# MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on October 18, 2023, with a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

**Join Zoom Webinar:  Click URL to join**

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Webinar ID:  996 8120 9035

Passcode**:** 926376

## AGENDA
## SESSION 1092

| | | | |
|---|---|---|---|
| **6:30 pm** | **1.0** | **CALL TO ORDER / DECLARATION OF QUORUM** | |
| | 1.1 | Approval of Agenda | |
| | | | |
| **6:35 pm** | **2.0** | **PUBLIC INPUT** | |

*Persons wishing to provide public comment can sign up by using the "Hand Raise" feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled "More". If you join by phone, please press \*9 to raise your hand.  Please clearly state your full name, address, and organizational affiliation, if any, for the public record. Please limit comments to 3 minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this  meeting. Note: The start time for remaining agenda items may vary.*

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|---|---|---|---|
| **6:50 pm** | **3.0** | **REPORTS**  *(10 min report & 5 min Q & A)* | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Financial Update – 1st Quarter and Year-End | Jennifer DeMent |
| | 3.3 | Bond Planning Update | Jennifer DeMent |
| | | | Al Sigala |

**BUSINESS / ACTION**
Consent Agenda:  Approvals & Information

| | | | |
|---|---|---|---|
| **7:20 pm** | **4.0** | a) Minutes – Board Work Session 1089, September 6, 2023 | |
| | 4.1 | b) Minutes – Board Regular Session 1090, September 20, 2023 | |
| | | c) Monthly Personnel Report | |
| | | d) Monthly Financial Report | |
| | | e) Monthly Head Start Report | |

**7:25 pm**  **5.0**  **BOARD MEMBER & COMMITTEE/LIAISON REPORTS**  *(3 min each)*

**8:00 pm**  **6.0**  **CLOSING REPORTS**
6.1  ASMHCC Report
6.2  Advisory Representatives
- Full-Time Faculty
- Classified Employee Association
- Part-Time Faculty & Tutors

6.3  Executive Leadership *(3 min each)*
- Student Development
- Instruction
- Administrative Services
- College Advancement

6.4  President's Report

**8:30 pm**  **7.0**  **ADJOURNMENT**


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

*The next regular board meeting is scheduled on November 15, 2023.*

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

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

October 9, 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 October 2023


As we move in to our fourth week of the quarter, we find ourselves settling into the rhythm of the new academic year. More students on campus this term have brought a new energy, with students on campus all day and a number of events and activities, that encourage them to stay and engage. It's busy, but it feels good.

Last spring, the Association of Community College Trustees (ACCT) and the National Head Start Association (NHSA) announced a new initiative to support childcare at community colleges. The *Kids on Campus Initiative* seeks to open 50+ Head Start classrooms on community college campuses over the next six years. Because of MHCC's unique role in both having Head Start programs on campus, and operating the program for our region, ACCT reached out to us to learn more. On September 21st, Carrie Smith from ACCT came to MHCC and met with Hilda Pena-Alfaro, our Head Start executive director, and Jennifer DeMent, our vice president for finance and administration. We look forward to support ACCT's work in expanding access to childcare on community college campuses.

This year I took on a leadership role with the Oregon Community College Association (OCCA), serving as its treasurer. The position provides a seat on OCCA's executive committee, and is providing me a closer look at the organization's role and potential in our state. This information will be most useful as I step in to the Oregon Presidents Council chair position next year.

I am also continuing my role as vice chair for Greater Portland Inc.'s Higher Education Consortium. This group works to leverage higher education's collective strength to advance regional economic development efforts and competitiveness. Along with MHCC, the consortium includes Clackamas Community College, Oregon Health & Science University, Oregon State University, Portland Community College, Portland State University, University of Oregon, and Washington State University Vancouver.

We closed out September with the Teddy Bear Parade, the widely popular event organized and hosted by the Soroptimists International of Gresham. MHCC was a sponsor and we had a great showing with a number of employees, students, and board members. A new addition this year was the MHCC Jazz Ensemble, playing great music for the parade watchers. A special thanks Directors Bentley, McKeel, and Stroud for participating in the event and to Jenny Ruelas, Kimberly Applin and Shelley McFarland for planning MHCC's presence at the parade and to Charles George and Troy Builta for bringing the college's Chevy Bolt EV.

**Annual goal update**

*Diversity, equity, and inclusion*
No new information this month.

*Community engagement*
No new information this month.

*Bond campaign*
The college released a Request for Proposal (RFP) to secure consulting services to assist with planning for a bond campaign. The due date for proposals in October 11, 2023 and we hope to select a firm by the end of the month.

*Accreditation*
Our Year Seven Accreditation site visit by the Northwest Commission on Colleges and Universities (NWCCU), takes place October 18-20, 2023. We are looking forward to share the work we have been doing. Our Funeral Science Program had its Year Seven reaccreditation visit October 4-6, 2023. We are waiting for the final report, but the preliminary feedback was positive, and the opportunities for improvement are already in process.

In closing, we are off to a great fall quarter. While we will continue to monitor our students' needs, enrollment, and retention, we also want to celebrate all the great work that is happening, and all the success that follows.

*Community/Educational Presentations and Selected Outreach Activities*

| | |
|---|---|
| *Sep 1* | *Oregon Public Broadcasting (OPB) Board of Directors Meeting* |
| *Sep 1* | *MHCC Nursing Program Pinning Ceremony* |
| *Sep 6* | *MHCC Board Work Session* |
| *Sep 8* | *Oregon Community College Association (OCCA) Executive Committee Retreat* |
| *Sep 9* | *OCCA Board Member Training* |
| *Sep 11* | *Meeting with Ryan Sturley, Director of Real Estate Development, College Housing Northwest (CHNW)* |
| *Sep 11* | *Higher Education Coordinating Commission (HECC) Technology Industry Consortium Executive Team meeting* |
| *Sep 13* | *Rotary Club of Gresham Steak Fry* |
| *Sep 14* | *Presented Welcome at New Student Orientation* |
| *Sep 14* | *Meeting with Brad Ketch (Rockwood Community Development)* |
| *Sep 15* | *Meeting with CHNW* |
| *Sep 15* | *Presented Welcome at New Student Orientation* |
| *Sep 17* | *Framework Fundraiser* |
| *Sep 18* | *Meeting with Erika Fitzgerald, City of Gresham* |
| *Sep 18* | *Tour of CHNW Project Turnkey in Gresham* |
| *Sep 18* | *Oregon Presidents Council Workforce Development Committee meeting* |
| *Sep 19* | *Meeting with President Cudd, Portland State University, and President Cook, Clackamas Community College* |
| *Sep 20* | *MHCC Convocation* |
| *Sep 20* | *MHCC Regular Board meeting* |
| *Sep 21* | *Meeting with Directors Speer and McKeel* |
| *Sep 21* | *Meeting with Carrie Smith, Association of Community College Trustees* |
| *Sep 21* | *Meeting with Karen Smith, OCCA and President Tomlin, Tillamook Bay Community College* |
| *Sept 26* | *ACCT/Achieving the Dream (ATD) Data Advisory Group Kick-off meeting* |
| *Sep 27* | *Meeting with Superintendent Fialkiewicz, Corbett School District* |
| *Sep 27* | *ASMHCC Student Welcome Back event* |
| *Sep 28* | *OCCA Treasurer meeting* |
| *Sep 28* | *Legislative Hearing with HECC on Oregon Opportunity Grant* |
| *Sep 29* | *Great Portland Inc. (GPI) Higher Education Consortium meeting* |

*Select Media Mention*

Study finds MHCC contributed more than $420 million in fiscal year 2021-22
https://www.theoutlookonline.com/news/study-finds-mhcc-contributed-more-than-420-million-in-fiscal-year-2021-22/article_fe982de2-4929-11ee-8895-4335e3efcf0c.html

Mt. Hood Community College offers community ensemble wind, choral, jazz classes
https://www.theoutlookonline.com/lifestyle/mt-hood-community-college-offers-community-ensemble-wind-choral-jazz-classes/article_b4ec1130-5320-11ee-999e-8fbd97439e5b.html

MHCC Student Embarks on Journey to Become a Nurse
http://portlandobserver.com/news/2023/sep/20/mhcc-student-embarks-journey-become-nurse/

MHCC President Lisa Skari appointed to interstate education commission
https://www.theoutlookonline.com/news/mhcc-president-lisa-skari-appointed-to-interstate-education-commission/article_65fff190-5cb2-11ee-8e82-0b270e9e2422.html

Mt. Hood Community College theatre announces 2023/24 performances
https://www.theoutlookonline.com/lifestyle/mt-hood-community-college-theatre-announces-2023-24-performances/article_f2e0d5c8-527d-11ee-8fb2-5b16aa7b0627.html

# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 18, 2023*

**ITEM TITLE:  4.1a**

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

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**SUBJECT: APPROVAL OF MINUTES –  September 6, 2023**

### Session 1089

A meeting of the Mt. Hood Community College District Board of Education was held on September 06, 2023, with a Board Work Session at 6:00 pm, in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

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, Jennifer DeMent, vice president, Finance and Administration

Speer called the work session to order at 6:06 p.m.

1.0     BUSINESS

As an opener to the meeting, the board executive assistant, did a check-in with the board on board jacket ordering for community engagement presentations off campus, the new Board SharePoint Site, verification of 2023-2024 Committee Assignments, and Board Check-in Meeting Scheduling with Dr. Lisa Skari.

2.1     Board Retreat Recap
Speer opened up the conversation asking if there any thoughts or comments from the recent board retreat August 2023. Some of the items that were mentioned include:

- Mattson suggested including team building for the group to allow for growth as a board and getting to know each other better, especially in the case of having new board members.
- Stroud commented that she would like to further the discussion on student housing which was brought up at the end of the retreat.

- Bentley asked about taking a closer look at the Boards policies on supporting students, including what type and how much will be provided and how this will be shaped over the next couple of years.
- Mattson asked to have the summarization of the board survey results ahead of time in order to be able take a look and have some discussion around it, before the summer retreat.

Next, there was a continued discussion on the possible future bond campaign, November of 2024. Skari presented the main steps and sub-steps of the Bond preparation timeline:

1. Pre-Bond Planning
2. Bond Planning and Development
3. Community Input
4. Listen, Refine, and Finalize
5. Bond Campaign

Skari noted that the group will approach bond tasks as individual board members or in small groups, not as a large group and opened up the discussion for questions and comments.

Next, the Board's role in the Bond and how their community engagement efforts align with this was discussed as group.

Jennifer DeMent, added to this discussion, by providing an update on the MHCC Facilities Master Plan (which took into account the rough needs of the college, which is based on a 5-10-year outline) and status. DeMent provided next steps in the plan to include, going to the Presidents Council next week and over fall term taking the plan to internal and external communities for feedback for ideas and priorities. Upon this cost estimates will be formulated and then it will be taken back out into the community for further feedback.

A couple important themes to note, that were identified by Board members, to think about is regarding the Bond is:
- The message that we are giving/ sending
- We need to get out that we are a top-ranking school and leader in our community

Skari closed the discussing stating that the next steps in the process will be to work with our designated Bond consultant, who will lead the process and tell the college what need to do, then a committee will be formed. She commented that initial polling of interested parties will inform the timeline. Skari added that OCCA has a training on do's and don'ts which will be helpful and that the college will proceed with the proposed timeline and keep board posted on developments.

### 2.2 Community Engagement Committee

Speer led a discussion on what the board's focus should be for community engagement activity for the 2023-2024. The board discussed the presentations that they want to put priority on completing by the end of the 2023 year and those that they would like to possibly visit from January -June 2024.

Those identified to be of focus by the end of the year include: the cities of Sandy, Fairview, and Cascade locks and the Corbett School District/ Board.

