



## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on October 19, 2022, with an Executive (Closed) Session at 6:30 pm in the Board Room, and a Regular Board Meeting at 7:00 pm held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

### 7:00 pm – Regular Board Meeting – Click URL to join

<https://mhcc.zoom.us/j/94437627120?pwd=ZUo4bS9STW9hWlQ4SlZudnZadEwvdz09>

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

Webinar ID: 944 3762 7120

Passcode: 568782

## AGENDA SESSION 1072

- |                |            |  |              |
|----------------|------------|--|--------------|
| <b>6:30 pm</b> | <b>1.0</b> | <b>CONVENE EXECUTIVE (CLOSED) SESSION</b><br><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>   |              |
|                | <b>2.0</b> | <b>PRESIDENT’S CONTRACT</b>  | Andrew Speer |
|                | <b>3.0</b> | <b>ADJOURN EXECUTIVE (CLOSED) SESSION</b>  |              |
| <b>7:00 PM</b> | <b>4.0</b> | <b>CONVENE REGULAR SESSION/CALL TO ORDER/DECLARATION OF A QUORUM</b>   |              |
|                | 4.1        | Approval of Agenda   | Andrew Speer |
| <b>7:05 pm</b> | <b>5.0</b> | <b>PUBLIC INPUT</b><br><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 <a href="mailto:Presidents.Office@mhcc.edu">Presidents.Office@mhcc.edu</a> 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> |              |
| <b>7:15 pm</b> | <b>6.0</b> | <b>REPORTS</b> (10 min report & 5 min Q & A)   |              |



	6.1	Correspondence	Lisa Skari
	6.2	Bringing Adults Back	John Hamblin
	6.3	Presidential Evaluation 2021-2022	Andrew Speer
<b>7:45 pm</b>	<b>7.0</b>	<b>BUSINESS / ACTION</b>	
	7.1	Consent Agenda: Approvals & Information	
		a) Minutes – Board Regular Session 1070, September 21, 2022	
		b) Monthly Personnel Report	
		c) Monthly Financial Report	
		d) Monthly Head Start Report	
		e) COVID-19 Activity Report	
		f) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000	
		g) President’s Contract Approval	
		h) Letter of Support for ACCT Finance and Audit Committee	
	7.2	Board Policy Review – Second Reading/Approval: BP 7360: Discipline and Dismissal – Employees	Jennifer DeMent
	7.3	Board Member Vacancy	Andrew Speer
<b>7:55 pm</b>	<b>8.0</b>	<b>BOARD MEMBER &amp; COMMITTEE/LIAISON REPORTS</b> (3 min each)	
<b>8:15 pm</b>	<b>9.0</b>	<b>CLOSING REPORTS</b>	
	9.1	ASMHCC 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	
<b>8:45 pm</b>	<b>10.0</b>	<b>ADJOURNMENT</b>	

*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](mailto:Presidents.Office@mhcc.edu).*

*A board dinner is scheduled prior to the board meeting and is optional as a social gathering and no board business will be discussed.*

*The next regular board meeting is scheduled on November 16, 2022.*

*Individuals requiring accommodations due to disability should contact*

*Accessible Education Services at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu).*



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

October 19, 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 October 2022

As we move in to our fourth week of the quarter, we find ourselves settling into the ebbs and flows of a quarter. More students on campus this term have brought a lot of energy and enthusiasm, and it is wonderful to see campus alive again. It is harder to find parking, but after the last two years, it is a welcome change.

In early September, as part of a broader state initiative, the Higher Education Coordinating Commission (HECC) organized a visit to MHCC with staff from the Department of Administrative Services and Legislative Fiscal Office. The purpose of the HECC visit was to familiarize staff with our campus with a focus on the state's investments and related, notable programs, like Benefits Navigator, Career Pathways and Future Ready Oregon programs. In addition to highlighting our programs, like Student Basic Needs, Basic Skills and Career Pathways, we took the opportunity to familiarize our guests our facilities. From Barney's Pantry, to our welding, machine tool, automotive, and dental spaces, we demonstrated how we are working to meet the needs of our students, while also highlighting some of our infrastructure challenges. Our guests commented that they found the visit useful and informative. I would like to acknowledge our amazing staff that contributed to this effort: **Doctor Abio Ayeliya**, Director, Student life and Civic Engagement; **Bhaktirose Dawdy**, Director of Student Basic Needs Initiatives; **Jennifer DeMent**, Vice President, Finance and Administration; **Charles George**, Associate Vice President, Facilities, Risk Management, and Public Safety; **Kelly Keith**, Dean, Pre-college; **Kristen Kulongoski**, Manager, Adult Basic Skills and Career Pathways; **Kristin Lima**; Dean of Applied Technology, Business and Information Systems; and **Traci Simmons**, Associate Vice President, Diversity, Equity and Inclusion.

Oregon is known nationwide for their exemplary initiative, Pathways to Opportunity. This work connects students with the benefits and resources that can close the financial gap holding back too many from economic mobility, and focuses on supportive services, policies, and funding needed to move students from public benefits into livable wage jobs. The Fall Summit featured Representative Alonso Leon who shared the work to date of the Joint Task Force on Student Success for Underrepresented Students in Higher Education. Her opening address framed the summit's content around advocacy, funding and programming across the state. I had the honor of moderating a panel of community college presidents, where we focused on expanding resources, partnerships, and centering racial equity, rural opportunity, and economic mobility in increasing educational and economic outcomes for Oregonians.

This September also saw the return of the Teddy Bear Parade, the widely popular event organized and hosted by the Soroptimists International of Gresham. MHCC was a sponsor and it was fun to join colleagues and walk the parade route. We are already thinking about what we can do next year.

### **Annual goal update**

#### *Community engagement*

We continue to collect data on the engagement in the community to be used in building out the community engagement plan. The report with the findings will be given to the Board of Education by October 31, 2022.

#### *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, launched internally during convocation, with a focus on our MHCC values. We will use the bi-weekly All Campus Updates to roll out the components of the plan, focusing on a single topic each meeting. To date, we have presented the Strategic Plan documents; the vision and mission; and the Equity Statement.

#### *Accreditation*

MHCC has been notified our Evaluation of Institutional Effectiveness (Year Seven) Self-Evaluation Report and visit will be conducted on October 18-20, 2023.

#### *COVID-19*

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

In closing, we are off to a great fall quarter. While we will continue to monitor our students' needs, enrollment, and retention, we also want to celebrate all the great work that is happening, and all the success that follows.

## ***Community/Educational Presentations and Selected Outreach Activities***

- Sept 1 Oregon Presidents' Council (OPC) September meeting*
- Sept 1 MHCC Nurses' Pinning Ceremony*
- Sept 6 Presented at the Oregon Pathways to Opportunity Fall Summit*
- Sept 7 Visit and tour with Michael Graham, Education Fiscal Analyst, Board of Accountancy, Legislative Fiscal Office (LFO), Kim To, Analyst, Department of Administrative Services (DAS), LFO, and Jim Pinkard, Director or Office of Postsecondary Finance and Capital, Higher Education Coordinating Commission (HECC)*
- Sept 8 Meeting with Dr. Paul Coakley, Superintendent, Multnomah Education Service District*
- Sept 9 Oregon Public Broadcasting (OPB) Board meeting*
- Sept 20 Greater Gresham Chamber of Commerce Business and Leaders luncheon*
- Sept 21 HECC Community College Support Fund (CCFS) Formula Review Workgroup Meeting*
- Sept 21 MHCC Board of Education special meeting (executive session)*
- Sept 21 MHCC Board of Education regular meeting*
- Sept 22 Meeting with Directors Speer and McKeel*
- Sept 23 Presenter for Greater Gresham Chamber of Commerce Networking Event*
- Sept 23 MHCC Audit Committee Meeting*
- Sept 24 Participated in the Teddy Bear Parade*
- Sept 26 Advisory Panel Meeting/National Center for Higher Education Management Systems (NCHEMS)*
- Sept 26 Greater Portland Inc.'s (GPI) Higher Education Consortium Meeting*
- Sept 26 Meeting with GiGi Olguin and Nick Triska, GPI*
- Sept 26 Meeting with Dr. Karen Paez, Associate Vice President of Academic and Career Pathways, Portland Community College*
- Sept 28 MHCC Foundation Board Meeting*
- Sept 29 OPC Community College Support Fund (CCFS) Formula Review Workgroup Meeting*

## ***Select Media Mentions***

Hope Center's Policy Summit Pushes to End Student Basic Need Insecurity (featuring interview with Traci Simmons)

<https://www.diverseeducation.com/student-issues/article/15296883/hope-centers-first-policy-summit-pushes-to-end-student-basic-need-insecurity>

Community groups host block party in Hazelwood neighborhood to address gun violence

<https://idahonews.com/politics/local-politics/community-groups-host-block-party-in-hazelwood-neighborhood-to-address-gun-violence>



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.1a

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

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**SUBJECT: APPROVAL OF MINUTES – September 21, 2022**

### Session 1070

A meeting of the Mt. Hood Community College District Board of Education was 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.

