



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

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

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/94230899998?pwd=WGIhbmVZHC3VFN3VVNNYVhsNnVqUT09>

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

Webinar ID: 942 3089 9998

Passcode: 926376

AGENDA SESSION 1087

- | | | | |
|----------------|------------|---|----------------------------------|
| 6:30 pm | 1.0 | CALL TO ORDER / DECLARATION OF QUORUM | |
| | 1.1 | Approval of Agenda | |
| | 1.2 | Oath of Office for Newly Elected Board Members | |
| 6:45 pm | 2.0 | ELECTION OF OFFICERS | |
| | 2.1 | Election of Board Chair for 2023-2024 | Andrew Speer |
| | 2.2 | Election of Board Vice Chair for 2023-2024 | Andrew Speer |
| 6:55 pm | 3.0 | PUBLIC INPUT | |
| | | <i>Persons wishing to provide public comment can sign up by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, address, and organizational affiliation, if any, for the public record. Please limit comments to 3 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.</i> | |
| 7:10 pm | 4.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 4.1 | Correspondence | Lisa Skari |
| | 4.2 | ACCT Update & OCCA Wrap-up | Diane Noriega
Annette Mattson |
| 7:25 pm | 5.0 | BUSINESS / ACTION | |
| | 5.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Work Session 1085, June 7, 2023 | |
| | | b) Minutes – Board Regular Session 1086, June 21, 2023 | |
| | | c) Monthly Personnel Report | |



- d) [Monthly Financial Report](#)
- e) [Monthly Head Start Report](#)
- f) [Approve Board Calendar for 2023-2024](#)
- g) [Resolution to Appoint Budget Officer for 2024-2025 Budget](#)
- h) [Resolution to Approve Budget Calendar for 2024-2025](#)
- i) [Consideration of Course Fee Adjustments for 2023-2024](#)
- j) [Approval to Utilize Goods and/or Service Contracts in Excess of \\$150,000 for Garland Roofing](#)
- k) [Approval to Utilize Goods and/or Services Contracts in Excess of \\$150,000 for Henry Schein Inc.](#)

7:30 pm **6.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*

7:45 pm **7.0** **CLOSING REPORTS**

7.1 No ASMHCC Report for this meeting

7.2 Advisory Representatives

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

7.3 Executive Leadership *(3 min each)*

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

7.4 President's Report

8:15 pm **8.0** **ADJOURNMENT**

Note: A board dinner is scheduled prior to the board meeting and is optional as a social gathering, and board business will not be discussed.

The next regular board meeting is scheduled on September 20, 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

July 11, 2023

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

FROM: Lisa Skari, EdD
 President

SUBJECT: Board Letter for July 2023

I would like to start off my first letter of the 2023-2024 academic year celebrating where we are as a college. Part of that celebration includes the welcoming of our newest Director, Dana Stroud. I look forward to her contributions on this governing body and her leadership as we continue to move things forward.

From the outside, summer term on campus looks to be a bit quieter, with fewer students. When you step into offices, you find a significant amount of work is happening. For students, there is work being done to help them enroll, register, and figure out how best to pay for their college. The Business Office is in audit mode, and Facilities is working on the indoor and outdoor spaces. Everyone is in planning mode, getting things arranged for next year, so when September rolls around, we can focus on implementation in the fall.

We are experiencing a strong summer, with double-digit enrollments two weeks into the term. We know that these numbers will ebb and flow a bit throughout the term, but this is the strongest performance we have seen in many, many years.

Other exciting news since the last board meeting was the passage of the 2023-2025 state budget. As suspected, the Community College Support Fund was approved at \$800 million, and there was a \$100 million increase for the Oregon Opportunity Grant and \$24.5 million for the Oregon Tribal Grant. The bill to authorize the community college Bachelor of Science in Nursing also passed, expanding options for the state's registered nurses.

Unfortunately, we did not see any movement on funding for higher education related to supporting the semiconductor industry, which was intended as part of the Oregon Chips Act. While there was funding at the university level for facilities and research, at this point it remains unclear if there is any plan to fund education at the community college level. The Semiconductor Competitiveness Taskforce called out the employment opportunity, where nearly 40% of the jobs will be in the operator and technician areas, which align with community college programs. Without some targeted funding in this area, the community colleges will be financially challenged to come up with resources needed to prepare the trained workforce required. We can hope this will be addressed in 2024 session.

On July 11, 2023 we met with the Commission on Dental Accreditation's (CODA) Dental Hygiene Education Review Committee, to update them on the progress of the dental lab/clinic capital project. As you might recall, CODA placed our Dental Hygienist Program on an "intent to withdraw" accreditation status pending completion of the project. The meeting went well and it is our hope that the action taken at CODA's meeting in August 2023 will be continued accreditation, with no reporting requirements.

Annual goal update

Diversity, equity, and inclusion

The final report of the ACCT Diversity and Equity audit is being compiled.

Community engagement

Over the summer, the draft of external engagement plan will be shared with campus groups to collect feedback.

Bond campaign

President's Cabinet will have a presentation on bonds at their July 18, 2023 meeting.

Accreditation

Editing of Year Seven Accreditation report in underway, with a submission date planned for August.

In closing, congratulations to Directors Bentley, Noriega, Speer and Stroud on your elections, and the start of your four-year term. I look forward to the energy and passion you will bring in representing the community and ensuring the future success of MHCC.

Community/Educational Presentations and Selected Outreach Activities

- Jun 1 MHCC Foundation Finance Committee meeting*
- Jun 1 Meeting with Chris Damgen, Emily Brower, and Tamara Kennedy, Port of Portland, with Al McQuarters and Al Sigala*
- Jun 1 Associated Students of MHCC (ASMHCC) Barney's Bash event*
- Jun 2 Higher Education Coordinating Commission (HECC) Technology Industry Consortium Co-chair meeting*
- Jun 5 Oregon Community College Association (OCCA) weekly legislative call*
- Jun 7 HECC meeting on state funding under a continuing resolution*
- Jun 7 End of Term Transitions & Transiciones Celebration*
- Jun 7 Venture Magazine Release event*
- Jun 7 MHCC Foundation Heroes for Education Reception*
- Jun 7 MHCC Board Executive session*
- Jun 7 MHCC Board Work session*
- Jun 8 Public comment made at HECC meeting on new Community College Support Fund model*
- Jun 8 Meeting with Steve Bass, Oregon Public Broadcasting (OPB)*
- Jun 8 All Campus Employee Awards event*
- Jun 12 HECC Tech Industry Consortium Meeting*
- Jun 13 Meeting with Patrick Gihring, WorkSystems, Inc. (WSI)*
- Jun 14 HECC meeting on state funding under a continuing resolution*
- Jun 16 OPB Board of Directors meeting*
- Jun 17 MHCC Commencement*
- Jun 20 OCCA weekly legislative call*
- Jun 21 MHCC Board Executive session*
- Jun 21 Tax Supervision and Conservation Commission Budget Hearing*
- Jun 21 MHCC Regular Board meeting*
- Jun 22 Facilitated Greater Portland Inc. (GPI) Higher Education Roundtable for Climate Tech companies*
- Jun 23 Meeting with President Bennings, Portland Community College*
- Jun 26 OCCA weekly legislative call*
- Jun 27 OCCA Legislative Committee meeting*
- Jun 27 Presented at the Oregon Institute for Leadership Development conference*
- Jun 28 MHCC Foundation Annual meeting*

Select Media Mention

MHCC basketball coach to lead Team Eritrea in international tournament

https://www.theoutlookonline.com/newsletter/mhcc-basketball-coach-to-lead-team-eritrea-in-international-tournament/article_a8b7067c-03b1-11ee-8923-878ad7533cbf.html

New state funding formula for Oregon community colleges will weigh underserved group enrollment, success (Skari quoted)

<https://www.opb.org/article/2023/06/08/oregon-community-college-funding-underserved-populations/>

How Mt. Hood Community College discovered Oregon baseball's Rikuu Nishida

<https://www.koin.com/sports/how-mt-hood-community-college-discovered-oregon-baseballs-rikuu-nishida/>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1a

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

SUBJECT: APPROVAL OF MINUTES – June 7, 2023

Session 1085

A meeting of the Mt. Hood Community College District Board of Education was held on June 7, 2023, with an Executive (Closed) Session at 6:00 p.m., and a Board Work Session at 6:30 p.m., both held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

Members present: Diane McKeel, board vice chair, ShaToyia Bentley, Marie Teune, Kenney Polson

Additional Attendees: Lisa Skari, president, Terry Rogers, associate vice president, Human Resources, Ross Hume, director, Labor and Employee Relations

McKeel called the executive (closed) session to order at 6:05 p.m.

2.0 LABOR NEGOTIATIONS

The board convened a closed executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3.0 ADJOURN EXECUTIVE (CLOSED) SESSION

The executive (closed) session was adjourned at 6:33 p.m.

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

Members present: Diane McKeel, board vice chair, ShaToyia Bentley, Kenney Polson, Marie Teune

Additional Attendees: Lisa Skari, president, Charles George, associate vice president, Facilities, Risk Management, and Public Safety, Megan Nugent, associate vice president, Marketing and Communications, Linda Vigesaa, associate vice president, Information Technology, Mark Stoller, manager, OPSIS Architecture



McKeel called the work session to order at 6:38 p.m.

5.0 PUBLIC INPUT

There was no public input.

6.0 REPORTS

6.1 Facilities Plan Presentation

Charles George provided an update on the Comprehensive Campus Facilities Plan for June 2023. The last update was done October 2022; therefore, this was a progress update. The last Facilities Master Plan initiative was initiated 2010, which is based on a ten-year approach, consequently, the plan is expired and outdated and steps are being taken to update the plan. Fall 2022, OPSIS Architecture was selected for the project. Monthly steering committee meetings were held starting January 2023 and are continuing through August 2023, to allow for project planning and information/ feedback gathering, in order for final adoption and launch of the new campus facilities plan Fall 2023.

