



## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on February 15, 2023, 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.

**Join Zoom Meeting:** Please click this URL to join.

<https://mhcc.zoom.us/j/99715200273?pwd=QllyTDJSM3orZUFJSmhEQStIVGRmUT09>

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

Webinar ID: 997 1520 0273

Passcode: 138967

### AGENDA SESSION 1078

- |                |            |   |                                  |
|----------------|------------|---|----------------------------------|
| <b>6:30 pm</b> | <b>1.0</b> | <b>CALL TO ORDER / DECLARATION OF A QUORUM</b>  |                                  |
|                | 1.1        | Approval of Agenda  |                                  |
| <b>6:35 pm</b> | <b>2.0</b> | <b>PUBLIC INPUT</b>   |                                  |
|                |            | <i>Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or by using the "Hand Raise" feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled "More". If you join by phone, please press *9 to raise your hand. Please clearly state your full name, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to <a href="mailto:Presidents.Office@mhcc.edu">Presidents.Office@mhcc.edu</a> no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.</i> |                                  |
| <b>6:50 pm</b> | <b>3.0</b> | <b>REPORTS</b> (10 min report & 5 min Q & A)  |                                  |
|                | 3.1        | Correspondence  | Lisa Skari                       |
|                | 3.2        | Strategic Enrollment Management Report  | John Hamblin                     |
|                | 3.3        | Facilities Pool Update  | Andrew Jackman<br>Charles George |
|                | 3.4        | Budget Update   | Jennifer DeMent                  |
| <b>7:40 pm</b> | <b>4.0</b> | <b>BUSINESS / ACTION</b>  |                                  |
|                | 4.1        | Consent Agenda: Approvals & Information   |                                  |
|                |            | a) Minutes – Board Work Session 1076, January 04, 2023  |                                  |
|                |            | b) Minutes – Board Regular Session 1077, January 18, 2023   |                                  |
|                |            | c) Monthly Personnel Report   |                                  |



- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Dental Remodel Change Order

- 4.2 Board Policies Chapter 1 & 2 Review & Approval Andrew Speer
  - Second Reading of Board Policy 1200 – Mt. Hood Community College Mission
  - Second Reading of Board Policy 2432 – President Succession
  - Rescinded Policies

- 4.3 CTE Month Resolution Lisa Skari

- 7:55 pm** **5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*
- 5.1 Legislative Session Update Annette Mattson

- 8:10 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

- 8:35 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, March 15, 2023.*

*Individuals requiring accommodations due to disability should contact Accessible Education Services at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu)*



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

February 7, 2023

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 February 2023

We are well on our way into Winter Quarter, and things are looking positive. We continue to see our enrollment show gains, and are pleased with the number of new students. Campus is busy, not only educating and supporting our students, but also through operational improvements that will make us stronger.

We have just wrapped up our annual unit planning process, with departments aligning their workplans for next year with our strategic plan. While there will be a few tweaks once the budget is finalized, we have a good picture of the work planned. It has been motivating to see what departments are doing to move us closer to achieving our five-year goals. Over the next month we will be reviewing budget requests to see what investments can advance the work.

The unknown at this point is what will happen with our budget. Work is wrapping up on the review of the Community College Support Fund formula. In addition, the Governor's recommended budget shows a six percent increase, which is three points below the Current Service Level put forth by the Department of Administrative Services. Historically, the Governor's budget has been the low bar, but there is uncertainty in the air with all the needs facing the state around homelessness, housing, and transportation. All this makes our budgeting process a bit more challenging this year, and if we don't see movement in the state budget, we will be effectively looking at an overall cut.

The framework for the Community College Support Fund formula may be decided this month, with rulemaking set for the end of the year. Jennifer DeMent, Vice President of Finance and Administration and I have represented MHCC on the Taskforce and Workgroup, and will bring back a presentation once we have a clearer picture of the direction it is headed.

In an effort to stabilize and grow our tuition revenue collection, numerous initiatives are taking place across campus. I had the pleasure of joining Dr. Hamblin, Vice President of Student Development, Matt Farina, Director of Advising, and Dawn Sallee-Justesen, Director of Enrollment Services at the *Bringing Adults Back* convening in Washington D.C. in January. MHCC is one of six colleges nationally to be working with New America on this project, which will culminate in a playbook to be used by other community colleges working to reengage and reenroll adult students. It was helpful to hear how the colleges in Louisiana and Illinois are experiencing some of the same challenges we are, and inspiring to learn many of the recommendations offered are strategies we have are or implementing.

### **Annual goal update**

#### *Community engagement*

The community update presentation is being finalized and will be ready for the city council and chamber meetings that begin at the end of the month.

#### *Diversity, equity, and inclusion*

Work on the ACCT Diversity and Equity audit continues.

#### *Strategic planning*

Departments have completed their unit plans for the 2023-24 academic year, which are aligned to our Strategic Plan. As we develop our budgets, new funding requests must advance plan objectives, and next month we should be able to report on how our budget is aligning with our plan.

#### *Accreditation*

The first draft of the Year Seven Self Study is finished, and is currently out for review. We are currently exploring holding a mock accreditation visit in May to help us prepare for the October 2023 visit.

#### *COVID-19*

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

In closing, we remain hopeful our enrollment trend will continue into the spring, and our improved retention rates follow suit. We need to keep our focus on the budget discussions in Salem, as our hard work on growing enrollment can be easily undone by funding that is not equal to or greater than our projected current service level. It isn't easy work, but it is important, and rewarding work, and I appreciate all that you do.

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

<i>Jan 3</i>	<i>Oregon Community College Association (OCCA) Legislative Committee meeting</i>
<i>Jan 4</i>	<i>Meeting with Elizabeth Ellison (Portland Business Alliance)</i>
<i>Jan 5</i>	<i>Oregon President's Council (OPC) meeting</i>
<i>Jan 9</i>	<i>OPC Strategic Innovations Workgroup meeting</i>
<i>Jan 10</i>	<i>Commission on Dental Accreditation Review Committee meeting</i>
<i>Jan 11</i>	<i>OPC Bachelor of Applied Science (BAS) Subcommittee meeting</i>
<i>Jan 11</i>	<i>Meeting with Representative Nelson</i>
<i>Jan 12</i>	<i>CCSF Funding Taskforce meeting</i>
<i>Jan 12</i>	<i>Meeting with Superintendent Hiu, Gresham Barlow School District</i>
<i>Jan 13</i>	<i>CCFS Formula Review Workgroup meeting</i>
<i>Jan 17</i>	<i>Greater Portland Inc. (GPI) Market Insights Event</i>
<i>Jan 18</i>	<i>Senator Wyden Multnomah County Town Hall</i>
<i>Jan 18</i>	<i>MLK Day event: Remembering and Truth-telling as Liberatory Practice</i>
<i>Jan 19</i>	<i>ASMHCC Legislative Breakfast</i>
<i>Jan 19</i>	<i>MHCC Board of Education regular meeting</i>
<i>Jan 19</i>	<i>CCSF Funding Taskforce meeting</i>
<i>Jan 19</i>	<i>Meeting with Directors Speer and McKeel</i>
<i>Jan 19</i>	<i>Presentation to the Portland Business Alliance Leadership Summit</i>
<i>Jan 24-25</i>	<i>New America's Brining Adults Back Convening</i>
<i>Jan 26</i>	<i>CCFS Formula Review Workgroup meeting</i>
<i>Jan 30</i>	<i>Meeting with Eli Bliss, Legislative Assistant to Congressman Earl Blumenauer</i>
<i>Jan 30</i>	<i>GPI Higher Education Consortium meeting</i>
<i>Jan 30</i>	<i>Oregon Public Broadcasting (OPB) Board Human Resource Committee meeting</i>
<i>Jan 31</i>	<i>All Hands Raised Partnership Council meeting</i>
<i>Jan 31</i>	<i>OCCA Legislative Committee Meeting</i>
<i>Jan 31</i>	<i>Meeting with Kaiser Permanente</i>

### ***Select Media Mentions***

Oregon in a good position to compete for federal semiconductor money, legislators hear  
<https://oregoncapitalchronicle.com/2023/01/19/oregon-is-in-good-position-to-compete-for-federal-semiconductor-money-legislators-hear/>

First Round of Future Ready Oregon "Workforce Ready Grants" Expand Community Partnerships and Innovative Solutions  
[https://content.govdelivery.com/bulletins/gd/ORHECC-343fea6?wgt\\_ref=ORHECC\\_WIDGET\\_3](https://content.govdelivery.com/bulletins/gd/ORHECC-343fea6?wgt_ref=ORHECC_WIDGET_3)

NBCU Academy Celebrates Two Years with 15 New Academic Partners, reaching 45 Schools Nationwide  
<https://www.nbcuniversal.com/press-release/nbcu-academy-celebrates-two-years-15-new-academic-partners-reaching-45-schools>



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.1a

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

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**SUBJECT: APPROVAL OF MINUTES – January 04, 2023**

### Session 1076

A meeting of the Mt. Hood Community College District Board of Education was held on January 04, 2023, 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, Kenney Polson, Marie Teune, ShaToya Bentley

Additional Attendees: Lisa Skari, president, Traci Simmons, associate vice president, Diversity, Equity, and Inclusion

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

#### 2.0 BUSINESS

##### 2.1 OCCA Intersection of Data and Equity Presentation

Traci Simmons provided a presentation on Shared Equity Leadership with a focus on diversity, equity and inclusion (DEI) definitions, defining the role of the Board of Education in advancing DEI, DEI Work and the MHCC board, the framework of shared equity leadership, the structure of shared equity leadership, and exploring what is possible.

Noriega commented that the representation of diversity at the college is growing, but is not sure if we fully represent the community that we serve, although we have been growing the past five to ten years, we may not be as diverse as our community, but with respect to our student body we are very diverse. Mattson included that in terms of proportionality, we have a greater percentage of students of color than there are people of color in the district we serve. She also stated faculty are predominately white, but that the college has made progress with staff and administration, Head Start, and tenured faculty. Simmons mentioned it's a difficult one for every organization in higher ed, especially those with tenure, which is something that has been called out in the college's Strategic Plan. She is currently working with Dr. Al McQuarter's on putting some structural things in place and



she commented that tenure itself is a structural barrier to faculty diversity. McKeel asked, if our students, from different backgrounds, are encouraged to ask questions to get support, and in the role of a board member, how do we know that and how do we assess that? Simmons responded saying that these are the right questions to be asking, including how are we defining student success and what data (examples: qualitative, the student voice) are we using to define that, who is being served and who is not being served, and what data do we need to be able to assess how we are doing?

Simmons discussed that by creating an equitable environment where the college is really thinking about and responding to the needs of individuals and providing what they individually need, as opposed to giving everyone the same thing across the board, is what will create an environment where everyone can thrive. She posed the question, as practitioners and Board members, do we understand the two concepts of equality and equity as being different?

Speer followed up commenting that the Board has a good understanding and grounding in these concepts, and that he sees change happening, however, as discussed earlier in the presentation, without being on campus and seeing what is happening, there may be gaps that are being missed.

