



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on April 19, 2023, with a Budget Committee Meeting at 6:00 p.m., and a Regular Board meeting at 6:30 p.m., both held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

6:00 pm – Join Budget Committee Meeting – Click URL to join

<https://mhcc.zoom.us/j/93147202948?pwd=aTc4UitxZ1VIUEpgenpxTThuTGJZZz09>

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

Webinar ID: 931 4720 2948

Passcode: **429746**

6:30 pm – Join Board Meeting – Click URL to join

<https://mhcc.zoom.us/j/98069118804?pwd=YXQ1dDFhYUhhREtWcDdUVDQ1cERMdz09>

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

Webinar ID: 980 6911 8804

Passcode: **942647**

AGENDA SESSION 1082

6:00 pm **1.0** **CONVENE BUDGET COMMITTEE / CALL TO ORDER /** Diane Noriega
DECLARATION OF A QUORUM

6:05 pm **2.0** **PUBLIC INPUT**
*Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.*

3.0 **REPORTS**

3.1 ASMHCC Budget Presentation John Hamblin

4.0 **PROPOSED BUDGET 2023-2024 / ACTION**

4.1 [Consideration and Approval of the 2023-2024 Budget](#) Jennifer DeMent

4.2 [Set the Tax Levy for 2023-2024](#) Jennifer DeMent



6:30 pm **5.0** **ADJOURN BUDGET COMMITTEE** Diane Noriega

Note: The 2023-2024 Proposed Budget is posted on the Budget Office website at: <https://www.mhcc.edu/BudgetOffice/>

6:30 pm **6.0** **CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM**

6.1 Approval of Agenda

Note: The start time for agenda items is estimated and may vary.

6:35 pm **7.0** **PUBLIC INPUT**

*Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.*

6:50 pm **8.0** **REPORTS (10 min report & 5 min Q & A)**

8.1 Correspondence

Lisa Skari

8.2 Academic Plan

Al McQuarters

8.3 Annual Head Start Board Training

Hilda Pena-Alfaro

7:20 pm **9.0** **BUSINESS / ACTION**

9.1 Consent Agenda: Approvals & Information

a) [Minutes – Board Regular Session 1080, March 15, 2023](#)

b) [Monthly Personnel Report](#)

c) [Monthly Financial Report](#)

d) [Monthly Head Start Report](#)

e) [Head Start 2023-2024 Cola Application](#)

7:25 pm **10.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS (3 min each)**

7:40 pm **11.0** **CLOSING REPORTS**

11.1 ASG Representative

11.2 Advisory Representatives

- Full-Time Faculty
- Classified Employee Association
- Part-Time Faculty & Tutors



11.3 Executive Leadership (*3 min each*)

- [Student Development](#)
- [Instruction](#)
- [Administrative Services](#)
- [College Advancement](#)

11.4 President's Report

8:15 pm 12.0 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, May 17, 2023

Individuals requiring accommodations due to disability should contact Accessible Education Services at 503-491-6923 or aes@mhcc.edu



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

April 11, 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 April 2023

Welcome to Spring Term and the last quarter of the 2022-23 academic year. It is hard to believe the year is almost over, but when you look back at all that has been accomplished, there should be pride in the work we have done. That said, we still have work to do, especially with the legislative session.

Last month, we spent time visiting with legislators down in Salem, and hosted a number of visits on campus. We benefit from the bipartisan support for community colleges, and hope this translates into funding increases. As part of my efforts, I have presented to the House Committee on Higher Education, and submitted testimony to both the Senate Committee on Education and the Joint Committee on Semiconductors. Most recently, the House and Senate co-chairs delivered their budget, which has a 2.5% decline. This amount – \$744.9 million – is slightly below the Governor’s Recommended Budget of \$748.8 million. We are continuing our legislative visits and providing input to legislative committees, including Ways and Means.

For the semiconductor industry, significant legislation was passed in Senate Bill 4, which provides financial incentives for semiconductor expansion and positions Oregon well for access to funding from the CHIPs Act. Our partner, Microchip, held a press conference to announce their halfway point in their \$800 million project that will bring over 600 jobs to our area. I was honored to speak about MHCC’s partnership with Microchip at the press conference, and bring visibility to the amazing things that are happening at our college in support of this industry sector.

Lastly, I had the honor of participating in a roundtable held by U.S. Secretary of Commerce. Joining Senator Wyden, Governor Kotek, Senator Sollman, Representative Bynum, presidents Bennings (PCC), Naganatha (OIT), Murthy (OSU), dean Bull (PSU), and a student, alumni, and labor representative, we had the opportunity to share with the Secretary Raimondo how Oregon was a leader in the semiconductor space, with a history of building an ecosystem that supports research and advanced manufacturing. Our goal is to bring CHIPS Act dollars to Oregon to build economic vitality, for business and for residents.

Annual goal update

Community engagement

Community presentations on the Strategic Plan continued in March, with presentations made to the cities of Troutdale and Gresham. Directors Speer and McKeel, joined by MHCC Vice President Al Sigala, walked the councilmembers through the process, shared the themes present in the stakeholder feedback, presented the five goals, and talked about how the Board and the College would measure success. We received positive feedback and appreciation for sharing the results of the community input, and were asked to follow-up by sharing our legislative priorities for the current session. Presentations will start up again in May.

Diversity, equity, and inclusion

Work on the ACCT Diversity and Equity audit continues. While the Board of Education complete their review at the April work session, President's Cabinet and the Management group will be completing their assessments of the college, faculty and staff this month and next. The audit report is still planned to be completed by yearend.

Strategic planning

This year's unit planning process is the inaugural implementation of departmental tactics aligned with the new strategic plan. For the 2023-24 academic year, we find a number of tactics dispersed across the five goal areas:

- Teaching and Learning: 247 tactics
- Programs and Services: 161 tactics
- Structure, Systems and Process: 148 tactics
- Facilities and Technology: 126 tactics
- Community Connections: 82 tactics

Accreditation

In preparation for our Year Seven Accreditation Evaluation, scheduled for October 2023, we will be conducting a mock accreditation evaluation visit in May. In addition to reviewing the draft of our written report, the mock evaluators will also meet with groups across campus, much like the real visit. The goal of the mock visit is for us to collect input and feedback that can help us in preparing for the actual visit in the fall.

In closing, the next few months include many events and activities to connect with students, faculty, staff and the college. I hope you are able to find time to participate in those opportunities that are of most interest to you. With all that is going on, I am sure you will find something that piques your attention and feeds your desire to be a lifelong learner.

Community/Educational Presentations and Selected Outreach Activities

- Mar 1 West Columbia George Chamber of Commerce Presentation, with Directors Mattson and Noriega*
- Mar 2 MHCC Foundation Finance Committee meeting*
- Mar 2 Higher Education Coordinating Commission (HECC) Community College Support Fund (CCSF) Rule Advisory Committee meeting*
- Mar 2 Soroptimists of Gresham Scholarship Award ceremony*
- Mar 2 Testified for Senate Bill 523 hearing*
- Mar 3 Oregon Public Broadcasting (OPB) Board of Directors meeting*
- Mar 3 Meeting with Erin Beggs, Greater Gresham Chamber of Commerce*
- Mar 6 Meeting with Nina Vetter, City of Gresham*
- Mar 6 Oregon Community College Association (OCCA) legislative call*
- Mar 7 Meeting with Chief Gullberg, Gresham Police Department*
- Mar 8 OCCA Legislative Summit*
- Mar 8 Panel presentation on advocacy at OCCA Legislative Summit*
- Mar 9 MHCC meeting with Representative Nguyen*
- Mar 9 MHCC meeting with Representative Ruiz*
- Mar 9 OCCA meeting with Senator Rayfield*
- May 9 MHCC meeting with Representative Helfrich*
- Mar 9 MHCC meeting with Senator Dembrow*
- Mar 9 MHCC meeting with Representative Bynum*
- Mar 9 Presentation to House of Representatives Higher Education Committee*
- Mar 9 MHCC meeting with Representative Valderrama*
- Mar 9 MHCC meeting with Senator Fredrick*
- Mar 13 Presented at Microchip Expansion press conference*
- Mar 13 OCCA legislative call*
- Mar 13 Troutdale City Council Presentation with Directors McKeel and Speer*
- Mar 15 Portland Business Alliance Board meeting*
- Mar 15 MHCC Regular Board meeting*
- Mar 16 CCSF Rule Advisory Committee meeting*
- Mar 17 MHCC Tour with Representative Ruiz*
- Mar 17 Alder Elementary School-MHCC Visit*
- Mar 28 OCCA Legislative Committee meeting*
- Mar 30 CCSF Rule Advisory Committee meeting*
- Mar 31 Greater Portland Inc (GPI) Higher Education Consortium*

