



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on November 16, 2022, with a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Click URL to join via Zoom:

<https://mhcc.zoom.us/j/99764904614?pwd=QjI3L01lV1VmZFNTK25lYTAvXBrUT09>

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

Webinar ID: 997 6490 4614

Passcode: 921583

***UPDATED* AGENDA SESSION 1074**

6:30 pm **1.0** **CONVENE REGULAR SESSION/CALL TO ORDER/DECLARATION OF QUORUM**
1.1 Approval of Agenda Andrew Speer

6:35 pm **2.0** **PUBLIC INPUT**
*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.*

6:45 pm **3.0** **REPORTS (10 min report & 5 min Q & A)**
3.1 Correspondence Lisa Skari
3.2 Annual Foundation Report Al Sigala

7:05 pm **4.0** **BUSINESS / ACTION**
4.1 Consent Agenda: Approvals & Information
a) Minutes – Board Work Session 1071, October 5, 2022
b) Minutes – Board Regular Session 1072, October 19, 2022
c) Monthly Personnel Report
d) Monthly Financial Report
e) Monthly Head Start Report
f) COVID-19 Activity Report



- g) Resolution to Transfer Budgeted Appropriations
- h) Approve Child Development & Family Support Programs
Executive Director Hire
- i) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000

- 4.2 OSBA 2022 Elections Andrew Speer
- 4.3 Board Member Vacancy Andrew Speer

7:45 pm 5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS (3 min each)

8:05 pm 6.0 CLOSING REPORTS

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

8:30 pm 7.0 ADJOURNMENT

*Note: The board agenda has been updated to add item 4.1i
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 December 14, 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

November 9, 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 November 2022

As we enter this season of gratitude, there is so much we have to give thanks for. I am thankful for the work of all faculty and staff to keep students learning, and creating a sense of belonging and inclusivity. I am thankful for the students who trust us with their academic dreams, and invite us to be part of their journey. I am thankful for the Board's leadership as we continue on this pathway toward equity.

In the last month, the work of the Board of Education has been shared on a state and national front. The presentation, *A Board's Role in Creating a More Diverse, Equitable, and Inclusive College* was given at the Association of Community College Trustees Leadership Congress and the Oregon Community College Association's annual conference. I would like to thank **Directors Mattson, Noriega, Speer and Teune** for their willingness to share the great work of this Board. The presentations were well-received and saw great engagement of the audience, which was evident by the questions from the audience and the requests for follow-up.

Also, on the national front, Oregon was selected to be featured as the exemplar state for the Lumina Foundation's Strategy Lab, and the organizers selected MHCC to host the event. The Strategy Labs bring together state higher education agency teams focused on increasing higher ed access and completion. This specific Strategy Lab focused on addressing opportunity and resource gaps by connecting students to public benefits and resources, and recipients of public benefits to higher education, while centering racial and economic equity. MHCC welcomed teams from Hawaii, Kentucky, Oregon, Mississippi, and Washington, and **Traci Simmons**, our Associate Vice President of Diversity, Equity, and Inclusion, led the group in a session on how Oregon's efforts align with state college completion, racial equity, rural opportunity, and

economic mobility priorities, and how leaders work to build awareness and shift narratives in order to reduce stigma and dismantle racist and sexist stereotypes. It was an honor to be featured in a national dialogue focused on addressing student basic needs.

Lastly, it was an honor to receive the 2022 National Council for Marketing and Public Relations District 7 Pacesetter of the Year Award. The award recognizes a community college president who has demonstrated special leadership and support in college communications and marketing. As the recipient for our district, which covers Alaska, Idaho, Montana, Oregon, Washington, and the Canadian provinces of Alberta, British Columbia, Saskatchewan and Yukon Territory, it was personally gratifying to be recognized by a group that I was an active member of earlier in my career. As the recipient for District 7, I automatically qualify to compete for the national award. A special thanks to Al Sigala, Vice President, College Advancement, for nominating me.

Annual goal update

Community engagement

The report of the engagement in the community by administrators was shared with the Board of Education on October 31, 2022. The next step in the process is the development of the community engagement plan, which will include my personal plan for 2023.

Diversity, equity, and inclusion

Our annual report of employee diversity was shared with the Board of Education on October 31, 2022. Overall numbers showed a little change from 2021, with employees of color increasing four percent overall. Our Child Development and Family Services employee group saw the greatest gains, with employees of color increasing ten percentage points, from 42% to 52%.

Strategic planning

Planning is underway for the public launch of the plan in early 2023.

Accreditation

Drafting of our Year Seven Self Study has begun. The report is due summer of 2023.

COVID-19

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

In closing, in this season of gratitude, I hope you too find opportunities to celebrate your work on this Board, and find satisfaction through your work with the entire college community to bring about positive change in the lives of our students. I am thankful you give of your talent and time, to make MHCC the great college it is.

Community/Educational Presentations and Selected Outreach Activities

- Oct 5 Meeting with Marc Westenburg, Director, Council for Advancement and Support of Education*
- Oct 6 Oregon Presidents' Council (OPC) October meeting*
- Oct 7 Lumina Peer Learning Convening*
- Oct 7 Oregon Community College Association (OCCA) Board Meeting*
- Oct 7 Meeting with Director McKeel*
- Oct 10 GPI Higher Education Consortium Meeting*
- Oct 11 Meeting with Steve Bass, CEO, Oregon Public Broadcasting*
- Oct 12 Higher Education Coordinating Commission (HECC) Funding and Achievement Subcommittee meeting*
- Oct 12 Portland Business Alliance (PBA) Board Meeting*
- Oct 13 Community College Support Fund (CCSF) Funding Taskforce*
- Oct 13 Presentation at the National Council for Workforce Education - All In: A Podcast Elevates Student Voices and Drives Policy Win*
- Oct 14 CCFS Formula Review Workgroup Meeting*
- Oct 17 National Council for Marketing and Public Relations Awards Luncheon*
- Oct 18 Greater Gresham Chamber of Commerce Business & Leaders Luncheon*
- Oct 19 Meeting with Arlene Lemieux, American Association of University Women*
- Oct 19 Meeting with Lynn Snodgrass, with Al Sigala*
- Oct 19 Advisory Panel Meeting/National Center for Higher Education Management Systems (NCHEMS)*
- Oct 19 MHCC Board of Education Executive (closed) Session*
- Oct 19 MHCC Board or Education regular meeting*
- Oct 20 Community College Support Fund Funding Taskforce*
- Oct 20 Meeting with Director Speer*
- Oct 20 Meeting with Lindsey Woolsey*
- Oct 20 Meeting with Jessica Howard, President, Chemeketa Community College*
- Oct 21 Portland Metro Workforce Development Board meeting*
- Oct 21 Panelist for OCCA Advocacy Training*
- Oct 24 OPC Bachelor of Applied Science Subcommittee meeting*
- Oct 26-29 Association of Community College Trustees (ACCT) Leadership Congress*
- Oct 27 ACCT Advisory Committee of Presidents meeting*

Select Media Mentions

Spirits are high as students return to Oregon community college campuses, but enrollment picture is mixed

<https://www.oregonlive.com/education/2022/10/spirits-are-high-as-students-return-to-oregon-community-college-campuses-but-enrollment-picture-is-mixed.html>

Microchip's new Oregon factory could be \$3 billion, employ 650; lawmakers seek quick action from Gov. Kate Brown

<https://www.oregonlive.com/silicon-forest/2022/10/microchips-new-oregon-factory-would-be-3-billion-employ-650-lawmakers-seek-quick-action-from-gov-kate-brown.html>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – October 5, 2022

A meeting of the Mt. Hood Community College District Board of Education was held on October 5, 2022, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

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

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

Speer called the work session to order at 6:03 p.m.

2.0 BUSINESS

2.1 Facilities Master Plan Update

DeMent and George provided a presentation on the Comprehensive Campus Facilities Plan Overview. George shared a definition of what campus facilities planning is, and highlighted the major components of the plan, which are the strategic plan, academic plan, and enrollment plan. The Facilities Master Plan was developed with a foundational understanding of the MHCC mission and strategic plan for the future. George stated they have engaged with the MHCC governance structure in this plan, and included the Infrastructure Council in several discussions in the development of the Request for Proposal (RFP) for architects, and in reviewing the scope of work for the bid. The Infrastructure Council will continue to participate in the process with six council members serving on the cross-campus stakeholder team.

George stated once the RFP process is complete and an architect has been selected, the plan is to launch an outreach campaign to engage with additional stakeholders. A consultant will analyze past and current issues, including programmatic changes, enrollment trends, existing physical conditions and capacities, environmental and community impacts. The plan will be a guide for the physical campus, including the site plan, circulation systems, buildings, current and future space utilization, landscaping, traffic flow, safe walking paths, and other campus physical features. The plan concepts



will include sustainability, community, accessibility, learning and achievement, transportation and parking, utilities and technology, and student life. The plan is expected to span for a ten-year period, and will include documentation of any regulatory requirements or other needed approvals, and should include methods and measures to track and monitor the implementation plans.