Bentley commented on her experience as a student of MHCC and what she was hearing and seeing, and asked how are we doing as an organization in terms of passing along information and resources offered besides just posting it around the college? Noriega stated that she was unaware if the college has the benchmarks or data points that would indicate whether students are getting what they need and asked are we being successful and meeting the needs of students where they are? Noriega and Mattson discussed special programs like TRIO and the effectiveness of those programs for students. Mattson inquired, how do we ensure our programs remain in place and that they are serving the students who need them, to allow us to work towards equity? Simmons responded saying that federal regulations (example: affirmative action) typically are based on equality not equity and that will continue to be an issue, until it is addressed at the federal level. Noriega brought up the point that students are being excluded because of basic things like the cost of higher education and living (housing, childcare, transportation) which can impact a student's ability to even get the chance to go to college and those issues are of concern and often overlooked.

Mechanisms were identified by the group, to assist in moving this work forward, including involving the budgeting process, looking at the data we are tracking and how that relates to the Presidents goals, setting and tracking measurable goals relevant to DEI, ensuring all policies are being employed using the equity lens, recognizing status quo as a barrier, conducting surveys to measure desired data, and making sure to use the equity lens every time when working with the Strategic Plan, accreditation, and desired outcomes.

Relationships were identified by the group, to assist in moving this work forward, including, engaging with students in a different way (having a student on the board or serve in an advisory-type capacity, inviting students to come to board meetings) in order close gap (disconnect) between the Board and students, and considering stakeholders, and important college staff (example: vice presidents) in the work. Mattson mentioned that there are legal responsibilities that the Board has in regards to students voting, in terms of Oregon Law, and that further legal counsel would be advised if this was being considered. Bentley asked how students are being notified with regards to board meetings and



how they being communicated with in general? How are we capturing the experiences of students and how could we turn that into policy reform?

Speer recommended moving the rest of the discussion, related to the presentation, to the February 2023 retreat, due to the conversation moving into the action phase.

A copy of the PowerPoint presentation is attached to the minutes.

2.2 Presentation Follow-up Discussion

The follow-up discussion for the presentation was moved to the February 2023 Retreat.

2.3 Ch 1 and 2 Policy AR Review

The board conducted the first reading of the board policies in Chapters 1 and 2 and discussed placing each policy into one of three categories: move forward as is; move forward with revisions; postpone. There was also a discussion of board policies that will be moved forward for rescinding and an update given regarding the administrative regulation review process for Chapter 2 – Board of Education.

Lisa Skari prefaced the discussion by stating that she had anticipated council feedback would be received by January 1, 2023, however, she realized feedback was actually requested by January 11, 2023, therefore some feedback may still be coming in on these policies, that will come at the second reading.

a) Board Policies – Chapter 1 and 2

Chapter 1 – The College

Board Policy 1200: College Mission– moved forward as is.

Chapter 2 – Board of Education

Board Policy 2432: President Succession– moved forward as is.

b) Board Policies to be rescinded

1040	The People and Their Community College		Rescind – covered in BP 1200 and BP 5010
1065	Audit Committee		Rescind – covered in BP 6400
9082	Board Governance		Rescind – covered in current BP 2200
9120	Board-President Relationship		Rescind – covered in BP 2430 and president’s contract
9140	Advisory Representatives to the Board		Rescind – covered in AR 2510
9160	Consultants to the Board		Rescind – covered in BP 6340

There was consensus to move the board policies forward for rescension.





c) Administrative Regulations – Chapter 2 – Board of Education

Skari provided an overview of the Administrative Regulation AR 2110 for Chapter 2 related to board policies. Skari will send the AR to the President’s Cabinet for approval.

2.4 Board Community Engagement

Diane McKeel shared an overview of the community engagement efforts planned for 2023 with a focus on presentations to chambers of commerce in the areas of Gresham, West Columbia Gorge, and Sandy and the city councils in the cities of Gresham, Troutdale, and Wood Village. There will also be a presentation given to the MHCC’s Foundation Board. The next step is to solidify and schedule dates and prepare the presentation. Board members volunteered to present at chamber of commerce, city council and MHCC foundation board meetings:

- Gresham Chamber, May 16, 2023- Lisa Skari, Andrew Speer, Annette Mattson
- West Columbia Gorge Chamber, March 1, 2023-Annette Mattson, Diane Noriega
- Sandy Chamber-Date and presenters still to be determined; waiting on the city to report back on a preferred date; Noriega and Teune indicated they would reach out to assist in securing.
- City of Gresham, March 14, 2023- Andrew Speer, ShaToyia Bentley
- City of Troutdale, March 14, 2023- Andrew Speer, Diane McKeel
- City of Wood Village, February 28, 2023- Diane Noriega, Annette Mattson
- MHCC Foundation Board, January 25, 2023- Lisa Skari, Diane McKeel

2.5 Other Business

Annette Mattson asked if Traci Simmons was still doing the Friday Food for Thought and Simmons confirmed stating it would be restarting Friday, January 6<sup>th</sup>, 2023.

3.0 ADJOURNMENT

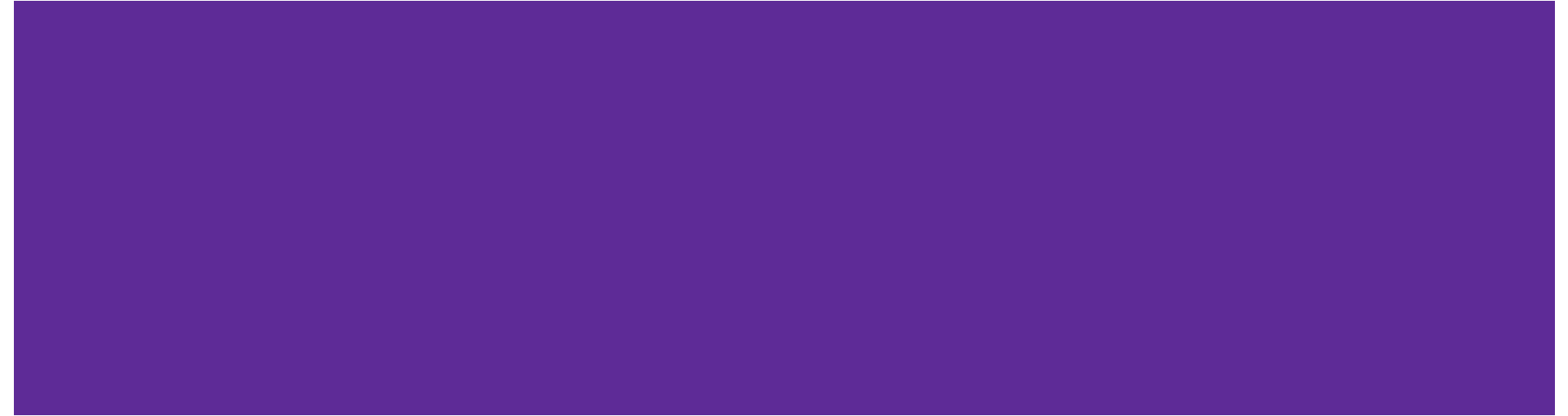
The work session was adjourned at 7:55 p.m.

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

# Shared Equity Leadership

The Role of the Board of Education



# Group Agreements

Be mindful

Stay engaged

Step Up, Step Back

Use 'I' statements

Consider impact vs. Intent

Be honest and vulnerable

Listen to understand

Avoid assuming the intent of others

Offer grace

Suspend blame, shame, guilt, fear,  
and denial

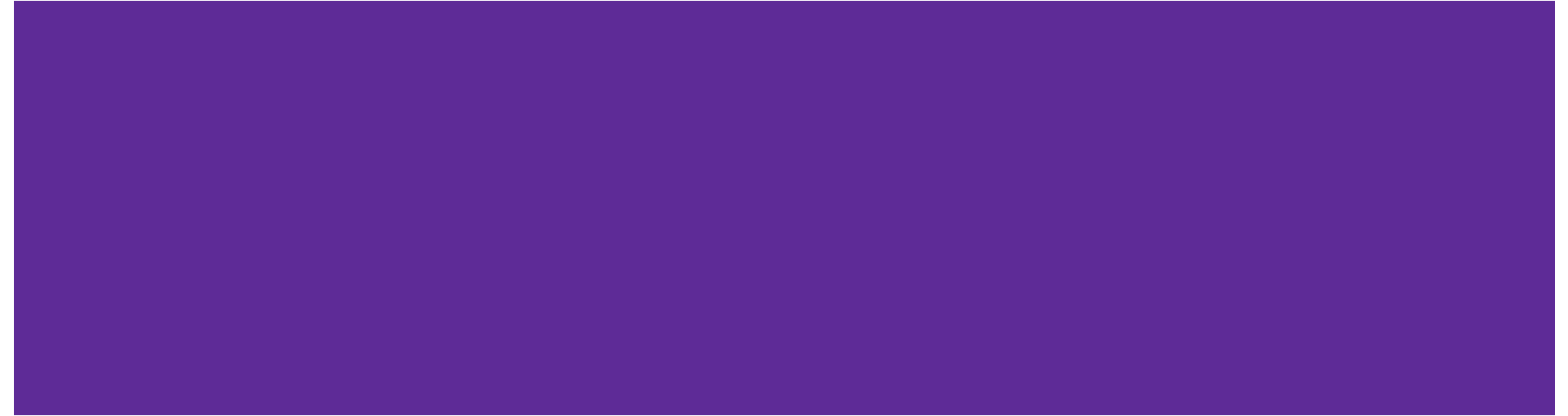
Confidentiality

Accept non-closure

# Agenda

- DEI Definitions
- Defining the Role of the Board of Education in advancing DEI
- Retrospective: DEI work and the MHCC Board
- Brief Overview:
  - Framework of Shared Equity Leadership
  - Structure of Shared Equity Leadership
- Exploring what's possible

# Definitions



# Diversity



# Diversity Considerations

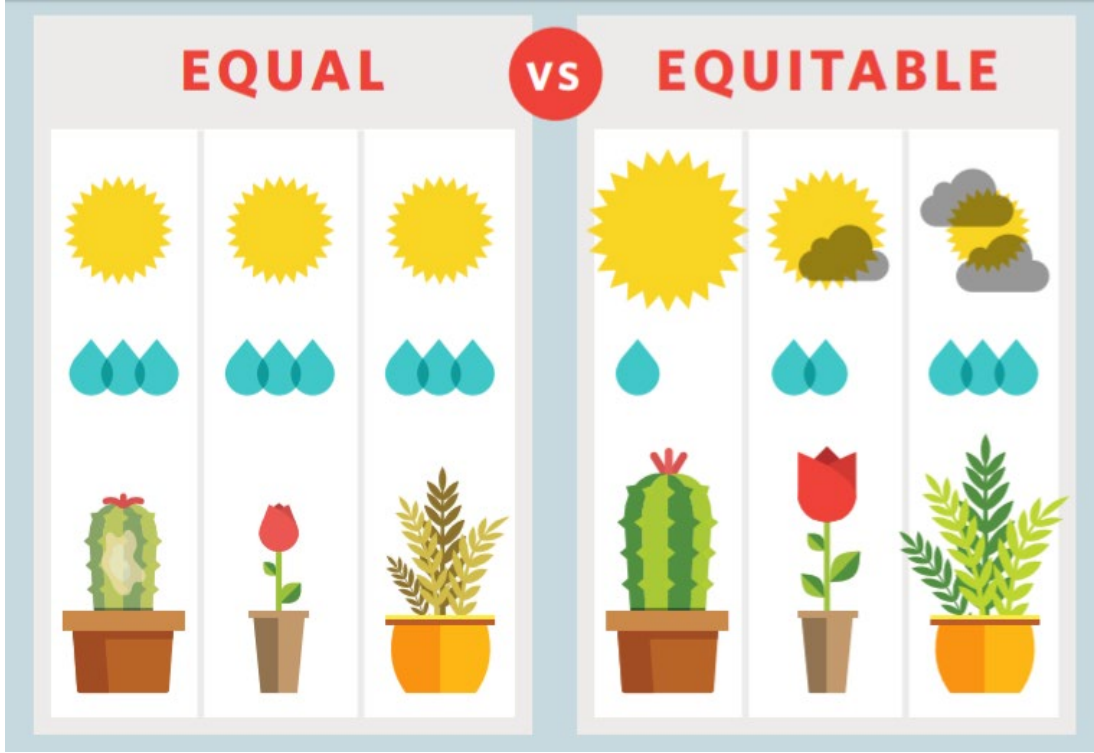
Does the college have diversity represented? (think ACCT Equity Agenda)

Are students from different backgrounds encouraged to ask questions and get support?  
(language, ethnicity, gender/gender expression, ability, etc.)