#### 1.0 CONVENE EXECUTIVE (CLOSED) SESSION

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

Additional Attendee: Lisa Skari, president

Speer called the executive (closed) session to order at 5:08 p.m.

#### 2.0 PRESIDENT'S EVALUATION

The board convened 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.

#### 3.0 ADJOURN EXECUTIVE SESSION

The executive (closed) session was adjourned at 5:47 p.m.

#### 4.0 CONVENE REGULAR SESSION/CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Linda Vigesaa, associate vice president, Information Technology, Charles George, associate vice president,



Facilities, Risk Management, and Public Safety, Gabriel Logan, interim dean, Health Professions, Jennifer Aubry, program director, Dental Hygiene, Marilyn Pitts, PFTA President

Speer called the board meeting to order at 6:30 p.m. and declared a quorum was present.

#### 4.1 Approval of Agenda

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

#### 5.0 PUBLIC INPUT

There was no public input.

#### 6.0 REPORTS

##### 6.1 Correspondence

There was no correspondence.

##### 6.2 Website Update

Sigala and Vigesaa provided an update on the website and shared a PowerPoint presentation on the stages of website redesign. Sigala stated they are currently in stage one of the six stages of the website redesign, and provided a summary of the six stages:

- 1) Discovery Stage (Research & Strategy)
- 2) Communications Plan
- 3) Website Planning and Design
- 4) Content Creation
- 5) Website Development
- 6) Pre-Launch User Testing

Sigala stated the website redesign is a 12-month plan and the goal is to have the new website redesign completed by Fall 2023.

Vigesaa provided an update on the current status of the redesign and stated the Initial Steering Committee has been established and monthly meetings have been scheduled. The Steering Committee selected MAC as the vendor for the website redesign. MAC provided a list of MHCC deliverables, and 90% of deliverables are complete. A survey will be sent out to gather feedback from October 3 through October 16. The focus groups will be scheduled in October and will be comprised of staff, students, and external groups. They will have the survey information presented in Spanish and Russian, and they are exploring additional languages. A copy of the presentation is attached to the minutes.

##### 6.3 Dental Lab Update

George provided an update on the construction plans and project timeline for the Dental Hygiene Lab. The final contract was signed with the construction vendor, Brockamp & Jaeger, Inc., on September 9, 2022. The sub-contractor space analysis and walk-through was completed on September 15, 2022. The physical construction will start on December 8, 2022, and a preliminary schedule was developed with two phases. The tentative date for completion of phase one is April 27,



2023, and the tentative date for completion of phase two is August 1, 2023. George stated they anticipate there may be some supply chain issues and are working with the vendor on it.

Aubry presented an update on the Dental Hygiene program and stated the CODA submission was completed on September 19, 2022. Due to the construction, the Dental Hygiene program space on campus cannot be used, so they have identified an alternate site for most of the lab and clinic courses, and will continue looking for additional sites.

Logan highlighted the communication plans they are doing with faculty and students to keep them informed and engaged in the program.

## 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

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

## 8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

## 9.0 CLOSING REPORTS

### 9.1 ASMHCC Representative

The ASMHCC provided a written report to the board for the September meeting. A copy of the report is attached to the minutes. The ASMHCC representative will attend the regular board meetings beginning in October.

### 9.2 Advisory Representatives

Tambi Boyle (FTFA) – did not attend meeting

Christy Weigel (CEA) – did not attend meeting

Marilyn Pitts (PTFA) – she attended MHCC Convocation today and shared that it was one of the best convocations she has attended at MHCC. She shared that a PFTA meeting has been scheduled during





Fall Inservice on Friday, and shared about the work she has been doing for a committee she serves on.

### 9.3 Executive Leadership

John Hamblin (Student Development) – he shared that over the summer they completed three campus clean-up events, and three calling campaign events. The calling campaign event was an outreach to over 1100 students, and of the students they reached during the outreach, over 29% registered for courses. This number is significantly more than in past campaigns where they have seen less than 15% enroll. They used EAB Navigate for text messaging, which was a great way to engage with students. He stated it was a huge collective effort from many people across campus, and thanked everyone for their efforts in the events. The New Student Orientation was held on September 15 and 16, and almost 300 students attended the orientation session on Thursday, and almost 100 students attended the session for campus tours on Friday.

Al McQuarters (Instruction) – he highlighted the Master Academic Plan and the six-step process, and indicated he would have an arrow pointing to the step to indicate where he is at in the Academic Plan. He shared an update about a leadership team building activity he had with the deans and instructional directors in his department to work together to create a mural.

Jennifer DeMent (Administrative Services) – did not attend meeting.

Al Sigala (College Advancement) – he shared about two upcoming events: MHCC is hosting a Gresham Area Chamber of Commerce Event on Friday, September 23 at 7:30 am in the Town & Gown room; the Teddy Bear Parade will be held in downtown Gresham on Saturday, September 24 morning, and arrive at 9:30 am to line up if you want to participate.

### 9.4 President's Report

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

*Skari introduced two campus leaders who attended the board meeting: John Hasegawa, Faculty Senate President, and Terry Rogers, Associate Vice President of Human Resources. Skari spoke about the MHCC Convocation held in the morning and shared that it was a wonderful event and that it was recorded, so a link will be available for those who were not able to attend the event. She spoke about the students in the panel discussion, and the appreciation for the college that was shared. Skari distributed a printed copy of the Strategic Plan to board members. She shared she is excited for the coming year, and thanked the board for all their support for the college and students.*

### 10.0 ADJOURNMENT

McKeel motioned to adjourn. Lewis seconded the motion and it passed unanimously. The board meeting was adjourned at 7:44 p.m.

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Clerk

Board Chair

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

# Stages of Website Redesign

*Madison Avenue Collective (MAC)*



## Stages of Website Redesign

### 1. Discovery Stage (Research & Strategy)

- Website Analytics Audit
- Internal Document Review
  - Content Audit
- Comparative Analysis
  - PCC
  - Clackamas
  - PSU
- Brand Familiarization
- Planning Process Timeline
- Survey Interviews
  - Staff/Faculty
  - Students
  - Administration

# Stages of Website Redesign

## 2. Communications Plan

- Comprehensive 12-month communications plan
  - Regular updates on progress
  - Outline high level strategies
  - Share specific tactics
  - Detailed timeline/calendar

# Stages of Website Redesign

## 3. Website Planning and Design

- Comprehensive Website Information Architecture
- Content Strategy
- Wireframes for Mobile and Desktop
- Templates
- Website Prototype for Testing
- Visual Website Design

## Stages of Website Redesign

### 4. Content Creation

- Messaging and Communications Strategy
- Messaging Development
- Digital Communications Strategy Toolkit
- Content Development

## Stages of Website Redesign

### 5. Website Development

- HTML Template Development
- Site Buildout & Content Migration

### 6. Pre-Launch User Testing

- Facilitation for Usability Testing
- Review of Findings
- Recommendations for Further Site Improvements

# New Website Target Date: Fall 2023



# Current Status

*Linda Vigesaa and Al Sigala*



## MHCC Steering Committee

- **Initial MHCC Steering Committee Established**

- Executive Sponsor – Al Sigala
- MHCC Project Manager
- Marketing & Communications Lead
- IT Management

- **Monthly Meetings Scheduled**

- MS Teams Site for Team Communication

## Discovery Phase – In Process

- **MAC Provided a List of MHCC Deliverables**

- Owners assigned to each item
- Created a repository shared with MAC for documents
- Project Management to track status

