



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on November 15, 2023, with a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/94272241656?pwd=MytldWR0d3RhZnJKVENKQlFsYXNnUT09>

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

Webinar ID: 942 7224 1656

Passcode: **926376**

****UPDATED** AGENDA SESSION 1093**

- | | | | |
|----------------|------------|--|---|
| 6:30 pm | 1.0 | CALL TO ORDER / DECLARATION OF QUORUM | |
| | 1.1 | Approval of Agenda | |
| 6:35 pm | 2.0 | PUBLIC INPUT | |
| | | | <i>Persons wishing to provide public comment can sign up by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, address, and organizational affiliation, if any, for the public record. Please limit comments to 3 minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.</i> |
| 6:50 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Annual Foundation Report | Al Sigala |
| 7:05 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Work Session 1091, October 4, 2023 | |
| | | b) Minutes – Board Regular Session 1092, October 18, 2023 | |
| | | c) Monthly Personnel Report | |
| | | d) Monthly Financial Report | |
| | | e) Monthly Head Start Report | |
| | | f) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000 | |



4.2 [OSBA 2023 Elections](#)

Andrew Speer

7:20 pm **5.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** (3 min each)

7:45 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

8:15 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 December 13, 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

November 7, 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 November 2023

As we enter this season of gratitude, there is so much we have to give thanks for. I am thankful for the work of all faculty and staff to support our students in their educational journey. I am thankful for the students who trusted us with their academic dreams. I am thankful for the Board's leadership as we navigate forward, empowering the community to be part of our future. MHCC is a great institution and we have so much to be thankful for.

The big event for October was the hosting of our Year Seven evaluation visit by our accreditors, the Northwest Commission on Colleges and Universities (NWCCU). Faculty, staff, and administrators across campus have been working since our last visit in 2016 on recommendations put forth by the commission. This year's visit went very well, and in their closing comments, the evaluators expressed both the warm reception they received by members of the campus community, and how helpful everyone had been, prior to and during their visit. It was obvious that faculty and staff took our prior recommendations and made changes necessary to meet standards. A lot of great work was done by all.

We are awaiting the evaluator's final report, which will then be shared with NWCCU commissioners for action in January. It is at this point we will know the status of our accreditation, the specific recommendations we need to address, and the timeline and method by which we need to provide information and/or updates. I would like to give special thanks to Sergey Shepelov, our Accreditation Liaison Officer, and the Accreditation Steering Committee – Betsy Julian, Georgia Portuondo, Jennifer DeMent, John Hamblin, Lori Wamsley and Megan Dugan – for their leadership in getting us to this most positive outcome.

At the state level, I am learning my new role as the treasurer for the Oregon Community College Association (OCCA) and as part of the OCCA executive committee. With the current vacancy in the executive director position, the committee will be focused on the search process this year. OCCA is looking to contract with an outside entity to support the search. The executive committee is hoping to begin the search process in the next month, with the position filled in the spring of 2024.

Lastly, I had the opportunity to present MHCC's strategic plan to marketing and communication professionals attending the National Council for Marketing and Communications District VII annual conference. Titled, Equity as a North Star, the session focused on the importance of equity as the foundation by which we operate, how we intentionally engaged our stakeholders, and the final product, with metrics, that are guiding our work today and into the near future. On a personal note, it was fun to be back with some of my former colleagues and showcase the great work the college and board did.

Annual goal update

Diversity, equity, and inclusion

No new information this month.

Community engagement

Board presentations dates are finalized for 2023, and work is underway on developing the schedule for 2024.

Bond campaign

The college is in the process of finalizing the contracts with consultants assisting us with the campaign, with work commencing this month.

Accreditation

Our Year Seven Accreditation site visit by the Northwest Commission on Colleges and Universities (NWCCU) took place October 18-20, 2023.

In closing, in this season of gratitude, I hope you too find opportunities to celebrate your work on this board, and find satisfaction through your work with an entire college community to bring about positive change in the lives of our students. I am thankful you give of your talent and time, to make MHCC the great college it is.

Community/Educational Presentations and Selected Outreach Activities

- Oct 3 Western Interstate Commission on Higher Education (WICHE) meeting with Demi Michelau, WICHE President*
- Oct 4 Oregon Community College Association (OCCA) Executive Committee meeting*
- Oct 4 MHCC Board of Education work session*
- Oct 5 Oregon President's Council (OPC) meeting*
- Oct 6 OCCA Board meeting*
- Oct 6 MHCC Manufacturing Day Appreciation luncheon*
- Oct 9-12 Association of Community College Trustees (ACCT) Leadership Congress*
- Oct 9 Guest presenter at ACCT pre-conference session: SNAP 50/50*
- Oct 10 ACCT Advisory Committee of Presidents meeting*
- Oct 11 ACCT and Achieving the Dream Data Advisory meeting*
- Oct 11 ACCT Digital Learning Study Focus group*
- Oct 13 Portland Metro Workforce Development Board meeting*
- Oct 13 East Metro Leaders Roundtable meeting*
- Oct 16 Meeting with Rev. Dr. Troy Lynn Carr, Gresham United Methodist Church*
- Oct 17 Gresham Chamber of Commerce Business & Leaders luncheon*
- Oct 17 Meeting with Senator Dembrow*
- Oct 18 OCCA Audit Exit Interview*
- Oct 18 MHCC Regular Board meeting*
- Oct 19 Meeting with Directors Speer and McKeel*
- Oct 19 Presentation to National Council for Marketing and Public Relations District VII annual conference: Equity as a north star*
- Oct 20 OPC monthly planning meeting*
- Oct 30 Meeting with Superintendent Caropelo (RSD) & Justin Birmingham, Reynolds School District*

Select Media Mention

My View: Embracing the promise of Mt. Hood Community College as we welcome the fall term (Skari op-ed)

https://www.theoutlookonline.com/newsletter/my-view-embracing-the-promise-of-mt-hood-community-college-as-we-welcome-the-fall/article_878a344a-6155-11ee-a8a5-d31fccf9679c.html

Lisa Skari, president of Mt. Hood Community College (MHCC) in Oregon, has been appointed to the Western Interstate Commission for Higher Education (WICHE) by Oregon Gov. Tina Kotek. <https://www.ccdaily.com/2023/10/newsmakers-258/>

Mt. Hood Community College announces groundbreaking cybersecurity degree

https://www.theoutlookonline.com/news/mt-hood-community-college-announces-groundbreaking-cybersecurity-degree/article_e288a142-647a-11ee-8b3b-cbd133b2b35f.html

MHCC showcases manufacturing programs, careers to local high schoolers

https://www.theoutlookonline.com/business/mhcc-showcases-manufacturing-programs-careers-to-local-high-schoolers/article_63230e8a-67a7-11ee-8064-9b0e77db5d9b.html

Mt. Hood Community College to use \$1 million grant for advanced manufacturing training

https://www.theoutlookonline.com/news/mt-hood-community-college-to-use-1-million-grant-for-advanced-manufacturing-training/article_94dc2ecc-68b3-11ee-9cae-63d852c1a994.html

MHCC part-timer is at the World Series with the Texas Rangers

https://www.theoutlookonline.com/newsletter/mhcc-part-timer-is-at-the-world-series-with-the-texas-rangers/article_787161e8-7430-11ee-8b7c-7373059fd576.html



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – October 4, 2023

Session 1091

A meeting of the Mt. Hood Community College District Board of Education was held on October 4, 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: Diane McKeel, board vice chair, Annette Mattson, Diane Noriega, Marie Teune, ShaToyia Bentley, Dana Stroud

Additional Attendees: Lisa Skari, president, Al Sigala, vice president, College Advancement, Rebecca Van Lieshout, Senior Grant Specialist, Ellucian, Sergey Shepelov, associate vice president, Data, Assessment, and Institutional Effectiveness

McKeel called the work session to order at 6:01 p.m.

1.0 BUSINESS

2.1 Ellucian Update

Al Sigala began the update by presenting an overview of the grant services Ellucian provides to the college. Rebecca Van Lieshout, Ellucian Representative, who leads the grant efforts at the college, provided a Grants Activity Annual Report for the Fiscal year 2023 – July 1, 2022 to June 30, 2023 and responded to questions from the Board.