Does the diversity of the workforce and board match the diversity of the student body?  
How about the surrounding community?

Is your definition of diversity expansive?

# Equal vs. Equitable





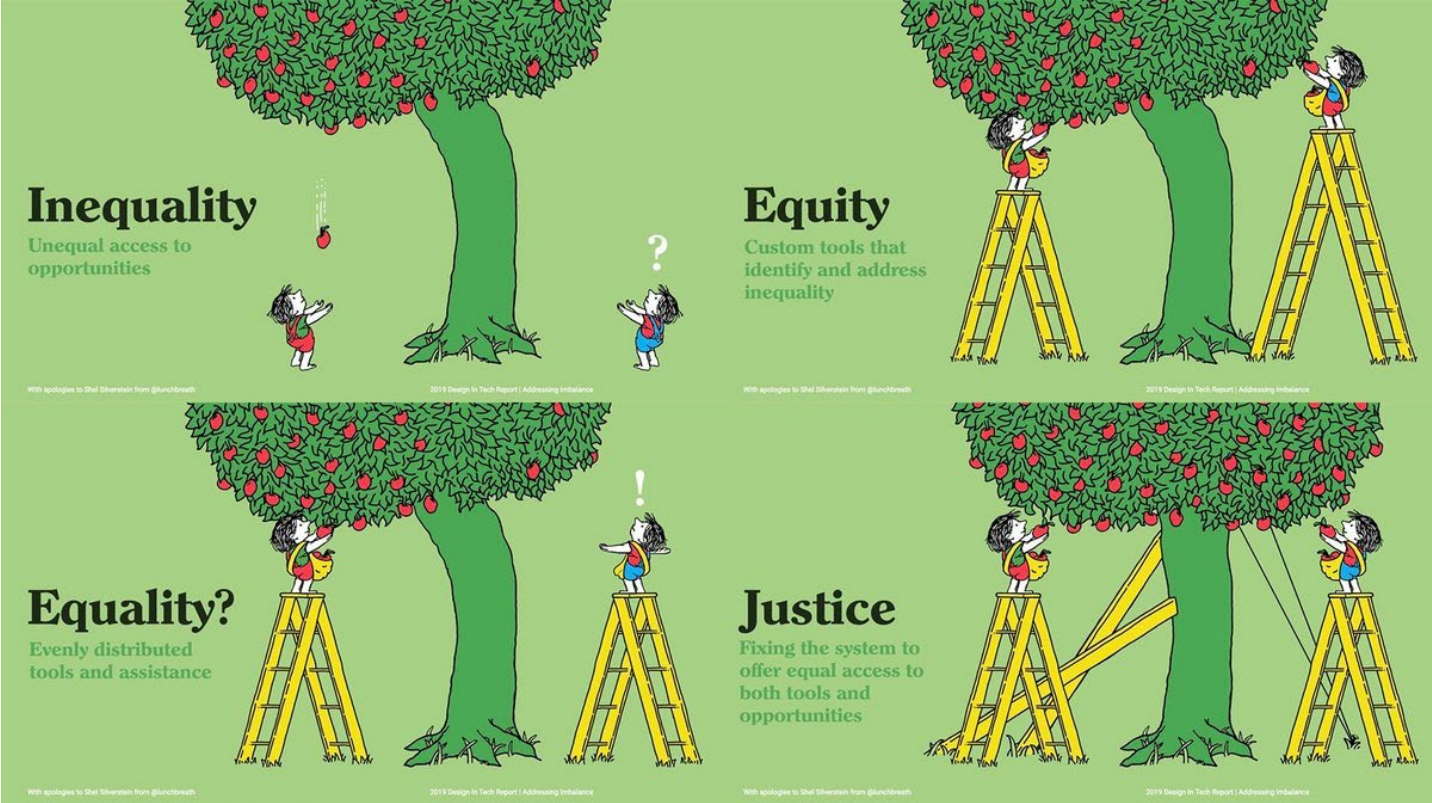
# Equity vs. Equality Considerations

Do people have a fully fleshed understanding of the complementary aspects of these two concepts without conflating them?

Is it clear that people need to be treated as perfectly imperfect beings, but not necessarily be given the exact same resources?

Unconditional positive regard is a great tool for equality.

# Equality, Equity, and Justice



# Considerations

If we focus solely on equality, we never address historical harm

If we focus solely on equity, we will always need to provide resources to those historically excluded and marginalized

If we focus on both and fixing systems, we will make a better future and create the conditions for all people to thrive

# Inclusion



# Considerations

Sometimes we want to discuss inclusion without examining ways we/higher education have/has been structured around exclusion

Inclusion is more than having a seat at the table, but rather having a voice that is listened and responded to

# Belonging



# What is the role of the Board of Education to advance DEI?

- What mechanisms and levers can be utilized?
- What relationships will need to be engaged?
- What may present as barriers to success?
- How will the board know if their efforts are successful?
- What data will be needed to assess progress?

Pair share 10 minutes

# What is the optimal structure for the Board of Education to advance DEI?

- What is the current structure?
- What should we be working towards?
- What will need to happen for that to work?
- What are some barriers to success?



# Celebrating the Wins

- Board Approved Equity Lens Tool
- Continued affirmations and action planning to address racialized/marginalized/minoritized groups (LGBTQ+, Black Lives Matter)
- 2021 Charles Kennedy Award winners
- Investments in Student Basic Needs
- Equity-Centered Strategic Plan



# Where to go from here?

What is next to continue moving this work forward at the board level???

What is possible?

How will you ensure from your 50K ft view that the equity-centered strategic plan is implemented?

# ACE Framework of Shared Equity Leadership (SEL)

## Overview:

- For equity to be effectively advanced in a complex organization each member of the organization must have responsibility for advancing equity (micro/macro)
- Structure of Shared Equity Leadership must be conducive to whole organization engagement for transformational change
- There must be accountability measures in place to ensure the strategic equity goals are accomplished (ie. progress made)

# Next Up: What does accountability mean to you?

What does it mean for your leadership?

How do you help others understand their responsibility for SEL independent of role and positionality?

How do you currently hold the people on your team accountable?

# Reframing Accountability

- How did accountability become a dirty word?
- What structures in higher education have historically been in place with regard to accountability?

Pair share 6 minutes

# The relationship between responsibility and accountability

What is the difference of these two concepts?

And how do they interact?

**What are historic and contemporary barriers to accountability?**

# What are historic and contemporary barriers to accountability?

- Bargaining agreements
- Exclusion
- Framing
- Detractors
- Fear



# For next time Accountability cont

Review Performance indicators and bring your questions/concerns/



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.1b

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

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**SUBJECT: APPROVAL OF MINUTES – January 18, 2023**

### Session 1077

A meeting of the Mt. Hood Community College District Board of Education was held on January 18, 2023, 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.

#### 4.0 CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Julie Fahey, partner at Talbot, Korvola & Warwick, LLP, Dan Miley, partner at Talbot, Korvola & Warwick, LLP, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, Cheyenne Winchell, ASMHCC president, Tambi Boyle, FTFA President, Marilyn Pitts, PFTA President, Amy Salsbery, CEA Representative, Megan Nugent, associate vice president, Marketing and Communications, Linda Vigessaa, associate vice president and CIO, Information Technology

Speer called the meeting to order at 6:34 p.m. and declared a quorum was present.

#### 1.1 Approval of Agenda

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

#### 2.0 PUBLIC INPUT

There was no public input.

#### 3.0 REPORTS

##### 3.1 Correspondence

There was no correspondence.



### 3.2 Website Update

Prior to his report, Al Sigala welcomed Megan Nugent, the new MHCC Associate Vice President of Marketing and Communications. Meghan introduced herself and provided a brief background on her prior experience.

Al Sigala provided an update of where the college is at in terms of developing the college's new website. Stage 1 (Discovery) and Stage 2 (Communication Plan) have been completed, with the communication plan kicking off January 2023, which will provide staff, students, the Board, and other constituents with regular updates on what is happening. As part of the communications plan, Stage 4 (Preparing for Content Creation), will be informed by feedback received. Stage 3 (Website Planning and Design) is starting.

Linda Vigesaa stated that the college is working on the technical design with our partners at MAC. She mentioned that once the architecture is done and on paper that the next step is to see it in action, including looking at how the mobile environment is going to work. Sigala stated that at this point the college is on target for the new website to be launched fall 2023 (mid-October).

As a follow up, Polson asked a question about the timing of the launch and the possibility of a lot of website traffic and if will cause issues during fall 2023 registration. Vigesaa responded stating that the new website would not go live until later into fall term, after registration has already ended, therefore, it will not interfere with the large amount of traffic. Speer asked if the website would be active in advance of winter 2023 registration and Vigesaa and Sigala both confirmed yes. Polson posed another question asking if there was a plan to advertise this the students so they are informed in advance. Sigala answered saying yes, it is part of the communication plan.

Speer asked about the app interfacing and if that will be used in the future for student registration or if it is a capability that could be added (as a standalone app) as things develop further in the project. Vigesaa responded that it won't be a standalone app, but an interface that can be accessed by mobile devices, iPads, amongst other devices.

McKeel and Speer both thanked the website development team for their work.

Speer welcomed Megan Nugent and said we are excited to have her on board.

A copy of the PowerPoint presentation is attached to the minutes.

### 3.3 Strategic Enrollment Plan Update

John Hamblin was not able to present this report. It will be moved the next regular board meeting, February 15, 2023.

### 3.4 Receive Comprehensive Annual Financial Report

Julie Fahey and Dan Miley from Talbot, Korvola & Warwick provided a PowerPoint presentation with a summary of the Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2022.



Fahey provided details of the financial audit, which was a remote virtual audit consisting of three separate weeks of interim fieldwork during June, July, and August. They returned in November for three weeks to complete their final fieldwork. As a result, they issued financial statements and an independent auditors report December 21, 2023. A single audit was also performed due to the fact that the district spent \$42.3 million in federal expenditures, going above the \$750,000 maximum. The over expenditure resulted in three major programs being audited. Fahey mentioned that the implementation of GASB 87 (leases) is also causing a financial impact, and that the District has implemented it. The District has six arrangements where they are leasing space to other agencies and twenty arrangements where they are leasing space or equipment to use for their own benefit and purpose, and this has been recorded and is now included on the basic financial statements.

