



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on June 21, 2023, with an Executive (Closed) Session at 5:45 p.m., TSCC Budget Hearing at 6:30 pm, and a Regular Board meeting at 7:30 pm. The Executive (Closed) Session will be held in the President’s Office (AC 2350) and the TSCC Budget Hearing and Regular Board meeting will both held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

TSCC Budget Hearing at 6:30 pm – Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/99144054359?pwd=Ry80d3pVdjhabmVkaG5ES1FIZ3hZZz09>

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

Webinar ID: 991 4405 4359

Passcode: 378634

Board Meeting at 7:30 pm – Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/97599523227?pwd=YjloOXUreldGZ3BzbHVjQmZMcHRDQT09>

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

Webinar ID: 975 9952 3227

Passcode: 926376

AGENDA SESSION 1086

- | | | |
|----------------|--|--------------|
| 5:45 pm | 1.0 CONVENE EXECUTIVE (CLOSED) SESSION
<i>The board will convene in a closed executive session in accordance with ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.</i> | |
| | 2.0 PRESIDENT’S EVALUATION | Andrew Speer |
| | 3.0 ADJOURN EXECUTIVE (CLOSED) SESSION | |
| 6:30 pm | TAX SUPERVISING & CONSERVATION COMMISSION (TSCC) HEARING
<i>Public hearing regarding the 2023-2024 MHCCD Budget</i> | |
| 7:30 pm | 4.0 CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM
4.1 Approval of Agenda | |
| 7:35 pm | 5.0 PUBLIC INPUT
<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</i> | |



*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.*

- | | | | |
|----------------|------------|--|-----------------|
| 7:45 pm | 6.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 6.1 | Correspondence | Lisa Skari |
| | 6.2 | Board Recognition | Lisa Skari |
| 7:55 pm | 7.0 | BUSINESS / ACTION | |
| | 7.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Regular Session 1084, May 17, 2023 | |
| | | b) Monthly Personnel Report | |
| | | c) Monthly Financial Report | |
| | | d) Monthly Head Start Report | |
| | | e) Resolution to Transfer Budgeted Appropriations | |
| | | f) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds | |
| | | g) Approval to Utilize Goods and/or Services Contracts in Excess of \$150,000 for the 2023/2024 fiscal year | |
| | | h) Approval for Audit Engagement | |
| | | i) Approval to Utilize Goods and/or Services Contracts in Excess of \$150,000 for Pacific Northwest Carpenters Training Institute (PNCI) | |
| | | j) Approval to Utilize Goods and/or Services Contracts in Excess of \$150,000 for PRT Construction LLC | |
| | 7.2 | Consider Resolutions to Adopt and Make Appropriations for the Fiscal Year 2023-2024 Budget | Jennifer DeMent |
| | 7.3 | Consider Resolution Imposing and Categorizing Taxes | Jennifer DeMent |
| | 7.4 | President’s Self-Evaluation Format | Lisa Skari |
| 8:35 pm | 8.0 | BOARD MEMBER & COMMITTEE/LIAISON REPORTS (3 min each) | |
| 8:50 pm | 9.0 | CLOSING REPORTS | |
| | 9.1 | ASMHCC Representative | |
| | 9.2 | Advisory Representatives | |
| | | <ul style="list-style-type: none">• Full-Time Faculty• Classified Employee Association• Part-Time Faculty & Tutors | |
| | 9.3 | Executive Leadership (3 min each) | |



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

9.4 President's Report

9:30 pm 10.0 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, June 21, 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

June 8, 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 June 2023

My final letter of the 2022-2023 academic year ends on a note of gratitude, cautious optimism, a little excitement, and a lot of hope. So much has been accomplished this year, in serving students and strengthening our institution, and I appreciate the work by everyone – Board members, faculty, staff, and students – for the collective effort and commitment. There are so many opportunities on the horizon.

My note of cautious optimism relates to the 2023-2025 state budget. The Education Subcommittee of the Joint Committee on Ways and Means passed out the Higher Education Coordinating Commission Budget bill at \$800 million, which is an increase of \$55 million from the Governor's Recommended Budget and the Ways and Means Co-Chairs framework. The amendment also included a \$100 million increase for the Oregon Opportunity Grant and \$24.5 million for the Oregon Tribal Grant.

Uncertainty still remains over when this bill will be voted on by the chambers. If the current walkout results in no budget approval before the end of session, the Governor would need to call a special session. The timing of the session is unknown, and a continuing resolution was put in place through September 15, 2023. Unfortunately for community colleges, due to a budget maneuver years ago, community colleges typically receive their 8th quarter in the 1st quarter of the biennium. With no approved budget, we will not receive our 8th payment like in the past. Having not had a state payment since January, the situation is less than ideal. Fortunately, with the Board's reserve requirement, we will have enough funding to get us through until the funding arrives. It is not clear if our sister colleges will all be in the same situation.

My note of excitement relates to all the year-end celebrations. My heart is full when I see students and the individual pride they feel when accomplishing their goals. From the Pacific Northwest Carpenters Institute to the Multicultural Student graduation, from the Rho Theta/Alpha Alpha Theta induction to Barney's Bash, these events showcase our students and all they are becoming.

Which leaves me with my note of hope. Our students are incredible human beings, with goals and ideals of a more inclusive, more just reality. I am excited for graduation and the opportunity to celebrate them.

Annual goal update

Community engagement

We completed the community presentations on the strategic plan in May, presenting to the Rotary Club of Gresham, the Greater Gresham Chamber of Commerce, and the MHCC Foundation.

Diversity, equity, and inclusion

All groups, including the Board, President's Cabinet, and the Management group, completed their ACCT Diversity and Equity audit. Results are being compiled and the final report will be completed by year-end.

Strategic planning

Work continues on building out the internal strategic plan dashboard to track the operational phase, status, and assessment of our plan's objectives. Updates will be done on a quarterly basis, allowing us to track progress and make adjustments as needed. The Board will receive a comprehensive update at the Board's summer retreat.

Accreditation

Using the feedback provided by the mock accreditation team, work on updating our self-study report is in progress. Our finals report is due in to the Northwest Commission on Colleges and Universities in August.

In closing, I would like to thank Director Polson for his time, energy, and passion he has brought to his role in representing the community. His commitment to diversity, equity, and inclusion, coupled with a relentless desire to see action, has moved the college's efforts to where we are today. MHCC's receipt of the 2021 ACCT Charles Kennedy Award for Equity was in part possible because of his involvement.

It has been a wonderful year, marked by progress on equity issues, advancements in strategic planning process, and a reengagement with the community. I look forward to working with the Board to not only realize our collective goals, but to also celebrate the success we achieve in better serving our students and our community.

Community/Educational Presentations and Selected Outreach Activities

- May 1 Oregon Community College Association (OCCA) weekly legislative call*
May 2 Semiconductor Talent and Research Workgroup meeting
May 3 Rotary Club of Gresham Presentation, with Directors Mattson and Noriega
May 4 MHCC Foundation Finance Committee meeting
May 5 Higher Education Coordinating Commission (HECC) meeting on Oregon Manufacturing Consortium
May 8 MHCC Board Student Town Hall
May 8 OCCA weekly legislative call
May 9 Semiconductor Talent and Research Workgroup meeting
May 10 HECC Funding and Achievement Subcommittee Meeting
May 10 Quarterly President's Meeting with Portland & Clackamas community colleges
May 13 Pacific Northwest Carpenters Institute Graduation
May 15 ASMHCC Global Breakfast
May 15 Rotary Club of Gresham Board meeting
May 15 OCCA weekly legislative call
May 15 All Hands Raised Partnership Council meeting
May 16 Greater Gresham Chamber of Commerce Business & Leaders Luncheon
May 17 MHCC Board Regular meeting
May 18 Oregon President's Council (OPC) meeting
May 19 OCCA Board meeting
May 22 OCCA weekly legislative call
May 23 Semiconductor Talent and Research Workgroup meeting
May 25 Greater Gresham Chamber of Commerce Board meeting
May 25 Oregon Public Broadcasting (OPB) Board of Directors work session
May 25 Meeting with Directors McKeel and Speer
May 25 Rho Theta and Alpha Alpha Theta Induction Ceremony
May 26 Meeting with Director Cheang, Business Oregon
May 26 MHCC Multicultural Student Graduation
May 26 Meeting with Worksystems Inc.
May 30 OCCA Legislative Committee meeting
May 30 OCCA weekly legislative call
May 31 MHCC Foundation Board meeting
May 31 OPB Board Human Resource Committee meeting
May 31 Sandy High School Scholarship Ceremony

Select Media Mention

OPINION: Oregon's community colleges need critical funding

https://www.forestgrovenewstimes.com/opinion/guest_opinion/opinion-oregon-s-community-colleges-need-critical-funding/article_8a8e96e5-0fe2-5350-b1d8-78d6d5423e1d.html

Dana Stroud grabs lead in race for MHCC board

https://www.theoutlookonline.com/news/dana-stroud-grabs-lead-in-race-for-mhcc-board/article_bf174f1c-f362-11ed-9a88-f31c54452b9f.html



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – May 17, 2023

Session 1084

A meeting of the Mt. Hood Community College District Board of Education was held on May 17, 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.

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, ShaToya 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, John Hasegawa, FTFA President, Marilyn Pitts, PFTA President, Rozina Lethe, Student Leadership and Engagement Coordinator & CEA Representative, Doctor Ayeliya, director, Office of Student Life and Civic Engagement, Kim Hyatt, dean, HPE, Athletics, Aquatics & Recreation, Javier Estrada, vice president, ASMHCC, Howard Buck, instructor, Journalism & advisor for The Advocate, Thomas Fuller, instructor, Literature and Composition & Perceptions Faculty Advisor

Speer called the meeting to order at 6:32 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 public comment provided by:

1. Donald Anderson, MHCC English instructor – He shared a short film that his students created, in his Understanding the Film class.



2. Kevin Lambert, MHCC Music instructor and choir director (accompanied by MHCC students: Aubrey Stoehr, Kendall McCrary, Adam Young, Joshua Rivers, Caleb Goodrich, and Scott Biggs) – he provided an update on the happenings in the Music Program. Following this, he conducted a short student performance for the board and individual students shared about their experiences, including what they are getting from the program.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.

3.2 Student Recognition

Doctor Ayeliya presented the Student Life End of Year Report, and shared a year in review summary of the KMHD-2, The Advocate, Perceptions, Forensics Team, and Rho Theta Honors Society. Howard Buck, one of The Advocate advisors, added to Ayeliya's presentation, providing an update on the current activities of the publication and shared stories of past students and their accomplishments upon leaving the college in the journalism field. Two students, who work for The newspaper, Andrew Hull (News Editor) and Kane Finders (part of the Video and Graphic Design teams), additionally shared their experiences working with the publication and about their educational goals. Thomas Fuller, Faculty Advisor of Perceptions, also provided a look back at the 2022 edition and a sneak peak of the coming issue which is anticipated to debut June 2023. Javier Estrada & Rozina Lethe, presented on the 2023 year-end goals for ASMHCC including, Effective Communication, Food Security, Student Engagement, Collaboration and provided an update on activities and events by ASMHCC students, including Food Drive, Barney's Pantry, Book Scholarship, School Supply Kit, Emergency Bus Passes, and student engagement activities. In closing, Ayeliya announced Barney Bash, a community event, which will be held on June 1, 2023, and is the biggest ASMHCC activity of the year. A copy of the PowerPoint presentation is attached to the minutes.

Kim Hyatt presented highlights of student accomplishments in MHCC Athletics, and recognized outstanding student athletes in volleyball, cross country, basketball, track and field, softball, and baseball. She recognized students who received the Southern Region Baseball All-Region Awards, NWAC All-Academic Team and NWAC Leadership and Excellence Awards. A copy of the PowerPoint presentation is attached to the minutes.

3.3 ASMHCC Year-End Report -This report was covered above in section 3.2a.

3.4 SEM Report – This report was moved to July 2023.

3.5 Financial Update – 3rd Quarter

Jennifer DeMent provided an update on the Third Quarter of the current 2022-2023 fiscal year. She stated that the college is currently coming in right around what was budgeted for resources (revenue). In terms of requirements (expenditures), the college is coming in at 3.6 % less than what was budgeted. In terms of the fiscal forecast, revenue has increased slightly, and expenditures have also increased, resulting in a 14.5-million-dollar deficit, however the college has been quite conservative in planning, which has resulted in the budget looking stable, with no deficits, for the



next biennium. DeMent answered a question on extra money coming in that was not anticipated and if all of that is going into the kicker. A copy of the PowerPoint presentation is attached to the minutes.

4.0 BUSINESS / ACTION

- 4.1 Consent Agenda: Approvals & Information
 - a) Minutes – Board Work Session 1081, April 5, 2023
 - b) Minutes – Board Regular Session 1082, April 19, 2023
 - c) Monthly Personnel Report
 - d) Monthly Financial Report
 - e) Monthly Head Start Report
 - f) President’s Goals for 2023-2024

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

Javier Estrada (ASMHCC Vice President) – he shared the following ASMHCC update:

The 2023-2024 ASMHCC President & Vice President election will take place next week from May 22-26. We have 2 candidates for each position. This week we held 2 candidate meet & greet forums to help the candidates engage with students and encourage them to vote. Voting for the elections will be held online next week.

This month ASMHCC partnered with the MDRC to host a garden clean-up event. 10 students worked to clean up the old gardening space behind fisheries to start an on-campus garden for students to supplement Barney’s Pantry.

ASMHCC also had the privilege of working with the Board of Education and Dr. Skari to host a student town hall this month. We were able to meet with students and to listen to their concerns.

This past week, the ASMHCC Team traveled to Salem for the Oregon Student Association Higher Education Lobby Day. We met with more than a dozen legislators to advocate for more funding for public institutions, more funding for Oregon Opportunity, continuation of the Oregon Tribal grant, passing the bill for Open Education Resources, passing the bill for Hunger Free Campuses, and passing the bill for Student Housing & Childcare. It was an amazing opportunity to meet with other student leaders, our legislators, and advocate for students like ourselves.



ASMHCC is continuing the loaner cap & gowns program for students in need. We have over 70 requests. Students can request a loaner gown for commencement and will receive a cap & tassel to keep! The purpose of the program is to help celebrate our MHCC graduates.

Finally, We would like to remind you of our annual Barney Bash, MHCC's End of Year Celebration for students and the community on June 1, 2023, 11 am- 7 pm. This is an event to appreciate and to celebrate all MHCC students and their families. We have lots of family friendly activities including a live band, henna, bounce houses, free food, photo booth, games, family movie night, and more!

6.2 Advisory Representatives

John Hasegawa (FTFA) – he shared that the college is sending five faculty members to the National Conference on Race and Ethnicity (NCORE) this spring and thanked Traci Simmons and Dr. Al McQuarters for making that possible. Hasegawa also highlighted that students are putting on a play titled “Buried Child” which was written by Sam Shepard, that the softball and track teams are in the championships, and the Death Mathematicians Society Infinite Enrichment Series is hosting two events, one on how to optimize the best approach to solving math problems and the other will be a discussion on infinity.

Rozina Lethe (CEA) – she discussed the college’s TRIO programs, providing an overview of what they are and who they are for, specifics of each of the programs offered, and the support services included within each of the programs. A copy of the PowerPoint presentation is attached to the minutes.

Marilyn Pitts (PTFA) – she recognized Dr. Lisa Skari for her organization and leadership on the mock accreditation visit meeting. Pitts also stated that she had sent out the PFTA spring term newsletter to the board secretary, to be distributed to the Board, and mentioned that PFTA member dues pay for newsletter.

6.3 Executive Leadership

John Hamblin (Student Development) –he did not attend meeting and did not have any additional updates from his report.

Al McQuarters (Instruction) – he provided an update on the Small Business Development Center (SBDC) and the work that has been done over the 2022-2023 school year, under the leadership of Director, Ibrahim Alhussain.

Jennifer DeMent (Administrative Services) – she responded to a question that was posed during the Board Student Town Hall, held early May, regarding the use of food trucks on campus. DeMent stated that there have been efforts made to bring food trucks to campus, however, that issues have arose in regards to levels of interest, cost, and permitting requirements of the City of Gresham. The college is working with current food service provider, Riverview restaurant, to offer more grab and go options in the Vista Dining Hall for the coming fall term. A question was asked about the use of microwave’s for hot grab and go items and DeMent answered stating that these are currently available to students in the Vista.



Al Sigala (College Advancement) – he reminded everyone that May 18th is the Community College Day of Action and encouraged all to reach out to their legislatures to let them know their community college needs support. All college faculty and staff will be receiving an email reminding them to get involved and students will be hosting a table in the college center mall, working to get other students and college personnel to participate. He thanked Doctor Ayeliya, Rozina Lethe, and Javier Estrada, from ASMHCC, for being involved in the legislative efforts to get students voices heard.

6.4 President's Report

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

Skari began her report by congratulating current board members for pending MHCC Board election wins from the May 16, 2023 special election.

Next, she discussed her work with the Council for the Advancement and Support of Education Community College Advisory Committee, which she has served on for the past six years. Skari shared that her term is up and she received a certificate of recognition for her service. She expressed her appreciation for having the Board's support in fulfilling this role.