- **90% of Deliverables Complete**

- 100% of MHCC info docs provided
- Pending – Feedback from survey and focus groups
- Target completion – Mid-October

## Discovery Phase – In Process

- **Survey**

- MAC survey to be distributed by AIR – October 3

- Survey to close October 16

- Invites to be sent to staff and students; external groups

- **Focus Groups and Interviews**

- Will occur during October

- Staff/Students/External

- Facilitated by MAC

## MAC Update

- **MAC update 9-6-2022**

- Have started reviewing MHCC's documents

- MAC met to discuss overall schedule

- **MAC – October Deliverables**

- Phase I Schedule to be mapped out by early October

- MAC will share next steps and milestones

- Project Plan will start to be built out

## Communication Plan

- **MHCC Updates**
  - Periodic MHCC All Campus Reports
  - News & Notes
  - MHCC Monthly Project List
- **Board Updates**
  - Monthly Board Status Report
  - Periodic Board Presentations
- **More to Come!**

**Thank You**







## Sep 2022 Dental Hygiene Project Update

### Dental Hygiene Construction

- ▶ Formal AIA contract signed Sep 9, 2022
  - Brockamp & Jaeger, Inc.
- ▶ Final Dental / Facilities teams space cleanout – Sep 14, 2022
- ▶ Contractor space analysis – Sep 15, 2022
  - Sub contractor walkthroughs completed
- ▶ Bi-weekly Project Meetings with architect and construction company in progress

## Project timeline

- ▶ Procurement phase in progress
  - Doors and frames, wall materials expected by Dec 18
  - Other general materials arriving through Feb 2023
  - \*HVAC components longest lead items arriving June 5, 2023
    - Looking at alternate equipment and materials to possibly shorten timeframe
- ▶ Construction phase
  - Physical construction starts Dec 8
  - Phase 1 completion April 27, 2023
  - Phase 2 (HVAC and final ceiling work) Aug 1, 2023

\* All information based on recent preliminary schedule by the contractor, with discussions currently in place for alternatives and timeline shortening.

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## Dental Hygiene Program

- ▶ On campus contingency plan process
- ▶ CODA submission completed 9/19/22, alternate site approval
- ▶ Continuation of contingency plan at other sites
- ▶ Communication to students
- ▶ Approval timelines and transparency

4

Associated Students of MHCC (ASMHCC) Board Report  
September 21, 2022

“The Associated Students of Mt Hood Community College is very excited for our students to join us on campus this fall. ASMHCC welcomed new students, hosted games, and did many giveaways for our new students at New Student Orientation. We were able to give out 4 \$200 book scholarships for the online bookstore at new student orientation as well as award 8 additional scholarships for returning students who applied over the summer.

Our hard work at New Student Orientation paid off. We saw 5 new applications come in for ASMHCC and we are working to interview and welcome 5 new members. Our applications are still open to continue to welcome new members. We are also getting ready and excited to hold our President & Vice President elections in Fall 2022. At this time we have 4 students interested in running.

As we look forward to this new school year, we are committed to continuing to serve students. We are working hard to create and implement new programs and events that meet our students where they are and push them to continue to grow, including continued mental health programming, movie nights, and bringing back our community event Trunk or Treat this Halloween. We are carefully crafting our goals for the 2022-2023 academic year and are looking forward to presenting them to you all at the next board meeting.”

Thank you,  
Rozina

**Rozina Lethe**

She, Her, Hers ([what is this?](#))

Student Leadership and Engagement Coordinator  
Mt. Hood Community College



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.1b

**CONTACT PERSON:** *Susanne Rose, Human Resource Data Manager*

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**SUBJECT:** MONTHLY PERSONNEL REPORT

<b>NEW EMPLOYEES:</b>			
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Hire Date</b>
Daoud, Hany	Assistant Men's Basketball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	9/1/2022
Fernando Heldreth, Eben	Part-time Faculty	Performing Arts	9/1/2022
Eaton, Dean	Part-time Faculty	Community Education	9/6/2022
Kempton, Rebecca	Student Success Specialist	Workforce Development	9/6/2022
Serrano, Stephanie	Executive Assistant	President's Office	9/7/2022
Moore, Shari	Part-time Faculty	Business and Information Systems	9/12/2022
Avery-Hull, Mikayla	Part-time Faculty	Health Professions	9/12/2022
Mace, Stephanie	Part-time Faculty	Health Professions	9/12/2022
Nitunga, Wilson	Part-time Faculty	Business and Information Systems	9/12/2022
Rojas Flores, Vanessa	Advising Services Specialist	Academic Advising	9/12/2022
Kier, Korey	Head Basketball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	9/14/2022
Walters, Shalaia	Instructional Services Coordinator	Instructional Services	9/15/2022



Rogers, Terry	Associate VP of Human Resources	Human Resources	9/16/2022
Beck, Coral	2-D Technician	Visual Arts	9/16/2022
Cantwell, Bre	Sculpture Lab Technician	Visual Arts	9/16/2022
Moir, Elle	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	9/19/2022
Clay, Tianna	Registration Specialist	Enrollment Services	9/19/2022
Chatterton, Cole	Part-time Faculty	Business and Information Systems	9/19/2022
Flores Mendoza, Maykelly	Classroom Aide	Child Development & Family Services	9/19/2022
Knight, Gabrielle	Part-time Faculty	Health Professions	9/21/2022
Munoz, Helena	Full-time Faculty	Nursing	9/21/2022
Erickson, Ian	Assistant Coach	Health & Physical Education, Athletics, Aquatics and Recreation	9/21/2022
Hock, Mellie	Full-time Faculty	Health Professions	9/21/2022
Bessette, Dustin	Full-time Faculty	Computer Information Systems	9/21/2022
Batt, Andy	Part-time Faculty	Integrated Media	9/26/2022
Barber, Tom	Part-time Faculty	Performing Arts	9/26/2022
Metcalf, Tristan	Assistant Coach	Health & Physical Education, Athletics, Aquatics and Recreation	9/26/2022
Boles, Tim	Part-time Faculty	Applied Technology	9/26/2022
deJesus, Nelson	Part-time Faculty	Health & Physical Education, Athletics, Aquatics and Recreation	9/26/2022
Byrd, Elizabeth	Part-time Faculty	Performing Arts	9/26/2022
Bray, Jesse	Part-time Faculty	Business and Information Systems	9/26/2022
McIntyre, Sarah	Part-time Faculty	Adult Basic Skills	9/26/2022



Schwartz, Aaron	Part-time Faculty	Adult Basic Skills	9/26/2022
Blagburn, Lois	Human Resources Associate	Human Resources	9/26/2022
Lokeno, Josh	Assistant Coach	Health & Physical Education, Athletics, Aquatics and Recreation	9/26/2022
Middleton, Graham	Part-time Faculty	Performing Arts	9/26/2022
Zavortink, Matthew	Part-time Faculty	Health & Physical Education, Athletics, Aquatics and Recreation	9/28/2022
Marjan, Ahmed	Health Manager	Child Development & Family Services	9/29/2022
Kennedy, Debbie	Cashier Customer Service Representative	Business Office	9/29/2022
Vecchiato, Kathryn	Part-time Faculty	Nursing	9/30/2022

<b>TRANSFERS/CHANGE IN STATUS:</b>			
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective Date</b>
Popp, Laurie	Executive Assistant	President's Office	9/1/2022
Allen, Rusty	Manager	Payroll	9/1/2022
Kuhn, Melanie	Classroom Aid	Child Development & Family Services	9/1/2022
Villa, Yvonne	Recruitment Analyst	Human Resources	9/3/2022
DeRoest, Gary	Instructor - Retired	Computer Information Systems	9/7/2022
Haley, Mariah	Classroom Aide	Child Development & Family Services	9/12/2022
Cortez, Caitlin	Student Services HUB Assistant	Enrollment Services	9/12/2022



Markell, Dawn	Full-time Faculty	Health & Physical Education, Athletics, Aquatics and Recreation	9/21/2022
Williams, Sabrina	Full-time Faculty	Nursing	9/21/2022
Sciscione, Christine	Full-time Faculty	Health Professions	9/21/2022
Rojena, Susana	Assistant Teacher	Child Development & Family Services	9/26/2022
Sage, Nicolas	Payroll Coordinator	Payroll	9/30/2022