Fahey provided an overview of the audit results and reporting from December 2022 and stated the Independent Auditor's Report reflected an unmodified opinion, and the financial statements were presented fairly in accordance with U.S. GAAP. The Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations (pg. 140) showed there three instances of noncompliance, including over expenditures in the general fund and bookstore fund. These over expenditures, however, were not cash over expenditures and were related to proper accounting. The two expenditures in the general fund were related to the implementation of the lease standard, GASB 87, causing over expenditure in capital outlay and debt service and the third item, the bookstore fund, was impacted due to the bookstore closing and having to remove inventory from the accounting ledger. There was one final issue related to budget meeting notices related to a budget committee. She reviewed the Single Audit Reports and stated they performed single audit testing for three grants and issued two reports. The three grants they examined this year were WIOA Pilots (demonstration and research projects), Education Stabilization Fund, and Head Start Cluster.

The first report was the Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance with Government Auditing Standards, which had an unmodified opinion. This year, there was one finding related to a new federal ARPA grant (pandemic money) that the district received, which is typically received as a reimbursement, but instead it was received as advance funding and mistakenly recorded as revenue, yet the expenditures had not occurred yet. Fahey stated that since the expenditures had not occurred the district was compliant in recording it as unearned revenue and an adjustment was made and posted to the trial balance as a result of the audit.

The second report was the Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance, which had an unmodified opinion. This year, there was one finding reported as a material weakness. The material weakness was related to the WIOA Pilots (demonstration and research projects) grant. There were some reporting requirements that the district was unaware of that were applicable to the grant. Fahey stated that based upon their auditing procedures and verification from the federal agency, they verified that this was applicable, so the district is making that correction. She provided highlights of the required communications, which included meetings with the Audit Committee in September and December 2022, no difficulties encountered during the audit, one auditor proposed adjusting journal



entry, no uncorrected misstatements, no disagreements with management, not aware of any consultations with other accountants, and recently issued GASB standards.

Fahey expressed her appreciation to district management, and all the work of J Jennifer DeMent, Jamie Simms, Romy Tong, and Michelle Solberg for their time and effort with the financial audit.

In closing, Speer asked for clarification on slides two and four asking if they were the same or different programs. Fahey responded stating they were the same. Mattson expressed her appreciation for the hard work of the auditors. Noriega commented on the topic of Covid relief money and congratulated the audit team for being able to handle that complicated of an issue. Speer acknowledged and thanked college staff and the team at Talbot, Korvola & Warwick for their work on the audit.

A copy of the PowerPoint presentation is attached to the minutes.

### 3.5 Special Election Calendar Dates Presentation

Roxanne Richardson presented important Multnomah County May 2023 special election calendar dates.

#### Important Dates for Special District Candidates:

- Tuesday, January 31, 2023 - Deadline for special districts to return board updates
- Saturday, February 4, 2023 - First date to file as a candidate for May Special District Election
- Thursday, March 16, 2023 - Candidate filing deadline
- Monday, March 20, 2023 - Voters' pamphlet deadline for candidates

#### Other Important Dates:

- Tuesday, April 25, 2023 - Voter registration deadline
- Wednesday, April 26, 2023 - Ballots mailed to voters
- Tuesday, May 16, 2023 - Election Day

A complete list of dates and special election information can be found at:

<https://www.multco.us/elections/may-16-2023-special-district-election>

## 4.0 BUSINESS / ACTION

### 4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Regular Session 1075, December 14, 2022
- b) Monthly Personnel Report
- c) Monthly Financial Report
- d) Monthly Head Start Report
- e) COVID-19 Activity Report
- f) Audit Corrective Plan of Action



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

Cheyenne Winchell (ASMHCC President) –she gave a brief overview of winter term activities, including events in celebration of Dr. Martin Luther King, Jr. A mobile museum memorial showcased black history 101 and the impact of hip-hop culture and an event was held in remembrance of the legacy of Dr. Martin Luther King Jr., along with other civil right leaders in the movement. Barneys Pantry received donations from Amazon and over three-thousand pounds of food and personal hygiene products from the college and community. Another campus-wide food drive for the pantry will be held in February. ASMHCC is working to ensure state legislatures are reminded of how valuable their funding is to community colleges like MHCC. A breakfast event, hosting Representative James Hieb, is scheduled for Thursday, January 19, 2023 where Winchell and other members of ASMHCC will be speaking.

##### 6.2 Advisory Representatives

Tambi Boyle (FTFA) – she highlighted faculty and shared events happening in January 2023 including:

- David Strohl, integrated media faculty, will have a largescale nature photography opening in the VA gallery beginning January through the end of the month.
- Forestry faculty will be hosting the Portland Chapter Society for American Forestry, to do a talk on wildfires in Pacific Northwest and the impacts of it. The talk will include a presentation and dinner and the Society is offering to pay for students to attend for free. If board members or students want to attend, Boyle encouraged them to reach out to MHCC Forestry instructor Pualani Derman.
- The Health and Physical Education (HPE) faculty will be holding their first women’s and men’s basketball games and encouraged participation to support the teams.
- The FTFA association has purchased a table for the Foundation Auction.
- Speech faculty, Shannon Valdivia, wanted to share a story regarding a former student, Deva Temple, who came back to MHCC after many years to continue her education as a nurse practitioner. She is currently organizing relief efforts in Ventura County, where they had been hit by massive storms and she reached out to Valdivia to thank her for helping her gain the necessary skills to be able to be a spokesperson for her community and help the neighborhood.

Amy Salsbery (CEA) – she recognized two areas, Testing Services who have been very busy with both in person and remote services, determining course placement for 454 students (366 took placement test with 88 being placed using multiple measures), in addition, 939 proctored exams were administered to community members and students. Salsbery stated this is a forty-nine percent increase in total exams administered as compared to fall term 2021. The computer skills lab served



2,294 students this fall versus 1,886 in 2021, which is a seventeen-point eight percent increase (includes both in-person and remote student support). She also mentioned that classified staff have seen a big increase in student interactions the current academic year thus far.

Marilyn Pitts (PTFA) – nothing to report.

### 6.3 Executive Leadership

John Hamblin (Student Development) – he stated that the Student Services Hub fall and winter terms served 364 students the first week of fall and during the first week of winter they served 391, therefore almost 30 additional students winter term over fall term. Hamblin added that this is attributed to work with financial aid and the redesign work done in the student services hub.

Al McQuarter's (Instruction) – he shared that the college had a visit from Representative Travis Nelson, District 44, who's priority is healthcare. During his visit, he was connected with some amazing work happening in the health professions classrooms (he visited four classes that were in session) in the areas of surgical technology, respiratory therapy, funeral science, and physical therapy assistance. Nelson was able to speak with faculty and they shared the amazing work they are doing in the classroom and the importance of health professions. McQuarter's attended a follow-up meeting with the University of Oregon and the Obama Institute, who recently acquired Concordia University and starting a school based behavioral health program. The meeting was to discuss opportunities and to connect with behavioral health in order to increase the behavioral health workforce.

Jennifer DeMent (Administrative Services) – shared about a CDFS sponsored event, happening, February 11, 2023, hosted at the Yoshida Events Center. The event will have many exciting things to offer including resources (offered by community partners), workshops, free events (example: face painting and petty zoo), and Covid vaccines and flu shots. The goal of the event is to promote community resilience through community connections.

Al Sigala (College Advancement) – He announced the legislative session opened January 17, 2023 and his office is working on setting up meetings with legislatures in person or by Zoom, depending on availability, and that he will provide an update on scheduled meetings at a future board meeting.

### 6.4 President's Report

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

Skari began her report by thanking both Al Sigala and Al McQuarter's for participating in the visit with Representative Nelson. She mentioned it was his first visit on campus and watching him engage with the students was very exciting. Nelson was impressed with all of the programs, and for the fact that they are very unique, and maybe the only or one of two offered in Oregon and that he is looking at how that will fit into his legislative agenda. She also expressed her appreciation to Jennifer DeMent, Michelle Solberg, Jamie Simms, and all of the Business Office staff for their work on the audit.

Skari discussed that Sunday, January 15, 2023, the Oregonian published an article discussing how community college enrollments were down four percent. The report referenced fall data from week



four, which is not representative of where college enrollment actually stands. This is very problematic on two counts, 1.) this is being announced right before the legislative session starts, and 2.) we are heading into session with the message that numbers are down. This report is resulting in questions surrounding what is going on at the institutions and causing unnecessary concern that should not be there. Enrollment at MHCC is up six percent for fall, which is total enrollment, both credit and non-credit. Winter term enrollments also are up six percent for winter and it is expected that number will go even higher as the term progresses. Credit bearing courses are also up four percent. She stated that nineteen percent of student's winter term are new, and from fall to winter terms, retention rates are at seventy seven percent, which is up from seventy percent. Skari gave compliments to all campus staff (classroom, support, custodial) saying this is great news that we should be proud of. Skari closed her report saying that we need to let those in Salem know what is really happening on our campuses.

#### 7.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 7:35 p.m.

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Clerk

Board Chair

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



# Website Development Update

*January 2023*



**MT. HOOD**  
COMMUNITY COLLEGE

# Stages Completed

## 1. Discovery Stage (Research & Strategy)

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

## 2. Communications Plan

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

# January Kickoff

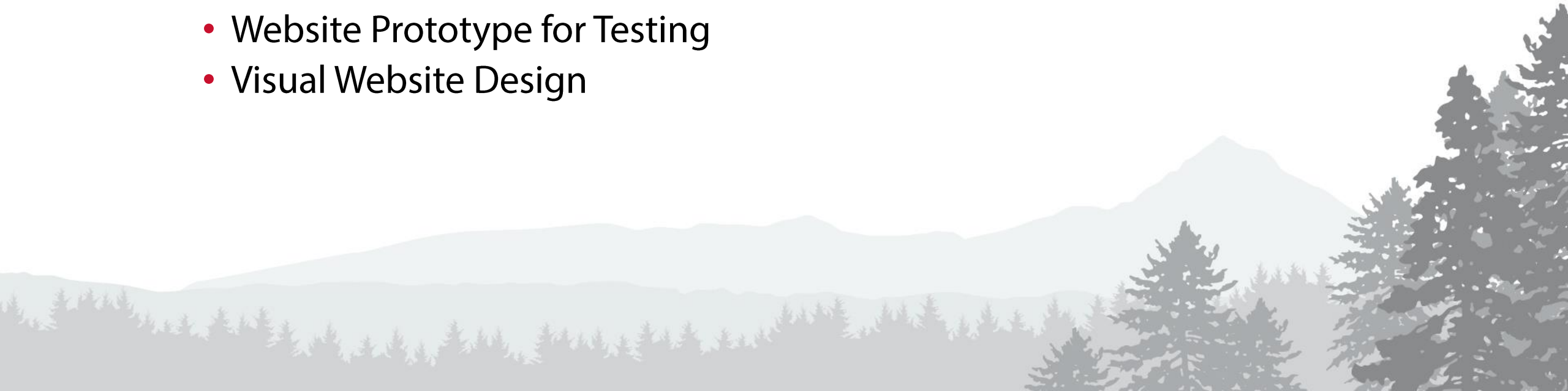
## 2. Communications Plan

- **All staff monthly updates**
  - Emails
  - All Campus Update
  - Newsletter
- **Student updates (as needed)**
  - Student Newsletter
  - Social Media
- **Monthly Board Update**
  - Quarterly board presentation
- **Preparing for Content Creation (Stage 4)**
  - Identified key area editors
  - Two messaging workshops