She provided an enrollment update stating that the figures for spring term are positive and up at 4-4.5 %, which is great considering that it was projected that enrollment would be down 5% for the term.

To close her report, she thanked and commended MHCC students for their amazing showing in Salem, during the legislative session, and to Rozina Lethe and Doctor Ayeliya for helping make that possible. Skari reminded everyone to submit their thoughts to legislatures to get their voices heard and the funding the college deserves.

7.0 ADJOURNMENT

Noriega motioned to adjourn. Teune seconded the motion and it passed unanimously. The meeting was adjourned at 8:33 p.m.

Clerk

Board Chair

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

Co-Curriculars Reports

2022-2023



MT. HOOD
COMMUNITY COLLEGE

STUDENT LIFE

THE INDEPENDENT STUDENT VOICE OF MHCC

THE ADVOCATE

- **Venture magazine** to produce the annual springtime edition, with release to the broader Mt. Hood/East County community in late May (copies available next 10-12 days).
- **Integrated Media** and **MHCC Athletics** to livestream women's and men's basketball games, and softball games, on its YouTube channel
- **Associated Students of MHCC** to promote and produce a new "Barney's Broadcast" podcast that would reach the Mt. Hood community with a quick-hitting, accessible podcast to highlight events and opportunities for students each week.

Honors

- The Advocate again scored high in the annual Oregon Newspaper Publishers Association (ONPA) juried competition for student-run newspapers (2023).
- During its May 5 Collegiate Day seminar and awards ceremony (online), the ONPA announced that Advocate staff won **four first-place awards and 17 individual or staff awards overall**, including a clean sweep in the Best Section category.
- Other first-place awards came for Best Design, Best Columnist, and Best Feature Photo.

Venture Magazine

9 writers, designers and photographers, this year's Venture magazine will be released in the next 10-12 days.



Rho Theta Honor Society

130 new members for the 2022/2023 school year.

Joint Induction Ceremony is on the 25th with Alpha Alpha Theta in the Town and Gown Room (5:00 PM).



2023 ASMHCC GOALS



1. Effective Communication

Demonstrate effective communication to students about programs and resources offered at Mt. Hood

2. Food Security

Continue to address food insecurity among students on campus.

1. Student Engagement

Find ways to improve student participation and engagement on campus.

2. Collaboration

Collaborate with departments on campus to provide students with financial literacy education.

Foods and Insecurity

- Food drive : 1700 lbs.
- **Barney Pantry full time coordinator**
 - Pantry numbers July 22 – May 23*
 - Total students visit: 16,699
 - Total students served: 2,598
- **ASMHCC Book scholarship**
 - Students: 25 (~\$5,000)
- **School supply Kit**
- **Bus Passes (\$2,400)**

Come to Barney's Pantry

Located in the Student Union

Barney's Pantry is open to all MHCC students!

Please bring a valid MHCC ID card when visiting.



Student Engagement

- 28 Events/Programs
- Attendance: **1,417** (as of May 4)
- Active Clubs: **11**
- Barney's Broadcast



Perceptions

- Students reviewed over 375 stories, essays, and pieces of art submitted from around the world to create this year's magazine of the arts.
- They worked to select the best pieces and compiled about sixty of their favorites.
- The 2023 features Mt. Hood students and graduates as well as artists and poets working in Japan, South Korea, and many other places.



Forensics Team

Nationals Successes:



The team participated in two national competitions in March and April.

1. National OATS Asynchronous Championships: Representing MHCC: Dianna Beltran Juarez, Jessica Thomason, Chelsea Hall and Deva Temple. Over 52 Community College and Universities participated in this tournament. Deva Temple advanced to the top 24 quarterfinals in Both Impromptu Speaking and the Top 16 Semifinal in Extemporaneous speaking. Chelsea Hall narrowly missed the break to Impromptu Quarterfinals.

1. National Online Forensics Championships: Representing MHCC: Dianna Beltran Juarez, Avery Diep, Deva Temple. Over 60 Community Colleges and Universities participated in this tournament. Deva Temple earned a Silver Medal in IPDA Debate and finished in the top 10 IPDA speakers for the tournament.

Future plans

The team is looking at participating in the Online International Olive Championship Tournament sponsored by National Online Forensics in July. The students will have an opportunity to be teamed up with a student from China to compete in Parliamentary Debate and also compete against international students in individual events and IPDA Debate. We look forward to having students participate in this unique but rewarding tournament.

Next Year's Schedule: The team is putting together it's competitive schedule for next year and are looking forward to a return to a few in-person competitions beginning with the Northwest Forensics Conference 1st Designated Tournament at Lewis and Clark College in October 2023.



KMHD2

- We have had students broadcasting MHCC Softball and Basketball games.
- New students are beginning shows that will hopefully carry on over the summertime.
- Students are also nearly ready to launch a new look for the KMHD2 website.
- Online listeners are trending upwards to 3,000 unique listens per month, which should also keep heading up once we get our Amazon Alexa service back up and running again.
- We are also starting to get more students interested in using the studios for podcasts and other recordings – hoping that trend continues as we develop our partnership/curriculum with NBCU Academy!
-



2023

BARNEY BASH

All Are Invited!



FREE

THE BIGGEST PARTY OF THE YEAR!!!

Carnival

**Thursday, June 1
4 - 7 p.m.
Main Mall**

FREE

- Petting Zoo
- Photo Booth
- Magician
- Balloon Animal
- Henna Tattoo
- Laser Tag
- Free food
- And many more...

Athletics Update

May 17, 2023

NWAC All-Academic Team

60+ credits & 3.50 GPA and above

- Alex Ashley
- Aidan Bray
- Shawntrelle Carson
- DeLaney Duchek
- Dylan Edwards
- Alexia Geary
- Gracie Hodgson
- Josie Jansen
- Sydney Knutson
- McKenzie Kosmicki
- Aquilina Larkin
- Josh Mansur
- Halle Meek
- Jackie McCrea
- Izzy Moore
- Heidi Norman
- Grace Ormiston
- Cameron Rollison

NWAC Academic All-Stars

60 + credits and a 3.25 to 3.49 GPA

- Chloe Bierbauer
- Harrison Howell
- Kilee Hoylman
- Deghlan Johnson
- Matlyn Leetch
- Leslie Main
- Kylie Parsons
- Rowan Ramsay
- Barry Sherrill
- Gabe Sorensen
- Willie Tran

MT. HOOD VOLLEYBALL

2022



MT. HOOD COMMUNITY COLLEGE 2022 WOMEN'S VOLLEYBALL SCHEDULE

Day	Date	Opponent	Location	Time	Day	Date	Opponent	Location	Time
Sat.	Aug. 20	Scrimmage with Multnomah University	Portland, Or.	1:00 p.m.	Fri.	Oct. 5	Chemeketa Community College	Gresham, Or.	6:00 p.m.
Fri. - Sat.	Aug. 26 & 27	Lower Columbia Round Robin	Longview, Wash.	TBD	Fri.	Oct. 7	*Clark College	Vancouver, Wash.	6:00 p.m.
Mon.	Aug. 29	Scrimmage with George Fox University	Gresham, Or.	6:00 p.m.	Fri.	Oct. 14	*Rogue Community College	Grants Pass, Or.	6:00 p.m.
Thurs.	Sept. 8	Scrimmage with Linfield University	McMinnville, Or.	5:00 p.m.	Sat.	Oct. 15	*Southwestern Oregon Community College	Coos Bay, Or.	2:00 p.m.
Fri.	Sept. 9	*Rogue Community College	Gresham, Or.	6:00 p.m.	Fri.	Oct. 19	*Linn Benton Community College	Gresham, Or.	8:00 p.m.
Sat.	Sept. 10	*Southwestern Oregon Community College	Gresham, Or.	11:00 a.m.	Sat.	Oct. 22	*Lane Community College	Eugene, Or.	2:00 p.m.
Fri. - Sat.	Sept. 16 & 17	NWAC Crossover	Gresham, Or.	TBA	Fri.	Oct. 28	*Umpqua Community College	Gresham, Or.	6:00 p.m.
Wed.	Sept. 21	*Linn Benton Community College	Albany, Or.	6:00 p.m.	Sat.	Oct. 29	*Clackamas Community College	Oregon City, Or.	2:00 p.m.
Sat.	Sept. 24	*Lane Community College	Gresham, Or.	3:00 p.m.	Wed.	Nov. 2	*Chemeketa Community College	Salem, Or.	6:00 p.m.
Fri.	Sept. 30	*Umpqua Community College	Roseburg, Or.	6:00 p.m.	Fri.	Nov. 4	*Clark College	Gresham, Or.	8:00 p.m.
Sat.	Oct. 1	*Clackamas Community College	Gresham, Or.	2:00 p.m.	Sat.	Nov. 5	South Regional Playoffs (if needed)	TBA	TBA
Wed.	Oct. 5	*Chemeketa Community College	Gresham, Or.	5:00 p.m.	Fri. - Sat.	Nov. 11 & 12	NWAC Regionals	TBA	TBA
					Fri. - Sat.	Nov. 18 & 19	NWAC Tournament Elite 8	Tacoma, Wash.	TBA

*Indicates Southern Region League Games
Red indicates home games

Josie Jansen

2023 Southern Region 2nd Team

Among the leaders in the NWAC in blocks

Signed with the University of Alaska Fairbanks



Kaylin Nowak

3.63 GPA



MT. HOOD WOMEN'S BASKETBALL

2022-23



MT. HOOD
COMMUNITY COLLEGE



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PLEASE CALL AT LEAST TWO WEEKS PRIOR TO THE EVENT.

WWW.MHCC.EDU/ATHLETICS

  : JEFFHINDS.COM

Marley Johnson

Tied the school record in 3-point baskets made in a single game (8)

2023 Southern Region 2nd Team

2022 NWAC All-Tournament Softball

Transferring to Cal Poly Humboldt to play basketball



McKenzie Kosmicki

Tied the Single Game Scoring Record

2023 –All Region Softball

2022 NWAC All-Tournament

Perfect 4.0 GPA



MT. HOOD MEN'S BASKETBALL

HOME	VISITOR
PTS	PTS
REB	REB
AST	AST
STL	STL
BLK	BLK
FOUL	FOUL
BONUS	BONUS
FOULS	FOULS
WON	WON
GAME	GAME
WON	WON

2022-23





MT. HOOD
COMMUNITY COLLEGE



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PLEASE CALL AT LEAST TWO WEEKS PRIOR TO THE EVENT.



MT. HOOR COMMUNITY COLLEGE HOME OF THE SAINTS

M.H.C.C.	VISITOR		
BONUS	PERIOD	BONUS	
FOULS	PLAYER	FOULS	FOULS
WON	GAME	WON	

Will Wilson

2023 Southern Region MVP

Led the NWAC in scoring



Wayne Hampton

2023 All-Freshman Team

3.68 GPA





Grace Lam Tiang

Qualified for NWAC Championships in four events

Among the leaders in the javelin and shot put

3.46 GPA



Andrea Bogdan

Qualified for NWAC Championships in three events

Among the leaders in the NWAC in the 100 meters and 4x100 relay

Currently has a 4.0 GPA





Oliver Reis

Qualified for four events for the NWAC Championships

Among the leaders in the NWAC in the triple jump and 4 x 100
relay



Willie Tran

Qualified for NWAC Championships in three events
Among the leaders in the triple jump and 4 x100 Relay



2023

MT. HOOD SOFTBALL



TRADITION. FAMILY. SUCCESS.



DEFENDING NWAC CHAMPIONS



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WWW.MHCC.EDU/ATHLETICS



: MTHOODSOFTBALL



: JEFFHINDS.COM

Alexia Geary

NWAC All-Academic Team

2022 NFCA All-American

2022 & 2023 All-Region

Dental Hygiene Program at Mt. Hood



Matlyn Leetch

2022 NWAC All-Tournament Team

2022 NFCA Golden Shoe Award

2022 & 2023 All Region

University of Nevada @ Reno





Isaiah Chacon

“One of the best pitcher callers we have had at Mt. Hood”



Hiro Yamada

2023 Southern Region 1st Team



Jayden Vinson

2023 Southern Region 1st Team



Mt. Hood Community College

Third Quarter Financial Report

May 17, 2023

2022/23 Year to Date

Resources

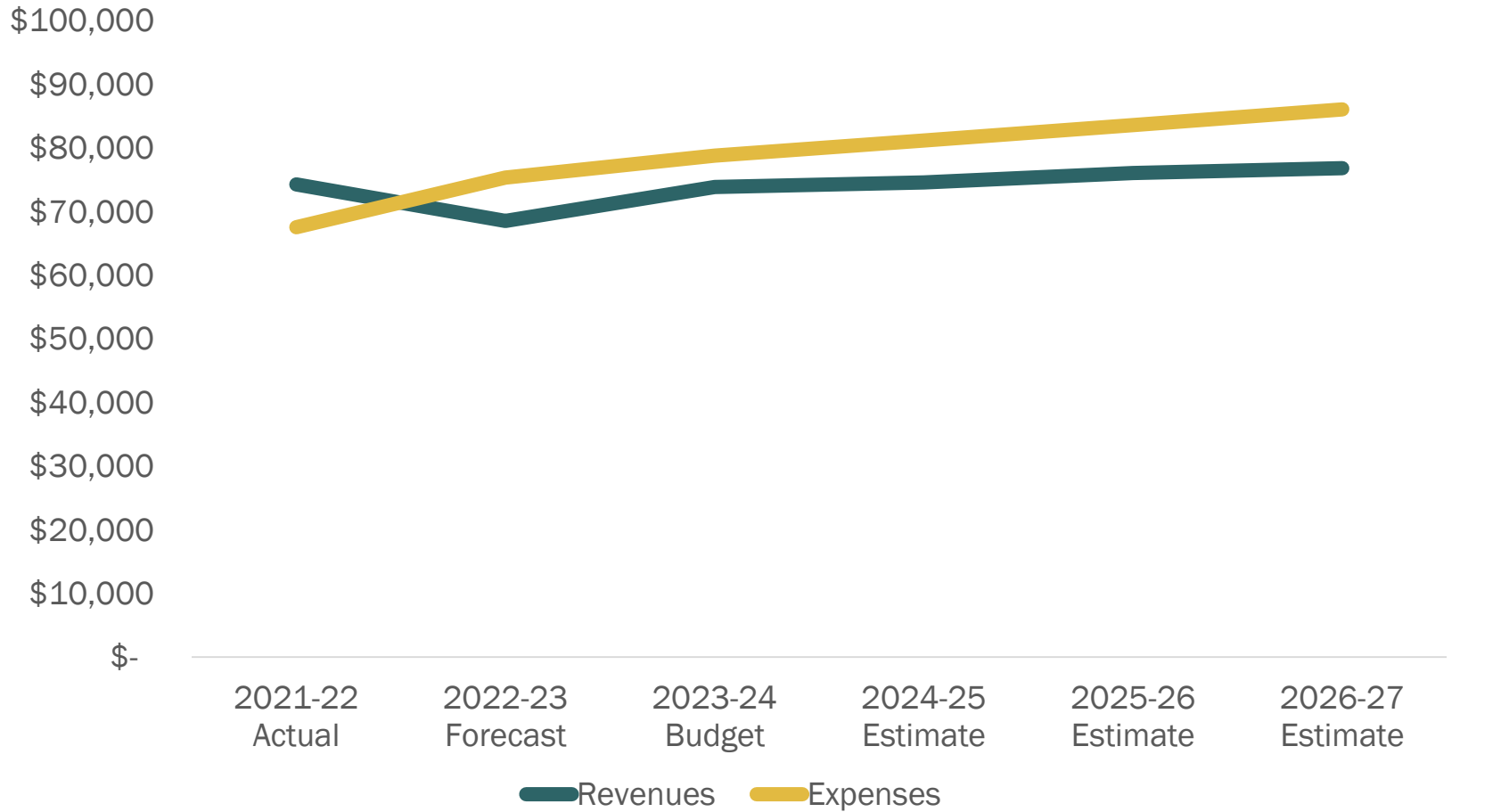
Revenues <i>in thousands</i>	2022-23		Forecast Difference	
	Budget	Forecast	\$	%
State Aid	\$35,729	\$35,127	-\$603	-1.69%
Property Taxes	14,699	14,775	76	0.5%
Tuition	13,940	13,994	54	0.4%
Fees	3,283	2,810	(473)	-14.4%
Transfers & Othe	1,098	1,851	753	68.5%
Total Revenues:	\$68,749	\$68,557	-\$193	-0.3%

Requirements

Expenses	2022-23		Forecast Difference	
	Budget	Forecast	\$	%
<i>in thousands</i>				
Personnel Services				
Salaries	\$39,729	\$38,131	\$1,599	4.0%
Health Insurance	6,606	6,391	216	3.3%
PERS	2,615	2,607	8	0.3%
PERS Bond	6,492	6,377	116	1.8%
Taxes & Benefits	4,707	4,657	50	1.1%
Subtotal Personnel Services:	\$60,150	\$58,162	\$1,988	3.3%
Materials & Services	9,850	9,470	380	3.9%
Capital	325	233	92	28.3%
Debt Service	2,543	2,543	0	0.0%
Grants in Aid	1,031	900	131	12.7%
Transfers	4,287	4,087	200	4.7%
Grand Total Expenses:	\$78,187	\$75,396	\$2,791	3.6%