The report included:

- Fiscal Year 2023 Annual Highlights –
 - Impact on Students
 - Impact on The Institution
- Fiscal Year 2024 Q1 Updates –
 - HECC –Future Ready Oregon: Workforce Ready Round



- U.S. Department of Education –Title III(a): Strengthening Institutions Program
- 2023 OVW -Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus
- A Look Forward –
 - Funding Opportunities
 - Organizational Development

Van Lieshout will be doing a MHCC site visit the week of October 23rd. She will be hosting a Project Directors Workshop October 25th to go over the grant development process and grant management. In addition, she will be meeting with various college groups to include, the President’s Office Leadership Team, Executive Team, Dean’s, Project Director’s, Analytics and Institutional Research, and the Business Office. Ellucian also offers an annual webinar series and this November 2023 there will be one on Logic Models and Project Design.

A copy of the PowerPoint presentation is attached to the minutes.

2.2 Community Engagement Presentation Planning

The Board Community Engagement Committee met and discussed the community engagement activity tracker, if it is still a useful tool, the different organizations and businesses on it, and what needs to be added for the 2023-2024 year. These questions were also posed to the Board at this meeting for feedback.

Skari posed the following questions for the Board:

- What are the boards priorities or outcomes we want to achieve?
- How do these differ or overlap with efforts being done by the college already?

The discussion resulted in the following priorities:

- Visiting the cities of Fairview, Sandy, Cascade locks and the Corbett Board/ School District by the end of the year.
- Focusing on all school boards/districts starting in January 2024.

Stroud mentioned adding the following to the presentations that will be given:

- The academic achievements of the college, including being ranked 4th in the Nation.
- The student story or experience, perhaps including a student from each school district, sharing their story or having them share their own story in person.

The next community engagement committee meeting will be scheduled following the meeting for further planning and discussion.

2.3 Accreditation 101

Dr. Skari began this presentation by showing a webinar from the Association of Community College Trustees (ACCT) titled, “Accreditation and Community College Trustees,” which discusses a publication written for ACCT by Dr. Judith S. Eaton, who has served as president of the Council for Higher Education Accreditation (CHEA), since 1996.



The webinar was pre-faced with some important facts for Trustees to know about accreditation including:

- It is a pre-condition for receiving federal and state funding.
- It occurs at the institutional and programmatic levels.
- It can have important programmatic and budgetary implications.
- It provides an opportunity to take stock of how well the college is doing.
- It can be a valuable tool for trustees to understand better where their colleges are succeeding and where further progress is needed.

The webinar covered:

- The purpose and roles of accreditation in U.S. higher education.
- The organizations that accredit community colleges.
- The process of accreditation.
- The role of trustees in the accreditation process.
- The caveats and concerns that Trustees should consider.
- A list of links to a variety of resources for additional information

Following the webinar, the Board went over the upcoming accreditation visit schedule for October 2023, to review the Board role for related meetings. Sergey Shepelov discussed the accreditation visit, meeting specifics, how MHCC's Strategic Key Performance Student Success Indicators play a role, and answered questions from the Board. The Board also had a chance to brainstorm some thoughts on what they thought the college has done well and has improved upon in the last few years in order to prepare for their meeting with the accreditors.

A copy of the handouts from this presentation are attached to the minutes.

To close the meeting, McKeel shared the MHCC Foundation calendar and their coming events. She also highlighted that the organization All Hands Raised is hosting an event where individuals can volunteer to be a principal for the day in local area schools.

3.0 ADJOURNMENT

The work session was adjourned at 7:56 p.m.

Clerk

Board Chair

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



MHCC Grants Activity Annual Report

Fiscal Year 2023 – July 1, 2022 to June 30, 2023

Becca van Lieshout, GPC
Senior Grants Specialist

October, 2023



**Sharla
Trimm**



**Rebecca
Davis**



**Sarah
Schroeder**



**Brett
Seybert**



**Becca
van Lieshout**



**Rhyan
Romaine**



**Karla
Zahn**



**Barb
Dodge**



**Julie
Barnes**



**Brian
Byrnes**



**Becky
Spray**



**Doug
Hoekstra**



**Tracy
Jackson**



**Shauna
Nischik**



**Kimberly
Coker**

Ellucian Grants Services Site Visit

Scheduled Activities

- Project Director's Workshop October 25, 2023 at 1 pm
- President's Leadership Team – Strategy
- Executive Team – Process
- Dean's Meeting
- Project Directors

Primary Workshop Focus Areas

- Grants development
 - Build capacity and engage faculty and staff in the grants process and proposal development
 - Build skills through structured training
- Grants management
 - Increase understanding of grants compliance
 - Build capacity for effective implementation and management of grants

**2023
PROJECT
DIRECTOR'S
WORKSHOP**

**25, 2023
OCT
1PM-4PM
PACIFIC TIME**

**MT. HOOD
COMMUNITY COLLEGE**

Mt. Hood Community College
GRANTS OFFICE

Join us for our 2023 Project Director's Workshop, where you will learn valuable information on the Federal grant pre-award process, award implementation, and post-award management.

DISCUSSIONS & AND INSIGHTS

PRE-AWARD

- Grants Process
- Design and Development
- Submission
- Debriefing

AWARD & IMLPEMENTATION

- Grant Award Notifications
- Operationalizing the proposal
- Setting up compliance

MANAGEMENT

- Monitoring
- Reporting
- Evaluation
- Closeout

AUDIENCE

- ALL CURRENT PROJECT DIRECTORS
- ANY FACULTY OR STAFF INTERSETED IN WRITING PROPOSALS
- ANY FACULTY OR STAFF ASSIGNED ROLES IN GRANTS FUNDED PROJECTS

SAVE THE DATE
MHCC Board Room

Fiscal Year 2023

Annual Report Highlights

- Impact on Students
 - 90 Mt. Hood Scholars received retention support from the First Gen Student Success program
 - 48 students received education and training toward a Mechatronics certificate through Future Ready Oregon’s Workforce Ready program
- Institutional Impact
 - Increased support for the Mt. Hood Jazz Festival
 - Professional development opportunities through EGS webinar series
 - Ongoing experiences to inform revisions to the grants process and refine grant-seeking priorities

Applications

✓ 9 awarded

✓ 4 pending

More than
\$12 Million
in awards

More than
\$4.1 Million
pending

Cumulative Total
since 2016
more than
\$78.6 Million

Fiscal Year 2024 Q1

Updates

- HECC – Future Ready Oregon: Workforce Ready Round II
 - Awarded \$1 Million over three years
 - Focus on training for Semi-Conductor industry
 - **MHCC’s “application was among the highest scoring centering equity, innovation, and partnerships. Congratulations!”**
- U.S. Department of Education – Title III(a): Strengthening Institutions Program
 - Not awarded in first slate of awards
 - Score 96 of 106 possible points
 - First slate cut score of 100.67
 - Second slate announced September 2024
- 2023 OVW - Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus
 - Last pending proposal of 2023
 - \$400,000

Applications

- ✓ 3 pending
- ✓ 2 new in FY24

In Development

- ✓ NSF ATE
- ✓ OEA Choice Trust
- ✓ Miller Foundation

Awarded

- ✓ 2016-present \$86.6M
- ✓ FY2023 \$12.7M

Pending

- ✓ FY23 \$400,000
- ✓ FY24 \$98,700

Planning

- ✓ TRIO SSS
- ✓ DOL – Pathways to Infrastructure

Looking Forward

Funding Opportunities

- **Department of Labor – Building Pathways to Infrastructure Jobs Round II**
 - Application window: 3/15/2024 – 6/14/2024
 - Purposes include public-private workforce partnerships and worker-centered sector strategies
- **TRIO Student Support Services**
 - Due fall 2024
 - Department of Education advises applicants to begin planning in Fall 2023

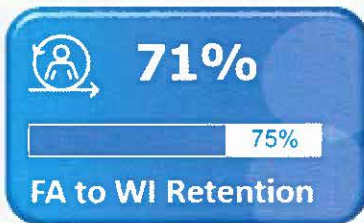
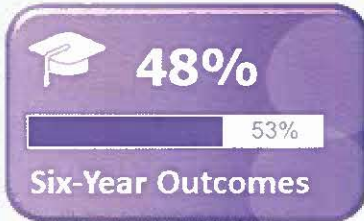
Organizational Development

- Updates to Grant Seeking Priorities
- New Funding Roadmap and Priority Grant Seeking Calendar
- Grants Process Revisions
- Updates to Grants Manual

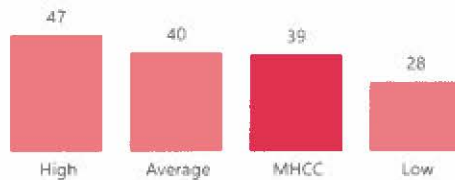
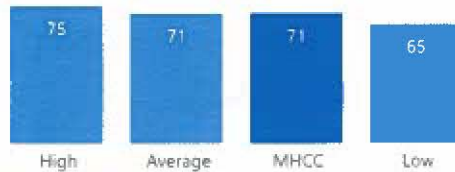
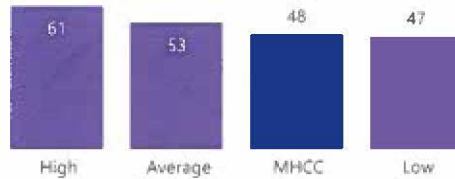
Student Success Indicators



Current KPI and Goal



By Year, %



MHCC has selected five colleges as peer institutions. The selection criteria included enrollment size, student body diversity, the proportion of students over 25 years old, degree of urbanization, the highest degree offered, and participation in VFA. The colleges are Clackamas Community College (Oregon, NWCCU), Chemeketa Community College (Oregon, NWCCU), South Puget Sound Community College (Washington, NWCCU), College of Central Florida (Florida, SACSCOC), and Parkland College (Illinois, HLC).