DeMent spoke about the prior campus master plan initiative in 2010, and provided an overview of the timeline for the new plan, stating they are almost ready to post the RFP for the selection of an architect. The goal is to have an architect selected and a kickoff meeting by December 2022, and a final adoption process and launch of the campus facilities plan in fall 2023. DeMent responded to a question about the Head Start facilities, and stated it would be a separate project, and a question about cost estimates of the facilities projects for a future bond. George responded to a question about the process of engaging with community groups and stakeholders for the facilities master plan. A copy of the Facilities Master Plan is attached to the minutes.

2.2 Board Priorities for 2023-2024

Speer led a discussion with board members about the board's priorities for 2023-2024, and where the board wants to focus energy and effort this year. Board members shared their comments regarding board priorities:

- Stay in communication with the communities we serve.
- Be more intentional this year with how we engage with the community and be consistent about it.
- Be intentional about implementing the application of our equity lens and the strategic plan, and be accountable for the implementation and how we measure success.
- Determine the board's role in sharing the strategic plan work with the community.

Speer and Noriega will work to develop a draft plan of the board priorities for 2023-2024 and bring it back to the board for further discussion at a future meeting.

2.3 Board Policy 7360 Review

DeMent presented Board Policy 7360: Discipline and Dismissal – Employees, which was also reviewed at the May and June board meetings. Due to the summer break, the campus feedback was pushed out until fall term. DeMent reviewed the edits made to the board policy. There was board consensus to move the board policy forward to a second reading and board vote at the next board meeting on October 19, 2022. A copy of the board policy is attached to the minutes.

2.4 Board Committees/Liaison Roles

Speer presented the board assignments for board committees and board liaison roles for the 2022-2023 academic year. A copy of the board assignments is attached to the minutes.

2.5 Board Community Engagement

Board members shared their community engagement activity for the month of August and September.



2.6 Other Business

Speer shared that LaVerne Lewis submitted her letter of resignation from the board effective October 31, 2022, and thanked Lewis for her service on the board over the past 3.5 years. Skari reviewed the college board policy regarding board vacancies and shared a sample board application. There was a discussion about the board application process, and Skari stated she would look into the board application process requirements and contact Traci Simmons on the equity lens. Speer will work with Skari to add a discussion and action item on the board vacancy to the agenda for the October 19 board meeting.

3.0 ADJOURNMENT

The work session was adjourned at 7:20 p.m.

Clerk

Board Chair

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

COMPREHENSIVE CAMPUS FACILITIES PLAN OVERVIEW

Prepared by:
Charles George &
Jennifer DeMent
October 5, 2022

What is Campus Facilities Planning?

Campus, or facility, plans guide the physical development needed to support the mission and strategic plan of the college.

Plans direct how various aspects of the physical environment, such as academic facilities, open spaces, and circulation, come together to meet the needs of the college.



Most importantly, the comprehensive campus facilities plan establishes the setting in which higher education transforms students' lives.

Major Components

From this comes the goals, principles and vision that guides the location and physical form of the campus.

A campus facilities plan is built with the foundational understanding of Mt. Hood Community College's mission and strategic plan for the future. This includes the college-wide strategic plan and the academic plan and the strategic enrollment management plan.

Using the governance structure, the Infrastructure Council will partner with administration to provide project leadership.

One of the first steps will be to launch an outreach campaign, to engage stakeholders. Simultaneously, the consultant will analyze past and current issues, including:

- Programmatic changes
- Enrollment trends
- Existing physical conditions & capacities
- Environmental impacts
- Community impacts

| 3

The Campus Facilities Master Plan

The campus facilities plan will be a guide for the physical campus, including the site plan, circulation systems, buildings, current and future space utilization considerations, landscaping, and other physical features of the campus.

Included will be the major elements of the plan by topic or location in a format that includes illustrative maps and other explanatory diagrams.

Plan concepts include:

- Sustainability
- Community
- Accessibility
- Learning & Achievement
- Transportation & Parking
- Utilities & Technology
- Student Life

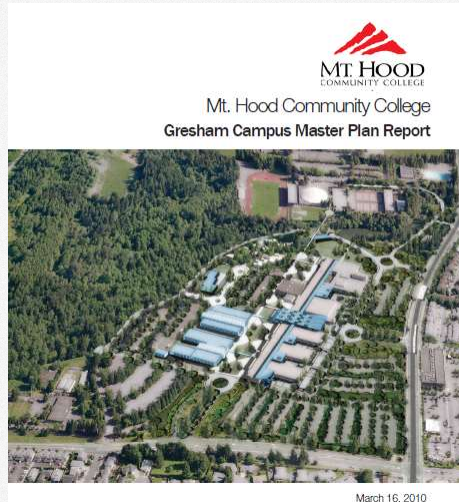
Other key components include documentation of any regulatory requirements or other needed approvals and an implementation plan to turn the plan into reality.

Because the new plan is expected to span a ten-year period, it should also include methods and measures to track and monitor the plans implementation.

| 4

Where are we today?

MHCC last completed a campus master plan initiative in 2010. The typical plan is targeting with a ten-year approach. While the new buildings and roadways in the previous never came to fruition due to the \$170 million price tag, the plan has informed wayfinding and space assessment and improvements over the years.



Where are we today?

The board funded the new plan in fiscal year 2019/20, However the launch was delayed due to COVID-19 response and ongoing safety controls.

Fall 2022:
Architect selection, with kickoff meeting by December.



TIMELINE

January – June 2023:
Monthly project meetings, information gathering, and feedback sessions.

Fall 2023:
Final adoption process and launch of campus facilities plan.

BP 7360: Discipline and Dismissal –Employees

Chapter 7

References:

ORS 244 – Government Ethics

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

A permanent employee shall be subject to disciplinary action, including, but not limited to, written reprimand, reduction in pay, demotion, suspension, or discharge, 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, or insulting or demeaning the authority of a supervisor or manager.
- 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 related to the abuse or misuse of leave, including an unexcused absence without leave and a failure to follow established call-in procedures for absences. This does not apply to protected leave or the use of accrued leave.
- Failure to follow established workplace safety procedures.
- Any conviction of either a misdemeanor or a felony involving moral turpitude 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 charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- 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

**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: Diane Noriega

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: Diane McKeel, Marie Teune

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: Andrew Speer, Diane Noriega

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: Marie Teune

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: Diane McKeel

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): Andrew Speer

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): Annette Mattson

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: Kenney Polson, Marie Teune

Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.

Outstanding Support Staff Awards Committee: Kenney Polson

Review nominations during spring term and make recommendations as part of the committee; limit two board members per committee.

Foundation Scholarship Review: Andrew Speer

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – October 19, 2022

Session 1072

A meeting of the Mt. Hood Community College District Board of Education was held on October 19, 2022, with an Executive (Closed) Session at 6:30 pm held in the President's Office, 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.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

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

Additional Attendee: Lisa Skari, president

Speer called the executive (closed) session to order at 6:31 p.m.

2.0 PRESIDENT'S CONTRACT

The board convened a closed executive session in accordance with ORS 192.660(2)(i) to review the president's employment contract.

3.0 ADJOURN EXECUTIVE (CLOSED) SESSION

The executive (closed) session was adjourned at 6:52 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, Marie Teune, Kenney Polson

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Al McQuarters, vice president, Instruction, Al Sigala, vice president, College Advancement, Tambi Boyle, FTFA President, Christy Weigel, CEA President, Marilyn Pitts, PFTA President, Cheyenne Winchell, ASMHCC Representative.



Speer called the board meeting to order at 7:03 p.m. and declared a quorum was present.

4.1 Approval of Agenda

Noriega motioned to approve the agenda. Lewis 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 Bringing Adults Back

Hamblin provided a presentation on the Bringing Adults Back Grant. He presented an overview of the grant, which is focused on adult learners age 25 and up, and what impact the program hopes to have in bringing adult students back. This is a one-time grant in the amount of \$30,000 from New America/ECMC. The MHCC team, in consultation with Student-Ready Strategies (SRS) and New America, identified the project and grant goals. The project plans to assist 222 adult learners to return to MHCC, and has a reach goal of 420 students. Hamblin shared what has been accomplished to date, and the MHCC team will continue their work on planning and implementation over fall and winter terms. The students were surveyed and the major factors contributing to students leaving MHCC were due to campus closure, course availability and modality, mental health, limited entry program capacity, and financial policies and processes.

Hamblin shared the initiatives that SRS suggested to move forward with, and the top item that had over 50% of responses was free tuition for returning students. Additional items were free textbooks and learning materials/technology, course schedule (more evening and weekend), mental health counseling, staff focused on adult learners, and assistance with housing, basic needs, transportation, and food. The top initiatives that MHCC will focus on are as follows: website updates for returning students and info/guide; summer enrollment campaign review and modification to support more adult learners; developing an adult learner focused support path and messaging; enhance our balance reduction program and assess how we can improve and align more effectively with adult learners needs; continue our work on Student Basic Needs; and continue and expand our hours of operations to support adult learners beyond the 8-5 norm. Hamblin will send a copy of the report from Student Ready Strategies to board members, and stated a future update would be given to the board after the implementation phase is completed. A copy of the PowerPoint presentation is attached to the minutes.

6.3 Presidential Evaluation 2021-2022

Speer reported the board completed the president's annual evaluation for Dr. Lisa Skari for 2021-2022. The presidential evaluation used the same evaluation form as last year, and the evaluation consisted of the president's annual goals and the following six key areas: leadership and strategic direction; institutional performance and educational outcomes; operations and financial management; faculty and staff relations; external and community relations; and board relations.



