



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 14, 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/98336313539?pwd=RVNVQ0VlckZzVk5yTXBBDUjVtOUZwZz09>

Passcode: 748069

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

Webinar ID: 983 3631 3539

Passcode: 748069

AGENDA SESSION 1075

6:30 pm 1.0 CALL TO ORDER / DECLARATION OF A QUORUM

1.1 Approval of Agenda

1.2 Oath of Office for New Board Member

6:40 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.*

6:50 pm 3.0 REPORTS (10 min report & 5 min Q & A)

3.1 Correspondence

3.2 ASMHCC Goals for 2022-2023

3.3 Financial Update for 1st Qtr. and Year-End 4th Qtr.

3.4 Pool Update

Lisa Skari

TBD

Jennifer DeMent

Charles George

Jennifer DeMent

Andrew Jackman

7:35 pm 4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information



- a) Minutes – Board Work Session 1073, November 14, 2022
- b) Minutes – Board Regular Session 1074, November 16, 2022
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Acceptance / Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- h) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000
- i) Carry-Over Request of Federal Head Start/Early Head Start Unused Funds

7:50 pm **5.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*
5.1 Community Engagement Committee Report

8:20 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

8:45 pm **7.0** **ADJOURNMENT**

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 for Wednesday, January 18, 2023

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

December 7, 2022

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

FROM: Lisa Skari, EdD
President

SUBJECT: Board Letter for December 2022

Fall Quarter is nearly complete, and we are rounding the end of 2022. It has been an eventful year, with a lot of great things accomplished, like serving more students and finalizing our strategic plan. I anticipate the new year will be just as lively with the public launch of our strategic plan, an accreditation visit, and a new biennial budget that may come with a change in our distribution formula. These are the things we know about, and as always, we will also adapt to the new things that emerge. What will remain certain is the college's commitment to serving our students and being responsive to our community.

I wanted to take a moment to recognize our newest Board of Education Director, ShaToyia Bentley, who takes her oath of office at the December Board of Education meeting. She brings to the position a commitment to MHCC and a desire to engage the community into the work of the Board of Education. Welcome Director Bentley, we are so happy you have joined us.

Last month, the Department of Education's Office of Federal Student Aid held their annual 2022 Presidential Leadership Executive Session. This year's session featured Secretary Cardona and Under Secretary Kvaal, in addition to presidents from Historically Black Colleges and Universities, Tribal Colleges and Universities, Minority Serving Institutions, and Community Colleges. While there were many questions about loan forgiveness and loan repayment, there was no new information provided. On the operational end of things, a hopeful development shared was a revision to the student verification process, and an indication that the Office would not be returning to prior pre-COVID levels of verification. This should make things a little easier for both our students and our employees.

In support of Oregon's entrance into the community college applied baccalaureate space, I am chairing a subcommittee for the Oregon Presidents' Council to 1) explore and address issues related to offering the Bachelor of Applied Science (BAS), and 2) provide support to community colleges looking to offer BAS degrees. With two state-approved community college programs – at Chemeketa Community College and MHCC – the committee's work at the moment is focused on tuition setting principles and how to address the lack of state support for these students and programs. Currently the Community College Support Fund (CCSF) funds programs up to the associate's degree level, leaving the BAS without a revenue stream of state support. This absence of state funding is incongruent with the Higher Education Coordinating Commissions goals around attainment and equity, and we are hopeful that this will be addressed in a future legislative session. It is important to note that if these programs are to be successful in Oregon, some public funding for the BAS degrees is needed in order to make it affordable to community college students.

Annual goal update

Community engagement

The Board's Community Engagement Committee met this month to develop their plan for engagement this year. An update will be provided at the December 14, 2022 Board of Education meeting. I will be using their priorities as I develop my personal plan of engagement that is due to the Board of Education on December 31, 2022.

Diversity, equity, and inclusion

Planning is underway for the Board of Education's work in auditing the Board's equity efforts. Using the ACCT Equity Toolkit as a guide, Traci Simmons, our Associate Vice President for Diversity, Equity, and Inclusion, will work with the Board on this at the February Board Retreat.

Strategic planning

Planning is underway for the public launch of the plan in early 2023. A draft plan was shared with the Board's Community Engagement Committee this month for feedback, and a proposed outline for community presentations will be completed this month, and shared with the Board of Education at the January work session.

Accreditation

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

COVID-19

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

In closing, I would like to wish everyone the happiest of holidays, and hope you find time to relax, rejuvenate, and reconnect with family and friends. I look forward to seeing you in the New Year as we work to improve student success and benefit the lives of those in our community.

Community/Educational Presentations and Selected Outreach Activities

<i>Nov 2</i>	<i>Oregon Presidents' Council (OPC) November Meeting</i>
<i>Nov 3</i>	<i>Community College Support Fund (CCFS) Formula Review Workgroup Meeting</i>
<i>Nov 2-4</i>	<i>Oregon Community College Association (OCCA) Annual Conference</i>
<i>Nov 7</i>	<i>Meeting with Superintendent Diaz, Reynolds School District</i>
<i>Nov 8</i>	<i>CCFS Funding Taskforce meeting</i>
<i>Nov 9</i>	<i>Presentation at the East Portland Chamber of Commerce meeting</i>
<i>Nov 9</i>	<i>Higher Education Coordinating Commission Funding and Achievement Subcommittee meeting</i>
<i>Nov 10</i>	<i>MHCC Fine Art Gallery Showing "Word Play"</i>
<i>Nov 10</i>	<i>MHCC Veterans Day Pizza Party</i>
<i>Nov 10</i>	<i>Western Governor's University Visit</i>
<i>Nov 10</i>	<i>Meeting with Directors Speer and McKeel</i>
<i>Nov 14</i>	<i>Meeting with Mancin Boyd, Senior Project Manager, WorkSystems Inc.</i>
<i>Nov 14</i>	<i>Oregon Public Broadcasting (OPB) Board DEI Session</i>
<i>Nov 14</i>	<i>MHCC Board or Education work session</i>
<i>Nov 16</i>	<i>MHCC Board or Education regular meeting</i>
<i>Nov 17</i>	<i>Greater Gresham Chamber of Commerce Board Meeting</i>
<i>Nov 17</i>	<i>Meeting with Directors Speer and McKeel</i>
<i>Nov 21</i>	<i>Rotary Club of Gresham Board Meeting</i>
<i>Nov 21</i>	<i>Meeting with Representative Hudson</i>
<i>Nov 22</i>	<i>OPC Bachelor of Applied Science Subcommittee meeting</i>
<i>Nov 22</i>	<i>Semiconductor Strategy Meeting with Portland Community College</i>
<i>Nov 28</i>	<i>Federal Student Aid Presidential Leadership Executive Session</i>
<i>Nov 28</i>	<i>OPB Board Human Resources Committee Meeting</i>
<i>Nov 29</i>	<i>Semiconductor Workforce Legislative meeting with President Naganathan, Oregon Institution of Technology, Duncan Wyse and Kyle Ritchey-Noll, Oregon Business Council</i>
<i>Nov 29</i>	<i>OCCA Legislative Committee</i>
<i>Nov 29</i>	<i>MHCC Board of Education Community Engagement Committee meeting</i>
<i>Nov 29</i>	<i>Meeting with President Bennings (PCC) & President Cook (CCC)</i>
<i>Nov 30</i>	<i>MHCC Foundation Board Meeting</i>
<i>Nov 30</i>	<i>OPB Board Audit Committee Meeting</i>