The graphs on the left compare MHCC results to the highest, lowest, and average values among peer groups.

Filters

Show Filter Panel

Disaggregation

- Main
- Age
- Gender
- Race
- Full/Part Time
- Pell
- College Readiness
- Peer Colleges

Student Success Indicators

Change

- The six-year outcomes rate, which had been at its peak for two years, declined from 50% to 48%. The retention has rebounded from 67 to 71%.
- COVID-19 pandemic led to a significant drop in student enrollment and retention.
- Despite challenges, the decline in completion rate was less severe compared to enrollment and retention drops.
- This suggests the college was making progress in improving its completion rate before the pandemic hit.

Peer Comparison

- While MHCC's completion rate fell below the peer group's average, it maintains an average level for retention and credit accumulation indicators.
- As completion is a long-term indicator and both retention and credit accumulation are shorter-term leading indicators, we anticipate moving closer to the average within two to three years in terms of completion as well.
- The peer college with the highest percentage of younger students had the best completion rate.
- Further work with peers will inform new initiatives to improve MHCC completion rates.

Equity

- No overall difference between completion rates of white students and students of color. However, the black student rate stood at 37%, compared to 48% for all students.
- Female students consistently had a 5-6% higher completion rate than male students.
- Completion rates decrease with increasing age groups: 56% for students who start under the age of twenty-one to 27% for students over forty.
- Full-time students have twice the likelihood of completing compared to part-time students (62% vs 31%).
- Initial math placement is strongly linked to completion rates. 72% for college math placement vs. 24% for MTH10/MTH20 placement.

Initiatives

- Office of Student Basic Needs and Equity Center
- Build a positive climate using principles of equity and trauma-informed care
- Address structural inequity to increase the diverse representation of students and employees.
- Strategic branding, communications, and student-centered website redesign
- Financial Application and Literacy



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – October 18, 2023

Session 1092

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

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

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, John Hasegawa, Full Time Faculty Association (FTFA) President, Sarah Aimone, Classified Education Association (CEA) President, Javier Estrada, president, ASMHCC, Emily Phoun, vice president, ASMHCC

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

1.1 Approval of Agenda

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

2.0 PUBLIC INPUT

There was public comment provided by:

Erica Feralova, MHCC instructor, Computer Information Systems (accompanied by MHCC student Mike Fuller) – She provided an overview about what the Computer Game Development Program has been doing since the pandemic.

Mike Fuller, a recent graduate of the Computer Game Development Program, shared his experience in the program and his goals and aspirations for the future in the computer gaming industry.



3.0 REPORTS

3.1 Correspondence

There was no correspondence.

3.2 Financial Update – 1st Quarter and Year-End

DeMent provided a financial update for the 2023-2024 first quarter and year-end for the Board and responded to questions from the Board.

The presentation reviewed:

- Unaudited results from fiscal year 2022-2023
- Changes in current year revenue
- The five-year forecast

She went over 2022-2023 Expenditures with the general fund came in at just under 73 million dollars:

- Salaries – 50.7%
- Materials & Services – 12.5%
- PERS & PERS Bond – 11.8%
- Health Insurance – 8.5%
- Transfers – 5.6%
- Tax & Benefits – 6.0%
- Debt Service – 3.5%
- Grants in Aid -1.1%
- Capitol – 0.2%

Next, DeMent covered the 2022-2023 Budget Variance's based on what was budgeted and what was actually spent. Most of the savings were in salaries, which is the college's largest expenditure category. As a percentage, the college underspent grants in aid by 21%, due to less use by staff and a change to how we accounted for Adult Basic Education (ABE)/English as a Second Language (ESL) waivers. Capital outlay was underspent by 45%, or \$148k, due to project timing. Overall, we spent 7%, or \$5.2 million less than budgeted. The majority, 76%, of unspent budget is accounted for within salary and benefit line items.

In terms of Resources (revenue) for 2022-2023, state aid was slightly under budget due to our share of state support based on enrollment and property tax amounts. The most significant difference from budget is within the transfers and other category. The college's interest income has increased significantly, due to rising interest rates and the ability to maintain higher reserve amounts and invest in the state pool.

Current year changes are from the revenue side. The college budgeted at governor's requested level, a 6.4% increase over last biennium. The legislature funded us with a nearly 13.8% increase and the Higher Education Coordinating Commission (HECC) set aside \$12.5 million to implement student support and success funding in second year of biennium, dropping the increase in year one by 2%.



We're estimating about \$1.5 million more than budgeted for the current year, and an additional increase next year when student support and success is implemented. Fee revenue is adjusted down based on actual results from last year. There is still being work done on forecasting precision since we shifted from per term to per credit fees in 2021-2022. Other income is anticipated to be higher than budgeted due to investment returns. State support is as of October and includes 2022-2023 enrollment where the college ended up with a \$500 thousand dollar increase. One more adjustment will happen for the January payment based on actual property taxes imposed. She presented a chart highlighting revenue changes over time discussing how enrollment and support affects revenue.

DeMent closed her report going over Revenue and Expenditure Forecasts. First, she discussed revenue resources forecasted for the remainder of this biennium, plus the next two biennia. Assumptions include 2% annual growth in state aid and property taxes, and 3% growth in tuition, a combination of improved retention and tuition increases. This forecast reflects a 2.6% annual growth rate. Second, she went over the Expenditure Forecast which assumes a 3% annual growth rate in all categories except grants in aid and transfers, which are at 2%. This forecast reflects a 3.1% annual growth rate, which is higher than the revenue growth rate of 2.6%, which is why you'll notice the dwindling ending fund balance. As with revenue, included last year's pre-audit actual expenditures. Some significant variances include personnel services and transfers. Personnel was underspent in 2022-2023 due to unfilled positions (intentional and unintentional). The college had 9% savings in personnel services, which is higher than usual. Our current year budget is actually only 4% higher than last year's budget. The Transfer amount for last year reflects a one-time transfer to facility's capital to match the state capital construction funds we received. Based on this forecast, we can expect relative stability throughout this biennium. However, we are spending more than we bring in annually, which is not sustainable.

A copy of the PowerPoint presentation is attached to the minutes.

3.3 Bond Planning Update

Sigala provided an update to the Board regarding current Bond planning and answered questions from the Board. He shared that requests for proposals for bond consultants have gone out. He stated that there are three areas of consulting that he would like the Board to consider in going for a bond including:

1. Primary Bond Consultant – a strategist who will work with staff and the Board, to develop an engagement and outreach plan, taking a look at the demographics of the voters; providing a profile of who those voters are. Also, they will work to service the communication as well as developing those materials. They will also work at looking at the results of any polling that the college decides to do as well as assist with the bond language.
2. Consultant to Facilitate The Bond Development Process – one who would look at the package that the college will put together to take to voters. They will work with the Board, staff, and community members in developing this process, putting together a committee of approximately thirty people.



3. Consultant for Polling – a consultant who would work on the polling (through phone calls and interviews), measuring the temperature of voters. Two surveys are of interest one 12-minute survey and second a 15-minute survey, which would help with bond development efforts in testing what voters would like. Later, closer to the election another survey would take place to indicate whether things have changed.

Next Sigala discussed some of the costs involved with going out for a bond including:

- Placing the measure on the ballot.
- Legal assistance in drafting the language of the bond measure.

He shared that the college is looking at an estimated \$200,000 for consulting in all areas and putting the measure onto the ballot. The companies that are currently being considered for the three consulting positions are Wright Public Affairs – Primary Bond Consultant, Coraggio Group – Bond Development Process Consultant, and Temkin Research Group – Customer Experience & Surveys.