Mark Stoller from OPSIS Architecture discussed their planning process which was divided into three phases. The first phase is currently underway and is based on data gathering and assessment, whereas the areas of Facilities & Infrastructure, Academic Plan, Strategic Plan, Enrollment Management Plan, and Utilization & Space Analysis are all being incorporated and assessed. All areas are being looked at through an equity lens, and will include goals that will contribute to the overarching 5-year growth plan and 10-year expansion plan. George spoke about the increasing importance of the utilization of space and how a consultant has been hired from Columbus, OH to assist in this assessment. Part of this process is to look at how current college facilities compare to other institutions locally and nationally. Growth projections will also play a role in defining space use and needs. Post Covid, it is imperative that the college look at how they are re-purposing space and not expanding where it is unnecessary. An example of a re-purposed space is the old college bookstore, which has now been converted into a student center, newly named as the *Equity and Community Resource Center*. George and Stoller responded to questions and comments from the Board on the new plan. A copy of the PowerPoint presentation is attached to the minutes.

6.2 Website Update

Megan Nugent and Linda Vigesaa provided an update on the new website and the progress thus far with each the following phases: Phase 1 - Discovery, Phase 2 – Communication, Phase 3 – Website Planning & Design phase, Phase 4 – Content Creation, Phase 5 – Website Development, and Phase 6 – User Testing and Improvements (September/ October 2023 Timeline). Currently, they are in the content creation phase and have hired a web-editor to assist in reviewing content. They also received a Content Strategy Document from MAC, the vendor who is leading the website re-design, which will help inform the work and trainings (that started June 2023) for college web editors, on the content editing tool.

7.0 ACTION

7.1 Approval to Increase Goods and/ or Services Contracts in Excess of \$150,000

Charles George provided a brief summary on the resolution for approval to increase goods/ and or services contracts in excess of \$150,000 for the college dental hygiene clinic.



Teune motioned to approve the action item. Bentley seconded the motion. There was a board vote and it passed unanimously.

8.0 BUSINESS

8.1 Board Evaluation

Lisa Skari provided an update and reminder to the board on the 2022-2023 Board Evaluation.

8.2 Summer Availability

Individual board availability for summer 2023 was collected prior to the meeting and reviewed to help facilitate the planning of summer meetings.

8.3 2023-2024 Board Calendar

The 2023-2024 Board Meeting Calendar was reviewed and discussed. The calendar will be sent out upon conclusion of the meeting, to the board for final edits, and will be brought forth at July business meeting for approval and adoption.

8.4 Other Business

No other business was discussed.

9.0 ADJOURNMENT

The work session was adjourned at 7:34 p.m.

Clerk

Board Chair

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

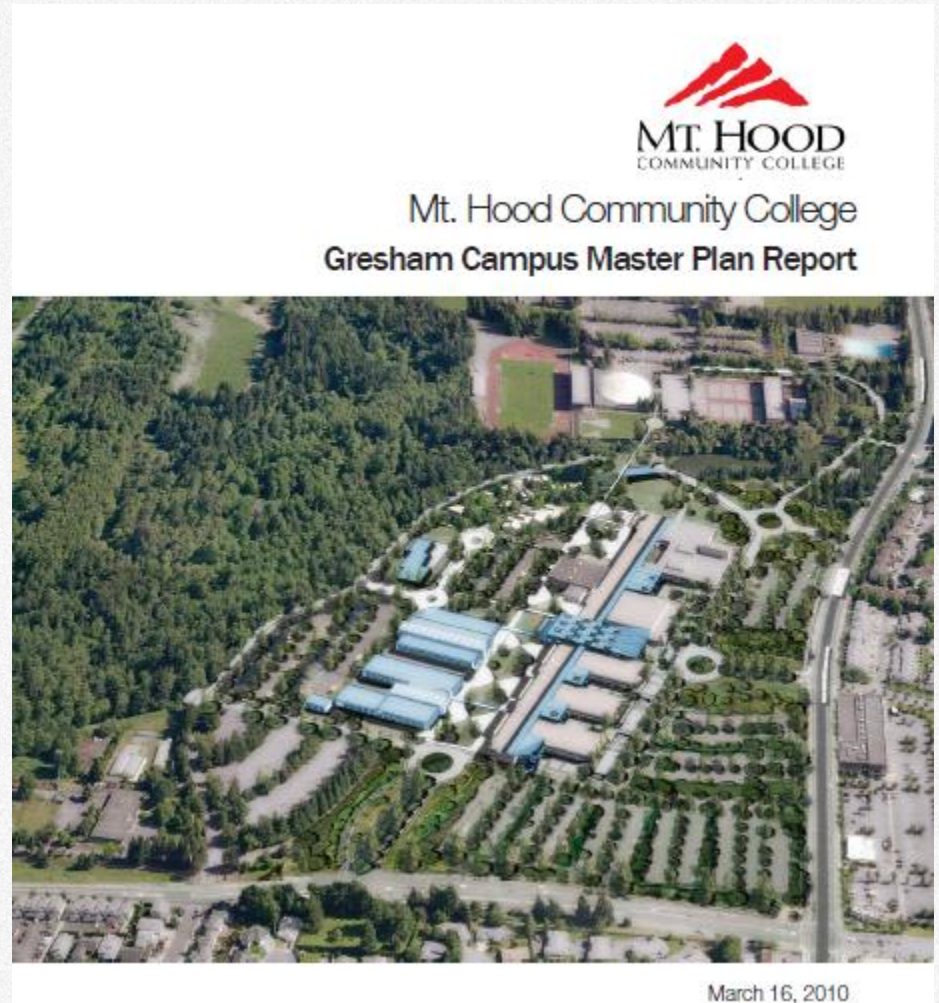
COMPREHENSIVE CAMPUS AND FACILITIES PLAN UPDATE JUNE 2023

*Prepared by:
Charles George,
Jennifer DeMent, &
Mark Stoller*

June 7, 2023

Where are we today?

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



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

Where are we today?

Fall 2022:

Architect selection, with kickoff meeting in January.



Fall 2023:

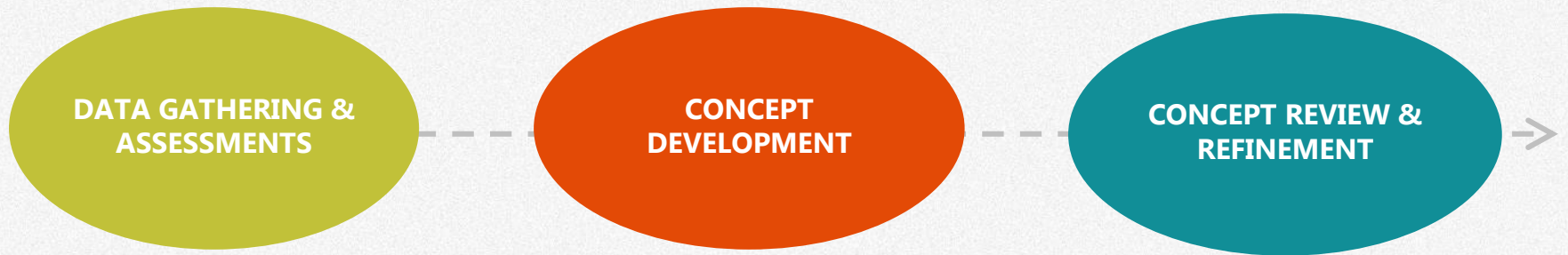
Final adoption process and launch of campus facilities plan.

January – Aug 2023:

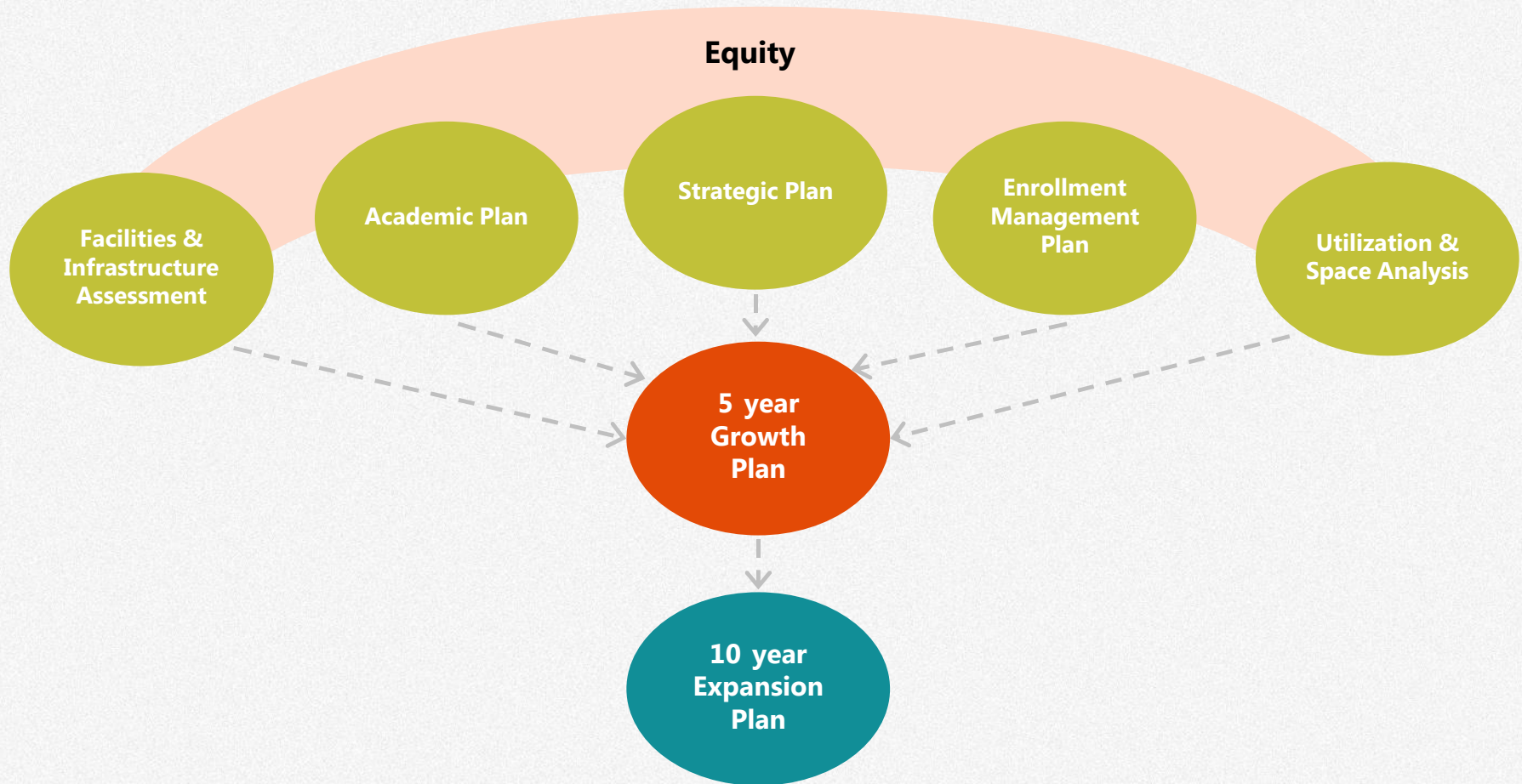
Monthly project meetings, information gathering, and feedback sessions.