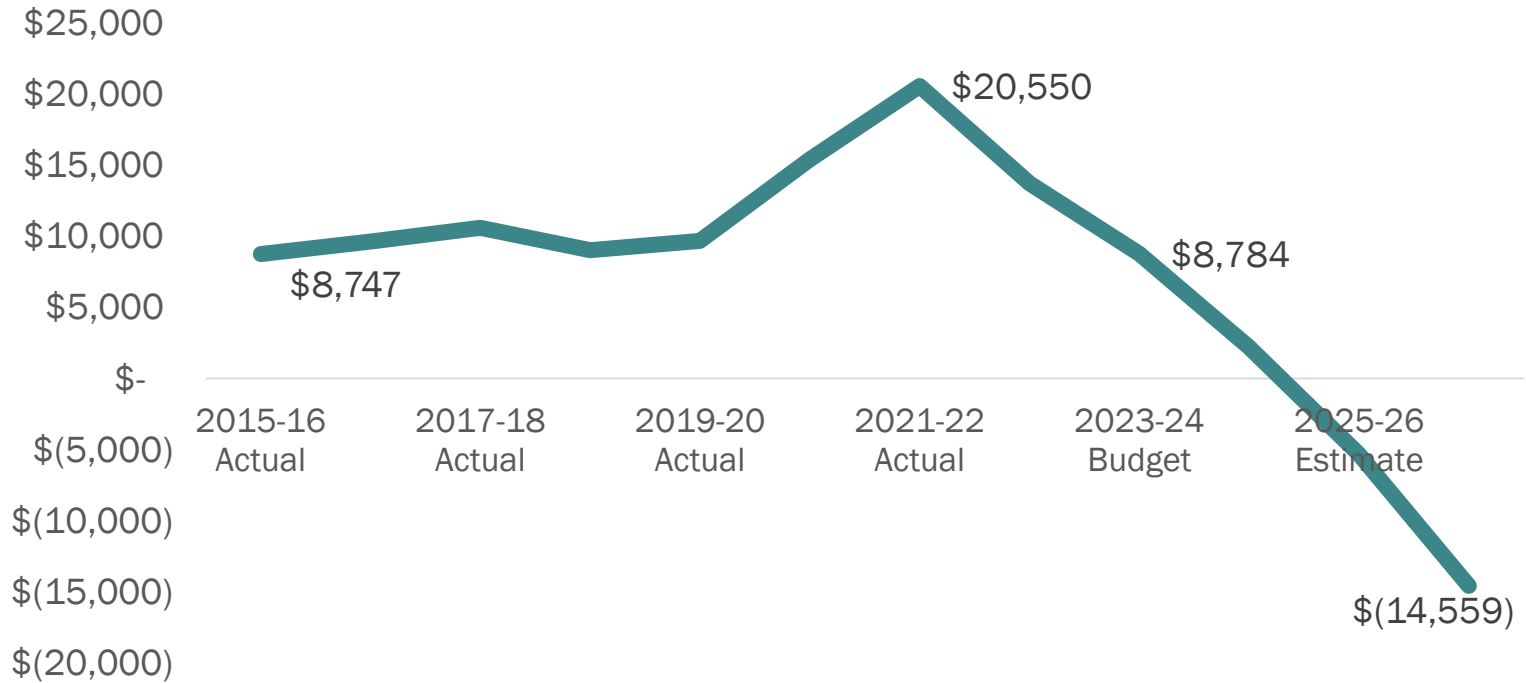
Fiscal Forecast

in thousands



Ending Fund Balance

in thousands



thank you

Jennifer DeMent

Vice President, Finance &
Administration

Jennifer.dement@mhcc.edu

TRIO Programs at Mt Hood Community College

MT HOOD COMMUNITY COLLEGE BOARD MEETING
CLASSIFIED EMPLOYEE ASSOCIATION PRESENTATION

MAY 17TH, 2023

What are TRIO Programs

TRIO programs serve first-generation, low-income, and/or students with disabilities

TRIO program grants are on a five-year cycle

- Mt Hood Community College has two TRIO grants
- Student Support Services (TRIO-SSS) at MHCC began in 2001
- Educational Talent Search (TRIO-ETS) at MHCC began in 2005

TRIO Programs Staffing

(two staff are shared between ETS and SSS)

Director of TRIO programs (Roseann Rivera) (60% ETS, 40% SSS)

Administrative Assistant (Arianna Gazca) (50% ETS, 50% SSS) *Classified*

ETS staff

Coordinator (Erik Ruch) *Classified*

Full-time adviser (Davy Em) *Classified*

Part-time adviser (Amy Potter)

SSS staff

Coordinator (Nicci Harwood) *Classified*

Full-time adviser (Summer Baber) *Classified*

TRIO programs currently employ 14 low-income federal work study students. Some of those students are Office Assistants, some of them are TRIO Ambassadors (peer mentors)

Student Support Services

The TRIO Student Support Services (TRIO-SSS) Program at MHCC serves 165 current MHCC students.

All TRIO-SSS students plan to graduate and attend a university.

TRIO-SSS services provided include

- Academic advising focused on university transfer
- Financial aid guidance
- Scholarship support and application completion
- Assistance in career exploration
- University transfer assistance and university campus visits

Student Support Services

2021-22 Cohort Data (Primarily remote services during the pandemic)

- Fall-to-fall persistence/retention: 84%
- Students in good academic standing: 89%
- Graduated with an Associate's degree or certificate: 52%
- Graduated and transferred to a university: 23%

2020-21 Cohort Data (Primarily remote services during the pandemic)

- Fall-to-fall persistence/retention: 73%
- Students in good academic standing: 98%
- Graduated with an Associate's degree or certificate: 49%
- Graduated and transferred to a university: 35%

Educational Talent Search

TRIO ETS serves 501 students in grades 6-12 at

- Gresham High School, Clear Creek Middle School (Gresham-Barlow SD)
- Centennial High School, Centennial Middle School, Oliver Middle School (Centennial SD)
- David Douglas High School, Fir Ridge Campus, Ron Russell Middle School (DDSD)
- Advisors work primarily in the partner schools serving students daily

TRIO ETS Services provided include

- Academic advising emphasizing enrollment in rigorous curriculum
- Study skills instruction and support
- Financial literacy instruction including financial aid support (FAFSA completion)
- Scholarship guidance and application support
- Career exploration advising
- Guidance on transfer to postsecondary education

Educational Talent Search

2021-22 Cohort Data

- 4-year high school graduation rate: 92%
- Dual-enrollment rate: 11.2%
- FAFSA completion rate: 83.6%
- Postsecondary enrollment rate: 63.9%

2020-21 Cohort Data (Delivered remotely during pandemic)

- 4-year high school graduation rate: 93%
- Dual-enrollment rate: 9.1%
- FAFSA completion rate: 76.1%
- Postsecondary enrollment rate: 54.79%

Thank you



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: June 21, 2023

ITEM TITLE: 7.1b

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

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Zhuchanya, Danyil	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	5/1/2023
Rodriguez, Lucisela	Program Assistant - Health	Child Development & Family Services	5/1/2023
Carmin, Alberto	Food Service Aide	Child Development & Family Services	5/1/2023
Zubricky, Laura	Associate Director of Operations Training and Health	Child Development & Family Services	5/8/2023
Gerges, Laila	Food Service Aide	Child Development & Family Services	5/8/2023
Phillips, Leo	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	5/9/2023
Alizada, Hadia	Office Assistant	Adult Basic Skills	5/10/2023
Pat Lavadores, Deysi	Office Assistant	Adult Basic Skills	5/15/2023
Nasr, Wafaa	Food Service Aide	Child Development & Family Services	5/15/2023



Igal, Yasmin	Office Assistant	Adult Basic Skills	5/16/2023
Dulong, Adrian	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	5/17/2023
Clewell, Jeannie	Instructor - Surgical Technology	Health Professions	5/18/2023
Philistin, Robyn	Student Recruiter	Enrollment Services	5/18/2023
Macdonald, Olivia	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	5/18/2023
Ryan, Julie	Instructor – HPEAAR	Health & Physical Education, Athletics, Aquatics and Recreation	5/26/2023

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Arteaga, Guadalupe	Administrative Assistant Fiscal Services	Child Development & Family Services	5/2/2023

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Nuno, Karina	Program Assistant	Child Development & Family Services	5/4/2023
Abeyta, Diane	EMT Lab Instructor	Economic & Workforce Development	5/9/2023
Moore, Brandon	EMT Lab Instructor	Economic & Workforce Development	5/9/2023
Everist, Jordan	EMT Lab Assistant	Economic & Workforce Development	5/9/2023
Zalunardo, Jillian	Lab Assistant	Workforce Apprenticeship & Community Education	5/9/2023
Bumpbell, Tamara	Library Public Services Assistant	Library Resource Center	5/12/2023
Alhussain, Ibrahim	SBDC Director	Small Business Development Center	5/19/2023



Gable, Raina	Community Child Care Navigator	Child Development & Family Services	5/22/2023
Sievert, Amy	Financial Aid Specialist for Veterans	Veteran Services	5/25/2023
Gerges, Ghada	On Call Sub	Child Development & Family Services	5/26/2023
Gazca, Arianna	ETS/SSS Administrative Assistant	TRIO Student Support Services	5/26/2023
Medina Arana, Maria	Program Assistant - Bilingual	Child Development & Family Services	5/26/2023
Gerges, Laila	Food Service Aide	Child Development & Family Services	5/26/2023
Wilson, Becky	Advanced Manufacturing and Cybersecurity Coordinator	Business and Information Systems	5/31/2023



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1c

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

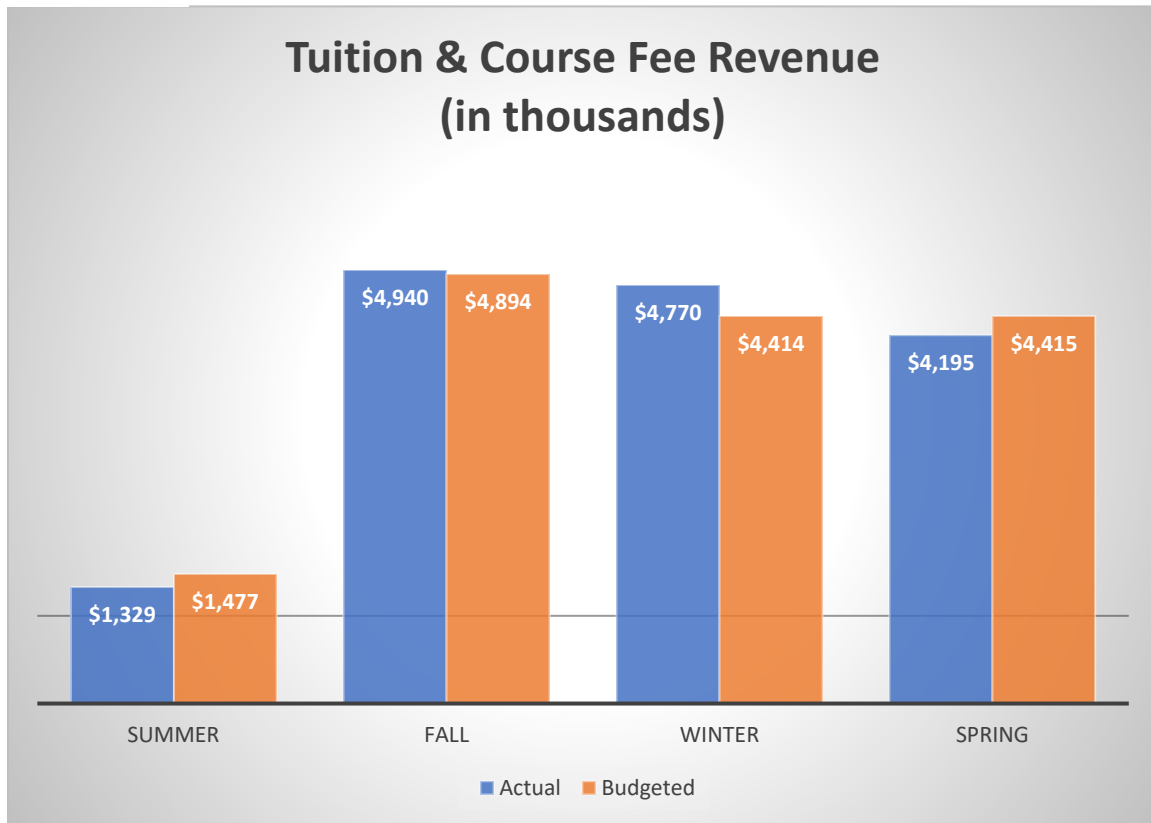
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2022/23 activity through April.

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. In the last year of each biennium, the April payment is deferred until July. 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, fall, and winter term tuition revenue is 2.4% over what was budgeted. Enrollment in tuition-bearing classes for these terms was down 2.6%, better than the 5% decline budgeted. Preliminary enrollment numbers for the spring term indicate a decrease in tuition-paid enrollment of 1.7% (15 FTE) compared to last year.



Expenditures:

As of April 30, year-to-date expenditures were \$4,862,167 (9.9%) above this time last year; however, they meet forecast expectations. As an educational institution, most 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. 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 the remaining budget 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 were posted in March of 2023. Historically, these occur in June but were posted earlier this year to document the state capital construction match and include budgeted amounts of \$87,292 for aquatic center support, \$200,000 for student aid required federal match, and \$4,000,000 for facilities capital projects. The transfer for student aid match will not be necessary due to the college receiving a Title III waiver.



GLOSSARY

Revenues:

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

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

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2022/23 is \$120.00 per credit hour recorded in the General Fund. A technology fee of \$6.75 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour is in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$3.50, a Safety and Security Access Fee of \$3.50, and an 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 represent 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: *June 21, 2023*

ITEM TITLE: 7.1d

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

SUBJECT: MONTHLY HEAD START REPORT

**Mt. Hood Community College Head Start Program Report
Head Start/Early Head Start
May 2023**

May 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

All in classroom CDFS staff was registered to attend r the National Association for Education for Young children. NAYEC Conference -Professional Learning Institute- here is Portland at the beginning of June.

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** held our final all-staff session with Niki Spears on May 19th. This was an opportunity to reflect on our personal learning and growth. It also included opportunities to reflect on gratitude and team building. We learned to notice the positivity and strength in ourselves, our coworkers, program children and families, and how to build on these strengths and forge stronger and more resilient relationships.



- **CDFS** held an All Staff End of Year Celebration on May 19th that included music, a contest, raffles, food, awards, self-care activities, and free resources. This was an opportunity for us to connect in person, celebrate our accomplishments, focus on wellbeing, and enjoy being together.

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' Head Start on Engineering (HSE) program** in partnership with OMSI and the University of Notre Dame held two family nights at OMSI that included a variety of interactive and engaging STEM activities for the whole family. Staff and their families were also invited. About 850 people participated in total. Head Start on Engineering has been a family-focused, informal STEM education program that engages Head Start staff, parents, and children in an integrated set of experiences over the past 9+ years (staff professional development, family workshops, take-home activity kits, OMSI visits) to foster family interest in engineering and the engineering design process.
- **CDFS** sent 15 staff members to the National Head Start Association (NHSA) conference in Phoenix. This opportunity not only provided opportunities for professional development for all positions, it also allowed positive team building and program planning.

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.*

- **CDFS** worked on restructuring staff calendars to align the calendars of classroom aides and assistant teachers with those of lead teachers. This increases calendar days for classroom support staff and increases opportunities for team building.

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

CDFS restructured the Training Plan to offer DEI session in collaboration with the College.

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



- **CDFS** sent several staff to the Region 10 event: *Leveraging the Revised Multicultural Principles to Promote Equity, Inclusion, and Belonging*. Staff brought back materials to share with site teams so that we can collaborate on improving our practices.

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.
- **CDFS** participation in the Region 10: *Leveraging the Revised Multicultural Principles to Promote Equity, Inclusion, and Belonging* increases staff knowledge of multicultural principles to increase engagement with historically excluded and multilingual communities.

Child Care Partnerships

MHCC's Early Head Start Child Care Partnerships (EHS-CCP) serves 83 children at 13 community-based childcare programs in East Multnomah County. This partnership grant was awarded during the 2014-15 school year and continues to partner with three (3) school district teen parent programs, seven (7) certified family childcare, and three (3) center-based programs. Our staff of six provides support to children, families, and staff through stable collaborative relationships centered on increasing the opportunities for positive and successful outcomes for all.



5/9/23

Greater Portland Young Parent Fair

"This diaper bag will help you travel well with your little one! Toys, books, and some of the basics to keep you and your child comfortable and engaged on the go!" (Photo by DyLynn Robertson: Incentive gift for young parents created by EHS-CCP)

"So many people and resources I didn't know about..."
"Getting stuff for my baby..." **"The amount of resources and sense of community..."** and **"Head Start!"**. Young parent's responses to "What did you enjoy about the day?"