**SEPARATIONS/RETIREMENTS:**

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Term Date</b>
Jackson, Lori	Food Service Aide	Child Development & Family Services	9/1/2022
Lopez Palma, Sarai	Assistant Teacher	Child Development & Family Services	9/2/2022
Lahtaw, Zunglawm	On-Call Substitute	Child Development & Family Services	9/6/2022
Hernandez, Linda	Teacher	Child Development & Family Services	9/7/2022
Georgey, Marian	Assistant Teacher	Child Development & Family Services	9/7/2022
Marvin, Stephanie	Part-time Faculty	Social Science	9/8/2022
Larson, Taz	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	9/8/2022
Miller, Hadiya	Coaching Manager	Child Care Resource & Referral	9/11/2022
Abbott, Tim	Bus Driver	Child Development & Family Services	9/12/2022
Fitzpatrick, Maribel	Oregon MESA Regional Center Coordinator	Mathematics	9/16/2022



Luce, Matt	Accountant	Business Office	9/16/2022
Straus, Jonathan	Academic Advisor	TRIO SSS	9/20/2022
Abdulle, Batula	Classroom Aide	Child Development & Family Services	9/26/2022
Miller, Tatiana	Head Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	9/26/2022
Garcia-Sanchez, Celeste	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	9/26/2022
Franklin, Kala	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	9/30/2022
Newman, Marilyn	Financial Aid Adviser	Financial Aid	9/30/2022
Paz, Claudia	Engagement Specialist	Child Development & Family Services	9/30/2022





# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.1c

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

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### **SUBJECT: MONTHLY FINANCIAL REPORT**

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

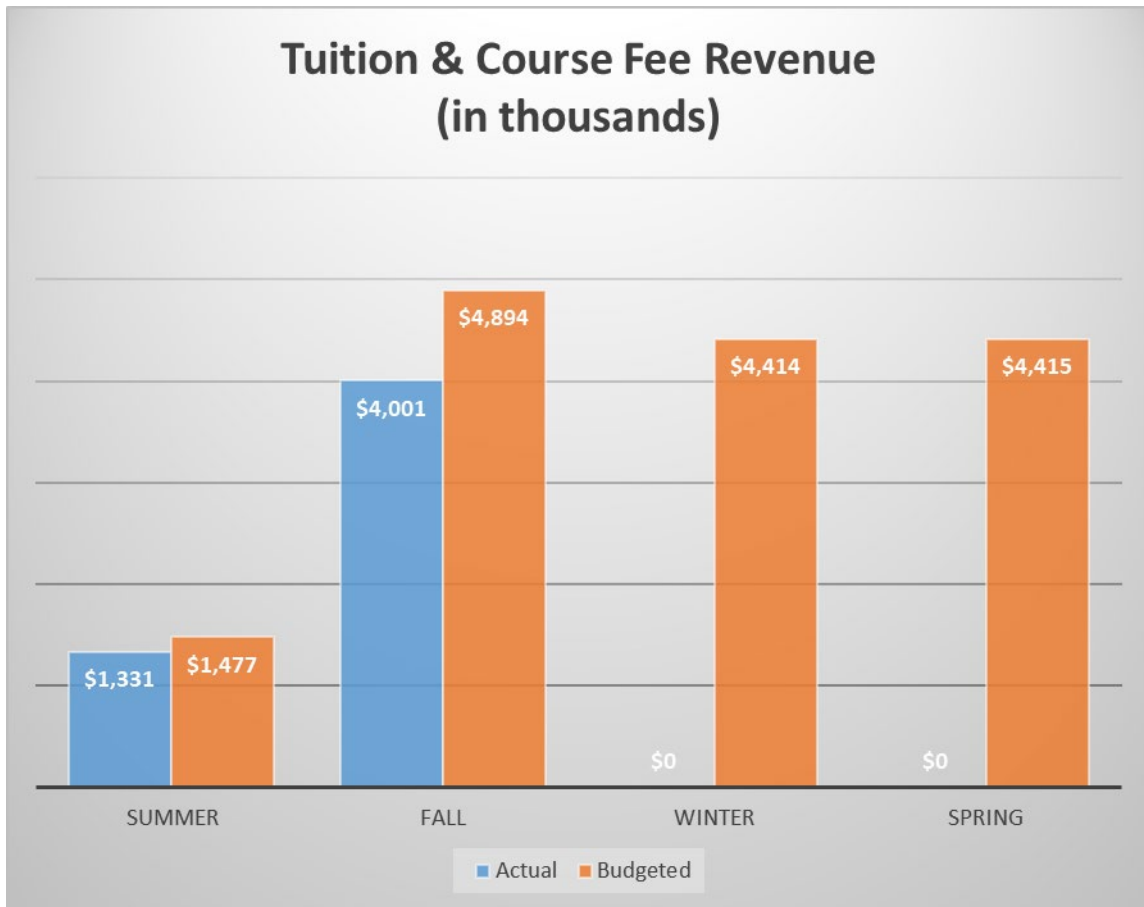
#### **Revenues:**

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 13.3% (\$204,796) less compared to August 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 2.25% (-25 students) compared to August 2021. Summer and fall terms combined tuition and fee revenue year to date is 5.27% (\$296,431) below this time last year. Summer term and fall term<sup>1</sup> enrollment are forecasted to be flat compared to last year. Although summer term continued to show a double digit percentage decline over this time last year, fall term enrollment decline percentage improved significantly.
- 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.

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



**Expenditures:**

As of August 31, year-to-date expenditures were \$260,749 (3.36%) below this time last year; however, they meet forecast expectations. As an educational institution, the majority of costs are incurred between September and June.

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



**MT. HOOD COMMUNITY COLLEGE DISTRICT**  
**General Fund Financial Report**  
**Fiscal Year 2022/23**  
**As of August 31, 2022**

	Actual Year to Date August 2020	Actual Year to Date August 2021	Actual Year to Date August 2022	\$ / % Increase (decrease) over prior year		Amended Budget 2022-23	Percentage of Budget Remaining
<b>Beginning Fund Balance</b>	<b>9,557,976</b>	<b>15,274,184</b>	<b>19,535,549</b>	<b>4,261,365</b>	<b>27.9%</b>	<b>19,535,549</b>	
<b>Revenues</b>							
State Support	8,188,866	8,485,338	8,910,713	425,375	5.0%	35,729,173	75%
Property Taxes	42,106	43,295	31,524	(11,771)	-27.2%	14,699,468	100%
Tuition and Fees	8,108,267	6,168,925	5,837,448	(331,477)	-5.4%	16,698,196	65%
Federal Grants	-	-	-	-	0.0%	-	0%
Other Revenues	62,301	23,600	104,235	80,635	341.7%	1,622,522	94%
<b>TOTAL REVENUES</b>	<b>16,401,541</b>	<b>14,721,158</b>	<b>14,883,920</b>	<b>162,762</b>	<b>1.1%</b>	<b>68,749,359</b>	<b>78%</b>
<b>Expenditures</b>							
Salaries	3,880,995	3,970,493	3,404,947	(565,546)	-14.2%	40,659,353	92%
Health Care	673,281	624,658	467,719	(156,939)	-25.1%	6,739,794	93%
Fringe/Taxes	1,437,526	1,533,230	1,185,260	(347,970)	-22.7%	14,153,298	92%
<b>Personnel Subtotal:</b>	<b>5,991,802</b>	<b>6,128,381</b>	<b>5,057,926</b>	<b>(1,070,455)</b>	<b>-17.5%</b>	<b>61,552,445</b>	<b>92%</b>
Materials & Supplies	2,037,802	1,574,298	2,383,950	809,651	51.4%	10,026,967	76%
Grants in Aid/Tuition Waivers	77,766	65,749	52,862	(12,887)	-19.6%	1,030,914	95%
Debt Service	-	-	12,941	12,941	0.0%	2,543,427	99%
Transfers to Other Funds	-	-	-	-	0.0%	4,287,292	100%
<b>TOTAL EXPENDITURES</b>	<b>8,107,370</b>	<b>7,768,428</b>	<b>7,507,678</b>	<b>(260,750)</b>	<b>-3.4%</b>	<b>79,441,045</b>	<b>91%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>8,294,170</b>	<b>6,952,730</b>	<b>7,376,242</b>	<b>423,511</b>	<b>6.1%</b>	<b>(10,691,686)</b>	
<b>Beginning Fund Balance</b>	<b><u>9,557,976</u></b>	<b><u>15,274,184</u></b>	<b><u>19,535,549</u></b>			<b><u>19,535,549</u></b>	
<b>Ending Fund Balance</b>						<b><u>8,843,863</u></b>	
<i>As a percentage of expenditures</i>						<i>11%</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 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:** *October 19, 2022*

**ITEM TITLE:** 7.1d

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

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**SUBJECT:** MONTHLY HEAD START REPORT

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

**News:**

**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.*

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

- CDFS will conduct teacher training for the “Head Start on Engineering” Project on October 21. This project provides teachers with hands-on engineering activities and ready-to-use materials that they can use for their checkpoints and observations of children. The training also provides them with plenty of opportunities to collaborate and plan with their peers.