TIMELINE

Planning Phases



Planning Process

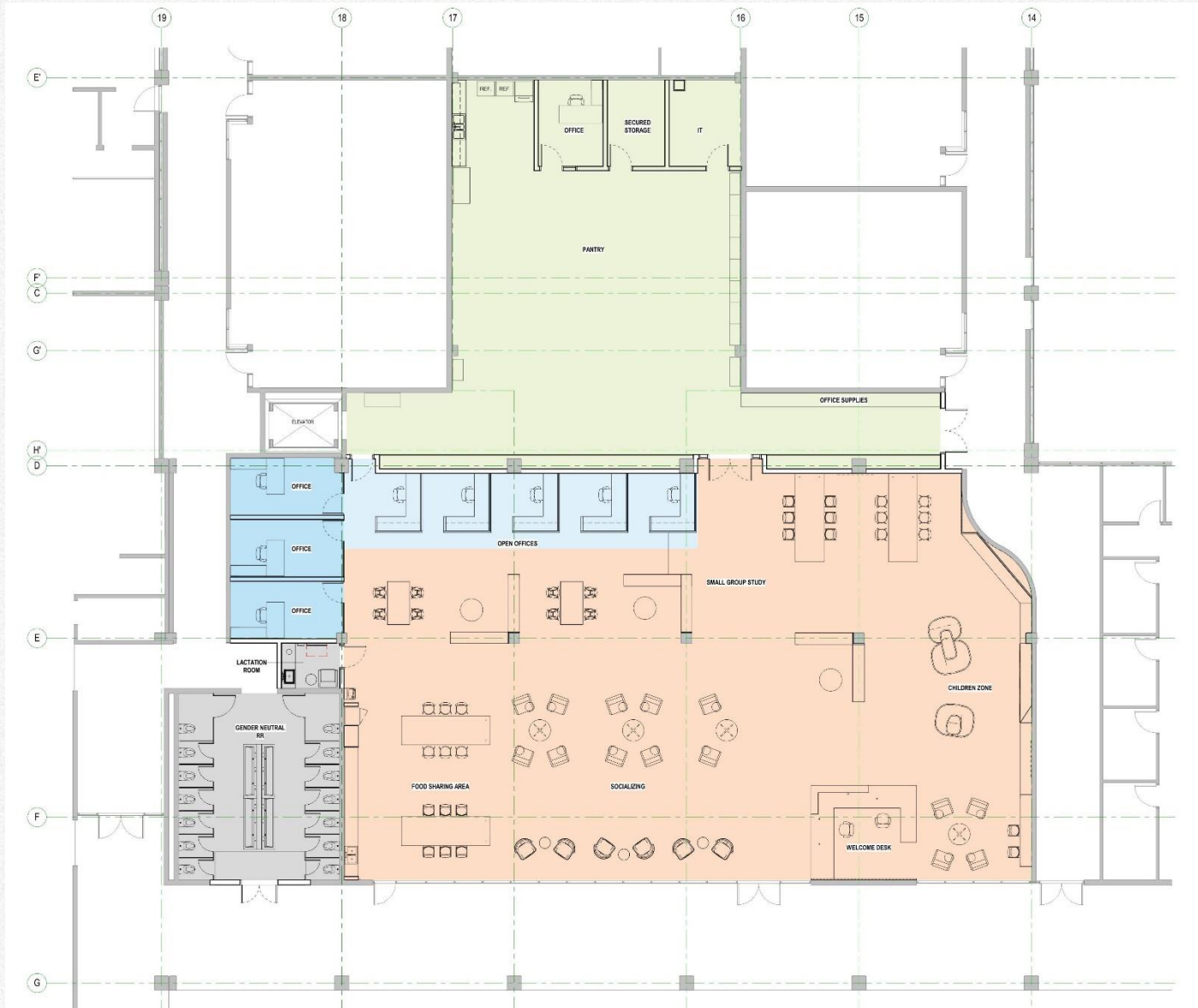


Needs Assessment

Instruction
Student Development
DEI / Accessibility
Sustainability
Sports and Recreation
Technology
Deferred Maintenance
Wayfinding
Security



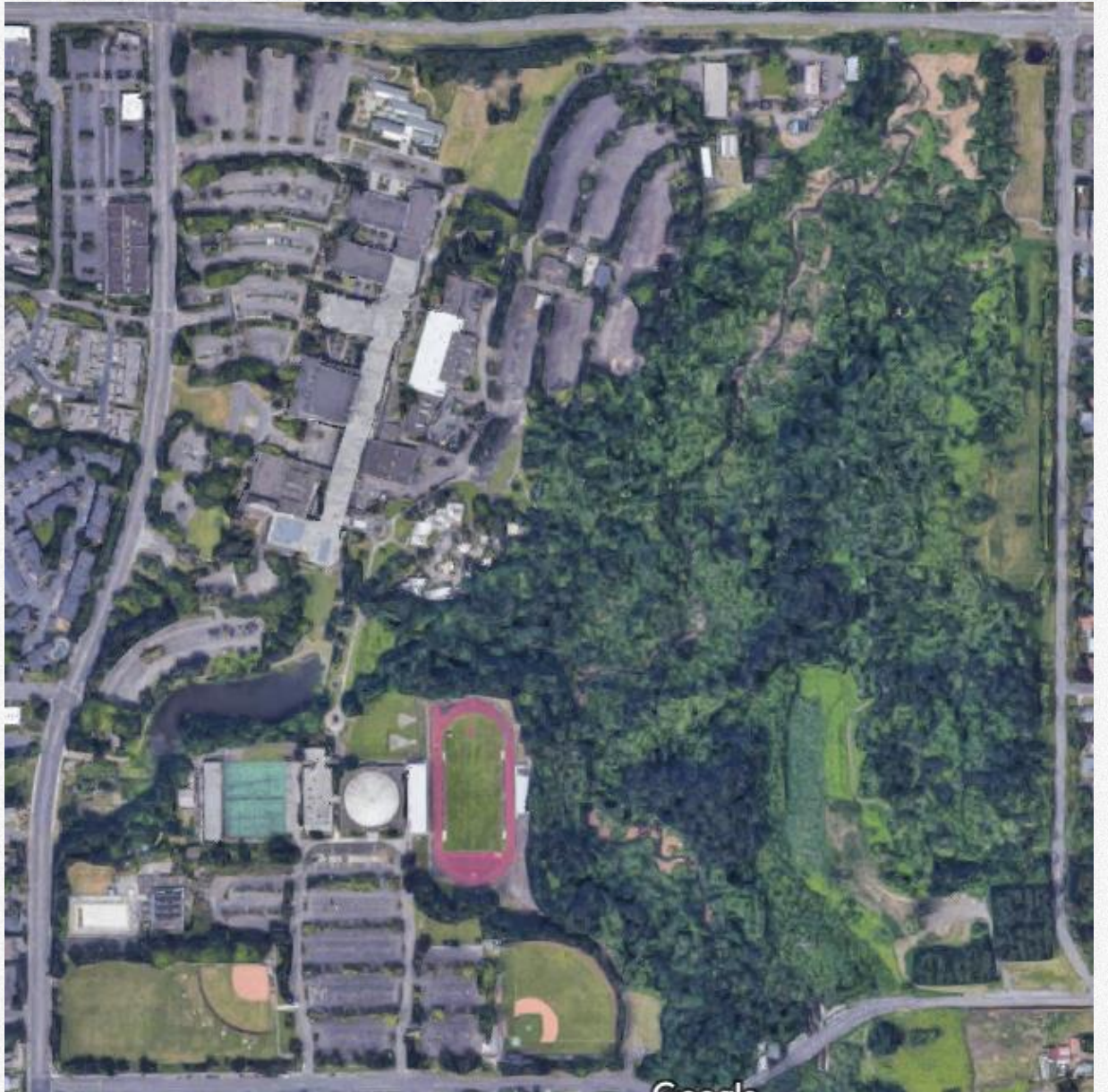
Equity and Community Resource Center



Equity and Community Resource Center

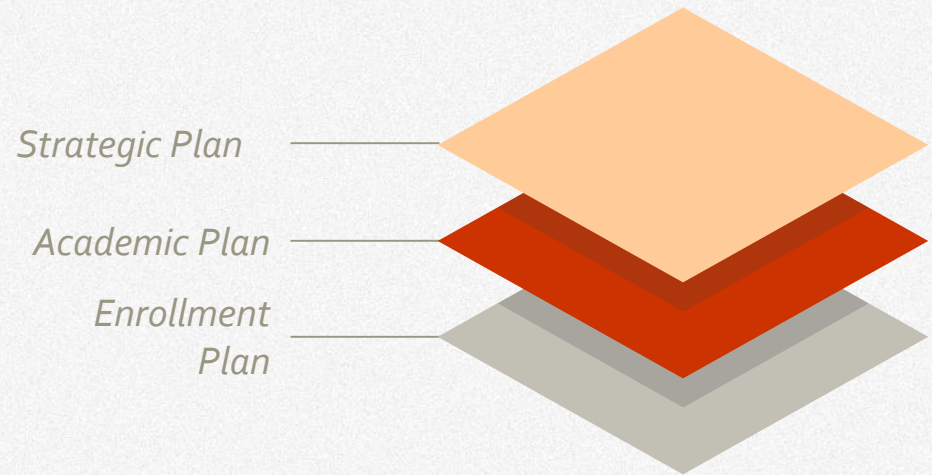


Q & A



**Previous slides form Oct 2022 Board
presentation**

Major Components



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

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

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

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

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

The Campus Facilities Plan



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

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



Plan concepts include:

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



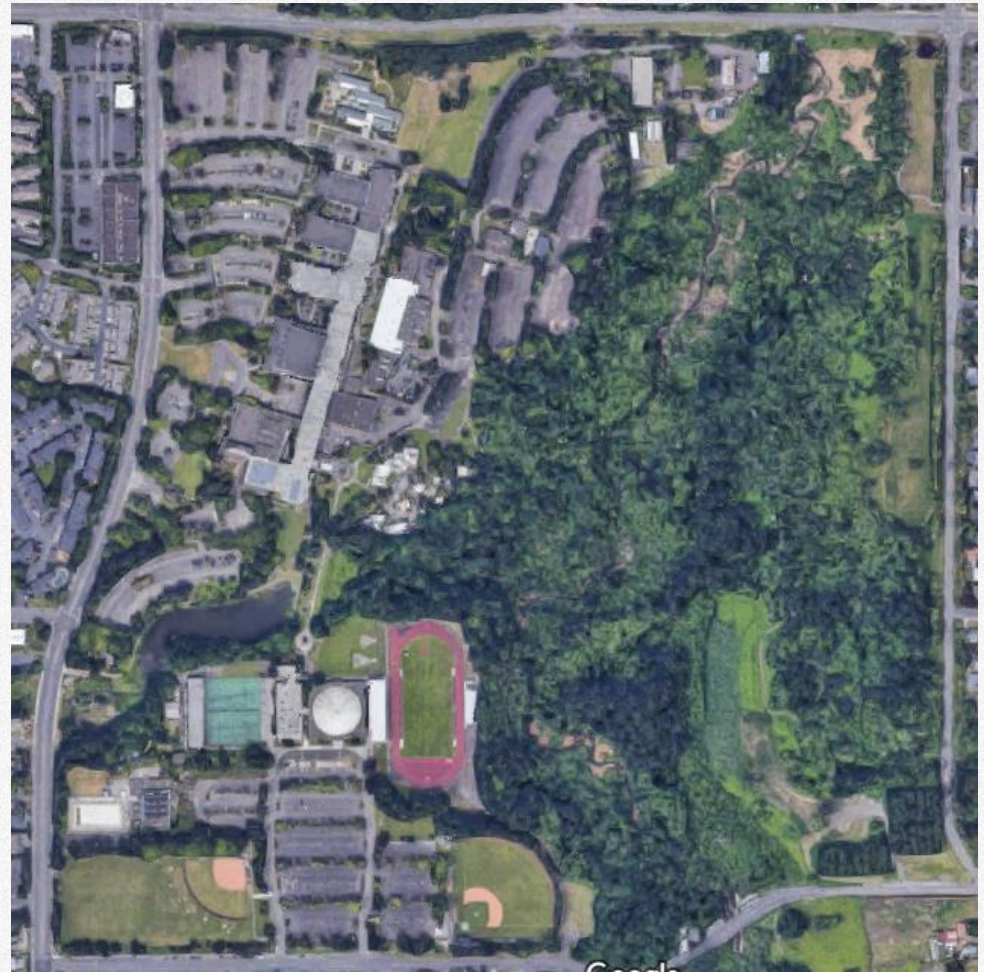
Other key components include documentation of any regulatory requirements or other needed approvals and an implementation plan to turn the plan into reality

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

What is Campus Facilities Planning?

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

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



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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1b

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

SUBJECT: APPROVAL OF MINUTES – June 21, 2023

Session 1086

A meeting of the Mt. Hood Community College District Board of Education was 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 was held in the President's Office (AC 2350) and the TSCC Budget Hearing and Regular Board meeting were both held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

Board members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Annette Mattson, Diane Noriega, ShaToya Bentley, Kenney Polson

Additional Attendee: Lisa Skari, president

Speer called the executive session to order at 5:49 p.m.

2.0 PRESIDENT'S EVALUATION

An Executive Session was convened 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.

3.0 ADJOURNMENT

The executive (closed) session was adjourned at 6:26 p.m.

TAX SUPERVISING & CONSERVATION COMMISSION (TSCC) HEARING

Public hearing regarding the 2023-2024 MHCCD Budget

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



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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al McQuarters, vice president, Instruction, John Hamblin, vice president, Student Development, Christy Weigel, CEA Representative

Speer called the meeting to order at 7:40 p.m. and declared a quorum was present.

4.1 Approval of Agenda

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

5.0 PUBLIC INPUT

There was public comment provided by:

Matt Hart, MHCC instructor, Health and Physical Education (accompanied by MHCC student Machel Dillon)– He presented on a newer Fitness Professional Certificate program offered by the college. Machel Dillon, a recent graduate, shared her experience in the program and her goals and aspirations for the future in the fitness industry.

6.0 REPORTS

6.1 Correspondence

There was no correspondence.

6.2 Board Recognition

Skari, board members, and other executive staff recognized Kenney Polson for his eight years of service on the Board of Education from 2015 to 2023. Skari thanked Polson for his commitment and dedication to the college, students, and the community, and recognized his dedication to Diversity, Equity, and Inclusion (DEI) work. Polson championed the ACCT DEI Toolkit and presented it to the Board at MHCC, which they adopted to use at the college for assessment. He also played a role in MHCC winning the 2021 Charles Kennedy Equity Award. Skari presented him with a plaque in commemoration of his service to the board and college.

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

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

7.2 Consider Resolutions to Adopt and Make Appropriations for the Fiscal Year 2023-2024 Budget

DeMent presented the Resolution Adopting the Budget and the Resolution Making Appropriations for the Fiscal Year for 2023-2024 Budget.

Speer motioned to approve the Resolutions to Adopt and Make Appropriations for the Fiscal year 2023-2024 Budget. Mattson seconded the motion. There was a board vote and it passed unanimously.

7.3 Consider Resolution Imposing and Categorizing Taxes

DeMent presented the Resolution Imposing and Categorizing Taxes, which 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 2023-2024 upon the assessed value of all taxable property within the district.

Speer motioned to approve the Resolution Imposing and Categorizing Taxes for the Fiscal year 2023-2024. Bentley seconded the motion. There was a board vote and it passed unanimously.

7.4 President's Self- Evaluation Format

Skari discussed the evaluation, summarizing that it is based on six standards, and under each standard there is a detailed description of content. She also noted that, there was one change made to the tool, based on feedback provided from the Board last year. The Board had pointed out that students were not being reflected anywhere in the evaluation tool. Due to this feedback, Skari, presented that a line has been added under Standard 2 and that this new version of the evaluation will be the one that will be used going forward.

Speer motioned to approve the President's Self- Evaluation Format. Polson seconded the motion. There was a board vote and it passed unanimously.

8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

9.0 CLOSING REPORTS

9.1 ASMHCC Representative



Javier Estrada (ASMHCC President) – There was no ASMHCC Report.

9.2 Advisory Representatives

John Hasegawa (FTFA) – There was no FTFA Report.

Christy Weigel (CEA) – she shared that this would be her final board meeting as the CEA President. Weigel discussed some of the challenges faced in this position including employee layoffs and position and program eliminations. Many of the classified positions and programs that have been eliminated or that have had a reduction in staffing, serve to support historically-excluded and at-risk populations. Some of those programs include: Gateway to College, Adult High School Diploma, High School Credit Recovery, TRIO, Future Connect, Project YESS, SEED, Steps to Success, and others. MHCC's Institutional Effectiveness Council's Action Teams June 2023 report laid out a commitment to include:

- More time to explain the process and answer questions
- Clear benchmarks that programs and/or units must meet
- Formative feedback on all programs and units
- Opportunities to improve programs and units before categorizing them into categories of: maintain, grow, modify, or phase out
- Follow-up with all programs and units

To close her report, Weigel requested holding MHCC's upper leadership accountable to this commitment in the coming months and years.

Marilyn Pitts (PTFA) – She provided her report by email and started by acknowledging and congratulating this year's part-time faculty, who received Distinguished Teaching Awards, to include: Marianne Martini, Denise Tischler, and Jessica Wallenfels. Pitts stated that they are each excellent representatives of the outstanding part-time faculty who work at MHCC. She also recognized retiring board member, Kenney Polson, for his work on the board, and thanked Al McQuarters, outgoing vice president of instruction, for his efforts on behalf of MHCC and wished him and his family the best. Lastly, she welcomed new interim Vice President of Instruction, Betsy Julian, and thanked the Board for all of their efforts.

9.3 Executive Leadership

John Hamblin (Student Development) – he thanked Polson for his service to the Board and Weigel for her service to the CEA. Hamblin also spoke briefly about commencement 2023 and thanked the Board and Dr. Skari for their participation and support at the event.

Jennifer DeMent (Administrative Services) – she thanked Polson for his service to the Board and Weigel for her service to the CEA.

Al McQuarters (Instruction) – he began by acknowledging the National Conference of Race and Ethnicity (NCORE). A number of MHCC faculty and staff attended May 2023 and they are excited to bring back what they learned to their work at the college. McQuarters recognized Polson and thanked



him for what he brought to the college. Last, he shared it was his final board meeting, and noted that the main thing he will take away from his time at MHCC is to keep students first and thanked everyone.

Al Sigala (College Advancement) – There was no College Advancement Report.

9.4 President's Report

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

Skari provided a recap of the year-end staff all campus awards celebration, held on June 8, 2023, and thanked some of those who assisted with compiling and selecting awardees, including Jennifer DeMent, Terry Rogers, and Kenney Polson. The event honored the following:

1. Employee Service Awards (awarded in 5-year increments)
 - 179 staff were recognized; with 2,250 collective years between them
2. Outstanding Staff Support Awards
 - Calvin Walker, Academic Advisor
 - Mika Culy, Testing Services Coordinator
 - Stephanie Haas, Student Resource Specialist -ABS, GED, and CSL Program
3. Part Time Distinguished Teaching Awardees:
 - Denise Tischler, Human Development
 - Jessica Wallenfels, Performing Arts
 - Marianne Martini, Speech
4. Full Time Distinguished Teaching Awardees:
 - Jeff Sperley, Cyber Security
 - Josh Stratman, Health and Physical Education
 - Susan Hall, ESL
5. Retirees
 - 18 staff retired, who in total had given 320 years of service to the college
6. Farewell
 - Al McQuarters, Vice President of Instruction

During the meeting, she introduced Dr. Betsy Julian, who will be the interim Vice President of Instruction, taking Al McQuarters place, for the 2023-2024 year, and discussed some of the goals that Julian will work on during that time.