In response to a question from Speer, DeMent provided an update on the Master Facilities Plan and how that aligns with bond planning. She stated that facilities packages are set to go out January 2024 in order to get feedback from the community and to see what resonates with students and that they will be seeking guidance from the bond strategists as well on how the plan and bond intersect in terms of timing.

The college will keep the board updated on the progress of the bond.

4.0 BUSINESS / ACTION

5.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1089, September 6, 2023
- b) Minutes – Board Regular Session 1090, September 20, 2023
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report

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

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Speer, McKeel, Noriega, and Mattson discussed their experiences at the 2023 ACCT Leadership Congress that was held in Las, Vegas Nevada October 9th – 12th . Participants highlighted new updates and accomplishments from ACCT since the last year, interesting and informative sessions they attended, and the amazing job that Speer and Hamblin did in presenting their session on Bringing Adults Back to College.

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



6.0 CLOSING REPORTS

6.1 ASMHCC Representative

Javier Estrada (ASMHCC President) – he shared in his report:

This past month has been very busy for ASMHCC. Earlier this month, on October 2nd and 3rd, we hosted a Campus Resource Fair where students got to have an opportunity to learn about the different resources offered to them, both on and off campus. At the resource fair we had 31 MHCC departments, organizations, as well as community members present to over 300 students.

Last week, on October 10th and 11th, we hosted a club's fair where students got an opportunity to learn about the different clubs both active and inactive here on campus. Overall, the clubs fair was really fun and exciting knowing that so many students were interested in the different clubs that we offer here on campus as well as building a connection with students. During the Clubs Fair event, we in ASMHCC wanted to know from students' what type of event they would like to see happen here on campus. The options that students voted for were: a movie night, a school dance, spirit week, and a student art mural. The winner from the vote for what type of events students would like to see happen on campus was Movie Night with a School Dance in second place.

We will be hosting The Annual Barney's Boo-Bash (previously known as Truck or Treat) the biggest community event of the fall. The event will occur on Tuesday, October 31st from 5:30-7:30pm. There will be a lots of fun activities, games, candy, popcorn, and so much more for the community to enjoy. During the day time, ASMHCC will host a costume contest for students in the Student Union , where students can win one of three BIG mystery prizes. We hope you're able to join us in welcoming the community as well as students to this Spooktacular event, and we hope to see you there in your best Halloween costume.

This week we have officially kicked off our annual fall term food drive. We have 13 department doing friendly competition of food donation. The department that donates the most food to the pantry will be considered the winner and will receive a Barney's trophy for their spectacular contribution. We hope you can join us and help Barney's pantry flourish in food donations. We also accept food and personal hygiene donations from the community as well.

And finally, we will be hosting an ASMHCC meet and greet event on Wednesday, November 15th. The meet and greet will give students the opportunity to learn about the team as well as learn about the different positions offered on ASMHCC. There will be a fun bingo game and students who participate can win one of three mystery prizes.

6.2 Advisory Representatives

John Hasegawa (FTFA) – he shared some things that are happening in his area including that midterms are coming up, faculty (faculty senate and bargaining) have been a part of accreditation meetings, and that he is working on pulling a core team of faculty together to develop a learning committee, which will result in two different groups that will aid in the learning and development of faculty on topics such as Diversity Equity and Inclusion (DEI) and other college issues of importance. Faculty will have a chance to lead peer trainings, in a cohort type format. Faculty who attended the National Conference on Race and Ethnicity (NCORE) will be called upon to assist in trainings. One of



the groups of focus (starting fall 2024) will be based on Black, Indigenous, and people of color (BIPOC).

Sarah Aimone (CEA) – she shared updates for CEA to include:

- Steven Herff, the new Barney’s Pantry Coordinator, is getting lots of help from the student life team towards his efforts.
- Jennifer Hare, from the Academic Advising and Transfer Center, is now offering appointments after hours to better serve student’s needs.
- Kevin Moore, Open Educational Resource and Reference Specialist, from the Library, recently earned a certificate in Open Librarianship from the Open Education Resources (OER) Network this year.
- During Convocation 2023, the CEA held a networking luncheon and 75 members attended.

Marilyn Pitts (PTFA) – did not attend.

7.3 Executive Leadership

John Hamblin (Student Development) –he wanted to express his appreciation to the Board members who attend he and Speer’s session at the ACCT conference October 2023. He also thanked Speer directly for his involvement in leading the session and reported that it was very well attended and successful. Hamblin also called attention to those who do the work to support his division and that the presentation at ACCT would not have been possible for them to do without the results that come from their efforts in supporting students and putting students at the center of their work.

Betsy Julian (Instruction) – she had no updates to report.

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

Al Sigala (College Advancement) – he announced that the Foundation received an offer for the Yoshida Estate, this offer has been accepted, and they hope to close on the sale next week.

7.4 President’s Report

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

Skari began her report by thanking Sergey Shepelov and the Accreditation Steering Committee for all their work in helping the college prepare for the accreditation visit; there are six evaluators with over twenty-five meetings being held. The accreditation visit will conclude with an exit interview on October 20, 2023 where findings will be discussed.

She also discussed a recent conversation being had in Oregon regarding direct admission and statewide data sharing, where colleges and universities would be notified of students who have met grade requirements so that direct admissions could happen.

Next, she highlighted that there was great representation at the ACCT conference by MHCC. AT one of the pre-conference sessions, Skari was able to give the college perspective and share some of the



work MHCC has done and how that led to the implementation of the student basic needs division. She and McKeel also participated on a data team. The hopes of this work are to provide guidance to Trustees on the key metrics they should be tracking for their colleges. Through this work, Skari felt very proud of the college, especially in terms of the metrics and dashboard work that has been done to date.

In closing, Skari provided an enrollment update. The college is currently up 9.1% for fall term, considering that it is week 4 and fluctuations will happen, it will most likely stay high, and for the year, as of summer, enrollment is up 7.9%.

8.0 ADJOURNMENT

Noriega motioned to adjourn. Bentley seconded the motion and it passed unanimously. The meeting was adjourned at 8:40 p.m.