Select Media Mentions

Veteran wheelchair athletes coming to Portland in 2023

<https://www.koin.com/news/veterans-voices/veteran-wheelchair-athletes-coming-to-portland-in-2023/>

Community choir creates sound of Gresham

<https://pamplinmedia.com/go/42-news/563962-451708-community-choir-creates-sound-of-gresham>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1a

CONTACT PERSON: *Roxanne Richardson, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – November 14, 2022

Session 1073

A meeting of the Mt. Hood Community College District Board of Education was held on November 14, 2022, with a Board Work Session at 6:00 pm, held via Zoom.

1.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, board member candidates: Susie Jones, Stephen Graves, ShaToya Bentley, Rob Hendrickson, Mary Cox

Speer called the work session to order at 6:02 p.m.

2.0 BUSINESS

2.1 Board Member Vacancy

Speer provided an overview of the candidate interview process for the board member vacancy and invited candidates to speak to the board. The candidates received a list of interview questions prior to the board meeting, and the candidates had three minutes to respond to each of the questions listed below:

- 1) Tell us a little bit about yourself
- 2) Please describe your connection to higher education and what inspires you to serve on the MHCC Board?
- 3) Please give the board an overview of your connection and experience engaging with diversity, equity, and inclusion

The following candidates interviewed for the board member vacancy: Susie Jones, Stephen Graves, ShaToya Bentley, Rob Hendrickson, and Mary Cox.



Candidates responded to the interview questions, and an additional question on their interest or intent to apply for the board member position at the special election in May 2023.

2.2 Other Business

Speer spoke about the need to re-engage diversity, equity, and inclusion (DEI) work as a board and next steps for policy work that connects with DEI. The goal is to get others thinking ahead and engaging areas around DEI that relate to board policy work and/or the strategic vision. Speer would like to get this on the calendar in December 2022 or January 2023 at a board work session or board meeting for further discussion. Upon this discussion, McKeel also noted a need for a community outreach committee meeting to have something prepared for the December board meeting. With the strategic plan kicking off in January 2023, McKeel wants to discuss what the boards' role will be in terms of community outreach and other ideas around where the committee should be doing some community outreach.

3.0 ADJOURNMENT

The work session was adjourned at 7:37 p.m.

Clerk

Board Chair

Minutes recorded by Roxanne Richardson, Executive Assistant to the Board of Education.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1b

CONTACT PERSON: *Roxanne Richardson, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – November 16, 2022

Session 1074

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

1.0 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, Marie Teune, Kenney Polson

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, Judianne Charman, foundation development officer, Nick Vettas, ASMHCC Representative, Tambi Boyle, FTFA President, Graham Phillips, CEA Representative

Speer announced it was Education Support Professionals (ESP) day, an event that is part of American Education Week. This week is comprised of festivities to honor the team of people who work in our nation's public schools. Speer thanked Laurie Popp and others on staff for their service.

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

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was public comment provided by Lynn Snodgrass, who commented on the American Rescue Plan Act (ARPA) funding for the MHCC pool and retractable roof.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.



3.2 Annual Foundation Report

Charman provided the annual MHCC Foundation Report to the board. The presentation included a report on staff giving, planned giving, year-end campaign, annual auction, alumni outreach, and scholarships. She highlighted the Yoshida Haven Estate that is being used for foundation and college events. A copy of the PowerPoint presentation is attached to the minutes.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1071, October 7, 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

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

4.2 OSBA 2022 Elections

Mattson motioned to approve Katrina Doughty for OSBA Board of Directors for Position 17. Noriega seconded the motion and it passed unanimously.

Noriega motioned to approve OSBA Resolution 1. McKeel seconded the motion. There was board discussion about the OSBA Resolution 1. Noriega and McKeel each withdrew their motion to approve OSBA Resolution 1. Mattson motioned that the board take no action on the OSBA Resolution. Noriega seconded the motion and it passed unanimously.

4.3 Board Member Vacancy

Speer stated the open at-large board position 7, formerly held by LaVerne Lewis, was vacated on October 31 and the board solicited applications for the open seat and received six applications. All six candidates were invited to meet with the board at the board work session on November 14. Five of the six candidates met with the board. The board will consider appointing a candidate to fill the position, to a term that will run December 14, 2022 through June 30, 2023.

Mattson motioned to nominate ShaToya Bentley for appointment to the at-large board position 7. Noriega second the motion. There were no other nominations. The motion passed unanimously.



5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

6.0 CLOSING REPORTS

6.1 ASMHCC Representative

Nick Vettas (ASMHCC) – he reported that elections for the new ASMHCC President and Vice President will begin this month and highlighted some of their recruitment efforts. He shared an overview of ASMHCC events and activities: Halloween pumpkin giveaway, annual Halloween Trunk or Treat event, email campaign to encourage students to cast their vote in November 2022 election, Alder Elementary College Day visit with the MHCC mascot Barney Bernard, Clubs open house, Black Panther viewing at Regal Cinemas, Term Food Drive, Turkey Basket event, and Winter term Textbook Scholarships.

6.2 Advisory Representatives

Tambi Boyle (FTFA) – she provided an update that the TLC wrote a grant, pre-pandemic, to help get wellness equipment and build a wellness space, which was put on hold, but has now come to completion. She shared the Visual Arts Center gallery hosted a Word Play show and the satellite gallery, in the student hub, has art for sale. She highlighted the Math department's Dead Math group, through their Infinite Enrichment Series, took *A Trip to Infinity*, via an animated film on Netflix. She shared that the Humanities department held a literary reading, by author Tina Ontiveros, titled *The Mouths of Others*. She recognized Political Science instructor, Janet Campbell, for hosting a talk about the election, to discuss what occurred.

Graham Phillips (CEA) – he acknowledged that it was National Education Support Professionals Day (ESP). The Classified Association membership decided overwhelmingly to support students rather than themselves. Previously on ESP Day, appreciation gifts were given, but this year members decided to donate those funds and instead give to Barney's Pantry.

