas of improvement to increase support to clients from diverse backgrounds.



Instruction Update

C.5: Ensure that the implementation progress of supplemental guiding plans, such as the Strategic Enrollment Plan, are annually evaluated and findings are publicly posted and reported to the Board of Education.

Academic Plan

The academic plan will be developed using the following six steps. Each step is characterized by reliance on quantitative and qualitative data; the equity lens; integration of technology and facilities planning; and ongoing campus and community engagement.

6 STEP PROCESS



Update: Identified potential campus/community engagement options: Department and Program interviews, student focus groups, and industry partner surveys

Facilities & Technology:

D.5: Ensure student and employee facing electronic systems, including the Community College website and registration system, are user friendly and easy to navigate; utilizing business process review to identify and prioritize improvements.

- Arnita Tucker-McFarland, High School Services Director, began ongoing meeting work with IT to address customer service issues in CX coding that present admission, registration and accounting issues impacting middle and early college students when registering for classes as well as when they convert to FT MHCC students after completing their High School Diploma.

D.7: Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs.

- In the area of Applied Technology/Business and Information Systems, with the approval of the bid at the last board meeting, work began in 1271 & 1277 to accommodate our Mechatronics program. The remodel will allow us to serve more students each year with a flexible entry model and multiple skill levels each year. Completion expected mid-October.

Community Connections:

E.4: Partner with local organizations to create a community hub to exchange and share resources.

Instruction Update

- The SBDC continued communication with the Rockwood Community Development Corporation, Rockwood CDC, to support in their Navigator Pilot Program and other programs they may have.
- The Health, Physical Education, Athletics, Aquatics, and Recreation Division have been collaborating with the Facilities Department to prepare to host four Reynolds High School Football games this fall. The first home game will be on September 9.

E.5: Collaborate with local businesses and industry partners to create opportunities for experiential learning that leads to career-level, living and/or family wage employment.

- The Workforce department re-engaged with the Workforce Partners Group (City of Gresham, Job Corps, Employment Department, MHCC, and other CBOs). The group plans to meet quarterly.
- Dr. Laura Nash, Dean of Integrated Media, Performing Arts & Visual Arts, met with Anna Snyder, Small Business Coordinator, at the Small Business Center, City of Gresham about developing Gresham/East County as a desirable place for film productions. She is interested in working with us to support our new Workforce training program.

Administrative Services
Jennifer DeMent
August & September 2022

Update on Facilities Master Plan: The scope of work for the Facilities Master Plan Request for Proposals is being finalized and scheduled for review and discussion at the next Infrastructure Council meeting.

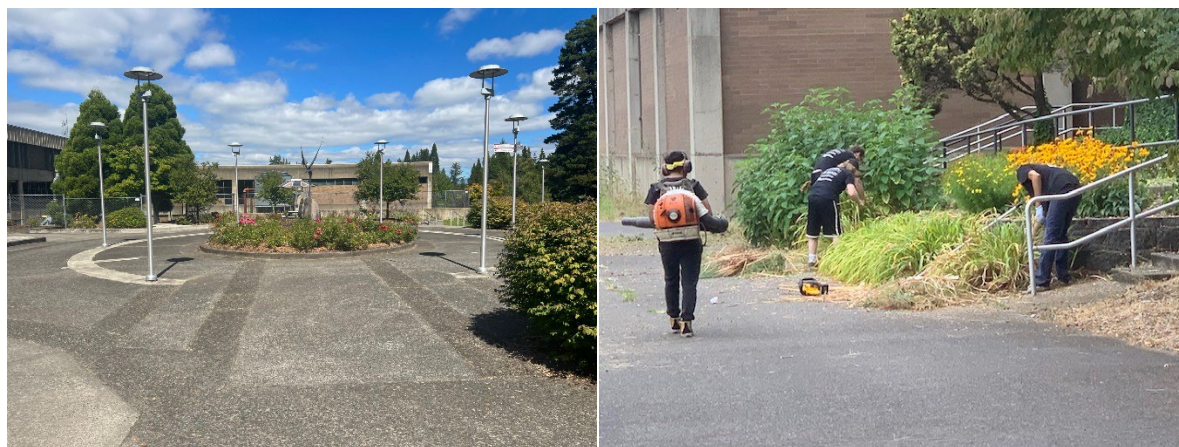
Goal C - Organizational Structure, Systems, & Processes, Align the College's Organizational Structure, Systems, and Processes to Reflect the Diversity of the Communities We Serve:

Objective C.1: *Address structural inequity to increase the diverse representation of students and employees.*

- On September 16, Terry Rogers will join the administrative services team as the **Associate Vice President of Human Resources**. Terry has spent most of her career in the public sector, including K-12 education, higher education, and municipal government. We are very excited to welcome Terry to Mt. Hood.
- CDFS began **recruiting for a Diversity, Equity, Inclusion Trauma Informed Specialist** in August. The candidates will be interviewed in September and we hope to on-board someone by October.