7.0 BUSINESS / ACTION

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

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

7.2 Board Policy Review – Second Reading/Approval: BP 7360: Discipline and Dismissal – Employees

DeMent presented Board Policy 7360 for board review and approval. The board conducted a second reading of Board Policy 7360: Discipline and Dismissal – Employees and proceeded with a board vote.

Lewis motioned to approve Board Policy 7360: Discipline and Dismissal – Employees. Teune seconded the motion. There was a roll call board vote and it passed unanimously.

7.3 Board Member Vacancy

Speer acknowledged the resignation of LaVerne Lewis from her position as board member of the MHCC Board of Education At-Large Position 7 effective October 31, 2022. In accordance with Board Policy 2110, the board must declare the seat vacant due to the resignation. The board discussed the two options to consider for the vacant seat due to the resignation: (1) to appoint using an open application process; (2) leave the position vacant. Skari stated she met with Traci Simmons, who came up with a recommendation for the application process and a few questions for the candidates, and they developed a form for the candidates to complete. The board discussed both options and shared their thoughts on the timing and impact of each option. There was board consensus for option one to appoint using an open application process for the board vacancy. Speer and Mattson agreed to work with Dr. Skari regarding the board appointment process.

Noriega motioned to move forward with option one to appoint using an open application process. Lewis seconded the motion. There was a roll call board vote 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



Cheyenne Winchell (ASMHCC) – she reported ASMHCC has added five new team members, and the elections for ASMHCC President and Vice President will be held the week of November 28. This year ASMHCC set aside \$5K for textbook scholarships, and they awarded 11 scholarships to students for fall term. During the first three weeks of fall term, Barney’s Pantry had 1762 visits for food boxes, snacks, and coffee, compared to 273 visits in the first three weeks of summer term. ASMHCC continues to partner with Amazon with help from the MHCC Foundation, and they restarted a partnership with Oregon Food Bank to serve our students. They plan to hold a pantry food drive and winter coat drive throughout the month of November. Winchell shared that ASMHCC has been encouraging students to register to vote, and highlighted the upcoming annual Trunk or Treat event on October 31.

9.2 Advisory Representatives

Tambi Boyle (FTFA) – on behalf of the full-time faculty, she thanked LaVerne Lewis for her service to the college. The faculty are excited about the many initiatives that are happening at the college, and they look forward to getting involved in the initiatives.

Christy Weigel (CEA) – she shared that the AVID/LSC Center served 173 students in the first week of summer term, and 724 students in the first week of fall term, which was a 318% increase in student demand with no increase in staff. The CEA has been donating \$250 every term to Barney’s Pantry to assist in their needs for students. She added that the increase in visits to Barney’s Pantry as shared in the ASMHCC update was a 545% increase in students needing food assistance. She stated the date of the next board meeting on November 16 is Education Support Professionals Day, which is a nationwide day that honors support staff in both K-12 schools and higher education institutions. She encouraged everyone to please remember to thank all the MHCC support staff that day.

Marilyn Pitts (PTFA) – did not attend.

9.3 Executive Leadership

John Hamblin (Student Development) – he shared that students are back on campus this fall in big numbers, and he has seen life come back to campus that he has not seen in a few years, and the energy from staff has been amazing. In regards to the pantry, they have been putting together grab and go snacks for students and have had a hard time keeping up with the demand. They have a campaign coming up in November with the MHCC Foundation to raise additional funds for Barney’s Pantry.

Al McQuarters (Instruction) – he highlighted the MHCC Manufacturing Day at the college, and that MHCC coordinated with high schools in our district (Centennial, David Douglas, Gresham, Sam Barlow, Springwater Trail) and a number of manufacturers for an opportunity for students to go to the manufacturing work sites to see how they manufactured their products, and then come back to the MHCC Campus to see our programs, work with faculty, and see our campus facilities. He thanked all of the faculty, staff, and administrators that were involved in coordinating the MHCC Manufacturing Day for students.



Jennifer DeMent (Administrative Services) – she stated the food services are back on campus, and Riverview has moved into the space next to the library where Black Rock Coffee was previously located. She thanked Riverview and Junki Yoshida for their efforts to provide food service to our campus. She provided an update on the search for the Head Start Executive Director position. They have two finalists coming to meet with the Head Start staff on Friday, and with the Head Start Policy Council next week. She thanked LaVerne Lewis for her service to the board and college.

Al Sigala (College Advancement) – he shared that the college partners with Toyota in a co-branding effort during the summer to take part in a variety of community events, and he is working on a continued co-branding effort for some upcoming holiday events. He is excited to continue this partnership and to be present in our community.

9.4 President's Report

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

Four weeks into the term, things are better than we have seen in the last couple of years and we are very happy about that. We continue to be a little bit soft in our for-credit tuition bearing courses, we are down about 3.5%, but our total enrollment numbers are up about 6.5%. Most of this increase is coming from our non-credit areas of Apprenticeship and Adult Basic Skills. It is so significant that Adult Basic Skills programs are at pre-pandemic levels, so our enrollment levels there are where they were beforehand. Now, you might be wondering what does the 3.5% drop in tuition bearing enrollments mean for our budget? You may remember, we actually planned for a 5% decline going into this year, so we are still trending ahead slightly than what we had planned and will continue to watch it. Also, it appears we are faring better than some of our neighboring institutions. We are excited and enjoying all that energy. One of the things we were looking at as we dig into the data is looking at the students we lost. Our Analytics and Research team has been looking at the populations to see if there are any characteristics that are similar. What we are seeing is there is an overrepresentation of white women 30+, (12% of student population but close to 30% in the group of dropped students), a slight overrepresentation of black students (6% vs 4%), and an overrepresentation of students placed in developmental courses. We did not, however, see any difference in modality so that did not seem to be a factor in why students left. We will continue to dig into this more.

Related to student outcomes, the HECC has produced their Snapshots which are out, and they are by college, all community colleges, and then by public institutions. I have a printed copy of the MHCC Snapshot for those of you here, and I will email them out to those of you online. In general, MHCC has a higher percent of students unable to pay for college, but only 14% of our students fill the funding gap with loans, which is good. We are 10 percentage points lower than the community college average, and this suggests fewer of our students are carrying debt. You might also find it interesting how balanced our key mission areas of the college are: 33% of our students are enrolled in lower division transfer courses, 31% in Career & Technical Education (CTE), and 34% in non-credit only. This differs a bit from the state as a whole, where about 50% of enrollments are in transfer and 16% in CTE. I see this balance being a strength of our college, and likely a reason we are holding our own on enrollment. Again, this is something we will continue to track.



10.0 ADJOURNMENT

Lewis motioned to adjourn. Noriega seconded the motion and it passed unanimously. The board meeting was adjourned at 8:19 p.m.

Clerk

Board Chair

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

Bringing Adults Back

Dr. John Hamblin



What is the Bringing Adults Back Grant?

- New America, in partnership with Student-Ready Strategies and with support from ECMC Foundation, is supporting six community colleges in Illinois, Louisiana, and Oregon in efforts to bring adult students back, reversing the enrollment declines experienced during the COVID-19 pandemic. This grant is focused on adult learners age 25 and up.
- In Oregon, MHCC and SWOC are participating
- Colleges receive in-depth technical assistance and unrestricted grant funding to further these efforts.
- The college was awarded \$30,000 in grant funds from New America/ECMC to advance this work



What impact do we hope to have?

- Overall enrollment declines prior to and throughout the pandemic have been substantial. This work is an additional effort to reverse these trends.
- Our team, in consultation with SRS and New America have identified both project and grant goals for this work
 - Grant and institutional goals of a 3% increase in enrollment for adult learners at MHCC-(over the 18 months of the project, ending Fall 2023)
 - Identify strategies, funding, and policy level changes needed to increase access and support for adult learners.
 - Overall the project plans to assist 222 adult learners to return to MHCC and has a reach goal of 420 students.



What have we accomplished to date?

- SRS and New America have conducted research about our students who had left the college over the past four years
 - Additionally, these teams interview dozens of college stakeholders, staff, faculty, administrators, and students.
 - SRS has analyzed this data and provided the college with a framework and identified strategies to explore as a team
 - MHCC team has reviewed these concepts and formalized the recommendations into actionable strategies, aligned with both the Colleges Strategic Plan and Strategic Enrollment Plan.
 - Over the Fall and Winter our MHCC team will progress on the planning and implementation of this work.



What did we hear from our students and college?

- Major Factors that lead to their departure from MHCC-
 - Campus Closure
 - Course Availability and Modality
 - Mental Health
 - Limited Entry Program capacity
 - Financial Policies and Processes



12%

OF STUDENTS CITED INSUFFICIENT FINANCIAL AID AS A REASON FOR STOPPING OUT

12%

OF STUDENTS HAD AN ISSUE THAT PREVENTED THEM FROM GETTING ANY FINANCIAL AID AT ALL



21%

OF STUDENTS CITED MENTAL
HEALTH CONCERNS AS A
CONTRIBUTING FACTOR TO THEIR
DECISION TO STOP-OUT



What initiatives did SRS suggest we move forward with?

- Free Tuition (course or term) for returning students
- Free Textbooks and learning material/Technology
- Course schedule (more evening and weekend)
- Mental Health Counseling
- Staff specifically focused on their return
- Assistance with; Housing, Basic Needs, Transportation, and Food



What initiatives will MHCC focus on?