Early Head Start Child Care Partnerships (EHS-CCP) and Early Head Start Home Based (EHS-HB) staff attended the **Greater Portland Young Parent Fair** on May 9 to engage with more than 100 young parents at the Kingpins Family Entertainment Center in SE Portland. This annual event organized by the non-profit, Squires PDX empowers teen/young parents, up to age 25 years, in connecting with local resources and opportunities while having fun with their families! In partnership with the Office of Community and Civic Life, East Portland Office, Squires PDX selects programs such as ours that work with youth and young parents for participation. Our team was glad to join this event and looks forward to supporting the 23-24 celebration of the strengths, resilience, and passions of young parents! <https://pdxparent.com/event-single/greater-portland-young-parent-fair/>

5/30/23

Dental Day Event! Our Health Manager, Ahmed Marjan worked with a local health community organization, Dental 3 to arrange for nearly 40 children to visit with a dental hygienist at our Rockwood Stark Early Head Start center! This event was scheduled in the early evening hours to provide working families with a quick dental screening and fluoride varnish for their children's teeth. Staff from our Health Team, EHS-HB, EHS-CCP, and Family Services were all on hand to enhance the experience of children and families through learning activities and the distribution of educational/incentive take-home bags! <https://dental3.net/school-based-sealant-program/> (Photo by Amanda Ancira used with permission: Policy Council participant and child engage with D3 dental hygienist.)





Health Report for CDSF HS, EHS, EHS-HB, EHS-CCP

Introduction:

This health report to the board of directors was written by the Health Manager of the CDSF program. The report has highlighted the objectives of the department, what has been done, and what is planned based on the recent self-assessment findings, up-to-date statistics, and what are the future projects for next year's programs.

Just to clarify, I moved from another Head Start Agency and started my role as a health manager in CDFS on Oct 2022.

Objectives of the health department:

- 1- The health department is dedicated to improving the lives of children and families by supporting two of the important domains of school readiness "Health and nutrition", and to do that, our agency needs to follow the Early, Periodic, Screening, Diagnosis, and Treatment (EPSDT) in children's health screening by **obtaining the determinations of children's physical health and oral health care** as to whether or not the child is up-to-date on a schedule of age-appropriate preventive and primary medical and oral health care. Our goal is to reach more than 90% of statistics with each of the required child health screenings per EPSDT. These screenings include:
 - Physical and Well-Childcare exam.
 - Dental screening
 - Nutritional screening
 - Growth measurements and head circumference
 - Hearing and vision screenings.
 - Immunization
 - Blood Lead level and Lead screening.



- Hemoglobin level.
 - Blood Pressure.
 - TB screening
 - In addition, behavioral and developmental screening.
- 1- Per EPSDT, any child with a health concern that is identified by a screening need to be **referred and followed** by our team to receive the appropriate diagnosis and treatment, if need it.
 - 2- Build and support collaboration with community agencies by **partnering** with them to promote economic and health opportunities for children and families including partnering with parents. Examples of these agencies include dentists, doctors, eye care, and other health care providers.
 - 3- Provide a **safe and healthy environment** for our kids while they are receiving services including children with special health-care needs such as children with diagnosed chronic diseases including; Bronchial asthma, Food allergy, febrile seizures, and others.

Strategies:

- 1- A health and Safety self-assessment was performed that covered 6 important health and safety criteria including; written up-to-date procedures, medication administration, allergy procedure, sick child exclusion, first aid preparation, and child plus documentation.

Actions:

- All of the health and safety procedures are updated to follow the updated Head Start Performance Standards, Caring of our Children, and Oregon Administrative Rules such as Medication Administration procedures, Sunscreen procedures, Diapering procedures, communicable disease, exclusion procedures, and safe sleep procedures.
- New monitoring procedures include medication monitoring.
- New health and safety procedures are developed such as care plan procedures, Head circumference, and growth measurement procedures.
- New health and safety training modules such as Medication training, care plan training, safe sleep addendum training, and EPSDT training are developed.
- New training plan is created. The plan includes training that started to be provided last March such as EPSDT training, CDC Sign early milestone training, and Food allergy training.



More staff training subjects are created and will be included during the coming pre-service. These are including

- Hearing training
- Vision training.
- EPSDT training, CP, and PIR training.
- Safe sleep addendum training.
- Care plan training.
- Sick child exclusion training.
- Medication administration training.
- Specialized medication training for children with chronic diseases.

2- EPSDT health screening statistics:

Current statistics:

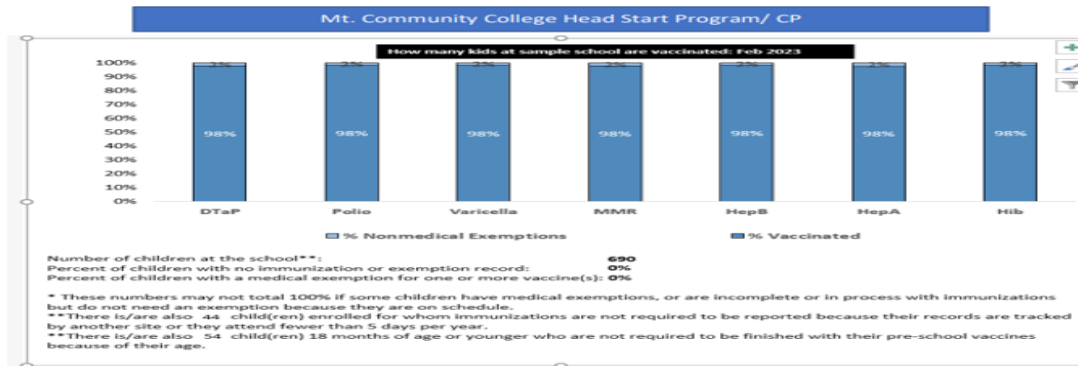
Health Appraisal:

Program	HA received	Total Kids	%
20-23 HS	485	621	78%
20-23EHS	180	210	85%
20-23PRE	7	19	77%
20-23HS CLF	20	41	49%
20-23 EHS CLF	4	8	50%
20-23 Babies	2	6	33.33%
Total programs	698	905	77%

Dental Screening:

Program	received Dental	Total Kids	%
22-23 HS	559	621	90%
22-23EHS	148	210	70.50%
22-23PRE	19	19	100%
22-23HS CLF	35	41	84%
22-23 EHS CLF	8	8	100%
22-23 Babies	6	6	100%
Total programs	774	905	85.5%

Immunization



Medical Homes: 97%

Dental Home: 92%

Health Insurance: 100%

Vision screening: 96%

Hearing screening: 92%

Growth assessment: 94%

Hemoglobin screening: 25%

Number of dental and physical exams records requested by the health team **543**

Actions to improve Health screening statistics:

- 1- EPSDT training plan is started to implement by all staff. The goals of the training:
 - Staff will report well-child care following EPSDT and the MHCC policy.
 - Determine whether each child is up to date for the well child-care and EPSDT health screening.
 - Make plans and follow up with the parents and health team to support children in receiving the required preventive health care, diagnosis, and treatment.
- 2- A non-invasive Hemoglobin is purchased by the program and will start to be used at the next enrollment days.



- 3- The health team has a plan to support the Lead screening for the children. The team is a member of the Lead Poisoning program at OHA. In addition, EPSDT training should cover the Lead issue and provide staff and parents with all of the resources that need to improve doctor blood lead data collection.
- 4- Hearing and vision training will be part of the coming Pre-Service training for all staff performing and follow for these screenings. The goal of both trainings is to provide theoretical and practical guidance for the staff on the screening. Why does HS need to do the screening, and what is the next if the child has not passed?
- 5- CP training for all FWs to understand the procedure of CP documentation and any communication and follow-up staff are doing.

3-Actions improving partnering collaborations:

- 1- **A dental screening event is planned to be performed by May 30th** at Rockwood start site from 5:30 Pm to 7 Pm. The goal of the plan is to perform dental screening for CCP kids, EHS-Home based, and all HS kids who missed the three D3 screening visits to the sites.
- 2- A contract with WIC to enhance families' nutrition, and to share children's data between us including hemoglobin and growth measurement data. Per the new MOU, CSFS nutritional sessions that are provided by our RD are approved by WIC to get family credits.
- 3- Re-new MOU with the college nurses to support trained nurses for children's health screenings during enrollment days.
- 4- CSFS is in continuous collaboration with ELKs Children's Eye Clinic, OHSU to get their support for performing vision screening and follow-up support. Currently, ELKs send a monthly report to the health manager for all kids who need support and provided vision.
- 5- HSAC meeting is performed with other two Head Start agencies, Albina HS and PPS HS, last Feb 2023 to share statistics, and the COVID mitigation policies.
- 6- Partnering with parents is the main step in keeping a child healthy and safe. Two parents' nutritional training is provided for them at the EHS-HB by the agency RD and the health manager. In addition, two specific health and safety training is provided to parents by the health manager about fever and how parents deal with a sick child.



4- Provide a safe and healthy environment:

- Two medication administration training have been determined based on HSPS and Oregon administrative rules; General medication administration training that all staffs need to receive annually, and specialized medication training for staff who are in direct contact with a child with a health concern.
- The general administration training and procedure are updated in collaboration with the RN. The new training module will be provided in the coming pre-services.
- Specialized medication training is provided for two kids with special needs.
- Care plan procedure and care plan training are created, and per licensing purposes, any child with a special health need should not start until a child care plan is ready, signed, and approved by the child's doctor, and staff received training on it.
- Updated sick child and communicable disease procedures are created together with a sick child training that staff will receive at the coming per-service.
- An updated sick child, diapering posters are created to follow the OAR.

Conclusion:

As EPSDT is the main Head Start Performance Standard that is related to health and also, is the main performance measure that needs to be reviewed by the FA2, until Oct 2022, most if not all of the staff never heard about EPSDT abbreviation and its contents. The health team started the plan to dedicate and support EPSDT requirements with all other departments to improve the agency statistics in EPSDT health screenings. The plan includes training, coaching, and monitoring all of the staff dealing with the child's health and safety including family services and educational staff. While, health statistics have shown great improvement in different fields, recently such as dental, hearing, vision, immunization, medical, and dental homes, the team expected more improvement with next year's programs when the team starts building toward the goals, early. With the more collaborative work in place with other community organizations including WIC, ELKs, D3, and college-trained nurses' programs, the health team expected more support for our plans.

Recommendations:

- 1- To improve the department budget to support the program by replacing some of the old hearing machines with newer ones, and buying one more vision screening machine.
- 2- As some of the health tasks are performed, currently by educational staff and others by family services staff, If we will have more FWs so each will have fewer caseloads and they can do and follow all of the health requirements by themselves and not by the educational staff.



- 3- All new FWs to have essential health training before they start their roles in dealing with health screening and follow-up.
- 4- Provide more official CP and PIR training for all staff.

Dr. Ahmed Marjan MD MPH

5/18/23

Health Manger

May 2023 Enrollment Data:

- EHS funded: **263**, EHS Enrollment: **183**, EHS Waitlist: **306**
- HS Funded: **903**, HS Enrollment: **497**, HS Waitlist: **610**

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
May 2023**

Center	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Cascade Crossing			72%	70%	76%	53%	70%	69%	67%	65%	83%		
Davis			79%	66%	73%	76%	80%	87%	77%	78%	74%		
Division			94%	91%	100%	*nr	95%	*nr	*nr	*nr	*nr		
Early Childhood Center	78%	65%	86%	84%	73%	74%	78%	82%	82%	82%	84%		
Fairview			77%	79%	72%	73%	77%	81%	79%	75%	87%		
Gateway			80%	78%	69%	73%	79%	50%Virtual	61%Virtual	74%	*nr		
Gethsemane	83%	80%	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr		
Gresham United Methodist			60%	58%	65%	64%	68%	70%	77%	74%	77%		
Hazelwood	64%	66%	91%	90%	88%	72%	86%	91%	84%	81%	84%		
Kelly Place	72%	67%	80%	80%	87%	77%	82%	80%	83%	83%	77%		
Knott			77%	80%	64%	64%	71%	72%	68%	78%	81%		
Mt. Hood			82%	86%	*nr	*nr	*nr	*nr	*nr	*nr	*nr		
Rockwood 181			75%	76%	70%	71%	74%	72%	80%	79%	81%		
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr		
Russellville	68%	72%	93%	85%	90%	72%	81%	80%	86%	85%	93%		
Sunrise			84%	79%	76%	71%	79%	70%	75%	82%	81%		
Troutdale			66%	84%	80%	78%	83%	77%	84%	89%	83%		
Program													
ADA	78%	84%	80%	79%	74%	71%	77%	79%*	77%	72%	79%	82%	



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	*nr	*nr		
Early Childhood Center	87%	75%	84%	80%	73%	74%	78%	82%	76%	81%	84%		
Gethsemane (2 EHS, 6 BP)	93%	82%	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr		
Hazelwood	88%	88%	88%	94%	82%	69%	86%	92%	85%	86%	83%		
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr		
Russellville	79%	90%	83%	66%	65%	63%	81%	80%	80%	82%	87%		
Willow Tree	92%	88%	93%	82%	82%	91%	81%	88%	77%	89%	88%		
Program													
ADA	78%	78%	86%	81%	76%	74%	77%	85%	79%	84%	86%		

*nr = not reported.

Attendance EHS - CCP

- David Douglas Highschool: 88%
- Gresham High School: 0%
- Kinder care: 84%
- Little Friends Day school: 92%
- Little Pixie:100%
- Love Bugs: 89%
- Love Bugs two: 86%
- Melody Munchkin: 80%
- Melody Munchkin Little Bloom: 89%
- Pixie Childcare: 83%
- Reynold Learning Academy: 49%
- Average EHS – CCP daily attendance: 83%**



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)

Expenditure Report - May 2023				
Budget Category	Budget	May	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,661,616	1,030,934	7,619,080	71%
Fringe Benefits	7,007,311	576,822	4,311,927	62%
Travel	97,349	11,453	45,022	46%
Equipment	0	0	0	#DIV/0!
Supplies	1,413,447	166,786	644,585	46%
Contractual	2,048,979	172,934	934,145	46%
Facilities/Property Services	1,271,137	151,605	1,262,016	99%
Other	519,098	71,213	277,999	54%
Indirect	2,202,095	119,595	1,144,930	52%
Total	25,221,033	2,301,342	16,239,704	64%

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: 2022-2023 BABY, 2022-2023 EHS, 2022-2023 EHS CLF, 2022-2023 HS, 2022-2023 HS CLF, 2022-2023 PRE, Sites: Knott, < No Site >, Fairview, Russellville, Hazelwood, Troutdale, Early Childhood Center, Kelly Place, Sunrise, Gresham United Methodist, Cascade Crossing, Rockwood 181st, Willow Tree

Attendance Date: 5/1/2023 - 5/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2022-2023 BABY									
Russellville									
Russellville BABY 3	21	6	0	0	33	0	65	48	0
Russellville	21	6	0	0	33	0	65	48	0
2022-2023 EHS									
Early Childhood Center									
ECC 6	20	8	0	0	118	0	141	101	0
ECC 7	20	8	0	0	97	0	115	89	0
ECC 8	21	8	0	0	135	0	138	81	0
Early Childhood Center	61	24	0	0	350	0	394	271	0
Russellville									
Russellville BABY 3	21	2	0	0	32	0	32	20	0
Russellville	21	2	0	0	32	0	32	20	0
Willow Tree									
Willow Tree 1	22	7	0	0	85	0	86	64	0
Willow Tree	22	7	0	0	85	0	86	64	0
2022-2023 EHS CLF									
Hazelwood									
Hazelwood 2	20	8	0	0	122	0	118	98	0
Hazelwood	20	8	0	0	122	0	118	98	0
2022-2023 HS									
Cascade Crossing									
Cascade Crossing 1AM	18	20	0	0	236	0	223	0	0
Cascade Crossing 1PM	17	20	0	0	0	0	161	124	0
Cascade Crossing 2AM	17	19	0	0	208	0	208	0	0
Cascade Crossing	52	59	0	0	444	0	592	124	0
Early Childhood Center									
ECC 1-FWD	18	18	0	0	227	0	251	215	0
ECC 2	20	18	0	0	278	0	321	265	0
ECC 4	20	18	0	0	240	0	265	241	0
ECC 5	20	18	0	0	291	0	298	167	0
Early Childhood Center	78	72	0	0	1,036	0	1,135	888	0
Fairview									
Fairview 1	20	18	0	0	189	0	187	93	0
Fairview 2	20	18	0	0	193	0	231	151	0
Fairview	40	36	0	0	382	0	418	244	0
Gresham United Methodist									

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: 2022-2023 BABY, 2022-2023 EHS, 2022-2023 EHS CLF, 2022-2023 HS, 2022-2023 HS CLF, 2022-2023 PRE, Sites: Knott, < No Site >, Fairview, Russellville, Hazelwood, Troutdale, Early Childhood Center, Kelly Place, Sunrise, Gresham United Methodist, Cascade Crossing, Rockwood 181st, Willow Tree