Marilyn Pitts (PTFA) – did not attend.

6.3 Executive Leadership

John Hamblin (Student Development) – did not attend.

Al McQuarters (Instruction) – he highlighted that he visited the art gallery and had an opportunity to visit the Medical Assistant Program to view students as they went through their clinical training. He shared that the Gresham-Barlow School District had a community leader meeting to discuss coming out of pandemic and how students are being supported with what was defined as "unfinished learning," and that it was a good opportunity to participate with other community leaders and give a voice to that work.

Jennifer DeMent (Administrative Services) – she provided highlights that were in her monthly board report. In addition, she shared that representatives from the president's cabinet attended a Veterans Day dinner, which was an event to honor all the veterans in the trade. This event was hosted by the



Pacific NW Carpenters Institute, which is one of our apprenticeship partners. She thanked the board for approving the recommendation for the new CDFS Executive Director.

Al Sigala (College Advancement) – did not attend.

6.4 President's Report

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

Skari spoke about an article from the Higher Education Coordinating Commission (HECC) that was in the Oregonian, also featured on OPB, regarding 4th week enrollment numbers. Skari discussed her work on the advisory group for the Oregon Landscape study, which focused on two-year and four-year institutions. The report from this study has been finalized and copies will be distributed to the board. Skari recognized Educational Support Professionals Day (ESP) and publicly thanked those who served the college in these roles, saying that we hope they realize that we see everything that they do and value them. Skari thanked Laurie Popp, outgoing board secretary for all she has done to support her, the college, and Board.

7.0 ADJOURNMENT

McKeel motioned to adjourn. Noriega seconded the motion and it passed unanimously. The board meeting was adjourned at 7:40 p.m

Clerk

Board Chair

Minutes recorded by Roxanne Richardson, Executive Assistant to the Board of Education.

MHCC Foundation

A Year of Great Support for our Students

2021 2022



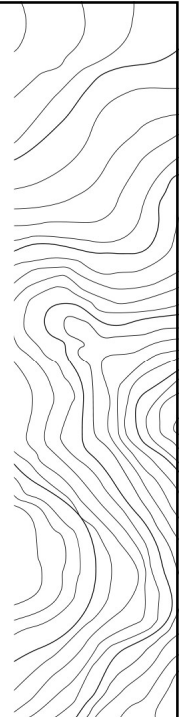
Staff Giving Campaign

2021-2022

- \$53,352 including matching funds for Student Basic Needs
- 68 new or increased gifts

2022-2023

- Over \$57,000 raised
- Exceeded our goal of \$55,000



Planned Giving

Launched Crescendo giving platform

- Marketing
- Direct Mail
- Newsletter

New Heritage Society members

- Six new members in 2021
- Six new members in 2022

Nearly \$4-million in planned gifts have come to us since 2014

Year End Campaign

\$167,744 raised

124 gifts total

\$12,532 went to the Student Basic Needs Fund

Annual Auction

\$214,000 raised (\$60,000 increase over 2021)

140 attendees at Yoshida Haven Estate

Featured an online auction as well

April 22, 2023 at the Yoshida Haven Estate

Alumni Outreach

Recently hired Shelly McFarland to help lead our efforts

Hosted several webinars for alumni

Published quarterly alumni e-newsletters

Scholarships

Over \$652,500 in scholarships awarded

Increase of about \$60,000 over 2021



Yoshida Haven Estate

Hosted the Mt. Hood Festival of Jazz
May 6 - 8, 2022

Hosted the Heroes for Education
Reception May 19, 2022



MHCC Foundation

Questions?





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
DeWitt, Raquel	Early Childhood Education Instructor	Social Science	11/1/2022
Tellez Camejo, Yanet	Administrative Coordinator	Health Professions	11/1/2022
Dern, Courtney	Early Childhood Education Instructor	Social Science	11/1/2022
Richardson, Roxanne	Executive Assistant to the President's Office and Board of Education	President's Office	11/7/2022
Arreguin, Martha	Assistant Teacher	Child Development & Family Services	11/14/2022
Hays, CJ	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	11/16/2022
Valdez-Arango, Anabel	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	11/16/2022
Sabrowski, David	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	11/16/2022
Kue, Caleb	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	11/17/2022



TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Chan, Isidro	Bilingual Student Resource Specialist	Adult Basic Skills	11/1/2022
Ancira, Amanda	Health Specialist	Child Development & Family Services	11/2/2022
Girgis, Katrin	Food Service Aide	Child Development & Family Services	11/3/2022
Reed, Taylor	Academic Adviser & Retention Coach	Academic Advising & Transfer Center	11/4/2022
Schultz, James	IT Support Analyst - Audio/Video	Information Technology	11/7/2022
Parisi, Kyle	Technology Support Specialist	Information Technology	11/7/2022

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Markel, Phil	Visual Design Strategist	Brand, Marketing and Communications	11/1/2022
Cocom Gomez, Viviana	Head Start Teacher	Child Development & Family Services	11/4/2022
Richardson, Amber	Teacher	Child Development & Family Services	11/4/2022
Coyle, Marie	EHS I/T Teacher	Child Development & Family Services	11/7/2022
Duval, Rich	Office Coordinator Assistant	Economic & Workforce Development	11/11/2022
Marshall, Tracy	Financial Aid Adviser	Financial Aid	11/15/2022
George, Lisa	Multicultural Student Success Coordinator	Student Services	11/15/2022
Gonzalez Lopez, Angelica	Food Service Aide	Child Development & Family Services	11/16/2022



Bickell, Jason	Patrol Person	Public Safety	11/20/2022
Tucker-McFarland, Arnita	Director of High School Services Division	High School Services	11/23/2022