Objective C.4: *Build a positive climate using principles of equity and trauma-informed care.*

- Students and employees completed three successful campus cleanup days, improving the campus appearance for the beginning of the Fall Term. A celebration barbeque was held at the Aquatic Center on the last day to celebrate.



Administrative Services Update

Goal D - Facilities & Technology, Provide Facilities and Technology Platforms to Serve The Needs of All Students:

Objective D.2: *Improve MHCC's website presence to streamline, improve readability level, include language translation and refine focus to ensure it is geared towards student and the community*

- MHCC officially launched the project to **create a new, updated website** with our selected partner Madison Avenue Collaborative (MAC). MHCC has established an internal project team and steering committee that will update the College and board regularly. The target date for completion is Fall 2023.
- Over the summer **CDFS began working on a rebranding project** that included the **revision of the website** to be more user friendly and to align with MHCC branding.

Objective D.5: *Ensure student and employee facing electronic systems, including the Community College website and registration system, are user friendly and easy to navigate; utilizing business process review to identify and prioritize improvements.*

- The College's **time & attendance software**, Novatime, has been successfully rolled out to all Part-Time and Full-Time Faculty, eliminating manual, paper timesheets for this group.
- **EAB Phase VI Discovery** - Planning for the next phase of EAB Navigate, the College's Student Success system, has been completed, and work has begun with a new, formal project. This phase is geared to increase the use of EAB among student-facing areas to improve the student experience by ensuring staff/faculty interacting with students have an awareness of student information and engagement with other areas.
- **Handshake Discovery** - The acquisition of Handshake software for Student Careers has been assessed, approved, and a contract with the vendor signed. Implementation is scheduled for October based on an approach defined and documented during this discovery process.

Objective D.6: *Update the comprehensive facilities plan to be integrated with the Academic Program and Strategic Enrollment plans, and proactively seek funding sources or partnerships to implement strategies that will support a welcoming, safe, and inclusive physical setting.*

- The scope of work for the **Facilities Master Plan** Request for Proposals is being finalized and scheduled for review and discussion at the next Infrastructure Council meeting.
- **CDFS** was able to **access funds to support renovations of their Maywood offices** in order to create a more supportive, welcoming and safe environment for staff and families.

Objective D.7: *Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs.*

Administrative Services Update

- David Sessum joined the Information Technology Department in August as a **Network Engineer**. He comes to us with years of valuable experience and fills a critical opening for the College.
- **Cyber-Security – Recap of risks identified and/or blocked:**
 - 63 MHCC account alerts required manual review in July
 - 14 false positives or failed attack attempts
 - 49 needed password changes and their Office 365 sessions were revoked (confirmed suspicious activity)
 - 44 MHCC account alerts required manual review in August
 - 9 false positives or failed attack attempts
 - 35 needed password changes and their Office 365 sessions were revoked (confirmed suspicious activity)
 - Email security for July
 - 25,788 instances of phishing blocked
 - 46,340 instances of Spam blocked
 - 222 instances of email malware blocked (28 were attachments, the remainder (194) were URL links)
 - Email Security for August
 - 29,210 instances of phishing blocked
 - 51,685 instances of Spam blocked
 - 567 instances of email malware blocked (115 were attachments, the remainder (452) were URL links)
- **Network upgrades** were completed for ECC, Grounds, and Horticulture/Fishery buildings and **enabled WiFi-6** on all campus WiFi access points for enhanced throughput.
- **Classroom technology updates:**
 - The IT team replaced 20 end-of-life laptops at Bruning and activated the Bruning SIM lab.
 - MHCC's testing center lab received new computers to support lockdown browser testing.
 - The Piano lab had 22 MAC devices upgraded.
 - Integrated Media labs 1392, 1393, 1386, and 1365 were all updated with current operating system software and prepared for the Fall term (92 computers).
 - The Advocate area had 14 MACs replaced with newer models.
 - WiFi was expanded in Visual Arts.
 - Many other areas are being updated and prepared for students returning in Fall.
- **Dental Hygiene Clinic Remodel** – Final bids received, contractor selection was a public bid opening, Brockamp & Jaeger was the winning bidder. We were finalizing the formal contract process with attorneys, targeting September 9 for contract signature. Space has been emptied and prepared for construction.

Administrative Services Update

- **Library ADA Elevator** – Completed 90% walkthrough with Kone Elevator, anticipating State of Oregon Inspection on 9/16/22, which would allow training and return to service the week of 9/19/22.



- **CDFS Maywood office renovations** included the **installation of more up-to-date office furniture** that will allow for a **healthier and safer** working environment and will provide more **space for collaboration** amongst office staff.