Clerk

Board Chair

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

2023/24 First Quarter Financial Report

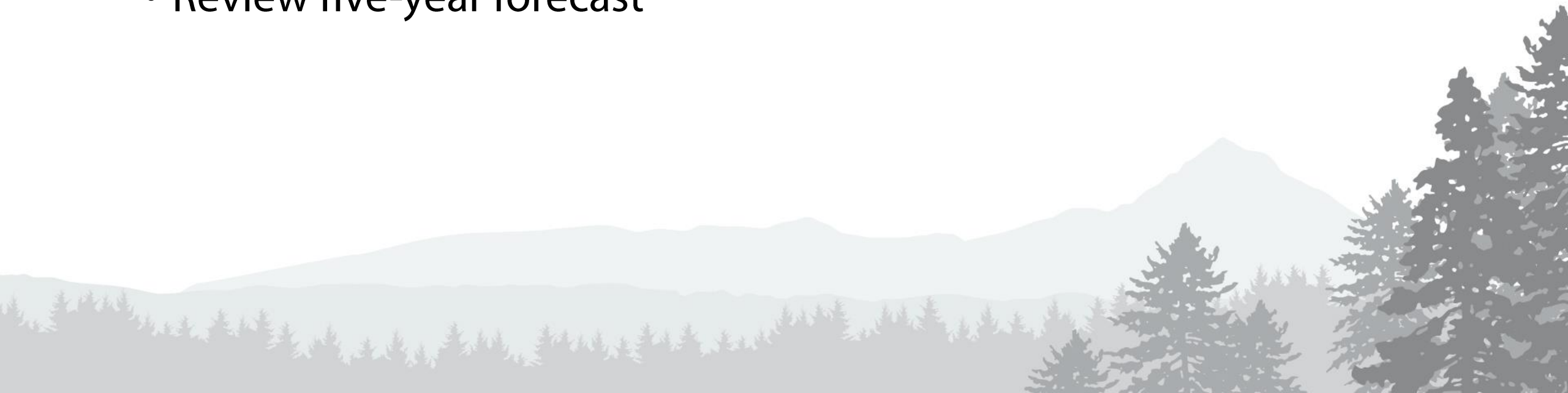
October 18, 2023



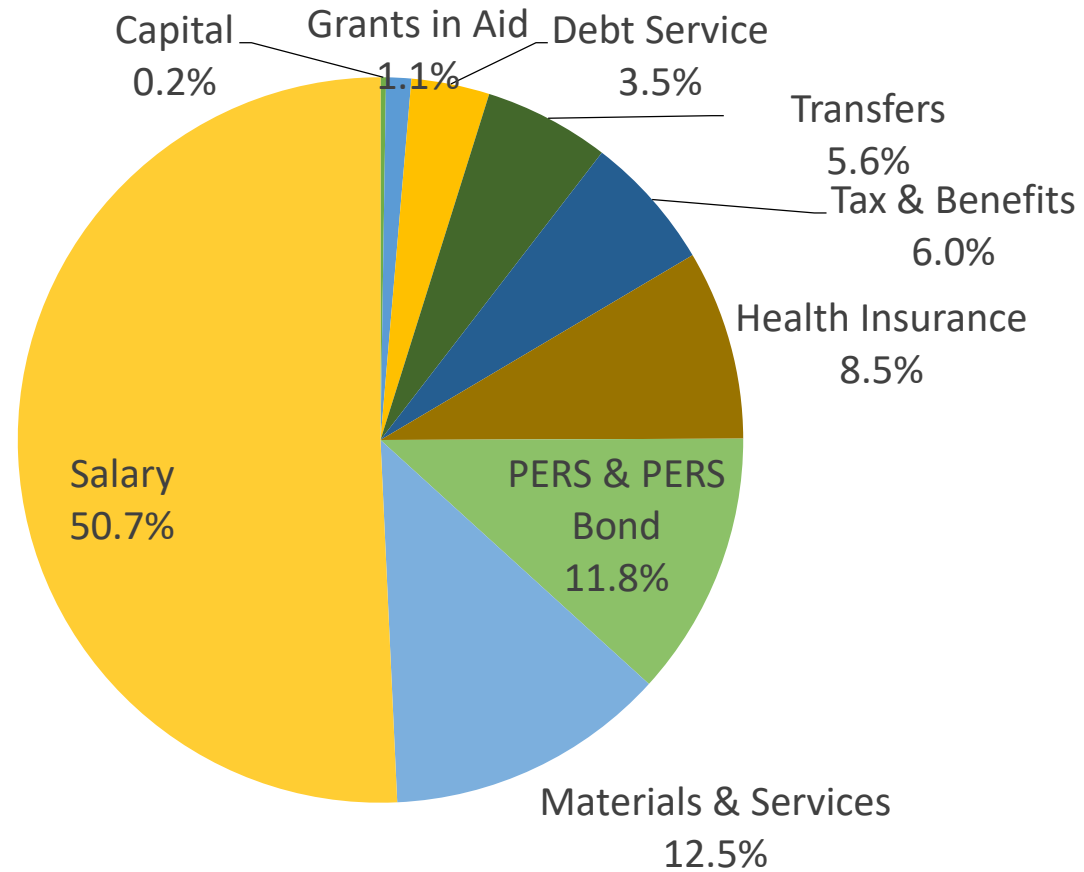
MT. HOOD
COMMUNITY COLLEGE

Overview

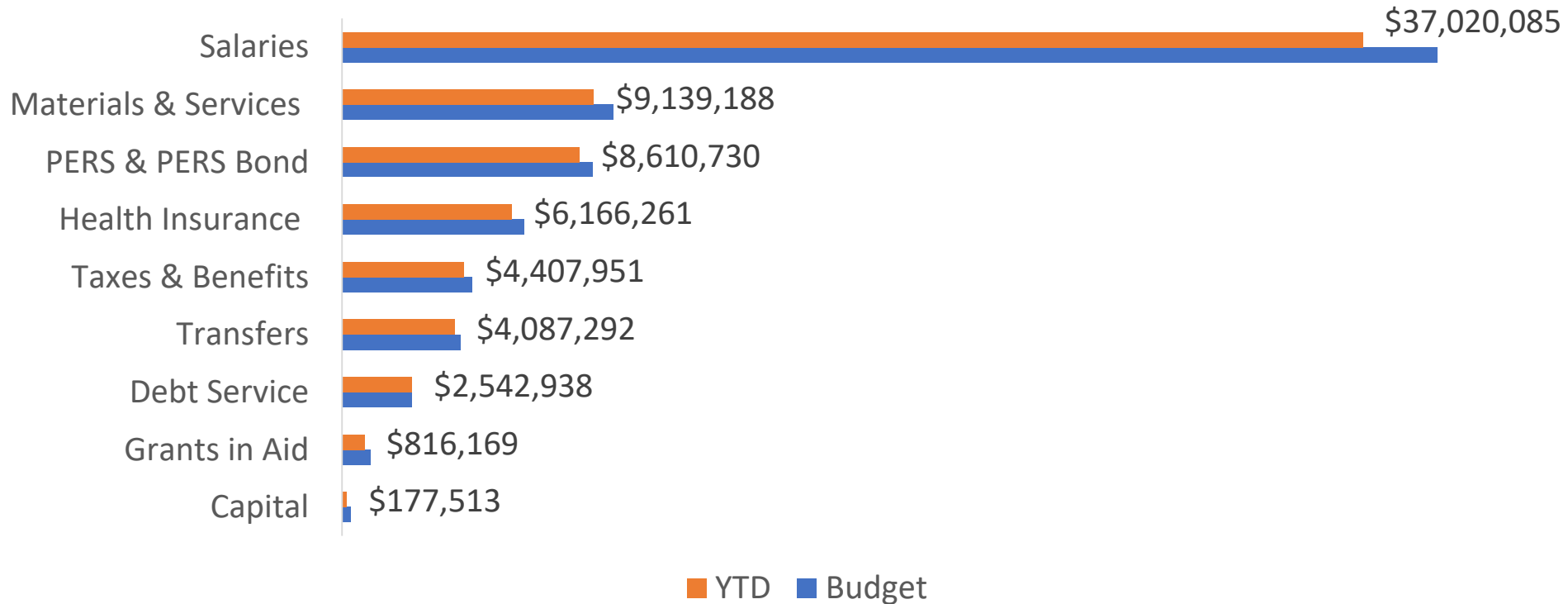
- Review unaudited results from fiscal year 22/23
- Review changes in current year revenue
- Review five-year forecast



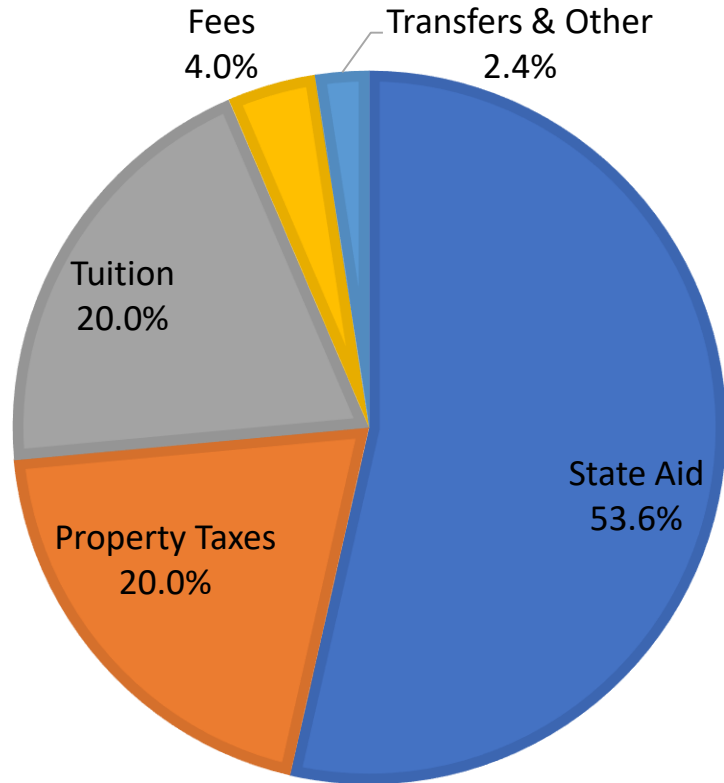
2022/23 Expenditures



2022/23 Budget Variance



2022/23 Resources



State Aid	\$	40,349,704
Property Taxes	\$	15,053,355
Tuition	\$	15,074,086
Fees	\$	3,030,656
Transfers & Other	\$	1,828,204
<hr/>		
Total Resources	\$	75,336,005