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

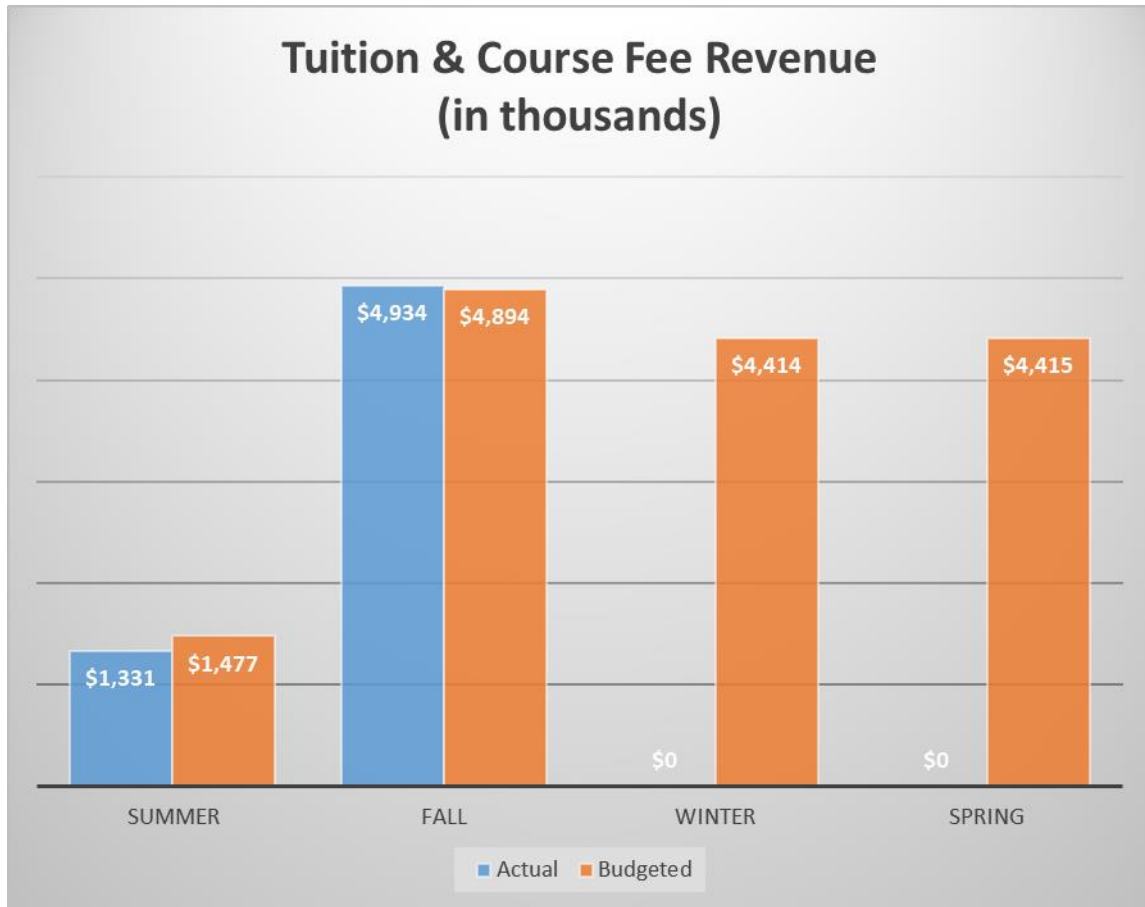
This report reflects 2022/23 activity through the month of October.

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 13.2% (\$202,518) less compared to September 2021. Summer term enrollment in tuition-bearing courses decreased by 17.46% (-55 students) and fall term enrollment in tuition-bearing courses decreased by 3.32% (-37 students) compared to September 2021. Summer and fall terms combined tuition and fee revenue year to date is 3.99% (\$260,071) 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 \$40,052 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 October 31, year-to-date expenditures were \$114,894 (0.64%) 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.



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: *December 14, 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
November 2022**

News:

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.

Business office worked with other departments in the College to compile FY22 annual comprehensive financial report, which captured the District financial and operating results, including many accomplished initiatives to better service students and communities. The first draft has been submitted to TKW to audit.

Carrie Shultz, a Site manager with CDFS, was elected to the Board of Oregon Head Start Association to help represent staff from all MHCC Head Start and Early Head Start programs.

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

CDFS Head Start/Early Head Start elected new Policy Council members who are representative of the diverse community which we serve. Policy Council members are all program parents and community members.

Objective E.3: Create and implement a mechanism for accurate translation of community facing materials/flyers/etc.

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

In partnership with D3, all the children at CDFS Head Start/Early Head Start sites and most of the children in home based received dental screenings. They also received fluoride treatment with parental consent.

Enrollment Report for October 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.

October 2022 Data:

EHS funded: **263**

EHS Enrollment: **170**

EHS Waitlist: **190**

HS Funded: **903**

HS Enrollment: **577**

HS Waitlist: **343**

Early Childhood Center	78%	65%	86%	73%	73%								
Fairview			77%	72%	72%								
Gateway			80%	69%	69%								
Gethsemane	83%	80%	*nr	*nr	*nr								
Gresham United Methodist			60%	58%	65%								
Hazelwood	64%	66%	91%	90%	88%								
Kelly Place	72%	67%	80%	80%	87%								
Knott			77%	64%	64%								
Mt. Hood			82%	86%	*nr								
North Powellhurst			*nr	*nr	*nr								
Rockwood 181			75%	76%	70%								
Rockwood Stark			*nr	*nr	*nr								
Russellville	68%	72%	93%	85%	90%								
Sunrise			84%	79%	76%								
Troutdale			66%	84%	80%								
Program ADA	78%	84%	80%	79%	74%								

Average Daily Attendance for Early Head Start

Center	July	Aug	Sept	Oct.	D		Nov	Fe	M	Ap	M	Ju	Tot
					e	a							
					.	.	b.	ar.	r.	ay	ne	al	
Division			*nr	*nr	*nr								
Earl Boyles			*nr	*nr	*nr								
Early Childhood Center	87%	75%	84%	80%	73%								
Gethsemane (2 EHS, 6 BP)	93%	82%	*nr	*nr	*nr								
Hazelwood	88%	88%	88%	94%	82%								
Rockwood Stark			*nr	*nr	*nr								
Russellville	79%	90%	83%	66%	65%								
Troutdale													
Willow Tree	92%	88%	93%	82%	82%								
Program ADA	78%	78%	86%	81%	76%								

*nr = not reported.

July, August, September and 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)

Budget July 2022 - June 2023	
FUNDING SOURCE	TOTAL FUNDS
Federal Head Start	4,415,244
State Head Start	10,808,890
State Training	386,687
State EHS	1,068,152
Federal HS & EHS Training	112,359
Federal EHS	3,653,682
EHS - Child Care Partnerships	1,777,930
Children's Levy HS	592,747
Children's Levy EHS	579,865
MIECHV	200,000
Preschool Promise	291,000
Baby Promise	151,200
TERC-HSE	64,768
TERC-Dialogos Harnessing	8,000
USDA	804,584
DHS	0
COVID/ARP	229,481
Total	25,144,590

Expenditure Report - July 20202				
Budget Category	Budget	July	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	181,545		2%
Fringe Benefits	7,007,311	106,949		2%
Travel	97,349	0		0%
Equipment	0	0		
Supplies	1,413,447	8,890		1%
Contractual	2,048,979	0		0%
Facilities/Property Services	1,271,137	65,141		5%
Other	519,098	693		0%
Indirect	2,202,095	0		0%
Total	25,221,033	363,218		1%
Expenditure Report - August 20202				
Budget Category	Budget	August	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	432,642	432,642	6%
Fringe Benefits	7,007,311	230,672	230,672	5%
Travel	97,349	0	0	0%
Equipment	0	0	0	
Supplies	1,413,447	8,112	8,112	1%
Contractual	2,048,979	87,299	87,299	4%
Facilities/Property Services	1,271,137	115,380	115,380	14%
Other	519,098	14,640	14,640	3%
Indirect	2,202,095	57,844	57,844	3%
Total	25,221,033	946,588	946,588	5%