# Stage Starting

## 3. Website Planning and Design

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



**New Website Target  
Date: Fall 2023**



**MT. HOOD**  
COMMUNITY COLLEGE



# Mt. Hood Community College

AUDIT RESULTS FOR THE YEAR ENDED  
JUNE 30, 2022

JANUARY 18, 2023



# *The Audit*

- Mostly remote
- Interim fieldwork – one week in June, July & August
- Final fieldwork – occurring in November (3 weeks)
- Single Audit
  - ✓ Spent \$42.3 million of federal expenditures
  - ✓ Audited 3 major programs
- Implementation of GASB 87, *Leases*

# *Audit Results and Reporting*

- ✓ **Independent Auditor's Report - Unmodified opinion**
  - Financial statements are presented fairly in accordance with U.S. GAAP
- ✓ **Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations**



# Single Audit Report

- ✓ **Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* – Unmodified opinion**
- ✓ **Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance - Unmodified opinion**
  - ✓ WIOA Pilots, Demonstrations, and Research Projects
  - ✓ Education Stabilization Fund
  - ✓ Head Start Cluster

# *Required Communications*

- ✓ Met with the Audit Committee in September and December 2022
- ✓ No difficulties encountered during the audit
- ✓ One auditor proposed adjusting journal entry
- ✓ No uncorrected misstatements
- ✓ No disagreements with management
- ✓ Not aware of any consultations with other accountants
- ✓ Recently issued GASB standards

*Thank You*

Contact Information:

Julie Fahey, Audit Partner & Dan Miley, Audit Partner

**Talbot, Korvola & Warwick, LLP**

[jfahey@tkw.com](mailto:jfahey@tkw.com) & [dmiley@tkw.com](mailto:dmiley@tkw.com)

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Portland, OR 97224





# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** February 15, 2023

**ITEM TITLE:** 4.1c

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

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**SUBJECT:** MONTHLY PERSONNEL REPORT

### MONTHLY PERSONNEL ACTIVITY REPORT

<b>NEW EMPLOYEES:</b>			
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Hire Date</b>
Penkin, Debbie	Mental Health, Social Service, and Addiction Counseling Instructor	Health Professions	1/2/2023
Chase, Justin	Instructor - Music	Performing Arts	1/3/2023
Jones, Tim	Instructor (Clinical) - Surgical Technology Program	Health Professions	1/3/2023
Hoffman, Brandi	Career Connected Learning Systems Navigator	High School Services	1/3/2023
Landis, Sara	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	1/3/2023
Bastawrous, Sozan	Food Service Aide	Child Development & Family Services	1/3/2023
Hayes, Maurice	Public Safety Officer	Public Safety	1/3/2023
Costello, Anna	Communications Dispatcher	Institutional Safety and Security	1/3/2023



Blake, Gage	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	1/3/2023
Erwin, Dillon	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	1/4/2023
Hensley, Albert	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	1/4/2023
Labeb, Mariam	Teacher	Child Development & Family Services	1/4/2023
Chapman, Eileen	Assistant Teacher	Child Development & Family Services	1/6/2023
Westby, Denise	Instructor - Music	Performing Arts	1/9/2023
Booker, Cindy	Risk and Environmental Health and Safety Specialist	Environmental Health and Safety & Risk Management	1/9/2023
Berry, Gus	Instructor - Music	Performing Arts	1/9/2023
Spilde, Rachael	Instructor - Respiratory Therapy	Health Professions	1/9/2023
Clift, Andy	Instructor - Ceramics	Visual Arts	1/9/2023
Teran, Kimberly	Instructor - Dental Hygiene	Health Professions	1/9/2023
Vu, Mina	Instructor - Computer Science	Computer Information Systems	1/9/2023
Wilson, Becky	Advanced Manufacturing and Cybersecurity Coordinator	Business and Information Systems	1/9/2023
Gomez Mojica, Maira	Financial Aid Advisor	Financial Aid	1/9/2023
Munoz Romero, Ana	Nurse Educator Associate	Nursing	1/9/2023
Karpe, Svetlana	Student Resource Specialist - Tutor II	Adult Basic Skills	1/9/2023
Snider, Karmen	Instructor - Respiratory Therapy	Health Professions	1/9/2023
Lynch, Pamela	Instructor - Dental Hygiene	Health Professions	1/9/2023



Cole, Steven	Instructor - Respiratory Therapy	Health Professions	1/9/2023
Schatz, Ted	Health and Physical Education Instructor	Health & Physical Education, Athletics, Aquatics and Recreation	1/9/2023
Killen Aus, Lori	Instructor - Dental Hygiene	Health Professions	1/9/2023
Mattfeld, Virginia	Instructor - Dental Hygiene	Health Professions	1/9/2023
Sunderland, Colby	Visual Design Strategist	District Communications	1/10/2023
Wash, Diana	Nurse Educator Associate	Nursing	1/11/2023
Jones, Susie	Instructor - Music	Performing Arts	1/11/2023
Fowler, Jordan	Writer	District Communications	1/17/2023
Cole, Norville	Network Engineer	Information Technology	1/17/2023
Strauss, Gail	Recruitment Analyst	Human Resources	1/18/2023
Nuno, Karina	Program Assistant	Child Development & Family Services	1/20/2023
Nugent, Megan	Associate Vice President of Marketing and Communications	District Communications	1/23/2023
Webster, Robin	Online Learning Instructional Designer	Online Learning	1/23/2023
Ma, Shao	Classroom Aide	Child Development & Family Services	1/23/2023
Morell, Layne	Academic Adviser and Retention Coach	Academic Advising	1/23/2023
Wenger, Daniel	Interim Dean of Health Professions	Health Professions	1/30/2023

**TRANSFERS/CHANGE IN STATUS:**

Name	Position	Department	Effective Date
Norato Orozco, Yajaira	Classroom Aide	Child Development & Family Services	1/3/2023



Phillips, Amber	Instructor Dental Hygiene	Health Professions	1/9/2023
Horta, Esther	Bilingual Coaching Manager CCR&R	Child Development & Family Services	1/18/2023
Hart, Christi	Director of Student Development Technology	Student Services	1/31/2023
Hart, Jeff	Lead Application Database Engineer	Information Technology	1/31/2023

**SEPARATIONS/RETIREMENTS:**

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Term Date</b>
Charman, Hubie	Digital Marketing and Communications Specialist	Brand, Marketing and Communications	1/1/2023
Labeb, Mariam	Teacher	Child Development & Family Services	1/3/2023
Kirkman, Amy	TRIO Student Success Coach	TRIO Programs	1/5/2023
Read, Brooke	CCR&R-Preschool for All Program Specialist	Child Development & Family Services	1/6/2023
Phillips-Clausen, Kristen	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	1/8/2023
Buckley, Matthew	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	1/9/2023
Logan, Gabriel	Interim Dean of Health Professions	Health Professions	1/10/2023
Villa, Yvonne	Recruitment Analyst	Human Resources	1/13/2023
Hoffman, Brandi	Career Connected Learning Systems Navigator	High School Services	1/17/2023
Yang, Linda	G&C Budget Analyst	Administrative Services	1/18/2023
Phomma, Anita	Recruiter	Student Outreach	1/20/2023



Jones, Mel-Isha	EHS Associate Teacher	Child Development & Family Services	1/20/2023
Powers, Cici	Library Public Services - Resource Sharing Technician	Library Resource Center	1/20/2023
Fowler, Jordan	Writer	District Communications	1/26/2023
Tuggle, Darci	Teacher	Child Development & Family Services	1/27/2023
Sanabia De Gonzalez, Mariela	Assistant Teacher	Child Development & Family Services	1/27/2023





# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.1d

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

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

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

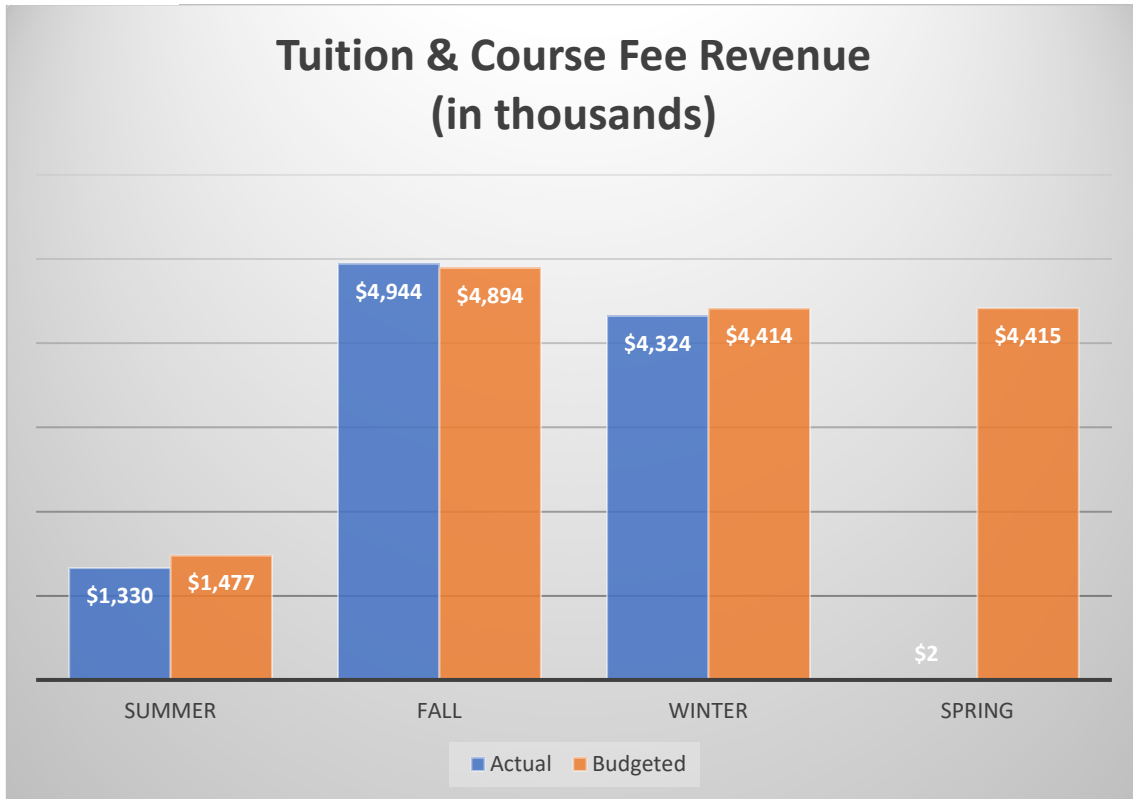
#### **Revenues:**

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 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 December 2021. Summer and fall terms combined tuition and fee revenue year to date is 3.8% (\$250,363) below this time last year. Summer term and fall term<sup>1</sup> enrollment is 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 \$50,010 over the budgeted amount. Preliminary enrollment numbers show winter term enrollment in tuition-bearing courses increased by 3.4% (32 students) compared to this time last year.

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



#### Expenditures:

As of December 31, year-to-date expenditures were \$86,932 (0.48%) below this time last year; however, they meet forecast expectations. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June as well. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary, so the ratio of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds occur in June and include budgeted amounts of \$87,292 for aquatic center support, \$200,000 for student aid required federal match, and \$4,000,000 for facilities capital projects. The transfer for student aid match will not be necessary due to the college receiving a Title III waiver.