Select Media Mention

East Multnomah County school board races set for May election

https://www.theoutlookonline.com/news/east-multnomah-county-school-board-races-set-for-may-election/article_82dd1dec-c4dc-11ed-badd-e7e38c479321.html



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 19, 2023*

ITEM TITLE: 4.1

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

SUBJECT: CONSIDERATION AND APPROVAL OF THE 2023-24 PROPOSED BUDGET

The 2023-24 Proposed Budget is available online at mhcc.edu/BudgetOffice; hard copies are available by request from the budget office.

RECOMMENDATION:

That the Budget Committee move to approve the Mt. Hood Community College District 2023-24 budget of \$208,063,176 including the general fund budget in the amount of \$85,927,607 and all other budgets in the amount of \$122,135,569.

Approve the above resolution as presented.

Diane Noriega, Budget Committee Chair

Date



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 19, 2023*

ITEM TITLE: 4.2

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

SUBJECT: SET THE TAX LEVY FOR 2023-24

It is recommended the following property taxes to be imposed:

Fund	Type	Amount Subject to the Education Limitation:	Amount Excluded from Limitation:
General	Permanent tax rate	\$0.4917 / \$1,000 of assessed value	

RECOMMENDATION:

Approve the amount and/or rate of the property taxes.

Approve the above resolution as presented.

Diane Noriega, Budget Committee Chair

Date



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 19, 2023*

ITEM TITLE: 9.1a

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

SUBJECT: APPROVAL OF MINUTES – March 15, 2023

Session 1080

A meeting of the Mt. Hood Community College District Board of Education was held on March 15, 2023, with a Faculty Tenure Reception at 5:30 pm in the Town and Gown Room, and a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE REGULAR SESSION / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, Tambi Boyle, FTFA President, Marilyn Pitts, PFTA President, Rozina Lethe, CEA Representative, Carri Claycomb, dean, Nursing, Daniel Wenger, dean, Health Professions, Kim Hyatt, dean, Health, Physical Education, Athletics, Aquatics and Recreation, Sara Rivara, dean, Humanities and Social Science, Sydney Frost, dean, Human Development, Tenure Faculty Candidates: Olivia Castilleja, Amy Drouin, Angie Hansen, Jennifer Aubry, Dawn Markell, Yolanda Buenafe, Dawn Forrester, FRDB Chair

Speer called the meeting to order at 6:33 p.m. and declared a quorum was present.

1.1 Approval of Agenda

McKeel motioned to approve the agenda. Mattson 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 Faculty Tenure Recommendations

Lisa Skari provided the recommendation for the faculty candidates to receive tenure. She introduced the faculty candidates and respective deans, who shared a brief statement about the faculty candidates to the board. Skari and Speer together congratulated the faculty candidates recommended for tenure.

Faculty Tenure Candidates:

- Olivia Castilleja, Nursing/ Nursing
- Amy Drouin, Nursing/ Nursing
- Angie Hansen, Surgical Technology/ Health Professions
- Jennifer Aubry, Dental Hygiene/ Health Professions
- Dawn Markell, Health, Nutrition, & Fitness/ Health, Physical Education, Athletics, Aquatics & Recreation
- Yolanda Buenafe, Early Childhood Education/ Humanities and Social Science
- Rachel Falk, Human Development/ Human Development

Noriega motioned to approve the faculty tenure recommendations for 2023. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

3.3 Faculty Sabbatical Requests, 2023-2024

Dawn Forrester presented a brief summary of the faculty members who are seeking approval for a sabbatical request for 2023-2024:

- Stephen Conrad, Business/ Business and Computer Information Systems
- Zachary Canjar, Machine Tool Technology/ Integrated Metals
- Dan Davey, Music/ Performing Arts
- John Dryden, Engineering/ Engineering
- Jack Green, Mathematics/ Mathematics
- Anna Johnson, Business/ Business and Computer Information Systems
- Jason Pinkerton, Natural Resources Technology/ Natural Resources Technology

Noriega motioned to approve the faculty sabbatical requests for 2023–2024. Mattson seconded the motion. There was a board vote and the motion passed unanimously.

3.3 Academic Plan Update

Al McQuarters was not able to present this update and has been moved to the regular board meeting April 19, 2023.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information



- a) Minutes – Board Regular Session 1078, February 15, 2023
- b) Minutes— Board Retreat Session 1079, February 22, 2023
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) COVID-19 Activity Report
- g) Acceptance/ Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- h) Budget Transfer Request
- i) Approval to Utilize Goods and/ or Service Contracts in Excess of \$150, 000
- j) Head Start Continuation Grant Application
- k) Head Start Community Assessment
- l) Head Start Self-Assessment
- m) Head Start COVID Mitigation Policy

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

4.2 2023-2024 Consideration of Tuition and Fees Adjustment

Jennifer DeMent provided an overview of the adjustments for tuition and fees for 2023-2024, and stated the administration's recommendation is for a 1.7% tuition increase, or \$2 per credit hour, for in-district and out of district tuition. DeMent provided a summary of the administrative fees presented for approval that were included in the board packet.

McKeel motioned to approve the 2023-2024 Consideration of Tuition and Fees Adjustment. Mattson seconded the motion. There was a board vote and the motion passed unanimously.

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

6.0 CLOSING REPORTS

6.1 ASMHCC Representative

A representative from ASMHCC was not able to join the meeting, however, a report was sent in their absence in advance of the meeting:

As of this week, Cheyenne Winchell has stepped down on ASMHCC President for this academic year. We will be following the ASMHCC By-Laws and the Vice President will be stepping in during this absence.

Last week, ASMHCC worked with the MDRC and Transitions/Transiciones programs to host the Women's Empowerment event in honor of International Women's Day in the student union. This was a great success. The event brought over 100 students, faculty, staff, and computer partners to come together to celebrate women leaders in our community, and at the college.



This week ASMHCC hosted “Study and Chill” event for students to prepare for finals. This event provided activities including give a slice of pie in honor of Pi Day, create affirmation jars for self-care, use free massage chairs and part-take in arts and crafts to relax before finals week. We also worked with Tim Bradley from the Learning Success Center to help students who were struggling with finals to know where they can go get tutoring help.

We began the 2023-2024 ASMHCC President & Vice President elections process. We are encouraging students to apply and will be holding elections during week 3 of Spring Term.

6.2 Advisory Representatives

Tambi Boyle (FTFA) – she shared faculty and departmental activities and events, including a Pie Day event hosted by the Math Department, the Visual Arts faculty Art Exhibit, Health and Physical Education (HPE) softball game, ceramic bowl making to benefit Barney’s Pantry, Medical Assistant Program cohort graduate’s recognition potluck, and a celebration of life event for MHCC employee Jerry Lyons, hosted by the automotive shop lab.