Next, Skari highlighted that graduation was amazing and she was glad to see everyone back and is looking forward to next year.



She wrapped up her report thanking Christy Weigel, Al McQuarters, and Kenney Polson for their service to the college.

10.0 ADJOURNMENT

McKeel motioned to adjourn. Mattson seconded the motion and it passed unanimously. The meeting was adjourned at 8:46 p.m.

Clerk

Board Chair

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: July 19, 2023

ITEM TITLE: 5.1c

CONTACT PERSON: Susanne Rose, Human Resource Data Manager

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Crouse, Seth	Lab Assistant - EMT	Workforce Apprenticeship & Community Education	6/1/2023
Becker, Juston	Instructor - Automotive Ford Asset	Industrial Technology	6/1/2023
Phelps, Madison	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/1/2023
Klein, Lara	Family Worker	Child Development & Family Services	6/2/2023
Damian-Rivera, Taysha	Student Success Specialist	Workforce Development	6/5/2023
Lor, Koneng	Family Support Specialist	Child Development & Family Services	6/6/2023
Villanueva, Erika	Family Support Specialist	Child Development & Family Services	6/14/2023
Julian, Betsy	Interim Vice President of Instruction	Office of Instruction	6/15/2023
Justus, Jennifer	Recruitment Manager	Human Resources	6/16/2023
Hall, Susan	ESL/IECC-ENL Instructor	Adult Basic Skills	6/16/2023



Zhuchenya, Danyil	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/16/2023
Dirkswager, Katie	Career Connected Learning Systems Navigator	High School Services	6/20/2023
Kajitsu, Kori	Grant Controller	Business and Information Systems	6/20/2023
Tran, Sydney	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/20/2023
Johnson, Alexander	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/20/2023
Moreno, Ashley	Digital Marketing and Communications Strategist	District Communications	6/20/2023
Lewis, LaVerne	Instructor - Criminal Justice	Humanities	6/20/2023
Shriner, Walter	Instructor - Biology/Botany	Science	6/21/2023
Schrenk, Ari	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/21/2023
Markell, Hayden	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/21/2023
Mattes, Janelle	Executive Assistant to the Directors	Child Development & Family Services	6/22/2023
Rooney, Lori	Instructor ESL/ABS	Adult Basic Skills	6/26/2023
Cha, Austin	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/26/2023
Coffer, Sarah	Instructor ESL/ABS	Adult Basic Skills	6/26/2023
Huang, Amily	Instructor ESL/ABS	Adult Basic Skills	6/26/2023
Stoops, Paris	Public Safety Officer	Public Safety	6/26/2023
Duran, Greg	Instructor ESL/ABS	Adult Basic Skills	6/26/2023



Kaplan, Taylor	Library Assistant	Library Resource Center	6/27/2023
Gwynn, Morgan	Library Assistant	Library Resource Center	6/27/2023
Julson Ironbear, Austin	Public Safety Officer	Public Safety	6/28/2023
English, Stephanie	Instructor - ABE/GED	Adult Basic Skills	6/29/2023
Huskey, Tyler	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	6/30/2023

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Cooper, Shanna	Administrative Assistant III-Limited Term-Aquatics	Health & Physical Education, Athletics, Aquatics and Recreation	6/12/2023
Jackman, Andrew	Aquatics Consultant	Health & Physical Education, Athletics, Aquatics and Recreation	6/12/2023
Warrington, Annika	Aquatics Coordinator	Health & Physical Education, Athletics, Aquatics and Recreation	6/12/2023
Larson, Kim	Coaching Manager	Child Development & Family Services	6/21/2023
Mattes, Janelle	Executive Assistant to the Directors	Child Development & Family Services	6/21/2023

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Morcos, Rasha	Teacher	Child Development & Family Services	6/2/2023
Bryan, Stephanie	Education Site Manager	Child Development & Family Services	6/2/2023
Claude, Lulose	On-Call Substitute	Child Development & Family Services	6/5/2023
Wright, Glenn	Graphic Designer	District Communications	6/7/2023



Rojas Flores, Vanessa	Advising Services Specialist	Academic Advising	6/13/2023
Hall, Susan	ESL/IECC-ENL Instructor - PT	Adult Basic Skills	6/15/2023
Davison, Kate	Family Worker	Child Development & Family Services	6/16/2023
Montoya, Bernardo	Public Safety Officer	Public Safety	6/17/2023
Shriner, Walter	Instructor - Biology/Botany – PT	Science	6/20/2023
Samuels, Douglas	Director - Workforce Development	Workforce Development	6/22/2023
Smith, Cynthia	Associate Director	Child Development & Family Services	6/23/2023
Allen, Rusty	Payroll Manager - PT	Administrative Services	6/23/2023
Buchanan, Buck	Groundskeeper	Facilities	6/28/2023
Webster, Robin	Online Learning Instructional Designer	Online Learning	6/28/2023
Benjamin, Scott	Computer Trainer	Community Skills Center	6/30/2023
Shipman, John	PT Instructor	Economic & Workforce Development	6/30/2023
Wilde, Mike	Glaziers Apprentice	Industrial Technologies & Apprenticeship	6/30/2023
Feely, Craig	Glaziers Instructor	Industrial Technologies & Apprenticeship	6/30/2023
Ferguson, Penny	PT Instructor	Economic & Workforce Development	6/30/2023
Surran, Scott	Instructional Designer	Online Learning	6/30/2023
Bush, Walter	PT Instructor	Economic & Workforce Development	6/30/2023
Takahashi, Matthew	Fisheries Technology	Office of Instruction	6/30/2023
Nordstrom, Micah	PT Instructor	Economic & Workforce Development	6/30/2023
Gossard, Brittany	Transitions Coordinator	Student Services	6/30/2023
McQuarters, Al	Vice President for Instruction	Office of Instruction	6/30/2023



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1d

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

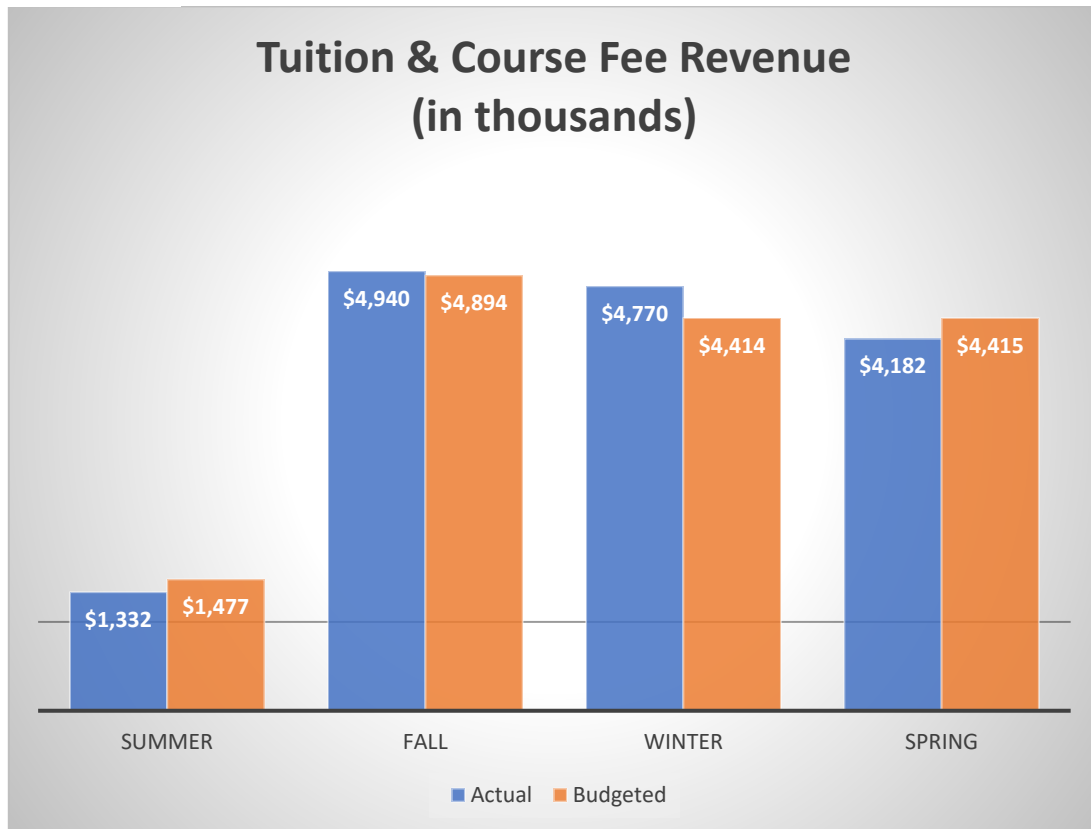
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2022/23 activity through May.

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.
- Year-to-date combined tuition revenue is \$23,968 (.16%) over what was budgeted. Enrollment in tuition-bearing classes for these terms was down 2.4%, better than the 5% decline budgeted.



