MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on September 20, 2023, with an Executive (Closed) Session at 5:00 p.m. and a Regular Board meeting at 6:30 p.m. and will both be held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

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

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)
https://mhcc.zoom.us/j/95926476383?pwd=a0RaZDJkR05GeGNPUytoUU04TTk0QT09
Webinar ID: 959 2647 6383
Passcode: 926376

AGENDA **Updated**
SESSION 1090

5:00 pm	**1.0**	**CONVENE EXECUTIVE (CLOSED) SESSION**

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.

	2.0	**PRESIDENT'S EVALUATION**	Andrew Speer

	3.0	**ADJOURN EXECUTIVE (CLOSED) SESSION**

6:30 pm	**4.0**	**CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM**
	4.1	Approval of Agenda

6:35 pm	**5.0**	**PUBLIC INPUT**

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

6:45 pm	6.0	**REPORTS** *(10 min report & 5 min Q & A)*	
	6.1	Correspondence	Lisa Skari
	6.2	College Housing Northwest	Ryan Sturley

7:15 pm   7.0   BUSINESS / ACTION

7.1   Consent Agenda: Approvals & Information
a) Minutes – Board Regular Session 1087, July 19, 2023
b) Minutes – Board Executive – Retreat 1088, August 22, 2023
c) Monthly Personnel Report
d) Monthly Financial Report
e) Monthly Head Start Report
f) Resolution to Transfer Budgeted Appropriations
g) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially by Non-District Funds
h) Approval to Utilize Goods or Service Contracts in Excess of $150,000: Brockamp & Jaeger Inc.
i) Approval to Increase Goods or Services Contracts in Excess of $150,000: Madison Ave. Collective

7:20 pm   8.0   BOARD MEMBER & COMMITTEE/LIAISON REPORTS *(3 min each)*

7:45 pm   9.0   CLOSING REPORTS

9.1   ASMHCC Representative
9.2   Advisory Representatives
- 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

8:30 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, October 18, 2023

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

September 8, 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 September 2023

Fall Quarter is upon us, and we celebrate all our new students and those continuing with us. There is a significant amount of activity on campus as students enroll, while faculty and staff prepare for the coming term. We welcome the relative stability compared to more recent Fall terms, and also know we are in a constant state of evolution. Much like our students, who come to MHCC for better opportunities, better jobs, better education, we aspire for what we might become, and how this year will take us one-step closer to our envisioned reality.

We were honored to be ranked #4 by WalletHub on their Best and Worst Community Colleges list. Using 19 key indicators associated with cost and quality, WalletHub compared more than 650 community colleges in the country. Our ranking increased this year, as we held the #9 position last year. Clackamas Community College also ranked in the top 10, coming in at #7. Oregon, as a state, ranked #4 for best State systems. The article in *University Business* magazine is located under Select Media Mentions at the end of this letter.

September 20th marks our 2023 In-Service: *Genuine Connections: Positive Outcomes*. The In-Service Committee has done a great job of building a program that features a national speaker as well as sessions geared to internal operations and community building. Convocation will be in the morning, followed by the keynote speaker and our all-campus BBQ. The keynote speaker is Rashad Norris, Ed.D., Founder/Executive Director, Relevant Engagement Consulting LLC. The Board of Education is welcome to attend these events, and more information can be found at https://www.mhcc.edu/fallinservice/.

As we plan for the Fall term, we also continued to address objectives in our strategic plan. One notable accomplishment, related to the policy review the Board did over the 2021-2022 academic year, was the full, campus-wide review and update to our administrative regulations (ARs). The yearlong process concluded this summer with AR approval by President's Cabinet. These general statements of method outline operational requirements, give general direction, and set expectations associated with implementing Board policy. ARs can be found on our Policy and AR page: https://www.mhcc.edu/BP-AR/.

In addition to the ongoing responsibilities at the college, I spent time this summer working on statewide initiatives of interest to the college. Since May of 2023, I've been working with the Higher Education Coordinating Commission (HECC) Future Ready Oregon Technology Industry Consortium, and serving as its co-chair along with Skip Newberry (president and CEO, Technology Association of Oregon) and K S Venkatraman (senior director of artificial intelligence computing, NVIDIA Corporation). The consortium is made up of public, private, and community-based partners statewide with the goal of addressing barriers to equitable participation in Oregon's high-tech workforce. The consortium has met twice, and is beginning to form its workplan. For more information, please visit: https://content.govdelivery.com/accounts/ORHECC/bulletins/36da8ac.

Work continues in the semiconductor space, both at the state level and in our area. In July, a group of interested parties, including business, universities, community colleges, K12, and non-profits, met to discuss how we better collaborate to connect and build the semiconductor pipeline. The work aligns with Oregon State University's (OSU) $1 million, two-year planning grant from the National Science Foundation, to bring stakeholders together to support the growth in the region's diverse semiconductor ecosystem, identify strategic opportunities to advance research, advance training, education, and workforce development, and increase K-12 outreach efforts to increase diversity and access and build the semiconductor workforce pipeline. The goal of this work is to lay the foundation for a successful application and grant award for a $160 million Regional Innovation Award.

Lastly, I was honored to be appointed by Governor Kotek to serve as one of three Oregonians on the Western Interstate Commission for Higher Education (WICHE). I will join Ben Cannon (executive director, HECC) and Hilda Rosselli (educational policy consultant). WICHE is a regional interstate compact and 501(c)(3) nonprofit organization, and one of four regional interstate higher education compacts in the United States. WICHE's purpose is to address higher education and workforce issues distinct to the region, with a focus on affordability, access, workforce development, innovation, and accountability. Historically, MHCC has used their research to inform our planning efforts around enrollment and affordability. For more information on WICHE, please visit: https://www.wiche.edu/.

Annual goal update

Diversity, equity, and inclusion

To support the development of an equity-centered hiring process, we have hired Jennifer Justus as our new Recruitment Manager. In the short time here, work on the Recruitment Refresh project is well under way. The three main proposals in process include updating the careers landing page to be more inviting and articulating College values related to equity; revisions of the job application and supplemental questions focused on reducing barriers to applicants; and updating the job postings to be more inviting and accessible. The project team has reviewed all three proposals through the equity lens.

Community engagement

Consistent with the work the Board has been doing around community engagement, the college will be rolling out the plan Fall term. The work will include how best to engage with our various constituent groups and the development of communication protocols to map engagement.

Bond campaign

Both the President's Cabinet and the Board met with a bond planning consultant over the summer, to develop a shared understanding of both process and considerations. While President's Cabinet is exploring the timeline for a future bond, work on the comprehensive facilities plan continues. The plan will inform potential projects for funding.

Accreditation

Our Year Seven Accreditation report has been submitted to the Northwest Commission on Colleges and Universities (NWCCU), and we are preparing for their visit October 18-20, 2023. You can view our Year Seven report, along with all our historical accreditation documents at https://www.mhcc.edu/Accreditation/.

In closing, I am excited to welcome in Fall term, celebrate the return of all faculty and staff, and begin our educational adventure with our students. I hope you have a chance to step in and join us.

Community/Educational Presentations and Selected Outreach Activities

Jul 11	*Commission on Dental Accreditation Review Committee meeting*
Jul 12	*Oregon Community College Association (OCCA) Executive Committee meeting*
Jul 12	*Higher Education Coordinating Commission (HECC) Technology Industry Consortium Executive Team planning session*
Jul 13	*MHCC New Board Member orientation*
Jul 17	*Gresham Rotary Board meeting*
Jul 18	*Gresham Chamber Business & Leaders luncheon*
Jul 18	*Meeting with Director Stroud*
Jul 19	*MHCC Regular Board meeting*
Jul 20	*Connecting Semiconductor Pipelines meeting, at Portland State University*
Jul 26	*HECC Artificial Intelligence and Higher Education meeting*
Jul 27	*Gresham Chamber of Commerce Board meeting*
Jul 27	*MHCC New Board Member orientation*
Jul 27	*Oregon Public Broadcasting (OPB) Board Audit Committee meeting*
Jul 30-Aug 2	*Oregon President's Council (OPC) Retreat*
Aug 6-7	*Oregon Economic Development Association Workforce and Economic Development Summit*
Aug 9	*OCCA Executive Committee meeting*
Aug 9	*HECC Regular meeting*
Aug 9	*Meeting with Director Bentley*
Aug 14	*HECC Technology Industry Consortium Executive Team planning session*
Aug 15	*Gresham Chamber Business & Leaders Luncheon*
Aug 22	*HECC Technology Industry Consortium Meeting*
Aug 22	*MHCC Board Retreat*
Aug 23	*Presentation to East Portland Chamber or Commence*
Aug 23	*Roundtable with Vince Porter, Economic Development and Workforce Policy Advisor*
Aug 24	*Meeting with Sue Cunningham, CEO, Council for Advancement and Support of Education*
Aug 28	*Meeting with Directors Speer and McKeel*
Aug 30	*Meeting with Representative Ruiz*

Select Media Mention

Mt. Hood names Noriega as Patron Saint
https://www.theoutlookonline.com/news/mt-hood-names-noriega-as-patron-saint/article_40ad08ee-19d0-11ee-ab1d-738700799b37.html