Boyle highlighted that, this winter, the Oregon Community College Association (OCCA) funded an ACUE Micro Credentialing Course on Inclusive Teaching for Equitable Learning. She and Sarah Williams were accepted into the program, completed it, and are adding what they learned into their courses.

Rozina Lethe (CEA) – she shared the following facts about MHCC’s classified employees:

As of March 15, 2023:

- *There are 199 classified employees employed at MHCC.*
- *They have been employed for a total of 665,647 days.*
- *This translates to 1,823 years and 251 days.*
- *CEA’s combined experience goes all the way back to the year 200 C.E., when the world human population was estimated to be around 257 million, and the Classic Age of the Mayan civilization began.*

Instructional Services employs 5 classified employees who coordinate the following:

- *Curriculum (Katelyn Goslin)*
- *Course Scheduling (Darcy Dalrymple)*
- *Faculty Workload & Room Scheduling (Shalaia Walters)*
- *Online Bookstore (Michelle Perry)*
- *University Partnerships & Online Catalog Administration (Christy Weigel)*

So far in this academic year these employees have:

- *Submitted 66 Career-Technical degree & certificate programs and 117 courses updates to Oregon’s Office of Community Colleges and Workforce Development.*
- *Scheduled over 5,000 course sections for credit courses, apprenticeship, community education, workforce development, adult basic education, high school credit recovery, and College Now.*
- *Improved the online course scheduled so students can more easily identify on campus classes vs. online and hybrid classes.*



- *Assigned rooms for over 1100 face-to-face courses and hybrid courses with a face-to-face component.*
- *Verified full time and part time faculty and tutor workload assignments from every instructional department each term.*
- *Increased online bookstore sales by 6% compared to last winter term*
- *50% of text sales for winter term have been in digital format, with Inclusive Access making up 26% of sales and e-book/online courseware covering the remaining 24%. Both Inclusive Access (IA) and e-books provide students with instant access to online materials for lower prices than traditional print textbooks. Digital texts save students shipping fees and shipping wait times.*
- *Collaborated with other Oregon colleges and universities through OpenOregon.Org. Focused on meeting the 75% faculty text submission rate by the start of registration each term, as required by Oregon House Bill 2919. For winter term 2023, we were at 86% submissions when student registration opened.*
- *Developed new transfer agreements for over 400 programs at Arizona State University and a transfer agreement for students who complete 200-level Japanese to attend Kansai Gaidai University in Japan.*
- *Increased online catalog views from 283,741 in 2021 to 614,573 in 2022 by improving search engine optimization and adding pages for short-term training programs.*
- *Reduced 2022 catalog program description reading levels from an average of 18.19 (graduate school level) to an average of 9.752 (high school freshman level) for the 2023 catalog, which will be published online as soon as next week."*

Marilyn Pitts (PFTA) – she shared that the Part-Time Faculty and Tutor Association (PFTA) newsletter for winter term is complete and ready to be shared with the Board. Pitts also stated that the PFTA and the college has concluded their negotiations for their Covid memorandum of understanding (MOA).

6.3 Executive Leadership

John Hamblin (Student Development) – he shared that the current ASMHCC president, Cheyenne Winchell, has resigned her position. Hamblin stated that the position will be filled temporarily, through spring term, by other ASMHCC representatives.

Al McQuarters (Instruction) –he had no additional updates to report on. He congratulated all the faculty candidates recommended for tenure.

Jennifer DeMent (Administrative Services) – she shared that her financial team put together a consolidated audit financial report and a printed copy was given to each Board member.

Al Sigala (College Advancement) – he had no additional updates to report on. He thanked the Board members who were able to join him and other attendees at the OCCA Legislative Summit in Salem, Oregon March 8-March 9, 2023.

6.4 President's Report

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



Skari shared that she presented to the House Higher Education Coordinating Commission (HECC), alongside other Oregon community colleges, who were each assigned a particular area to discuss. On behalf of MHCC, Skari, talked about the strengths of the Adult Basic Education (ABE) Skills Program and the incredible outcomes that were achieved by the Career Pathways Program over the past seven years. She stated that the committee at the HECC, which they presented to, was new and that it was good for them to hear the full spectrum of what community colleges do, in hopes this will translate to House Bill 5025, which focuses on community college funding. She announced that there will be a Ways and Means Hearing on April 12, 2023 and a link will be sent out, for those interested in participating, to sign up through the Oregon Legislative Information System (OLIS).

As part of the growing semiconductor industry, Skari highlighted that the company Microchip awarded the college with a plaque to recognize the importance of workforce training and the partnership with MHCC. She recognized Dr. Kristin Lima who has done an incredible amount of work with Microchip in setting up a job fair that will be held next week. In addition, she discussed that the college is ready to employ their first class, as part of Future Ready Oregon, and that the demand has been higher than anticipated. A television station also reached out to the college to learn more about the program's mobile training lab, which is for manufacturing degree pathways programs. She complimented the Mechatronics team, advisory committee, Dr. Lima, and everyone who helped move this forward and help the college be a part of it. Lastly, she mentioned that the significance the college has is with the Chips Act funding, and in order for companies to apply for the funding, they must show a strong workforce connection and a strong connection to education.

Skari discussed that college enrollment was up 5% for fall and winter and that it is projected that spring will follow with the same increase.

In closing, she shared a story from a recent community engagement visit with the West Columbia Gorge Chamber of Commerce, where MHCC instructor, Rachel Falk, was praised, by a couple council members, for an introductory course she created (HD 130-Applied Technology), that Corbett High School students were taking to help them get a sense of opportunities for college. She highlighted that what we do at the college is impacting the community.

7.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 7:47 p.m.

Clerk

Board Chair

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: April 19, 2023

ITEM TITLE: 9.1b

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

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Lopez, Kay	Advisor - Workforce Development Grants and Contracts	Workforce Development	3/1/2023
Laff, Jeffrey	Director of High School Services	High School Services	3/1/2023
Santos Molina, Marlen	Payroll Specialist	Human Resources	3/1/2023
Keller-Faatz, Emma	Library Public Services Assistant	Library Resource Center	3/1/2023
Bryan, Stephanie	Education Site Manager	Child Development & Family Services	3/3/2023
Schmucker, Joseph	Nurse Educator Associate	Nursing	3/6/2023
Weber, Bridgette	On-Call Substitute	Child Development & Family Services	3/6/2023
Palma, Sofia	Middle College Adviser	High School Services	3/6/2023
East, Khai	Program Specialist	Child Development & Family Services	3/6/2023
Grimes, Seth	Desktop Support Specialist	Information Technology	3/7/2023
Vazquez, Yaquelin	Program Assistant	Child Development & Family Services	3/8/2023



Quintos, Andrea	Athletic Trainer	Health & Physical Education, Athletics, Aquatics and Recreation	3/8/2023
Kendall, Joy	Classroom Aide	Child Development & Family Services	3/8/2023
Way, Sheeglay	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/13/2023
Nix, Hailey	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/13/2023
Latham, Amonte	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/13/2023
Koroteev, Mark	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/13/2023
Vang, Der	EHS Family Support Specialist	Child Development & Family Services	3/14/2023
Garcia, Ian	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/20/2023
McLean, Danisa	CCR&R Executive Director	Child Development & Family Services	3/20/2023
Mitchell, Tina	Instructor - Dental Hygiene	Health Professions	3/20/2023
Becker, Christina	Instructor - Dental Hygiene	Health Professions	3/20/2023
Morris, Ellayna	Instructor - American Sign Language (ASL)	Humanities	3/23/2023
Baker, Katrina	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/27/2023
Schirrick, Jessie	Content and Public Relations Coordinator	District Communications	3/28/2023
Davis, Luke	AVID Learning Specialist	AVID	3/31/2023