- Website updates for returning students and info/guide
- Summer Enrollment Campaign review and modification to support more adult learners
- Developing an Adult Learner focused support path and messaging
- Enhance our balance reduction program and assess how we can improve and align more effectively with adult learners needs
- Continue our work on Student Basic Need
- Continue and expand our hours of operations to support adult learners beyond the 8-5 norm



Questions?





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: November 16, 2022

ITEM TITLE: 4.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Dukleth, Taylor	Human Resources Assistant - FT	Human Resources	10/3/2022
Petersen, Stephanie	Advanced Manufacturing and Cybersecurity Coordinator - PT	Business and Information Systems	10/3/2022
Blake, Leslie	Senior Accountant - Foundation - FT	Business Office	10/3/2022
Hanley, Derek	Outreach and Success Specialist for Veterans - PT	Veteran Services	10/10/2022
Mosey, Annette	ESL Instructor - PT	Adult Basic Skills	10/10/2022
Pasa, Justine	Customer Service Representative - Aquatics - PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/10/2022
Mayorga Rivera, Jacqueline	ECE College Navigator - FT	Humanities	10/12/2022
Borrayo, Maria	Classroom Aide - FT	Child Development & Family Services	10/12/2022
Wright, Glenn	Graphic Designer – PT	District Communications	10/17/2022
Green, Cecilia	Customer Service Representative - Aquatics - PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/17/2022
Paw, Thaw Yel	Assistant Teacher - FT	Child Development & Family Services	10/19/2022



Ramirez Serrano, Diana	Family Worker - FT	Child Development & Family Services	10/20/2022
Halen, Emily	Swim Instructor/Pool Lifeguard - PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/22/2022
Medellin Hinojosa, Josue	Oregon Leadership Institute Coordinator – PT	Student Life	10/24/2022
Higgins, Kelsey	Assistant Womens Basketball Coach – PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/24/2022
Fessenden, Libby	Jewelry/Metal Smithing Lab Technician – PT	Visual Arts	10/24/2022
Patterson, Rick	Financial Aid Advisor – FT	Financial Aid	10/24/2022
Phillips-Clausen, Kristen	Swim Instructor/Pool Lifeguard - PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/31/2022
Buckley, Matthew	Swim Instructor/Pool Lifeguard - PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/31/2022
Fleck, David	Automotive Tutor – PT	Industrial Technologies & Apprenticeship	10/31/2022
Snyder, Larra	Game Design Tutor – PT	Business and Information Systems	10/31/2022
Cruickshank, Robert	Automotive Tutor – PT	Industrial Technologies & Apprenticeship	10/31/2022

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
McFarland, Shelley	Development Coordinator - FT	College Advancement and Foundation	10/3/2022
Rodriguez Perez, Maritza	Assistant Teacher – FT	Child Development & Family Services	10/7/2022



Duffy, Audrey	ECE Consultant - Infant/Toddler - PT	Child Development & Family Services	10/10/2022
Campbell, Crystal	LT Student Resource Specialist - FT	Adult Basic Skills	10/10/2022
Hanna, Rasha	Classroom Aide – FT	Child Development & Family Services	10/13/2022
Gable, Raina	Community Child Care Navigator - CCI – FT	Child Development & Family Services	10/13/2022
Ryan, Meg	Education Specialist – FT	Child Development & Family Services	10/15/2022
Carsner, Kara	Food Service Manager – FT	Child Development & Family Services	10/17/2022
Duran, Leticia	Classroom Aide - FT	Child Development & Family Services	10/18/2022
Garcia de Vides, Nancy	Food Service Aide – FT	Child Development & Family Services	10/19/2022
Noh Palomo, Kakala	Classroom Aide – FT	Child Development & Family Services	10/24/2022
Read, Brooke	CCR&R-Preschool for All Program Specialist – FT	Child Development & Family Services	10/24/2022
Lihs, Karen	Grants & Contracts Budget Analyst – FT	Administrative Services	10/24/2022
Taylor-Hill, Sumiko	Program Assistant - Enrollment – FT	Child Development & Family Services	10/31/2022
Chan, Isidro	Bilingual Student Resource Specialist	Adult Basic Skills	10/31/2022

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Arreguin, Martha	Classroom Aide – FT	Child Development & Family Services	10/4/2022
Reid, Melanie	Risk and EHS Specialist - PT	Facilities	10/5/2022
Miller, Ryan	Assistant Baseball Coach - PT	HPE and Athletics	10/5/2022



Linn, Ronald	Community Ed Instructor	Economic & Workforce Development	10/10/2022
Callahan, Addison	Swim Instructor/Pool Lifeguard – PT	Health & Physical Education, Athletics, Aquatics and Recreation	10/12/2022
Sessum, David	Network Engineer – FT	Information Technology	10/13/2022
Said, Lucy	Classroom Aide – FT	Child Development & Family Services	10/21/2022
Cortes, Carmen	Classroom Aide – PT	Child Development & Family Services	10/21/2022
Teague, Candice	Environmental Health and Safety Specialist	Environmental Health and Safety & Risk Management	10/21/2022
Nichols, Catherine	G&C Budget Analyst	Business Office	10/31/2022
Fonte-Black, Laura	Facilities and Environmental Safety Manager – FT	Child Development & Family Services	10/31/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

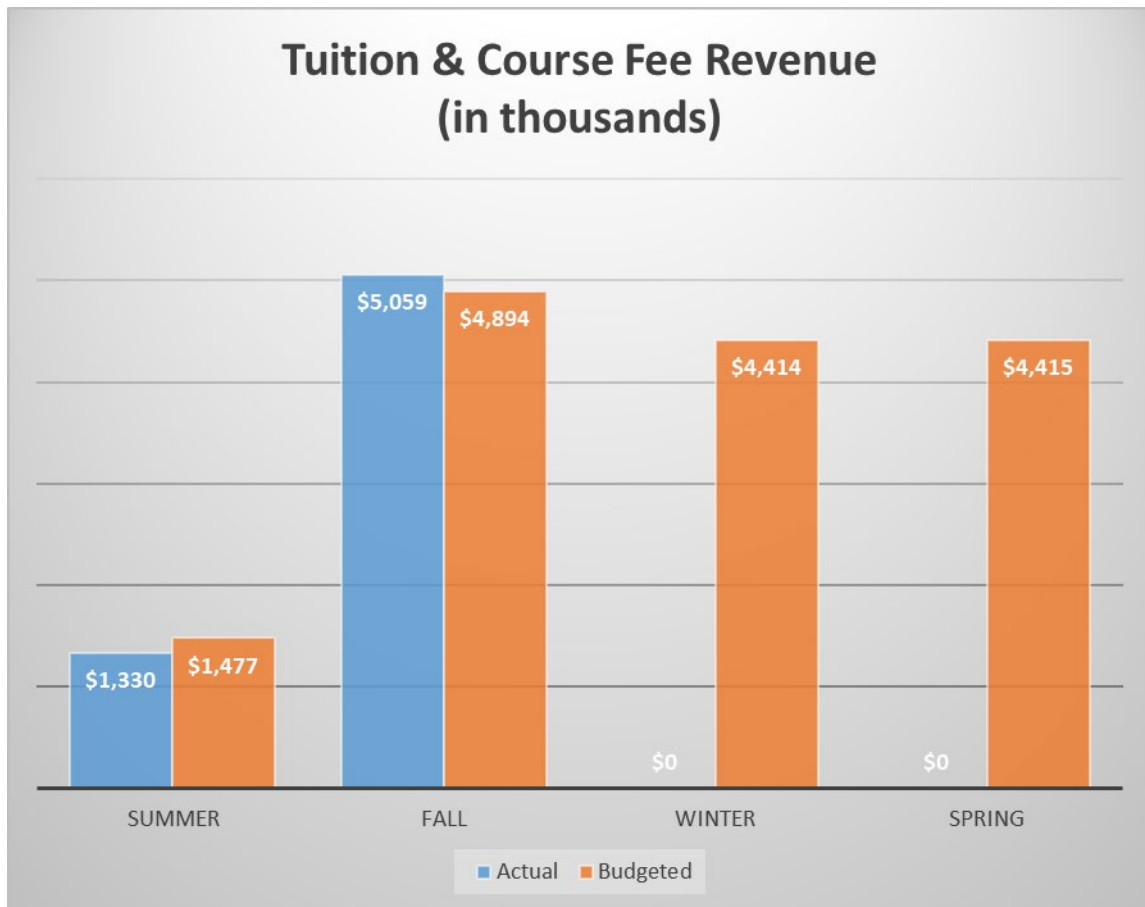
This report reflects 2022/23 activity through the month of September.

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% (\$203,422) less compared to September 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 3.59% (-40 students) compared to September 2021. Summer and fall terms combined tuition and fee revenue year to date is 1.82% (\$118,511) below this time last year. Summer term and fall term¹ 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 with year to date revenue for fall term \$164,717 over the budgeted amount.
- 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.

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



Expenditures:

As of September 30, year-to-date expenditures were \$618,883 (4.72%) 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.