Tuition is going up at Oregon's public universities; See how much (Skari quoted)
https://www.oregonlive.com/education/2023/07/tuition-is-going-up-at-oregons-public-universities-see-how-much.html

Mt. Hood Community College launches refugee student support program
https://www.theoutlookonline.com/news/mt-hood-community-college-launches-refugee-student-support-program/article_b174a812-20f0-11ee-97a2-2bc2b2acbd2b.html

Affordable housing for students in Gresham opening amid 'incredible' need
https://www.koin.com/news/education/affordable-housing-for-students-in-gresham-opening-amid-incredible-need/

Column: What state investment will do to help boost Oregon's cybersecurity workforce
https://www.bizjournals.com/portland/inno/stories/inno-insights/2023/07/19/oregon-cybersecurity-workforce-excellence.html

They got a free education. Now they get a free degree.
https://nwlaborpress.org/2023/07/they-got-a-free-education-now-they-get-a-free-degree/

Mt. Hood Community College to build new Equity Center
https://www.theoutlookonline.com/news/mt-hood-community-college-to-build-new-equity-center/article_27f83e62-330d-11ee-87bc-2353c58325db.html

WalletHub's top 25 community colleges and 10 best state systems
https://universitybusiness.com/wallethubs-top-25-community-colleges-and-10-best-state-systems/

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – July 19, 2023

Session 1087

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

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, Dana Stroud, ShaToyia Bentley

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, John Hasegawa, Full Time Faculty Association (FTFA) President, Marilyn Pitts, Part Time Faculty Association (PFTA) President, Michael Flores, Classified Education Association (CEA) President

Speer called the meeting to order at 6:30 p.m. and declared a quorum was present.

1.1   Approval of Agenda
Noriega motioned to approve the agenda. Mattson seconded the motion and it passed unanimously.

1.2   Oath of Office for Newly Elected Board Members
Skari swore in re-elected and new board members Andrew Speer (Zone 3); Dana Stroud (Zone 5); Diane Noriega (At-Large Position 6); and ShaToyia Bentley (At-Large Position 7). Dr. Skari read the Oath of Office individually to each new board member and they each responded with "I do" to the following oath:

Oath of Office:

You have been elected to serve the citizens of Mt. Hood Community College District as members of the Board of Education. As an elected member of the Mt. Hood Community College District Board of Education, you shall fulfill your duties as follows:

1. You shall exercise your authority only when acting collectively with your fellow board members.

2. You will exemplify the highest of standards of ethical behavior and conduct in all board duties.

3. You will be prepared to participate in open, honest and civil deliberation with your colleagues, vote your conscience rather than advance any special interests, and support the decisions and policies made by the board.

4. You will honor the division of responsibility between the board and the president and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

5. You will support and uphold the constitution and laws of the United States of America and the State of Oregon.

Do you accept the Oath of Office and solemnly affirm to fulfill your duties as a member of the Mt. Hood Community College District Board of Education as set forth in the oath?

Following the oath of office, Speer congratulated the newly elected board members and declared a quorum for the board meeting.

2.0   ELECTION OF OFFICERS
        2.1   Election of Board Chair for 2023-2024
Speer called for nominations for board chair. Mattson nominated Andrew Speer for board chair for 2023-2024. Noriega seconded the nomination. Speer motioned to approve the nomination.   There was a board vote and the nomination passed unanimously.

        2.2 Election of Board Vice Chair for 2023-2024
Speer, re-elected board chair, called for nominations for board vice chair and nominated Diane McKeel for board vice chair for 2023-2024. Mattson seconded the nomination. Speer motioned to approve the nomination. There was a board vote and the nomination passed unanimously.

3.0   PUBLIC INPUT
There was no public comment.

4.0   REPORTS
        4.1   Correspondence
Skari handed out official election certificates from Multnomah County to elected board members.

4.2   ACCT Update & OCCA Wrap-up

Diane Noriega, Board member and Association of Community College Trustees (ACCT) State Coordinator for Oregon, provided highlights of the work that has been done by ACCT over the past year. There has been significant progress made towards the goals of the association some of which include:

- Launched ACCT Connect (education and networking platform)
- Launched Governance Leadership Institutes in multiple states
- Created a new website
- Increased grants and programs funded (Pell, institution, and others)
- Provided several complimentary board services and board retreats to member colleges
- Regional meetings were expanded beyond in-person to virtual, to include more attendees
- Additional online learning opportunities were created to educate trustees
- Provided outreach and resources to underserved areas including rural colleges

Annette Mattson, Board member and Oregon Community College Association (OCCA) chair for the Legislative Advisory Committee, provided a brief summary of the 2022-2023 legislative session and some of the results related to budget, Oregon Opportunity grant, and the request to approve the offering of bachelor of science in nursing degrees by community colleges. She also discussed that advocacy work by OCCA continues to improve and that they have added new tools to include the Voter Voice app, Advocacy Toolkit, and advocacy training to improve college legislative efforts.

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.

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

6.0   BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

7.0   CLOSING REPORTS
      7.1   <u>ASMHCC Representative</u>
Javier Estrada (ASMHCC Vice President) – There was no ASMHCC Report.

      7.2   <u>Advisory Representatives</u>
John Hasegawa (FTFA) – he welcomed new and re-elected board members, stating that he is looking forward to working together this year. Hasegawa also recognized the new CEA President Michael Flores and the new interim Vice President of Instruction, Betsy Julian. Last, he discussed that faculty attended the National Conference on Race and Ethnicity (NCORE), May 2023, and that they are already working on ways to bring what they learned back to their work at the college.

Michael Flores (CEA) – he is the new CEA President and introduced himself and also presented the additional new CEA cabinet members to include: Sara Aimone, Vice President, Lindsay Mansfield, Director of Finance, Michael Hein, Director of Communications, and Amy Salsbery, Director of Administrative Services. Flores discussed services provided by the CEA and their goals for the coming year.

Marilyn Pitts (PTFA) – she congratulated re-elected board members and welcomed new board member Stroud. Pitts also congratulated the new CEA President Flores and FTFA President Hasegawa.

      7.3   <u>Executive Leadership</u>
John Hamblin (Student Development) – he congratulated re-elected board members and welcomed new board member Stroud and new CEA President Flores and stated he looks forward to working with all.

Betsy Julian (Instruction) –she began her report by introducing herself. Next, Julian highlighted two exciting things happening in instruction, to include, 1. final approval by the Department of Education to offer the bachelor of applied science in cyber security and 2. the college received approval for final occupancy for the new dental hygiene clinic and had a very good meeting with the Commission on Dental Accreditation (CODA), whereas they are recommending to their board that the new clinic is approved with no reservations and no extra reporting or visit requirements.

Jennifer DeMent (Administrative Services) – She provided a paper copy of the financial report to each board member and stated that an online option of the report was also available if desired.

Al Sigala (College Advancement) – he congratulated re-elected board members and welcomed new board member Stroud and thanked the board for their continued service to students and support of the Foundation.

      7.4   <u>President's Report</u>
Lisa Skari provided her President's Report to the board:

Skari opened up her report by welcoming new Board member Stroud, congratulating Flores on his new role as CEA President and Noriega for a recent award she had been given.

Next, she reflected on the past year, working with Strategic Plan and how far the college has come since the initial planning process. The Strategic Plan has now been fully integrated into planning systems, performance appraisals, and the budgeting process. There are also progress dashboards with key performance indicators that allow for real-time assessment, which assist in looking at benchmark's that are going to lead to impact measures.

She also discussed some exciting roles she will be participating in over the next year:

1. Co-chair of the Future Ready Oregon Technology Industry Consortium
The goal of this role is to provide the Higher Education Coordinating Commission (HECC) with guidance and parameters around the future ready Oregon initiative.
2. OCCA Executive Committee Treasurer
3. Chair of the Oregon Presidents Council

In efforts to increase visibility outside education, Skari highlighted that the college is a new sponsor for the Gresham Chamber Business Leaders Luncheon and the Oregon Economic Development Association Summit.

To close, Skari went over enrollment for summer 2023 which is up 9.5 % up since last summer. Fall 2023 is still too early to project with number fluctuations, but is currently up at 22%. She gave compliments to the college and everyone for the work they have done to focus on students, on students' basic needs, and on enrollment management.

8.0   ADJOURNMENT
Noriega motioned to adjourn. Bentley seconded the motion and it passed unanimously. The meeting was adjourned at 7:30 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: *September 20, 2023*

ITEM TITLE: **7.1b**

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

SUBJECT: APPROVAL OF MINUTES – August 22, 2023

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Session 1088

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A meeting of the Mt. Hood Community College District Board of Education was held on August 22, 2022, with an Executive (Closed) Session at 11:00 am in the Board Room, and a Board Retreat at 1:00 pm held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0   EXECUTIVE (CLOSED) SESSION
The board convened 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.

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

Speer called the executive closed session to order 11:00 a.m.