Downs, Bethany	AVID Learning Specialist	AVID	3/31/2023
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TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Reed, Jann	Administrative Assistant - Data Systems	Child Development & Family Services	3/31/2023
Escutia, Zarah	Library Public Services Assistant	Library Resource Center	3/31/2023

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Cooper, Chris	Associate Director	Child Development & Family Services	3/3/2023
Sickon, Dalton	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/9/2023
Al-Meer, Jamie	Nurse Educator Associate	Nursing	3/13/2023
Munoz, Helena	Nurse Educator Associate Instructor	Nursing	3/13/2023
Erickson, Ian	Assistant Coach	Health & Physical Education, Athletics, Aquatics and Recreation	3/13/2023
Shanbhag, Supriya	Business Adviser	Small Business Development Center	3/14/2023
Kaady, Paull	ABE-GED Instructor	Adult Basic Skills	3/15/2023
Hernandez-Vanegas, Lizbeth	Food Service Aide	Child Development & Family Services	3/16/2023
Tong, Romy	Associate Vice President of Finance	Business Office	3/17/2023
Foreman, Emerita	On-Call Substitute	Child Development & Family Services	3/17/2023
Garcia Lay, Maria	On-Call Substitute	Child Development & Family Services	3/23/2023
Jones, Brittany	On-Call Substitute	Child Development & Family Services	3/23/2023



Samaan, Christina	Classroom Aide	Student Outreach and High School Services	3/23/2023
Aispuro, Diana	On-Call Substitute	Child Development & Family Services	3/23/2023
Peterson, Tiffany	On-Call Substitute	Child Development & Family Services	3/23/2023
Gerges, Mariana	On-Call Substitute	Child Development & Family Services	3/23/2023
Goslin, Katelyn	Curriculum Coordinator	Instructional Services	3/23/2023
Kisa, Josi	Executive Director	Child Development & Family Services	3/24/2023
Taylor-Hill, Sumiko	Hourly Confidential-HS	Child Development & Family Services	3/24/2023
Moore, Sasha	Community Education Instructor	Community Education	3/30/2023
Escobar, Krista	Nursing Lab Resource Specialist	Nursing	3/31/2023
Almada, Ingrid	Community Education Instructor	Community Education	3/31/2023
Michaels, Roberta	Community Education Instructor	Community Education	3/31/2023
Moffett-Chaney, Berdell	Community Education Instructor	Community Education	3/31/2023
Moore, Shari	Business Instructor	Business	3/31/2023
Bargsten, Krista	Community Education Instructor	Community Education	3/31/2023
Kirk, Nancy	Instructor	Community Education	3/31/2023



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 19, 2023*

ITEM TITLE: 9.1c

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

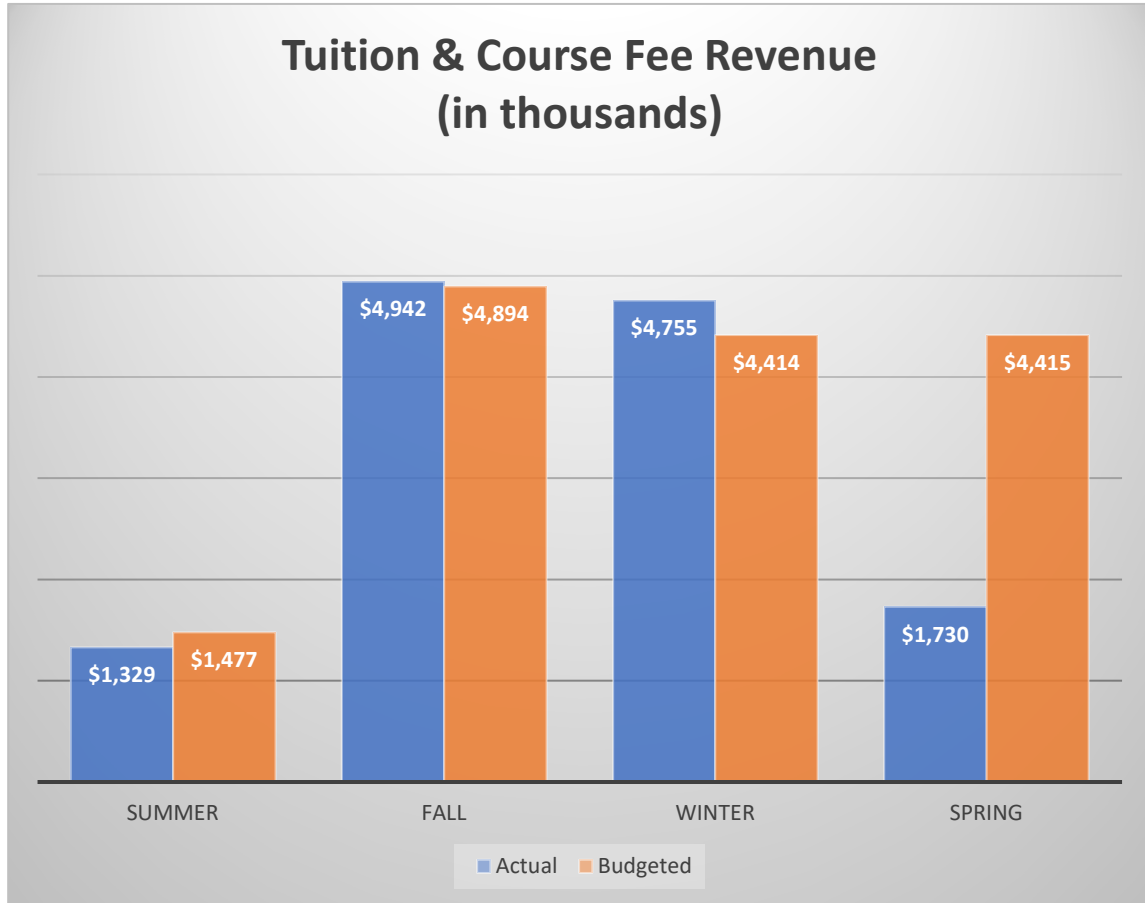
SUBJECT: MONTHLY FINANCIAL REPORT

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

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 3.41% (-38 students) compared to February 2022. Summer and fall terms combined tuition and fee revenue year to date is 3.9% (\$252,917) below this time 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 \$47,088 over the budgeted amount. Winter term enrollment in tuition-bearing courses increased by 3.4% (32 students) compared to this time last year and year to date tuition and fee revenue for winter term is currently \$341,559 over budgeted amount. Preliminary enrollment numbers for spring term indicate an increase of .80% (7 students) compared to this time last year.



Expenditures:

As of February 28, year-to-date expenditures were \$478,895 (2.67%) above this time last year; however, they meet forecast expectations. As an educational institution, the majority of costs are incurred between September and June.