Attendance Date: 5/1/2023 - 5/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2022-2023 HS									
Gresham United 1	23	18	0	0	167	0	185	105	0
Gresham United 2AM	14	17	0	0	154	0	163	0	0
Gresham United 2PM	17	16	0	0	0	0	185	163	0
Gresham United Methodist	54	51	0	0	321	0	533	268	0
Hazelwood									
Hazelwood 1-FWD	20	17	0	0	227	0	252	162	0
Hazelwood	20	17	0	0	227	0	252	162	0
Kelly Place									
Kelly Place 2	18	17	0	0	199	0	191	162	0
Kelly Place	18	17	0	0	199	0	191	162	0
Knott									
Knott 2	20	18	0	0	181	0	230	157	0
Knott	20	18	0	0	181	0	230	157	0
Rockwood 181st									
Rockwood 181 1	19	17	0	0	202	0	226	76	0
Rockwood 181 3	15	17	0	0	163	0	179	112	0
Rockwood 181 4	19	18	0	0	211	0	226	117	0
Rockwood 181st	53	52	0	0	576	0	631	305	0
Russellville									
Russellville 1 FWD	20	17	0	0	276	0	277	126	0
Russellville	20	17	0	0	276	0	277	126	0
Sunrise									
Sunrise 1	20	15	0	0	138	0	179	141	0
Sunrise 3	20	18	0	0	223	0	253	231	0
Sunrise 4	19	18	0	0	269	0	277	152	0
Sunrise 5	21	18	0	0	198	0	225	66	0
Sunrise 6	21	18	0	0	266	0	248	192	0
Sunrise	101	87	0	0	1,094	0	1,182	782	0
Troutdale									
Troutdale 1	18	17	0	0	3	0	2	0	0
Troutdale 2	16	17	0	0	136	0	160	116	0
Troutdale	34	34	0	0	139	0	162	116	0
2022-2023 HS CLF									
Knott									
Knott 4	20	18	0	0	188	0	160	159	0
Knott 5	20	18	0	0	187	0	173	98	0

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: 2022-2023 BABY, 2022-2023 EHS, 2022-2023 EHS CLF, 2022-2023 HS, 2022-2023 HS CLF, 2022-2023 PRE, Sites: Knott, < No Site >, Fairview, Russellville, Hazelwood, Troutdale, Early Childhood Center, Kelly Place, Sunrise, Gresham United Methodist, Cascade Crossing, Rockwood 181st, Willow Tree

Attendance Date: 5/1/2023 - 5/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2022-2023 HS CLF									
Knott	40	36	0	0	375	0	333	257	0
2022-2023 PRE									
Sunrise									
Sunrise PRE 2	18	18	0	1	224	0	225	116	0
Sunrise	18	18	0	1	224	0	225	116	0
MHCC CDFS	693	561	0	1	6,096	0	6,856	4,208	0
Report Totals	693	561	0	1	6,096	0	6,856	4,208	0



MHCC Head Start Family Services Events: May/June 2022

Events we held in the community

May 2023

OMSI Night

Year End Celebrations for Staff and
Families

Dental Day at Head Start

June 2023

Fishing Day at Salish Ponds





OMSI Night

Young minds exploring and engineering at the Family Science Night at Oregon Museum of Science and Industry (OMSI) over 850 children, families, and staff from our East Multnomah County community attended 2 exclusive nights to remember. Thanks to our amazing partnerships within MHCC Head Start, Head Start on Engineering, OMSI and many others to make this event possible!

Dental Day

On Tuesday, 5/30/23 nearly 40 children arrived at our Rockwood Stark site to visit with a dental hygienist!

Families with children aged from 15 months through early adolescence explored resources, participated in toothbrushing activities, and had a quick check and fluoride varnish applied to their teeth. We look forward to seeing your smiles at our next community dental event! Special shout out to the D3 Team, the MHCC Health Team, Early Head Start-CCP & Home Base, and the family service team for getting the word out!





Fishing Day

MHCC partnered with get hooked love is stronger, Parents First, and The City of Fairview to host a free family fun fishing event June 3 at the Salish Ponds Wetland Park. The event brought pro fishers together with first timers and provided a safe place for kids and their parents to get their hands dirty. Every child walked away with a free life, jacket, and sunscreen for the summer.

Year End Celebrations



the Hazelwood and Russellville community partnered with Love Is Stronger to come together for a second time to take stance against gun violence and to bring fun and hope back to the streets and to celebrate the start of a safe summer ahead and an end to a successful school year! We love to bring fun and hope back to the community. This event with Love Is Stronger Inc. was to let our community know that we stand with you, we see you, we hear you, and we're showing up and showing out for you!



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1e

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

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

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

Whereas, Mt. Hood Community College District has determined that it is necessary to make the following transfers between appropriation categories for the fiscal year beginning July 1, 2022, therefore, BE IT RESOLVED that on June 21, 2023 the Board of Education hereby transfers the following amounts between appropriation categories of funds as delineated below for the fiscal year beginning July 1, 2022.

It is requested to transfer the appropriated budget from Aquatics fund (42) Capital Improvements to Aquatics fund (42) Personnel Services, in the amount of \$125,000 and from Aquatics fund (42) Capital Improvements to Aquatics fund (42) Materials and Services, in the amount of \$25,000. The transfers have a net impact of zero on the overall Aquatics fund, but because the College must appropriate by object, changes in budgets between categories requires Board approval.

It is requested to transfer the General fund (01) appropriated budget from Contingency and Plant Additions to General fund (01) Instruction and College Support Services for insurance premium adjustments and housekeeping transfers requested by departments. The transfers have a net impact of zero on the overall General Fund, but because the College must appropriate by each of these component areas, changes in budgets between them requires Board approval.



General Fund (01)

<u>Function</u>	<u>Amended Budget March 2023</u>	<u>Transfer</u>	<u>Amended Budget</u>
Instruction	\$ 31,125,142	\$ 137,199	\$ 31,262,341
Instructional Support	10,798,117		10,798,117
Student Services	7,783,955		7,783,955
Community Services	103,562		103,562
College Support Services	17,201,932	59,321	17,261,253
Plant Operations and Maintenance	5,629,276		5,629,276
Plant Additions	325,405	(18,879)	306,526
Financial Aid	1,030,914		1,030,914
Transfers	4,287,292		4,287,292
Contingency	8,267,900	(177,641)	8,090,259
Total Appropriations	86,553,495	-	86,553,495
Unappropriated Fund Balance	1,731,413	-	1,731,413
Total Budget	\$ 88,284,908	\$ -	\$ 88,284,908

<u>Object</u>	<u>Amended Budget March 2023</u>	<u>Transfer</u>	<u>Amended Budget</u>
Personnel Services	\$ 60,149,995	\$ 188,500	\$ 60,338,495
Materials & Services	9,948,562	8,020	9,956,582
Capital Improvements	325,405	(18,879)	306,526
Debt Service	2,543,427		2,543,427
Grants in Aid	1,030,914		1,030,914
Transfers	4,287,292		4,287,292
Contingency	8,267,900	(177,641)	8,090,259
Total Appropriations	86,553,495	-	86,553,495
Unappropriated Fund Balance	1,731,413	-	1,731,413
Total Budget	\$ 88,284,908	\$ -	\$ 88,284,908



Aquatics Fund (42)

<u>Function</u>	<u>Adopted Budget June 2022</u>	<u>Transfer</u>	<u>Amended Budget</u>
Student Services	\$ 616,533	\$ 150,000	\$ 766,533
Plant Additions	964,759	(150,000)	814,759
Total Appropriations	1,581,292	-	1,581,292
Unappropriated Fund Balance	-	-	-
Total Budget	\$ 1,581,292	\$ -	\$ 1,581,292

<u>Object</u>	<u>Adopted Budget June 2022</u>	<u>Transfer</u>	<u>Amended Budget</u>
Personnel Services	\$ 490,533	\$ 125,000	\$ 615,533
Materials and Services	126,000	25,000	151,000
Capital Improvements	964,759	(150,000)	814,759
Total Appropriations	1,581,292	-	1,581,292
Unappropriated Fund Balance	-	-	-
Total Budget	\$ 1,581,292	\$ -	\$ 1,581,292



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: June 21, 2023

ITEM TITLE: 7.1f

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

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

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

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

Adult Basic Education	211,887
Adult Basic Education, Burlington English Slots	9,360
<i>Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)</i>	
Childcare Resource & Referral, WSI Childcare Challenge	136,874
Childcare Resource & Referral, WSI JP Morgan	57,253
Childcare Resource & Referral, WSI OTCC Childcare	230,015
<i>Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)</i>	
Head Start, Garden	2,000
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
Workforce Connections, Career DWG	62,800
Workforce Connections, Competitive Strategies	13,055



Workforce Connections, Competitive Strategies SNAP	6,945
Workforce Connections, DWP Readjustment	98,200
Workforce Connections, Implementation	103,859
Workforce Connections, IRCO Worksource	15,000
Workforce Connections, Liaison	211,887
Workforce Connections, Liaison 2	74,870
Workforce Connections, Multnomah County Stability	28,900
Workforce Connections, Pathways to Opportunity PCC	49,908
Workforce Connections, Prosperity	202,049
Workforce Connections, Prosperity SNAP	236,297
Workforce Connections, Prosper Portland ARPA	20,000
Workforce Connections, WSI Oregon WEX SNAP	93,975
Workforce Connections, SNAP Housing Support	15,641
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)</i>	
Total	1,880,775



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: **7.1g**

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

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

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

The College expects to require goods and/or services from each vendor listed below during the 2023 – 2024 fiscal year. Contracts will fund from a variety of College accounts. The administration anticipates that each listed contract may aggregate at least \$150,000 in total expenditures during the fiscal year.

The following purchases are through the use of the State of Oregon contract available to the College through the Oregon Cooperative Purchasing Program (ORCPP), other cooperative programs, or are exempt from procurement regulations:

<u><i>Vendor Name</i></u>	<u><i>Goods / Services to be provided</i></u>	<u><i>Amount</i></u>
All Families Welcome	Child Care Services	\$600,000
Amazon Business	Office Supplies / Misc. Items	\$750,000
American Fidelity Health Services	Payroll	\$900,000
American Funds Service Company	Payroll	\$700,000
Apple Inc	IT – Computers, Peripherals, Software, Etc ...	\$600,000
Blackboard	Distance Learning System	\$500,000
Bluum / Troxell	IT – Computers, Peripherals, Software, Etc ...	\$500,000
CDW-G	IT – Computers, Peripherals, Software, Etc ...	\$1,100,000



Central Oregon Community College	Grant Consortium Reimbursements	\$300,000
Chemeketa Community College	Grant Consortium Reimbursements	\$300,000
City of Gresham	Utilities and other Municipal Services	\$750,000
Clackamas Community College	Grant Consortium Reimbursements	\$300,000
Computer Technology Link (CTL)	IT – Computers, Peripherals, Software, Etc ...	\$300,000
David Douglas School District	Leasing space, classes, vended meals	\$1,000,000
Dell Marketing LP	IT – Computers, Peripherals, Software, Etc ...	\$500,000
Discount School Supplies	CCR&R Furniture & Supplies	\$500,000
Discovery Garden	Child Care Services	\$600,000
Early Learning Kingdom LLC	Child Care Services	\$400,000
Food Services of America	Groceries / Supplies	\$350,000
Garland Roofing	Roof Replacement/ Maintenance / Repairs	\$2,200,000
Hewlett – Packard (HP)	IT – Computers, Peripherals, Software, Etc ...	\$400,000
Insight Global	IT – Computers, Peripherals, Software, Etc ...	\$200,000
ING-State of Oregon Plan	Payroll	\$200,000
Jenzabar	Maintenance & Consulting Services	\$900,000
Johnson Controls Inc	Facilities Maintenance Services Contracts	\$500,000
KinderCare / KUEHG	Child Care Services	\$600,000
Klamath Community College	Grant Consortium Reimbursements	\$300,000
Lane Community College	Grant Consortium Reimbursements	\$300,000
N E C A – I B E W	Apprenticeship Training Provider	\$400,000
Melody’s Munchkins	Child Care Services	\$700,000



Northwest Natural	Utilities	\$700,000
O E T C	IT – Computers, Peripherals, Software, Etc ...	\$300,000
Office Max/Depot	Office Supplies	\$500,000
Orbis Cascade Alliance	Membership fee & Software Maintenance	\$200,000
Oregon Employment Department	Unemployment Claims	\$600,000
Pequenitos Day Care LLC	Child Care Services	\$600,000
Pixie Child Care	Child Care Services	\$600,000
Portland Community College	Grant Consortium Reimbursements	\$300,000
Portland General Electric	Utilities	\$900,000
Presidio Network Solutions	IT – Computers, Peripherals, Software, Etc ...	\$400,000
P A C E	Liability Insurance	\$600,000
Roberts Half International	Temporary Staffing Services	\$300,000
Rogue Community College	Grant Consortium Reimbursements	\$300,000
Saif Corporation	Worker’s Comp. insurance	\$350,000
Sheet Metal Training Fund	Apprenticeship Training Provider	\$300,000
Plumbers & Sprinkler Fitters	Apprenticeship Training Provider	\$350,000
Southwestern OR Community College	Grant Consortium Reimbursements	\$300,000
Teachers Insurance	Payroll	\$450,000
Tri-Met	Bus Passes	\$250,000
US Bank Card Services	Banking Services (Purchasing Card Program)	\$6,000,000
United States Postal Service	Meter Postage	\$400,000
Vanguard Fiduciary Trust Co.	Payroll	\$250,000



Willamette Carpenter Training	Apprenticeship Training Provider	\$500,000
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RECOMMENDATION: Approval to award contracts to vendors listed herein.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1h

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

SUBJECT: Approval for Audit Engagement

Management requests approval for the audit engagement letter between Mt. Hood Community College (MHCC) and Talbot, Korvola & Warwick, LLC. (TKW.) As an elected board responsible for the governance and oversight of our community college, it is essential to ensure transparency, accountability, and compliance with legal and regulatory requirements through regular audits.

To initiate the audit process, we seek the board's approval of the audit engagement letter, which outlines the terms and conditions of the audit engagement. The letter encompasses critical aspects as follows:

1. **Objective:** Clearly define the purpose and scope of the audit, encompassing the examination of financial statements, internal controls, compliance with regulations, and any specific areas of concern identified by the board.
2. **Responsibilities:** Outlines the responsibilities of both MHCC and TKW. This includes providing necessary information, access to relevant personnel and documents, and cooperation during the audit process.
3. **Timeline:** Specifies the expected timeline for the audit, including commencement and completion dates, interim milestones, and reporting deadlines to align with regulatory and statutory requirements.
4. **Fees:** Describes the audit fees, billing arrangements, and any additional costs that may arise during the audit process. The proposed fees are budgeted and approved by the board, acting as the local contract review board.

Please find a copy of the audit engagement letter and a peer review of TKW for your review and consideration.



Talbot, Korvola & Warwick, LLP 14945 SW Sequoia Parkway, Suite 150 Portland, OR 97224
P 503.274.2849 F 503.274.2853 www.tkw.com

May 25, 2023

Audit Committee
Mt. Hood Community College District
26000 SE Stark Street
Gresham, OR 97030

Attention: Andrew Speer, Board Chair

The Objective and Scope of the Audit of the Financial Statements

You have requested Talbot, Korvola & Warwick LLP (“TKW”, “we”, “us”, or “our”), audit Mt. Hood Community College District’s (the “District”) and its discretely presented component unit, as of and for the year ending June 30, 2023, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter (“Arrangement Letter”).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (“GAAS”) and *Government Auditing Standards* issued by the Comptroller General of the United States (“GAS”) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

You have also requested that TKW perform the audit of the District as of June 30, 2023 to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (“CFR”) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”).

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, and the U.S. Office of Management and Budget’s (“OMB”) Compliance Supplement. Those standards, regulations, supplements, or guides require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity’s system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will communicate to the Board of Education and Audit Committee (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control over financial reporting and over compliance for major programs will include any significant deficiencies and material weaknesses in internal control over financial reporting and over compliance for major programs of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the required supplementary information ("RSI") which accounting principles generally accepted in the United States of America ("U.S. GAAP") require to be presented to supplement the basic financial statements. Management is also responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Education and Audit Committee are responsible for informing us of its views about the risks of fraud, waste or abuse within the District, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the District.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and

5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
 - c. Additional information that we may request from management for the purpose of the audit; and
 - d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the District's financial statements, we will also issue the following reports:

1. A report on the fairness of the presentation of the District's schedule of expenditures of federal awards for the year ending June 30, 2023;
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance;
4. An accompanying schedule of findings and questioned costs; and
5. Report on Compliance and Internal Control over Financial Reporting based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

You have informed us that you intend to prepare an annual comprehensive financial report ("ACFR") and submit it for evaluation by the Government Finance Officers Association's ("GFOA") Certificate of Achievement for Excellence in Financial Reporting Program. Our association with other information in the ACFR consists of reviewing the ACFR based on the GFOA's financial statement checklist. The District's financial statements and auditor's report thereon, as contained in ACFR, will be issued concurrently with the other schedules and information included within the ACFR. These schedules and information will be provided to TKW prior to the issuance of the documents and prior to the issuance of the auditor's report.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Jamie Simms, Manager of Financial Services. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Nonaudit Services

In connection with our audit, you have requested us to perform the following nonaudit services:

1. Tax services, including preparation of Form 990, for the discretely presented component unit, Mt. Hood Community College District Foundation.

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed that Michelle Solberg, Manager of Budget, Accounting and Student Financial Services possesses suitable skill, knowledge or experience and that the individual understands the tax services to be performed sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. The District has designated Michelle Solberg, Manager of Budget, Accounting and Student Financial Services as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Michelle Solberg, Manager of Budget, Accounting and Student Financial Services will assume all management responsibilities for subject matter and scope of the tax services;
3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management or those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Arrangement Letter documents that understanding.