Expenditures:

As of May 31, year-to-date expenditures were \$4,826,718 (8.6%) 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.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2022/23
As of May 31, 2023

	Actual Year to Date May 2021	Actual Year to Date May 2022	Actual Year to Date May 2023	\$ / % Increase (decrease) over prior year		Amended Budget 2022-23	Percentage of Budget Remaining
Beginning Fund Balance	9,557,976	15,402,319	20,549,976	5,147,657	33.4%	19,535,549	
Revenues							
State Support	24,098,110	35,103,009	26,398,133	(8,704,876)	-24.8%	35,729,173	26%
Property Taxes	13,675,057	14,092,774	14,511,527	418,753	3.0%	14,699,468	1%
Tuition and Fees	21,883,985	16,812,772	16,817,568	4,796	0.0%	16,698,196	-1%
Federal Grants	225,516	238,781	-	(238,781)	-100.0%	-	-
Other Revenues	361,273	383,196	1,206,858	823,663	214.9%	1,622,522	26%
Transfers from Other Funds	-	(16,887)	-	16,887	-100.0%	-	0%
TOTAL REVENUES	60,243,942	66,613,645	58,934,086	(7,679,558)	-11.5%	68,749,359	14%
Expenditures							
Salaries	30,188,607	30,004,275	30,342,884	338,609	1.1%	39,729,232	24%
Health Care	5,702,786	5,490,689	5,181,889	(308,800)	-5.6%	6,606,480	22%
Fringe/Taxes	11,126,144	10,965,770	10,609,934	(355,836)	-3.2%	13,814,283	23%
Personnel Subtotal:	47,017,537	46,460,734	46,134,707	(326,027)	-0.7%	60,149,995	23%
Materials & Supplies	5,771,265	6,724,298	7,648,915	924,618	13.8%	10,273,967	26%
Grants in Aid/Tuition Waivers	856,852	727,823	764,745	36,922	5.1%	1,030,914	26%
Debt Service	2,409,225	2,439,025	2,542,938	103,913	4.3%	2,543,427	0%
Transfers to Other Funds	487,292	-	4,087,292	4,087,292	0.0%	4,287,292	5%
TOTAL EXPENDITURES	56,542,171	56,351,880	61,178,598	4,826,718	8.6%	78,285,595	22%
Rev Greater (Less) Than Exp	3,701,771	10,261,765	(2,244,511)	(12,506,276)	-121.9%	(9,536,236)	
Beginning Fund Balance	<u>9,557,976</u>	<u>15,402,319</u>	<u>20,549,976</u>			<u>19,535,549</u>	
Ending Fund Balance						<u>9,999,313</u>	
<i>As a percentage of expenditures</i>						<i>13%</i>	



GLOSSARY

Revenues:

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

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

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2022/23 is \$120.00 per credit hour recorded in the General Fund. A technology fee of \$6.75 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour 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: *July 19, 2023*

ITEM TITLE: 5.1e

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 News from the Director
June 2023

July 2023

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

Objective A.1

Provide ongoing trainings and time for teaching staff to integrate best practices for effective and inclusive teaching into their classes, including culturally responsive teaching, experiential learning, and community connections

- **CDFS** is currently going through a federal review. This review allows us the opportunity to look at our systems more closely and work as a team to improve our processes in order to provide better supports for our educators and better implement inclusive practices.

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** directors met with Georgetown University around support implementing a conceptual framework for mental health and a mental health model that will provide greater organization and comprehensive supports for our children in families. This framework will help better guide our partnership with our mental health partners. This will be an ongoing partnership with Georgetown University to improve our systems and practices.

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** is communicating with PDX Diaper Bank about a possible partnership to better support our children and families enrolled in our center-based programs.
- **CDFS** is researching new social-emotional curriculums to use to support children, classroom staff, and families in our program.

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** is actively enrolling new families in our program. Multilingual part-year staff have volunteered to support with these enrollments. Families have expressed appreciation being able to speak in their home language with our program staff.

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

- **CDFS** through the support of OHSA will be able to access leadership training in trauma-informed care and online resources that will be created and accessible by OHS staff members.

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** is able to use waivers to hire more multilingual staff in lead teacher positions. These waivers also support the inclusion of historically excluded communities.

Enrollment Report for June 2023

This report shows the number of children enrolled in Head Start and Early Head Start. The Head Start Act 642(d)(2) requires a report of program enrollment periodically to the Policy Council and the Board.

Este informe muestra el número de niños matriculados en Head Start y Early Head Start. La Ley de Head Start 642 (d) (2), requiere un informe periódicamente de la inscripción en el programa a Policy Council y a la Directiva.

В этом рапорте показано также количество детей в Head Start и Early Head Start. Акт 642(d)(2) требует периодические рапорты о количестве обслуживаемых детей для подачи в Совет Стратегии и в Совет Директоров.

June 2023 Enrollment Data:

- EHS funded: **263**, EHS Enrollment: **182**, EHS Waitlist: **217**
- HS Funded: **903**, HS Enrollment: **472**, HS Waitlist: **720**

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 June 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%	95%	
Davis			79%	66%	73%	76%	80%	87%	77%	78%	74%	100%	
Division			94%	91%	100%	*nr	95%	*nr	*nr	*nr	*nr	*nr	
Early Childhood Center	78%	65%	86%	84%	73%	74%	78%	82%	82%	82%	84%	76%	
Fairview			77%	79%	72%	73%	77%	81%	79%	75%	87%	79%	
Gateway			80%	78%	69%	73%	79%	50%Virtual	61%Virtual	74%	*nr	*nr	
Gethsemane	83%	80%	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	
Gresham United Methodist			60%	58%	65%	64%	68%	70%	77%	74%	77%	79%	

Hazelwood	64%	66%	91%	90%	88%	72%	86%	91%	84%	81%	84%	62%	
Kelly Place	72%	67%	80%	80%	87%	77%	82%	80%	83%	83%	77%	76%	
Knott			77%	80%	64%	64%	71%	72%	68%	78%	81%	69%	
Mt. Hood			82%	86%	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	
Rockwood 181			75%	76%	70%	71%	74%	72%	80%	79%	81%	72%	
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	
Russellville	68%	72%	93%	85%	90%	72%	81%	80%	86%	85%	93%	85%	
Sunrise			84%	79%	76%	71%	79%	70%	75%	82%	81%	88%	
Troutdale			66%	84%	80%	78%	83%	77%	84%	89%	83%	100%	
Program													
ADA	78%	84%	80%	79%	74%	71%	77%	77%	72%	79%	82%	80%	

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	*nr	
Early Childhood Center	87%	75%	84%	80%	73%	74%	78%	82%	76%	81%	84%	69%	
Gethsemane (2 EHS, 6 BP)	93%	82%	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	
Hazelwood	88%	88%	88%	94%	82%	69%	86%	92%	85%	86%	83%	81%	
Rockwood Stark			*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	*nr	
Russellville	79%	90%	83%	66%	65%	63%	81%	80%	80%	82%	87%	72%	
Willow Tree	92%	88%	93%	82%	82%	91%	81%	88%	77%	89%	88%	77%	
Program													
ADA	78%	78%	86%	81%	76%	74%	77%	85%	79%	84%	86%	75%	

*nr = not reported.

Attendance EHS - CCP

David Douglas Highschool: 0%
Gresham High School: 0%
Kinder care: 88%
Little Friends Day school: 100%
Little Pixie:100%
Love Bugs: 84%
Love Bugs two: 85%
Melody Munchkin: 75%
Melody Munchkin Little Bloom: 72%
Melody Munchkin Little Blossoms: 80%
Pixie Childcare: 85%
Reynold Learning Academy: 43%
Average EHS – CCP daily attendance: 79%

June 2023

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)

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

Due to it being the end of the fiscal year and CDFS being extremely short-staffed, we are unable to provide the Financial Report at this time. The Financial Report for June will be supplied at the August Board meeting.

June 2023

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

Visa Purchasing Cards used by Head Start staff are monitored monthly at several levels. Visa logs and receipts are prepared by card holder and reviewed monthly by supervisors who check for allowability of the purchases. The Financial Specialist in the Head Start office reviews the

logs to ensure accuracy and the Head Start director signs off on each log. The business office does a final review for accuracy. Performance standards also require the Head Start Policy Council and MHCC Board of Education to review all VISA purchases.

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

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

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

Due to it being the end of the fiscal year and CDFS being extremely short-staffed, we are unable to provide the Financial Report at this time. The Financial Report for June will be supplied at the August Board meeting.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1f

CONTACT PERSON: *Andrew Speer, Board Chair*

SUBJECT: APPROVE BOARD CALENDAR FOR 2023-2024

MHCC Board of Education Calendar 2023-2024

Date	Time	Activity
July 19, 2023	6:30 pm	Regular Meeting
August 22, 2023	11:00 am 1:00 pm – 5:00 pm	Executive (Closed) Session Board Retreat
September 20, 2023	5:00 pm 6:30 pm	Executive (Closed) Session Regular Meeting
October 4, 2023	6:00 pm	Work Session
October 18, 2023	6:30 pm	Regular Meeting
November 15, 2023	6:30 pm	Regular Meeting
December 13, 2023	6:30 pm	Regular Meeting
January 3, 2024	6:00 pm	Work Session
January 17, 2024	6:30 pm	Regular Meeting
February 14, 2024	6:30 pm	Regular Meeting
February 2024 - TBD	TBD	Board Retreat
March 6, 2024	6:00 pm	Work Session
March 20, 2024	6:30 pm	Regular Meeting
April 3, 2024	6:00 pm 7:00 pm	Budget Committee Work Session
April 17, 2024	6:00 pm 6:30 pm	Budget Committee Regular Meeting
May 1, 2024	6:00 pm	Work Session
May 15, 2024	6:30 pm	Regular Meeting
May 7, 2024	12:00 pm	Student Town Hall
June 5, 2024	6:00 pm	Work Session
June 15, 2024	10:00 am	Commencement
June 19, 2024	6:30 pm 7:30 pm	TSCC Budget Hearing Regular Meeting



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1g

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

SUBJECT: APPOINTMENT OF A BUDGET OFFICER FOR 2024-2025 BUDGET

The first step in the budget process is the appointment of the budget officer. The Budget Officer, appointed by the board, is responsible for preparing the budget calendar, the proposed budget document and publishing the notices of Budget Committee meetings.

In accordance with ORS 294.331, which directs the college “to designate a budget officer for the district who shall supervise the preparation of the annual school budget,” administration recommends the appointment of Jennifer DeMent as the 2024-2025 budget officer.

RECOMMENDATION:

To approve the appointment of Jennifer DeMent as the budget officer for the 2024-2025 budget, in accordance with ORS 294.331.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1h

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

SUBJECT: APPROVE BUDGET CALENDAR FOR 2024-2025 BUDGET

The budget calendar outlines the meetings schedule as well as the required elements of the process.

At a minimum, the following steps must be included in the calendar:

1. Governing Body appoints Budget Officer.
2. Governing Body appoints Budget Committee Members. Note: MHCC Board acts as Budget Committee.
3. Budget Officer prepares Proposed Budget.
4. Budget Officer publishes Notices of Budget Committee Meetings 5-30 days prior to the meeting or posts notice on district's web site.
5. Budget Committee meets.
6. Budget Committee approves budget and establishes maximum property tax levy rate or dollar amount.
7. Approved Budget filed with TSCC by May 15.
8. Approved Budget Summary and Notice of Budget Hearing published 5- 30 days prior to public hearing.
9. Tax Supervising & Conservation Commission (TSCC) Budget Hearing held with Governing Body.
10. Governing Body adopts budget and enacts Resolutions, including response to TSCC Certification Letter by June 30.
11. Adopted Budget and Certification Letter response filed with TSCC 15 days after adoption.
12. Levy Certification filed with assessor's office by July 15.
13. Budget document filed with county clerk by September 30.