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: *November 16, 2022*

ITEM TITLE: **4.1e**

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

SUBJECT: MONTHLY HEAD START REPORT

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

Average Daily Attendance by Head Start or Early Head Start Center 2022-23

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



Troutdale													
Willow Tree	92 %	88 %	93 %										
Program ADA	78 %	78 %	86 %										

*nr = not reported.



October 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: *November 16, 2022*

ITEM TITLE: 4.1f

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

SUBJECT: COVID-19 ACTIVITY REPORT

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

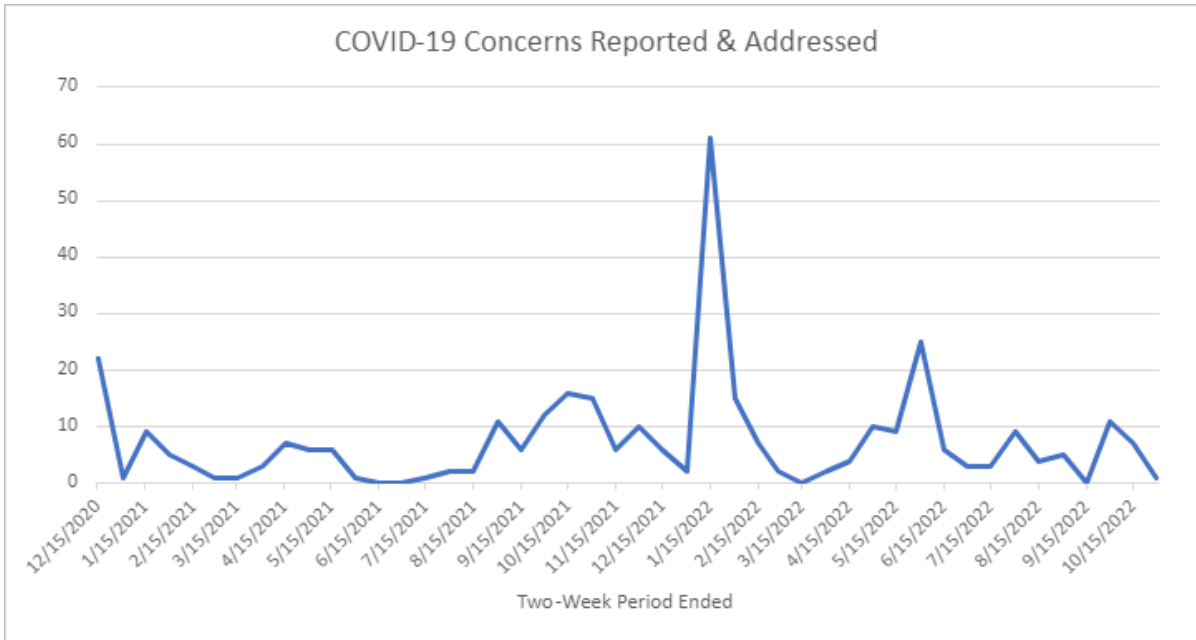
- The number of COVID-19 related reports submitted to the college;
- A quantified rate of responsiveness to these concerns;
- The number of outstanding/open concerns requiring closure; and
- Differentiate internal and external cases and concerns (outbreak tracking) and the Institutional Effectiveness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

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



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

11/15/2021	6	6	0
11/30/2021	10	10	0
12/15/2021	6	6	0
12/31/2021	2	2	0
1/15/2022	61	61	0
1/31/2022	15	15	0
2/15/2022	7	7	0
2/28/2022	2	2	0
3/15/2022	0	0	0
3/31/2022	2	2	0
4/15/2022	4	4	0
4/30/2022	10	10	0
5/15/2022	9	9	0
5/31/2022	25	25	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
10/15/2022	7	7	0
10/31/2022	1	1	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: *November 16, 2022*

ITEM TITLE: **4.1g**

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

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on July 13, 2022, the Board of Education of Mt. Hood Community College District resolved to amend the Adopted Fiscal Year 2022-23 Budget; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2022, are in excess of actual needs in certain appropriation categories and not sufficient to accommodate actual in others.

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

It is requested to transfer the appropriated budget from General fund (01) Instruction to General fund (01) Instructional Support, in the amount of \$35,827 for a reclassification and one-time increase to part-time hourly in Workforce Office Operations.

It is requested to transfer the appropriated budget from General fund (01) Instruction to General fund (01) Student Services, in the amount of \$120,000. This will be used towards Strategic Enrollment Plan initiatives.

It is requested to transfer the appropriated budget from General fund (01) Instruction to General fund (01) College Support Services in the amount of \$136,768. This is for a position that was left out of the 2022/23 budget in error.

It is requested to transfer the appropriated budget from General fund (01) Plant Operations and Maintenance to General fund (01) Plant Additions in the amount of \$5,950 for the purchase of a piece of capital equipment.

It is requested to transfer the appropriated budget from General fund (01) Instruction to General fund (01) Contingency in the amount of \$626,307 which represents initial salary savings.



General Fund (01)	Amended Budget July 2022	Transfer	Amended Budget
Function			
Instruction	32,700,187.00	(918,902.00)	31,781,285.00
Instructional Support	10,650,290.00	35,827.00	10,686,117.00
Student Services	7,663,955.00	120,000.00	7,783,955.00
Community Services	103,562.00		103,562.00
College Support Services	17,050,164.00	136,768.00	17,186,932.00
Plant Operations and Maintenance	5,635,226.00	(5,950.00)	5,629,276.00
Plant Additions	319,455.00	5,950.00	325,405.00
Financial Aid	1,030,914.00		1,030,914.00
Transfers	4,287,292.00		4,287,292.00
Contingency	7,112,450.00	626,307.00	7,738,757.00
Total Appropriations	86,553,495.00	-	86,553,495.00
Unappropriated Fund Balance	1,731,413.00	-	1,731,413.00
Total Budget	88,284,908.00	-	88,284,908.00

General Fund (01)	Amended Budget July 2022	Transfer	Amended Budget
Object			
Personnel Services	61,552,445.00	(746,307.00)	60,806,138.00
Materials & Services	9,707,512.00	114,050.00	9,821,562.00
Capital Improvements	319,455.00	5,950.00	325,405.00
Debt Service	2,543,427.00		2,543,427.00
Grants in Aid	1,030,914.00		1,030,914.00
Transfers	4,287,292.00		4,287,292.00
Contingency	7,112,450.00	626,307.00	7,738,757.00
Total Appropriations	86,553,495.00	-	86,553,495.00
Unappropriated Fund Balance	1,731,413.00	-	1,731,413.00
Total Budget	88,284,908.00	-	88,284,908.00



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.1h

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

SUBJECT: APPROVE CHILD DEVELOPMENT & FAMILY SUPPORT PROGRAMS EXECUTIVE DIRECTOR HIRE

The Federal Head Start Act, Section 642, requires that the Board of Education approve the program's executive director's hire.

I am pleased to recommend Dr. Hilda Pena-Alfaro for your approval as the Executive Director for Mt. Hood Community College's Child Development and Family Support (CDFS) programs.

Hilda has been working in Education for over 25 years as a teacher, administrator, and entrepreneur. She owned and ran a language school in San Antonio, Texas, for 16 years. She partnered with school districts to implement programs for students and teachers, boosting students' literacy and language. He also worked closely with business and nonprofit organizations, helping them to improve cross-cultural communication and awareness towards diversity, equity, and inclusion.

With a bachelor's Degree in International Relations, a master's Degree in Business and Economics, and a Ph.D. in Cultural Literacy and Language from the University of Texas, Hilda's diverse educational background provides a distinct and empathetic perspective to the work she engages in. She has taught Strategic Management, Topics of Multicultural Education, French, and Spanish at Central Washington University and Portland State University. She is a former member of the Ellensburg School District and served on Kittitas County Early Learning Coalition, Northwest Expressive Arts Response, and Ellensburg School District Education Foundation. Hilda is a multicultural individual; she speaks English, French, Portuguese, and Spanish. Hilda's values are Integrity, Empathy, Commitment, and Positivity. Her operational expertise and understanding and commitment to diversity and equity will serve our program and families well.

The recommending committee, chaired by our departing executive director Dr. Kisa, unanimously recommended Dr. Pena-Alfaro after two rounds of committee interviews and reviewing staff and parent feedback from all-staff and policy council interviews.



The administration recommends that the board approve the hire of Dr. Hilda Pena-Alfaro as the Executive Director for Mt. Hood Community College's Child Development and Family Support Programs.

Andrew Speer, Board Chair



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.1i

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

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."

Mt. Hood Community College has completed a competitive solicitation for vendors for the following projects. The Administration anticipates that each of the listed contracts will exceed the \$150,000 in total expenditures:

<u><i>Vendor Name</i></u>	<u><i>Project Name</i></u>	<u><i>Amount</i></u>
America Cleaning Solutions Inc	On-Call temporary services / Staffing service /Power Washing Services	\$400,000

RECOMMENDATION: Approval to award the contract as listed herein



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.2

CONTACT PERSON: *Andrew Speer, Board Chair*

SUBJECT: OSBA 2022 ELECTIONS

1. OSBA Board of Directors Position 17

Candidate: Katrina Doughty, Multnomah ESD

Vote: Yes

No

Abstain

No action taken

2. OSBA Board of Directors Position 18

No election for Board of Directors Position 18 this year.

3. OSBA Board of Directors Position 19

No election for Board of Directors Position 19 this year.