Those identified to be of focus beyond this may include: All feeder school districts/ Boards, the Portland Business Alliance, County Commissioners, Nonprofits, Cultural Groups, Organizations for Those Struggling, and Churches.

Next steps include:
- The Board Community Engagement Committee will meet before the next work session to further identify entities and discuss priorities so discussion and planning can continue.
- The presentations that will happen by the end of the year will be scheduled and details will be planned and coordinated.

### 2.3     Board Goals 2023-2024
Speer began the conversation by discussing the key goal that was identified as the priority of the Board for the 2023-2024 year, that came out of the board retreat August 2023. The main goal is board community engagement planning, under the lens of Bond campaign work. Upon stating this, he opened the floor for feedback. There was consensus on this goal as being a central focus, however, some other areas were also identified as potential items to focus on including, gaining education around barriers student face, collecting data and information on student needs (housing, childcare, etc.), and doing some board development. The additional goals identified will be discussed at future work sessions.

### 2.0     ADJOURNMENT
The work session was adjourned at 7:59 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:** *October 18, 2023*

**ITEM TITLE:  4.1b**

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

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**SUBJECT: APPROVAL OF MINUTES – September 20, 2023**

### Session 1090

A meeting of the Mt. Hood Community College District Board of Education was held on September 20, 2023, with an Executive (Closed) Session at 5:00 pm held in the President's Office, and a Regular Board Meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0    CONVENE EXECUTIVE (CLOSED) SESSION
Members present:  Andrew Speer, board chair, Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, Shatoyia Bentley, Dana Stroud

Additional Attendee:  Lisa Skari, president

Speer called the executive (closed) session to order at 5:08 p.m.

2.0    PRESIDENT'S EVALUATION
The board convened 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.

3.0    ADJOURN EXECUTIVE SESSION
The executive (closed) session was adjourned at 6:01 p.m.

4.0    CONVENE REGULAR SESSION/CALL TO ORDER / DECLARATION OF A QUORUM
Members present:  Andrew Speer, board chair, Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, Shatoyia Bentley, Dana Stroud

Additional Attendees:  Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Betsy Julian, interim vice president, Instruction, 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, Javier Estrada, president, ASMHCC, Emily Phoun, vice president, ASMHCC, Doctor Ayeliya, director, Office of Student Life and Civic Engagement, Ryan Sturley, director, Real Estate & Development - College Housing Northwest (CHNW), David Garnand, executive director - College Housing Northwest (CHNW)

Speer called the board meeting to order at 6:31 p.m. and declared a quorum was present.

### 4.1 Approval of Agenda
Mattson motioned to approve the agenda. McKeel seconded the motion and it passed unanimously.

### 5.0 PUBLIC INPUT
There was public comment provided by:

Jenna Hunt, Full Time Faculty Association (FTFA) Bargaining Team, read a prepared statement from the bargaining team regarding the settling of their contract.

### 6.0 REPORTS
### 6.1 Correspondence
There was no correspondence.

### 6.2 College Housing Northwest
College Housing Northwest (CHNW) representatives, Ryan Sturley and David Garnand, presented to the board about their non-profit organization that has been serving the northwest since 1968. The rent on their buildings are 15-25% below market rents, which makes housing much more affordable for college students. They currently offer 650 units that house over 1,000 students annually. They discussed current affordable housing options for students and future projects they are working on. Garnand stated that homelessness and housing insecurity is one of the biggest issues facing college students, which has led them to create a program called Affordable Rents for College Students (ARCS). The ARCS program works with schools and designated school officials to identify those students who are most in need and assist them with applying for the program and securing housing. Sturley and Garnand answered questions from the Board regarding strategic planning for the next five years, that included their plans for fundraising.

### 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

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

## 8.0    BOARD MEMBER & COMMITTEE/LIAISON REPORTS
Board members shared their report of board committee and liaison activity since the last board meeting.

## 9.0    CLOSING REPORTS
### 9.1    ASMHCC Representative
Javier Estrada (ASMHCC) – he was joined by Emily Phoun, the new ASMHCC vice president and together they gave an update on activities that have been happening in their area including:

- The onboarding of new ASMHCC and Multicultural & Diversity Resource Center (MDRC) student leaders
- September 8-9, 2023 held an ASMHCC Retreat to welcome leaders and orient them in their new role
- Preparing a Barneys Pantry garden for fall, including planting 9 garden boxes
- Awarded 12 incoming students for fall with textbook scholarships; each receiving a $200.00 book voucher to the MHCC bookstore
- Participated in New student orientation day, offering games and hosting new student Q&A and Constitution tables, where students could get questions answered regarding the college and the Constitution
- Took part in welcome week, providing games and music in main mall
- Oct 2-3, 2023 will host a Resource Fair to provide students with available resources on campus and in the community
- Oct 10-11, 2023 will hold a Club Fair for students wanting to get involved
- September 25th week a Voter Registration Drive will be happening on campus to assist students to register to vote and update their voter registrations

### 9.2    Advisory Representatives
John Hasegawa (FTFA) –  he shared that faculty are getting ready for the return of students to campus and they are very excited and he also wished everyone a great fall term ahead.

Michael Flores (CEA) –  he shared the following highlights of things happening with the CEA:
- During in-service they will be hosting a new classified employee orientation and a classified employee lunch.

- Tiffany Davis, classified staff administrative coordinator in Nursing program, at the MHCC Bruning Center, has created a food pantry for the center.

To close his report, he thanked Board Chair, Andrew Speer, for his words during convocation.

Marilyn Pitts (PTFA) – she opened her report by saying that she heard good comments on convocation and the key note speaker, and shared the following information on what is happening with the PTFA:

As part of college Inservice, they are holding a meeting for part-time faculty that will include two presentations, one on the Oregon Paid Leave Act., given by **Violeta** Figueroa, MHCC Human Resources Analyst, and the other on How to Read Your Paystub, provided by Susanne Rose, MHCC HR Analytics & Payroll Manager.

In closing, Pitts, commented that she is pleased about Sergey Shepelov's enrollment report and how enrollment is up 7.4% over last year at this time.

### 9.3    Executive Leadership
John Hamblin (Student Development) –he shared the following highlights, that were not included in his written report:

- 522 new students attended new student orientation, which was due to the proactive outreach efforts by staff; 125 pizzas were provided to the students
- He joined the ASMHCC retreat and commented that the college has some amazing student leaders who are doing amazing work and encouraged others to interact and get to know them.
- Hamblin announced that he and Andrew Speer, Board Chair, will be presenting at the fall Association of Community College Trustees (ACCT) Leadership Congress and Oregon Community College Association (OCCA) Annual Conference on Bringing Adult Learners Back to Campus, offering a playbook which includes a discussion on why students leave initially and incentives to get them to come back to campus. They are also working on offering a future session during a Lunch and Learn type event with The American Association of Colleges and Universities (AACU).

Doctor Ayeliya added to Hamblin's report and responded to a prior Board members question surrounding gardening experience regarding the new Barney's Pantry garden work . He stated that a new Barney's Pantry Coordinator has been hired and they are very passionate and knowledgeable about gardening. Ayeliya also mentioned that college departments can adopt one of these garden boxes to contribute to this work.

Betsy Julian (Instruction) –she shared how excited she was to see everyone back on campus and talked about In-Service, discussing the theme of "Genuine Connections and Positive Outcomes," and about all the social and educational sessions offered, some to include:

Accreditation 101, Health and Safety, Diversity Initiatives, State Funding Distribution Formula Update, Website and Marketing Updates, Student Learning outcomes, Teaching Tips, Dental Hygiene facility tour, and an Ice Cream Social. Julian thanked the Board for saving the Dental Hygiene Program and for getting them the facilities they need, which have in turn provided needed services for the community, including periodontal care.

Jennifer DeMent (Administrative Services) –she had no updates to report.

Al Sigala (College Advancement) – he shared that the college hosted Congressman Earl Blumenauer on campus and on the same day a networking event with the Gresham Chamber of Commerce they were great meetings and connected with a lot of business partners (approximately 40 partners). Sigala highlighted that as part of convocation the Foundation kicked off its yearly Staff Giving Campaign and thanked college staff and faculty for giving towards the student scholarship fund.

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

Skari discussed convocation and how it was a wonderful event, especially with the diverse student panel and the contributions they made through their stories and thanked everyone who was able to attend.

Next, she discussed that the Association of Community College Trustees (ACCT) has recently entered into a partnership with the Department of Education, particularly in the area of Head Start. Their goal is to expand Head Start programs on community college campuses. Due to MHCC already having a Head Start program and experience with providing funding internally, a staff member from ACCT is meeting with the college Head Start program. Their goal is to learn how the college has done this and to figure out how the college can provide insight and support on this initiative, due to having background in that area.

Skari closed her report discussing enrollment stating that the college is up 9.7% for summer, up 10.8 percent for fall, and the Adult Basic Education (ABE) program almost doubled since last year. Enrollment, year to date, shows the college up 10.5%.

### 10.0 ADJOURNMENT
McKeel motioned to adjourn. Noriega seconded the motion and it passed unanimously. The board meeting was adjourned at 8:06 p.m.

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Clerk                                                      Board Chair

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

# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 18, 2023*

**ITEM TITLE:  4.1c**

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

**SUBJECT:  MONTHLY PERSONNEL REPORT**

**MONTHLY PERSONNEL ACTIVITY REPORT**

### NEW EMPLOYEES:

| Name | Position | Department | Hire Date |
|---|---|---|---|
| Blaire, Marlee | Instructor - Billing / Coding | Health Professions | 9/1/2023 |
| Haddix, Suzanne | Student Resource Specialist | Adult Basic Skills | 9/1/2023 |
| Ferguson, Ivana | Instructor - ESL/ABS | Adult Basic Skills | 9/1/2023 |
| Sullinales, Carmen | Family Support Specialist | Child Development & Family Services | 9/5/2023 |
| Grysen, Bernie | Instructor - Mechatronics | Applied Technology | 9/5/2023 |
| Ciang, Huai | Assistant Teacher | Child Development & Family Services | 9/5/2023 |
| Mendez-Martinez, Vanessa | Dental Hygiene Lab Technician | Health Professions | 9/5/2023 |
| Baars, Mia | Assistant Teacher | Child Development & Family Services | 9/5/2023 |
| Moreno, Diana | Director of Small Business Development Center | Small Business Development Center | 9/11/2023 |
| Meehan, Christina | Accountant- Receivables | Business Office | 9/13/2023 |
| Herff, Steven | Barney Pantry Coordinator | Student Life | 9/15/2023 |
| Toliver, Trudy | Community Education Instructor | Community Education | 9/15/2023 |

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|---|---|---|---|
| Danforth, Nell | Graphic Designer | District Communications | 9/19/2023 |
| Hartley, Zach | Instructor - Theatre | Performing Arts | 9/20/2023 |
| Muller, Greg | Fisheries Maintenance Technician | Science | 9/20/2023 |
| Kitsoulis, Luke | Groundskeeper | Facilities Management | 9/20/2023 |
| Feasler, Collette | Faculty Counselor | Career Planning & Counseling | 9/20/2023 |
| Gaynor, Zach | Instructor - Business | Business | 9/20/2023 |
| Little, Jean | Tutor II - Writing | Learning Success Center | 9/20/2023 |
| Graciani, Francisco | Instructor - Biology-Anatomy & Physiology | Science | 9/20/2023 |
| Brazelton, Jennifer | Instructor - Ceramics | Visual Arts | 9/20/2023 |
| Doyle, Lee | Tutor II - Writing | Learning Success Center | 9/20/2023 |
| Priestley, Mitch | Instructor - Computer Science | Applied Technology | 9/20/2023 |
| Johnson, Laurel | Instructor - Early Childhood Education | Social Science | 9/20/2023 |
| Mukhtar, Lubna | Food Service Aide | Child Development & Family Services | 9/22/2023 |
| DeMartino, Louis | Instructor - Music | Performing Arts | 9/25/2023 |
| Roof, Kaitlyn | Teacher | Child Development & Family Services | 9/25/2023 |
| Jones, Mel-Isha | Program Specialist | Child Development & Family Services | 9/25/2023 |
| Currier, Carly | Instructor - Physical Therapy Assistant | Health Professions | 9/25/2023 |
| Gallagher, Rhianna | Instructor - Photography | Integrated Media | 9/25/2023 |
| McCune, Sara | Intake Specialist for the Career Planning & Counseling Center & Veterans Services | Career Planning & Counseling | 9/25/2023 |
| Carmichael, JoAnne | Instructor - Physical Therapy Assistant | Health Professions | 9/25/2023 |
| Grace, Michael | Automotive Tool Room Attendant | Applied Technology | 9/25/2023 |