RECOMMENDATION:

Approve the budget calendar for the 2024-2025 budget.

July 2023 - June 2024

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Board appoints budget officer; approve budget calendar, ORS 294.331
Board & President Goal Setting

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Board receives audit

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Board reviews 2nd quarter results and budget assumptions.

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Board approves Tuition & Fees
Public notice newspaper- Budget committee meeting ORS 294.426
Public notice website- Budget committee meeting ORS 294.426

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Budget Committee receives proposed budget ORS 294.40; selects Budget Committee chair.
Public notice website- Budget committee meeting ORS 294.426
Public notice newspaper- Budget committee meeting ORS 294.426
Budget Committee Meeting: Approve budget, levy taxes.

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Board enrollment update & budget impact; review prior year results.

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Submit approved budget to TSCC –as soon as it is compiled (by May 15th)
Public notice website – Budget hearing ORS 294.448
Public notice newspaper - Budget hearing ORS 294.448

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

TSCC Budget Hearing ORS 294.453
Adoption of budget by Board of Education ORS 294.456
File adopted budget with TSCC by July 15th
Certify levy with assessor's office ORS 294.458



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: July 19, 2023

ITEM TITLE: 5.1i

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

SUBJECT: CONSIDERATION OF COURSE FEE ADJUSTMENT FOR 2023-2024

Fee Adjustments

The administration recommends approval of the additional fee changes listed below. This adjustment aligns with similar course fee adjustments that the board approved in March 2023 for the 2023/24 year.

Music –Band-Jazz-Vocal (MUP)	Current 2324	New Fee 2324	Change	Rational & Associated Criteria for Proposed Change
MUP171B-192B.01	\$100.00	\$200.00	\$100.00	Align with other 2 credit individual music classes
MUP271A-292A.01	\$330.00	\$100.00	(\$230.00)	Align with other 1 credit individual music classes
MUP271B-292B.01	\$660.00	\$200.00	(\$460.00)	Align with other 2 credit individual music classes



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1j

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."

The College expects to require more goods and/or services from Garland Roofing during the 2023 – 2024 fiscal year for roof replacement, maintenance, and repairs. The revised amount is \$2,800,000. This purchase is through a cooperative purchasing program.

RECOMMENDATION: Approval to award contracts to Garland Roofing.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *July 19, 2023*

ITEM TITLE: 5.1k

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

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

The College expects to require **more** goods and/or services from the vendor listed below.

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

<u>Vendor name</u>	<u>Goods/services to be provided</u>	<u>Increase expenditure</u>
Henry Schein Inc	Dental Hygiene Equipment / Remodel	From \$995,000 to \$1,200,000

RECOMMENDATION: Approval to increase the contract amount for the vendor listed herein

Student Development

John Hamblin

July 2023

Divisional Updates for Student Development Division

Educational Programs & Support Services

Career Planning & Counseling Center:

The Career Planning and Counseling Center and Student Employment Office became one of the first community colleges in the state of Oregon to launch Handshake (<https://joinhandshake.com/>) as its designated online platform for connecting employers, students, and alumni to job opportunities and networking.

TRIO Programs:

Sunita Kotari and Teneat Abebe, seniors at David Douglas HS are participants of our Mt. Hood Community College TRIO Education Talent Search Program. Both students have been selected as a recipient of the Friends of NAEOP Scholastic Achievement Award. Their commitment and dedication to educational success is noteworthy and we are honored to support both students towards their academic goals. Each scholarship is awarded in the amount of \$1500. This scholarship is awarded annually to exceptional TRIO students throughout the United States who exhibit qualities which indicate outstanding scholastic achievement through participation in a TRIO program while overcoming extreme barriers to educational success. These \$1,500.00 awards are conferred by the Friends of NAEOP organization, supported by the U.S. Department of Education, through a nomination by the students TRIO program (Mt. Hood Community College).

Financial Aid:

- In collaboration with the MHCC Foundation, the Office of Financial Aid assisted with the awarding of over \$697,000 in Foundation scholarships to about 160 students for the 2023-24 academic year!
- As of 7/7/23, we have sent award offers to 2,975 students for the 2023-24 academic year. Compared to prior years at this same point in the awarding cycle, we are ahead of past year numbers – below are the numbers from 21/22 through 23/24:

21/22	22/23	23/24
2853	2766	2975



MT. HOOD
COMMUNITY COLLEGE

Student Development Update

- **SP23 Balance Reductions:** We assisted 89 students with balance reductions for SP23 in an effort to help retain students and allow them to continue in their program. Balance reductions are made by using unused tuition waiver funds and Bringing Adults Back grant funding (for those age 25 and up) with balances between \$200 and \$500. It is a one-time benefit that reduces their balance to \$199 so they are able to register for the next term.

Organizational Structure, Systems, & Processes

Members of MHCC's Behavioral Intervention Team (BIT) and Threat Assessment Team attended the virtual Idaho Threat Assessment Conference through Boise State University in early June. The conference featured law enforcement officials and threat assessment personnel who assess recent mass shooting incidents and other crimes of targeted violence to educate attendees on best practices, through their lessons learned, in threat assessment and response.

Community Connections

TRIO Programs:

Currently TRIO Educational Talent Search is in partnership with the Reynolds School District to establish and provide a college initiative program for students who identify as a student of color, low-income and or first-generation.

Commencement 2023

Was a success! Our first full in-person ceremony since 2019. We had 315 students participate with a crowd of 2,500 plus supporters there to celebrate the day. We had a great New Orleans style marching band lead the grads into the stadium. The weather was perfect. Special thanks to all the staff and faculty that volunteered to make this event special for the grads and their families.

Instruction

Betsy Julian

July 2023

Goal A: Teaching & Learning:

A.1: Provide ongoing trainings and time for teaching staff to integrate best practices for effective and inclusive teaching into their classes, including culturally responsive teaching, experiential learning, and community connections.

- The Humanities Division welcomed Viet Than Nguyen as the final Mouths of Others and Mt. Hood Reads author, for a well-attended reading and book discussion.

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 library celebrated Juneteenth and Pride with bulletin boards and book displays that educated students and community members while offering opportunities to learn more about the lives and stories of individuals.

Goal B: Educational Programs & Support Services:

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

- The Nursing department is offering Pathophysiological Processes I this summer as a pilot. This course is generally offered during the 2nd term for students and it historically has a high fail rate for students. This pilot will determine if offering this course outside of the second term increases pass rates.
- The Oregon State Apprenticeship and Training Council just unanimously approved MHCC's new registered construction pre-apprenticeship program for English Language Learners. This has been a five-year program in the making lead by Kristen Kulongoski and Nikki Gillis. The other members of the team: Dawn Loomis, Kelley Keith, Catherine Murphy, Angelique Kauffman, Isidro Chan, and Rosalba Fuentes, the Pacific NW Carpenters, Oregon Tradeswomen, all of our regional community, workforce, and industry partners, and our amazing facilities team that is getting our GE building ready for us to move into! This is truly a collaborative effort and we look forward to getting started with our first cohort of students this fall.
- The Nursing Assistant department is partnering with United We Heal with their Future Ready Oregon grant to support OHSU with a Nursing Assistant I pipeline. The proposal will add five dedicated cohorts of 12 students over two years to the nursing assistant class schedule.



Instruction Update

- Early Childhood Education (ECE) was awarded an Oregon Early Learning Division grant which will pay for tuition, fees and textbooks for ECE students to take Math 058 this summer, reducing barriers for students to receive their one-year certificate or two-year degree in ECE.

B.5: Create a process that identifies student needs and interests (modality, day/time, location, etc.) then align academic courses and programs to parallel findings.

- The B.5 Workgroup has drafted a template for programs to use when developing a student-centered, equity-minded schedule. The template allows departments to specify the data they wish to prioritize, the strategies they wish to employ, the outcomes they hope to achieve, and the assessment methods they plan to use. In July and August, the group will be refining the template and working on a resources page programs may wish to use for gathering data.

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.

- An initial draft of the Academic Program Plan (APP) was submitted to the Vice President of Instruction (VPI) by the Academic Program Plan Working Group on June 14th. The APP will be shared with additional constituent groups across campus over the summer and into the fall and an informational session is proposed for the fall 2023 in-service.

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

- The Aquatics department partnered with the Gresham Chamber of Commerce, Chief Executive Officer, Lynn Snodgrass, to install a new sound system at the aquatic center. This system will be a significant upgrade to our former system and will improve the quality of all of the events that we host the center and assist us with making emergency announcements.
- Dr. Kim Hyatt, Dean of Health, Physical Education, Athletics, and Aquatics, partnered with the Portland Track Festival to have the lanes at the stadium track painted to improve the appearance for their event and future events coming to the college.

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 Athletic Department partnered with the Portland Track and Field Festival to bring an amateur and professional track meet to the college. This exciting event was live-

Instruction Update

streamed and broadcasted locally. The athletic department also partnered with the Portland Masters to bring their track and field event to the college.

- The Aquatic Center hosted 37 teams for a three-day water polo tournament with teams from Oregon, Washington, Idaho, and Utah. Additionally, the Aquatic Center hosted over 18 teams including 765 swimmers from across Oregon and Washington for a three-day swim meet.
- Health Professions has begun consolidating information needed to fully represent the scope of clinical placements. This information will be used to generate talking points of public interest. For example, through clinical placements, Surgical Technology staffs local operating rooms with 14,400 hours of support by surgical-technologists-in-training every year.
- EMT instructor, and former student, Margo Testa, applied military training and medical expertise to render lifesaving care to two severely injured motorcyclists.

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

- The Business team offered a “Fund your Future” Bootcamp for high school students to earn three college credits for BA218 Personal Finance while learning how to fund their future. Students participated in activities, heard guest speakers and built a budget based on their career choice.

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 was invited to participate in a Career Fair at the Amazon PDX9 facility in Troutdale. It was an opportunity for Amazon employees to connect with the colleges that honor their tuition waiver; MHCC, PCC and Linfield College were present. Amanda Miller represented MHCC and was able to connect with potential students. Many wanted general information but some asked specifically about Automotive, Funeral Service & Nursing. Spring 2023 has the highest enrollment of students using Amazon vouchers for tuition (28), but we’re hoping with continued outreach this number can increase.