4. Resolution 1 – Adopts the proposed OSBA Legislative Priorities and Principles

Vote: Yes – adopt

No – do not adopt

Abstain

No action taken



Resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Principles, and

WHEREAS, the OSBA Legislative Policy Committee has crafted the Proposed OSBA Legislative Priorities and Principles as a foundational document in guiding the legislative and advocacy work of OSBA members and staff, and

WHEREAS, the OSBA Legislative Policy Committee has determined these Proposed OSBA Legislative Priorities and Principles to be in alignment with the OSBA Board of Directors equity goals, and

WHEREAS, the OSBA Legislative Policy Committee met in January and April to review the Proposed OSBA Legislative Priorities and Principles, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Principles at its April meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Principles and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Principles be placed before the membership for consideration during the 2022 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Principles and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

Legislative Priorities and Principles

Preamble

OSBA's mission is to improve student success and education equity through advocacy, leadership, and service to Oregon public school boards. Education equity ensures:

- All students are accepted as their authentic selves, are heard and valued, feel they belong, and achieve high academic and personal standards that empower them to thrive.
- Student success will not be predicted nor predetermined by race, ethnicity, family economics, location, gender, gender identity, sexual orientation, disability status, religion, culture, or any other identity.

Public school boards have unique insights on how to address education equity and systems change in their districts. OSBA is committed to supporting boards in their just and fair distribution of resources based upon each student's needs.

Equity is the driving force behind the Student Success Act, and OSBA is dedicated to advancing legislation designed to raise academic achievement for all students and reduce academic disparities for historically underserved students.

In support of OSBA's Call for Equity, and on behalf of Oregon students, we are committed to promoting equity, combatting injustices, and disrupting bias and systemic racism in education policies through our advocacy at the state level.

OSBA believes a strong and equitable public education system is the best investment Oregonians can make to assure student success, strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian.

Approved by the Legislative Policy Committee: April 23, 2022

Approved by the OSBA Board: September 23, 2022

Approved by the OSBA Membership:



Priorities

Promote Adequate, Predictable, and Stable Funding

The State School Fund rises and falls every two years because Oregon's revenue-raising and funding systems have substantial variance. Stable and adequate funding is crucial to providing a quality education to all students across the education continuum. To ensure stable and adequate funding, OSBA will actively promote legislation that accurately calculates current service level funding for school districts.

Protect the 2019 Student Success Act

The Student Success Act provides local school districts and education service districts unprecedented opportunities to target new funding toward educational programs. OSBA will actively promote legislation to protect the funding allocated for the Student Success Act in order to deliver equitable outcomes for all K-12 students.

Close the Opportunity Gap

In every community a disparity in academic achievement exists between student groups. OSBA will support legislation aimed at closing achievement and opportunity gaps that exist across Oregon's public schools.

Contain Cost Drivers

The costs associated with health care and retirement benefits are eating into funding available for instructional opportunities for students. OSBA will promote legislation that provides relief for districts related to benefit costs controlled by the State.

Support Local Governance and Oppose Mandates

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students.

Support Capital Improvements

Students need schools that are safe, comfortable, and appropriate for a modern and/or digital learning environment. OSBA will actively promote the allocation of state-level resources to help pay for construction and capital improvement. OSBA will promote legislation aimed at diversifying the funding methods available to school districts.

Ensure Access to Post-Secondary Credits

All students should have access to post-secondary credit opportunities. OSBA will advocate for a seamless transfer of credits throughout Oregon's higher education system.

Address Education Workforce Shortages

OSBA will promote efforts both state and at the local level to preserve and improve initiatives that combat the workforce shortage. OSBA will advocate for programs that will help districts recruit and retain a diverse and well-prepared workforce.

Principles

Finance

OSBA supports the allocation of state resources to ensure school districts and education service districts have the necessary resources to equitably and fully support all students' instructional, behavioral, and programmatic needs. OSBA supports appropriate financial tax policy to make Oregon schools competitive, nationally, and globally, including the preservation of other funding options for local district consideration.

Student Programs

OSBA supports high-quality programs that equitably serve all students in obtaining a comprehensive and well-rounded education. OSBA supports new and continued partnerships with education stakeholders to increase educational and career opportunities for students.

Student Safety and Wellness

OSBA supports safe and secure school environments, the physical health and overall well-being of all students, and services that promote social, emotional, and behavioral health.

Personnel

OSBA supports attracting and retaining effective employees to create a healthy, diverse, culturally responsible, safe, and sustainable workforce. OSBA supports local management, local contract negotiations, and continued conversations regarding professional development, licensure, and career advancement for personnel.

Governance and Operations

OSBA believes locally elected school district, ESD, and community college boards are best equipped to make decisions in the best interest of students and communities. OSBA supports cross-system collaboration, alignment, and accountability among education stakeholders and partners.

Federal Education Issues

OSBA will advocate for the federal government to prioritize, streamline, and fully fund programs that support students.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 16, 2022*

ITEM TITLE: 4.3

CONTACT PERSON: *Andrew Speer, Board Chair*

SUBJECT: BOARD MEMBER VACANCY

Student Development
John Hamblin
November 2022

Divisional Updates for October- Student Development Division

A) Teaching & Learning

Día de los Muertos, The Transiciones and the Multicultural & Diversity Resource Center hosted an educational afternoon focused on honoring the Día de los Muertos holiday and tradition. This event provided multilingual opportunities to understand the importance and tradition of Día de los Muertos. Light snacks and refreshments were provided along with an outstanding presentation by one of our current Transiciones students and her mother who was a past mentor for the program. Below are a couple promotional photos from the event;



Student Development Update



Student Development Update

B) Educational Programs & Support Services

MHCC's TRIO Educational Talent Search (ETS) and TRIO Student Support Services (SSS) have remained a long-standing student success program at MHCC, which directly serves our K-12 districts and current MHCC students. For the purpose of this report, I would like to focus on our ETS partnership with the David Douglas School District (DDSD) and in future reports highlight other districts, our impact and our MHCC cohort. Currently, we serve 125 students between Ron Russel MS, David Douglas HS, and the Fir Ridge Campus. Our services are individualized and geared to support students who are from low-income backgrounds and will be the first in their families to explore higher education. Our TRIO ETS 4-year graduation rate for DDSD in 2022 (June) was 100% and by closing out 2021 our t-secondary attainment was 80.7%. Our students in the DDSD are completing the FAFSA at a rate of 100% and after 6 years of graduation from high school, data is showing that our TRIO students are graduating with a bachelor, or master's and pursuing professional degrees 35.5% higher than their counterparts. Here is a brief look at the success of one of our TRIO students (Class of 2022).

- MHCC ETS TRIO student, Yoselin Chavez, is the first in her family to attend college and was recently accepted and enrolled this fall term at Princeton University. With the assistance of TRIO, Yoselin was able to secure a full-ride scholarship that would enable her to focus on her studies and reduce the financial barriers. We are proud of Yoselin and all our TRIO students and continue to provide support services critical to changing the educational trajectory of our marginalized community.***

Balance reduction efforts from SP22 and SU22 resulted in an additional registrations for both summer and fall term. Since this past spring term, we have see 110 students supported with balance reductions. This resulted in 56 of those students registered for fall which resulted in 464 credits being registered for and almost \$55,000 in tuition revenue.

2122 RESULTS OF BALANCE REDUCTION EFFORTS	SU21	FA21	WI22	SP22	TOTALS
# of students helped	44	73	36	90	243
Total Cost	\$8,477	\$13,547	\$6,878	\$16,463	\$45,364
# that returned next term	19	32	17	46	114
% that returned next term	43.18%	43.84%	47.22%	51.11%	46.91%
# of credits returning students registered for	132	291	179	376	978
tuition revenue generated (not including fees)	\$15,576	\$34,338	\$21,122	\$44,368	\$115,404
# returning students with \$200+ balance next term	3	3	4	19	29
% returning students with \$200+ balance next term	15.79%	9.38%	23.53%	41.30%	25.44%

Student Development Update

2223 RESULTS OF BALANCE REDUCTION EFFORTS	SU22	FA22	WI23	SP23	TOTALS
# of students helped	20				20
Total Cost	\$3,121				\$3,121
# that returned next term	10				10
% that returned next term	50.00%	0.00%	0.00%	0.00%	50.00%
# of credits returning students registered for	88				88
tuition revenue generated (not including fees)	\$10,560	\$0	\$0	\$0	\$10,560
# returning students with \$200+ balance next term	3				3
% returning students with \$200+ balance next term	30.00%	0.00%	0.00%	0.00%	30.00%

In honor of November's National Career Development Month and Veterans Day, the Career Planning & Counseling Center and Veterans Service Center co-hosted the Fall Career and Resource Fair on Wed., 11/2 that featured employers and resources specializing in serving and hiring Veterans.

C) Organizational Structure, Systems, & Processes

Financial Aid welcomes Rick Patterson to the team as a new Financial Aid Adviser. Rick comes to MHCC with many years of financial aid experience including time with PSU, ITT, the Art Institute of Portland, and Carrington College. He is very excited to serve in the community college setting and to use his experience and knowledge to serve our students. Financial Aid is still working on filling another adviser position and hopes to do so in the next couple of months.