Parties' Understandings Concerning Situation Around COVID-19

To the extent any of the services described herein require a party to visit ("Visiting Party") the other party's facilities ("Host Party") in person, the Visiting Party agrees to comply with the Host Party's rules and regulations regarding COVID-19 safety protocols while on the Host Party's premises, provided the Visiting Party is made aware of such rules and regulations. Further, in the event any of the services described herein need to be suspended and/or rescheduled by a party due to the ongoing situation surrounding COVID-19, the party requesting the suspension or rescheduling of the services will provide the other party with prompt written notice of the foregoing. To the extent such suspension and/or rescheduling of the services impacts either the cost of the services or the ability of the District or TKW to meet any deadlines or timeframes set forth herein, or both, the parties will document this in a written agreement mutually agreed upon and executed by both parties.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

Fees and Costs

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from District personnel;

2. Timely responses to our inquiries;
3. Timely completion and delivery of client assistance requests;
4. Timely communication of all significant accounting and financial reporting matters; and
5. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Our fees for the services described in this letter are not expected to exceed \$133,000. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Use of Subcontractors and Third-Party Products

From time to time and depending upon the circumstances, we may, in our sole discretion, use qualified third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose Personal Information or Confidential Information (as both terms are defined below) to them. You hereby consent to us sharing your information, including Confidential Information and Personal Information, with these third-party service providers on the same basis as we would be permitted to share information with one of our employees; provided that such recipients are bound by written obligations of confidentiality that are as protective of your Confidential Information as the confidentiality terms set forth herein. You acknowledge and agree that our use of a third-party service providers may involve the processing, input, disclosure, movement, transfer, and storage of your information and data outside of our technology infrastructure.

We also may provide services to you using certain third-party hardware, software, software services, managed services (including, but not limited to, web hosting, data security, data back-up, email security, or similar services subject to direct end-user or subscription agreements), applications, and equipment (collectively, "Third-Party Products"). You acknowledge that your or our use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by you to us, including Personal Information and Confidential Information, within the Third-Party Product's infrastructure and not ours. You further acknowledge that the terms of use and service, including, but not limited to, applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, "EULA(s)") will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product's infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

To the extent TKW gives the District access to a Third-Party Product in connection with the services contemplated herein, the District agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the District shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product. The District agrees to indemnify and hold TKW harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, liabilities, expenses, and costs (including legal fees, expenses, and costs) relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product.

You acknowledge that your or our use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from your or our use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of TKW. For the purposes of this Arrangement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of TKW's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by TKW for the District under this Arrangement Letter, or any documents belonging to the District or furnished to TKW by the District.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable TKW policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in TKW's form. TKW reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

You acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to the requested Audit Documentation will be provided under the supervision of TKW audit personnel and at a location designated by our firm.

Indemnification, Limitation of Liability, and Claim Resolution

Because TKW will rely on the District and its management, Audit Committee, and Board of Education to discharge the foregoing responsibilities, the District agrees to indemnify, hold harmless and release TKW and its partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors, agents, representatives, successors, or assigns from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management.

THE DISTRICT AND TKW AGREE THAT NO CLAIM ARISING OUT, FROM, OR RELATING TO THE SERVICES RENDERED PURSUANT TO THIS ARRANGEMENT LETTER SHALL BE FILED MORE THAN TWO YEARS AFTER THE DATE OF THE AUDIT REPORT ISSUED BY TKW OR THE DATE OF THIS ARRANGEMENT LETTER IF NO REPORT HAS BEEN ISSUED. IN NO EVENT SHALL TKW OR THE DISTRICT, OR ANY OF THEIR RESPECTIVE PARTNERS, PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, SUBSIDIARIES, CONTRACTORS, SUBCONTRACTORS, AGENTS, REPRESENTATIVES, SUCCESSORS, OR ASSIGNS (COLLECTIVELY, THE "COVERED PARTIES" AND EACH INDIVIDUALLY, A "COVERED PARTY"), BE LIABLE FOR THE INTERRUPTION OR LOSS OF BUSINESS, ANY LOST PROFITS, SAVINGS, REVENUE, GOODWILL, SOFTWARE, HARDWARE, OR DATA, OR THE LOSS OF USE THEREOF (REGARDLESS OF WHETHER SUCH LOSSES ARE DEEMED DIRECT DAMAGES), OR INCIDENTAL, INDIRECT, PUNITIVE, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR SIMILAR SUCH DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF THE COVERED PARTIES ARISING OUT OF, FROM, OR RELATING TO THIS ARRANGEMENT LETTER, OR THE REPORT ISSUED OR SERVICES PROVIDED HEREUNDER, REGARDLESS OF THE CIRCUMSTANCES OR NATURE OR TYPE OF CLAIM, INCLUDING, WITHOUT LIMITATION, CLAIMS ARISING FROM A COVERED PARTY'S NEGLIGENCE OR BREACH OF CONTRACT OR WARRANTY, OR RELATING TO OR ARISING FROM A GOVERNMENT, REGULATORY OR ENFORCEMENT ACTION, INVESTIGATION, PROCEEDING, OR FINE, WILL NOT EXCEED THE TOTAL AMOUNT OF THE FEES PAID BY THE DISTRICT TO TKW UNDER THIS ARRANGEMENT LETTER. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS LIMITATION OF LIABILITY PROVISION SHALL, OR SHALL BE INTERPRETED OR CONSTRUED TO, RELIEVE THE DISTRICT OF ITS PAYMENT OBLIGATIONS TO TKW UNDER THIS ARRANGEMENT LETTER.

Confidentiality

TKW and the District may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, TKW and the District agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Arrangement Letter. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, TKW is permitted to disclose the District's Confidential Information to TKW's personnel, agents, and representatives to provide the services or exercise its rights under this Arrangement Letter or for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Arrangement Letter.

As used herein, the term “Confidential Information” will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party’s possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Confidential Information.

The Receiving Party will treat the Disclosing Party’s Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Arrangement Letter.

Notwithstanding the foregoing, in the event that the Receiving Party becomes legally compelled to disclose any of the Confidential Information of the Disclosing Party, or as may be required by applicable regulations or professional standards, the Receiving Party will use commercially reasonable efforts to provide the Disclosing Party with notice prior to disclosure, to the extent permitted by law.

Preexisting Nondisclosure Agreements

In the event that the parties have executed a separate nondisclosure agreement and such agreement does not automatically terminate or expire upon execution of this Arrangement Letter, such agreement shall be terminated as of the effective date of this Arrangement Letter.

Data Protection Compliance

We take reasonable steps to comply with all applicable privacy, cybersecurity, and data protection laws that may apply to Personal Information and Confidential Information we process on behalf of our clients.

Prior to disclosing to us or our Subcontractors or granting us or our Subcontractors with access to your data, you will identify in writing any personal, technical, or other data provided or made accessible to us or our Subcontractors pursuant to this Arrangement Letter that may be subject to heightened protections under applicable privacy, cybersecurity, export control, and/or data protection laws, including, but not limited to, protected health information pursuant to the Health Information Portability and Accountability Act of 1996 (“HIPAA”), classified or controlled unclassified information subject to the National Industrial Security Program, the National Industrial Security Program Operating Manual, or the Defense Federal Acquisition Regulation Supplement (“DFARS”), data subject to Export Administration Regulations (“EAR”), or International Traffic in Arms Regulations (“ITAR”) controlled data. Unless otherwise expressly agreed upon and specified in writing by TKW and the District, you shall not provide us or any of our Subcontractors with access to such data and you shall be responsible for the handling of all such data in connection with the performance of the services requested hereunder, including, but not limited to, the scrubbing, de-identification, de-aggregation, protection, encryption, transfer, movement, input, storage, migration, deletion, copying, processing, and modification of such data.

TKW and the District acknowledge and agree that they may correspond or convey information and documentation, including Confidential Information and Personal Information, via various forms of electronic transmission, including, but not limited to, Third-Party Products, such as, email, FTP and cloud-based sharing and hosting applications (e.g., portals, data analytics tools, and helpdesk and support ticketing applications), and that neither party has control over the performance, operation, reliability, availability, or security of these electronic transmissions methods. Therefore, neither party will be liable for any loss, damage, expense, harm, disclosure or inconvenience resulting from the loss, delay, interception, corruption, unauthorized disclosure, or alteration of any electronic transmission where the party has used commercially reasonable efforts to protect such information. We offer our clients various platforms for the exchange of information. You hereby agree that you shall be bound by and comply with any and all user terms and conditions made available (whether by link, click-through, or otherwise) with respect to such platforms.

Personal Information

As used herein, the term “Personal Information” means any personal information that directly or indirectly identifies a natural person as may be defined by applicable privacy, data protection or cybersecurity laws, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver’s license numbers or state- or province-issued identification card numbers, credit or debit card numbers with or without any required security code, number or passwords, health information, and other personal information as defined by applicable laws, whether of the District or the District’s customers or other third parties.

Each party agrees to transmit Personal Information consistent with applicable laws and any other obligations the respective party may have. In the event you transmit to us Personal Information in an unencrypted format or via unencrypted means, you agree that we have no obligation to notify you of the foregoing.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to us or our Subcontractors of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

Where we are acting as a service provider under the California Consumer Privacy Act, including as amended or replaced (“CCPA”), we (i) will not sell any Personal Information received from the District; (ii) will not disclose Personal Information to another business, person, or third party, except for the purpose of maintaining or providing the services or exercising our rights as specified in this Arrangement Letter, including to provide Personal Information to advisers or sub-contractors, or to the extent such disclosure is required by law. We certify that we understand and will comply with the requirements enumerated in (i) and (ii). For the avoidance of doubt, all permitted uses of Personal Information by service providers that are enumerated in the CCPA are understood to apply to the Personal Information processed by us.

We are permitted to use all such Personal Information to perform our obligations and exercise our rights under this Arrangement Letter. The parties agree that as part of the performance of the services as described in this Arrangement Letter, and as part of the direct business relationship between the parties, we may use the Personal Information to improve and develop services and for other similar internal and business purposes. We agree to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If we become aware of an unauthorized acquisition or use of District-provided Personal Information, we will promptly inform you of such unauthorized acquisition or use as required by applicable laws and, upon your written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Arrangement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Arrangement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

Either party may terminate this Arrangement Letter upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or, in the case of TKW, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

The parties agree that those provisions of this Arrangement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Arrangement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials. Notwithstanding anything stated to the contrary in this Arrangement Letter, the District acknowledges and consents that we also may utilize Confidential Information and Personal Information that you have provided to us in connection with this engagement to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings and/or for development or performance of data analysis, business analytics or insights, or other insight generation. Information developed in connection with these purposes may be used or disclosed to you or current or prospective clients to provide them services or offerings. We will not use or disclose such Confidential Information or Personal Information in a way that would permit the District or an individual to be identified by third parties without your prior written consent.

The District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the District agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The District agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. If, based on our review, we identify no material inconsistencies with our audit, or other misstatements of fact, we will promptly communicate in writing to the District that we do not object to the inclusion of our report in the offering documents. In the event our auditor/client relationship has been terminated when the District seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The District agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Talbot, Korvola & Warwick, LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Talbot, Korvola & Warwick, LLP also has not performed any procedures relating to this official statement.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of one of our partners, principals or employees.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Arrangement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States or Canada. The District shall not knowingly cause TKW to violate any sanctions applicable to TKW. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Arrangement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Notices

Unless otherwise expressly agreed upon by the parties in this Arrangement Letter, all notices required to be given hereunder will be in writing and addressed to the party at the business address provided in this Arrangement Letter, or such other address as such party may indicate by a notice delivered to the other party. A copy of any legal notice (e.g., any claimed breach or termination of this Arrangement Letter) sent by the District to TKW shall also be sent to the following address: Talbot, Korvola & Warwick, LLP, 14945 SW Sequoia Parkway, Suite 150, Portland, Oregon 97224. Except as otherwise expressly provided in this Arrangement Letter, notices hereunder will be deemed given and effective: (i) if personally delivered, upon delivery; (ii) if sent by registered or certified mail or by overnight courier service with tracking capabilities, upon receipt; and, (iii) if sent by electronic mail (without indication of delivery failure), at such time as the party that sent the notice receives confirmation of receipt, whether by read-receipt confirmation or otherwise.

Governing Law

This Arrangement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Arrangement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Oregon, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Arrangement Letter constitutes the complete and exclusive statement of agreement between TKW and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Arrangement Letter.

If any term or provision of this Arrangement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Arrangement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Agreement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Arrangement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this Arrangement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represents that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

AGREED TO AND ACKNOWLEDGED BY:

Talbot, Korvola & Warwick, LLP



Daniel A. Miley, Partner

Andrew Speer, Board Chair
Mt. Hood Community College District
May 25, 2023
Page 16

Confirmed on behalf of Mt. Hood Community College District:

Board Chair

Date

President

Date

Vice President, Finance & Administration

Date



Report on the Firm's System of Quality Control

To the Partners of
Talbot, Korvola & Warwick, LLP
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Talbot, Korvola & Warwick, LLP (the firm) in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Talbot, Korvola & Warwick, LLP in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Talbot, Korvola & Warwick, LLP has received a peer review rating of *pass*.

THE RBH Group, LLC

July 21, 2021



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1i

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

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

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

The MHCC Career Pathways, Adult Basic Skills and Apprenticeship partnership requests Board approval to enter into an Agreement with **Pacific Northwest Carpenters Training Institute (PNCI)** for **\$465,000**.

MHCC was awarded a U.S. Department of Labor Employment and Training Administration (DOL) Apprenticeship Building America Grant - a \$3 million, four-year grant **from July 1, 2022, to June 30, 2026**. MHCC and PNCI will establish a registered construction pre-apprenticeship program specifically for English Language Learners (CPELLs). They will enhance their current apprenticeship program by incorporating innovative language development strategies for their first-year apprentices who are English language learners.

This program 1) builds a skilled pipeline of diverse workers for the construction industry and 2) contributes to greater equity in and access to apprenticeship programs that lead to high-wage, high-demand employment opportunities. PNCI will provide training instruction, curriculum development, training-related construction and classroom materials, instructor collaboration time, student tools, industry-recognized credentials, program leadership, and consulting on the project over four years and serving 175 pre-apprentices and apprentices.

RECOMMENDATION: Approval to contract with Pacific Northwest Carpenters Training Institute



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.1j

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

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

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

Mt. Hood Community College has completed a competitive solicitation for vendors to build a stormwater retrofit on four parking lots near the Yoshida Sports Complex on the Gresham Campus. The college received four bids in response to the solicitation. The administration recommends awarding the contract to **PRT Construction LLC**. The Terms of this contract will be through approximately **09/30/2023** and approximately \$305,000.

The City of Gresham and the East Multnomah Soil & Water Conservation District (EMSWCD) fully fund this project.

RECOMMENDATION: Approval to contract with PRT Construction LLC



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.2

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

SUBJECT: CONSIDER RESOLUTIONS TO ADOPT AND MAKE APPROPRIATIONS FOR THE FISCAL YEAR 2023-2024 BUDGET

RESOLUTION ADOPTING THE BUDGET

Be it resolved, that the Board of Education of Mt. Hood Community College District hereby adopts the budget for 2023-2024 in a total sum of **\$208,063,176** now on file in the district budget office and available at <https://www.mhcc.edu/BudgetOffice/>.

RESOLUTION MAKING APPROPRIATIONS

Be it resolved, that the amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:



Function	Fund Title: Fund #:	General Fund	Pension Bond	Physical Plant	Technology	Student Aid	Federal, State	Aquatics	Clubs	Trusts	Associated Student	Total
		01	Debt Service	Maintenance	Projects	10	and Spec Proj	42	50	51	Government	
Instruction		\$ 32,709,338										\$ 32,709,338
Instruction Support		11,330,397										11,330,397
Student Services		8,410,196						966,880	165,000	504,096	885,679	10,931,851
Community Services		114,800										114,800
College Support Services		15,548,722			2,169,133		39,350,000					57,067,855
Plant Operations and Maintenance		6,091,016		150,000								6,241,016
Plant Additions		370,000		1,597,500	40,000		20,000,000	826,412	5,000	5,000	150,824	22,994,736
Debt Service		2,660,906	9,597,753				7,000,000					19,258,659
Financial Aid		1,101,534				37,223,990	100,000					38,425,524
Transfers		487,292				60,000						547,292
Contingency		5,522,461					1,010,000				328,302	6,860,763
Total Appropriations		84,346,662	9,597,753	1,747,500	2,209,133	37,283,990	67,460,000	1,793,292	170,000	509,096	1,364,805	206,482,231
Unappropriated		1,580,945										1,580,945
Total Budget		\$ 85,927,607	\$ 9,597,753	\$ 1,747,500	\$ 2,209,133	\$ 37,283,990	\$ 67,460,000	\$ 1,793,292	\$ 170,000	\$ 509,096	\$ 1,364,805	\$ 208,063,176

Object	Fund Title: Fund #:	General Fund	Pension Bond	Physical Plant	Technology	Student Aid	Federal, State	Aquatics	Clubs	Trusts	Associated Student	Total
		01	Debt Service	Maintenance	Projects	10	and Spec Proj	42	50	51	Government	
Personnel Services		\$ 63,420,706				\$ 833,990	\$ 25,850,000	\$ 854,574	\$ 11,210	\$ 83,096	\$ 358,442	\$ 91,412,018
Materials & Services		10,783,763		150,000	2,169,133	40,000	13,500,000	112,306	153,790	421,000	527,237	27,857,229
Capital Improvements		370,000		1,597,500	40,000		20,000,000	826,412	5,000	5,000	150,824	22,994,736
Debt Service		2,660,906	9,597,753				7,000,000					19,258,659
Grants In Aid		1,101,534				36,350,000	100,000					37,551,534
Transfers		487,292				60,000						547,292
Contingency		5,522,461					1,010,000				328,302	6,860,763
Total Appropriations		84,346,662	9,597,753	1,747,500	2,209,133	37,283,990	67,460,000	1,793,292	170,000	509,096	1,364,805	206,482,231
Unappropriated		1,580,945										1,580,945
Total Budget		\$ 85,927,607	\$ 9,597,753	\$ 1,747,500	\$ 2,209,133	\$ 37,283,990	\$ 67,460,000	\$ 1,793,292	\$ 170,000	\$ 509,096	\$ 1,364,805	\$ 208,063,176

RECOMMENDATION: Approve the above resolution as presented.