Expenditure Report - September 20202				
Budget Category	Budget	September	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	684,204	1,116,845	12%
Fringe Benefits	7,007,311	345,447	576,119	10%
Travel	97,349	0	0	0%
Equipment	0	0	0	
Supplies	1,413,447	12,530	20,642	2%
Contractual	2,048,979	82,069	169,368	8%
Facilities/Property Services	1,271,137	129,512	244,892	24%
Other	519,098	25,693	40,333	8%
Indirect	2,202,095	1,095	58,939	3%
Total	25,221,033	1,280,549	2,227,138	10%
Expenditure Report - October 20202				
Budget Category	Budget	October	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	739,737	1,298,390	19%
Fringe Benefits	7,007,311	451,978	683,067	16%
Travel	97,349	2,850	0	3%
Equipment	0	0	0	
Supplies	1,413,447	67,771	29,531	7%
Contractual	2,048,979	74,874	169,368	12%
Facilities/Property Services	1,271,137	96,586	310,033	32%
Other	519,098	15,858	41,026	11%
Indirect	2,202,095	85,241	58,939	7%
Total	25,221,033	1,534,895	2,590,355	16%

July, August, September and October 2022

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

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

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

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

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

Closing Date 8/22/2022

	5109/5619/5620	5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS - 5251	MIECHV - 5237/8	EHS-CCP - 5113	EHS Expansion - 5110	Totals
Center Supplies	1,555.11	473.34	210.18					\$2,238.63
Computer Supplies	161.09	83.09						\$244.18
Dental/Medical								\$0.00
Education Supplies	962.43							\$962.43
Family Services Supplies	270.72							\$270.72
Health Supplies	205.02	101.94						\$306.96
Kitchen Supplies	19.3	4.45						\$23.75
Office Supplies	277.66							\$277.66
Other Costs						165.92		\$165.92
Parent Activities	109.33							\$109.33
Postage								\$0.00
Pre-Employment	636.48	146.88						\$783.36
Site Repair/Maintenance	2,167.34	65.50						\$2,232.84
Training	4,493.21					125.00		\$4,618.21
Vehicle Costs	975.71	4.95						\$980.66
Utilities	1,157.44	169.03						\$1,326.47
Total	\$12,990.84	\$1,049.18	\$210.18	\$0.00	\$0.00	\$290.92	\$0.00	\$14,541.12

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

Closing Date 9/20/2022

	5100/5101/5102 5109/5619/5620	5119	5120	5251	5237/38	5113	5110	
Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS - 5251	MIECHV - 5237/8	EHS-CCP - 5113	EHS Expansion - 5110	Totals
Center Supplies	13,187.89	2,649.19	47.13	294.15	24.73			\$16,203.09
Computer Supplies	125.57	28.98						\$154.55
Dental/Medical								\$0.00
Education Supplies	4,802.99			107.88		1428.27		\$6,339.14
Family Services Supplies	577.55		187.46					\$765.01
Health Supplies	740.25	170.82				285.03		\$1,196.10
Kitchen Supplies	98.44	22.71						\$121.15
Office Supplies	3,089.21	58.66						\$3,147.87
Other Costs	5,399.62	1,262.25						\$6,661.87
Parent Activities	169.84					64.47		\$234.31
Postage	18.88	2.55						\$21.43
Pre-Employment	189.89	29.20						\$219.09
Site Repair/Maintenance	6,842.72	238.77		405.76				\$7,487.25
Training	6,257.52			11.60		947.00		\$7,216.12
Vehicle Costs	585.00	135.00						\$720.00
Utilities	2,044.24	1116.93	47.41		221.59	77.62		\$3,507.79
Total	\$44,129.61	\$5,715.06	\$282.00	\$819.39	\$246.32	\$2,802.39	\$0.00	\$53,994.77

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

***Child Care reimbursements have a lag time of up to 60 days



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December*

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:

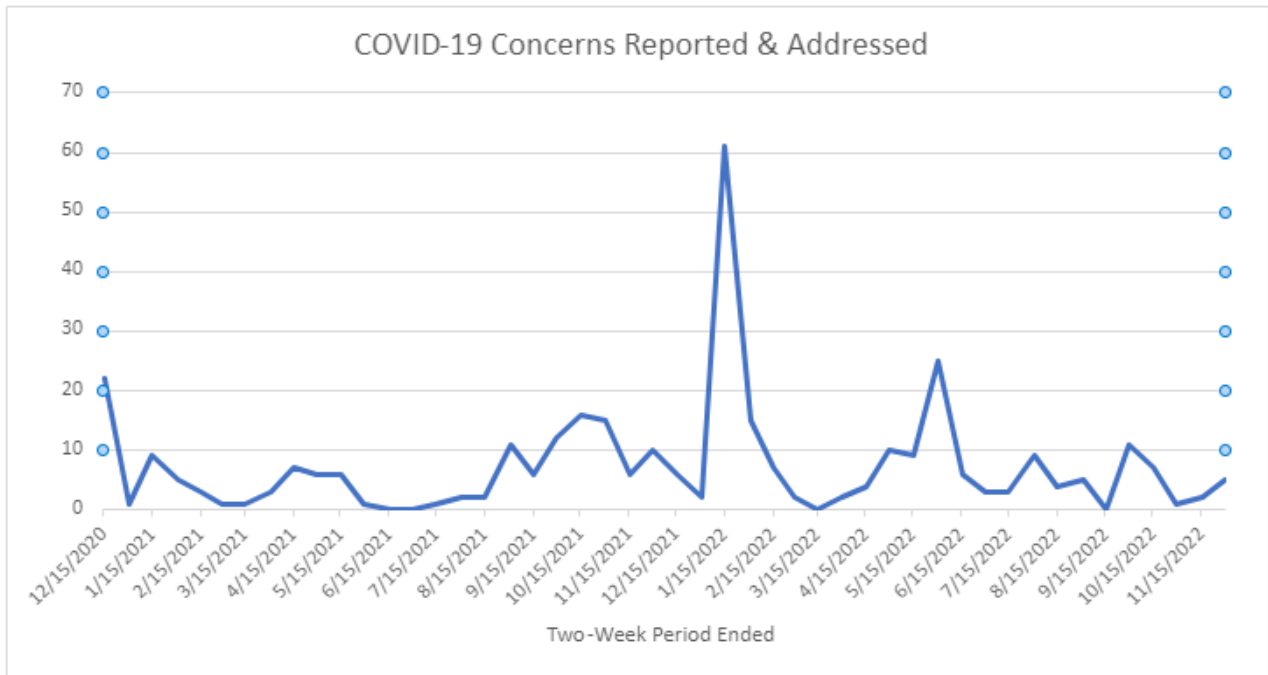
- The number of COVID-19 related reports submitted to the college;
- A quantified rate of responsiveness to these concerns;
- The number of outstanding/open concerns requiring closure; and
- Differentiate internal and external cases and concerns (outbreak tracking) and the Institutional Effectiveness 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
11/15/2022	2	2	0
11/30/2022	5	5	0



NOTES:

Site Control/outbreak information: MHCC has had no outbreaks on campus at this time.