D) Facilities & Technology

AES: Working with Aquatic Center to prepare for National Veterans Wheelchair Games on July 8th. Making ADA upgrades and improvements for access not only for this event but also for our community members and visitors using our pools (Ordering and installing 'lifts' for access).

Financial Aid recently updated their webpage (www.mhcc.edu/financialaid) to include links to Google translate that automatically translates the entire page into Spanish, Russian, or Vietnamese.

Student Development Update

Ayuda financiera

La ayuda financiera es dinero proporcionado para ayudarlo a cubrir sus gastos educativos en MHCC. Aquí encontrará cómo solicitar ayuda, qué programas de ayuda financiera están disponibles y cómo administrar su ayuda. Todos los estudiantes necesitados deben solicitar ayuda financiera. ¡No asuma que no es elegible! No es necesario ser estudiante de tiempo completo para recibir fondos de ayuda financiera.

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Información del contacto



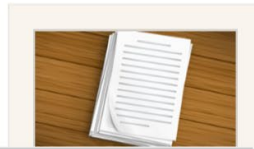
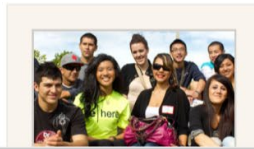
Teléfono: 503-491-7262
Correo electrónico: fnaid.mal@mhcc.edu
Fax: 503-491-7379

Horario (Remoto y Presencial)

- Lunes, Martes, Jueves, Viernes: 8 am - 5 pm
- Miércoles: 10 am - 5 pm

Alcance de ayuda financiera:

si desea solicitar nuestra presencia en un taller o presentación en su organización o comunidad, [envíenos un correo electrónico con](#) al menos 3-4 semanas de anticipación con detalles sobre su evento y cómo le gustaría que lo ayudemos.



E) Community Connections

Financial Aid has partnered with OSAC to host an event on Saturday, November 5, called College Goal Oregon. The purpose of this event is to help college-bound students and their families complete their FAFSA or ORSAA, OSAC scholarship applications, Oregon Promise applications, and any other college-going applications. It was open to graduating high school seniors, current college students, and anyone interested in going to college. The event took place in the computer lab above the MHCC library, and the HUB was also open for additional support and food and drinks were provided. The event was staffed by MHCC volunteers representing financial aid, recruitment, the HUB, Transitions/Transiciones, admissions/registrar, TRIO, and more! OSAC also had a staff member present.

Instruction

Al McQuarters

November 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.

- Full-time faculty Anna Johnson, attended the Statewide Business chairs meeting with 6 universities and 10 community colleges represented. The group started the conversation regarding common course numbering (per Senate Bill 233), but any changes for Business are not slated until 2024-25.
- The High School Services (HSS) Division started their 1st Division Book Study for *From Equity Talk to Equity Walk* to increase talks within our division on how to increase equity within MHCC, the High School Services Division, and our personal lives.

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. Kim Hyatt, Dean of Health, Physical Education, Athletics, Aquatics & Recreation, collaborated with Associate Vice President of Diversity, Equity, and Inclusion, Traci Simmons, to present a “Culture of Respect” to our student athletes.
- Dr. Carri Claycomb, Dean of Nursing, is offering two in-person sessions (Coffee and Conversation with the Dean), and one remote Zoom session (open forum with the Dean) with students, to talk about the Nursing Program and hear what is going well and what ideas they have for improvements.
- The library offered pop-up library services at two events: Domestic Violence Awareness and Breast Cancer Awareness in collaboration with public safety and student union. These were led by Mark Peterson, faculty librarian.
- Samantha Piers-VanderPloeg, Gateway to College Adult High School Diploma Coordinator, sent email notes of encouragement to all students in the Gateway and Adult High School Diploma programs.

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.

- Manufacturing Day hosted 248 high school students and their chaperones at MHCC and nine different manufacturers.



Instruction Update

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.

- Jessica Ruiz, Manager of Accelerated College Credit, created a new version of the platform that is used to track middle college student information. This will track their general information, educational plan, and track their progress towards completion of their high school diploma.
- The High School Services team worked on a new promotional handout with the High School, which will be used to support Deans and faculty in better understanding the Articulation and Waiver process for the College Now program.

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

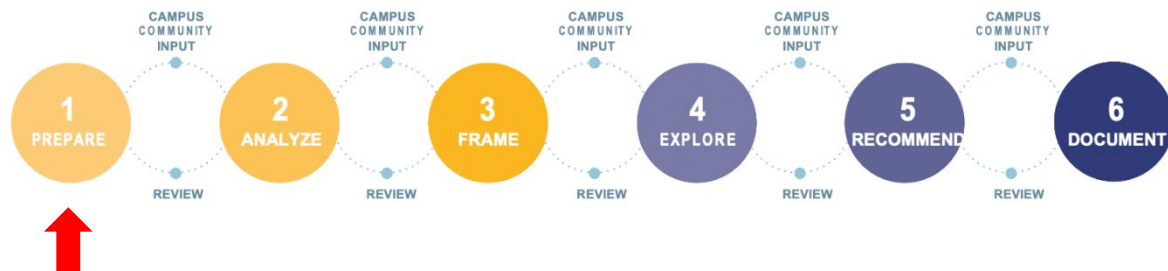
- Samantha Piers-VanderPloeg, Gateway to College Adult High School Diploma Coordinator attended Student Success Community of Practice meeting Lead by Nick Mathern, Executive Director of K-12 Partnerships, and the Higher Education Coordinating Commission (HECC) focusing on grant funding and student basic needs.

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



- **Dr. Pete Szucs assigned as implementation lead**
- **Learners Success Council presentation and follow-up dialogue**
- **Learners Success Council Subcommittee formed**

Instruction Update

Organizational Structure, Systems & Processes:

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

- Biology faculty member, Catherine Creech presented "Literacy Skills to Support Underrepresented STEM Students" at the Western Regional Meeting of the American Chemical Society.

Facilities & Technology:

D.3: Spread awareness of IT and Facilities initiatives and improvements on Campus.

- Construction and repair on the 25-yard indoor swimming pool began on 10/19. Gutters, viewing room, electrical and lighting repairs are anticipated to complete in December 2022, with the pool reopening in January 2023.

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 held a water polo tournament hosted by Sam Barlow and Grant High Schools. Over 300 local student athletes and their families attended.
- Rebecca Kempton, Student Success Specialist for Vocational Rehabilitation-MHCC Work Force Development Department conducted inclusive career advancement (ICAP) information and outreach to Portland Public School's Community Transition Program, Youth Transition Programs for Corbett and Reynolds High Schools and participated in the Pre-Employment Transition Service Program for Multnomah County. These efforts were taken to create partnerships and share resources for the Inclusive Career Advancement Program, which provides additional academic and wraparound support to Workforce students at MHCC and Work Source clients at MHCC seeking Vocational Rehabilitation support while applying to various academic and Workforce programs.
- Janet Campbell, Political Science instructor, hosted a college and community wide discussion on the election on November 1st via Zoom.

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

- Biology full-time faculty Catherine Creech's article, "Evaluating the Representation of Community Colleges in Biology Education Research Publications following a Call to Action" was published in the journal *Cell Biology Education*.
- Kenia Perez-Correa (STEP Apprenticeship) connected with Asian Pacific American Network of Oregon (APANO) and lead a tour of our campus and programs for their Planning & Workforce Director and a consultant APANO is working with.

Instruction Update

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

- Faculty member Josh Stratman, and Dr. Kim Hyatt, have been serving on the Gresham Parks & Recreation Community Advisory Group. The work of this group has included an evaluation of Gresham Parks & Recreation services and developing recommendations for strategies to improve the community outcomes, which included the following main objectives: a) Inventory existing public and private park and recreation assets and partnership opportunities to develop an asset map and identify recreation program gaps; b) Identify core values based on diversity, equity, and inclusion to guide decision-making; and c) explore potential funding scenarios to achieve a comprehensive park and recreation system.
- Dr. McQuarters, VP of Instruction, Karen Green, Mental Health instructor, and Gabriel Logan, Interim Dean of Health Professions, met with Kristi McKinney, the Director of Credentialing, Testing & Compliance at the Mental Health and Addiction Certification Board of Oregon (MHACBO) at their headquarters. Discussion included an industry survey of our local area as well as how we can strengthen our relations to graduate more capable learners into these professions.

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.

- Dawn Loomis, Director of Workforce, Apprenticeship & Community Education, participated in Boeing's graduation (three years combined). Six of the apprenticeship graduates are former Machine Tool students at MHCC. Of the 13 recognized that night, seven have also completed an Associate of Applied Science degree in Industrial Mechanics and Maintenance Technology Apprenticeship.
- MHCC was awarded \$300,000 from Future Ready Oregon Workforce Ready Capacity Building grant to create a mobile training lab in partnership with two companies in the Semiconductor industry. The concept is to train their employees to be the instructors to build their internal capacity for workforce development.

Administrative Services

Jennifer DeMent

November 2022

Update on Comprehensive Campus Facilities Plan: Purchasing released the RFP release on schedule on October 10. Proposals were originally due October 31, but multiple vendors requested an extension for the amount of material needed to put together, so we approved an extension to November 4. The RFP Review Committee is reviewing proposals, and vendor interviews and selection will happen in November, with a Board recommendation delivered at the December Board Meeting.