2.0   PRESIDENT'S EVALUATION
The board discussed and prepared the President's evaluation.

3.0   ADJOURN EXECUTIVE (CLOSED) SESSION
The executive session was adjourned at 12:30 p.m.

4.0   BOARD RETREAT / CALL TO ORDER
Members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Annette Mattson, Diane Noriega, Marie Teune, ShaToyia Bentley, Dana Stroud

Additional Attendees: Lisa Skari, president, Sergey Shepelov, associate vice president, Data, Assessment and Institutional Effectiveness, Jeremy Wright, president, Wright Public Affairs

Speer called the board retreat to order at 1:05 p.m.

5.0   BUSINESS
    5.1   Board Business
        a)   Annual Ethics Affirmation
             Board members reviewed and signed the MHCC Ethical Code of Conduct document for 2023-2024. A copy of the Ethical Code of Conduct is attached to the minutes.

        b)   Board Agreements
             Board members reviewed the MHCC Board Agreements. There were no changes made to the agreements. A copy of the MHCC Board Agreements is attached to the minutes.

        c)   Board Committees
             Board members reviewed and discussed the list of board committees and board liaison roles for 2023-2024. Board members noted their preferences to serve on board committees and liaison roles as follows:
             - Budget and Finance Committee: Diane Noriega, ShaToyia Bentley
             - Community Engagement Committee: Diane McKeel, Dana Stroud, ShaToyia Bentley
             - Audit Committee Board Liaison: Diane Noriega, ShaToyia Bentley
             - Head Start Board Liaison: Marie Teune, Dana Stroud
             - MHCC Foundation Board Liaison: Diane McKeel
             - OCCA Board Liaison: Andrew Speer
             - OSBA Board Liaison: Annette Mattson, Dana Stroud
             - Distinguished Teaching Awards Committee: All
             - Outstanding Support Staff Awards Committee: Diane Noriega
             - Foundation Scholarship Review: Marie Teune

             Speer will review the list of board committee and liaison role preferences and follow up with board members once the list is finalized. A copy of the Board Committee and Liaison Role list is attached to the minutes.

        d)   Meeting Schedule
             The board reviewed the board calendar for board meetings in 2023-2024 and discussed the frequency and need of board work sessions. The board discussed keeping the current board work sessions on the calendar and to review the need for a work session prior to each month. A copy of the board calendar for 2023-2024 is attached to the minutes.

e) Board Budget
The board reviewed the board budget for the 2023-2024 year and discussed various line items and resources available.

f) Board SharePoint Site
A new MHCC Board SharePoint site was launched early summer and board members were given an overview of what the site has to offer, including a comprehensive activity calendar and document library for storage of important board related records. It was also noted that site is not for discussion or collaboration, it is merely an information source, in order to meet the rules of public meeting law.

g) Board Attire
The board discussed attire options that would strengthen the cohesiveness of the board, presenting a visual united front for the group and enhancing board visibility when attending events in the community. It was agreed that a lightweight jacket with MHCC Board branding is the best option. Samples will be acquired for sizing and then an order will be placed.

5.2 Board Review

a) Self-Evaluation
The board reviewed and discussed the Board Self Evaluation Summary and Self Evaluation Raw Data for 2023. Board members discussed the evaluation scores for the following categories: board organization, policy role, community relations, policy direction, board-CEO relations, standards for operations, institutional performance, board leadership, advocating for college, and board education. A copy of the Board Self Evaluation Summary is attached to the minutes.

5.3 Strategic Plan
Sergey Shepelov provided a refresher for the board through a presentation on the following Key Performance Indicators (KPI):
- Student Success Indicators: six-year outcomes completion, fall to winter retention, and credit accumulation rate
- Student Learning Indicators: core institutional learning outcomes
- Diversity, Equity, and Inclusion Indicators: student diversity and employee diversity
- Community Engagement Indicators: in-district high school intake rate and value by the community

Shepelov showed the Strategic Plan and KPI status dashboards (can be found at: *Air.mhcc.edu)* and how to access information from the dashboards depending on objectives and goals. He responded to questions from the Board regarding the dashboards and details of the KPI's. Shepelov also highlighted a filter panel that can be selected from the Student Success KPI dashboard which shows how MHCC is

performing, in terms of student success, compared with other peer institutions of a similar nature, including Clackamas Community College, Chemeketa Community College, South Puget Sound Community College, College of Central Florida, and Parkland College.

5.4   Bond 101
Jeremy Wright, President of Wright Public Affairs, works as a consultant assisting organizations with campaign management. He provided an overview to the Board on Bond Basics, Best Practices, timeline planning and provided other important key elements to consider. He shared the following five steps to a conducting a successful bond:

1.   Celebrate Previous Successes
2.   Comprehensive Bond Planning and Development
3.   Community Input – "Tell us What you Think"
4.   Listen, Refine, and Finalize
5.   Bond Campaign – Educate, Motivate, and Inspire

Wright closed his presentation by discussing how to choose and target an election, including showing a sample timeline, and by responding to questions from the Board.

5.5   Community Relations
The Board was presented with a Community Engagement Plan, provided by Al Sigala, which targets key audiences to tie Board community engagement planning work with the future bond community engagement plan. The Board discussed and provided feedback on the list of audiences and recommended others to be added. There was a discussion for the need to have a future work session to discuss bond specifics (bond history, looking at prior wins and success, and brainstorming ideas) and Board responsibilities (decision points and next steps). The work session will take place on September 6, 2016. Historical bond information will be put on the Board SharePoint site so the Board can review in advance of the work session. A copy of the Community Engagement Plan is attached to the minutes.

5.6   Board Priorities/ Goals
The goals and priorities identified for the Board for 2023-2024, is to focus on community engagement aligned with the bond and bond planning approval and general community engagement of the Board. Some other topics brought forth include working to continue to monitor the outcomes of the Strategic Plan, in terms of getting the data and doing some real analysis of the results. The topics of campus safety and accessible and affordable housing for students was also discussed and will be explored further at future meetings.

6.0   ADJOURNMENT
The board retreat was adjourned at 4:40 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: *September 20, 2023*

ITEM TITLE: **7.1c**

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

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:

Name	Position	Department	Hire Date
Krische, Elie	Family Worker	Child Development & Family Services	8/1/2023
Higgins, Timothy	Integrated Technologies Specialist	Child Development & Family Services	8/9/2023
Monda, Cassidy	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	8/10/2023
Van Meter, Jennifer	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	8/11/2023
Rutledge, Martina	Student Employment Specialist	Career Planning & Counseling	8/16/2023
Ham, Mariah	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	8/16/2023
Whitaker, Wendi	Instructor - Nurse Educator Associate	Nursing	8/21/2023
Carter, Hannah	Theatre Technician	Performing Arts	8/21/2023

Manylath, Aaliyah	Onboarding Support Specialist	Enrollment Services	8/21/2023
Sinnott, Alex	Swim Instructor/Pool Lifegaurd	Health & Physical Education, Athletics, Aquatics and Recreation	8/22/2023
Whalen, Nathan	Healthcare Simulation Operations Specialist	Nursing	8/28/2023
Ferrari, Rocco	Game Management Staff	Health & Physical Education, Athletics, Aquatics and Recreation	8/28/2023
Katri, Kim	Nurse Educator Associate	Nursing	8/28/2023
Coyle, Marie	Community Child Care Navigator	Child Development & Family Services	8/28/2023
Meyers, Chris	Health & Physical Ed. Instructor	Health & Physical Education, Athletics, Aquatics and Recreation	8/29/2023
Georgey, Marian	Teacher	Child Development & Family Services	8/30/2023

TRANSFERS/CHANGE IN STATUS:

Name	Position	Department	Effective Date
Strauser, Mischelle	Education Site Manager	Child Development & Family Services	8/7/2023
Barragan, Maria	Education Site Manager	Child Development & Family Services	8/7/2023
Carmin, Indira	Temporary Administrative Assistant II-Bilingual	Adult Basic Skills	8/16/2023
Gonzalez, Irma	On Call Substitute	Child Development & Family Services	8/18/2023
Ra, Seng	Teacher	Child Development & Family Services	8/21/2023

Fox, Amy	Teacher	Child Development & Family Services	8/21/2023
Flores, Hortensia	Food Service Aide	Child Development & Family Services	8/28/2023
Warr, Alison	PT Faculty - Mathematics	Mathematics	8/31/2023
Baber, Summer	Instructor	Human Development	8/19/2023

SEPARATIONS/RETIREMENTS:

Name	Position	Department	Term Date
Filbert, Heather	Small Business Development Instructor	Small Business Development Center	8/3/2023
Carmin, Alberto	Food Service Aide	Child Development & Family Services	8/7/2023
Blumenauer, Anne	HR Coordinator	Child Development & Family Services	8/7/2023
Vaughn, Alexandria	Food Service Aide	Child Development & Family Services	8/10/2023
Anderson, Christine	International Student Advisor	Enrollment Services	8/17/2023
Lee, Fred	Nutrition Specialist	Child Development & Family Services	8/18/2023
Fleming, Tabitha	International Student Program Coordinator	International Student Program	8/29/2023
Petersen, Ben	High School Instructor	Student Outreach and High School Services	8/31/2023
Duell, Zachariah	High School Instructor	Student Outreach and High School Services	8/31/2023
McFaul-Amadoro, Sunshine	Credit Recovery Instructor	High School Services	8/31/2023
George, Tony	Adult High School Diploma Instructor - Language Arts	High School Services	8/31/2023