**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*

**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.*

- CDFS has begun the process of moving towards digital options for forms and tasks previously only completed in paper form. Some examples include Child Attendance, Daily Health Checks. This reduces the amount of duplicated work for site staff.
- CDFS Content Managers are creating new digital forms in Child Plus to allow staff to complete Health Risk Assessments. Staff will be trained so these items can be completed within 90 days of the start of school.

**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.*

**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 used COVID 10 funds to place a large order for updated technology for staff as they return to in-person work at the newly renovated Maywood offices. This new technology will replace some obsolete hardware which will allow staff to work in a more efficient and effective manner.

**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.*

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

- CDFS has allocated funds to help income eligible families with dental or medical treatment for children who are not covered by health insurance. Some children have emergency-only coverage, with emergency meaning a life or death issue. Additionally, we will be looking for community partners that may be able to offer their services or donate funds to help with these services.

### **Enrollment Report for September 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.

#### **August 2022 Data:**

EHS funded: **298**

EHS Enrollment: **174**

EHS Waitlist:

HS Funded: **939**

HS Enrollment: **617**

HS Waitlist:





Rockwood Stark			*nr										
Russellville	68%	72%	93%										
Sunrise			84%										
Troutdale			66%										
<b>Program ADA</b>	<b>78%</b>	<b>84%</b>	<b>80%</b>										

**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%	84%										
Gethsemane (2 EHS, 6 BP)	93%	82%											
Hazelwood	88%	88%	88%										
Rockwood Stark													
Russellville	79%	90%	83%										
Troutdale													
Willow Tree	92%	88%	93%										
<b>Program ADA</b>	<b>78%</b>	<b>78%</b>	<b>86%</b>										

\*nr = not reported.

**September 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)

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



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.1e

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

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**SUBJECT: COVID-19 ACTIVITY REPORT**

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

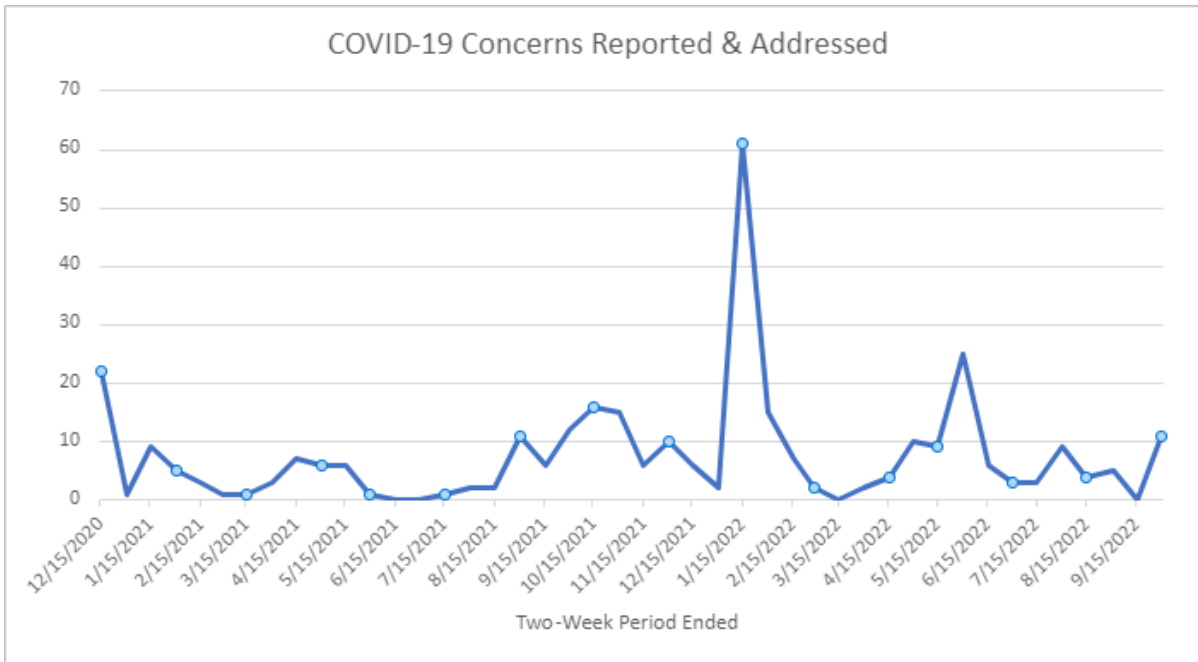
- The number of COVID-19 related reports submitted to the college;
- A quantified rate of responsiveness to these concerns;
- The number of outstanding/open concerns requiring closure; and
- Differentiate internal and external cases and concerns (outbreak tracking) and the Institutional Effectiveness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

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



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

11/15/2021	6	6	0
11/30/2021	10	10	0
12/15/2021	6	6	0
12/31/2021	2	2	0
1/15/2022	61	61	0
1/31/2022	15	15	0
2/15/2022	7	7	0
2/28/2022	2	2	0
3/15/2022	0	0	0
3/31/2022	2	2	0
4/15/2022	4	4	0
4/30/2022	10	10	0
5/15/2022	9	9	0
5/31/2022	25	25	0
6/15/2022	6	6	0
6/30/2022	3	3	0
7/15/2022	3	3	0
7/31/2022	1	1	0
8/15/2022	4	4	0
8/31/2022	5	5	0
9/15/2022	0	0	0
9/30/2022	11	11	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:** *October 19, 2022*

**ITEM TITLE:** 7.1f

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

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

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

The College expects to require goods and/or services from each of the vendors listed below during the 2022-2023 fiscal year or beyond. Funding will be drawn from a variety of College accounts. The Administration anticipates that each of the listed contracts may aggregate at least \$150,000 in total expenditures.

The Following purchases are exempt from procurement regulations or have been competitively bid.

<u>Vendor Name</u>	<u>Project Name</u>	<u>Amount</u>
Cascade Mechanical Systems Inc	On-Call Plumbing Services (5 years contract)	\$700,000
Central Oregon Community College	Grant Consortium Reimbursements	\$300,000
Chemeketa Community College	Grant Consortium Reimbursements	\$300,000
Clackamas Community College	Grant Consortium Reimbursements	\$300,000
Early Learning Kingdom LLC	Childcare Services	\$350,000
Klamath Community College	Grant Consortium Reimbursement	\$300,000
Lane Community College	Grant Consortium Reimbursements	\$300,000
Peak Electric	On-Call Electrical Services (5 years contract)	\$700,000
Portland Community College	Grant consortium Reimbursements	\$300,000
Rogue Community College	Grant Consortium Reimbursements	\$300,000
Southwestern OR Community College	Grant Consortium Reimbursements	\$300,000

**RECOMMENDATION:** Approval to award the contract as listed herein



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** **7.1g**

**CONTACT PERSON:** *Andrew Speer, Board Chair*

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**SUBJECT: PRESIDENT'S CONTRACT APPROVAL**

The Board of Education is revising Dr. Skari's contract. The new contract addresses three areas:

1. Fix/improve language for better clarity and to reflect actual practice
2. Clarify processes related to any performance deficiencies
3. Revise compensation to reflect market analysis, as done with other employee groups





# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.1h

**CONTACT PERSON:** *Andrew Speer, Board Chair*

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**SUBJECT:** LETTER OF SUPPORT FOR ACCT FINANCE AND AUDIT COMMITTEE



October 19, 2022

Jee Hang Lee, President and CEO  
Association of Community College Trustees  
1101 17<sup>th</sup> Street NW, Suite 300  
Washington, DC 20036

RE: Letter of Support for Andrew Speer  
Nomination for ACCT Finance and Audit Committee

Dear Mr. Lee,

On behalf of the Mt. Hood Community College (MHCC) Board of Education, the board supports Andrew Speer's interest to continue serving on the ACCT Finance and Audit Committee.