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



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2022/23
As of February 28, 2023

	Actual Year to Date February 2021	Actual Year to Date February 2022	Actual Year to Date February 2023	\$ / % Increase (decrease) over prior year	Amended Budget 2022 23	Percentage of Budget Remaining	
Beginning Fund Balance	9,557,976	15,402,319	20,549,976	5,147,657	33.4%	19,535,549	
Revenues							
State Support	24,098,110	26,210,155	26,398,133	187,978	0.7%	35,729,173	26%
Property Taxes	13,121,731	13,629,701	14,063,659	433,957	3.2%	14,699,468	4%
Tuition and Fees	18,638,736	14,675,169	14,002,087	(673,082)	-4.6%	16,698,196	16%
Federal Grants	-	238,781	-	(238,781)	-100.0%	-	-
Other Revenues	269,813	232,947	882,822	649,875	279.0%	1,622,522	46%
TOTAL REVENUES	56,128,390	54,986,753	55,346,700	359,947	0.7%	68,749,359	19%
Expenditures							
Salaries	21,545,034	21,178,718	21,378,029	199,311	0.9%	39,729,232	46%
Health Care	4,257,608	4,051,686	3,886,578	(165,108)	-4.1%	6,606,480	41%
Fringe/Taxes	7,943,549	7,853,822	7,470,080	(383,742)	-4.9%	13,814,283	46%
Personnel Subtotal:	33,746,191	33,084,226	32,734,687	(349,539)	-1.1%	60,149,995	46%
Materials & Supplies	4,317,099	4,779,221	5,585,948	806,727	16.9%	10,273,967	46%
Grants in Aid/Tuition Waivers	588,014	523,585	545,394	21,810	4.2%	1,030,914	47%
Debt Service	452,113	422,013	421,910	(102)	0.0%	2,543,427	83%
Transfers to Other Funds	-	-	-	-	0.0%	4,287,292	100%
TOTAL EXPENDITURES	39,103,416	38,809,044	39,287,939	478,895	1.2%	78,285,595	50%
Rev Greater (Less) Than Exp	17,024,975	16,177,709	16,058,761	(118,948)	-0.7%	(9,536,236)	
Beginning Fund Balance	<u>9,557,976</u>	<u>15,402,319</u>	<u>20,549,976</u>			<u>19,535,549</u>	
Ending Fund Balance						<u>9,999,313</u>	
<i>As a percentage of expenditures</i>						13%	



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: *April 19, 2023*

ITEM TITLE: **9.1d**

CONTACT PERSON: *Hilda Pena-Alfaro, Executive Director of Child Development & Family Support Programs*

SUBJECT: **MONTHLY HEAD START REPORT**

**Head Start/Early Head Start News from the Director
March 2023**

March 2023

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

Objective 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

- **CDFS** held a program-wide daylong all staff on March 17th. The in-service included sessions on Cyber Security, Autism in Early Childhood, Child Health and Safety training, and Child Nutrition and using the Harvest for Health Kids Curriculum.

Objective 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

- **CDFS** welcomed Niki Spears, a motivational wellness speaker, to give her 3rd keynote of the year to all staff on March 17th. She spent an hour with staff continuing her wellness series around reframing negative thoughts

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** in partnership with MHCC held a second resource fair on March 11th called “Spring into Learning.” The event offered community resources and free entertainment to hundreds of east county community members.
- **CDFS** partnered with Wooden Fish Parents First, City of Gresham, Day One Tech STEAM and Love is Stronger Inc. to hold a father engagement event on March 21st titled “Tool Box Time.” The event provided space and activities for father figures to spend time learning and having fun with their children.
- **CDFS** partnered with the Portland Timbers, Wooden Fish Parents First, City of Gresham, Day One Tech STEAM and Love is Stronger Inc. to hold a father and father figures event where they had a space to form connections with peers, mentors, and other community members and to also have fun. Portland Timbers Forward Felipe Mora was at the event to take pictures with families and provided autographs.

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

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

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

75 families participated in our Parents to teacher orientation session. This is a multi-week free training opportunity for families that can lead to paid volunteering opportunities within the MHCC Head Start program and potential full-time jobs within our program.

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 multilingual communities.*

- **CDFS** continues to add Arabic translations to program materials for families and staff.
 - Centennial 5-year Strategic Planning session Dec 13, 2022. They discussed the districts data and planning for the future
 - Met with Gresham Barlow School district about strengthening the connections with the teen parents. Dec 8th
 - Motivational speaker, Niki Spears provided a second session for all staff around staff wellness and wellbeing.



Administrative Services Update

Enrollment Report for February 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.

March 2023 Data:

EHS funded: **263**

EHS Enrollment: **184**

EHS Waitlist: 237

HS Funded: **903**

HS Enrollment: **532**

HS Waitlist: **424**

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 Директоровтом же рапорте показана средняя дневная посещаемость по центрам



Совет Директоров

**Average Daily Attendance Head Start
January 2023**

Center	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Cascade Crossing			72%	70%	76%	53%	70%	69%	67%				
David Douglas High School													
Davis			79%	66%	73%	76%	80%	87%	77%				
Division			94%	91%	100%	*nr	95%	*nr					
Early Childhood Center	78%	65%	86%	84%	73%	74%	78%	82%	82%				
Fairview			77%	79%	72%	73%	77%	81%	79%				
Gateway			80%	78%	69%	73%	79%	50%Virtual	61% (virtual)				
Gethsemane	83%	80%	*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Gresham United Methodist			60%	58%	65%	64%	68%	70%	77%				
Hazelwood	64%	66%	91%	90%	88%	72%	86%	91%	84%				
Kelly Place	72%	67%	80%	80%	87%	77%	82%	80%	83%				
Knott			77%	80%	64%	64%	71%	72%	68%				
Mt. Hood			82%	86%	*nr	*nr	*nr	*nr	*nr				
North Powellhurst			*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Rockwood 181			75%	76%	70%	71%	74%	72%	80%				
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Russellville	68%	72%	93%	85%	90%	72%	81%	80%	86%				
Sunrise			84%	79%	76%	71%	79%	70%	75%				



Troutdale			66%	84%	80%	78%	83%	77%	84%				
Program													
ADA	78%	84%	80%	79%	74%	71%	77%	79%*	77%	72%			

Average Daily Attendance for Early Head Start

Center	July	Aug	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Division			*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Earl Boyles			*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Early Childhood Center	87%	75%	84%	80%	73%	74%	78%	82%	76%				
Gethsemane (2 EHS, 6 BP)	93%	82%	*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Hazelwood	88%	88%	88%	94%	82%	69%	86%	92%	85%				
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr				
Russellville	79%	90%	83%	66%	65%	63%	81%	80%	80%				
Troutdale													
Willow Tree	92%	88%	93%	82%	82%	91%	81%	88%	77%				
Program													
ADA	78%	78%	86%	81%	76%	74%	77%	85%					

*nr = not reported.

Attendance CCP

David Douglas Highschool: 75%

Gresham High School: 25%

Kinder care: 93%

Little Friends Day school: 93%

Little Pixie:100%

Love Bugs: 71%

Love Bugs two: 78%



Melody Munchkin: 90%

Melody Munchkin Little Bloom: 90%

Pixie Childcare: 63%

Reynold Learning Academy: 56%

Average CCP daily attendance: 76%

Mt. Hood Community College Head Start Financial Report

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

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

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

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



Expenditure Report - November 20202				
Budget Category	Budget	November	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	741,648	2,038,127	26%
Fringe Benefits	7,007,311	428,523	1,135,045	22%
Travel	97,349	8,140	2,850	11%
Equipment	0	0	0	#DIV/0!
Supplies	1,413,447	68,547	98,850	12%
Contractual	2,048,979	108,704	244,242	17%
Facilities/Property Services	1,271,137	90,610	404,542	39%
Other	519,098	19,333	56,884	15%
Indirect	2,202,095	84,821	144,180	10%
Total	25,221,033	1,550,327	4,124,720	23%
Expenditure Report - December 20202				
Budget Category	Budget	December	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	712,761	2,779,776	33%
Fringe Benefits	7,007,311	416,938	1,563,568	28%
Travel	97,349	10,580	10,989	22%
Equipment	0	0	0	#DIV/0!
Supplies	1,413,447	61,567	167,396	16%
Contractual	2,048,979	69,609	352,946	21%
Facilities/Property Services	1,271,137	92,954	495,153	46%
Other	519,098	14,819	76,217	18%
Indirect	2,202,095	69,758	229,001	14%
Total	25,221,033	1,448,986	5,675,047	28%
Expenditure Report - January 2023				
Budget Category	Budget	January	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	585,968	4,078,505	38%
Fringe Benefits	7,007,311	366,103	2,346,609	33%
Travel	97,349	5,332	26,901	28%
Equipment	0	0	0	0%
Supplies	1,413,447	76,114	305,078	22%
Contractual	2,048,979	110,579	533,134	26%
Facilities/Property Services	1,271,137	94,221	682,327	54%
Other	519,098	66,499	157,535	30%
Indirect	2,202,095	72,617	371,376	17%
Total	25,221,033	1,377,431	8,501,464	34%