Amato, Angie	Evening_Summer High School Instructor	Student Outreach and High School Services	8/31/2023

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1d

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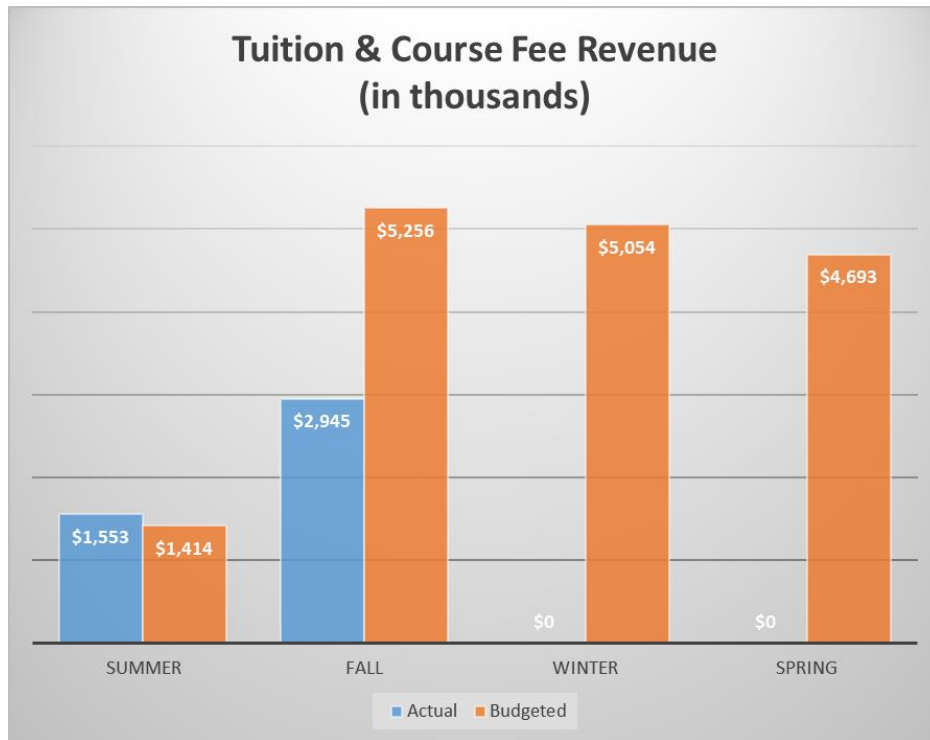

SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through July. Pre-close information is also provided for June 2022/23.

Revenues:

MHCC's General Fund operations are funded in fiscal year 2023/24 52.7% ($38.9M) from the State, 24.5% ($18M) from tuition and fees, 20.4% ($15M) from property taxes, and 2.4% ($1.8M) 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 2023-2024 reflects Mt. Hood's estimated share of the governor's requested budget level $744 million, based on available information at the time of adoption. The Oregon legislator approved $796 million for the community college support fund, which includes $12.5 million for new student support and success elements in 2024/25. This increased funding level is expected to generate about $1 million more than budgeted.

- The counties distribute property tax revenue monthly, with the most significant payments received in November and December. The 2023-2024 adopted budget includes a 2% increase in property tax revenue over 2022-2023.

- Summer term tuition and fee revenues are 9.8% ($139,178) more compared to July 2022. Enrollment in tuition-bearing courses for summer term increased by 13.5% (35 students) over this time last year. Summer and fall terms combined tuition and fee revenue year to date is 18% ($688,467) above July 2022. Current year enrollment is forecasted to increase by 4.5%.

Tuition & Course Fee Revenue (in thousands)

	SUMMER	FALL	WINTER	SPRING
Actual	$1,553	$2,945	$0	$0
Budgeted	$1,414	$5,256	$5,054	$4,693

Expenditures:

As of July 31, year-to-date expenditures were $836,204 (22.6%) below 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 occur in June and include budgeted amounts of $87,292 for aquatic center support and $400,000 for facilities capital projects.

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2023/24
As of July 31, 2023

	Actual Year to Date July 2021	Actual Year to Date July 2022	Actual Year to Date July 2023	$ / % Increase (decrease) over prior year		Adopted Budget 2023-24	Percentage of Budget Remaining
Beginning Fund Balance	**15,402,319**	**20,549,976**	**16,859,939**	**(3,690,037)**	**-18.0%**	**12,230,494**	
Revenues							
State Support	-	-	-	-	-	38,874,073	100%
Property Taxes	-	-	-	-	-	15,053,355	100%
Tuition and Fees	4,519,635	4,142,466	4,872,399	729,932	17.6%	18,015,337	73%
Other Revenues	8,507	34,204	9,771	(24,433)	-71.4%	1,754,348	99%
TOTAL REVENUES	**4,528,142**	**4,176,670**	**4,882,169**	**705,499**	**16.9%**	**73,697,113**	**93%**
Expenditures							
Salaries	1,921,521	1,380,526	1,433,105	52,579	3.8%	41,706,022	97%
Health Care	307,376	160,155	177,344	17,189	10.7%	7,138,825	98%
Fringe/Taxes	747,941	473,644	495,448	21,804	4.6%	14,575,859	97%
Personnel Subtotal:	*2,976,838*	*2,014,325*	*2,105,897*	*91,572*	*4.5%*	*63,420,706*	*97%*
Materials & Supplies	435,100	1,641,888	718,950	(922,938)	-56.2%	11,153,763	94%
Grants in Aid/Tuition Waivers	25,529	35,950	31,112	(4,839)	-13.5%	1,101,534	97%
Debt Service	-	-	-	-	-	2,660,906	100%
Transfers to Other Funds	-	-	-	-	-	487,292	100%
TOTAL EXPENDITURES	**3,437,467**	**3,692,163**	**2,855,959**	**(836,204)**	**-22.6%**	**78,824,201**	**96%**
Rev Greater (Less) Than Exp	**1,090,675**	**484,507**	**2,026,211**	**1,541,703**	**318.2%**	**(5,127,088)**	
Beginning Fund Balance	**15,402,319**	**20,549,976**	**16,859,939**			**12,230,494**	
Ending Fund Balance						**7,103,406**	
As a percentage of expenditures							*9%*

Fiscal Year 2022/23
Pre-Close
As of June 30, 2023

	Actual Year to Date June 2021	Actual Year to Date June 2022	Actual Year to Date June 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	32,056,348	35,103,009	35,176,623	73,614	0.2%	35,729,173	2%
Property Taxes	14,048,177	14,436,300	14,712,216	275,916	1.9%	14,699,468	0%
Tuition and Fees	21,903,957	16,828,257	16,849,542	21,286	0.1%	16,698,196	-1%
Federal Grants	225,516	6,066,470	-	(6,066,470)	-100.0%	-	-
Other Revenues	1,489,222	1,522,579	2,562,520	1,039,940	68.3%	1,622,522	-58%
Transfers from Other Funds	-	16,887	-	(16,887)	-100.0%	-	0%
TOTAL REVENUES	**69,723,220**	**73,973,502**	**69,300,901**	**(4,672,601)**	**-6.3%**	**68,749,359**	**-1%**
Expenditures							
Salaries	35,953,737	36,605,353	37,031,509	426,156	1.2%	39,820,232	7%
Health Care	6,501,094	6,405,652	6,169,597	(236,055)	-3.7%	6,606,480	7%
Fringe/Taxes	13,321,480	13,338,630	13,021,279	(317,351)	-2.4%	13,911,783	6%
Personnel Subtotal:	*55,776,311*	*56,349,635*	*56,222,385*	*(127,250)*	*-0.2%*	*60,338,495*	*7%*
Materials & Supplies	6,931,566	7,916,192	9,328,259	1,412,067	17.8%	10,263,108	9%
Grants in Aid/Tuition Waivers	913,987	796,845	810,064	13,219	1.7%	1,030,914	21%
Debt Service	2,409,225	2,571,574	2,542,938	(28,635)	-1.1%	2,543,427	0%
Transfers to Other Funds	487,292	487,292	4,087,292	3,600,000	738.8%	4,287,292	5%
TOTAL EXPENDITURES	**66,518,381**	**68,121,537**	**72,990,938**	**4,869,401**	**7.1%**	**78,463,236**	**7%**
Rev Greater (Less) Than Exp	**3,204,839**	**5,851,965**	**(3,690,037)**	**(9,542,002)**	**-163.1%**	**(9,713,877)**	
Beginning Fund Balance	**9,557,976**	**15,402,319**	**20,549,976**			**19,535,549**	
Ending Fund Balance						**9,821,672**	
As a percentage of expenditures						*13%*	

GLOSSARY

Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full-time equivalent (SFTE) and a growth management component. The amount budgeted for 2023-2024 reflects Mt. Hood's estimated share of the biennial state support amount of $795 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 2023/24 is $122.00 per credit hour recorded in the General Fund. A technology fee of $7.00 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.

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: *September 20, 2023*

ITEM TITLE: **7.1e**

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

Early Head Start/Head Start News from the Director

August 2023

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 working on implementing a professional development pathway in partnership with the college to support staff in their professional growth. This will give underserved communities increased access to opportunities for education and earning their Child Development Associate (CDA) credential and degree. Supporting these staff in their professional growth will increase the representation of staff from diverse linguistic and cultural communities in more leadership positions in our program.
- CDFS provided interpretation in Arabic and Spanish during pre-service training.