Director Speer was elected to a four-year term in 2019 to serve as a member of the MHCC Board of Education. He currently serves as the board chair, having served as the board vice chair last year. He is an economist by profession and has a background in economic modeling and financial analysis. As a former student and graduate of MHCC, he earned an associate degree in economics, and then transferred to Portland State University and earned his bachelor's and master's degree in the same discipline. With a desire to give back to MHCC, he is thoughtful and passionate about advocating for students, having first-hand experience on how higher education and training can improve lives.

Director Speer currently serves on the ACCT Finance and Audit Committee this year and has a strong desire to continue serving on this committee. The MHCC Board of Education fully supports his nomination to continue serving on the ACCT Finance and Audit Committee.

Sincerely,

Andrew Speer  
Board Chair  
Mt. Hood Community College



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.2

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

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**SUBJECT: BOARD POLICY REVIEW – SECOND READING/APPROVAL: BP 7360: DISCIPLINE AND DISMISSAL – EMPLOYEES**

# BP 7360: Discipline and Dismissal –Employees

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## Chapter 7

### References:

ORS 244 – Government Ethics

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The President shall enact regulations for the disciplinary proceedings applicable to employees of Mt. Hood Community College.

An employee shall be subject to disciplinary action, including, but not limited to, written reprimand, reduction in pay, demotion, suspension, or discharge, and any resulting discipline issued will be in accordance with the respective Collective Bargaining Agreement, where applicable, for any of the following grounds:

- Dishonesty in any aspect of employment, including intentionally falsifying documents, falsifying time records, misrepresenting the reason for leave from work, or providing false or misleading information to secure an appointment or promotion.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Disclosure of confidential work-related information, except as protected by law.
- Willful disobedience and insubordination, a willful failure to follow supervisory instructions or to follow established work rules and procedures.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism or unexcused absence without leave (excluding protected leave), abuse or misuse of leave (including a pattern of leaves), or a failure to follow established call-in procedures for absences.
- Failure to follow established workplace safety procedures.
- Any conviction of either a misdemeanor or a felony that directly impacts an employee's ability to perform their job functions shall constitute grounds for the dismissal of any employee. The conviction record shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to a charge that directly impacts an employee's ability to perform their job functions, is deemed to be a conviction within the meaning of this section. This provision does not prevent the College from initiating an investigation into the allegations that led to an arrest to take employment action when such allegations would impact the employee's ability to perform their job functions.
- Harassing, bullying, or pervasive discourteous treatment of the public or other employees while in the course and scope of College employment.

- Improper or unauthorized use of College property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with College employment.
- Any willful act of conduct either during or outside of duty hours which is of such a nature that it causes discredit to the College, the employee's department, or division that rises to a substantial disruption of the College environment.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties except as allowed in ORS 244 Government Ethics.
- Theft of personal or public property, funds, or records.
- Failure to maintain the required license or certification that is required for an employee to perform the essential functions of their job.
- The refusal of any officer or employee of the College to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any pending cause of inquiry in which the College is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful circumvention of any security configuration or willful violation of policies, regulations, procedures and other rules which may be prescribed by the College or departments.
- Working overtime without authorization.

**Adopted:** XXX

**Notes:** New

Best Practice



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 19, 2022*

**ITEM TITLE:** 7.3

**CONTACT PERSON:** *Andrew Speer, Board Chair*

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**SUBJECT: BOARD MEMBER VACANCY**

**BP 2110: Vacancies on the Board of Education**

**Chapter 2 References: ORS 341.335**

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

1. The incumbent has died or resigned.
2. The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
3. The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
4. The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented there from by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

When a vacancy is declared, the remaining Board of Education members shall meet and decide to hold the position open until the next election or appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.



The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

**Adopted:** 2/2/17

**Revised:** 1/19/22

**END OF POLICY**

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The Mt. Hood Community College District Board must declare the seat vacant due to the resignation of a board member and it must be reflected in the board minutes.

# Student Development

## John Hamblin

### October 2022

#### Student Development Report for Sept/Oct

The fall term has been going very well in Student Development with our offices open and busy with a welcome influx of students. We have had several on-campus events with orientation, welcome week, and resources fair. These have all been well attended and both the students and our faculty and staff have enjoyed the life these events have given back to our campus. As a division we are continuing to assess and monitor usage and student needs associated with modality of services, this will also allow us to better understand student needs and expectations of support and how we deliver our services.

#### A) Teaching & Learning

- The Transiciones program has 22 students currently enrolled in the fall cohort. This is the first time in over 6 years since the cohort has over 15 students. The goal is to continue to maintain 22 and 25 students in each cohort. Congratulations to Jenny Ruelas for her amazing work in reaching out and building this amazing cohort! Jenny has been instrumental in outreach and connecting with students to build this group.

#### B) Educational Programs & Support Services

- **Barney's Pantry:** We have seen an increase in usage of services by students in the Pantry. As of September 1- October 6, we had 1,188 visits to the Student Union seeking services from the Pantry. The snack station in front of the Student Union is constantly restocked and we are always low with snacks for students. As of October 6, we had approximately 50 requests for students in our list of orders to fill.
- **Food Drive:** In the month of November, we are planning to kick off our food drive for the pantry.
- During this fall, we set up coffee stations in the Student Union and we have seen increased usage by students who may not be able to afford a simple cup of coffee in the Riverview Café.
- **Financial Aid:** To practice a student-ready approach, we conducted proactive outreach utilizing Navigate text/email to almost 700 students who needed to submit documents, update their major, or accept their aid package.
- Career Planning & Counseling staff, Behavioral Intervention Team (BIT) members, and others across Student Development participated in a BIPOC Students & Mental Health Intervention training leading into the start of Fall '22.





## Student Development Update

- Faculty Counselors within the Career Planning & Counseling Center partnered with Athletics and Student Life to conduct “mental health check-ups” with student athletes and members of ASMHCC. This involved a faculty counselor joining a team meeting/practice to speak about mental health issues, including having participants complete a free, confidential, mental health screening.

### AATC:

- Student advising appointments are slightly up compared to last year. From Sept. 1<sup>st</sup> thru Oct 10<sup>th</sup>, we’ve completed 1,160 appointments (roughly 20% of those were in-person). Last year, during the same period, we recorded 1,018 appointments (100% remote).
- Last week, the AATC launched a campaign to connect MHCC student athletes with academic advising. Our goal is to meet with and build a term-by-term education plan for EVERY player on EVERY MHCC team in time for winter term registration. Note: athletes have specific eligibility requirements, plus many have demanding schedules. Too often, athletes are not planning ahead. We hope to better support MHCC student athletes with this effort and help keep them on track, success in classes, and eligible to compete.

### Hub:

Hub usage data from mid-August through second week of the term. ‘New Student Support’ and ‘Registration Assistance’ were the top visit reasons.

First Generation	610	Total Visitors	1129
Veteran	27	Unique Visitors (first visit)	820
Non-Native English	172	Average # of Visits Per Student	1.17

Count of Check In Time	Day of the Week					Grand Total
Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Grand Total
7 AM		1				1
8 AM	23	15		5	3	46
9 AM	36	29	3	24	10	102
10 AM	34	42	29	20	18	143
11 AM	48	28	43	25	23	167
12 PM	40	32	44	32	27	175
1 PM	25	32	33	26	24	140
2 PM	39	31	27	24	19	140
3 PM	16	19	25	10	9	79
4 PM	12	25	11	13	15	76
5 PM	7		2			9
<b>Grand Total</b>	<b>280</b>	<b>254</b>	<b>217</b>	<b>179</b>	<b>148</b>	<b>1078</b>

# Student Development Update

## **C) Organizational Structure, Systems, & Processes**

- The Associated Student of Mt. Hood Community College are still recruiting for student leadership. Currently, we have six (6) student leaders and at the beginning of this fall term, we received nine (9) additional applications for leadership positions. We plan to conduct interviews in the next weeks.
- In November, we would be conducting elections to elect the student body President and Vice President. These two positions are the only elected positions, and we were not able to conduct elections for two reasons: 1), we didn't have any student interest and no applications were submitted and 2), students were not present on campus for us to successfully conduct the elections.