Andrew Speer, Board Chair

Date

Jennifer DeMent, Budget Officer

Date



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: 7.3

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

SUBJECT: CONSIDER RESOLUTION IMPOSING AND CATEGORIZING TAXES

RESOLUTION IMPOSING PROPERTY TAX RATE

Be It Resolved, that the Board of Education of Mt. Hood Community College District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4917/\$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the district:

General Fund:

Subject to the
Education Limitation
\$0.4917/\$1,000

RECOMMENDATION: Approve the above resolution as presented.

Andrew Speer, Board Chair

Date

Jennifer DeMent, Budget Officer

Date



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 21, 2023*

ITEM TITLE: **7.4**

CONTACT PERSON: *Lisa Skari, President*

SUBJECT: PRESIDENT'S SELF-EVALUATION FORMAT

PRESIDENT EVALUATION FORM

	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
<p>1.0 Leadership & Strategic Direction</p> <p>1.1 Implement and manage college mission, vision and values, working collaboratively to develop and ascertain short- and long-range institutional strategic goals</p> <p>1.2 Serve as chief spokesperson for the college, communicating to district stakeholders while shaping perception of the college</p> <p>1.3 Model, nurture, and sustain a culture where diversity, equity and inclusion are valued, practiced and promoted</p> <p>1.4 Actively participate in community life and public affairs</p> <p>1.5 Maintain and improve professional competency</p> <p>1.6 Execute Board policies and procedures</p>						
	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
<p>2.0 Institutional Performance & Educational Outcomes</p> <p>2.1 Foster an environment where teaching, learning, student access and success are core to the college's mission</p> <p>2.2 Engage in the student experience/engage with students</p> <p>2.3 Administering the planning, development and maintenance of a relevant educational program</p> <p>2.4 Encourage and support articulation agreements and educational partnerships</p> <p>2.5 Maintain the college's leadership role in workforce education</p>						

	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
3.0 Operations & Financial Management 3.1 Manage priorities and delegate responsibilities appropriately as set forth in Board policy and administrative regulation 3.2 Collect and utilize data to identify goals, assess organizational effectiveness, monitor and evaluate progress, while promoting continuous and sustained improvement 3.3 Supervise the preparation and administration of the annual budget 3.4 Seek additional sources of funding/revenue 3.5 Work effectively with and provide support to the Mt. Hood Community College Foundation						
	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
4.0 Faculty and Staff Relations 4.1 Understand and demonstrate support for governance in an academic setting 4.2 Foster positive and effective internal communications 4.3 Work collaboratively with collective bargaining units 4.4 Provide leadership in the development of college personnel at all levels						

	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
5.0 External & Community Relations 5.1 Establish and maintain an appropriate community relations program 5.2 Promote the college in the community 5.3 Actively advocate at the local, state, and federal level 5.4 Strengthen and advance the college's connections and partnerships with business, industry, organizations, and government						
	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS
6.0 Board Relations 6.1 Keep the Board continuously informed of the needs, issues, and operations of the college 6.2 Provide professional recommendations based on careful study and analysis on matters requiring Board action 6.3 Work effectively with the board on the college's strategic plan 6.4 Maintain a professional working relationship with the board						

7.0 Annual Goals	EXCEEDS EXPECTATIONS	GOOD	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY	UNABLE TO ASSESS

Student Development
John Hamblin
June 2023

Divisional Updates for Student Development Division

- Teaching & Learning

International Student Program: In partnership with Adult Basic Skills/ESL program, ASMHCC and student clubs, the Annual Global Breakfast event was held on May 15th, welcoming nearly 400 students and staff. This event highlights our wonderfully diverse campus community with music, dance and food representing different cultures and regions of the world. Thanks to staff contributions over \$100 was raised for the Ali Modabber ESL Emergency Fund.



Student Development Update

- **Educational Programs & Support Services**

AATC (Academic Advising & Transfer Center):

Year-end appointment data (from 7/1/22)

- Total # of appointments: 7,556 (last year, same range = 6,771)
- Total # individual students: 3,318

Modality breakdown

- In person: 1,099
- Remote: 3,326

Student Life:

The 2023-2024 MHCC Student Body elections was conducted on May 22-29. Two candidates run for the president position and two candidates for the vice president position. We appreciate the candidates for running and campaigning for the ASMHCC president and vice president positions and their hard work and the experiences they brought to the process. The results were announced on May 30th. Javier Estrada won the President and Emily Phoun won vice President position. Congratulations to both of you. And SPECIAL THANKS to all our students who voted.



We are still looking for more student leaders. We invite you to apply. Whether you are here at MHCC to learn, engage, connect, experience, make a difference at MHCC, etc. this is a great opportunity for you. Don't just go to MHCC, be a part of it and help make a difference! Think that's you or know someone who may be interested? Check out our website

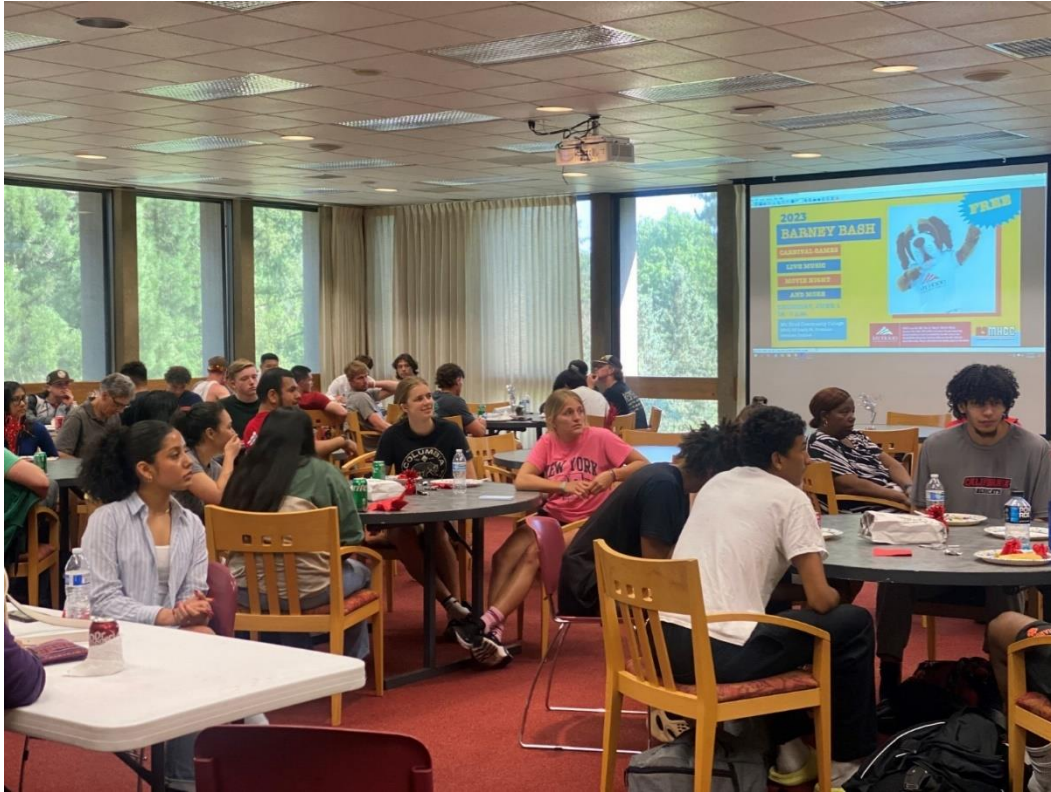
Student Development Update

<https://www.mhcc.edu/ASG/> to learn more about the positions. Still have questions? Email rozina.lethe@mhcc.edu for assistance.

Student Life: On May 24, we brought students leaders from Co-Curriculars programs, Athletics, Multicultural and Diversity Center, Transitions and Transiciones Program to appreciate their hard work they have put in this year to serve students and the community and to celebrate their achievements. We fed them and handed out certificates of recognition for students who have maintained a 3.5 and above GPA. The Athletes who have been awarded honors and wins, as well as appreciated the coaches and advisors. Students were able to celebrate with coaches and advisors as well. They really appreciated the gathering and the recognition. Here are few pictures from the event.



Student Development Update



Student Life: The Multicultural and Diversity Resource Center organized the 4th Annual Multicultural Student Graduation Friday, May 26 at Noon in the Town and Gown Room. The purpose of the event was to acknowledge and honor students through a culturally holistic recognition of their accomplishments. Participants in the ceremony were presented with a certificate of recognition and a lapel pin on behalf of the Multicultural & Diversity Resource Center. A reception took place after the ceremony. Students and their Families were very appreciative for the opportunity to celebrate.

Here are a few pictures from the event.

Student Development Update



Student Development Update



Hub: The Student Services Hub has been working to increase virtual support for students, with drop in zoom availability. Currently students can get support Thursdays from 2-4pm and we are adding an additional 2 hours each Tuesday morning from 8-10am.

Student Development Update



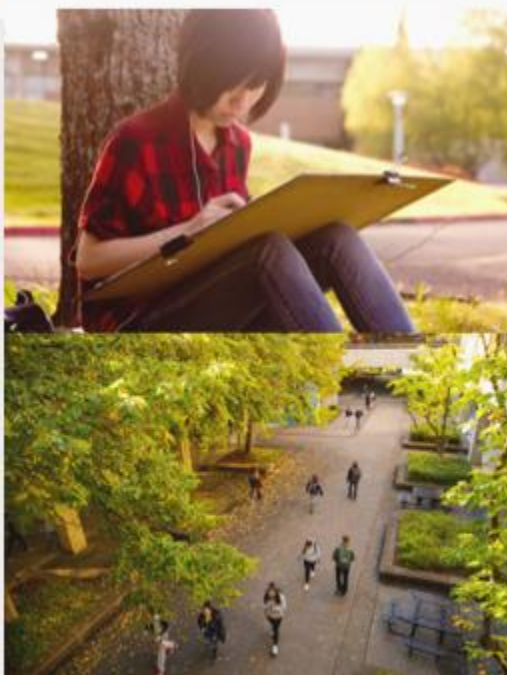
STUDENT SERVICES HUB
AC2253 – Gresham Campus
8am-5pm M - F / 10am-5pm Wed

Zoom Drop-In Support with the Student Services Hub

Tuesdays 8am – 10am
Thursdays 2pm - 4pm

What We Can Help With

- General MHCC questions
- The MHCC admission application
- Steps to getting started at MHCC
- Navigating MyMHCC
- Changing personal contact info
- Resetting passwords
- Financial aid processes and forms
- Understanding your financial aid award
- Registering for classes
- Understanding the course schedule
- Finding forms and college services online
- Connecting to services & resources
- Applying for graduation
- And more!



Questions? Email us at hub@mhcc.edu

Student Development Update

- **Organizational Structure, Systems, & Processes**

Financial Aid:

With the recent retirement of Christi Hart, who provided significant support for the Office of Financial Aid and a lot of behind-the-scenes work, we have been working to reorganize our staffing structure to ensure that vital tasks and services are maintained for the integrity of our work and the service of our students. To this end, we are pleased to share that two of our Financial Aid Advisers, Carolyn Williams and Michael Flores, have recently been reclassified as Financial Aid Coordinators and will be taking on several tasks and duties related to aid reconciliation and reporting, troubleshooting systems and file challenges, compliance measures and monitoring, file processing with the Department of Education, ongoing training and support for other financial aid staff, and more. Congrats to Carolyn and Michael!

Financial Aid:

In early May, we started awarding financial aid for next academic year (2023-24) and we are excited to see the awarding numbers are trending up for this time of year compared to last year, which is the first positive increase since 19/20!

Some other stats on 23-24 aid awarded YTD (not yet disbursed, of course):

- Oregon Opportunity Grant – Awarded 672 students over \$2.2 M
- Oregon Promise Grant – Awarded 641 students over \$1,9M
- Federal Pell Grant – Awarded 1606 students over \$9.3M
- Federal SEOG – Awarded 299 students \$264K
- Federal Work-Study – Awarded 236 students over \$837K
- Federal Sub Loans – Awarded 1968 students over \$6.7M
- Federal Unsub Loans – Awarded 2299 students over \$9.6M

- **Facilities and Technology**

AES:

We are working with Facilities on ADA upgrades for the GE building.

- **Community Connections**

Student Life:

Our annual Barney Bash, MHCC End of Year Celebration that took place on Thursday, June 1, was a huge success. We estimated that over 1,100 people attended. The purpose of the event was to celebrate and appreciate all MHCC students and MHCC community. We had 43 volunteers who assisted with the event, and we really appreciated the support that we got from the volunteers and the college. The attendees and the community appreciate the opportunity to be a part of this event at the college. Here are few pictures from the event.

Student Development Update



Student Development Update



Blood Drive Update: The spring term drive was held on May 24th and 25th and collected 47 units over the two days (an increase of 11 units from winter term!)-up to 141 patients may be helped by the collection of these units. The next drive will be held on August 2nd and will be sponsored and supported by the MHCC Student Nurses Association.

Instruction

Al McQuarters

June 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.

- Megan Dugan, Dean of AVID | Learning Success Center | Library, Sarah Aimone, AVID coordinator and faculty members, David Wright, Ana Johnson, John Hasegawa, Nicole Bragg-Scott, Josh Stratman and William Blackmore as well as other college staff, attended the NCORE Conference in New Orleans.

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 AVID | Learning Success Center Writing Center and the TLC hosted the second annual Write-In event. The event brought readers of original poetry and essays, and readers of inspiring works of others. Michelle Hampton, David Wright, Wally Shriner, Sara Rivara, Tom Fuller, Chad Bartlett, and Jason Stiffler read their work. Several students read original works: Nadia Rose, a computer tutor, along with student writing tutors Midori Cook, Nee Alderman, Cherish Lyda, and Claire Schaffer. These included readings in Spanish and in Thai. Faculty librarian, Mark Peterson, also provided a pop-up collection of materials to support the event.
- The Humanities Division hosted Viet Thanh Nguyen, author of *The Sympathizer* for both Mt. Hood Reads and The Mouths of Others.
- The Social Science Division presented its final COMMTALK episode as well as numerous round table discussions around current events.
- Naomi Abrahams, Sociology Instructor, hosted an alumni panel for students interested in speaking to MHCC graduates who had transferred to 4-year institutions.
- Christine Sciscione, Instructor of Respiratory Care, submitted in CourseLeaf a proposal for a new course, Equity & Inclusion in Healthcare (RT 200). The course is designed to introduce healthcare professionals in concepts, frameworks, histories and contemporary data for discerning and dismantling bias in American healthcare systems and imagining equitable alternatives.
- In collaboration with the accrediting body and MHCC Articulation and Transfer Office, instructor of Surgical Technology, Amy Aldus, developed an alternate path to graduation for a student of Surgical Technology suffering an incapacitating medical situation.



Instruction Update

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.

- Apprenticeship welcomed 12 new journey level workers that also earned their AAS degree. Three of those were awarded at the IBEW electricians' ceremony, and the others were at the Pacific Northwest Carpenter's Institute (PNCI).
- Both the Apprenticeship department (Kenia Perez-Correa, Howard Mitchell, and Dawn Loomis) and the ABA DOL Pre-apprenticeship program (Isidro Chan, Nikki Gillis, Angelique Kauffman-Rodriguez, and Kristen Kulongoski) represented MHCC at the Oregon Tradeswomen Career Fair. Over 1700 community members and students from schools statewide attended the fair.
- Integrated Media completed a pilot of four workforce workshops targeted at jobs in the Creative Industry.
- The Nursing Assistant program will be working with an OHSU grant funded cohort in 2023 and 2024 through a Future Ready Oregon grant to support six cohorts of 10 students in which OSHU will pay for the program and find participants which will increase their pipeline of CNA1 in the workforce at OHSU.

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 Working Group (APPWG) presented an overview of the draft plan at the Learner Success Council on June 2nd.

Organizational Structure, Systems & Processes:

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

- Respiratory Care is implementing its redesigned admissions process. The process was redesigned in consultation with the Associate Vice President of Diversity, Equity and Inclusion, and program leaders will be gathering data to determine and evaluate any measurable outcomes (optimally, a more diverse student cohort than has been the historical norm).