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

- CDFS staff participated in a Self-Compassion & Resiliency training led by Alison Beanblossom. This training included strategies for healthy boundaries and self-care.
- CDFS is in the process of implementing the Georgetown Model of Early Childhood Mental Consultation to better support our staff, children, and families. CDFS Directors are receiving training and technical assistance from Georgetown to facilitate this process.
- Staff worked on cleaning the exterior of Maywood Park and the Annex, improving the campus appearance for the beginning of the Fall Term.

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

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.*

- Over the summer CDFS moved all program documents to SharePoint.
- During pre-service training, CDFS staff were given an IT overview and trained on OneDrive, SharePoint and Teams. These platforms will facilitate communication within and between teams as well as creating more opportunities for collaboration.

Objective D.7: *Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent with current workplace/industry needs.*

- **CDFS** secured the lease of a new warehouse. Items stored in Clackamas are in the process of being moved over to the new warehouse. The new warehouse has a separate office designated for facilities and transportation staff. This warehouse will also be used for the development of our centralized purchasing system that will alleviate workload for site managers, streamline purchasing, and allow a more efficient use of our funds.

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

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

- CDFS is partnering with PDX Diaper Bank to centralize diaper purchasing for all our sites. This will ease some of the purchasing that site managers are required to do as well as result in cost savings.

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

- CDFS participated in Rock the Block on Saturday, August 26ᵗʰ, at the downtown Rockwood Plaza. We were able to connect with community partners in supporting families and sharing information about our programs.

Enrollment Report for August 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.

August 2023 Enrollment Data:

- EHS funded: **263,** EHS Enrollment: **127,** EHS Waitlist: **246**
- HS Funded: **903,** HS Enrollment**: 49,** HS Waitlist**: 407**

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
August 2023

		% Attendance	
Early Childhood Center		64.49%	
Hazelwood		60.78%	
KinderCare /PB		100.00%	
KinderCare/G		87.41%	
Little Friends Day School		83.33%	
Little Pixie		66.67%	
Love Bugs		79.75%	
Love Bugs Too		60.53%	
Melody's Munchkins		70.00%	
Melody's Munchkins Lit. Blossoms		75.00%	
Melody's Munchkins Little Blooms		66.18%	
Pixie Child Care		64.91%	
Russellville		100.00%	
MHCC CDFS		76.03%	
Report Totals		76.03%	

Mt. Hood Community College 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 presupesto 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)

2022-2023	BUDGET	ACTUAL	DIFF		Expenses	Salaries & Benefits	$	14,284,662
FED/STATE HS	$ 15,224,134	$ 13,519,138.50	89%			Equipment	$	-
CL HS	$ 592,747	$ 444,611.01	75%			Travel	$	89,595
FED EHS	$ 3,653,682	$ 2,404,755.30	66%			Supplies	$	1,039,273
OR EHS	$ 1,068,152	$ 608,701.98	57%			Contractual	$	1,570,241
CL EHS	$ 579,865	$ 501,316.52	86%			Others	$	545,565
Preschool Promise	$ 291,000	$ 206,132.33	71%			Property Services	$	1,409,028
Baby Promise	$ 151,200	$ 77,253.51	51%			Indirect	$	1,969,195
MIECHV	$ 208,000	$ 197,612.28	95%				$	20,907,559
TERC-HSE	$ 66,768	$ 25,981.91	39%					
TERC-Dialogos	$ 8,000	$ 2,115.07	26%					
USDA	$ 804,584	$ 228,142	28%					
CCP	$ 1,777,930	$ 2,056,283.53	116%					
COVID	$ 224,342	$ 224,342	100%					
Training	$ 499,046	$ 411,172.86	82%					
	$ 25,149,450	$ 20,907,559	83%					
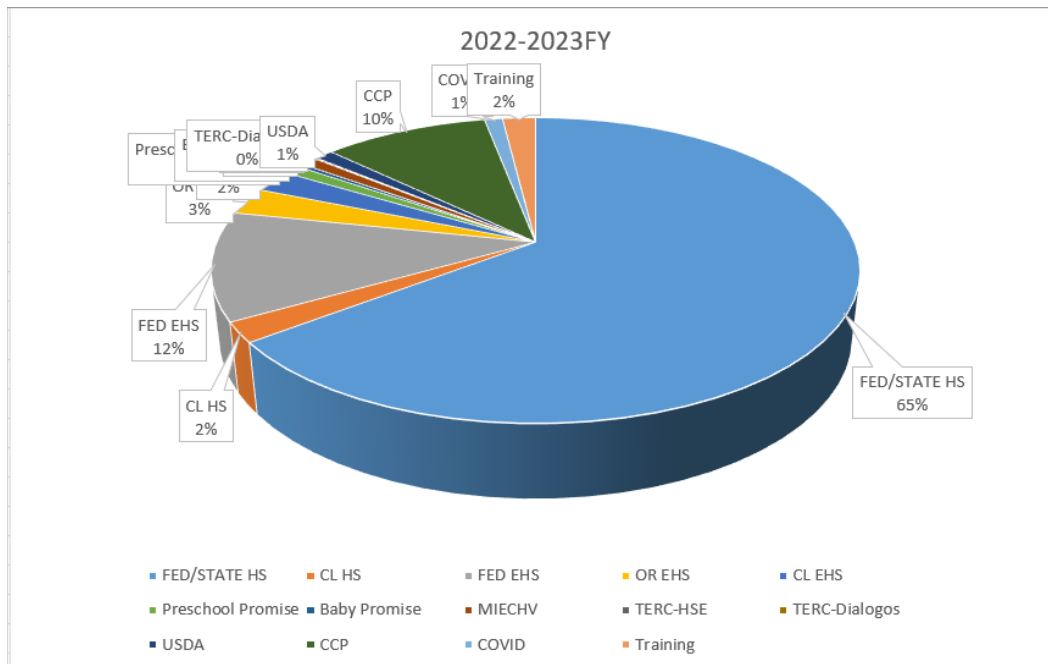
DHS Child Care REIMBURSEMENT FUNDS	AMOUNT BUDGETED	Amount Spent	Amount Received
Month Total	326,195	15,648	73,874
Year to date Totals		$174,219	$303,852
***Child Care reimbursements have a lag time of up to 60 days			

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

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

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

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

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

Closing Date 06/20/2023

Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV - 5237/8	EHS-CCP - 5113	EHS Expansion - 5110	Totals	
	5100/5101/5102 5109/5619/5620	5119	5120	5251	5237/38	5113	5110		
Center Supplies	27,836.46	7,483.12	1412.36	2,880.39	77.30			$39,689.63	7400/7401/7402/7403/7404/7412/7413/7414/7415/7416
Computer Supplies								$0.00	7019
Dental/Medical								$0.00	7610
Education Supplies	13,756.76	2,090.79	752.82	2,118.30	32.67			$18,751.34	7020
Family Services Supplies	135.67	31.31						$166.98	7407
Health Supplies	444.84	90.48						$535.32	7010
Kitchen Supplies	201.16	267.14						$468.30	7410
Office Supplies	2,063.37	1,139.66						$3,203.03	Maywood/7000
Other Costs	3,143.10	725.33						$3,868.43	7499/7300
Parent Activities	1,217.50	172.03						$1,389.53	7406/7406-5100
Postage	0.63							$0.63	7005
Pre-Employment	554.72	28.32						$583.04	7018/7515
Site Repair/Maintenance	10,785.92	5,090.86		16.80				$15,893.58	7700
Training	14,668.37	4,286.95	3.60			752.49		$19,711.41	7251/7555/7568/7253
Vehicle Costs	7,608.67	1755.84						$9,364.51	7061
Utilities	217.78	396.20				129.18		$743.16	7391
Total	**$82,634.95**	**$23,558.03**	**$2,168.78**	**$5,015.49**	**$109.97**	**$881.67**	**$0.00**	**$114,368.89**	

Frequent Vendors	Supplies
Albertsons	PCCM Supplies
Cash N Carry (C&C Smart)	Parent Center Committee Meeting (PCCM)
Discount School Supply	Classroom Supplies
Dollar Tree	PCCM Supplies
Fred Meyer	Classroom/Site/PCCM Supplies
Grocery Outlet	PCCM Supplies
Home Depot	Site Repair Supplies
Safeway	PCCM Supplies
Target	Classroom/Site/PCCM Supplies
Walgreens	Site Supplies (Photo Processing)
Walmart	Classroom/Site Supplies

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

A plan for preparing for the coming programs starts early and before the summer season, and this plan consists of different projects:

1- The EPSDT project: To support the two important domains of school readiness "Health and Nutrition", the agency needs to determine all of the children are up to date on the Early, Periodic, Screening, Diagnosis, and Treatment (EPSDT) in health screening that was approved by the Oregon Health Plan. The goal is to improve our statistics and reach more than 90% of statistics with each of the required child health screenings per EPSDT.