November, December 2022 & January 2023

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

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

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

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

This data will be provided in next month's report.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 19, 2023*

ITEM TITLE: 9.1e

CONTACT PERSON: *Hilda Pena-Alfaro, Executive Director of Child Development & Family Support Programs*

SUBJECT: Head Start 2023-2024 Cola Application

**Mt. Hood Community College Head Start
Supplement- Cost of Living Adjustment (COLA) Application
10CH011601
Narrative, Budget and Budget Justifications**

The Mt. Hood Community College's Child Development and Family Support Program implements various Head Start and Early Head Start programs throughout East Multnomah County. As a result of rising inflation, many of our staff are experiencing increased financial burdens that are negatively impacting them and their families. This is especially true for the staff located in the low salary range HS1-HS10. Thus, in order to address some of the increased challenges that our staff face, we are submitting this application to request the Cost-of-Living Adjustment (COLA) funding in the amounts of \$247,254 for Head Start and \$302,329 for Early Head Start.

Should the COLA funds be approved, funds will be used to:

1) increase salary wages to those employees from range 1 to range 10 (Employees between those ranges will advance a range).

2) provide a cost-of-living adjustment of 4.5% to all Head Start and Early Head Start salaries, including Child Care Partnership Delegate Agencies.

All increases should be applied beginning July 1st, 2023.

The budgets and budget narratives for this application are as follows:



COLA / Increasing range

Head Start Budget

HS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for HS	4.5% of cost-of-living adjustment to HS Salaries and Range increase	\$148,352.40	\$160,490.72
Fringe Benefits for HS	There is not a set fringe rate; it depends on the employee's classification and FTE. 40% are allocated to fringe and benefits for HS.	\$98,901.60	\$0
Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$0	\$0
Totals		\$247,254	\$160,490.72

Early Head Start Budget

EHS Expense	Description and Justification	Federal Share	Non-Federal Share
Salaries for EHS	4.5% of cost-of-living adjustment to HS Salaries and Range increase	\$181,397.40	\$196,077.53



Fringe Benefits for EHS	There is not a set fringe rate; it depends on the employee's classification and FTE. 40% is allocated to fringe and benefits for EHS.	\$120,931.60	\$0
Differential Increase to EHS Child Care Partnerships Delegate Agencies	4.5% differential increase will be allocated to our EHS Child Care Partnerships delegate agencies. 21% are allocated to our Child Care Partnerships.	0	\$0
Indirect Cost	MHCC would elect to use our Indirect cost rate agreement with HHS for this COLA budget. MHCC charges 10% indirect rate.	\$0	
Totals		\$302,329	\$196,077.53

Student Development

John Hamblin

April 2023

Divisional Updates for Student Development Division

- **Educational Programs & Support Services**

Student Life: The ASMHCC approved partial funding in support of creating a full-time coordinator position for Barney Pantry Operation. This will help better support services for students needing help with food and other services in the pantry.

MHCC Spring Club Fair will be on Tues., April 18, & Weds., April 19 11am - 2pm in the Main Mall, with the Student Union as a rain back up location. Student Clubs and MHCC departments will have the opportunity to talk with students and showcase the resources and how to get connected. We hope this event will provide an opportunity for student engagement.

We will be celebrating all our students at the Multicultural Student Graduation Celebration on May 26, from Noon – 1:00 pm. The celebration is to honor and celebrate our community in their accomplishments! MHCC values the diverse community represented on our campus. We believe it is important to honor and celebrate the hard work and achievements of our community, especially throughout this time, so we are beginning a new tradition on campus.

Career Planning and Counseling: Career Services, under the coordination of Jennifer McNeil, Student Career Development Coordinator, will be holding the Spring Career Fair on Wed., May 3, from 11 am – 3 pm in the Vista Dining Center.

Financial Aid: We provided weekly FAFSA/ORSAA support times in the Hub every Wednesday afternoon, 2-4pm, through March 15.

March 1 marked the beginning of our contract with ECMC for Financial Literacy and Loan Management support. We conducted a TLC training on 3/15/23 to help staff understand the resources and how to help students benefit from them. An additional TLC session will be provided and two Zoom sessions for students are scheduled in the month of April as well. To date we have over 100 students who have signed up for access to the online financial literacy platform!



Student Development Update

- **E) Community Connections**

Student Life: We will be celebrating Cinco de Mayo on May 4 at the Main Mall at 6:00 PM. Join us for educational and engaging evening of demonstrations highlighting Mexican heritage. Learn about la Batalla de Puebla and why Cinco de Mayo is observed and celebrated. Bring your friends and family to this free event. Food | Crafts| Ballet Folklorico | Movie: Selena

On April 26 from 11:30 am-1:30 PM, There will be Sexual Assault Awareness Month Event in the Student Union for students and community members, students, faculty and staff to engage in a discussion about discussion to raise awareness about sexual violence, how to prevent it, and how to support those who are affected by it.

Financial Aid: On Tuesday, April 3, two of our financial aid advisers helped with a FAFSA/ORSAA support event at Gresham high school. Over 20 students and family members were in attendance, and we were able to provide bilingual support to assist students with completing their FAFSA or ORSAA. Additional events are being planned, as well as some cross-training with Gresham HS staff so they are able to better assist their students going forward.

Instruction

Al McQuarters

April 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.

- The Modern Language department sponsored a “Fun with Languages” event, spotlighting students in the Modern Language and ESL/IECC program, highlighting successes and challenges of learning a second (or third) language.

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.

- Amy Aldus, Program Director for Surgical Technology, led a faculty conversation regarding restorative, rather than punitive, approaches to addressing incidents of plagiarism.
- The *Unissued Diplomas* exhibition was held at the library. It honors the memory of Ukrainian students who will never graduate because their lives were taken by the Russian invasion.

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

- Visual Arts faculty met with Lori Walmsley, Faculty Librarian, to reframe how cultural competencies can be expressed, allowing for more than the written word.

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

- The Nursing Department had 27 students successful complete the program and are authorized to sit for the nursing licensing exam.

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.



Instruction Update

- Karen Green, Program Director for Mental Health, Social Service and Addiction Counseling, is leading conversations with the University of Oregon's Ballmer Institute for Children's Behavioral Health, exploring alignment and articulation through inter-agency agreements and curricular development.
- Integrated Media is partnering with KGW (local NBC affiliate) to develop ongoing internship opportunities for our students and KGW is helping with curricular ideas so that our students are trained for success in the media industry.
- Sandy Areas Chamber has agreed to work with our Small Business Development Center (SBDC) to provide support to businesses in their area by sponsoring them to take classes at our SBDC.
- Nikki Gillis, Pre-Apprenticeship Program Coordinator; Kristen Kulongoski, Adult Basic Skills and Career Pathways Manager; and Dawn Loomis, Director of Workforce, Apprenticeship and Community Education, presented to the Pacific Northwest Construction Institute (PNCI) Joint Apprenticeship Training Committee (JATC) to formalize their partnership with the construction pre-apprenticeship for English Language Learners. The committee voted in favor of this partnership and will draft an MOU.

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 implementation team lead by Dr. Pete Szucs, Dean of Mathematics and Science, has collected information from faculty, non-faculty employees and students about the future academic direction of MHCC.