Goal E: Coordinate Community Connections, Increase Our Visibility and Strengthen the Connection Between the College and Our Local and Regional Community Partners:

Objective E.1: *Develop a process for capturing the work MHCC is doing to connect with the community, and coordinate our efforts for engaging and informing the public, as well as the campus community.*

- Facilities have finalized approvals for **volunteer campus cleanup** on September 17 by the Church of Latter Day Saints volunteer group.
- Sandy River Partnership completed contracting for **bioswale weeding and trimming**, engaging a contractor to commence on the swales before the fall term.



Administrative Services Update

Objective E.2: *Ensure the College is authentically engaging with historically excluded and multi-lingual communities.*

- CDFS Head Start is hosting a **Hazelwood Community Block Party** on September 17 to celebrate back to school and keep the community safe. More than twenty community partners, including MHCC, will be on-site to engage with families in this community.

College Advancement and District Communications

Al Sigala

September 2022

Web Site Development

We finalized an agreement with the vendor Madison Avenue Collective (MAC) out of Corvallis to develop a new MHCC web site and have work underway. We are currently in the Discovery Stage of development. This stage includes an audit of analytics, internal document review, brand familiarization, finalizing a process timeline, surveying staff, students and administrators and conducting a comparative analysis of our competitor's sites. At the same time work is being done on updating pages on our current site. This will assist when we are ready to transfer content to the new site. College staff are being asked to review their web pages and provide updates.

Teaching and Learning:

We continued work on building the Custom Viewbook, a key online recruiting tool and resource. We have met with the vendor to review the process and timeline. The BMC team will be meeting to run through the design of the Custom Viewbook and provide vendor with updates. Once design is approved, content migration will begin.

District Communications has worked closely with Enrollment Services on the rollout of a Fall Recruitment Campaign highlighting the unique offerings that MHCC offers while providing staff with resources like a Getting Started Guide.

You'll now see banners at the Gresham and Maywood campus welcoming students and encouraging folks to register for fall classes. These are feather banners that are put up every morning and taken down at night.

Education Programs and Support Services:

We kicked off planning for the annual All Staff Campaign which is set to kick off at convocation. We are looking at providing staff with an on campus hosted burger BBQ lunch that day. We are working with NW Natural to sponsor the event and with Riverview to provide catering.

Promotional efforts have included advertising offerings for non-native English speakers, immigrants and refugees through paid social media advertisements and an ad in the Gresham Outlook. We have also been advertising and promoting, via social media, MHCC's English as a Second Language (ESL) program, as well as emphasizing MHCC's Multicultural and Diversity Center.

Work is being done in developing a rebrand of Head Start in efforts to reach a larger number of prospective families. The rebrand consists of a new logo and design elements.

College Advancement and District Communications Update

District Communications is working on the implementation and circulation of the new and approved MHCC Strategic Plan and Environmental Scan. A campaign sharing the plan kicks off at convocation and includes a branded print version, posters and t-shirts.

District Communications partnered with the Career Pathways program to promote offerings through paid advertisements for non-native English speakers, immigrants and refugees through paid social media advertisements and an ad in the Gresham Outlook.

Organizational Structure, Systems, & Processes:

Much work was done in the search for a new Associate Vice President of Marketing and Communications. The hiring committee has chosen 7 semi-finalists who will be provided the opportunity to interview for the position. Finalists will then be chosen for a final round of interviews and presentations.

Facilities and Technology:

The updating on wayfinding signs on campus has started for the campus. In partnership with facilities this effort will be completed before Fall Term begins. The college has contracted with A to Z signs for printing of the new signs.

We finalized a new printing portal for staff. An agreement has been made with Minuteman Press for this effort. Staff will be able to order their printing needs through the company's portal rather than going through District Communications. A process has been established to ensure all materials are on brand.

Community Connections:

Our summer co-branding effort with Toyota is winding down but we continue to look at other possibilities. The campaign has included us participating in 10 events so far. In July we took part as a hole sponsor in the Gresham Barlow Golf Tournament. This month, we are set to have a booth at the Hazelwood Block Party on September, 11th.

Summer is planning time for Foundation board activities for the coming year. Staff drafted the 2022-2023 Board Calendar in coordination with committee chairs, board leadership and staff. The calendar will be on the September agenda for Foundation board approval. The calendar includes committee meetings, board meetings and events.

Production of the Foundation's annual report was kicked off with publication planned for September. Articles are in the works and will feature this year's Patron Saint Robin McGregor and the Hero for Education honorees, along with other information on the Foundation.

College Advancement and District Communications Update

Production was completed on the Fall *College plus Community* mailer which is mailed out to all households in the district. Stories will feature career pathways and efforts with our industry partners.

Community awareness efforts included placing advertisements in the Gresham Chamber of Commerce's Business and Community Magazine, and well as in the Portland Observer's Career and Education Edition.

We also helped build awareness for the Multnomah and Clackamas County cooling centers during the summer heat waves on social media.

We continue to work with iHeartMedia for audio ads on radio and podcast, generating hundreds of leads to the MHCC webpage. These ads run through the end of September.