The plan consists from:

a) Creating and updating health procedures that support the EPSDT. Each of the procedures should have training materials, resources, and monitoring tools:

Head Start

Name of the health procedure	New	Updated only	Training resources	Monitoring tools	Statues
Care plan procedure	New		PPT and training resources	Medication monitoring tool	Complete
Daily Health Check	New		PPT and training resources	CP Monitoring Report	Complete
Measuring Head Circumference	New		PPT and training resources	CP Monitoring Report	Complete
EPSDT procedure	New		PPT and training resources	CP Monitoring Report	Complete
Vision screening procedure	New		PPT and training resources	CP Monitoring Report	Complete
Hearing screening Procedure	New		PPT and training resources	CP Monitoring Report	Complete
TB risk assessment	New		PPT and training resources	CP Monitoring Report	Complete
Lead Risk assessment	New		PPT and training resources	CP Monitoring Report	Complete
Newborn home visit assessment	New		Form	CP Monitoring Report	Complete
Safe sleep Procedure		Updated	New PPT	PPT addendum	Complete
Medication administration		Updated	New PPT and training resources	Medication administration Monitoring tool	Complete
Communicable disease Guidance		Updated	New PPT and training resources	CP Monitoring Report	Complete
Sunscreen Procedure		Updated	Form	Safety checklist	Complete

b) Providing 13 health training for the staff during the Pre-services training. Some of the trainings are provided for the first time for the staff. These include:
- Health enrollment training.
- Care plan training.
- Daily health check training.
- Vision screening training.
- Hearing screening training.
- Sick child exclusion
- Safe sleep addendum.
- General medication administration training.
- So far, the health team in collaboration with the RN provided 5 specialized training for children with chronic health concerns.

c) Working with the ERSEA team to update the CP sections and contents to be clearer and more effective in counting the PIR reports.

2- In order to catch the 30, 45 days, and 90 days of the health screening; the health team performed health screening for the home-based kids at the Yamhill and Glisan. These screenings include hearing, vision, growth, and Hemoglobin which were performed for the first time at our agency.

3- The health team in collaboration with All Smiles (D3) completed the first dental screening for most of the home-based and center-based dental screening.

Dental screening Data at enrollment:

There were 358 screenings completed:

- 324 received fluoride.
- 3 children had urgent dental needs
- 1 child had elevated dental needs

4- In order to support our children in getting updated immunizations per Oregon School requirements, the health team is arranging an immunization event on September 8th at the Rockwood Stark site.

5- In collaboration with the ELKs vision screening program, ELKs will provide vision screening for all HS kids starting on Oct 2023. In addition, ELK is planning to use one of our sites (The Sunrise) to have a video and photo promotion for OHSU program.

6- A project to support the OHSU research project on stress levels among immigrants (more details coming soon)

CACFP Report

Pre-Service

Traditionally, Child and Adult Care Food Programs (CACF) trainings have occurred in all-staffs, where general information was given to all. This year, training has been split between Nutrition Aides, Maywood Staff and Family Advocates, and Classroom staff and Education Site Managers. The goal is to better focus relevant information to these groups regarding CACFP. Thus far, the training courses have been successful and have allowed greater detailed discussion. To serve CACFP funded meals, all staff that work with the provided food (ordering the food, preparing the meal, serving the meal, etc.) must have CACFP training in order to make reimbursable claims.

The training for Nutrition Aides had 13 attendees. The training for Maywood Staff and Family Advocates had 30 attendees. The training for Classroom Staff and Education Site Managers is occurring on 9.8.23, with an estimated attendance of 120.

The CACFP application and budget have been submitted in a timely manner, with some revisions having been done to both as of 9.7.23 as required. The program is still waiting for confirmation that all information provided to Oregon Department of Education has been accepted and approved.

Meal Counts

June 2023 Meal Counts for Program – 2987

July 2023 Meal Counts for Program – 2033

August 2023 Meal Counts for Program – 790

Summer months are typically lower in numbers due to fewer operating classes and operating days.

For the 2022/2023 program year, CDFS served 136,779 reimbursable meals.

Family Services Report

 The Oregon Health Authority purchased portable air conditioners meant to prevent heat illness for people on public health plans and distributed 30+ units to MHCC Head Start/Early Head Start Families during the heat wave (thanks to Laura for delivering a few straight to family's doorsteps).
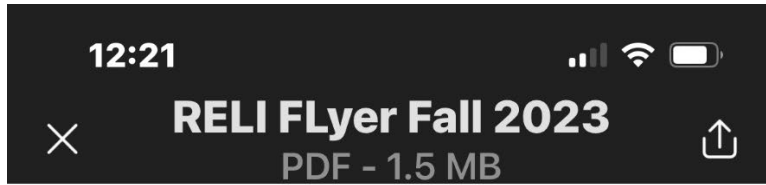
Family Advocates, Family Support Specialists, and Combo Teachers are busy connecting with families to complete enrollments and already jumping into action to provide services and meet needs. We received 100 brand new shoes + 200 socks through a grant that sparkle and light up and we cant wait to hand them out to families and watch the sparkle and lights in those little ones eyes light up with these shoes that are just too cute!

New partnerships with Financial Beginnings for a financial wellbeing series are in the works to bring both virtual and in-person workshops to MHCC HS/EHS families around IDA's, savings, understanding pay checks w2 and w4's, and so much more.

Continued partnerships with RELI to bring ESL classes starting in October on Mondays and Wednesdays in the Rockwood area

Rock the Block event: got to connect with current families and past families

Head Start

MT. HOOD COMMUNITY COLLEGE

MHCC Head Start Policy Council

Meeting Minutes Summary

Location: Zoom

Date: Thursday, August 10, 2023

The meeting was called to order at 6:05pm.

A 51% quorum was NOT established.

- There were seven Policy Council members and seven MHCC staff members.

MHCC Policy Council (PC) Meeting Minutes for 06/15/23

- PC President Grace Dietrich read the meeting minutes.
  - A vote was taken to approve the meeting minutes, via the Zoom chat.
    - **---Motion <u>PASSED</u>**

Children's Levy and OPK (Oregon Pre-Kindergarten) Grant

- Executive Director Dr. Hilda Pena-Alfaro presented the contracts.
  - A vote was taken to approve both the Children's Levy and OPK grant, via the Zoom chat.
    - **---Both Motions <u>PASSED</u>**

The meeting was adjourned at 6:57pm.

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1f

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

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on June 21, 2023, the Board of Education of Mt. Hood Community College District adopted the fiscal year 2023-24 budget and made appropriations; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2023, 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, 2023. Therefore, BE IT RESOLVED that on September 20, 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, 2023.

It is requested to transfer the appropriated budget from General fund (01) Instruction, Instructional Support and Plant Additions to General fund (01) College Support Services and Contingency. Reallocations will be used to fund a Student Basic Needs Coordinator, increase part time hourly and transfer equipment allocation to instruction. The reallocation also includes Materials and Services approved through the new fund request process for 2023-2024.

It is requested to transfer the appropriated budget from Technology Projects fund (07) College Support Services to Technology Projects fund (07) Plant Additions, in the amount of $173,521 for projects that meet the capital improvements threshold.

It is requested to transfer the appropriated budget from Trusts fund (51) Student Services to Trusts fund (51) Plant Additions, in the amount of $13,781 for an equipment purchase that meets the capital equipment threshold.

It is requested to transfer the appropriated budget from Associated Student Government fund (52) Contingency to Associated Student Government fund (52) Student Services, in the amount of $82,802 to fund the Barney's Pantry Coordinator position.

Transfer request by function:

General Fund (01) - Function	Adopted Budget June 2023	Transfer	Amended Budget
Instruction	$ 32,709,338	$ (28,605)	$ 32,680,733
Instructional Support	11,330,397	(12,351)	11,318,046
Student Services	8,410,196		8,410,196
Community Services	114,800		114,800
College Support Services	15,548,722	46,151	15,594,873
Plant Operations and Maintenance	6,091,016		6,091,016
Plant Additions	370,000	(11,500)	358,500
Debt Service	2,660,906		2,660,906
Financial Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,522,461	6,305	5,528,766
Total Appropriations	84,346,662	-	84,346,662
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	$ 85,927,607	$ -	$ 85,927,607

Technology Projects Fund (07) - Function	Adopted Budget June 2023	Transfer	Amended Budget
College Support Services	2,169,133	(173,521)	1,995,612
Plant Additions	40,000	173,521	213,521
Total Appropriations	2,209,133	-	2,209,133
Total Budget	$ 2,209,133	$ -	$ 2,209,133

Trusts Fund (51) - Function	Adopted Budget June 2023	Transfer	Amended Budget
Student Services	$ 504,096	(13,781)	$ 490,315
Plant Additions	5,000	13,781	18,781
Total Appropriations	509,096	-	509,096
Total Budget	$ 509,096	$ -	$ 509,096

Associated Student Government Fund (52) - Function	Adopted Budget June 2023	Transfer	Amended Budget
Student Services	$ 885,679.00	$ 82,802	$ 968,481.00
Plant Additions	150,824		150,824
Contingency	328,302	(82,802)	245,500
Total Appropriations	1,364,805	-	1,364,805
Total Budget	$ 1,364,805	$ -	$ 1,364,805

Transfer request by object:

General Fund (01) - Object	Adopted Budget June 2023	Transfer	Amended Budget
Personnel Services	$ 63,420,706	$ 76,901	$ 63,497,607
Materials & Services	10,783,763	(71,706)	10,712,057
Capital Improvements	370,000	(11,500)	358,500
Debt Service	2,660,906		2,660,906
Grants in Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,522,461	6,305	5,528,766
Total Appropriations	84,346,662	-	84,346,662
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	$ 85,927,607	$ -	$ 85,927,607

Technology Projects Fund (07) - Object	Adopted Budget June 2023	Transfer	Amended Budget
Materials & Services	2,169,133	(173,521)	1,995,612
Capital Improvements	40,000	173,521	213,521
Total Appropriations	2,209,133	-	2,209,133
Total Budget	$ 2,209,133	$ -	$ 2,209,133

Trusts Fund (51) - Object	Adopted Budget June 2023		Transfer		Amended Budget	
Personnel Services	$	83,096			$	83,096
Materials & Services		421,000		(13,781)		407,219
Capital Improvements		5,000		13,781		18,781
Total Appropriations		509,096		-		509,096
Total Budget	**$**	**509,096**	**$**	**-**	**$**	**509,096**

Associated Student Government Fund (52) - Object	Adopted Budget June 2023		Transfer		Amended Budget	
Personnel Services	$	358,442	$	82,802	$	441,244
Materials & Services		527,237				527,237
Capital Improvements		150,824				150,824
Contingency		328,302		(82,802)		245,500
Total Appropriations		1,364,805		-		1,364,805
Total Budget	**$**	**1,364,805**	**$**	**-**	**$**	**1,364,805**

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1g

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.

Administrative Costs	1,078,903
Funds to administer grant programs and to account for the administrative allowance moneys of the grant programs. (Other)	
Childcare Resource & Referral, Preschool for All	4,517,323
Childcare Resource & Referral, WSI JP Morgan Childcare	190,000
Childcare Resource & Referral, WSI Reinvestment Fund Childcare	147,000
Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)	
Head Start, Federal	10,682,108
Head Start, State	11,997,860
Head Start, USDA	800,000
Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)	

OHSU Dental   7,314

Funds to provide clinical and cultural competency training for dental students to prepare them for clinical experiences with HIV positive patients. (Federal)

State of Oregon XI-G Bond   8,000,000

Funds to help complete accessibility upgrades, dental hygiene lab, & deferred maintenance projects. (State)

Workforce Connections, Career DWG	60,000
Workforce Connections, Comp Strategies 2	2,500
Workforce Connections, Comp Strategy SNAP	22,985
Workforce Connections, DWP Readjustment	118,333
Workforce Connections, Implementation	34,583
Workforce Connections, IRCO	5,341
Workforce Connections, Liaison Services	26,912
Workforce Connections, Multnomah County Stability	29,900
Workforce Connections, Prosperity	258,000
Workforce Connections, Rapid Response	41,760
Workforce Connections, STEP Expansion	18,895
Workforce Connections, WSI WEX	2,499
Workforce Connections, WSI WEX SNAP	103,334

Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)

Total   38,145,550

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1h

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

SUBJECT: APPROVAL TO UTILIZE GOODS 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 remodel the MHCC bookstore into an equity and community resource center.

The college received nine (9) bids in response to the solicitation. The administration recommends awarding the contract to **Brockamp & Jaeger Inc.** The contract term will be through approximately 04/01/2024 and not to exceed $950,000.

RECOMMENDATION: Approval to award a contract to Brockamp & Jaeger Inc.

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 20, 2023*

ITEM TITLE: 7.1i

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

SUBJECT: APPROVAL TO INCREASE GOODS OR SERVICES CONTRACTS IN EXCESS OF $150,000: Madison Ave. Collective

The College expects to require **more** goods or services from the vendor listed below during the 23-24 fiscal year.

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

Vendor name	Goods/services to be provided	Increase expenditure amount
Madison Ave. Collective	Website Information Architecture and Wireframe Templates Development Services	From $175,000 to $220,000

RECOMMENDATION: Approval to increase the contract to the vendor listed herein, for goods and/or services of the nature described through June 30, 2024, for a cumulative total amount not to exceed the amount listed.

Divisional Updates for
Student Development Division

- **Teaching & Learning**
- Student Orientation Day-We are looking for volunteers for Student Orientation Day (Sept. 14 and15). We invite faculty and staff to [volunteer](#) . This is the college's best opportunity to make a great first impression on our incoming students and to ensure they feel welcome on our campus as they begin this important journey. Volunteers are needed to help with checking students in, giving students directions, serving food, setting up and taking down games, etc. Questions? Please reach out to [Doctor Abio Ayeliya](#).

- We have successfully completed our 5 weeks summer student leadership training and onboarding. We have 22 student leaders that received training and boarding to better understand their job responsibilities and be ready to serve students this year. We are so excited for these student leaders and their learning at MHCC.

Student Development Update

- The Financial Aid staff held their first annual retreat at Bruning Center on Wednesday, August 30. The 8-member team focused on getting up to speed on the 2024-25 FAFSA Simplification changes so they will be equipped to serve students, parents, and the college community. Additional trainings are being planned this Fall for financial aid staff, campus partners, and students. The 2024-25 FAFSA is expected to be released for students in December 2023 (as opposed to the typical release date of Oct. 1).

- **Educational Programs & Support Services**

  Testing Services – our tracking of college placement completes shows we are trending 25% higher than last year!

	2023	2022
College Placement Testing	167	98
GPA MTH	65	53
GPA RD/WR	68	45
Self-Placement RD/WR	0	1
HS Data Math	82	46
HS Data RD/WR	72	64
SBAC MTH	3	4
SBAC RD/WR	12	3
GED MTH	3	2
GED RD/WR	2	6
# of Students who Benefited from MM	178	132
Other tests	458	281

  Accessible Education Services (AES)-we are active and helping our students in transition with accommodations from local high schools in preparation for their first term at MHCC!

Student Development Update

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

Accessible Education Services (AES)-we are in preparation for our annual compliance training for accessibility for campus events/community members.

- **Facilities and Technology**
- Barney's Garden- This summer we have been working on preparing Barney's Garden for Fall planting. We have cleaned out the area and prepared 9 garden boxes. We have received overwhelming support from students, staff, VPs, and coaches. Thanks to everyone who has volunteered and supported Barney's Garden. Together we will grow food to support our students through the pantry. BIG thanks to facilities folks for been our great partner on this work and always working with us.

- **Community Connections**
    - ○ 'Bienvenido a MHCC' Event: Almost 300 incoming and prospective students and family members came to campus on 7/29 for bilingual tours, connections to campus resources and sense of belonging building!

Instruction
Betsy Julian
September 2023

<u>**Goal A: Teaching & Learning:**</u>

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.

- In collaboration with the Digital Marketing and Communications team and the Office of Diversity, Equity and Inclusion, Health Professions is generating a webpage repository of equity, inclusion, and anti-racism resources in the context of healthcare.

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

- The Nursing division hosted four open house sessions for new students starting the program in FA23 and WI24. They were encouraged to bring family members as well so everyone could get a sense of the environment they would be learning in for the next two years. We had a high turnout for each session and positive responses that this helped prepare them for the start of the program.

<u>**Goal B: Educational Programs & Support Services:**</u>

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 apprenticeship department worked closely with the Sheet Metal Institute to identify general education curriculum outcomes in their classes allowing apprentices to earn their AAS degree upon completion of the apprenticeship.

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 Planning Work Group began to work on a short session at the Fall 2023 In-service to introduce the latest draft of the Academic Program Plan to the campus community. This will be the beginning of a short feedback period on the current draft. MHCC employees will be able to give feedback on the plan early in the fall term.

Instruction Update

Organizational Structure, Systems & Processes:

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

- In collaboration with Health Professions, the Office of Assessment and Institutional Effectiveness developed a data dashboard for viewing the demographics of applicant pools and admitted students with restricted entry programs. This data may be helpful in creating systems with equitable outcomes.

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.

- Mt. Hood Community College was acknowledged by RTI and World Education as offering quality Career Pathways programming with strategic integration of multilingual strategies related to career seekers and career pathways planning. We were invited to be part of a national panel via a webinar.

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

- Dr. Carri Claycomb, Dean of Nursing, was appointed as a new Board member acting as treasurer for the StudentMax Consortium. The consortium includes education and healthcare clinical partners to support the clinical education of nursing students.

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.

- Dr. Kristin Lima, Dean of Applied Technology, Business and Information Systems, participated in the Manufacturing Industry Consortium which will provide recommendations to Higher Education Coordinating Commission (HECC) on future investments in Manufacturing education.

Administrative Services
Jennifer DeMent
September 2023

Goal B-Educational Programs and Support Services Provide the Full Range of Educational and Support Programs and Services Needed to Allow Students to Meet their Educational, Career,

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

- Information Technology reimaged 32 Student Basic Needs **laptops** for fall re-issue to new students.

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 subscribed to Indeed's Resume Search feature. This subscription allows MHCC to contact qualified job seekers directly. It is proving to be an **excellent tool for increasing the diversity of candidate pools** and identifying candidates for highly skilled or hard-to-fill positions.