Goal C: Organizational Structure, Systems & Processes:

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

- Through NW Youth Career Expo attendee list, MHCC is sending NBC scholarship info to all appropriate CTE faculty to help recruit historically underrepresented populations.

Goal E: Community Connections:

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

- New outreach materials for Dental Hygiene are being developed in English, Russian and Vietnamese using a combination of language translation tools and student assistants.

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

Instruction Update

- The Mt. Hood Community College Baseball and Softball teams assisted with the preparations before and after the event, for the Spring into Learning community event hosted by our Head Start program.

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 Computer Information Systems team, hosted 180 high school students for the first annual “Cyber Day”. The students were exposed to all areas including game design, cybersecurity, computer science, and networking. In addition, there was a Cyber Career Fair with employers encouraging students to explore Cyber related fields. The event was partially funded by the US Department of Labor Strengthening Community College training grant.
- As part of the Future Ready Oregon – Workforce Ready grant, Dr. Kristin Lima, Dean of Applied Technologies, and Instructors, Todd Saunders, Mechatronics, and Keith Knight, Machine Tool, have partnered with Onsemi and Microchip to create opportunities for both incumbent workers and potential employees to gain the knowledge to further their careers. The specific activities were:
 - Started offering the MEC 112 – Measurement Tools course onsite at Onsemi and Microchip. We had 48 students attending this course.
 - Hosted a Semiconductor Career Fair on March 22, in partnership with WorkSystems, WorkSource and industry partners. Over 100 people learned more about mechatronics and the careers that they could have in the semiconductor industry.

Administrative Services

Jennifer DeMent

April 2023

Update on Comprehensive Campus Facilities Plan: Project is in the Phase 1 data gathering phase, and we will continue to gather essential information on classes, buildings, occupancy, campus, and sustainability. More detailed information is provided below.

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

- The IT Team reimaged 25 **laptops** for the Student Basic Needs department, so spring term students would have more laptops to borrow

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

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

- Human Resources continues searching for a **Recruitment Manager**. After an unsuccessful first recruitment, a second one is underway, with second interviews scheduled for mid-April.
- Facilities updated and reviewed the Maintenance Mechanic and Building Engineer job descriptions with an **equity lens**, posting three (3) vacant staff positions.

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

- The **Performance Development Process** for classified, management, and confidential employees are undergoing process improvements in preparation for the cycle starting July 2023. This process is collaborative between a supervisor and staff member and designed to promote continuous improvement and growth.
- The College and Part-Time Faculty and Tutor Association reached what may be a **final agreement regarding COVID-19** for the winter/spring term.



Administrative Services Update

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.*

- Facilities partnered with instructional teams to review potential spaces and **grant opportunities for the Construction Pre-Apprenticeship grant program**. Options considered were the GE building, where the Glaziers are vacating, and the old print shop. Review and funding plan completed for an April grant submittal.

Objective C.7: *Expand and strengthen the Office of Student Basic Needs to increase resources for students.*

- Facilities continue partnering with Student Services and DEI on the plan and scope development for the buildout of the **Student Diversity and Resource Center**. The teams have held stakeholder and architect meetings for visioning and information gathering. The room layout and usage requirements should be complete in April, with plans drawn up in May for bidding and procurement.

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.*

- Phase three of the **CMS (Content Management System) website project**, implementing a new public website for the college, was completed in March, including:
 - The website's information architecture (IA) is complete. IA defines how the site and its content will be structured, labeled, designed, and organized to allow users to quickly and easily find the information they want.
 - The website's functional and technical specifications define how the back-end service that publishes and maintains the website will be configured.
 - The website's content management strategy details the specific goals, audiences, and content types to be addressed within the system
 - The website's wireframe design and templates define the core layout of the website's pages within a few different variations to suit different content needs
 - User testing of this proposed design by students and other key stakeholders
 - The website's visual design files document the exact color schemes and fonts for branding, continuity, and an overall professional "feel."
- **IT Web Services reports** and monitors various website indicators monthly. Some information from IT's most recent MHCC Website Reporting:
 - For March, there were 294 service requests related to the MHCC website. Most were HPE, IT, College Advancement, Public Safety and Financial Aid updates.

Administrative Services Update

- Our Accessibility remained generally unchanged, with a score of 79.0, with the industry benchmark being 85.7. This score varies monthly due to new information/documents loaded and other changes. Our previous drop of approximately 1.8 points was due to an Open Education Resource placed on the main website with several accessibility issues we cannot fix. Other improvements are being made incrementally.
- Our Quality Assurance score measures the credibility and user-facing aspects of a site. Our current score is 89.8.
- There were 31,108 visits to MHCC's home page, viewing 49,698 pages.
- Our SEO score decreased by 0.6 points, measuring at 70.0. The industry benchmark is 82.6.
- 55.6% accessed our site using a desktop, 43.5% utilized a mobile device, and 1% utilized a tablet.
- Completed additional work in the technical, back-end environment to support MHCC's **website upgrade** project.
 - A new site was created in the new Content Management System that creates the editing, publishing, and workflow so that identified department site editors can create and edit their content on the new site.
 - Upgrading the Windows Server operating system to the current version addressed security risks. It ensures we are utilizing the most recent operating system.
 - IT upgraded the **Content Management System** software and SQL Server to the latest versions. This upgrade addresses fixes and security vulnerabilities and adds more functionality for users editing website content. Additionally, the IT Application/web team has completed two upgrades independently, reducing dependence on our vendor and providing cost savings.
- The team created a new website for **Online Learning** in the new website environment. This new site will ensure that Online Learning information is within the MHCC domain, is consistent, and meets security requirements. Online Learning will be moving its content over the next few months.

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

- The Business Office team completed the 2023/24 proposed budget and presented it to the board on April 5. A recent addition to the budget document is a **Strategic Capital Projects** section, intended to increase awareness of facility improvements on campus.

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

- The **comprehensive facilities plan** project is in phase one, information gathering. We are finding inconsistencies in data export from 25 Live and Instructional systems and

Administrative Services Update

working with system owners for proper content. Once all data has been gathered, architects and planners can complete the data review and recommendations. Area input and feedback sessions will be scheduled for May to enable Faculty to provide input before the summer term. Steering Committee Meetings will be set up monthly for April 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.*