Institutional Effectiveness Council: No recent updates



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: **4.1g**

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

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

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

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

Adult Basic Education, Alternative Education	45,000
Adult Basic Education, Career Pathways	44,840
Adult Basic Education, Teaching Skills that Matter	16,000
<i>Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)</i>	
Cooperative Work Experience, City of Portland	21,397
Cooperative Work Experience, OR Fish and Wildlife	41,500
Cooperative Work Experience, Port of Portland	9,479
Cooperative Work Experience, WA Fish and Wildlife	15,109
<i>Funds to administer the payment of students placed in cooperative education assignments. (State, Other)</i>	
Childcare Resource & Referral, Business Coach Childcare	263,625
Childcare Resource & Referral, Childcare Challenge	235,718
Childcare Resource & Referral, SSA Prof Learning	870,566
Childcare Resource & Referral, SSA Support	350,000
Childcare Resource & Referral, Student Success	420,000
Childcare Resource & Referral, United Way	115,000



Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)

Head Start, Baby Promise	151,200
Head Start, Levy	579,865
Head Start, Levy Gateway	592,747
Head Start, TERC	66,768
Head Start, USDA	804,584
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
National Science Foundation - STEM	607,082
<i>Funds to provide student support for those in STEM program. (Federal)</i>	
OHSU Dental	6,830
<i>Funds to provide clinical and cultural competency training for dental students to prepare them for clinical experiences with HIV positive patients. (Federal)</i>	
Preschool Promise - ECC	291,000
<i>Funds to help to provide an early education navigator position for Early Childhood Education Students. (State)</i>	
Workforce Connections, 1st Generation Student Success	364,116
Workforce Connections, Inclusive Career Advancement PCC	728,701
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)</i>	
Total	6,641,127



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1h

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."

The following have been competitively bid or are exempt from procurement:

<u><i>Vendor Name</i></u>	<u><i>Project Name</i></u>	<u><i>Amount</i></u>
Van Zant Construction	25YD Pool Repair	Increase from: \$350,000 to \$450,000
The Standard	Oregon Paid Leave Insurance Policy	\$400,000

RECOMMENDATION: Approval to award the contract as listed herein



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2022*

ITEM TITLE: 4.1i

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

SUBJECT: CARRY-OVER REQUEST OF FEDERAL HEAD START/EARLY HEAD START UNUSED FUNDS

Carry- Over Request

December 2022

We request the Board's approval to submit a Carry-Over Request of our Federal Head Start/Early Head Start unused funds from grant budget periods 1 and 2 in the total amount of \$3,508,951 to budget period 3, the current fiscal year. The majority of these funds will be used to implement a one-time hiring and retention incentive. A small portion of these funds will be used to do necessary renovations at a new partner location so that the space meets Head Start and Early Head Start performance standards and Oregon childcare licensing requirements. In addition to the approval to submit a Carry-Over Request, we request the Board's approval to submit a request for a non-federal share waiver for these Carry-Over funds.

Student Development
John Hamblin
December 2022

Divisional Updates for November- Student Development Division

A) Teaching & Learning

Accessible Education Services (AES): On 11/21 we presented information to New Faculty in the TLC related to our services, including the accommodation process and having a Q and A session.

B) Educational Programs & Support Services



The Hub Satellite Gallery Presents:
An Exhibition of MHCC Painting Students,
Artist Reception,
Thursday, December 8th
from 11:30am – 1:30pm, light refreshments.

Mt. Hood Community College
Hub hours: Monday, Tuesday, Thursday and Friday 8 a.m. to 5 p.m.
Wednesday 10 a.m. to 5 p.m.



People requiring accommodations due to disability should contact the Accessible Education Services Office at 503-491-6923 or accessible.educ@mhcc.edu. Please call or email at least two weeks prior to event. MHCC is an AA, SDO, Title VI, Title IX, Title II, Section 504, ADA, 50709(SA) Institution. TTY: David.Porteous@mhcc.edu.

MT. HOOD
COMMUNITY COLLEGE

Student Development Update

Thursday December 8th there will be a student artist reception in the Hub from 11:30-1:30 with light refreshments. Painting I, II & III students currently have art displayed in the Hub (some of it is for sale!) and this will be an opportunity for them to share and celebrate their efforts with friends, supports as well as staff and faculty. Two student pieces have already sold!

Office of Student Life and Civic Engagement

- ASMHCC is currently holding elections for the 2022-2023 Student Body President & Vice President. There are two candidates for each position. Students can vote online through December 2nd. Announcement of this year's Student Body President & Vice President will take place on December 6th at 2:30pm in the Student Union. Students can join ASMHCC for pizza and to watch the inauguration of the President & Vice President followed by a social hour to get to know the newly elected members and the rest of the ASMHCC team.
- November 14th - December 16th ASMHCC is hosting inter department a food drive for Barney's Pantry. There are 20 departments competing to see who can bring in the most food for students. As of December 1st at 12pm, we have had over 1,000 pounds of food donated. Currently the Allied Health Department is in the lead with over 300 pounds of food donated. Thank you all for your continued support of the pantry and serving our students.

Community Standards & Care

- In collaboration with the College's Administrative Regulation review and update process, staff involved with the Student Code of Conduct hosted four student feedback sessions in late November and early December. Nikki Barone and Sydney Frost facilitated the sessions to learn students' insights, expectations, and recommendations for updating the guidelines and processes affiliated with the Student Code of Conduct.

Financial Aid

- On Sat., November 5, 2022, the Office of Financial Aid held a College Goal Oregon event in collaboration with OSAC and MHCC's Office of Recruitment. The event provided one-on-one support for FAFSA/ORSAA, Oregon Promise, and other scholarship applications. Financial Aid Advisers and other MHCC volunteers (including bilingual support) were present to serve the 25+ students and their families that came to the event, many of which were from underserved student populations. Refreshments were also provided, courtesy of OSAC.
- On Wednesday, November 9, 2022, two of MHCC's Financial Aid Advisers went to David Douglas High School to assist students and their families (approximately 25+ attendees) with completing their FAFSA or ORSAAs at two different events.
- On Wed., November 16, 2022, a Financial Aid Adviser assisted with a FAFSA/ORSAA event at Reynolds high school in the evening with approximately 10 attendees.