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|---|---|---|---|
| Caldwell, David | Health and Physical Education Instructor | Health and Physical Education | 9/25/2023 |
| Salmela, Hailee | Classroom Aide | Child Development & Family Services | 9/25/2023 |
| De La Torre, Kukys | Food Service Aide | Child Development & Family Services | 9/26/2023 |
| Burns, Amanda | Instructor - Welding | Applied Technology | 9/28/2023 |
| Sanders, Don | Director of Workforce Development | Workforce Development | 9/28/2023 |

| TRANSFERS/CHANGE IN STATUS: | | | |
|---|---|---|---|
| Name | Position | Department | Effective Date |
| Ryan, Donna | Aquatics Manager | Health & Physical Education, Athletics, Aquatics and Recreation | 9/1/2023 |
| Sanchez Reyes, Maria | Classroom Aide | Child Development & Family Services | 9/13/2023 |
| King, Joe | SBDC Advisor | Small Business Development Center | 9/18/2023 |
| Heinrich, David | Student Resource Specialist-Limited Duration | Adult Basic Skills | 9/18/2023 |
| Abrahams, Della | Instructor - ESL/IECC | Adult Basic Skills | 9/20/2023 |
| Nagy-Light, Marianna | Instructor - ESL/IECC | Adult Basic Skills | 9/20/2023 |
| Munoz Romero, Ana | Instructor - Nursing | Nursing | 9/20/2023 |
| Wilent, Steve | Faculty, Natural Resources Technology | Science | 9/20/2023 |
| Markell, Dawn | Faculty - Health & PE | Health & Physical Education, Athletics, Aquatics and Recreation | 9/20/2023 |
| Damian-Rivera, Taysha | Student Success Specialist-Limited Duration | Worksource | 9/28/2023 |

| Flores Mendoza, Maykelly | Classroom Aide | Child Development & Family Services | 9/29/2023 |

## SEPARATIONS/RETIREMENTS:

| Name | Position | Department | Term Date |
|------|----------|------------|-----------|
| Larson, Kim | Coaching Manager | Child Development & Family Services | 9/1/2023 |
| Manarang, Zeth | Custodian | Facilities | 9/7/2023 |
| Aguilera, Luisa | Assistant Teacher | Child Development & Family Services | 9/8/2023 |
| Philistin, Robyn | Student Recruiter | Enrollment Services | 9/8/2023 |
| Edwards, Jan | Instructor | Visual Arts | 9/11/2023 |
| Geddes, Meadow | Instructor | Health Professions | 9/14/2023 |
| Dawes, Sarah | Spanish Tutor | Humanities | 9/14/2023 |
| Fonte-Black, Laura | Facilities and Environmental Safety Manager | Child Development & Family Services | 9/15/2023 |
| Diters, Christina | Instructional Coach | Child Development & Family Services | 9/22/2023 |
| Nguyen, Quang Thi | Classroom Aide | Child Development & Family Services | 9/28/2023 |
| Lor, Koneng | Family Support Specialist | Child Development & Family Services | 9/28/2023 |

# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *October 18, 2023*

**ITEM TITLE: 4.1d**

**CONTACT PERSON:** *Jennifer DeMent, Vice President, Finance and Administration*
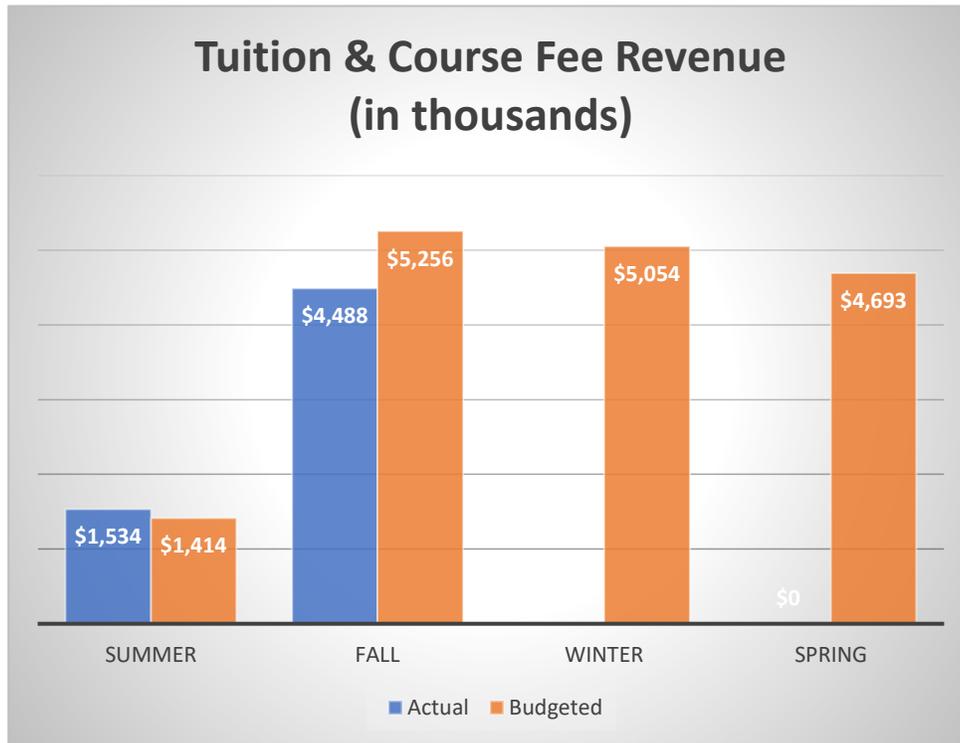
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**SUBJECT: MONTHLY FINANCIAL REPORT**

This report reflects 2023/24 activity through August.

**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 15.2% ($202,998) more compared to August 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 12.9% ($689,725) above August 2022.  Current year enrollment is forecasted to increase by 4.5%.

**Tuition & Course Fee Revenue (in thousands)**

SUMMER — Actual $1,534, Budgeted $1,414
FALL — Actual $4,488, Budgeted $5,256
WINTER — Budgeted $5,054
SPRING — Actual $0, Budgeted $4,693

Legend: Actual, Budgeted

**Expenditures:**

As of August 31, year-to-date expenditures were $41,109 (0.6%) 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 August 31, 2023

| | Actual Year to Date August 2021 | Actual Year to Date August 2022 | Actual Year to Date August 2023 | $ / % Increase (decrease) over prior year | | Amended Budget 2023-24 | Percentage of Budget Remaining |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | **15,402,319** | **20,549,976** | **16,835,800** | **(3,714,176)** | **-18.1%** | **12,230,494** | |
| **Revenues** | | | | | | | |
| State Support | 8,485,338 | 8,910,713 | 9,968,747 | 1,058,034 | 0.12 | 38,874,073 | 74% |
| Property Taxes | 43,295 | 31,524 | 33,802 | 2,278 | 0.07 | 15,053,355 | 100% |
| Tuition and Fees | 6,168,925 | 5,837,448 | 6,516,317 | 678,869 | 11.6% | 18,015,337 | 64% |
| Other Revenues | 23,600 | 104,235 | 264,119 | 159,884 | 153.4% | 1,754,348 | 85% |
| **TOTAL REVENUES** | **14,721,158** | **14,883,920** | **16,782,984** | **1,899,064** | **12.8%** | **73,697,113** | **77%** |
| **Expenditures** | | | | | | | |
| Salaries | 3,970,493 | 3,404,947 | 3,647,004 | 242,057 | 7.1% | 41,742,695 | 91% |
| Health Care | 624,658 | 467,719 | 508,888 | 41,169 | 8.8% | 7,162,435 | 93% |
| Fringe/Taxes | 1,533,230 | 1,185,260 | 1,284,439 | 99,179 | 8.4% | 14,592,477 | 91% |
| *Personnel Subtotal:* | *6,128,381* | *5,057,926* | *5,440,331* | *382,405* | *7.6%* | *63,497,607* | *91%* |
| Materials & Supplies | 1,574,298 | 2,383,950 | 1,943,474 | (440,476) | -18.5% | 11,070,557 | 82% |
| Grants in Aid/Tuition Waivers | 65,749 | 52,862 | 67,739 | 14,877 | 28.1% | 1,101,534 | 94% |
| Debt Service | - | 12,941 | 15,026 | 2,085 | 0.16 | 2,660,906 | 99% |
| Transfers to Other Funds | - | - | - | - | - | 487,292 | 100% |
| **TOTAL EXPENDITURES** | **7,768,428** | **7,507,678** | **7,466,570** | **(41,109)** | **-0.5%** | **78,817,896** | **91%** |
| **Rev Greater (Less) Than Exp** | **6,952,730** | **7,376,242** | **9,316,415** | **1,940,173** | **26.3%** | **(5,120,783)** | |
| **Beginning Fund Balance** | **15,402,319** | **20,549,976** | **16,835,800** | | | **12,230,494** | |
| **Ending Fund Balance** | | | | | | **7,109,711** | |
| *As a percentage of expenditures* | | | | | | *9%* | |

**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:** *October 18, 2023*

**ITEM TITLE:  4.1e**

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

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**SUBJECT:  MONTHLY HEAD START REPORT**

# Mt. Hood Community College Head Start Program Report

# Early Head Start/Head Start News from the Director

# September 2023

## Table of Contents

## Goals and Objectives October 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 has promoted several classroom aides and assistant teachers into higher positions. Training and support will be provided for these newly promoted staff.
- 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 Executive Director Dr. Hilda has begun a series of Multicultural Education training that includes principles of equity and trauma-informed care. This series will continue through the year.
- CDFS is in the process of improving our partnership with the county mental health consultants. Training has been provided to staff on the mental health framework we will be using and a better understanding of roles and collaboration.

**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.*

- CDFS continues to provide training support to staff in implementing the use of SharePoint as we transition away from Box.
- CDFS has also increased use of Teams to facilitate better and more rapid communication between teams that has resulted in more effective and rapid problem solving.

**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 continues to transition from using paper forms to using electronic forms. This facilitates and speeds up centralized monitoring

**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 planning a resource fair in November that will include several local agencies to better support children and families.

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

- CDFS is creating a professional development pathway that includes supporting staff in their professional development to earn a CDA, an associate degree or pursue higher education. This pathway includes guidance and support as well as connecting staff to programs at Mt. Hood Community College.
- CDFS is in the process of purchasing interpretation equipment to support staff training in Spanish and Arabic.