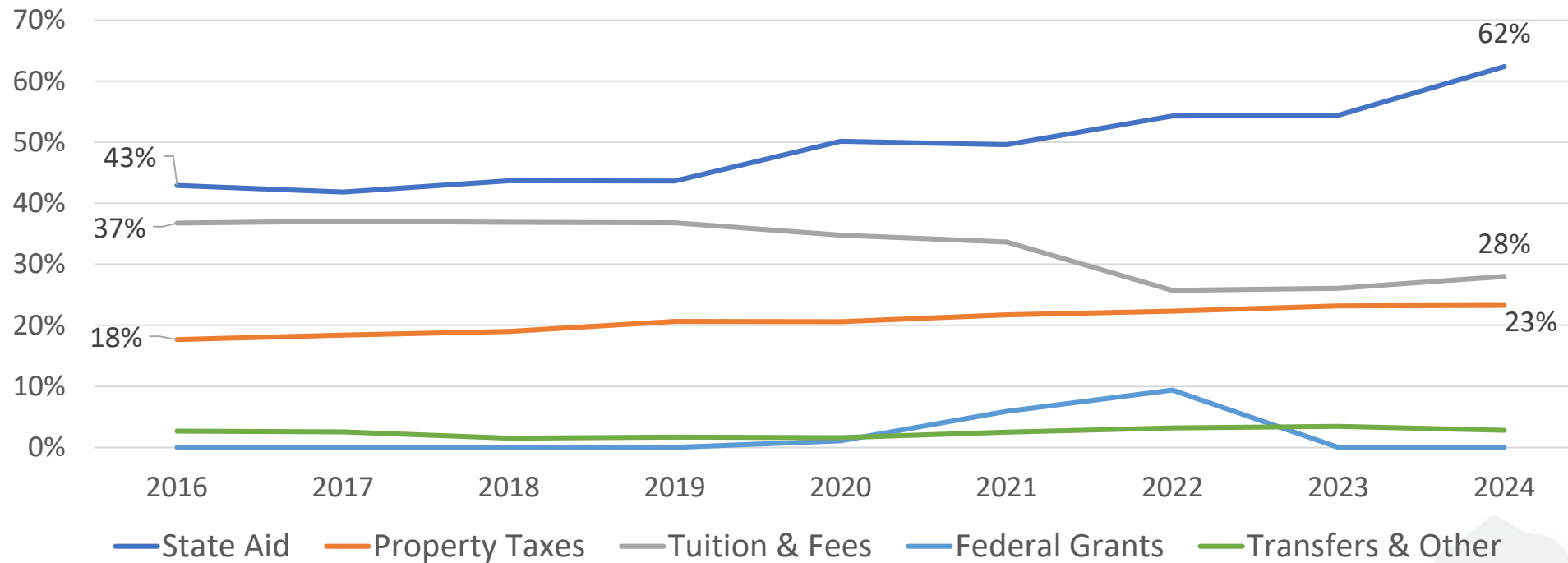


Current Year Changes



	Budget	Forecast	Difference
State Aid	\$ 38,874,073	\$ 40,349,704	\$ 1,475,631
Property Taxes	\$ 15,053,355	\$ 15,053,355	\$ -
Tuition	\$ 15,074,086	\$ 15,074,086	\$ -
Fees	\$ 3,367,395	\$ 3,030,656	\$ (336,740)
Transfers & Other	\$ 1,328,204	\$ 1,828,204	\$ 500,000
TOTAL	\$ 73,697,113	\$ 75,336,005	\$ 1,638,892

Revenue Change Over Time



	Pre Audit	Biennium		Biennium		Biennium	
<i>in thousands</i>	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Revenues	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
State Aid	35,177	40,350	41,550	42,381	42,381	43,228	44,093
Property Taxes	14,987	15,053	15,354	15,662	15,975	16,294	16,620
Tuition	13,981	15,074	15,526	15,992	16,472	16,966	17,475
Fees	2,868	3,367	3,401	3,435	3,469	3,504	3,539
Federal Grants	0	-	-	-	-	0	0
Transfers In	0	-	0	-	-	0	0
Transfers & Other	2,241	1,328	1,341	1,368	1,396	1,410	1,424
Total Revenues:	\$69,254	\$73,697	\$ 77,173	\$78,838	\$79,692	\$81,402	\$83,151

	Pre Audit	Biennium		Biennium		Biennium	
<i>in thousands</i>	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Expenditures	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Personnel Services	56,205	63,421	65,323	67,283	69,302	71,381	73,522
Materials & Services	9,139	10,784	11,107	11,440	11,784	12,137	12,501
Capital	178	359	369	380	392	403	416
Debt Service	2,543	2,661	2,661	2,635	2,672	2,404	2,762
Grants in Aid	816	1,102	1,124	1,146	1,169	1,192	1,216
Transfers	4,087	487	497	507	517	527	538
Grand Total Expenses:	\$72,968	\$78,813	\$81,081	\$83,392	\$85,835	\$88,045	\$90,955
Net Operations	(3,714)	(3,477)	(3,908)	(4,554)	(6,143)	(6,643)	(7,804)
Beginning Fund Balance	20,550	16,836	13,359	9,451	4,896	(1,246)	(7,889)
Ending Fund Balance	16,836	13,359	9,451	4,896	(1,246)	(7,889)	(15,693)
<i>As a % of Expenditures</i>	23%	17%	12%	6%	-1%	-9%	-17%

Thank you

Jennifer DeMent

Vice President, Finance & Administration



MT. HOOD
COMMUNITY COLLEGE



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 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
King, Tatiana	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	10/3/2023
Gildea, Dan	Instructor - Music	Performing Arts	10/3/2023
Portillo, Kai	Classroom Aide	Child Development & Family Services	10/4/2023
Naraoka, Ayumi	Tutor II - Japanese	Humanities	10/9/2023
Sleight, Mendy	Teacher	Child Development & Family Services	10/9/2023
Moore, Adam	STEP Program Coordinator	Workforce Development	10/11/2023
Sheikh, Lula	Classroom Aide	Child Development & Family Services	10/11/2023
Win, Nwe Nwe	Associate Teacher	Child Development & Family Services	10/11/2023
Meyer, Scott	Maintenance Mechanic	Facilities	10/12/2023
Beyer, Alyssa	Training & Facilitation Coordinator- Preschool for All	Child Development & Family Services	10/13/2023



Shevchenko, Angela	Instructor - Dental Hygiene	Health Professions	10/18/2023
Frost, Summer	Instructor - Sterile Processing Program	Health Professions	10/23/2023
Gonzalez-Flores, Daniela	Head Start Program Assistant	Child Development & Family Services	10/23/2023
Gicking, Eric	Instructor - Sterile Processing Program	Health Professions	10/23/2023
Showalter, Alyssa	Financial Aid Specialist for Veterans	Veteran Services	10/23/2023
Poles, Amira	Head Start Program Assistant	Child Development & Family Services	10/23/2023
Galindo Santos, Margarita	Classroom Aide	Child Development & Family Services	10/23/2023
Sagara Molina, Azucena	Classroom Aide	Child Development & Family Services	10/25/2023
Nyman, Julia	Administrative Assistant	Child Development & Family Services	10/30/2023

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Fraley, Lauren	Music Tutor	Performing Arts	10/16/2023
Harris, Robyn	Early Childhood Education Network Coordinator- African American	Child Development & Family Services	10/8/2023
Bizari, Gabriela	ECE Adjunct Instructor	Social Science	10/14/2023

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Davis, Robert	Community Education Instructor	Community Education	10/1/2023



Bunn, Johnathan	Instructor - Computer Science	Business and Information Systems	10/5/2023
Heller, Nichole	On Call Substitute	Child Development & Family Services	10/6/2023
Iskander, Mary	Food Service Aide	Child Development & Family Services	10/6/2023
Rios, Rudel	Interpreter	Child Development & Family Services	10/6/2023
Deleon Guerrero, Kimberly	Family Educator Specialist	Child Development & Family Services	10/6/2023
Soto, Teresa	Interpreter	Child Development & Family Services	10/6/2023
Vera, Collin	Teacher	Child Development & Family Services	10/10/2023
Guyer, Sally	Mental Health & Social Services Instructor	Health Professions	10/18/2023
Miner, Aleesha	Surgical Technology Instructor	Health Professions	10/18/2023
McCune, Sara	Intake Specialist for the Career Planning & Counseling Center & Veterans Services	Career Planning & Counseling	10/23/2023
Shakiba, Roxana	Library Public Service Assistant	AVID Learning Success Center Library	10/24/2023
Rykken, John	IT Clerk	Information Technology	10/31/2023