Student Development Update

C) Organizational Structure, Systems, & Processes

- On Tues., November 15, 2022, representatives from the Oregon Department of Veterans' Affairs (ODVA) came onsite to the Veterans Service Center (VSC) to conduct a visit and audit of activities and progress on grant objectives for the ODVA Campus Veteran Resource Center Grant. The VSC successfully met the checklist of items under review and received a comment of "awesome."

E) Community Connections

- On Wed., November 2, 2022, the Career Planning & Counseling Center, in partnership with the Veterans Service Center, hosted the Fall Career & Resource Fair with an emphasis on employers and community resources serving Veterans. Over 150 students & community job seekers attended.
- On Sat., November 5, 2022, the Office of Financial Aid held a College Goal Oregon event in collaboration with OSAC and MHCC's Office of Recruitment. The event provided one-on-one support for FAFSA/ORSAA, Oregon Promise, and other scholarship applications. Financial Aid Advisers and other MHCC volunteers (including bilingual support) were present to serve the 25+ students) that came to the event, many of which were from underserved student populations. Refreshments were also provided, courtesy of OSAC.
- On Wednesday, November 9, 2022, two of MHCC's Financial Aid Advisers went to David Douglas High School to assist students and their families (approximately 25+ attendees) with completing their FAFSA or ORSAAs at two different events.
- On Wed., November 16, 2022, a Financial Aid Adviser assisted with a FAFSA/ORSAA event at Reynolds high school in the evening with approximately 10 attendees.
- On Wed., November 10, 2022, the Veterans Service Center hosted a pre-Veterans Day Pizza Party to create space for veterans within our campus community to connect and be recognized by staff, faculty, and students for their service. Over 80 people stopped in throughout the afternoon's festivities.

Instruction

Al McQuarters

December 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.

- The Mathematics department hosted two presentations in the *Infinite Enrichment Series*. On November 3rd, Jon Spindor gave a presentation entitled, “The Triangle Problem”, and on November 17th, Gina Shankland hosted a viewing of the movie “A Trip to Infinity” and conducted a discussion after the film was over. The presentations drew staff, students, local teachers, and members of the community.

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.

- In collaboration with Barney’s Pantry, the Mt. Hood Baseball team along with full-time faculty member Amanda Shelton assisted with passing out turkeys and other meal items to students as part of the donation from Crowd Cow. Additionally, the Mt. Hood Men’s Basketball team recently assisted with Barney Pantry by stocking the shelves with food items for students.

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.

- Ibrahim Alhussain (Mt. Hood Small Business Development Center Director) participated in the Portland Small Business Development Center’s monthly GrowthWheel discussion to identify how the tool can support clients in need of business development and growth.



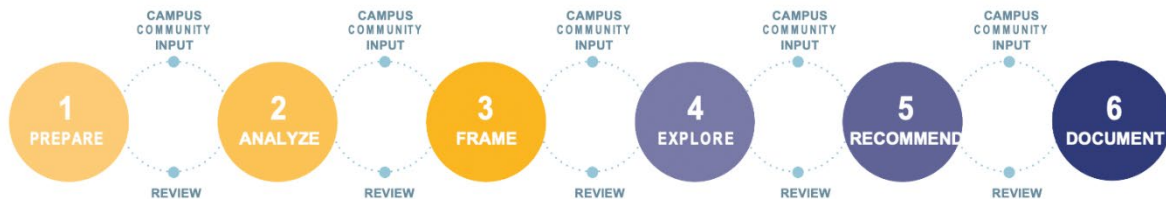
Instruction Update

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



Organizational Structure, Systems & Processes:

C.3: Consistently use the equity lens tool to continuously embed equity principles into the College’s systems and processes.

- The Library staff worked with District Communications to update student and staff ID cards and added optional field for pronouns.

C.6: Seek additional funding through a variety of potential revenue sources such as a local bond measure, grants, and philanthropic and industry funding and support to implement the objectives defined in this Strategic Plan.

- Integrated Media was invited to join the NBCU Academy, whose goal is to train students from historically underrepresented backgrounds to become media professionals. In addition to content, resource, and mentoring, we will receive \$100,000 for scholarships.

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.

- Janet Campbell, Political Science Instructor, is presenting the final political science forum of the term, “Conference of the Parties to the United Nations Framework Convention on Climate Change (COP27).”
- The Humanities Division presented the first Mouths of Others event, featuring writer Tina Ontiveros.

Instruction Update

- The Speech/Communication department presented: COMM-Talk: Winter 2022 Episode 3 – “Fearing Your Audience.” Featuring Portland’s own comedian, G Wade.

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

- MHCC Workforce Navigators at the Rosewood Initiative and at other community partner organizations in Gresham and East Portland continue to provide and teach job skills, resume writing, discuss MHCC career pathway programs and recently the Navigators offered Metrix online learning to multi-lingual communities and historically excluded communities.

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

- State Librarian Wendy Cornelison visited the MHCC library on November 2nd. Led by Lori Wamsley, faculty librarian, and chair of Oregon state library board.
- Dr. Wayne Machuca, Cybersecurity Instructor, represented MHCC at the Cybersecurity Collaboration Forum on the keynote panel discussion. The topic was “Developing Next Generation Talent” and included, Gary Johnson, Associate CIO with the State of Oregon, Charlie Kawasaki, Leadership Board Member, and Kristin Del Rosso who is a senior project manager with Sophos, one of the sponsors of the Forum.

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

- The Accessing Union Apprenticeship event in early November drew a crowd of 120+ educators, administrators, and staff of community-based organizations to learn more about this lucrative training option. The attendees participated in hands-on workshops, heard from a panel of apprentices and pre-apprentices, and speakers talking about best practices.

Administrative Services

Jennifer DeMent

December 2022

Update on Comprehensive Campus Facilities Plan:

- The review committee received three proposals in response to the request posted on Oregon Buys. A cross-functional team of ten members scored proposals and held in-person interviews were completed with the proposers on 11/30/22. Reference checks are underway for the selected vendor then Purchasing will post a notice of intent to award.

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.*

- Representatives from IT and Instruction attended a **CyberRisk Leadership** Exchange conference in Portland. It provided an opportunity to connect with various business partners and obtain feedback on what business leaders are looking for when hiring cybersecurity team members. Wayne Machuca (Cybersecurity faculty) did a great job on a panel expressing the feedback we need from the business community to strengthen our program offerings.