## 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: **218,** EHS Waitlist: **208**
- HS Funded: **903,** HS Enrollment**: 441,** HS Waitlist**: 321**

## Average Daily Attendance 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

# MHCC CDFS

## 2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, Sites: < Multiple >, Classrooms: < Multiple >, Enrollment Status: Enrolled, Dropped
Attendance Date: 9/1/2023 - 9/30/2023

**MHCC CDFS**

| | Attendance Records | | | Operating Days | ADA [1] | Funded Enrollment | | Actual Enrollment | |
|---|---|---|---|---|---|---|---|---|---|
| | Present[5] | Absent[6] | Neither[7] | | | Count | % Attendance | Count[2] | % Attendance[3] |
| **Early Childhood Center** | | | | | | | | | |
| ECC 5 | 58 | 17 | 1 | 15 | 3.87 | 8 | 48.33% | 5.00 | 77.33% |
| ECC 6 | 58 | 33 | 22 | 20 | 2.90 | 8 | 36.25% | 4.55 | 63.74% |
| ECC 7 | 77 | 36 | 0 | 16 | 4.81 | 8 | 60.16% | 7.06 | 68.14% |
| ECC 8 | 76 | 33 | 0 | 16 | 4.75 | 8 | 59.38% | 6.81 | 69.72% |
| Site Total | **269** | **119** | **23** | **16.75 (avg)** | **16.33** | **32** | **50.19%** | **23.42** | **69.33%** |
| **Hazelwood** | | | | | | | | | |
| Hazelwood 2 | 70 | 25 | 0 | 14 | 5.00 | 8 | 62.50% | 6.79 | 73.68% |
| Site Total | **70** | **25** | **0** | **14.00 (avg)** | **5.00** | **8** | **62.50%** | **6.79** | **73.68%** |
| **KinderCare/G** | | | | | | | | | |
| KinderCare Discovery | 40 | 0 | 0 | 20 | 2.00 | 4 | 50.00% | 2.00 | 100.00% |
| KinderCare Infant | 48 | 12 | 0 | 20 | 2.40 | 6 | 40.00% | 3.00 | 80.00% |
| KinderCare Toddler | 33 | 7 | 0 | 20 | 1.65 | 6 | 27.50% | 2.00 | 82.50% |
| Site Total | **121** | **19** | **0** | **20.00 (avg)** | **6.05** | **16** | **37.81%** | **7.00** | **86.43%** |
| **Little Friends Day School** | | | | | | | | | |
| Little Friends | 16 | 1 | 0 | 18 | 0.89 | 4 | 22.22% | 0.94 | 94.12% |
| Site Total | **16** | **1** | **0** | **18.00 (avg)** | **0.89** | **4** | **22.22%** | **0.94** | **94.12%** |
| **Little Pixie** | | | | | | | | | |
| Little Pixie | 22 | 0 | 0 | 11 | 2.00 | 4 | 50.00% | 2.00 | 100.00% |
| Site Total | **22** | **0** | **0** | **11.00 (avg)** | **2.00** | **4** | **50.00%** | **2.00** | **100.00%** |
| **Little Rascals** | | | | | | | | | |
| Little Rascals | 22 | 0 | 0 | 15 | 1.47 | 4 | 36.67% | 1.47 | 100.00% |
| Site Total | **22** | **0** | **0** | **15.00 (avg)** | **1.47** | **4** | **36.67%** | **1.47** | **100.00%** |
| **Love Bugs** | | | | | | | | | |
| Love Bugs | 46 | 8 | 0 | 13 | 3.54 | 6 | 58.97% | 4.15 | 85.19% |
| Site Total | **46** | **8** | **0** | **13.00 (avg)** | **3.54** | **6** | **58.97%** | **4.15** | **85.19%** |
| **Love Bugs Too** | | | | | | | | | |
| Love Bugs Too | 63 | 16 | 0 | 13 | 4.85 | 6 | 80.77% | 6.08 | 79.75% |
| Site Total | **63** | **16** | **0** | **13.00 (avg)** | **4.85** | **6** | **80.77%** | **6.08** | **79.75%** |
| **Melody's Munchkins Lit. Blossoms** | | | | | | | | | |
| MM-Little Blossoms | 1 | 6 | 0 | 9 | 0.11 | 4 | 2.78% | 0.78 | 14.29% |
| Site Total | **1** | **6** | **0** | **9.00 (avg)** | **0.11** | **4** | **2.78%** | **0.78** | **14.29%** |
| **Melody's Munchkins Little Blooms** | | | | | | | | | |
| MM - Little Blooms | 34 | 3 | 0 | 10 | 3.40 | 4 | 85.00% | 3.70 | 91.89% |
| Site Total | **34** | **3** | **0** | **10.00 (avg)** | **3.40** | **4** | **85.00%** | **3.70** | **91.89%** |
| **Pixie Child Care** | | | | | | | | | |
| Pixie Child Care Infant | 53 | 14 | 0 | 11 | 4.82 | 8 | 60.23% | 6.09 | 79.10% |
| Pixie Child Care Toddler | 50 | 14 | 0 | 11 | 4.55 | 8 | 56.82% | 5.82 | 78.13% |
| Site Total | **103** | **28** | **0** | **11.00 (avg)** | **9.37** | **16** | **58.52%** | **11.91** | **78.63%** |

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A)

7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

# MHCC CDFS

## 2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, Sites: < Multiple >, Classrooms: < Multiple >, Enrollment Status: Enrolled, Dropped
Attendance Date: 9/1/2023 - 9/30/2023

**MHCC CDFS**

| | Attendance Records | | | Operating Days | ADA [1] | Funded Enrollment | | Actual Enrollment | |
|---|---|---|---|---|---|---|---|---|---|
| | Present [5] | Absent [6] | Neither [7] | | | Count | % Attendance | Count [2] | % Attendance [3] |
| **Reynolds Learning Academy - FS** | | | | | | | | | |
| Reynolds FSA | 7 | 7 | 0 | 8 | 0.88 | 2 | 43.75% | 1.75 | 50.00% |
| **Site Total** | **7** | **7** | **0** | **8.00 (avg)** | **0.88** | **2** | **43.75%** | **1.75** | **50.00%** |
| **Russellville** | | | | | | | | | |
| Russellville 3 | 49 | 10 | 0 | 13 | 3.77 | 8 | 47.12% | 4.54 | 83.05% |
| **Site Total** | **49** | **10** | **0** | **13.00 (avg)** | **3.77** | **8** | **47.12%** | **4.54** | **83.05%** |
| **Willow Tree** | | | | | | | | | |
| Willow Tree 1 | 40 | 11 | 1 | 9 | 4.44 | 8 | 55.56% | 5.67 | 78.43% |
| **Site Total** | **40** | **11** | **1** | **9.00 (avg)** | **4.44** | **8** | **55.56%** | **5.67** | **78.43%** |
| **MHCC CDFS** | **863** | **253** | **24** | **14.10 (avg)** | **62.10** | **122** | **49.48%** | **80.20** | **77.33%** |
| **Report Totals** | **863** | **253** | **24** | **14.10 (avg)** | **62.10** | **122** | **49.48%** | **80.20** | **77.33%** |

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A)

7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

# MHCC CDFS

## 2301 - Average Daily Attendance

Program Term: 2023-2024 HS, Enrollment Status: Enrolled, Dropped  Attendance Date: 9/1/2023 - 9/30/2023

**MHCC CDFS**

| | Attendance Records | | | Operating Days | ADA [1] | Funded Enrollment | | Actual Enrollment | |
|---|---|---|---|---|---|---|---|---|---|
| | Present [5] | Absent [6] | Neither [7] | | | Count | % Attendance | Count [2] | % Attendance [3] |
| **Early Childhood Center** | | | | | | | | | |
| ECC 1-FWD | 118 | 46 | 0 | 17 | 6.94 | 18 | 38.56% | 9.65 | 71.95% |
| ECC 2 | 150 | 20 | 0 | 15 | 10.00 | 18 | 55.56% | 11.33 | 88.24% |
| ECC 4 | 114 | 16 | 0 | 11 | 10.36 | 18 | 57.58% | 11.82 | 87.69% |
| Site Total | 382 | 82 | 0 | 14.33 (avg) | 27.30 | 54 | 49.35% | 32.80 | 82.33% |
| **Fairview** | | | | | | | | | |
| Fairview 1 | 121 | 25 | 0 | 10 | 12.10 | 18 | 67.22% | 14.60 | 82.88% |
| Fairview 2 | 113 | 29 | 3 | 12 | 9.42 | 18 | 52.31% | 11.83 | 79.58% |
| Site Total | 234 | 54 | 3 | 11.00 (avg) | 21.52 | 36 | 59.09% | 26.43 | 81.25% |
| **Gateway** | | | | | | | | | |
| Gateway 1 | 114 | 43 | 11 | 13 | 8.77 | 18 | 48.72% | 12.08 | 72.61% |
| Gateway 2 | 130 | 8 | 0 | 13 | 10.00 | 18 | 55.56% | 10.62 | 94.20% |
| Site Total | 244 | 51 | 11 | 13.00 (avg) | 18.77 | 36 | 52.14% | 22.70 | 82.71% |
| **Gresham United Methodist** | | | | | | | | | |
| Gresham United 1 | 112 | 0 | 0 | 10 | 11.20 | 18 | 62.22% | 11.20 | 100.00% |
| Gresham United 2AM | 93 | 23 | 5 | 14 | 6.64 | 20 | 33.21% | 8.29 | 80.17% |
| Gresham United 2PM | 72 | 38 | 2 | 10 | 7.20 | 20 | 36.00% | 11.00 | 65.45% |
| Site Total | 277 | 61 | 7 | 11.33 (avg) | 25.04 | 58 | 41.97% | 30.49 | 81.95% |
| **Hazelwood** | | | | | | | | | |
| Hazelwood 1-FWD | 178 | 22 | 0 | 13 | 13.69 | 18 | 76.07% | 15.38 | 89.00% |
| Site Total | 178 | 22 | 0 | 13.00 (avg) | 13.69 | 18 | 76.07% | 15.38 | 89.00% |
| **Kelly Place** | | | | | | | | | |
| Kelly Place 1-FWD | 75 | 23 | 0 | 12 | 6.25 | 18 | 34.72% | 8.17 | 76.53% |
| Kelly Place 2 | 127 | 24 | 0 | 14 | 9.07 | 18 | 50.40% | 10.79 | 84.11% |
| Site Total | 202 | 47 | 0 | 13.00 (avg) | 15.32 | 36 | 43.16% | 18.96 | 81.12% |
| **Knott** | | | | | | | | | |
| Knott 1 | 138 | 32 | 0 | 15 | 9.20 | 20 | 46.00% | 11.33 | 81.18% |
| Knott 2 | 118 | 21 | 0 | 13 | 9.08 | 20 | 45.38% | 10.69 | 84.89% |
| Knott 3 | 82 | 8 | 0 | 16 | 5.13 | 20 | 25.63% | 5.63 | 91.11% |
| Knott 4 | 110 | 6 | 0 | 15 | 7.33 | 20 | 36.67% | 7.73 | 94.83% |
| Knott 5 | 141 | 5 | 0 | 13 | 10.85 | 20 | 54.23% | 11.23 | 96.58% |
| Site Total | 589 | 72 | 0 | 14.40 (avg) | 41.58 | 100 | 40.90% | 46.60 | 89.11% |
| **Mt. Hood** | | | | | | | | | |
| Mt Hood 1 | 168 | 24 | 0 | 15 | 11.20 | 18 | 62.22% | 12.80 | 87.50% |
| Mt. Hood 2 AM | 112 | 39 | 12 | 15 | 7.47 | 20 | 37.33% | 10.07 | 74.17% |
| Mt. Hood 2 PM | 39 | 17 | 8 | 9 | 4.33 | 20 | 21.67% | 6.22 | 69.64% |
| Site Total | 319 | 80 | 20 | 13.00 (avg) | 23.00 | 58 | 42.53% | 29.09 | 79.95% |

1.  ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2.  Actual Enrollment Count for each clasroom is the sum of the Present and Absent columns divided by the Operating Days

3.  Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A)

7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

# MHCC CDFS
## 2301 - Average Daily Attendance
Program Term: 2023-2024 HS, Enrollment Status: Enrolled, Dropped  Attendance Date: 9/1/2023 - 9/30/2023