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.1d

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

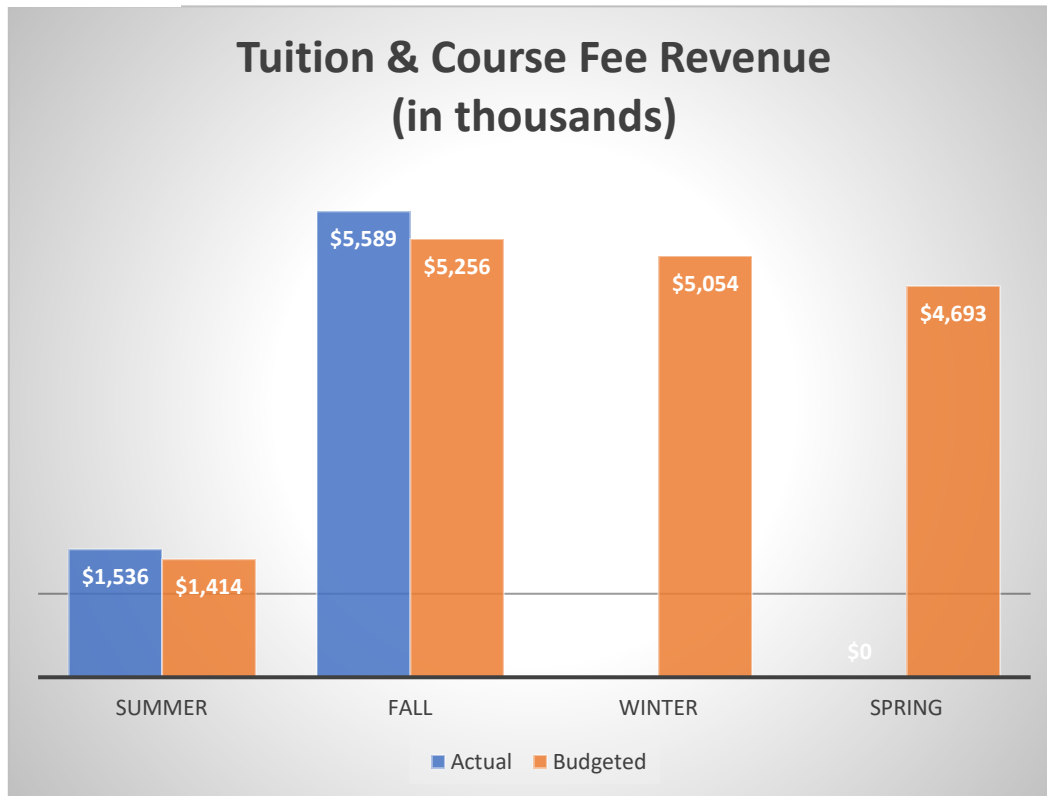
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through September.

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.
- Fall term tuition and fee revenues are 10.5% (\$529,894) more compared to September 2022. Enrollment in tuition-bearing courses for fall term increased by 8.7% (94 students) over this time last year. Summer and fall terms combined tuition and fee revenue year to date is 11.5% (\$736,356) above September 2022. Current year enrollment is forecasted to increase by 4.5%.



Expenditures:

As of September 30, year-to-date expenditures were \$1,075,014 (8.6%) above this time last year; however, they meet forecast expectations. As an educational institution, most costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary, so the ratio of the remaining budget is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds 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 September 30, 2023

	Actual Year to Date September 2021	Actual Year to Date September 2022	Actual Year to Date September 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	69,849	67,520	71,635	4,115	0.06	15,053,355	100%
Tuition and Fees	7,123,576	7,010,534	7,732,956	722,422	10.3%	18,015,337	57%
Other Revenues	76,092	213,642	446,293	232,652	108.9%	1,754,348	75%
TOTAL REVENUES	15,754,855	16,202,409	18,219,631	2,017,222	12.5%	73,697,113	75%
Expenditures							
Salaries	6,995,686	6,402,751	6,708,243	305,492	4.8%	41,742,695	84%
Health Care	1,059,994	758,979	1,140,230	381,251	50.2%	7,162,435	84%
Fringe/Taxes	2,712,439	2,263,871	2,424,899	161,028	7.1%	14,592,477	83%
Personnel Subtotal:	10,768,119	9,425,601	10,273,372	847,771	9.0%	63,497,607	84%
Materials & Supplies	2,148,774	2,952,579	3,172,103	219,524	7.4%	11,070,557	71%
Grants in Aid/Tuition Waivers	189,473	92,049	101,997	9,949	10.8%	1,101,534	91%
Debt Service	-	17,254	15,026	(2,228)	(0.13)	2,660,906	99%
Transfers to Other Funds	-	-	-	-	-	487,292	100%
TOTAL EXPENDITURES	13,106,366	12,487,483	13,562,498	1,075,015	8.6%	78,817,896	83%
Rev Greater (Less) Than Exp	2,648,488	3,714,926	4,657,133	942,207	25.4%	(5,120,783)	
Beginning Fund Balance	<u>15,402,319</u>	<u>20,549,976</u>	<u>16,835,800</u>			<u>12,230,494</u>	
Ending Fund Balance						<u>7,109,711</u>	
<i>As a percentage of expenditures</i>						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 *November 15, 2023*

ITEM TITLE: 4.1e

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

SUBJECT: MONTHLY HEAD START REPORT



Mt. Hood Community College Head Start Program Report

October 2023

This report will reflect numbers 10/01/23 – 10/27/23 due to staff being away at the Oregon Head Start Association (OHSA) Fall State Conference. A full report for October 2023 and November 2023 will be included in the November 2023 Program Report. In addition, the Goals and Objectives section that was previously included in this report will no longer be provided in the Program Report, but instead will be included in the Fiscal Report.

Table of Contents

- ERSEA Report..... 2**
- Enrollment Report..... 2
- Attendance Report..... 2
- Financial Report..... 6**
- Budget Fiscal Year July 2023 – June 2024 7
- Expenditure Report August 2023 7
- US Bank VISA Purchasing Cards 8
- US Bank VISA Purchasing Cards Report for August 2023 9
- Health Report 10**
- CACFP Report..... 12**
- CACFP Reimbursement Summary 13
- Family Services Report 15**
- Childcare Partnerships Report 16**

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: **237**, EHS Waitlist: **200**
- HS Funded: **903**, HS Enrollment: **472**, HS Waitlist: **312**

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

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait Attendance Date: 10/1/2023 - 10/27/2023

MHCC CDFS

Early Childhood Center

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ECC 1-FWD	137	40	0	17	8.06	18	44.77%	10.41	77.40%
ECC 2	203	26	0	18	11.28	18	62.65%	12.72	88.65%
ECC 3	141	44	0	17	8.29	18	46.08%	10.88	76.22%
ECC 4	215	38	0	18	11.94	18	66.36%	14.06	84.98%
ECC 5	78	22	0	19	4.11	8	51.32%	5.26	78.00%
ECC 6	85	21	0	17	5.00	8	62.50%	6.24	80.19%
ECC 7	110	26	0	18	6.11	8	76.39%	7.56	80.88%
ECC 8	92	28	1	19	4.84	8	60.53%	6.32	76.67%
Site Total	1,061	245	1	17.88 (avg)	59.63	104	57.54%	73.45	81.24%

Fairview

Fairview 1	155	72	0	18	8.61	18	47.84%	12.61	68.28%
Fairview 2	152	48	15	15	10.13	18	56.30%	13.33	76.00%
Site Total	307	120	15	16.50 (avg)	18.74	36	51.68%	25.94	71.90%

Gateway

Gateway 1	191	30	0	17	11.24	18	62.42%	13.00	86.43%
Gateway 2	178	43	3	19	9.37	18	52.05%	11.63	80.54%
Site Total	369	73	3	18.00 (avg)	20.61	36	56.94%	24.63	83.48%

Gresham High School CDC

Gresham HS CDC Infant	31	9	0	20	1.55	1	155.00%	2.00	77.50%
Site Total	31	9	0	20.00 (avg)	1.55	1	155.00%	2.00	77.50%

Gresham United Methodist

Gresham United 1	223	0	0	18	12.39	18	68.83%	12.39	100.00%
Gresham United 2AM	201	33	1	18	11.17	20	55.83%	13.00	85.90%
Gresham United 2PM	120	30	0	16	7.50	20	37.50%	9.38	80.00%
Site Total	544	63	1	17.33 (avg)	31.06	58	54.18%	34.77	89.62%