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.2: *Create a structural framework for equity to be a part of the student and employee experience throughout the life cycle.*

- As part of the **Future of Work** effort, Human Resources created a tool and reviewed it with managers to support them in discussions with their employees regarding hybrid and flexible work.
- Human Resources has been preparing to implement the new **Oregon Paid Leave Law**, which goes into effect in January 2023. HR is proposing contracting the administration of this program out.



Administrative Services Update

- The **Labor Relations** team has received demands to bargain from and is negotiating Memoranda of Agreement related to COVID-19 with the Full-Time Faculty Union, the Part-Time Faculty Union, and the Classified Employees Union, in addition to bargaining with the Full-Time Faculty for a successor agreement.

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

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

- The team added additional code and content types to the new Content Management System (CMS) which will launch with the **new website**. These will assist with migrating individual websites (outside of the mhcc.edu domain) to the standard MHCC website platform.
- A Site Improve usability plugin was installed on the **college website** (mhcc.edu), giving us access to more data about the domain such as heat maps, click maps, and scroll maps, to identify improvement areas.
- The **MHCC Website Redesign** project is going well; There is good collaboration between MHCC's Project Manager and MAC's project manager. The Discovery Phase is complete.

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

- **Dental Hygiene Clinic remodel** – Facilities is working with the contractor, Brockamp & Jaeger, on the start of construction mobilization. Parking lot H has been coned off and will support the project as a laydown area for project activity. Equipment and finish selections, ordering, and timeline review are underway. There have been no significant changes or delays in the timeline or materials.
- **Mechatronics project grant** - Construction work is complete in AC 1271/1277 and is pending final inspection by the City of Gresham. Information Technology is wrapping up work on the projector and screen. Once these two items are complete, the project will be 100% complete.

Administrative Services Update



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.*

- Information Technology updated the **Limited and Restricted Entry** portlet for the Ford ASSET, Nursing, and Respiratory Care programs providing an **improved experience and consistency**.
- Human Resources took initial steps to update the HR website, including updating contact information, the organizational chart, and the non-represented professional development request form and routing.

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** - The review committee received three proposals in response to the request posted on Oregon Buys. A cross-functional team of ten members scored proposals and held in-person interviews were completed with the proposers on 11/30/22. Reference checks are underway for the selected vendor then Purchasing will post a notice of intent to award.

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.*

- IT migrated a **software distribution** tool used in the Mac/iOS environment to a cloud-based solution, providing better security and making it more efficient to fix offsite software issues. Additional software updates include migrating and consolidating the Autodesk licensing server for **Mechatronics and Game Design**. This project involved

Administrative Services Update

updating over 150 lab machines to continue using their instructional products. The team also updated the **Piano Lab** Vectorworks licensing due to an issue with a bad vendor-provided software patch and updated multiple Adobe products in six Mac labs for **Integrated Media** due to a bad version causing problems for these labs.

- **Cyber-Security – Recap of risks identified and/or blocked for October:**
 - o 34 MHCC account alerts required manual review
 - Ten false positives or failed attack attempts
 - 24 needed password changes and their O365 sessions were revoked (confirmed suspicious activity)
 - o Email:
 - 11,945 instances of phishing blocked
 - 48,991 instances of Spam blocked
 - 13 instances of email malware blocked (1 was an attachment, the remainder (12) 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.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 Business Office worked with other departments in the College to compile the fiscal year ended **2022 annual comprehensive financial report**, which captured the District's financial and operating results, including many accomplished initiatives to serve students and communities better and offer transparency.
- Carrie Shultz, a **site manager with CDFS**, was elected to the Board of the **Oregon Head Start Association** to help represent staff from all MHCC Head Start and Early Head Start programs.

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

- Head Start/Early Head Start elected new **Policy Council members who represent the diverse community we serve**. Policy Council members are all program parents and community members.

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

- In partnership with D3, all the children at all Head Start/Early Head Start sites and most home-based **children received dental screenings**. They also received fluoride treatment with parental consent.

College Advancement and District Communications

Al Sigala

December 2022

Website Development

We have completed stage one of the new site development and have reviewed findings and the recommendations for a new site. Among the recommendations are:

- Improve site search functionality
- Inventory all 3rd party systems to see what is necessary
- Organize the structure of the site to match that experienced by the user
- Reduce number of links in the top navigation dropdown menus
- Implement consistent wayfinding tools
- Improve the application and course registration process
- Implement a global language translation solution

These are just a few of the recommendations. We have also begun work on a communications plan, including identifying key content editors from area departments who will work to update/revise their web pages.

Teaching and Learning:

District Communications partnered with instruction to promote the free course, HD 130, Introduction to Careers: Applied Technology. The effort included paid online and print advertising.

Social media ads were also placed for our Career Pathways efforts, Community Education offerings and the Veteran's Services Career Fair.

A campaign was also initiated to promote the new part-time Machinist Certificate which included paid advertising.

Education Programs and Support Services:

We received final confirmation of the new partnership with NBCUniversal, which will result in scholarships for Integrated Media students, as well as provide curriculum resources. We will now work with NBCUniversal on a promotional effort and official announcement scheduled for January.

Scholarship reviewers completed their work in reviewing 190 applications for this second round of scholarship awards for this current academic year. This effort redistributes funds that were returned or unused.

The Custom Viewbook has been completed and we are looking at a possible launch in January or February. We have started the testing stage of this effort before it is released to students.

College Advancement and District Communications Update

Organizational Structure, Systems, & Processes:

Several interviews were held for the position of Visual Design Strategist with the hiring committee successfully choosing one finalist. The position was offered and accepted to graphic designer currently working for the University of Nevada Reno. Colby Sunderland will start with the college in January.

Four excellent candidates were interviewed for the Associate Vice President of Marketing and Communications position. The committee has decided to invite two finalists to come to the college for an in person interview the first week of December.

Facilities and Technology:

District Communications worked with facilities in designing and installing a new Student Union sign outside of the area. It will assist with highlighting the location of what we call the students living room.

DC also assisted in brightening the student HUB by printing and installing photos in the main entrance area.

Community Connections:

November means the kick-off or end-of-year giving campaign. This included three ads in the Gresham Outlook: Tax-Wise Giving, Giving Tuesday and the first of two Give Local feature articles paired with an appeal ad. The second Give Local feature and ad will run in December. We also mailed the Annual Report, Thanksgiving card, and Winter Reception invitation to donors and stake holders. Much of the planning for the December 7th Winter Reception and attendance management occurred in November.

Veterans Day was very special for the Foundation this year. The Kralj Family Endowed Fund for Veterans was established with a \$26,869 donation from Mark Kralj. And Veteran Bill Miller, MHCC class of 1969 became our newest Heritage Society member, dedicating half of his estate to establish a scholarship for Veterans.

The Winter edition of the College + Community was mailed out to all residences within the district. It features several of our great programs as well as community education possibilities.