**MHCC CDFS**

| | Attendance Records | | | Operating Days | ADA [1] | Funded Enrollment | | Actual Enrollment | |
|---|---|---|---|---|---|---|---|---|---|
| | Present [5] | Absent [6] | Neither [7] | | | Count | % Attendance | Count [2] | % Attendance [3] |
| **Rockwood 181st** | | | | | | | | | |
| Rockwood 181 1 | 145 | 23 | 0 | 12 | 12.08 | 20 | 60.42% | 14.00 | 86.31% |
| Rockwood 181 2 | 165 | 39 | 0 | 14 | 11.79 | 20 | 58.93% | 14.57 | 80.88% |
| Rockwood 181 3 | 170 | 35 | 0 | 15 | 11.33 | 20 | 56.67% | 13.67 | 82.93% |
| **Site Total** | **480** | **97** | **0** | **13.67 (avg)** | **35.20** | **60** | **58.54%** | **42.24** | **83.19%** |
| **Russellville** | | | | | | | | | |
| Russellville 1 FWD | 129 | 0 | 0 | 14 | 9.21 | 18 | 51.19% | 9.21 | 100.00% |
| **Site Total** | **129** | **0** | **0** | **14.00 (avg)** | **9.21** | **18** | **51.19%** | **9.21** | **100.00%** |
| **Sunrise** | | | | | | | | | |
| Sunrise 1 | 170 | 37 | 0 | 15 | 11.33 | 20 | 56.67% | 13.80 | 82.13% |
| Sunrise 2 | 137 | 32 | 0 | 14 | 9.79 | 20 | 48.93% | 12.07 | 81.07% |
| Sunrise 3 | 174 | 21 | 0 | 15 | 11.60 | 20 | 58.00% | 13.00 | 89.23% |
| Sunrise 4 | 184 | 20 | 4 | 15 | 12.27 | 20 | 61.33% | 13.60 | 90.20% |
| Sunrise 5 | 165 | 23 | 0 | 16 | 10.31 | 20 | 51.56% | 11.75 | 87.77% |
| **Site Total** | **830** | **133** | **4** | **15.00 (avg)** | **55.30** | **100** | **55.33%** | **64.22** | **86.19%** |
| **Troutdale** | | | | | | | | | |
| Troutdale 2 | 110 | 78 | 0 | 18 | 6.11 | 18 | 33.95% | 10.44 | 58.51% |
| **Site Total** | **110** | **78** | **0** | **18.00 (avg)** | **6.11** | **18** | **33.95%** | **10.44** | **58.51%** |
| **MHCC CDFS** | **3,974** | **777** | **45** | **13.65 (avg)** | **292.04** | **592** | **49.15%** | **348.56** | **83.65%** |
| **Report Totals** | **3,974** | **777** | **45** | **13.65 (avg)** | **292.04** | **592** | **49.15%** | **348.56** | **83.65%** |

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A)

7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

# 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)

**Correction to the Summer Financial Head Start Report:

In the original Summer Financial Head Start Report, it was reported that CCP went over their budget. In the following document you will see that in fact they did not go over their budget

| 2022-2023 | BUDGET | | ACTUAL | | |
|---|---|---|---|---|---|
| FED/STATE HS | $ | 15,224,134 | $ | 13,519,138.50 | 89% |
| CL HS | $ | 592,747 | $ | 444,611.01 | 75% |
| FED EHS | $ | 3,653,682 | $ | 2,404,755.30 | 66% |
| OR EHS | $ | 1,068,152 | $ | 608,701.98 | 57% |
| CL EHS | $ | 579,865 | $ | 501,316.52 | 86% |
| Preschool Promise | $ | 291,000 | $ | 206,132.33 | 71% |
| Baby Promise | $ | 151,200 | $ | 77,253.51 | 51% |
| MIECHV | $ | 208,000 | $ | 197,612.28 | 95% |
| 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 | $ | 1,474,768.41 | 83% |
| COVID | $ | 224,342 | $ | 224,342 | 100% |
| Training | $ | 499,046 | $ | 411,172.86 | 82% |
| | $ | 25,149,450 | $ | 20,326,044 | **81%** |

| Expenses | Salaries & Benefits | $ | 14,169,199 |
|---|---|---|---|
| | Equipment | $ | - |
| | Travel | $ | 86,987 |
| | Supplies | $ | 1,028,219 |
| | Contractual | $ | 1,184,690 |
| | Others | $ | 534,924 |
| | Property Services | $ | 1,404,699 |
| | Indirect | $ | 1,917,326 |
| | | $ | 20,326,044 |



2022-2023FY
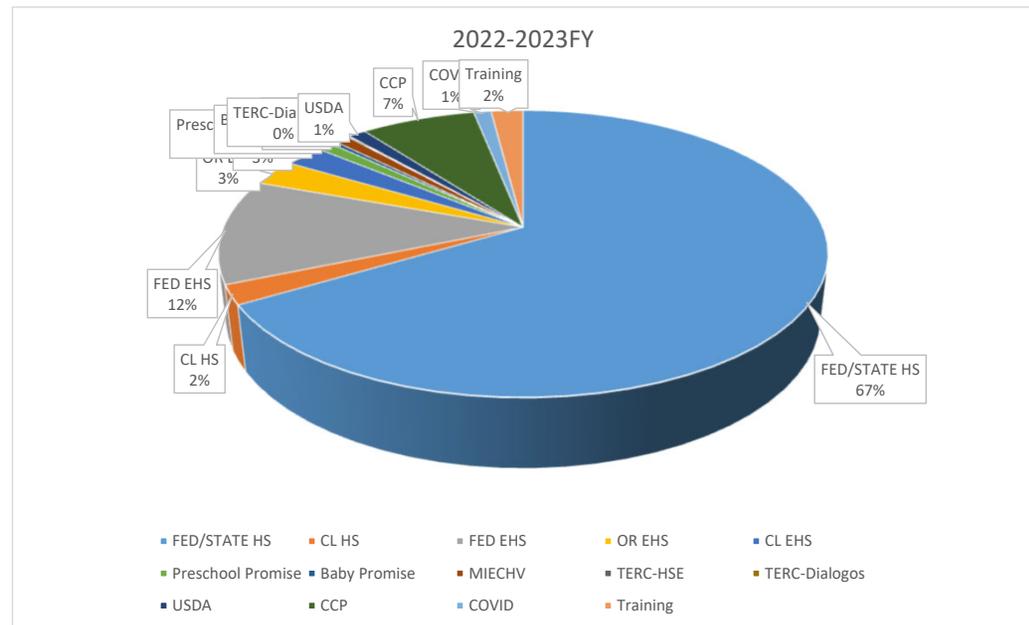
# Head Start and Early Head Start
## Budget Fiscal Year July 2023 - June 2024

| FUNDING SOURCE | TOTAL FUNDS |
|---|---:|
| Federal Head Start (5100) | $ 4,746,838 |
| State Head Start (5102) | 10,645,101 |
| State Training (5102-5101) | 272,951 |
| State EHS (5229) | 1,079,807 |
| Federal HS Training (5101) | 63,048 |
| Federal EHS (5119) | 3,940,990 |
| Fed EHS - CCP (5113) | 1,876,442 |
| Children's Levy EHS (5120) | 484,446 |
| MIECHV (5237/38) | 37,364 |
| TERC-HSE (5252) | 40,370 |
| USDA (5105) | 542,000 |
| DHS (5103) | 306,419 |
| Federal EHS Training (5101-5119) | 54,790 |
| **Total** | **$ 24,090,567** |

## Expenditure Report - July 2023

| Budget Category | Budget | July | YTD Total | Percentage Spent YTD |
|---|---:|---:|---:|---:|
| Personnel/Salaries | $ 10,560,840 | $ 184,965 | $ 184,965 | 2% |
| Fringe Benefits | 6,975,485 | 106,150 | 106,150 | 2% |
| Travel | 101,828 | 2,695 | 2,695 | 3% |
| Equipment | - | - | - | - |
| Supplies | 838,884 | 9,111 | 9,111 | 1% |
| Contractual | 1,774,109 | 73 | 73 | 0% |
| Facilities/Property Services | 1,226,541 | 15,869 | 15,869 | 1% |
| Other | 361,899 | 2,338 | 2,338 | 1% |
| Indirect | 2,250,982 | 1,730 | 1,730 | 0% |
| Total | $ 24,090,567 | $ 322,931 | $ 322,931 | 1% |

## 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**

| Description | 5100/5101/5102 Head Start | 5119 Start - Federal | 5120 Levy EHS | 5113 EHS-CCP | 5229 Start State | Totals |
|---|---|---|---|---|---|---|
| Center Supplies | $ 5,467.03 | $ 626.73 | $ 2,027.63 | - | $ 135.56 | $ 8,256.95 |
| Computer Supplies | 2,023.90 | 469.35 | 10.44 | 198.51 | 130.86 | 2,833.06 |
| Dental/Medical | - | - | - | - | - | - |
| Education Supplies | 2,113.24 | 491.17 | - | 238.15 | 498.32 | 3,340.88 |
| Family Services Supplies | 3,283.17 | 757.65 | - | 43.52 | 203.10 | 4,287.44 |
| Health Supplies | 6,470.64 | 1,485.68 | 13.88 | 1,094.63 | 477.63 | 9,542.46 |
| Kitchen Supplies | 276.25 | 133.13 | - | - | 29.39 | 438.77 |
| Office Supplies | 3,863.32 | 927.66 | 18.84 | - | 205.15 | 5,014.97 |
| Other Costs | 2,883.81 | 665.50 | - | - | 147.90 | 3,697.21 |
| Parent Activities | 791.49 | 482.65 | - | - | 40.59 | 1,314.73 |
| Postage | - | - | - | - | - | - |
| Pre-Employment | 75.21 | 17.36 | - | - | 3.86 | 96.43 |
| Site Repair/Maintenance | 2,480.83 | 297.45 | 9.60 | - | 65.13 | 2,853.01 |
| Training | 4,005.30 | 1,653.13 | - | - | 237.64 | 5,896.07 |
| Vehicle Costs | 6,570.46 | 1,516.26 | - | - | 336.94 | 8,423.66 |
| Utilities | 765.97 | 265.15 | - | - | - | 1,031.12 |
| **Total** | **$ 41,070.62** | **$ 9,788.87** | **$ 2,080.39** | **$ 1,574.81** | **$ 2,512.07** | **$ 57,026.76** |

| First Name | Last Name | Position | Account # |
|---|---|---|---|
| Angela | Zapf | Transportation | 5100/5102/5119/5229-7061 |
| Carrie | Schulz | Associate Director | various |
| DyLynn | Robertson | CCP Manager | 5113/5229 |
| Eryka | Island | Fiscal Service Coordinator | various |
| Elizabeth | Vasquez | EHS Family Advocate | 5119/5229-7414 |
| Glenda | Suchi | Teacher | 5100/5102 - 7412 |
| Laura | Fonte-Black | Facilities | various-7700 |
| Rosa | Ramirez | EHS Home Based Coordinator | 5120/5229/5119 |
| Sandra | Rodriguez | EHS Coordinator | 5119/5229 |

| Frequent Vendors | Supplies |
|---|---|
| Albertsons | PCCM Supplies |
| Cash N Carry | 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 EHS, HB, CCP, HS

Objectives:

1. To provide healthy and safe environmental conditions for all children before they start in the programs.
2. To follow the state regulations before the start of the programs.
3. To follow the Head Start Performance standards in determining the health screening for children as per EPSDT requirement in 30, 45, and 60-day timelines.