## **D) Facilities & Technology**

Accessible Educational Services was able to complete a walkthrough of Aquatics for ADA improvements, including signage. These improvements will be in discussions over the following months in preparation for several events over the year.

Veterans Service Center has implemented a new digital platform, VA Works, for student Veterans and dependents to apply for and track their VA educational benefits online. In collaboration with IT, the product is ready and will launch for student-use in late October gearing up for Veterans' priority registration for Winter '23.

## **E) Community Connections**

Staff had a great opportunity to participate in the Teddy Bear Parade, numerous community events, and a wide range of high school visits. We are starting to see a nice uptick in the requests and opportunities to engage.

Veterans Service Center established a part-time hourly position, Outreach and Success Specialist for Veterans, that includes responsibility for establishing partnerships with military-affiliated organizations, agencies, and resources to build up community connections and a pipeline for recruitment. Derek Hanley, a disabled veteran combat medic and published photographer & author, has been hired in this role.

# Instruction

## Al McQuarters

### October 2022

#### **Goal A: Teaching & Learning:**

**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.

- All new and continuing student tutors attended ED125 which teaches Tutoring and Instructional Issues. This course focuses on providing support skills to tutors to enable them to understand the needs of students to respond with the most appropriate support services including culturally responsive skills and practicum.
- In collaboration with the Associate Vice President of Diversity, Equity, and Inclusion, Traci Simmons, we provided a professional development opportunity for all of our MHCC coaches regarding DEI and the appropriate reporting processes and opportunities to engage with our students.
- Fall 2022 In-service offered a number of sessions on high impact practices. Some of these topics included:
  - Assessment Tips and Techniques
  - Open Education Resources (OER)
  - Inclusive Communication Practices for the New Normal
  - Advising
  - LGBTQIA2S+ Foundations Training
  - Inclusive Access
  - Program Assessment Dashboard and Mapping
  - Course Design Strategies for Inclusivity, Engagement, and Student Success

**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.

- Dr. Claycomb, Dean of Nursing, sent each incoming student (37) into the FA22 Nursing cohort a personalized handwritten welcome card. Included in the card was a flyer of what the Dean, Instructional Administrative Coordinator, and lab/simulation specialist can help students with. Feedback was provided by students on the first week on how welcomed they felt after receiving the card.
- A ping pong table was purchased for the Nursing Department at Bruning Center and placed in the common areas for students to use to de-stress and build a sense of community with their peers in their cohort.
- The Nursing Department is offering all students open lab time on Thursday evenings and Friday mornings. This is an opportunity for students to practice skills and create relationships across cohorts.



## Instruction Update

**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.

- EMT Director, Michele Claassen, joined a team with staff from colleges across the state, to create an Oregon specific EMT training lab manual aligned with certification standards for entry-to-practice courses.

### **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) started an initial conversation to begin working with an organization that could enhance cybersecurity as a specialized service. The discussion will be escalated to the state director level to develop more meaningful relationships and how the Oregon Small Business Development Center Network (OSBDCN) can fully support this partnership.

**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.

- Dr. Claycomb, Dean of Nursing, in conjunction with the faculty and simulation specialists, has created a simulation committee to include two student representatives to evaluate how we use simulation throughout the curriculum and thoughts for enhancing our simulation offerings.

**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.

- The Student Success and Mt. Hood Scholars Team welcomed 94 new students through the MHCC Summer Bridge Orientation program. This year the attendance for the online and in-person events averaged 75% of registered students, up from 67% average of past years. The new students were able to choose the learning modality that worked best for them. These students received 1:1 welcoming, holistic, and practical support to help them be successful inside and outside the classroom at MHCC. In addition to attending their respective events, these students are currently working through the Blackboard course receiving feedback and support from the summer Bridge facilitators Sarah Aimone, AVID Coordinator, and Stephanie English, Student Success Specialist/Learning Success Center, as they progress into the new fall term. More than half the students were from underrepresented groups speaking several different languages.
- Michelle Perry, the MHCC Bookstore coordinator, has worked with instructors and Akademos, our online bookstore provider, to increase Inclusive Access (IA) textbook usage on campus. The Inclusive Access program delivers digital text materials to students on day one of classes. Inclusive Access course materials are guaranteed by publishers to

# Instruction Update

be the lowest cost available to students. MHCC has seen a 25% increase in Inclusive Access title adoptions compared to last fall.

- In partnership with Multnomah County Preschool for All, the Early Childhood Division hired an Early Childhood Education (ECE) Navigator to help ECE recruitment, and help ECE students succeed in the program, in hopes of growing our workforce of childcare providers in East Multnomah County.

**B.4:** Identify and align support services to parallel student needs and interests (student basic needs, Barney’s pantry, Head Start, etc.).

- The Mt. Hood Community College volleyball team partnered with Student Life to stock shelves for Barney’s Pantry providing support for MHCC students and creating a general awareness of the resources available through Barney’s Pantry that they can share with their peers.

**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.

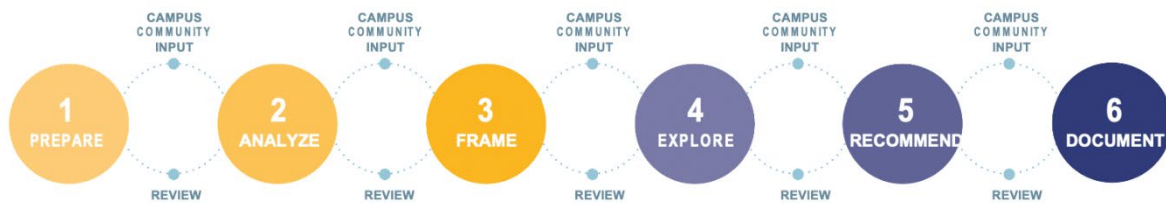
- The Nursing Department is soliciting second-year student feedback on incorporating virtual reality into the program.
- The Business Department added two “Late Start” transfer level courses (BA101 and BA131) to accommodate students who might need an additional class for fall term.

**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.

## 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



- **Presented to Faculty Senate and answered questions**

# Instruction Update

## **Community Connections:**

**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.

- The MHCC Aquatics Center partnered with local high Schools (Sam Barlow and Grant High) to hold a regional water polo tournament on September 9 & 10. Over 300 local high school student athletes and their families attended and participated.
- Shelia McQueen, Career Coach at MHCC Work Source/ Portland Metro and Gresham Skills Team, led a job readiness effort to employment through “Bridges to Employment” by partnering with three regional Business Services Rep with Oregon Employment Department and 45 community partners participating in sharing job readiness information, career pathways resources and developing wrap around support services for students and customers.
- Megan Dugan, Dean of AVID | Learning Success Center | Library, represented MHCC at the 40<sup>th</sup> Annual Soroptimist Teddy Bear Parade in downtown Gresham.
- The Apprenticeship & Customized Training Departments led by Aaron Sorenson and Kenia Perez-Correa, collaborated with the NECA-IBEW Electrical Apprenticeship to offer an aptitude preparation class. This class was built to allow applicants to build their math skills to increase their chances of passing the test to enter this apprenticeship. NECA-IBEW reached out as this will also help to increase the number of people from underrepresented groups that get into an apprenticeship. Of the attendees, 2 have since passed (1 failed) and 6 others will be testing in the next couple of weeks.

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

- The Workforce Gresham team recruited, assessed, and enrolled 11 Nursing Assistant students with vocational ESL for the fall term. All students are non-native speakers of English with most students speaking Spanish from Mexico, Central America, and South America. In this cohort, we also have students from Somalia, Tanzania, Afghanistan, and South Korea. This effort was led by Angelique Kauffman-Rodriquez, Workforce Development Specialist & Career Pathways Specialist.
- Adult Basic Skills utilized the strategies and funding of the HECC Reengagement and Retention grant to recruit, retain and reengage 814 students unduplicated and 1062 duplicated students for fall term. This includes students in Career Pathways, Intensive English for College and Careers, Citizenship, GED and Spanish GED, and ESL.
- The Oregon Small Business Development Center Network (OSBDCN) is working with a consulting company that is gathering partnership information on partners that provide business assistance to minorities and the historically underserved. The idea is to use this list of information to forge new partnership that can offer services in different languages.