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

	Actual Year to Date December 2020	Actual Year to Date December 2021	Actual Year to Date December 2022	\$ / % Increase (decrease) over prior year		Amended Budget 2022 23	Percentage of Budget Remaining
<b>Beginning Fund Balance</b>	<b>9,557,976</b>	<b>15,402,319</b>	<b>20,549,976</b>	<b>5,147,657</b>	<b>33.4%</b>	<b>19,535,549</b>	
<b>Revenues</b>							
State Support	16,189,774	17,317,301	17,669,626	352,326	2.0%	35,729,173	51%
Property Taxes	12,761,643	13,266,252	13,798,672	532,420	4.0%	14,699,468	6%
Tuition and Fees	15,790,229	12,017,866	11,633,055	(384,812)	-3.2%	16,698,196	30%
Federal Grants	-	16,813	-	(16,813)	-100.0%	-	0%
Other Revenues	220,808	194,558	523,581	329,023	169.1%	1,622,522	68%
<b>TOTAL REVENUES</b>	<b>44,962,454</b>	<b>42,812,789</b>	<b>43,624,935</b>	<b>812,145</b>	<b>1.9%</b>	<b>68,749,359</b>	<b>37%</b>
<b>Expenditures</b>							
Salaries	15,701,355	15,459,298	15,395,113	(64,185)	-0.4%	40,149,857	62%
Health Care	2,847,035	2,687,127	2,455,899	(231,228)	-8.6%	6,677,421	63%
Fringe/Taxes	5,798,905	5,832,409	5,379,372	(453,037)	-7.8%	13,978,860	62%
<b>Personnel Subtotal:</b>	<b>24,347,295</b>	<b>23,978,834</b>	<b>23,230,384</b>	<b>(748,450)</b>	<b>-3.1%</b>	<b>60,806,138</b>	<b>62%</b>
Materials & Supplies	3,339,003	3,739,755	4,398,773	659,018	17.6%	10,146,967	57%
Grants in Aid/Tuition Waivers	347,850	331,388	342,618	11,230	3.4%	1,030,914	67%
Debt Service	452,113	422,013	413,283	(8,730)	-2.1%	2,543,427	84%
Transfers to Other Funds	-	-	-	-	0.0%	4,287,292	100%
<b>TOTAL EXPENDITURES</b>	<b>28,486,260</b>	<b>28,471,989</b>	<b>28,385,058</b>	<b>(86,932)</b>	<b>-0.3%</b>	<b>78,814,738</b>	<b>64%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>16,476,195</b>	<b>14,340,800</b>	<b>15,239,877</b>	<b>899,077</b>	<b>6.3%</b>	<b>(10,065,379)</b>	
<b>Beginning Fund Balance</b>	<b><u>9,557,976</u></b>	<b><u>15,402,319</u></b>	<b><u>20,549,976</u></b>			<b><u>19,535,549</u></b>	
<b>Ending Fund Balance</b>						<b><u>9,470,170</u></b>	
<i>As a percentage of expenditures</i>						<i>12%</i>	



## GLOSSARY

### Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full-time equivalent (SFTE) and a growth management component. The amount budgeted for 2022-2023 reflects Mt. Hood's estimated share of the biennial state support amount of \$699 million.

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

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2022/23 is \$120.00 per credit hour recorded in the General Fund. A technology fee of \$6.75 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$3.50, Safety and Security Access Fee of \$3.50, and Instructional Access Fee of \$3.50 are all assessed on a per-credit basis in addition to the tuition rate for up to 15 credits.

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

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

### Expenditures:

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

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

Fringe/Taxes are all other employer-paid fringe costs and include PERS (25%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%) and Long-term disability, life, workers compensation, unemployment insurance, statewide transit tax and tax-sheltered annuity payments (combined 1.3%).

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

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

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

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



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.1e

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

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**SUBJECT:** MONTHLY HEAD START REPORT

**Mt. Hood Community College Head Start Program Report  
Head Start/Early Head Start News from the Director  
Jan 2023**

**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.*

- **CDFS** continues to participate in Centennial School District's strategic planning to help bring equity lens to their attendance and outcome data.
- **CDFS** met with Head Start and Early Learning HUB Directors across the state to address long-time concerns and to begin working towards solutions.

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

- Per the Office of Head Start's Final Rule Change, **CDFS** lifted the masking mandate for staff and children. Staff and families may still choose to wear a mask. Masks are still required when returning to work from COVID.

**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.*

- **CDFS** worked with HR to provide supervision training for managers focusing on how to appropriately document and address concerns with staff behavior and performance.



**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** solidified use of space and lease arrangements with Lynchwood Christian Church, located in the Centennial School District Community, to operate 4 classrooms at their site for 23/24 school year
- **CDFS** participated in a career fair for African Immigrants and Refugees.

**Enrollment Report for January 2023**

**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.**

**Jan 2023 Data:**

EHS funded: 263

EHS Enrollment: 181

EHS Waitlist: 221

HS Funded: 903

HS Enrollment: 585

HS Waitlist: 375



**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

**Average Daily Attendance Head Start  
December 2022**

Center	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Cascade Crossing			72%	70%	76%	53%	70%						
David Douglas High School													
Davis			79%	66%	73%	76%	80%						
Division			94%	91%	100%	*nr	95%						
Early Childhood Center	78%	65%	86%	84%	73%	74%	78%						

Fairview			77%	79%	72%	73%	77%						
Gateway			80%	78%	69%	73%	79%						
Gethsemane	83%	80%	*nr	*nr	*nr	*nr	*nr						
Gresham United Methodist			60%	58%	65%	64%	68%						
Hazelwood	64%	66%	91%	90%	88%	72%	86%						
Kelly Place	72%	67%	80%	80%	87%	77%	82%						
Knott			77%	80%	64%	64%	71%						
Mt. Hood			82%	86%	*nr	*nr	*nr						
North Powellhurst			*nr	*nr	*nr	*nr	*nr						
Rockwood 181			75%	76%	70%	71%	74%						
Rockwood Stark			*nr	*nr	*nr	*nr	*nr						
Russellville	68%	72%	93%	85%	90%	72%	81%						
Sunrise			84%	79%	76%	71%	79%						
Troutdale			66%	84%	80%	78%	83%						

74% 71%





**Average Daily Attendance for Early Head Start**

Center	July	Aug	Sept	Oct.	Nov.	Dec.	Jan.	A					Total
								Feb	Ma	pr	M	Ju	
Division			*nr	*nr	*nr	*nr	*nr						
Earl Boyles			*nr	*nr	*nr	*nr	*nr						
Early Childhood Center	87%	75%	84%	80%	73%	74%	78%						
Gethsemane (2 EHS, 6 BP)	93%	82%	*nr	*nr	*nr	*nr	*nr						
Hazelwood	88%	88%	88%	94%	82%	69%	86%						
Rockwood Stark			*nr	*nr	*nr	*nr	*nr						
Russellville	79%	90%	83%	66%	65%	63%	81%						
Troutdale													
Willow Tree	92%	88%	93%	82%	82%	91%	81%						
					76%	74%							

**Average daily attendance EHS – CCP.**

David Douglas Highschool: 87%

Gresham High School: 63%

Kinder care: 88%

Little Friends Day school: 91%



Little Pixie: 63%

Love Bugs: 78%

Love Bugs two: 70%

Melody Munchkin: 78%

Melody Munchkin Little Bloom: 85%

Pixie Childcare: 65%

Reynold Learning Academy: 21%

**Average CCP daily attendance: 66%**

**\*nr = not reported.**

### **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:** *February 16, 2023*

**ITEM TITLE:** 4.1f

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

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**SUBJECT: COVID-19 ACTIVITY REPORT**

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

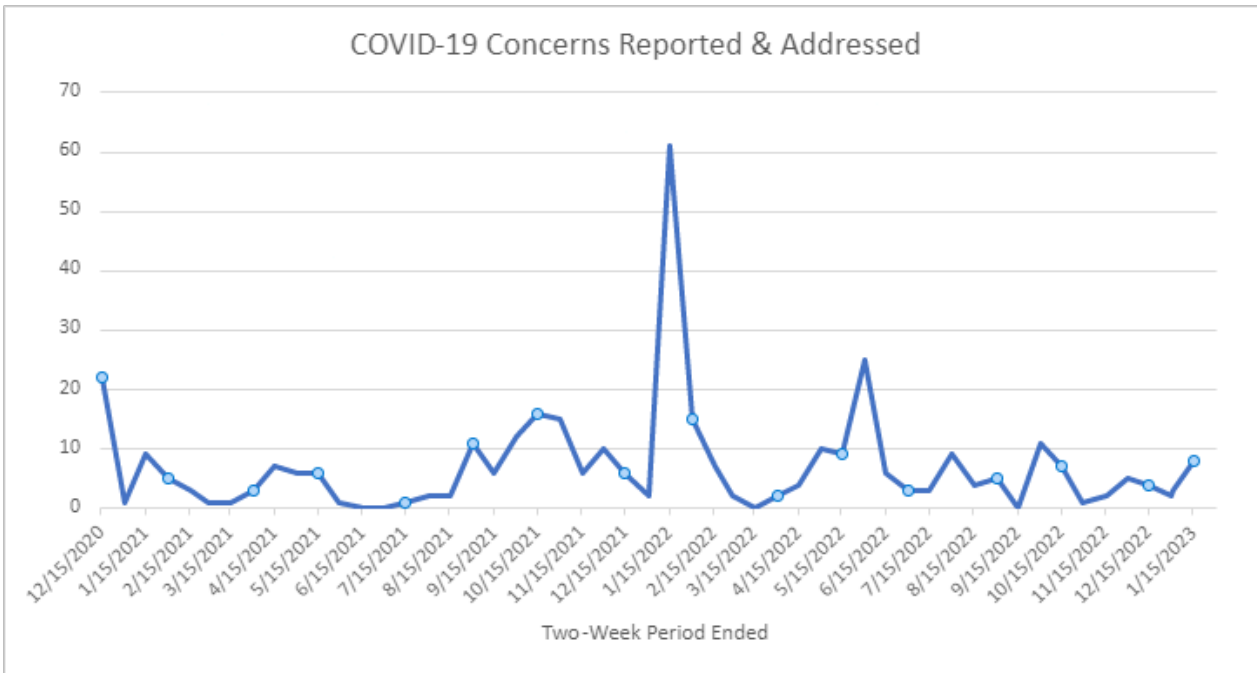
- The number of COVID-19 related reports submitted to the college;
- A quantified rate of responsiveness to these concerns;
- The number of outstanding/open concerns requiring closure; and
- Differentiate internal and external cases and concerns (outbreak tracking) and the Institutional Effectiveness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

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

<b>2-Week Period Ended</b>	<b>COVID-19 Concerns Reported</b>	<b>COVID-19 Concerns Addressed</b>	<b>COVID-19 Concerns Open</b>
12/15/2020	22	22	0
12/31/2020	1	1	0
1/15/2021	9	9	0
1/31/2021	5	5	0
2/15/2021	3	3	0
2/28/2021	1	1	0

3/15/2021	1	1	0
3/31/2021	3	3	0
4/15/2021	7	7	0
4/30/2021	6	6	0
5/15/2021	6	6	0
5/31/2021	1	1	0
6/15/2021	0	0	0
6/30/2021	0	0	0
7/15/2021	1	1	0
7/31/2021	2	2	0
8/15/2021	2	2	0
8/31/2021	11	11	0
9/15/2021	6	6	0
9/30/2021	12	12	0
10/15/2021	16	16	0
10/31/2021	15	15	0
11/15/2021	6	6	0
11/30/2021	10	10	0
12/15/2021	6	6	0
12/31/2021	2	2	0
1/15/2022	61	61	0
1/31/2022	15	15	0
2/15/2022	7	7	0
2/28/2022	2	2	0
3/15/2022	0	0	0
3/31/2022	2	2	0

4/15/2022	4	4	0
4/30/2022	10	10	0
5/15/2022	9	9	0
5/31/2022	25	25	0
6/15/2022	6	6	0
6/30/2022	3	3	0
7/15/2022	3	3	0
7/31/2022	1	1	0
8/15/2022	4	4	0
8/31/2022	5	5	0
9/15/2022	0	0	0
9/30/2022	11	11	0
10/15/2022	7	7	0
10/31/2022	1	1	0
11/15/2022	2	2	0
11/30/2022	5	5	0
12/15/2022	4	4	0
12/31/2022	2	2	0
1/1/2023	3	3	0
1/15/2023	8	8	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:** *February 15, 2023*

**ITEM TITLE:** **4.1g**

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

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

The College expects to require more goods and/or services from the vendor listed below during 22-23 fiscal year.