The strategies:

1. Review all enrollment health screening, nutritional screening, and Lead and TB screening for all enrolled children.
2. Complete the required documentation for the required enrollment health screening in Child Plus including event status, event notes, and actions requirements.
3. Communicate with the staff including FWs, ESMs, FSS, and ESS about the required actions before the child starts.
4. Follow and complete medication health events, care plans, and actions for all children with health concerns including children with bronchial asthma, food allergy, seizures, and all other health concerns.
5. Coordinate health concerns support for children with health conditions between the agency' staff, registered nurses, educational team, and the children's medical providers including completing care plans and providing medication and care plan training.
6. Run and complete immunization records for all children before the start and be sure that children receive at least the first dosage of the required vaccination per their age before they start the program.
7. The immunization event was performed by the agency in cooperation with the county public health department.
8. Complete and follow the 30-day EPSDT requirement including medical and dental homes and health insurance.
9. Working with the staff at all sites and the All Smiles to get the children's dental homes documentation. Below is the 25-day record that was shared with the staff:

Health Insurance:

| Program | Total | completed | Need follow up | % |
|---------|-------|-----------|----------------|---|
| HS | 432 | 430 | 2 | 99.5% |
| EHS | 162 | 162 | 0 | 100% |
| CCP | 54 | 54 | 0 | 100% |

Medical Home:

| Program | Total | completed | Need follow up | No Event opened | % |
|---------|-------|-----------|----------------|-----------------|---|
| HS | 432 | 426 | 6 | 0 | 98% |
| EHS | 162 | 162 | 0 | 0 | 100% |
| CCP | 54 | 44 | 10 | 0 | 80% |

Dental Home:

| Program | Total | completed | Need follow up | No event opened | |
|---------|-------|-----------|----------------|-----------------|---|
| HS | 432 | 403 | 30 | 0 | 93% |
| EHS | 162 | 142 | 19 | 0 | 88% |
| CCP | 54 | 39 | 16? | 0 | 72% |
| | | | | | |

10. Dental health screenings are performed for all kids in collaboration with All Smiles;

There were 358 screenings completed:

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

11. On Oct 2nd, vision screenings for HS children started in collaboration with ELKs.

| 10/2/2023 | Mt. Hood/Early Learning Center 3 classes | 9:00a-9:45a | Jenny | 26000 SE Stark | Gresham | OR | 97030 |
|---|---|---|---|---|---|---|---|
| 10/2/2023 | Mt. Hood Kelly Place 2 classes | 10:00a-10:30a | Jenny | 303 Ne Division | Gresham | OR | 97030 |
| 10/2/2023 | Mt. Hood AM/Duration/PM | 10:45a-12:30p | Jenny | 26000 SE Stark | Gresham | OR | 97030 |
| 10/2/2023 | Mt. Hood Sunrise ( 6 classes) | 9:00a-12:00p | Ellen/ Talitha | 377 SE 192nd | Portland | OR | 97233 |
| 10/9/2023 | Mt. Hood Rockwood 181 | 9:00a-10:30a | Ellen | 124 Ne 181st. | Portland | OR | 97230 |
| 10/9/2023 | Mt. Hood Rockwood Center Stark | 11:00a-12:00p | Ellen | 17805 SE Stark St. | Portland | OR | 97233 |
| 10/10/2023 | Mt. Hood Fairview (2 classes) | 9:00a-10:00a | Ellen | 22737 Ne Halsey | Fairview | OR | 97024 |
| 10/10/2023 | Mt. Hood Troutdale (2 classes) +Kelly place 1 | 10:30a-11:30a | Ellen | 27000 SE Stark | Troutdale | OR | 97060 |
| 10/16/2023 | Mt. Hood Davis (1 class) | 9:00a-9:30a | Ellen | 19501 NE Davis | Gresham | OR | 97230 |
| 10/16/2023 | Mt. Hood Hazelwood (1 class) | 10:00a-10:30a | Ellen | 35 Ne 148th Ave. St #100 | Portland | OR | 97230 |
| 10/23/2023 | Mt. Hood Gresham United Methodist AM/duration | 9:00a-10:00a | Jenny | 620 NW 8th St. | Gresham | OR | 97030 |
| 10/23/2023 | Mt. Hood Division (2 classes) | 10:30-11:30a | Jenny | 18630 SE Division | Gresham | OR | 97030 |
| 10/23/2023 | Mt. Hood Gresham United Methodist PM | 12:00p-12:30p | Jenny | 620 NW 8th St. | Gresham | OR | 97030 |

| 10/23/2023 | Mt. Hood Knot (5 classes) | 9:00a-11:00a | Leanne | 11456 NE Knott | Portland | OR | 97220 |
|---|---|---|---|---|---|---|---|
| 10/24/2023 | Mt. Hood Cascade Crossing AM | 9:00a-10:00a | Jenny | 10619 E. Burnside | Portland | OR | 97216 |
| 10/24/2023 | Mt. Hood Gateway (2 classes) | 10:30a-11:30a | Jenny | 10317 E. Burnside | Portland | OR | 97216 |
| 10/24/2023 | Mt. Hood Cascade Crossing PM | 12:00p-12:45p | Jenny | 10619 E. Burnside | Portland | OR | 97216 |
| 10/25/2023 | Mt. Hood Gethsemane AM/full-day | 9:00a-10:00a | Ellen | 11560 SE Market | Portland | OR | 97216 |
| 10/25/2023 | Mt. Hood Russellville (2 classes) | 10:30a-11:30a | Ellen | 10420 E. Burnside | Portland | OR | 97216 |
| 10/25/2023 | Mt. Hood Gethsemane PM 2 classes | 12:00p-12:45p | Ellen | 11560 SE Market | Portland | OR | 97216 |

12. Vision screenings for EHS kids are started to be performed by the health team and are to be completed before the 45 days.
13. Hearing screenings are started to be performed by the health team and the educational team and are to be completed before the end of the 45 days.
14. All of the screening documentation in CP needs to be completed by the health team.
15. Follow all of the new projects that are implemented this year for the first time in the agency including Lead and TB screening, and Daily health check.
16. Continue working on updating the agency procedures.
17. Continue working to provide the training that the staff needed to support them in performing their tasks including 2nd hearing screening training, 2nd medication administration training, and Epi-pen and seizure training.

## CACFP Report

September 2023 Meal Counts:

Breakfast Meal Counts for Program – 3,907

Lunch Meal Counts for Program – 4,085

Snack Meal Counts for Program – 3,255

## Family Services Report

Family Services has been busy with enrolling and supporting families.

## Childcare Partnerships (CCP) Report

### Continuing Efforts to Stabilize Childcare in East County
**Early Head Start Child Care Partnerships (EHS-CCP) -Partner Spotlight**



In July 2014, M.J. Norris, owner and director of four certified family childcare homes in East County, wrote to MHCC CDFS leadership about her interest in partnering with a new Early Head Start model. In her letter, she stated, "*This grant would help my staff get the training they need, the wages they deserve, and the retention in my child care that I desire so my children can grow a lasting bond with the same teacher year after year.* "She was accepted into the Early Head Start Child Care Partnerships program (EHS-CCP) in the Spring of 2015. She operates four family child care homes, each certified by the Oregon Department of Early Learning and Care (formerly ELD). Three of her sites partner with EHS-CCP and recently began partnering with Multnomah County's Preschool for All (PFA) program.

M.J. has seen firsthand how these programs have assisted in stabilizing the early childhood workforce – allowing her to remain open during the pandemic years and continue her efforts to serve the diverse population in East Multnomah County. She has long been keen on developing strategies to support and stabilize her staff – starting with annual staff dinners, staff meetings, bonus/incentive pay when possible, and professional development opportunities. She participated early in other community-based early childhood programs, such as with experienced mental health consultants who brought monthly activities to her childcare sites. These activities were designed to enrich children's social-emotional development and skills by modeling and teaching methods to the staff. Last summer, M.J. co-developed an in-person wellness training with EHS-CCP for staff and continues to provide incentives to her teaching teams.

In May of this year, MJ began working with her payroll company to upgrade Human Resources materials such as her staff handbook. She states that as a direct result of her partnerships with publicly funded programs such as EHS-CCP and PFA, she can now provide further benefits to current staff through medical and retirement packages. M.J.'s efforts to stabilize her workforce, her program services, and the lives of the children and families she services align directly with our goals within EHS-CCP and CDFS. We are proud to continue our partnership with her teams.

*BE|A part of the community Early Head Start Child Care Partnerships collaborates with 14 certified family child care homes and child care centers in East Multnomah County: David Douglas High School Child Development Center, Gresham High School Child Development Center, KinderCare Gresham & KinderCare/Powell Butte, Little Friends Day School, Little Pixie Child Care, Little Rascals Preschool and Daycare, Love Bugs and Love Bugs Too, Melody's Munchkins, Melody's Munchkins/ Little Blooms, Melody's Munchkins/Little Blossoms, Pixie Child Care, and the First Steps Child Development Center at Reynolds Learning Academy*

# MHCC Head Start Policy Council

## Meeting Minutes Summary

**Location:** Zoom

**Date:** Thursday, September 14, 2023

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

A 60% quorum was established.

- There were nine Policy Council members and six MHCC staff members in attendance.

**MHCC Policy Council (PC) Meeting Minutes for 08/10/23**

- A vote was taken to approve the meeting minutes, via the Zoom chat.
    - **---Motion PASSED**

**Summer 2023 Head Start Report**

- A vote was taken to approve the meeting minutes, via the Zoom chat.
    - **---Motion PASSED**

**The meeting was adjourned at 7:06pm.**

**Student Development**
**John Hamblin**
**October 2023**

# Divisional Updates for
# Student Development Division

- **Teaching & Learning**

**Behavioral Intervention Team (BIT):** Members of BIT facilitated training at Fall In-Service for faculty and staff. A description of the session includes, "The 'see something, say something' motto can be helpful yet vague when confronted with an unfamiliar or uncomfortable situation. Join MHCC's Behavioral Intervention Team (BIT) members to discuss when, how, and why to report an incident regarding concerns for a student's well-being or allegations of student misconduct and learn the "then what" once it's reported." This session will be repeated in the TLC on Tues., Oct. 10 from noon – 1 p.m.

*Within the first week of the Fall '23 term, BIT responded to 15 incident reports related to the well-being and concerning behavior of students. Last year, during week 1 of Fall '22, BIT responded to just one report.*

- **Educational Programs & Support Services**

**AATC**: Since Aug 1st (to present) we logged 1,818 student appointments
Last year, during the same period, we logged 1,805
Note: it should be noted that now that the Student Services Hub is fully functional, we expected to see a drop in the # of appointments, but surprisingly, we saw a slight increase.

**Financial Aid:** As of 10/6/23, we have awarded 4,010 students for the 2023-24 academic year, which is a 7.3% increase compared to the same time last academic year.

YTD we have *awarded* the following aid to MHCC students in Summer and Fall terms:
- $3,345,356 Pell Grant (1,675 students)
- $662,235 Oregon Promise Grant (668 students)
- $1,260,749 Oregon Opportunity Grant (1,309 students)
- $46,605 Oregon Tribal Student Grant (8 students)
- $198,526 State Scholarships (49 students)
- $712,840 Foundation Scholarships (160 students)
- $1,971,397 Subsidized Student Loans (1,612 students)
- $2,825,307 Unsubsidized Student Loans (1,767 students)
- $98,297 Alternative Loans (16 students)

MT. HOOD
COMMUNITY COLLEGE

# Student Development Update

September is busy for the Financial Aid team as we work on student files and award aid in preparation for the start of the fall term. The above data represents many hours of work and student interaction.