Administrative Services

Jennifer DeMent

July 2023

Update on Comprehensive Campus Facilities Plan: The steering committee met in June, and we are finalizing the information-gathering sessions in July to work on a draft plan. We received and reviewed the Academic Plan and will incorporate it into the Facilities Plan and targeting.

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 added a new member to the team! Jennifer Justus is the new Recruitment Manager overseeing the Recruitment team.

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

- Human Resources has closed out the first complete cycle of Continuous Performance Development, the process used to reflect on and improve employee performance and development. This cycle included Managers, Confidential and Classified employees.
- Human Resources has notified employees of a change in the FMLA/OFLA leave year, effective September 3, 2023.
- In preparation for Paid Leave Oregon, a contract has been signed with The Standard Insurance Company to administer the program on behalf of the College.

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

- Human Resources is revisiting its Appreciative Leadership training for managers. Using the results of a recently administered survey, the team is improving responsiveness and ensuring managers receive useful training.



Administrative Services Update

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.*

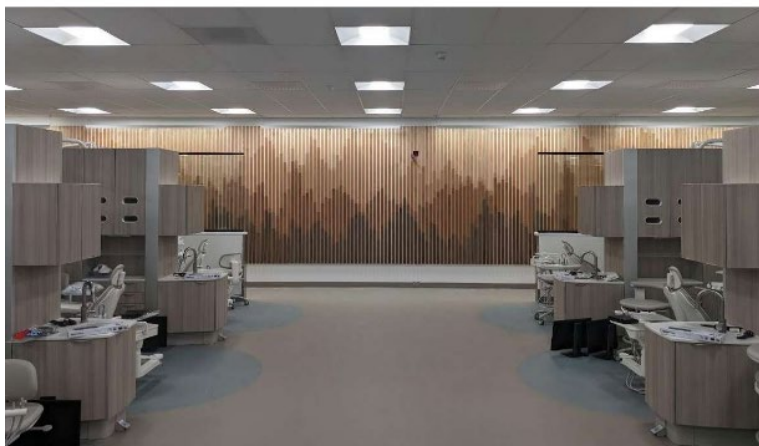
- Progress continues in implementing a new **MHCC website**:
 - The technical implementation is on track.
 - Project Team members collaborate to identify the workflow/approval process for ongoing department page updates after go-live.
 - Brand Marketing is actively working with MHCC departments on content creation which is somewhat behind schedule due to delayed submissions. Additional communication, support, and escalation plans are being pursued.
- **IT Web Services Report – June**
 - One hundred thirty requests related to the current Mhcc.edu domain were received and completed in June.
 - Our accessibility score has remained unchanged from the previous month at 79.1, close to the education benchmark.
 - Our quality assurance score went down slightly from 89.2 to 88.7. Broken links can cause this; links to other resources not owned by MHCC that may be broken are also counted in this score.
 - There were 23,037 visits to the MHCC home page, with 36,465 views.
 - Our SEO score remained unchanged at 67.4, which is 15.3 points below the industry benchmark score.
 - Pages and screens (engagement)
 - After the home page, Aquatics received the most views in June.
 - 51% accessed our site using a desktop, 47.2% utilized mobile devices, and 1.0% utilized tablets.

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.*

- **Summer Upgrades and Preparation** – IT Teams are busy implementing summer upgrades, including student-facing equipment due for a refresh and other upgrades needed for the coming academic year.
- **IT Client Services Team** - completed over 110 staff computer upgrades, 20 Student Basic Needs computer setups, 90 iPad setups, 19 event setups, 25 onboards, and 25 offboards.
- **CDFS/CCR&R** – IT Delivered and set up an additional 20 laptops.
- **Pearson Vue test center** at Maywood was re-activated, including server upgrades. GED testing was able to resume for the first time since pre-COVID.

Administrative Services Update

- IT has completed the implementation of **Multi-Factor Authentication (MFA)** for all MHCC staff, improving security and reducing risk for the College. Student implementation will follow in the coming months.
- **Cyber-Security – Recap of risks identified and/or blocked for June:**
 - 87 MHCC account alerts required manual review
 - 41 false positives or failed attack attempts
 - 46 needed password changes, and their O365 sessions were revoked (confirmed suspicious activity)
 - Email:
 - 17,582 instances of phishing blocked
 - 8,096 instances of Spam blocked
 - 67 instances of email malware were blocked (2 were attachments, and the remainder (65) were URL links)
- **Dental Hygiene Clinic Remodel** – IT team continues to interconnect equipment and systems to support class startup. All construction details were finished in June, with the decorative wall finishing up the first week of July. The top picture is the proposed layout, bottom view is of the installed wall.



College Advancement and District Communications

Al Sigala

July 2023

Teaching and Learning:

Staff attended the Young Alumni conference through CASE, the Center for Advancement and Support of Education in Seattle on June 21-23. Best practices to engage alumni were shared. We have started planned for an Alumni of the Year event for this Fall.

Shelley McFarland, our Scholarships and Alumni Coordinator was chosen to attend the Oregon Institute for Leadership Development conference in Silverton. At the event, attendees learned skills of leaders and how to maximize effectiveness when dealing with interpersonal skills.

Education Programs and Support Services:

The 2023 legislative session came to end with all our priority bills being passed. The community college budget was approved at \$800 million; this was more than proposed by the governor. We also saw a \$100,000 increase the Oregon Opportunity Grant for a total of \$308 million, the Bachelor of Science in Nursing was approved and SB-4, the semiconductor bill, was also passed. I see this as a successfully legislative session despite the walkout in the Senate, which fortunately came to an end.

Alumni outreach efforts included having an information table at this year's graduation ceremony. Students were excited to learn about the alumni program and were provided with alumni pins and other swag. These graduates are being added to the alumni contact list.

The Foundation once again provided financial awards to the recipients of the Outstanding Support Staff and Distinguished Teaching Awards. Each honoree received a check for \$500. A total of \$4,500 was given out.

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 by providing internal stakeholders with updated branding guides, templates, writing guides and other marketing materials to ensure that all communications from the college align with the MHCC brand.

Other promotional efforts included advertising several Fall courses including Intro to African American Literature and filmography courses. We also assisted business and information technology with marketing materials and publicity for the Fund Your Future Bootcamp, a class being offered to current high school and GED students.

We also assisted student development in the development, design, and production of multiple digital and print assets and deliverables for the first in-person commencement ceremony since 2019.

College Advancement and District Communications Update

Our team met with representatives from Motimatic, an enrollment support partner that we are investigating to potentially assist us in producing relevant and engaging social media content to generate leads and conversions for enrollment – an initiative in the Strategic Enrollment Management plan.

Organizational Structure, Systems, & Processes:

June saw the continuation of students accepting scholarship awards, sending thank you/biography/photo acceptances and management of each active scholarship. We also finalized the Jerry Lyons Memorial Scholarship and awarded the first \$1,000 award.

District communications successfully onboarded its last full-time team member, making the department fully staffed.

The team is working diligently on planning and coordinating a photoshoot with a professional photographer for August. This photoshoot will provide updated photographic content for both marketing deliverables as well as for the new website which is set to launch this fall.

District Communications also conducted a number of “roadshows” where we met with various departments across campus making introductions and providing insight to the DC offerings and support as an effort to improve cross-departmental relationships.

Facilities and Technology:

The district communications team is diligently working with IT and our external vendor MAC on the website revamp. We onboarded a new digital strategist to help with this project. The DC team has been gathering web page content from the content editors to review and edit and ensure consistent tone and conformity to the new content strategy created by MAC. We have created a content intake process as well as templates to help the editors. We are also working on a more robust toolkit for our editors and collaborators in concert with IT.

Performance for mhcc.edu on *Google Search* (June 1-30):

Overall:

- 754k impressions
- 36.5k total clicks
- 4.8% Average Click Through Rate (CTR)
- Top Performing Queries:
- “mhcc”: 3.4k clicks, 10.4k impressions
- “mt hood community college”: 3.4k clicks, 9.6k impressions

College Advancement and District Communications Update

Community Connections:

We kicked off our summer events efforts attending several including the East Portland Chamber Golf Tournament, the Juneteenth Celebration, and the Gresham Chamber Golf Tournament. This effort is done in partnership with Toyota. Upcoming events in July include the Sandy Mountain Festival, Gresham Arts Festival, Wood Village Night Out, Fairview on the Green and Dia de La Familia.

Staff attended several high school recognition events including the Centennial Awards Ceremony where three scholarships were presented to students. Staff also attended the Parkrose ceremony on June 13. Sue O'Halloran presented at Gresham High and Dr. Skari attended the Sandy High event. Awards were also presented to David Douglas students as well.

We hosted 70 guests at the Heroes for Education Reception where former MHCC automotive instructor Jerry Lyons was honored as the Hero for Education for 2023-24. Jerry passed away late last year. A scholarship has been started in his name. We also welcomed new and ascending honorees to the Foundation's donor wall at the event.

The Foundation's annual board dinner took place on June 28th at McMenamins Edgefield. Honored at the event was Diane Noriega, who was named Patron Saint of the Year. We had 45 guests including board members, their spouses, Patron Saints, as well as Honorary and Emeritus board members.

District communications began a new bid process for the next academic year's community education trifold. The new format will feature community education courses to 15 zip codes within our district and will reach nearly 150,000 mailboxes.

DC continued their campaigns with KATU news and KUNP which are targeted toward the Spanish-speaking and bi-lingual households within our district zip codes as a part of our call to community but also to aid in our recruitment efforts; highlighting the multitude of services that the college provides.

Our team developed an agreement with Sirius XM and Pandora to produce streaming radio ads targeted toward Spanish speaking and bi-lingual listeners between the ages of 24-40 within our district zip codes as a contributor to our fall recruitment plan.

With the help of an external printer, our team designed and produced a postcard that was sent to our 15 district zip codes informing residents of the updated digital C+C format. This postcard included a QR code with a link to our digital publication. The dynamic (tracking) QR code yielded 279 scans. The digital publication has a total of 680 reads with an average read time of 3 minutes.

College Advancement and District Communications Update

The DC team wrapped up a billboard campaign with OUTFRONT media, which highlighted the college's services and programs including veteran's services, and programs like accounting and entrepreneurship.

Our team is on our last four weeks of an eight-week campaign with Intersection, which provides ad space on Trimet buses throughout the Portland Metro area encouraging the community to enroll in fall courses.