MHCC's Community College Rules of Procurement (CCRP) require that all contracts that will aggregate at least \$150,000 in total expenditures during the term of the contract must be approved by the Board (CCR.301).

<u>Vendor name</u>	<u>Goods/services to be provided</u>	<u>Increase expenditure amount</u>
<u>Brockamp &amp; Jaeger Inc</u>	Dental Clinic – Accreditation Remodel	From \$2,977,226 to \$3,389,501

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



# ACTION

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

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.2

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

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**SUBJECT: BOARD POLICY REVIEW – SECOND READING AND APPROVAL**



# BP 1200: Mt. Hood Community College Mission

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## Chapter 1

### References:

NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2  
ORS 341.005, 341.009

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The mission of Mt. Hood Community College is:

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

**Adopted:** 9/12/01

**Revised:** 3/8/06  
8/18/07  
7/8/09  
6/12/13  
XXX

**Notes:** Rescinds Board Policy 1020: Mission, Vision and Values Statement; Board Policy 1040: The People and Their Community College (partial)

[Accreditation required](#)

# BP 2432: President Succession

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## Chapter 2

### References:

There is no Oregon statutory requirement

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The Board of Education delegates authority to the President to appoint an administrator in charge to serve in their absence. For periods longer than thirty (30) days, the President will consult with the Board of Education Chair and Vice Chair.

The Board of Education shall appoint an acting interim College President in the event the College President is unable to fulfill their contractual obligations.

**Adopted:** XXX

**Notes:** New

Best Practice

## Board Policies to Rescind

<b>Policy</b>	<b>Title</b>	<b>Proposed Action</b>
1040	The People and Their Community College	Rescind – covered in BP 1200 and BP 5010
1065	Audit Committee	Rescind – covered in BP 6400
9082	Board Governance	Rescind – covered in current BP 2200
9120	Board-President Relationship	Rescind – covered in BP 2430 and president's contract
9140	Advisory Representatives to the Board	Rescind – covered in AR 2510
9160	Consultants to the Board	Rescind – covered in BP 6340

2nd Reading



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *February 15, 2023*

**ITEM TITLE:** 4.3

**CONTACT PERSON:** *Lisa Skari, President*

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**SUBJECT:** CTE MONTH RESOLUTION APPROVAL

### CTE Month Resolution

#### Board of Education Mt. Hood Community College Oregon/ Gresham

#### Resolution

**WHEREAS:** February 1-28, 2023, has been designated Career and Technical Education Month<sup>®</sup> by the Association for Career and Technical Education; and

**WHEREAS:** career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

**WHEREAS:** students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** career and technical education at community colleges will prepare Oregonians to secure family wage jobs in the state's industries and workforce; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity and information technology; and

**WHEREAS:** career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring Oregon has a strong and competitive economy;

**NOW, THEREFORE, BE IT RESOLVED** that the Mt. Hood Community College Board of Education do hereby proclaim February 1-28, 2021, as **Career and Technical Education Month**; and

**BE IT FURTHER RESOLVED** that the Board of Education encourages all citizens to become familiar with the services and benefits offered by the career and technical education programs at Mt. Hood Community College, and to support and participate in these programs to enhance their individual skills and productivity, and to help Oregon's economy thrive again.

## Student Development

John Hamblin

February 2023

# Divisional Updates for Student Development Division

### A) Teaching & Learning

MHCC, via the *Veterans Service Center* (VSC), was accepted as the newest higher ed. institute to join the [Peer Advisors for Veteran Education \(PAVE\)](#) program out of the University of Michigan M-SPAN network. VSC staff and VA work-study attended the virtual initiation training on Jan. 13, 2023. Winter and Spring will involve training of Peer Advisors and VSC staff for implementation. Beginning in the Summer of '23, all student Veterans will be offered an assigned Peer Advisor while attending MHCC.

*Accessible Education* participated in TLC session on 'flexible course deadlines' with faculty and staff. It was well-attended and informative. Special thanks to the TLC for the invitation.

### B) Educational Programs & Support Services

*Financial Aid* welcomes Maira Gomez-Mojica as the newest Financial Aid Adviser. She will have standard adviser duties and responsibilities and will also serve as the point contact for our financial literacy and outreach efforts to students in alignment with our Strategic Enrollment work. Maira is bilingual and will be a tremendous asset to our office and Latinx student population.

As part of our strategic enrollment project, Financial Aid secured a three-year contract with ECMC, a well-known default management and financial literacy partner in the state of Oregon. ECMC will provide strategic support and outreach to MHCC student loan borrowers, ensuring they are aware of their loan responsibilities and repayment options, providing any support needed to prevent student loan debt becoming delinquent or defaulted. Maintaining a low default rate as a college is important to maintaining eligibility to offer Title IV aid. In addition, ECMC has a financial literacy platform that will be made available to students with a variety of financial education resources for students. Students and staff can create their own profile to access the resources at <https://www.ecmclearing.org/mhcc>.



# Student Development Update

Ethan Bull, Onboarding Specialist in the Student Services Hub, has been connecting with first term students in reading, writing and/or math classes to provide additional support and resources. The partnership with instruction has helped ensure more students feel connected on campus. Special kudos to Deb Edwall, Gina Shankland, Beth Sammons, Brent DiElmo and Maria Miles who either welcomed Ethan into their classes the first two weeks of the term or have been in contact regarding individual student support needs. Over 100 students were impacted by these efforts!

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

Members of the Behavioral Intervention Team (BIT) attended the [Association of Student Conduct Administrators \(ASCA\)](#) annual conference during the week of Jan. 23, 2023. The Conference hosted more than 700 higher ed. professionals involved in the work of student conduct from across the nation & internationally.

*Student Life:* The need for access to nutritious food is more important than ever for our Saints. During the Fall Term 2022 Barney's Pantry we saw over 500% increase in use of the pantry. This term we are accepting donations for Barney Pantry. Food donations collected during this time will be distributed to students in need through Barney's Pantry. People interested in donating can bring the following items to the Student Union.

### **We are in need of the following items.**

- Energy drinks
- Protein bars
- Protein drinks
- Coffee pods (for Keurig preferred)
- Chips and Crackers
- Fruit snacks
- Protein snacks (jerky)
- Canned fruit
- Mac n cheese
- Cookies
- Snack nuts
- Personal Hygiene items
- Lotion
- Shampoo and Conditioners
- Toothpastes

We took 9 students from the various programs, ASMHCC, Transitions, Transiciones, and Multicultural Programs to a Student Leadership Conference at Portland State University. The conference is centered on the themes of placemaking and reconnecting in a pandemic-altered world and a sense of belonging and agency within your communities. This conference is a unique opportunity to connect with other student leaders and educators from multiple

## Student Development Update

institutions, build your network, and gain practical skills for your future career. Our students are grateful for the opportunity to participate.

### **E) Community Connections**

Dr. Skari, Dawn Sallee-Justesen, Matt Farina, and John Hamblin attended the Bringing Adults Back conference from January 24-25 in Washington DC. The focus of the convening was update on our progress with the Brining Adults Back Grant through New America. The college was able to present our work to date and collaborate with college leaders from the five other schools across the US that are also doing this work.

# Instruction

## Al McQuarters

### February 2023

#### **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.

- Kevin Moore, Library OER and Reference Specialist, began three textbook affordability team grant funded projects with teaching faculty to develop open educational resources for their classes.

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

- The Nursing Department has created an opportunity for students to share where they are from. We put up a world map in our commons area with supplies for students to place a pin on the location of the world they were born in with string and a sticky to put their name. This has promoted a sense of belonging for students as they learn where their peers are from, and they have started forming bonds outside their cohort with other nursing students.

**A.3:** Improve and/or develop assessment of course, program, and core outcome levels, creating a cycle of continuous improvement for teaching and learning.

- Dr. Lori Wamsley, faculty librarian, assisted the Assessment Action Team and Analytics and Institutional Research in the roll out of MHCC Core Institutional Outcomes. Each course will use an assessment rubric to identify and evaluate at least one core learning outcome that students need to demonstrate understanding of by the end of their program or degree.

#### **Goal B: Educational Programs & Support Services:**

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

- The Nursing Assistant department is working with Workforce Development to create an option for a VESL (Vocational English as a Second Language) offering for CNA2. Currently we have great success with offering a VESL nursing assistant I cohort and wish to offer this continued support to students moving on to the CNA2 course.





## Instruction Update

- The EMT and Workforce Training Departments are talking with the Vernonia Fire Department to offer an Advanced/Intermediate EMT course to meet their rural needs.
- The Community Education department partnered with Eric Garvey and Robert Cruikshank, instructors in the automotive department, to offer a community education class for the public. This was created based on the needs of the local driver's education program students to have hands on knowledge of roadside assistance.
- The MHCC Aquatic Center held two tournaments in partnership with Blue Crush Water Polo. Several hundred local high school water polo players and their families attended and participated.

**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.

- Samantha Piers-VanderPloeg, Gateway to College Coordinator, participated in a meeting with Multnomah Education Service District to go over future plans to work together and get training on their new database of student supports.

**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.

- The Academic Program Plan committee (a subcommittee of the Learning Success Council) has convened and is in the final stages of creating an information-gathering tool for faculty and employees, and a survey for students. The information gathered from these two instruments will be combined with information from the recent Environmental Scan document to help build an Academic Program Plan that will guide the college's academic offerings for the next 10 years. The committee plans to gather information using these tools over the next month and then use the latter half of the winter term and the early weeks of the spring term to analyze data and craft the final report.

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

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

- The Mt. Hood Small Business Development Center (SBDC) put in a proposal to the Oregon SBDC Network office for a new leadership program called Advanced Leadership for Small Business program. The proposal was approved for funding in the amount of \$45,000 through the Small Business Administration (SBA) cooperative funds.
- The Mt. Hood Community College Athletic Department received a \$12,000 donation from Golden State Lumber to support our athletic teams.

## Instruction Update

- Integrated Media received \$100,000 in scholarships from the NBC Universal Academy.

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

- The MHCC Aquatic Center is wrapping up the completion of significant improvements to the indoor 25-yard pool. This project entailed repairing and replacing concrete gutters, sourcing and installing new viewing windows, replacing underwater lights, and replacing the original tile surrounding the pool deck with a durable non-slip epoxy. Project completion will ensure a safe, usable, and sustainable pool space for many years to come.