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

Objective 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.*

- Fall drills completed, including alignment with county and state teams performing the “**Great Shakeout**” earthquake drill. Also completed fire evacuation drills and active shooter on time per our Fall schedule.

Objective B.14 *Identify and align support services to parallel student needs and interests (student basic needs, Barney’s pantry, Head Start, etc.).*

- CDFS Head Start Education staff received **STEM training in Head Start in Engineering**. This training included activities and materials as well as how to observe children in the activities to work towards certain developmental skills. This training will help provide access to STEM activities for children from historically underserved populations.
- CDFS Head Start renewed its contract with D3 dental program to provide **dental screenings and fluoridation** to all children in November.
- CDFS partnered with Multnomah County Public Health to provide **vaccination clinics** on 11/2 and 11/5 to provide school required and COVID vaccinations for children. These clinics were held at our Rockwood Stark and Gresham United Methodist sites.
- Auxiliary Services partnered with Riverview, the campus food service provider, to extend operating hours to accommodate **food service demands** from evening classes. Riverview is now open until 5 pm Monday through Thursday.
- IT received and imaged another 101 **Student Basic Needs** laptops.



Administrative Services Update

- **Dental Hygiene Clinic remodel** – Facilities is working with the contractor, Brockamp & Jaeger, on equipment and finish selections, ordering, and timelines. Facilities are currently working to find a home for the old dental chairs purchased with Perkins grant dollars. David Douglas and Gresham Barlow School Districts both want a chair. Without another avenue, facilities will recycle the other 14. There have been no significant changes or delays in the timeline or materials.
- **Mechatronics project grant** - Demolition work is complete in AC 1271/1277, and the rebuild is in progress for expanded Mechatronics space and program usage. The contractor will fully complete the remainder of the project in November. The picture below shows both rooms opened from the Southeastern position.



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.*

- Human Resources is advancing the recruitment for the **new Recruitment Manager position**. The Recruitment Analyst recruitment is ongoing.

Objective C.3: *Consistently use the equity lens tool to continuously embed equity principles into the college's systems and processes.*

Administrative Services Update

- With the return to Campus and more routine operations, IT has revived the **IT Advisory Committee** to incorporate a broader range of perspectives and impacts as new technologies or changes are implemented.

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

- The Public Safety Team held **Domestic Violence training** for staff and students.
- CDFS is creating a **trauma-informed advisory group** to help guide its process of becoming trauma-informed.

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

Objective D.1: *Expand awareness and utilization of the college's centralized calendaring system and provide training for new hires.*

- With staff and students returning to Campus and utilizing college spaces, IT included a reminder of how to use the college's **centralized calendaring system** (25-Live) and previously agreed-upon procedures in the News & Notes.

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.*

- Dr. Skari, the executive sponsor for the **website translation**, approved the project to proceed. This project will add language translation to our MHCC current website and the new website.
- In preparation for the revised MHCC Website, IT has installed the **new website** Content Management System and upgraded it to the current version. This change is both in preparation for the new site and to stay current on security enhancements.
- Multiple **website pages** were updated, added, revised, or removed. For October, various areas submitted 108 web-related requests, with the majority completed.

Objective D.3: *Spread awareness of IT and facilities initiatives and improvements on Campus.*

- IT included **Cyber security articles** in both News & Notes and the Student Newsletter to continue to raise awareness of cyber risk.
- The **Library ADA elevator** upgrades are complete, and facilities shared the update in all campus communications and council notifications.

Administrative Services Update

Objective 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.*

- IT Project Management worked with CDFS to implement an improved **Onboarding Workflow**. A soft launch occurred in October.

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.*

- IT partnered with the Learning Success Council to identify and implement improvements to **course search functionality** to provide the capability to search by modality. The work also includes some streamlining of the search functions.
- The technology used in AC1279 was changed from a virtual configuration to standard PCs to support **student testing** using Respondus Lockdown.
- IT Application Services worked with the Limited Restricted programs to complete the final program (Physical Therapy Assistant) into the limited restricted portlet. Now all the **Limited Restricted** program applications are in one place, providing students and staff with an improved experience.
- IT partnered with HR to create an **electronic form** to support Flexible Spending Account (FSA) Open Enrollment.

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.*

- **Comprehensive Campus Facilities Plan** - Purchasing released the RFP release on schedule on October 10. Proposals were originally due October 31, but multiple vendors requested an extension for the amount of material needed to put together, so we approved an extension to November 4. The RFP Review Committee is reviewing proposals, and vendor interviews and selection will happen in November, with a Board recommendation delivered at the December Board Meeting.
- **The CDFS facilities manager position** was opened, in an effort to replace the outgoing facilities manager quickly.

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.*

- **Cyber-Security – Recap of risks identified and/or blocked for October:**
 - 59 MHCC account alerts required manual review
 - 39 false positives or failed attack attempts

Administrative Services Update

- 20 needed password changes, and their O365 sessions were revoked (confirmed suspicious activity)
- Email:
 - 25,667 instances of phishing blocked
 - 49,967 instances of Spam blocked
 - 129 instances of email malware blocked (19 were attachments, the remainder (110) 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 Head Start Sites elected new **Policy Council Representatives** to create a new Policy Council for the 2022-2023 program year. Individuals are representative of the BIPOC communities that we serve.
- Through a partnership with the city of Portland, a Portland Children’s Levy grant supports two full-day **Head Start** classrooms at the Knott Center, serving 36 children ages 3 to 5. October was Head Start Awareness month, and we are so thankful for our staff who make comprehensive education, health, family support, and nutrition services possible for children and low-income families!



College Advancement and District Communications

Al Sigala

November 2022

Website Development

Stage one of the development of the new site is reaching accomplishment as we work now to review survey results on what people would like to see in the new site. MAC will also be providing us findings of their comparative analysis of our competitors websites as well establishing a timeline for our work. We are set to begin the next stage which is developing and finalizing a communications plan of our redesign.

Teaching and Learning:

We oversaw several promotional efforts in October including working with Applied Technologies to advertise Manufacturing Day 2022. This included both digital and printed materials. Our efforts also included promoting a new transfer partnership with Arizona State University. The mypath2ASU campaign kicked off and included social media outreach to transfer students.

Education Programs and Support Services:

I'm proud to report that the staff giving campaign broke another record as we saw \$57,095 in gifts, which exceeded our goal of \$55,000. We also saw an increase in staff interested in supporting their individual areas including the establishment of a new program fund for the Geology department.

We are establishing a new scholarship for Integrated Media students thanks to a new partnership with Comcast NBCUniversal. NBCU approached us with this possibility and will be donating \$100,000 towards these scholarships. The partnership also provides faculty and students with access to curriculum and internships provided by NBCU. The gift will result in 9 scholarships per year over the next two academic years. The gift must be expended by 2025.

Staff took part in ASG's Student Resource Fair providing scholarship information and answering questions about applying for scholarships.

The fall scholarship application deadline was in mid-October and now reviewers are doing their work in evaluating the applications in preparation to grant funds still available for this academic year. We had 190 applicants for 24 scholarships in this round. This effort redistributes funds that were returned or unused.

Organizational Structure, Systems, & Processes:

We unfortunately had a failed search in our initial effort to hire a new Associate Vice President of Marketing and Communications. We did kick off a new round in seeking applicants for this position and have received several qualified applicants in this second round. The hiring committee is now in the process of formally reviewing applications.

College Advancement and District Communications Update

Facilities and Technology:

The District Communications team continues its work with the MHCC Wayfinding committee to enhance the Gresham Campus Wayfinding, most recently working on a project to design and install wayfinding signs for Early Childhood Education Instruction.

District Communications also designed and coordinated installation of new vinyl decals on the soon to be Multicultural and Diversity Center (old bookstore space), which currently houses Student Basic Needs. The window designs are making the space more inviting to MHCC students.

The college was the venue for several events on campus in October. Among those events were the Metro Hazardous Waste Pick Up Day, Springwater Trail High School Recruitment Day, the Gresham Chamber of Commerce board meeting, a Free Legal Advice event, El Programa Hispano Catolico All Staff Meeting and the use of our Visual Arts facility by the Miramax movie production company. This rental was for office space only.

Community Connections:

We kicked off a new co-branding effort with Toyota which has us taking part in several events this fall. Those events included the sponsorship of MHCC's Trunk or Treat event and the Wood Village Pumpkin Festival. We will also be taking part in tree lighting ceremonies with the cities of Fairview and Wood Village.

October kicks off the planning of our end-of-year fundraising activities. Among these are the production of a Thanksgiving card which will go out later this month to our donors. We are also sending out invitations to the Foundation's Winter Reception, which is set for Wednesday, December 7 in the Student Union. It will be followed with a Jazz Ensemble concert this same evening. Much planning is also being done on our Giving Tuesday campaign which includes direct mail and advertisements in the Gresham Outlook.

Al took part in the National Council for Marketing and Public Relations District 7 conference which took place in Vancouver, Washington this year. At the conference, Lisa was honored with the Pacesetter of the Year Award, which recognizes a president for their work and support of marketing and public relations at a college.

Our new development coordinator attended the Council for the Advancement and Support of Education (CASE) conference in San Diego. This conference was aimed specifically at community college fundraising and alumni outreach. It allowed Shelley McFarland the opportunity to see what other colleges are doing in their efforts.