Community Connections:

E.1: Develop a process for capturing the work MHCC is doing to connect with the community, and coordinate our efforts for engaging and informing the public, as well as the campus community.

- The Mt. Hood Community College (MHCC) Athletic Department hosted the Northwest Athletic Conference (NWAC) Track and Field Championships at the college. Full-time faculty members Josh Stratman and Matt Hart volunteered their time to support this event as did classified members, Schell Langley and Rachelle Ham. Head Track and Field

Instruction Update

Coach, Fernando Fantroy, and his assistant coaches, Kelly Holding and Steve Curtis did an amazing job of setting up the event and providing a successful opportunity for our students as well as others across the NWAC.

- The MHCC Athletic Department co-hosted the NWAC Softball Championship Tournament at Delta Park. Full-time faculty member, Amanda Shelton, and part-time athletic trainer, Andrea Quintos, provided excellent athletic training services throughout the tournament.
- The MHCC Baseball team supported the MHCC Jazz Festival with setting up for their event at the gymnasium.

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.

- MHCC Workforce Development, Oregon Department of Employment and Kristin Lima, Dean of Applied Technology, Business and Information Systems, held a Future Ready Oregon Career Fair, *Prepare for a Career in Mechatronics!* with Microchip and Onsemi; in-person interviews with HR and teaching instructors from MHCC provided live and engaging presentations to more than 35 participants throughout the day.

Administrative Services

Jennifer DeMent

June 2023

Update on Comprehensive Campus Facilities Plan:

- Steering Committee continues to meet monthly. The architect, Opsi, facilitates information-gathering sessions with Instruction, Recreation and Sports, Campus sustainability, DEI, Accessibility, Technology, and Student Development. The information-gathering phase will continue through July, with Concept Development in August and final plan modifications and approval through the Fall term.

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

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.*

- **Dental Hygiene Clinic Remodel** – The project team reached the milestone of the “Substantial Completion” project this month. It achieved a Temporary Certificate of Occupancy (TCOI) for outfitting and use of space as designed.

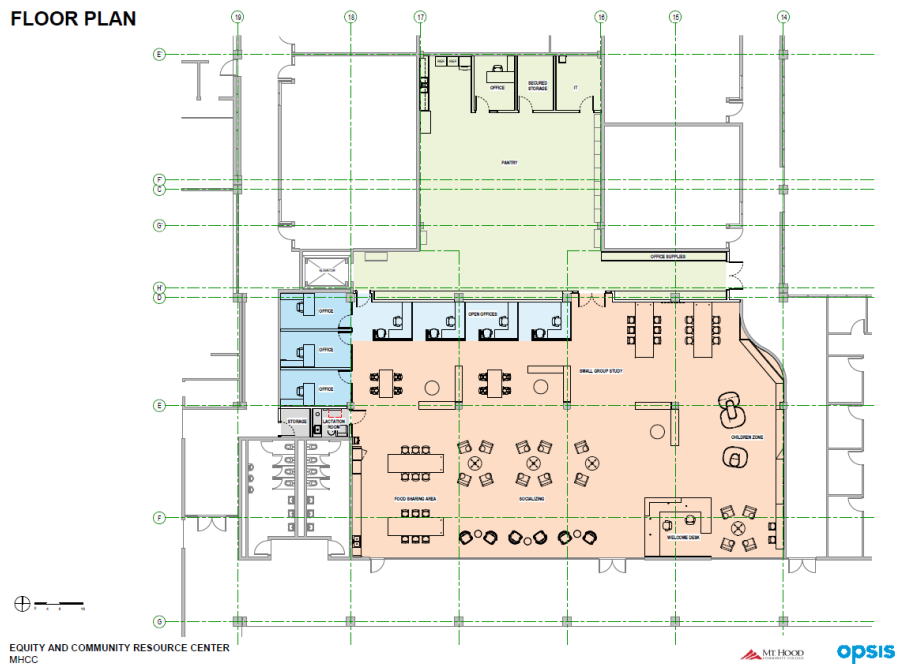


Administrative Services Update



- **Student Diversity and Resource Center:** After student feedback and review, the steering committee completed the final design.

Administrative Services Update



- **CDFS** held the final all-staff session with Niki Spears on May 19. This session was an opportunity to reflect on personal learning and growth. It also included opportunities to reflect on gratitude and team building. Staff learned to notice the positivity and strength in ourselves, our coworkers, program children, and families and how to build on these strengths and forge stronger and more resilient relationships.
- **CDFS** held an All Staff End of Year Celebration on May 19, including music, a contest, raffles, food, awards, self-care activities, and free resources. This celebration was an opportunity to connect in person, celebrate our accomplishments, focus on well-being, and enjoy being together.

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' Head Start on Engineering (HSE) program**, in partnership with OMSI and the University of Notre Dame, held two family nights at OMSI that included a variety of interactive and engaging STEM activities for the whole family. Staff and their families were also invited. About 850 people participated in total. Head Start on Engineering has been a family-focused, informal STEM education program that engages Head Start staff, parents, and children in an integrated set of experiences over the past 9+ years (staff

Administrative Services Update

professional development, family workshops, take-home activity kits, OMSI visits) to foster family interest in engineering and the engineering design process.

- **CDFS** sent 15 staff members to the National Head Start Association (NHSA) conference in Phoenix. This opportunity provided opportunities for professional development for all positions and allowed positive team building and program planning.

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

- IT Client Services imaged and delivered 118 new **laptops for Student Basic Needs** and about 20 or so re-imaged for re-use.

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 has initiated **Recruitment Refresh**, a 12-month project designed to review and revise as necessary each step of the recruitment process from vacancy approval to recruitment closeout. The project aims to ensure hiring practices across positions are: 1) based on best practices for attracting a diversity of applicants, 2) Consistent in the framework (which does not mean they are all the same), and 3) Defendable if there was ever a challenge to a hiring decision.
- **CDFS** addressed structural inequity by including all classroom staff in the invitation to attend the NAEYC conference. This invitation included classroom aides and assistant teachers who have previously lacked these opportunities.
- **CDFS** worked on restructuring staff calendars to align the calendars of classroom aides and assistant teachers with those of lead teachers. This restructuring increases calendar days for classroom support staff and increases opportunities for team building.

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

- The facilities and capital planning process is partnering with DEI and Accessibility to **build the equity lens and tools into the long-range planning process.**

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

- The Human Resources Benefits team staffed a table at the Child Development and Family Support Resource Fair on May 19. Many resources were made available to employees on-site at this **employee appreciation event.**
- The 23-24 **performance development cycle** for managers and classified staff is underway. The cycle includes two parts—the Individual Strategic Plan (ISP), which lays

Administrative Services Update

out up to three of the team member's strategic initiatives for the year, and the Progress Review, in which the supervisor and team member reflect on those initiatives and lessons learned. Human Resources has provided managers with tools and timelines to ensure they have the necessary support to complete these plans.

- Human Resources and Child Development and Family Support (CDFS) Programs successfully negotiated a **retention incentive** for represented employees and non-represented Head Start/Early Head Start and Preschool Promise staff members.
- CDFS sent staff to the Region 10 event: ***Leveraging the Revised Multicultural Principles to Promote Equity, Inclusion, and Belonging***. Staff brought back materials to share with site teams so that we could collaborate on improving our practices.

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.*

- Linda Vigesaa, the college's CIO, led the development of a **Title III grant** the college submitted at the end of May. If approved, this will support DEI efforts for faculty/staff and implement solutions to provide college efficiencies.

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.*

- Progress continues in setting up the new **MHCC website**:
 - The 25-Live feed is populating the home page events
 - Built the news section and content type/view pages
 - Implemented Google Search
 - Linked pages to menu items; developed site alert blocks
 - The team developed templates for a program page, header page, landing page, sidebar page, and open page. Marketing and department web editors will use these to add content.
 - Added a department contact block to the program pages
 - Developed a student A-Z page with search functionality
 - Further refined workflow
 - Added a gallery function

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

- IT has partnered with Marketing/Communications to provide additional communication on **IT changes** or general information through News & Notes. This may be supplemental information or announcements of upcoming technology changes.

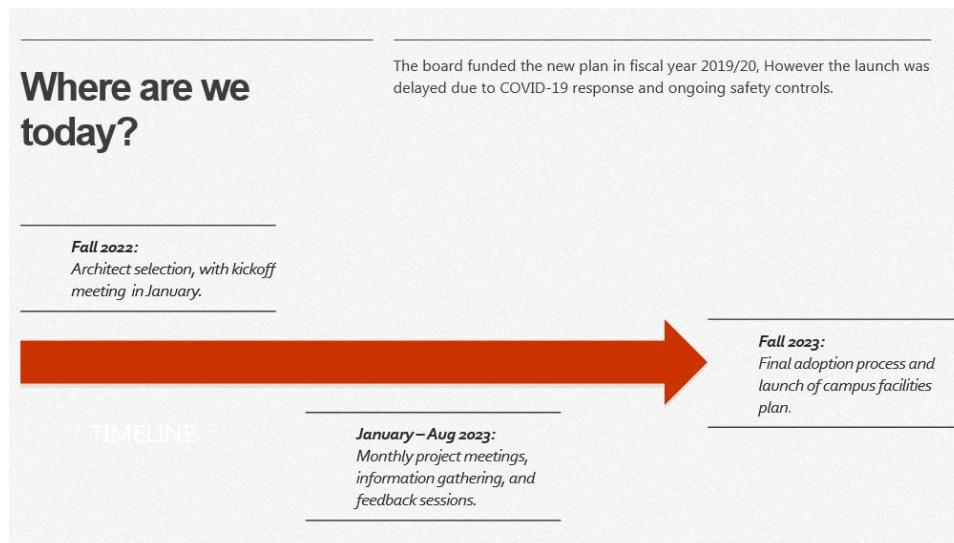
Administrative Services Update

Objective D.5: *Ensure student and employee facing electronic systems, including the Community College website and registration system, are user friendly and easy to navigate; utilizing business process review to identify and prioritize improvements.*

- The team has completed the development of the Handshake interface – it is ready for testing with the vendor. Handshake is a **student employment portal** to help connect students with employers. Go live is slated for late June/ early July 2023

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.*

Facilities and Campus Planning Timeline:



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 **upgraded forty-five workstations** across several departments. These were for enhanced security requirements or planned upgrades to replace end-of-life systems with new software and hardware for performance and security.
- IT rolled out new workstation **security software** to all Mac OS computers for increased security.
- IT installed the Microsoft authenticator program on most MHCC/CDFS/CCR&R-owned iPhones and iPads for easy **access and security**.
- As part of MHCC’s ongoing security program/remediation, an outdated NT Portalback server that handled student transcripts was decommissioned and replaced. This replacement included implementing a **more efficient business process** and custom software, eliminating over 70% of manual entry.

Administrative Services Update

- Decommissioned obsolete code that the vendor unsupported and was a security risk. **Current technologies** replaced obsolete code. This obsolete CX (SIS) code prevented the implementation of updated password functionality. The password module allows better security features such as increased password length and forcing password resets. The password module implementation and mymhcc.edu upgrade is planned for August 2023.
- **Cyber-Security – Recap of risks identified and/or blocked for May:**
 - 38 MHCC account alerts required manual review
 - 16 false positives or failed attack attempts
 - 22 needed password changes and their O365 sessions revoked (confirmed suspicious activity)
 - Email:
 - 9,722 instances of phishing blocked
 - 8,998 instances of Spam blocked
 - 79 instances of email malware blocked (11 were attachments, the remainder (86) were URL links)
- With the support of IT, Human Resources managers have taken measures to protect information and passwords by using 1Password, a **secure password management** tool.

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.
- **CDFS** participation in Region 10: *Leveraging the Revised Multicultural Principles to Promote Equity, Inclusion, and Belonging* increases staff knowledge of multicultural principles to increase engagement with historically excluded and multilingual communities.

College Advancement and District Communications

Al Sigala

June 2023

Website Development

The core design of the new website has been approved which moves us into phase three of the project. Content creation and actual webpage development has started as writers share their efforts with webmasters. This is one of our most time-consuming processes. A content editor has been hired to assist with this effort.

Teaching and Learning:

Foundation staff took part in several online classes provided by Blackbaud our fundraising software company. The classes assisted in streamlining our scholarship award process.

Staff also took part in a meeting of the Affinity Group of Development Coordinators, a statewide community college group. Attendees shared best practices including having scholarship recipients attend Foundation donor events. As a result, we will have 15 students volunteer at our upcoming Hero for Education event.

Staff is also taking part in the Oregon Community College Foundation Consortium, a group representing all 17 community colleges in the state. The group works to share best practices in fundraising.

Education Programs and Support Services:

Legislative efforts have been stymied due to the walkout occurring in the Senate. Despite this we have continued to reach out to legislators to stress the need of supporting the community college budget request. This included attending a Higher Education Lobby Day on May 11th at the state capitol. MHCC students joined students from other colleges and universities for a rally on the capitol steps. Students also took time to visit lawmakers and share their stories. Students also took part in a Day of Action here on campus on May 18th in which students and staff were asked to send messages to lawmakers regarding the budget request.

Al attended and spoke at this year's Multicultural Graduation on May 26th. The annual event takes time to recognize these students for their educational achievements. The event is sponsored by the college's Multicultural and Diversity Resource Center.

The Foundation was awarded a \$20,000 Oregon Community Foundation grant to fund the Betty Gray Early Childhood Development Scholarship. The award will fund five \$4,000 scholarships.

District communications continued to provide support for various marketing objectives for departments across the college including the office of instruction, applied technologies, Veterans Service Center, facilities, and public safety. Many of these projects included important work on grant initiatives (PGE sustainability grant, veteran's grant) as well as improving internal structures through updated internal documents. Our continued support with student services

College Advancement and District Communications Update

included the publicity and marketing of Barney's Bash and the Multicultural Graduation Ceremony.

Assistance was also provided to student development as we work to wrap up commencement planning. The teams will continue their efforts in ensuring the first in-person commencement ceremony since 2019 is publicized and communicated to both internal and external stakeholders.

District communications partnered with business and computer information systems in the promotion of a special boot camp for high school students. The Fund Your Future Bootcamp, a class being offered to current high school and GED students, was promoted through several marketing initiatives.

Organizational Structure, Systems, & Processes:

The scholarship awarding process has led to the awarding of 171 scholarships for a total of \$654,962. This is the amount awarded to date for the next school year. A fall awarding process will take place at the beginning of the school year.

District communications has officially fully staffed its team. We have hired a digital strategist, who will serve as the point of contact for technical projects including website, email automation campaigns, digital strategy and more. The strategist is set to start on June 20.

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.

Our team successfully transitioned the C+C format to digital. This cost-saving initiative allows for budget to be repurposed for more ad placements across multiple marketing channels to help ensure the most ROI.

Facilities and Technology:

We have launched a new brand page (mhcc.edu/brand) which is a centralized location for stakeholders to easily access all MHCC marketing branding assets including the updated MHCC brand guidelines, a writing guide, logos, photos, email templates, and more. This will also assist in the streamlining of visual branding college-wide both on the new website and within internal communications.

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

- Overall:

College Advancement and District Communications Update

- 758k impressions
- 41.3k total clicks
- 5.4% Average Click Through Rate (CTR)
- Top Performing Queries:
 - “mhcc”: 4.2k clicks, 10.2k impressions
 - “mt hood community college”: 3.4k clicks, 9.8k impressions

Community Connections:

AI is working to finalize a Community Engagement Plan as part of our outreach efforts. The plan will incorporate current messaging, provide a strategy in targeting audiences, assign those responsible for each target, create a outreach frequency calendar and more.

The college is once again partnering with Toyota on a summer co-branding campaign. The partnership allows us to have a booth at community celebrations across the district. Events we are planning to attend include the Portland Highland Games, Sandy Mountain Festival, East Portland Chamber Golf Tournament, Fairview on the Green, Wood Village City Night Out, Gresham Art Festival, Juneteenth and the Gresham Barlow Golf Tournament. Both MHCC and Toyota are promoted at these events. Toyota provides the funds for these events.

District communications (DC) published the summer 2023 C+C which features a variety of stories including an update on the aquatics center pool cover campaign as well as a call to the community to use our exceptional facilities for their outdoor summer activities, and featured a story on a multi-generational graduate family of MHCC as part of the “Faces of the Strategic Plan” campaign.

The college has ads running with KATU news and KUNP which are targeted towards the Spanish-speaking and bi-lingual households within our district zip codes as part our call to community but also aids in our recruitment efforts; highlighting the multitude of services that the college provides.

KGW news did a feature story on the 2023 Portland Track Festival held here at MHCC. The Festival features world-class runners and athletes. The opportunity to host an event of this magnitude provides a great chance to bring the track and field world and community to the beautiful MHCC campus to see what the college has to offer, as well as bring the Gresham community together in a unique fashion to kick summer off.

AI took part in a mock job interview session for Clackamas High juniors. The effort was aimed at providing students a real-life experience on interviewing for a job. Over a hundred students took part in the session, which also included volunteer interviewers from throughout the school district.

College Advancement and District Communications Update

The award of scholarships at local high schools has begun. This process includes a personal visit to a school's award banquet where the recipient is announced and awarded a certificate representing the scholarship.