### **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 and campus community.**

- The Workforce Development team continues to develop strong community partnerships with the Portland WorkSource Metro area office. We have seen a 20% increase in Job referrals from OED. Those referrals are searching for career training that prepares them to be prepared for job ready opportunities. The average is about 60-120 days of training to gainful employment depending on the needs of the students. MHCC Workforce coaches and navigators are serving more students/customers from underrepresented and low-income backgrounds with diverse language backgrounds during January 2023.
- Anthony Hunt, College Now Coordinator, attended the Partners in Diversity Breakfast for Champions: Diversity Council event to meet community partners and to discuss bringing equity into the workplace.
- Samantha Piers-VanderPloeg, Gateway to College Coordinator, hosted a Family Night for Gateway to College students and families; providing dinner and making connections within the Gateway to College program.

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

- Petra LeBaron-Botts who is a full-time faculty member in the Health, Physical Education, Athletics, Aquatics, and Recreation Division, was recently elected as a Board member for the Portland Mountain Rescue.

#### **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 EMT and Workforce Training Departments are in communication with The City of Gresham about a condensed EMT Basic offering for their new recruits. This course will create a new pathway into this profession and remove the barriers to entry for people in underserved populations.

## Administrative Services

Jennifer DeMent

February 2023

**Update on Comprehensive Campus Facilities Plan:** Steering Committee held a kickoff meeting on January 24. The steering committee established monthly meetings, with information-gathering meetings set up separately.

### **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.*

- CDFS and the VP of Administrative Services continue to participate in **Centennial School District's strategic planning** to help bring an equity lens to their attendance and outcome data.
- CDFS met with **Head Start and Early Learning HUB Directors** across the state to address long-time concerns and to begin working towards solutions.
- **Dental Hygiene Remodel Project** continues to stay on schedule for the 8/1/23 completion. Walls are going up, and the HVAC system installation is in progress. Change order set 1 submitted to the project that has been reviewed and validated by the contracted architect and MHCC Facilities staff, including code required changes, city and jurisdictional related and requested changes, asbestos removal and abatement, and live project modifications for the success of the project. The project budget will cover these expenses in the contingency line that was budgeted and approved.



## Administrative Services Update



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

- The IT department prepared and imaged 100 Student Basic Needs laptops and re-imaged 20 returned ones to redeploy to our students.
- Twenty-seven laptops were prepared and imaged for **CDFS hybrid staff**.
- The IT department has temporarily realigned resources to ensure CDFS has **onsite technology support** while the technology support position is recruited and filled.
- Per the Office of Head Start's Final Rule Change, **CDFS lifted the masking mandate** for staff and children. Staff and families may still choose to wear a mask. Masks are still required when returning to work from COVID.

### **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.*

- For all employees, the payroll team printed and mailed or made available for pick up **W-2 forms**.
- Negotiations of the successor agreement with the **Full Time Faculty Association** continue.
- Bargaining **COVID Memoranda of Agreement** with Part-Time Faculty and Tutor and Classified Employee Associations continue.

## Administrative Services Update

- The recruitment team has initiated systems **clean-up and resolution of outstanding recruitments**.
- CDFS worked with HR to provide **supervision training for managers**, focusing on appropriately documenting and addressing staff behavior and performance concerns.

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

- In collaboration with the Teaching and Learning Center, on February 7, the Benefits team conducted a session on "lesser known" **benefits available to employees**.
- The Public Safety team completed a campus training session on January 31 on **Stalking awareness and suicide prevention**.

**Objective C.5:** *Ensure that the implementation progress of the Strategic Enrollment Plan is integrated with the Academic Program and Comprehensive Facilities plans and is annually evaluated and findings are publicly posted and reported to the Board of Education.*

- The **Comprehensive Facilities Plan Steering Committee** met and is scheduling meetings with key stakeholders on scheduling, academic planning, and Strategic enrollment.

**Objective 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.*

- The facilities and finance team is rolling up current project expenditures for the \$8M match and May 2023 State bond sale to open up the additional **\$8M for campus projects**.

**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 **MHCC Website Redesign Project** reached a significant milestone by completing the Communication Planning phase. The Steering Committee reviewed, updated, and approved guiding documents, including a Communications Plan and Information Architecture. Senior stakeholders are now engaged in information sharing and decision-making for the subsequent phases.
  - The **project timeline** is behind by approximately two weeks due to challenges with MHCC senior stakeholders' availability around the holidays; the team is working to expedite other tasks and remain on track with the timeline.

## Administrative Services Update

- Megan Nugent has joined the College as the **AVP of Marketing and Communications**. She is in the process of getting oriented to the project and already jumping in and helping to move the College forward.
- **IT Web Services reports** and monitors various website indicators monthly. Some information from IT's most recent MHCC Website Reporting:
  - For January, there were 107 service requests related to the MHCC website. The majority have been requested updates for HPE and President's office.
  - Our Accessibility score remains at 80.8, with the industry benchmark being 85.7.
  - Our Quality Assurance score measures the credibility and user-facing aspects of a site. Our current score is 91.7.
  - There were 3,849 internal searches for the month – the top two were Jobs and Nursing.
  - We had 34,289 visits to our website.
  - 54.9% accessed our site using a desktop; 44.0% utilized a mobile device.

**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 Facilities Plan** Steering committee held in January. The anticipated timeline is as follows:
  - Phase 1 – info gathering Feb – Mid-May
  - Phase 2 – concept plan development – Mid-May to Mid-July
  - Phase 3 – plan review and finalization – Mid-July through September

**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 deployed a new version of Adobe After Effects to **Integrated Media Labs** 1365, 1391, and 1392. This deployment was to support changes made in other products so students could use classroom software.
- The Proctorio browser extension was added to **Bruning** student lab laptops – this is needed for testing.
- The **Multi-Factor Authentication (MFA)** Project completed Phase II. This phase moved MFA to all IT and key business units, including President's Cabinet and Managers' Group, Business Office, Payroll, and HR. Phase III will include the remainder of the staff and faculty. Phase IV will be to push to all students. Implementing MFA improves security and reduces the risk for the College, staff, and students. Additionally, MFA is being added as a requirement for cyber insurance.
- **Cyber-Security – Recap of risks identified and/or blocked for January:**
  - 56 MHCC account alerts required manual review
    - 20 false positives or failed attack attempts

## Administrative Services Update

- 36 needed password changes and their O365 sessions revoked (confirmed suspicious activity)
- Email:
  - 8,423 instances of phishing blocked
  - 44,585 instances of Spam blocked
  - 44 instances of email malware blocked (14 were attachments, the remainder (30) 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 solidified the use of space and lease arrangements with **Lynchwood Christian Church**, located in the Centennial School District Community, to operate four classrooms at their site for the 23/24 school year
- CDFS participated in a **career fair for African Immigrants and Refugees**.

# College Advancement and District Communications

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**February 2023**

### **Website Development**

We are well on our way into stage 3 of the development of the new site. The Information Architecture is taking shape and we are getting ready to start testing the flow of how students will navigate the site. This will include meetings with students who will get a hands-on experience of what is being developed. Several workshops were also held with staff and students regarding messaging for the college. Their input will help in how we message throughout the website.

### **Teaching and Learning:**

District Communications (DC) assisted MHCC's Integrated Media department in the distribution and communication of the new academic partnership with NBCU Academy, which will provide curriculum and guest speakers to enable students with real time insight into the media production industry. This new partnership with NBCU Academy, whose mission is to diversify workforce through a commitment to diversity, equity and inclusion directly compliments MHCC's mission.

Our team also partnered with Instruction to distribute and publicize MHCC's awarding of the Higher Education Coordinating Commission's (HECC) Future Ready Oregon Grant, increasing the workforce training efforts in the semiconductor industry, expanding the successful existing Mobile Training project, which aims to improve support for and improvement of workforce development opportunities.

Multiple presentations were provided to students on applying for Foundation scholarships. This included students in the Transiciones program as well as a virtual workshop for other students.

Staff attended the 2023 CASE conference (Council for the Advancement and Support of Education) in January which focused on working with deans and academic leaders on fundraising and donor stewardship.

Staff also participated in the Crescendo Community College Foundation Forum to learn more about the tax code, marketing opportunities and resources available through the Crescendo planned giving software.

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

We kicked off the 2023-24 scholarship application period. This campaign included direct emails to students, faculty, and staff, as well as the distribution of posters to various campus departments.

We have started our legislative outreach efforts and have started meeting our in-district legislators. This included working with ASG on a legislative breakfast and meeting with Rep.



# College Advancement and District Communications Update

Travis Nelson. We have also been scheduling meetings with other legislators that begin in February.

The college has also been working with OCCA on the planning of CTE Month. This effort is directed at legislators and includes what we call, Workforce Wednesday presentations. Every Wednesday at noon during the month of February, different programs from different Oregon colleges are featured.

District Communications supported Early Childhood Education and Family Studies with updated marketing materials (promo sheet and informational flyer) for promotion of courses and services available to students.

In addition to supporting the Office of Instruction with the NBCU Academy news release, DC also aided in the announcement of the MHCC partnership with local NBC affiliate KGW. This new partnership gives students the opportunity to gain exposure and potential internships in their field.

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

Our new Associate Vice President of Marketing and Communications, Megan Nugent is busy instigating unit planning, strategic planning and fully staffing the District Communications team to better serve the college community.

Our new Visual Design Strategist, Colby Sunderland also began work and jumped into the existing projects and has ironed out the brand and writing guide to unify the college's branding and image both internally and externally.

District Communications has posted a job for a Content and Public Relations Coordinator, who will serve as the public relations liaison and copy editor for all college communications internally and externally.

## **Facilities and Technology:**

Much of our work here continues to concentrate on the development of the new website as mentioned at the beginning of this report.

We also wanted to share information on performance through Google Search for the month of January:

- Overall:
  - 47.1k impressions
  - 7k total clicks
  - 14.9% Click Through Rate (CTR)
- Top Performing Queries:
  - "mhcc": 2.4k clicks
  - "mt hood community college": 2.6k clicks

# College Advancement and District Communications Update

## Community Connections:

We have kicked off outreach efforts in preparation of the Foundation's annual auction set for April 22. Foundation board members have been provided with a toolkit to assist with outreach for sponsorships, auction items and inviting guests. Two new sponsors have joined our efforts, Jacobs Solutions and Mortenson Construction and Real Estate Development. We have also reached out to 28 other businesses in our sponsorship efforts.

The Foundation's planned giving newsletter went out to 910 email addresses and we saw a 32% open rate. We are also preparing the launch of a new campaign, 'New Year, New You'. This will take place in February.

As reported last month, we had a record-breaking end of the year campaign, which means we had plenty of thank you calls to make. The calls are a great opportunity to listen to and connect with donors.

The Foundation welcomed new board member Matt Wand. Matt is a longtime supporter of the college and a former MHCC student. Matt is an attorney and works for Moore Excavation Inc. He is also a former state representative.

In our alumni outreach efforts, the alumni newsletter was distributed via email. It had a 31.3% open rate with 3917 people opening the newsletter and 12,527 successful deliveries.

We also kicked off planning for the Feb. 26 Alumni Event – A Secret Garden Tea Party. This gathering will take place prior to the college's theatrical performance of *The Secret Garden*. At last report, 50 people have RSVP'd.

District Communications has begun the design phase of the Spring 2023 *College plus Community (C+C)* which will be heavily focused on the new MHCC Strategic Plan, highlighting the college's equity, mission and value statement along with its values and goals for the five-year plan. The C+C is set to drop in mailboxes on mid-March.

DC continues Stage 2 of the new website rollout, *Communications Plan*. Updates and information about the new website redesign have and will continue to be communicated to faculty, staff and students through a variety of avenues including all campus updates, *News and Notes*, *Student Newsletters*, social media and all staff emails.