## Administrative Services

Jennifer DeMent

October 2022

**Update on Comprehensive Campus Facilities Plan:** Purchasing will post a request for proposals on Oregon Buys to begin the consultant selection process. The Infrastructure Council reviewed the request for proposals, and a subcommittee will serve as the proposal review and selection committee. An overview of the planning process was shared with the board at the October work session and is scheduled to be presented to the faculty senate soon.

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

- The **IT Service Desk** closed 347 tickets, took 272 calls in the first week of fall term alone, and supported and coordinated audio-visual and technology needs for Fall In-Service.
- The **Full-Time Faculty Association** requested to **commence negotiations** for a successor agreement after a three-month hiatus during the summer. The parties have scheduled their fourth bargaining session on October 7 and will meet every two weeks.
- The redesign and rollout of the **Classified employee performance management process** (renamed Personal Development) is complete. Classified employees submitted Personal Development Plans developed in collaboration with their supervisors on October 1.  
Human Resources:
  - led a six-person redesign team comprised of Classified, Management, and Confidential employees,
  - conducted a beta test with Classified employees
  - delivered more than 20 training sessions, and
  - developed two asynchronous training sessions that are available to employees on the intranet.
- The payroll team successfully transitioned the last employee group to a semi-monthly pay schedule. With all College employees at a semi-monthly pay schedule, this facilitates Payroll to **consolidate and standardize payroll** processes and improve operational efficiency and accuracy.
- CDFS will conduct teacher training for the **“Head Start on Engineering”** Project on October 21. This project provides teachers with hands-on engineering activities and ready-to-use materials for their checkpoints and observations of children. The training also gives them plenty of opportunities to collaborate and plan with their peers.



# 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*

- The College completed the Discovery Phase of a project to add **language translation** services to the website and potentially make it available for other uses. The next step is to define the project to begin work.

**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.*

- CDFS has begun moving towards **digital options** for forms and tasks previously only completed in paper form. Some examples include Child Attendance and Daily Health Checks. This improvement **reduces the amount of duplicated work** for site staff. Content Managers are creating new digital forms in Child Plus to allow staff to complete **Health Risk Assessments** within 90 days of the start of school. Training will begin soon.

**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.*

- Purchasing will post a request for proposals on Oregon Buys to begin the **Campus Facilities Plan** consultant selection process. The Infrastructure Council reviewed the request for proposals, and a subcommittee will serve as the proposal review and selection committee. An overview of the planning process was shared with the board at the October work session and is scheduled to be presented to the faculty senate soon.
- IT Infrastructure supported and assisted in a large cubicle installation and cabling project at **Maywood (CDFS)**, moving all connections into new cabling in the furniture.

**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 used COVID-19 funds to place a large order for **updated technology** for staff as they **return to in-person work** at the newly renovated Maywood offices. This new technology will replace obsolete hardware, allowing employees to work more efficiently and effectively.
- The IT Client Services Team planned and implemented upgrades to be ready for the start of the fall term. Some items included were:



## Administrative Services Update

- o Deployed 99 new laptops for **Student Basic Needs** and re-imaged (prepared) another 50+.
- o Upgraded **VA-28** with new Macs
- o In the VDI (Virtual Desktop) environment, we added several new software packages to multiple **labs** and got them updated and ready for fall.
- o Upgraded the **IT72 lab**
- o In **Fisheries**, computers in F20 were upgraded to replace old, out-of-date devices.
- o Chromebooks in **F19** were replaced with full laptops with at least a 5-year lifespan.
- o Added Survey 123 to replace Pendragon forms on the **Fisheries iPads** as required to work with ODFW.
- o The IT team did countless **moves and setups** for users returning to campus.
- **Cyber-Security – Recap of risks identified and/or blocked for September:**
  - o 62 MHCC account alerts required manual review
    - 27 false positives or failed attack attempts
    - 35 needed password changes and their O365 sessions revoked (confirmed suspicious activity)
  - o Email:
    - 26,334 instances of phishing blocked
    - 52,537 instances of Spam blocked
    - Stopped 88 instances of email malware (38 were attachments, and the remainder (50) were URL links)

### **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 has allocated funds to help income-eligible families with **dental or medical treatment for children not covered by health insurance**. Some children have emergency-only coverage, with emergency meaning a life or death issue. Additionally, we will be looking for community partners that may be able to offer their services or donate funds to help with these services.

# College Advancement and District Communications

## Al Sigala

October 2022

### **Web Site Development**

We kicked off the web survey as part of this effort and it was been sent to students, staff, faculty, community members, industry partners, alumni and donors. Along with this, we are holding focus groups with many of these audiences. These will all help in finding out what people would like to see in our new site. We are also awaiting to hear back from MAC on the Comparative Analysis of our competitor's sites, including PCC, Clackamas, PSU, Clark and Chemeketa.

### **Teaching and Learning:**

The Custom Viewbook is in the final stages of development. District Communications is set to receive training in implementation of the Viewbook in late October. A reminder that this will be a digital version of a viewbook for prospective students. The students can input what they would like to know about the college and the system produces the information in a digital viewbook format for that specific student.

### **Education Programs and Support Services:**

Much work is being done in promoting the Foundation's Fall scholarship application which closes October 14. We continue to provide support in filling out applications and answering questions regarding scholarships.

The Foundation kicked off its annual staff campaign at convocation with a BBQ lunch and prize giveaways. The campaign features weekly giveaways to those who take part in the campaign. Staff, as you know, is the largest giving group to the Foundation donating over \$50,000 each year.

Several promotional efforts took place in the marketing of the college and its programs including;

- A promotional effort for Enrollment Services and Career Pathways that consisted of digital advertisements through paid social media ads. The ads reached 132,700 individuals and created 2,356 website leads.
- Our team worked with Student Development in the promotion of New Student Orientation and Welcome Week providing physical marketing materials as well as photography services.
- We teamed up with the MHCC Head Start team to develop a rebranding strategy to build brand awareness for MHCC Head Start.

# College Advancement and District Communications Update

- We continued a campaign continued paid social media ads to promote the Career Pathways program offerings for non-native English speakers, immigrants and refugees through paid social media advertisements and an ad in the Gresham Outlook.

## **Organizational Structure, Systems, & Processes:**

District Communications, alongside The President's Office, worked to develop a strategic rollout of the 2022 MHCC Strategic Plan titled, "The Pathway Toward Equity" developing T-shirts for MHCC staff and faculty and working with a vendor to get booklets printed for distribution.

We are glad to report that we have hired a new development coordinator who will take over scholarship and alumni initiatives. Shelley McFarland replaces Nataly Paoli in this position.

## **Facilities and Technology:**

The District Communications team continues its work with the MHCC Wayfinding committee to enhance the Gresham Campus Wayfinding through the design and installation of new and updated campus maps, vinyl stickering and removal of discontinued programs.

We are also in the design phase of a new vinyl window decal for the soon-to-be Multicultural and Diversity Center to refresh curb appeal of space during construction and renovation.

## **Community Connections:**

The Foundation Board kicked off its new year this September following a break in meetings this summer. September is traditionally the start of our monthly board meetings and committee meetings. We are currently holding hybrid meetings allowing for both in-person and online participation.

College representatives took part in the annual Teddy Bear Parade in downtown Gresham. The college joined in as a sponsor and our group was second in line to kick off the parade.

The college hosted the September Gresham Chamber of Commerce networking event. We saw about 35 chamber members attend. They were able to spend time getting to know each other better and the businesses they operate. Dr. Skari was on hand to greet them and share an update on the college.

The college also hosted the annual Rotary Steak Fry in the Vista Dining Center. The Rotary reported a good crowd of supporters and was very appreciative in being able to utilize the college for this event once again. This was the first Steak Fry since the pandemic hit.

## College Advancement and District Communications Update

The Fall 2022 *College plus Community* was delivered into mailboxes and planning for the Winter Edition has begun.

A recruitment campaign in partnership with iHeartMedia concluded at the end of September. The campaign consisted of audio ads on radio and podcast, generating hundreds of leads to the MHCC webpage.

We designed and placed ads in the West Columbia Gorge Chamber Business and Community Magazine encouraging folks to “take the first step” in beginning their academic journey.