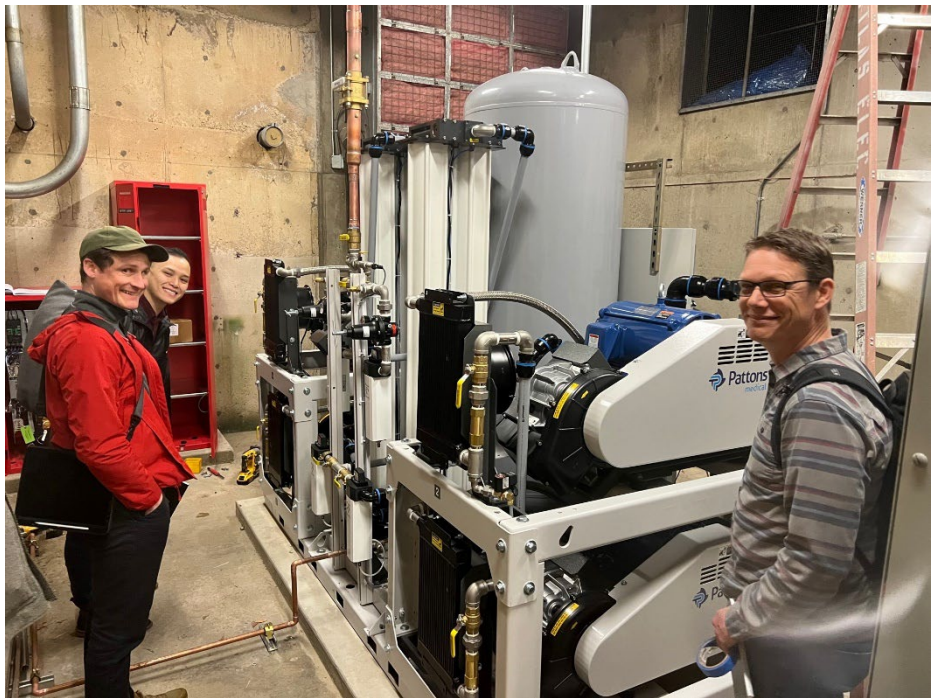
- The IT Team
 - Upgraded the **Advocate** lab's Mac devices to fix security issues and provide a more stable environment.
 - Upgraded to Office 21 in 9 student labs to support **Simnet** class work (business classes).
 - Continued work to **reduce cyber security risk** by providing MHCC laptop devices for employees whose roles involve remote work and the need to access MHCC enterprise systems through VPN. The team migrated approximately 30 individuals to MHCC laptop devices.
 - Updated passwords for SQL users identified on a recent audit due to not meeting password complexity requirements to reduce cyber security risks.
 - Removed unused web applications or those that do not meet **security** requirements.
 - Removed web databases that were outdated and not needed, reducing technical debt **risk**. This removal also allows for smoother migration to a newer SQL version.
 - Reset passwords on additional web applications based on recent **cyber security** audit findings.
- **Cyber-Security – Recap of risks identified and/or blocked for March:**
 - 83 MHCC account alerts required manual review
 - 19 false positives or failed attack attempts
 - 64 needed password changes and their O365 sessions revoked (confirmed suspicious activity)
 - Email:
 - 8,691 instances of phishing blocked
 - 82,828 instances of Spam blocked
 - 143 instances of email malware blocked (60 were attachments, the remainder (83) were URL links)
- **Dental Hygiene Remodel**
 - Continuing on schedule for full delivery of remodeled space by August 1, 2023

Administrative Services Update

- Classrooms 1701, 1702, and 1705 (pictured right) returned to service in March before the spring term started. These rooms were under construction in winter term to align utilities from the lower level up through the concrete deck into the Dental lab where the chairs and restrooms are located.



- Classroom 1710 had extensive ceiling removal and scaffolding to get to utilities for Northside dental chairs. Room 1710 will be returned to service in early May.
- Dental chairs and cabinetry will be installed the week of April 10-14. Phase one major construction will be completed and signed off by inspectors in April, then program materials and space setup will be restocked in May and June.
- Phase 2 of the remaining ordered component installations will commence in June and finish by mid-July.
- The older air compressor and vacuum systems were aged and unable to supply adequate air pressure and vacuum for the new chair systems. We worked with the Architects and Engineers to size and install larger equipment for proper operation. (pictured right)



Administrative Services Update

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

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

On March 11, CDFA held its second resource fair, "**Spring into Learning,**" which offered community resources and free entertainment to hundreds of people in the east county community. Thanks to the 80+ community-based organizations that participated and the 1,400 people who attended.



College Advancement and District Communications

Al Sigala

April 2023

Website Development

The website is taking shape as we do have a working design and are making final touches to that. In addition to a review of wire frames and a brand content position, the DC team is working with the project manager of the website revamp to determine best practices for inter-departmental website updates after the launch of the website. We also kicked off messaging development with staff undergoing a workshop regarding our content strategy. This means we are now in stage 4 of this development effort. The content creation stage is expected to be among our most challenging and time-consuming.

Teaching and Learning:

District Communications (DC) assisted Applied Technologies with marketing materials and publicity for Microchip's Semiconductor Career Fair hosted on MHCC's campus.

Foundation staff attended a recent CASE (Center for the Advancement and Support of Education) workshop on Demonstrating the Value of Higher Education. The workshop included best practices in promoting colleges.

Education Programs and Support Services:

Our legislative efforts included Legislative Days at the state capitol in which board members and students joined us in meeting with our in-district legislators and informing them of the college's efforts. Students were invited to the floor of the House by Rep. Janell Bynum. We were able to visit with 9 of our lawmakers.

Along with Legislative Days we continued hosting tours of campus for legislators. Rep. Ricki Ruiz joined us for look at some of our CTE programs.

The Foundation's annual auction is being finalized as we look forward to the April 22nd event. We are sold out for the live event in which we will feature 13 oral auction items to bid on. Among the items are vacation getaways to Mexico, the Oregon Coast, Coeur D'Alene and Central Oregon.

We saw three new endowed scholarships come to fruition providing even more support to our students. The scholarships include the Jerry Lyons Endowed Scholarship, the Carroll Family Endowed Scholarship and the Arthur J. DUSDALL Endowed Scholarship.

We are set to begin reviewing the 2023-24 scholarship applications with the goal of announcing recipients by the end of April. A survey went out to all past scholarship readers to prepare them for this process.

College Advancement and District Communications Update

Organizational Structure, Systems, & Processes:

District communications continues its effort to fully staff the department and has hired a content and public relations coordinator, who will serve as the public relations liaison and copy editor for all college communications internally and externally. Along with this the position of digital marketing strategist has been posted online with hopes of interviews beginning in April.

DC is currently partnering with enrollment and recruitment in the development of a Strategic Enrollment Management (SEM) plan, which will highlight strategic goals and objects to be obtained by both departments to continue the work of enrollment increases and a more streamlined experience for potential students. Some of these initiatives include researching a new SIS system, launching the new website, creating a new marketing committee and touring all departments in-person to create more brand buy in an effort to have a more aligned institutional brand and more!

Facilities and Technology:

Performance for mhcc.edu on *Google Search* (March 1-31):

- Overall:
 - 1978k impressions
 - 46.4 total clicks
 - 4.7% Average Click Through Rate (CTR)
- Top Performing Queries:
 - “mhcc”: 5.9k clicks, 13.3k impressions
 - “mt hood community college”: 3.9k clicks, 10.2k impressions

DC is currently partnering with enrollment and recruitment in the development of a Strategic Enrollment Management (SEM) plan, which will highlight strategic goals and objects to be obtained by both departments to continue the work of enrollment.

The Foundation began efforts to put the Yoshida Estate up for sale by interviewing realtors interested in this opportunity. We are hoping to be able to place the Estate on the market in time for summer.

Community Connections:

The Foundation hosted the Secret Garden Tea Party, an alumni outreach effort. The Tea Party had to be rescheduled due to inclement weather from its original date. That unfortunately did affect attendance and while the gathering was small those who did attend enjoyed Tea Party hors-d’oeuvres and took in the college’s theatrical performance of The Garden Party.

District communications lent support to Head Start for the promotion and coverage of the community resource fair by providing printed deliverables, digital communication and day-of photography and social media coverage. The event saw more than 1,200 community members

College Advancement and District Communications Update

receive support and resources. Foundation staff also took part in the Resource Fair where hundreds of community members received information on scholarships.

We also concluded the design of the Spring 2023 *College plus Community (C+C)* which 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 publication hit mailboxes on March 21.

DC continues its work with the office of sustainability in the coordination and development of a marketing strategy to highlight and announce the recent partnership with PGE and the sustainability charging stations. We have created a logo lockup for the office as well as beginning planning meeting with PGE to coordinate larger marketing efforts as the launch draws nearer.

Our team worked with the Career Planning and Counseling Center to develop materials and publicize the upcoming Spring Career Fair, open to community members and students. This event will give members and students the opportunity to connect with several local employers and provide a great networking tool.

Staff attended the Soroptimists of Gresham award ceremony in which 5 MHCC students received scholarships. Many of the women receiving awards are students in the college's Transition/Trancisiones program.