**TRIO ETS**: Our K-12 TRIO program has served over 172 students since the start of this school year (early Sept) and is projected to serve over 525 students between three different school districts by Dec. 2023. We have secured private office space to provide TRIO services in Ron Russel MS, David Douglas HS, Fir Ridge Campus, Clear Creek MS, Gresham HS, Centennial MS, Oliver MS, and Centennial HS. We proudly remain one of the only college access programs in the east county to have private office space in three different school districts. TRIO ETS completed an updated MOU to add Oliver Middle School to serve an additional 75 students. Gresham City Hall welcomed MHCC's Director of TRIO Programs last week, along with local principals and community organizations to have an open discussion as it pertains to serving historically marginalized students. In addition, this month one of our MHCC TRIO alumni (Kimberly Hoang) was featured in the [TRIO state associations newsletter](#). This newsletter is shared monthly with our Oregon State Legislatures.

## KIMBERLY HOANG
### MOUNT HOOD COMMUNITY COLLEGE | TALENT SEARCH



Kimberly Hoang participated in the Mt Hood Community College Talent Search program starting in 6th grade. A graduate of David Douglas High School in Portland, Oregon, Kimberly was co-valedictorian of her high school class. While attending David Douglas high school, Kimberly took academically rigorous coursework to prepare herself for college. A first-generation college student raised by her single mother; Kimberly recognized the sacrifices her mother made for her. Not only has this encouraged Kimberly to work hard and strive for success, but she works hard not for her gain but to help provide and give back to all that her mother has given her. Kimberly is now a current first-year student at Berea College majoring in

chemistry with a minor in music. In the near future, Kimberly hopes to further her career by attending pharmacy school and earning a PharmD.

**TRIO SSS**: Our college level TRIO program is up and running, federally funded to serve 165 students this academic year. Services include appreciative advising in the areas of tutor referrals, customized education plans, cultural enrichment activities, workshops, field trips, career exploration and specialized transfer advising. We have 8 new TRIO ambassadors and 5 work study students joining us, along with two interns from the MHCC mental health program.

**Student Life:**

We organized MHCC and Community Resources for the campus and community resources to showcase the resources they have available for students.  The event was well attended. We had 31 community and MHCC departments and organizations present to over 300 students to attend the resources fair.

# Student Development Update



Secondly, we organized a Welcome Back Events to welcome students back to campus. We had Ask Me table on Monday and Tuesday Sept 25 and 26 and on September 27 we hosted a big welcome event in the Student Union and the President Council members came and served food and ice cream to students while enjoying live music. Thanks to PC, Student Leaders and all those who supported. It was well attended, and students loved and appreciated it.

# Student Development Update

Student Orientation Day occurred on September 14 and 15. The purpose of the event was to welcome new students, create an opportunity for students to get to know MHCC's campus, answer their questions, connect with other students, faculty, staff and learn about the many resources available to them at the college. **630** students signed up and over **522** students attended the two-day events.

# Student Development Update





**Student Services Hub**:  We welcomed record numbers of students in for support in the weeks leading up and through the first week of the term. You'll see from our check-in data graph below, we more than doubled the number of students that we assisted during Week 1 of the term, compared to last fall!

# Student Development Update



HUB Fall 2023 v Fall 2022 In person interactions
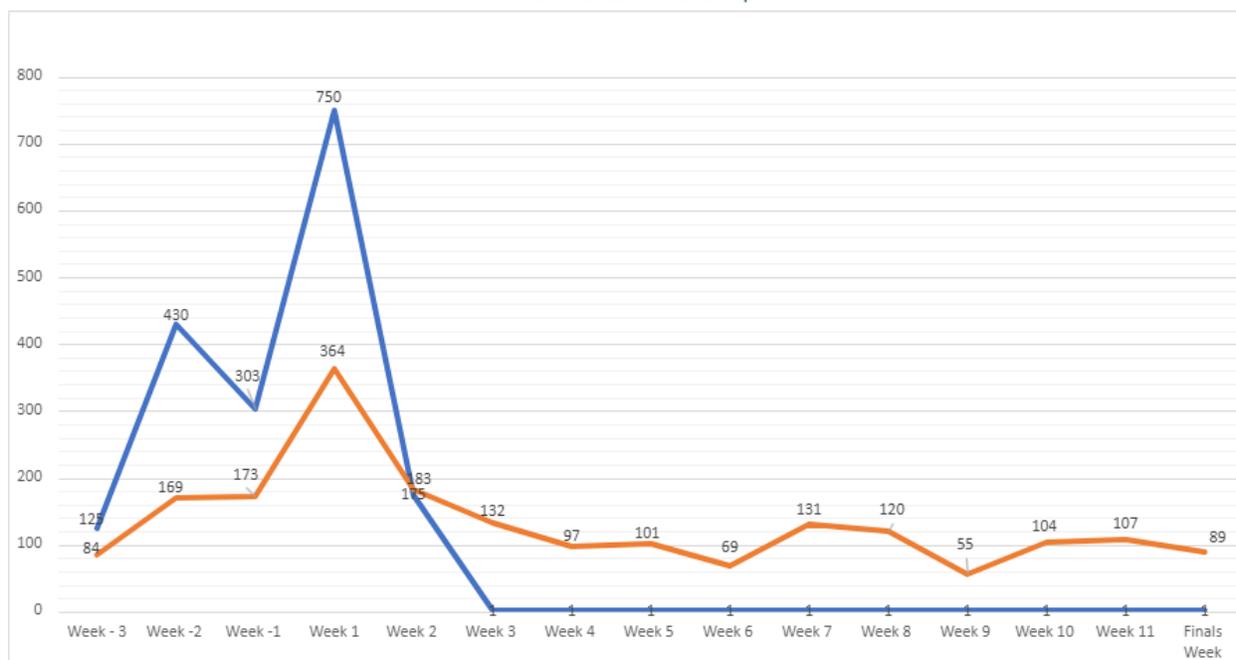
What are students getting help with?

| FA 23 Hub Usage | |
|---|---|
| Adding & Dropping Classes | 395 |
| Financial Aid Support | 555 |
| Cashiering Services | 54 |
| General MHCC Questions | 415 |
| Hub Advising Support | 70 |
| MyMHCC Assistance | 134 |
| New Student Support | 160 |
| Onboarding Cohort Support | 160 |
| Virtual - Email/Chat/Zoom | 208 |
| Grand Total | 2151 |

*The line graph only shows in-person support, while these numbers reflect our virtual services as well, with 4 hours of drop in zoom a week, email and live chat.

In addition to everyday Hub functions, the Onboarding Support Specialists (Aaliyah Manylath, Ethan Bull and Josh Christophersen) have been targeting outreach over the summer and into fall term, through calls, emails and texts to incoming first-time students for 1:1 support. **760** brand new students were included in 4 cohorts (early registration, mid-summer and through the start of the term) to check on financial aid, understand setting up saints email, purchasing textbooks and connecting with campus resources.

# Student Development Update

The team is exploring a fall pilot of mid-term outreach to first time students and we'll share updates as that comes together!

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

**Career Planning & Counseling:** As a part of the Strategic Enrollment Plan's priority with increasing student employment opportunities for all students, a new part-time hourly position was created to support the Student Employment Office within the Career Planning & Counseling Center. Martina Rutledge was hired in this role as Student Employment Specialist.

The Career Planning & Counseling Center also welcomed a new faculty counselor who provides mental health counseling, career counseling, instruction for Human Development courses, and support for students in distress. Collette Cruz Feasler was hired in this role.

- **Facilities and Technology**

**Career Planning & Counseling:** As a component of the "earning by learning" priority within the Strategic Enrollment Plan centered on democratizing student access to "earning by learning" opportunities so that all students can obtain purposeful, academically aligned, and timely work experience while attending MHCC (and beyond), the Career Center launched a new online job board and networking platform for students and employers, Handshake.

- **Community Connections**

**Veteran Services:** Derek Hanley, Outreach & Success Specialist for Veterans, represented MHCC at Portland Veterans Stand Down event on Wed., Sept. 20, 2023 at the Veterans Memorial Coliseum.



**International Student Program**: This fall term we welcomed 29 new international students, which is our largest incoming group in the history of the program! NAFSA released it's 2021 economic report sharing that Mt. Hood Community College's international students helped contribute $1.2 million to our local economy. Of course, the economic contributions of international students are

# Student Development Update

in addition to the immeasurable academic and cultural value these students bring to our campus and local community. With our numbers on the rise, we will only see that community impact grow!

*District 3 Data* *Statewide Data*

## OREGON DISTRICT 03

NAFSA
Connecting People. Changing the World.™

### Benefits from International Students

| | |
|---|---|
| **FINANCIAL CONTRIBUTION** | $21.2 million |
| **JOBS SUPPORTED** | 108 |
| **INTERNATIONAL STUDENT ENROLLED** | 584 |
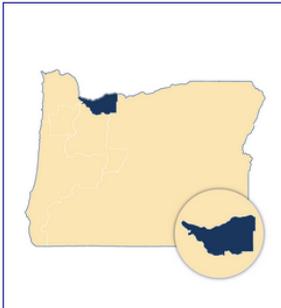
### TOP HIGHER EDUCATION INSTITUTIONS (DOLLARS AND JOBS)

| | | |
|---|---|---|
| Reed College | **1** | $8.2 million *supporting* 38 jobs |
| University of Portland | **2** | $6.3 million *supporting* 29 jobs |
| University of Western States | **3** | $4.2 million *supporting* 30 jobs |
| Mt. Hood Community College | **4** | $1.2 million *supporting* 5 jobs |
| Western Seminary | **5** | $669,779 *supporting* 3 jobs |

**THE NATIONAL BENEFITS BEYOND OREGON**

International students studying at U.S. colleges and universities contribute **$33.8 billion** and support **335,423 jobs** to the U.S. economy.\* **For every three international students, one U.S. job is created** and supported by spending occurring in the higher education, accommodation, dining, retail, transportation, telecommunications and health insurance sectors.

# Student Development Update

**HIGHER EDUCATION INSTITUTIONS** (DOLLARS AND JOBS)

For a more detailed analysis, access NAFSA's *International Student Economic Value Tool* at nafsa.org/economicvalue.

| RANK | INSTITUTION | DOLLARS | JOBS |
|------|-------------|---------|------|
| 1 | Oregon State University | $105 million | 1,023 |
| 2 | University of Oregon | $48.2 million | 505 |
| 3 | Portland State University | $38.2 million | 361 |
| 4 | Reed College | $8.2 million | 38 |
| 5 | Lewis & Clark College | $7.2 million | 33 |
| 6 | University of Portland | $6.3 million | 29 |
| 7 | Portland Community College | $5.8 million | 26 |
| 8 | Lane Community College | $4.4 million | 19 |
| 9 | University of Western States | $4.2 million | 30 |
| 10 | Corban University | $3 million | 14 |
| 11 | Willamette University | $2.4 million | 11 |
| 12 | Oregon Health & Science University | $2.4 million | 11 |
| 13 | Southern Oregon University | $2.3 million | 10 |
| 14 | George Fox University | $1.7 million | 17 |
| 15 | Chemeketa Community College | $1.6 million | 7 |
| 16 | Mt. Hood Community College | $1.2 million | 5 |
| 17 | Linn-Benton Community College | $1.1 million | 5 |
| 18 | Linfield College | $717,659 | 3 |
| 19 | Oregon State University-Cascades | $703,129 | 3 |
| 20 | Clackamas Community College | $701,541 | 3 |
| 21 | Western Seminary | $669,779 | 3 |
| 22 | Oregon Institute of Technology | $633,017 | 3 |
| 23 | Eastern Oregon University | $510,682 | 2 |
| 24 | Bushnell University | $445,857 | 2 |
| 25 | George Fox University-Portland | $424,501 | 2 |
| 26 | Walla Walla University- Portland | $366,188 | 2 |
| 27 | Mount Angel Seminary | $311,610 | 1 |
| 28 | Multnomah University | $304,430 | 1 |
| 29 | Southwestern Oregon Community College | $235,661 | 1 |
| 30 | National University of Natural Medicine | $224,483 | 1 |
| 31 | Oregon Institute of Technology-Portland-Metro | $197,686 | 1 |

# Instruction
## Betsy Julian
## October 2023

**Goal A: Teaching & Learning:**

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

- Faculty In-service sessions included a wide range of topics including:
  - Using the MHCC Equity Lens Tool
  - RSI (Regular and Substantive Interaction) in Online Courses: Why it matters
  - Gallery Walk for Introducing Class Topics
  - Frankenstein in the Machine: Student Learning and the Future of A.I.
  - Teaching Tips and Shortcuts
  - Race: The Big Picture
  - Race: Where We Live
  - Serving Student Veterans
  - New Student Onboarding Process Improvements

**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.

- Summer Bridge 2023 took place on campus and online. The Bridge program, offered three times each year, is a curated orientation experience designed to maximize support and success for new students, and for those returning from a break. Students worked in groups, and one-on-one with MHCC employees. Interactive lessons helped students uncover what they're "supposed" to know about college, practice using the many required tools and technology at MHCC, and build community in a friendly and supportive atmosphere. Organized and facilitated by AVID Coordinator Sarah Aimone, Summer Bridge supported 111 students with the expert help of folks in a total of 18 areas and departments at MHCC.