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 is engaged in **employee open enrollment**. Employees enroll in or change their medical, dental, vision, and other optional insurance plans during this period. We expect about 650 enrollments.
- Human Resources has been busy preparing for and implementing **Oregon's new paid leave law**, which went into effect September 3. This new program allows employees to take protected time off for qualifying events with pay. MHCC has elected to provide an equivalent plan through The Standard Insurance Company.

MT. HOOD
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- Human Resources has facilitated a second round of the **Continuous Performance Development** cycle, a process designed to encourage reflection, development, and discussion between supervisors and their team members (in this case, managers, confidential employees, and classified staff). The cycle includes two parts—the Individual Strategic Plan (ISP), which lays out up to three of a 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. The completion rate was 99% for managers and confidential employees!
- Information Technology and Human Resources have partnered to create an **Equipment Return Guideline** to ensure employees return College equipment when separating from their employment.

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 on the IT Technical/back-end portion of the **website project**:
  - Administrative regulations and board policies templates and pages have been created in Cascade Content Management System (CMS).
  - News template and index page completed in Cascade CMS.
  - Directory page proof of concept completed in Cascade CMS.
  - Program details, FAQ, and after-graduation templates were completed in Cascade CMS, and existing page content types were updated.
  - Imported student help site pages for Online Learning cascade CMS site and added some functionality for their existing template
  - Cascade CMS user groups and access permissions were added to the mhcc.edu site.
  - The workflow was finalized and applied at the folder level for editors to the Cascade CMS mhcc.edu site. (This is the process for departments to update their content and flow to Marketing for review/approval and release.)
- One thousand four hundred fifty-two web-related service requests have been completed since the beginning of the fiscal year.
- IT Web Services Report Information – August
  - We received 23,073 visits to our website, with 36,073-page views and 11,868 interactions.
  - Highest users by city:
    - Portland – 8.6k
    - Gresham – 5k
    - Seattle – 4.6k
  - Users by device:

  o Desktop – 50%
  o Mobile – 49.9%
  o Tablet – 1.0%

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

- South Campus stormwater improvement project – Installing bioswales in parking lots R, S, T, and U on South campus to gather and filter stormwater to prevent direct flow to Kelly and Beaver creeks. Project completion is estimated for this fall, with Lots R and S completed before the start of the Fall term.

- Included a News & Notes article describing some more **routine IT changes** that were done during the summer. These are tracked in a change calendar on 25-Live.

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.*

- A **Dental Hygiene** observation form was added, and updates/improvements were made to the Dental Hygiene application for the limited and restricted entry portlet.
- The **Community Education** system was upgraded, adding enhancements for grading, branding, and coursework.

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

- The plan is tracking to schedule, with the need's analysis completed through August. Prioritization and draft plan are in the works in September.

Objective D.7: *Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs.*

Administrative Services Update

- The following **MAC labs** were reimaged and prepared for the start of term in addition to more efficiently maintaining software updates and providing students with the newest MacOS and versions of Adobe products:
  - AC 1386
  - AC1391
  - AC1392
- Lab AC 1365 was set up and reimaged; this was a complete rebuild to upgrade outdated and failing computers for **video editing classes**. The new devices are much more powerful Macs with good displays and running the newest versions of all software. This is a significant improvement for students and security.
- IT set up and deployed 55 new iPhones and 85 iPads for our **CDFS** workers. This was primarily much-need upgrades to older, outdated equipment with security issues and re-issued many newer iPads.
- Technology summer upgrades for the **Library** included imaging 26 new laptops for the Library to replace 16 aging circulation laptops and refill the Library classroom cart with new equipment.
- Summer upgrades are nearly complete and also include upgrading 102 computers within the **Maywood Campus labs,** including CSC, Maywood 303, and the Annex. These all had outdated computers with security concerns; new devices are more powerful and secure.
- The **IT support teams** closed 560 tickets and took 890 calls during August.
- IT supported seven **significant events** on campus requiring AV setup.
- **Cyber-Security – Recap of risks identified and/or blocked for July:**
  - Microsoft has changed its reporting center/dashboard, so only email information will be reported until we can create a new report based on the new reporting information we are receiving.
  - Email:
    - 9,965 instances of phishing blocked
    - 7,673 instances of Spam blocked
    - 55 instances of email malware were blocked (11 were attachments, the remainder (44) were URL links)
- **Cyber-Security – Recap of risks identified and/or blocked for August:**
  - Email:
    - 10,267 instances of phishing blocked
    - 7,752 instances of Spam blocked
    - 46 instances of email malware were blocked (28 were attachments, the remainder (18) were URL links)

College Advancement and District Communications
Al Sigala

September 2023

Teaching and Learning:
District Communications (DC) assisted business and information technology with the beginning stages of developing information needed to conduct a marketing campaign around the Bachelor of Science degree in Cybersecurity.

District Communications also helped promote a number of Political Science courses, and provided support to high school services through print deliverables for distribution.

Staff attended a webinar by the Chronicles of Philanthropy about the recent SCOTUS decision about admissions, its broader implications and how it could eventually affect Foundation scholarships. Staff is working on a report about protected class and scholarships for the Foundation and will present the information to the Scholarship Committee in October. With both the committee's and the donor's approval, we will update our scholarships with a "preference" for protected classes.

Education Programs and Support Services:
District communications continued to provide support for various marketing objectives for departments across the college including student development, the office of instruction, the office of the president, and admissions and recruitment. Many of these projects included important work on developing user-friendly tools such as a self-guided tour for prospective students, marketing deliverables for New Student Orientation, and information regarding the international student programs and offerings.

Organizational Structure, Systems, & Processes:
District communications interviewed and hired the final member of their team; a new part-time graphic designer, who will focus on photo and videography and will begin in her job in September.

Our team conducted a campus-wide, professional, two-day photoshoot to update all marketing collateral and in preparation of the new website launching this winter. Current MHCC students are the featured models and the photoshoot included photos of the recently remodeled dental hygiene clinic, the nursing lab, and campus beauty shots. This effort will continue throughout the year.

We also created new social media guidelines and processes for internal stakeholders who desire to launch social media channels. The Content and Public Relations Coordinator has begun meeting with stakeholders to review guidelines and onboard departments.

College Advancement and District Communications Update

Other work included our AVP of Marketing and Communications working with the VP of Instruction to develop a new program marketing rubric. We want to make sure our program offerings are communicated to the public.

<u>Facilities and Technology:</u>
The District Communications team continues its work with IT and external vendor MAC on the website revamp. The website phase is now heavily reliant on the content editors across the college and the digital strategist continues to meet with content editors on a weekly basis. We are also working on a more robust toolkit for our editors and collaborators in concert with IT.

Al continues to work with the Foundation's realtor on the sale of the Yoshida Estate. There have been 27 showings to prospective buyers so far. We are optimistic we will be able to sell the estate before winter sets in.

Here's a review of our social media outreach on *Google Search* (August 1-31):
Overall:
- 915k impressions
- 36.1k total clicks
- 3.9% Average Click Through Rate (CTR)

Top Performing Queries:
- "mt hood community college": 3.5k clicks, 9.4k impressions
- "mhcc": 2.9k clicks, 9.4k impressions

<u>Community Connections</u>:
We attended the last of our summer events as we were a hole sponsor and had a foursome at the Gresham Barlow Golf Tournament, a fundraiser for their foundation. We are scheduled to take part in four more community events this Fall including the Wood Village Pumpkin Festival, Barney's Trunk or Treat, the Fairview Christmas Tree Lighting and Wood Village Tree Lighting ceremonies.

Al and Dr. Skari met with Rep. Ricki Ruiz and his staff to continue conversation on the Oregon Opportunity Grant (OOG). Rep. Ruiz and other legislators are scheduling a hearing to discuss the HECC's allocation of the grant to community colleges. The meeting will take place during legislative days in September.

We also kicked off planning for the upcoming legislative session in partnership with OCCA and our sister colleges. This will be a short session of the legislature and we are planning to continue to talk about the disparity in OOG funding for community colleges. A large amount was dedicated to universities as compared to community colleges by the HECC.

College Advancement and District Communications Update

The college hosted the East Portland Chamber of Commerce AM meeting at the Maywood campus. Presenting were Dr. Skari, Annette Mattson, Hilda Pena-Alfaro and Kelly Keith. The group was taken on a tour of Maywood and learned more about our Head Start program.

District communications produced the fall 2023 community education trifold that was mailed out to all MHCC district zip codes. The team is also currently in the final revision stage of the digital *College plus Community* that will be available online for the community.

DC has wrapped up their campaigns with KATU news and 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.
We are also working with Alpha Media to develop a well-rounded digital marketing strategy that will assist with lead generation and application submissions.

Works continues on the Foundation's annual report to be finalized this fall and will feature our new Patron Saint, Diane Noriega.

Preparations continued for the college's involvement in this year's Teddy Bear Parade. We are expecting up to 60 staff, students and family members to march in representation of the college. We will also have a flatbed truck with jazz musicians onboard providing great entertainment for all.

Alumni outreach included the planning of an Alumni of the Year recognition event that will take part along with the Foundation's Winter Reception for donors. Alumni and others will be provided free tickets to the theatrical appearance that evening. Alumni were also provided with free passes to the Columbia Sportswear employee store.