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

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

- The Adult Basic Skill and Career Pathways division along with the Workforce division has implemented a pre-apprenticeship in construction program for multilingual students through a Department of Labor grant. Our first cohort has just started. We are working with facilities and the College to upgrade the GE building for future cohorts.

MT. HOOD
COMMUNITY COLLEGE

- The Symphonic Choir and Community Education partnered to allow community members to join MHCC's Symphonic Choir by cross-listing classes. This Fall, close to 30 community members will sing in harmony with credit students to perform beautiful music. This blend of voices will enhance the students' learning experience as well as engage the community.
- The Apprenticeship and Pre-apprenticeship programs attended Oregon Tradeswomen's annual fundraiser, the Build With Us 2023 Blue-Collar Gala and Industry Awards event. At the event many tradeswomen who were nominated for a Woman on the Rise or Wanda Hall Legacy Award were recognized. The event was a great event for networking and raising critical funds to support the life-changing programs of Oregon Tradeswomen. It was also a way to celebrate all the programs have accomplished in the last year. MHCC partners with Oregon Tradeswomen in multiple ways through our Workforce, apprenticeship and pre-apprenticeship programs.

**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.

- Peter Szucs, Dean of Mathematics and Science, presented an update of the Academic Program Plan in a one-hour session at the 2023 In-service. Around 20 faculty and staff attended the session. Szucs emailed a copy of the plan to the attendees with a request for feedback by October 16.

**Community Connections:**

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

- The athletic department hosted an eight team NWAC Volleyball Crossover Tournament and several contests during the month of September.
- Diana Moreno was hired in September 2023 as Director of the Small Business Development Center (SBDC). Diana has extensive business advising and management experience and is bicultural and fluently bilingual in Spanish and English. With a new bilingual and bicultural director, the SBDC will expand its programming with Spanish language outreach, services, and materials.

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

- Dr. Carri Claycomb, Dean of Nursing is working with the Area Health Education Centers Program (AHEC) to offer students scholarship opportunities to better prepare health profession students for future practice in rural and urban underserved communities.

# Administrative Services
# Jennifer DeMent
# October 2023

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

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

- October is **domestic violence awareness month**. The public safety team is hosting and supporting the Clothesline Project to increase awareness for survivors of assault and abuse. The interactive display is available throughout September and October in the Library lobby. Additionally, there is an upcoming presentation on October 12 for domestic violence awareness with Bradley Angle, a local non-profit serving those affected by domestic violence.



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

# Administrative Services Update

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

- IT teams built 15 new laptops for **Student Basic Needs** and re-imaged about 20 current systems.

**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.*

- Fall is one of HR's busiest times for hiring. In September alone, we're excited to have brought on board **46 newly hired or promoted employees**, including full and part-time faculty and staff.

**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**:
  - Updates were made to several mhcc.edu Cascade CMS templates as requested by the project vendor and marketing team
  - Several new pages added to the mhcc.edu Cascade CMS site
  - Cascade CMS workflow custom emails updated
  - Additional functionality added to online learning's Cascade CMS site
- **IT Web Services Report Information – September**
  - We received 29,265 visits to our website home page with 37,868 page-views and 117,362 interactions.
  - Users by device:
    - Desktop – 52.3%
    - Mobile – 46.5%
    - Tablet – 1.2%

**Objective D.3:** *Spread awareness of IT and facilities initiatives and improvements on Campus.*
- South Campus parking lot **bioswale improvement project** continues.  Lot S was completed and Lot T started in September, with the team continuing one lot at a time.  Tree selection in progress the right canopy and layout.

- The facilities team had all three **campus fountains operating** for student orientation and the first week of school.  It added a strong feeling of connection for students, and great feedback was also received from the annual Gresham Chamber Steak Fry attendees.

# Administrative Services Update

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

- IT application services collaborated to provide additional improvements and updates to dental hygiene and funeral services education **Limited Restricted Entry applications**
- IT teams completed a web server/subdomain setup for online learning's migration from WordPress – this **improves the user experience and reduces security risk**.
- IT application services developed four **HR forms** to improve HR processes and access then provided to HR.
- Pixel tracking code added to mhcc.edu to support district communications **marketing campaign**.

**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 nearing the end of phase two, information gathering.  The executive team has requested fall class data be incorporated into the data set for **space usage analysis**.  Phase three will include sharing sessions with stakeholder groups.

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

- The IT **service desk** took 562 calls, closed 372 tickets, and onboarded 54 employees
- The IT desktop team finished the new d**ental lab** and closed 104 escalated tickets
- In preparation for the Fall term, **IT audiovisual** work included the setup of 11 podiums, closure of 26 related tickets, and set up and support of 30 events, including CDFS pre-service week, MHCC convocation, and 22 in-service sessions with up to 7 of these happening at the same time
- IT completed **CDFS** summer updates and deployed equipment at all sites.
- IT service desk also re-imaged **VA28 (Visual Arts)** with all new software.
- IT service desk rebuilt the **piano lab computers** to better support the newly installed pianos and obtained and upgraded **VectorWorks** to 2024.
- **Maywood** IT summer upgrades included reimaging Macs to support our students' ability to do classwork in these labs.
- IT support teams replaced the soundboard Mac in the small **theater** with a brand-new system.
- For our **engineering and auto** classes, an upgrade to the Mastercam computer lab was also completed by IT – systems were upgraded to 2024.
- **Cyber-Security – Recap of risks identified and/or blocked for September:**
  - Email:
    - 12,690 instances of phishing blocked
    - 47,507 instances of dpam blocked

- 61 instances of email malware blocked (34 were attachments, the remainder (27) were URL links)

# College Advancement and District Communications
## Al Sigala

## October 2023

**Teaching and Learning:**
Staff took part in the college's Student Orientation day providing scholarship information to both students and parents. We also volunteered at the Welcome Tables helping to answer any questions or guide students to where they needed to go.

District Communications (DC) met with business and information technology to discuss marketing practices to promote the AAS of Welding degree, as well as to assist with promotion and photography coverage for manufacturing day.

Our team helped conduct two workshops during fall in-service: Marketing 101 which highlights the overall marketing process for all college promotions, as well as a social media and website update workshop which enlightened faculty and staff into the processes for both social media and the status of the new and improved mhcc.edu website.

**Education Programs and Support Services:**
Scholarship outreach to students has begun. We emailed all current students' information about scholarships and are scheduling times to speak with classes and inform them there as well. Faculty and staff were also asked to remind students to apply for scholarships.

District communications continued to provide support for various marketing objectives for departments across the college including student development. Members of our team met with the office of student life and engagement in an effort to answer lingering questions surrounding marketing deliverables, processes, templates and posting. The two teams came to the agreement that district communications would take over the responsibility of approving all requested print posters for the college as well as developed templates in Canva that allow for collaboration with departments to have the freedom to create their own deliverables while meeting and aligning with our branding guidelines. Our team supported student development in the coverage and promotion of new student orientation.

District communications team members met with members of CDFS (Child Development and Family Support) to begin the discussion of developing an inter-departmental bulletin to spread information within the CDFS department and keep them informed on valuable information from the director's level.

**Organizational Structure, Systems, & Processes:**
District communications hired and is currently on-boarding a part-time graphic designer, bringing the team staffing to full completion.

# College Advancement and District Communications Update

Our team adopted and refined the print approval process for all print collateral across the college, centralizing the requests to ensure that a member of the district communications office has eyes on all collateral being produced.

**Facilities and Technology:**
The district communications team continues its work with IT and external vendor MAC (Madison Avenue Collective) on the website revamp. The current phase relies heavily on internal content editors and the team recently announced an updated projected launch date of late January to early February.

Performance for <u>mhcc.edu</u> on *Google Search* (Sept. 1-30):
Overall:
> 790k impressions
> 41.4 total clicks
> 5.2% Average Click Through Rate (CTR)

Top Performing Queries:
> "mhcc": 5.6k clicks, 13.8k impressions
> "mt hood community college": 4k clicks, 10.8k impressions

**Community Connections**:
The college hosted the Gresham Chamber of Commerce networking event on September 8th in the Town and Gown room. Al and Marie Teune represented the college. The event drew approximately 40 business representatives from primarily the Gresham area.

Also on September 8th, the college hosted Congressman Earl Blumenauer's East County Round Table discussion with elected officials from throughout the district. Andrew Speer represented the college as Al also sat in on the discussion. The Congressman heard about the infrastructure projects and challenges many are facing.

Staff also attended the Gresham Chamber's Leadership Luncheon on September 19th and the Urban League's Equal Opportunity Dinner on September 28th.

The Foundation welcomed a new board member as Sean Berry was voted into office. Sean is a CPA and owner of the Mt. Hood Tax and Accounting Professionals in Gresham. The Foundation had been looking to recruit a CPA to assist with our planned giving initiatives.

The Foundation kicked off its annual Staff Giving Campaign on September 20 with a staff lunch in the Vista Dining Room. The event was attended by hundreds of staff members. The campaign provides prizes as an incentive to giving and winners are drawn every Friday through October. The tally as of October 1 is $58,142, surpassing last year's total with three weeks left to reach the goal of $60,000.

# College Advancement and District Communications Update

We also kicked off planning for the 2024 auction. The Foundation board has decided on a Kentucky Derby theme with a tag line of "helping students reach the finish line". There is a lot of excitement around this theme and for having the auction back on campus. It will take place in the Vista Dining center, with the silent auction in the Jazz Café and Town and Gown areas. We have two new sponsors at the $10,000 level: Microchip (up from the $2500 level) and Foundation board member Ken Cornelison's Kia dealership. Ken also brought in 5 great auction items to the September board meeting, giving us an early start to the board's procurement of auction items.

September brought forth several alumni outreach efforts including the distribution of the alumni newsletter which included a special guest pass to the Columbia Sportswear employee store. Along with the newsletter we kicked off a new alumni Facebook page.

District communications published its second digital edition of the *College plus Community.* The digital publication has yielded 1,380 impressions in 26 days with 720 reads.

DC also produced a printed postcard that directs the community to the digital version of the fall *College plus Community*. The postcard featured a QR code linking directly to the publication. This QR code registered 252 scans in three weeks.

Our team launched a digital marketing targeted campaign with Alpha Media with featured Connected TV and Streaming commercials. Along with using geotargeting and zip codes, the campaign also targets and tracks all devices that visit the MHCC website and are connected to the same IP address that the ad was displayed. This campaign captures a well-rounded and encompassing approach to targeting individuals where they are, despite their device.