Hazelwood

Hazelwood 1-FWD	245	24	0	17	14.41	18	80.07%	15.82	91.08%
Hazelwood 2	100	36	0	17	5.88	8	73.53%	8.00	73.53%
Site Total	345	60	0	17.00 (avg)	20.29	26	78.05%	23.82	85.19%

Knott

Knott 1	204	32	0	17	12.00	20	60.00%	13.88	86.44%
Knott 2	161	67	0	17	9.47	20	47.35%	13.41	70.61%
Knott 3	181	24	0	18	10.06	20	50.28%	11.39	88.29%
Knott 4	147	4	0	18	8.17	20	40.83%	8.39	97.35%
Knott 5	60	3	0	7	8.57	20	42.86%	9.00	95.24%
Site Total	753	130	0	15.40 (avg)	48.27	100	48.90%	56.07	85.28%

1. ADA for each classroom 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 for that classroom.
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)

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait Attendance Date: 10/1/2023 - 10/27/2023

MHCC CDFS

Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³

Little Friends Day School

Little Friends	16	3	0	19	0.84	4	21.05%	1.00	84.21%
Site Total	16	3	0	19.00 (avg)	0.84	4	21.05%	1.00	84.21%

Little Pixie

Little Pixie	21	3	0	14	1.50	4	37.50%	1.71	87.50%
Site Total	21	3	0	14.00 (avg)	1.50	4	37.50%	1.71	87.50%

Little Rascals

Little Rascals	21	0	3	12	1.75	4	43.75%	1.75	100.00%
Site Total	21	0	3	12.00 (avg)	1.75	4	43.75%	1.75	100.00%

Love Bugs

Love Bugs	81	10	0	17	4.76	6	79.41%	5.35	89.01%
Site Total	81	10	0	17.00 (avg)	4.76	6	79.41%	5.35	89.01%

Love Bugs Too

Love Bugs Too	90	29	0	17	5.29	6	88.24%	7.00	75.63%
Site Total	90	29	0	17.00 (avg)	5.29	6	88.24%	7.00	75.63%

Melody's Munchkins Lit. Blossoms

MM-Little Blossoms	12	1	1	15	0.80	4	20.00%	0.87	92.31%
Site Total	12	1	1	15.00 (avg)	0.80	4	20.00%	0.87	92.31%

Melody's Munchkins Little Blossoms

MM - Little Blossoms	7	5	0	3	2.33	4	58.33%	4.00	58.33%
Site Total	7	5	0	3.00 (avg)	2.33	4	58.33%	4.00	58.33%

Mt. Hood

Mt Hood 1	218	52	0	17	12.82	18	71.24%	15.88	80.74%
Mt. Hood 2 AM	184	67	1	17	10.82	20	54.12%	14.76	73.31%
Mt. Hood 2 PM	105	52	11	16	6.56	20	32.81%	9.81	66.88%
Site Total	507	171	12	16.67 (avg)	30.20	58	52.48%	40.45	74.78%

Pixie Child Care

Pixie Child Care Infant	61	8	1	13	4.69	8	58.65%	5.31	88.41%
Pixie Child Care Toddler	39	20	0	12	3.25	8	40.63%	4.92	66.10%
Site Total	100	28	1	12.50 (avg)	7.94	16	50.00%	10.23	78.13%

Reynolds Learning Academy - FS

Reynolds FSA	16	22	0	19	0.84	2	42.11%	2.00	42.11%
Site Total	16	22	0	19.00 (avg)	0.84	2	42.11%	2.00	42.11%

Rockwood 181st

Rockwood 181 1	223	59	0	19	11.74	20	58.68%	14.84	79.08%
Rockwood 181 2	214	51	0	18	11.89	20	59.44%	14.72	80.75%
Rockwood 181 3	232	39	16	18	12.89	20	64.44%	15.06	85.61%
Rockwood 181 4	88	35	0	13	6.77	20	33.85%	9.46	71.54%
Site Total	757	184	16	17.00 (avg)	43.29	80	55.66%	54.08	80.45%

1. ADA for each classroom 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, 2023-2024 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait Attendance Date:
10/1/2023 - 10/27/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Russellville										
Russellville 1 FWD	188	2	0	18	10.44	18	58.02%	10.56	98.95%	
Russellville 3	66	11	0	17	3.88	8	48.53%	4.53	85.71%	
Site Total	254	13	0	17.50 (avg)	14.32	26	55.22%	15.09	95.13%	
Sunrise										
Sunrise 1	231	29	0	17	13.59	20	67.94%	15.29	88.85%	
Sunrise 2	216	18	0	17	12.71	20	63.53%	13.76	92.31%	
Sunrise 3	210	43	0	17	12.35	20	61.76%	14.88	83.00%	
Sunrise 4	229	36	0	17	13.47	20	67.35%	15.59	86.42%	
Sunrise 5	208	39	0	18	11.56	20	57.78%	13.72	84.21%	
Site Total	1,094	165	0	17.20 (avg)	63.68	100	63.60%	73.24	86.89%	
Troutdale										
Troutdale 1	135	41	0	16	8.44	18	46.88%	11.00	76.70%	
Troutdale 2	187	42	3	19	9.84	18	54.68%	12.05	81.66%	
Troutdale 3	71	13	2	19	3.74	0	0.00%	4.42	84.52%	
Site Total	393	96	5	18.00 (avg)	22.02	36	62.38%	27.47	80.37%	
MHCC CDFS	6,779	1,430	58	16.58 (avg)	399.71	711	56.86%	484.92	82.58%	
Report Totals	6,779	1,430	58	16.58 (avg)	399.71	711	56.86%	484.92	82.58%	

1. ADA for each classroom 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 presupuesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

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

Budget July 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 - August 2023				
Budget Category	Budget	August	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,560,840	430,503	615,468	6%
Fringe Benefits	6,975,485	249,459	355,609	5%
Travel	101,828	97	2,791	3%
Equipment	0	0	0	0%
Supplies	838,884	306	9,417	1%
Contractual	1,774,109	63,993	64,066	4%
Facilities/Property Services	1,226,541	61,817	77,686	6%
Other	361,899	4,199	6,537	2%
Indirect	2,250,982	0	1,730	0%
Total	24,090,567	810,373	1,133,304	5%

US Bank Visa Purchasing Cards

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 August 2023 for Head Start & Early Head Start

Description	Head Start	Early Head Start - Federal	Children's Levy EHS	EHS-CCP	Early Head Start State	Totals
Center Supplies	561	286	-	-	60	907
Computer Supplies	1,609	371	-	43	88	2,112
Dental/Medical	-	-	-	-	-	-
Education Supplies	2,289	775	-	10	172	3,245
Family Services Supplies	100	23	-	-	5	129
Health Supplies	179	41	-	-	9	229
Kitchen Supplies	-	-	-	-	-	-
Office Supplies	1,008	213	1	4	48	1,273
Other Costs	-	-	-	-	-	-
Parent Activities	320	74	-	-	16	410
Postage	9	-	-	-	-	9
Pre-Employment	198	43	-	3	9	253
Site Repair/Maintenance	1,221	272	-	-	61	1,554
Training	2,820	819	-	1,363	408	5,409
Vehicle Costs	15,271	3,524	-	-	783	19,578
Utilities	3,014	319	95	131	67	3,626
Total	28,599	6,761	96	1,553	1,726	38,735

Purchasing Card holders purchasing on behalf of CDFS with their College issued card and the stores they purchased from

First Name	Last Name	Position	Frequent Vendors	Supplies
Brenda	Dolan	EHS Education & Inclusion Manager	Albertsons	PCCM Supplies
Carrie	Schulz	Associate Director	Cash N Carry (C&C)	Parent Center Committee Meeting
DyLynn	Robertson	CCP Manager	Discount School	Classroom Supplies
Eryka	Island	Fiscal Service Coordinator	Dollar Tree	PCCM Supplies
Kristy	Womack	Education Site Manager	Fred Meyer	Classroom/Site/PCCM Supplies
Suzie	Campbell	HS Education & Inclusion Manager	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

Objectives:

1. Follow the Head Start Performance standards in determining the health screening for children as per EPSDT requirement in 30, 45, and 60-day timelines.
2. Self-assessment
3. Training
4. The upcoming HSAC meeting

Strategies and Outcomes:

1. EPSDT Timeline:
 - a. As the 30-day timeline has passed, in collaboration with the Family Advocates and All Smiles, the health team completed the 30-day health screening requirements per EPSDT. Our statistics have shown more than 90% completion for all programs.
 - i. Health Insurance: 100% of kids in HS and EHS have health insurance.
 - ii. Medical Homes: 98% of HS kids and 97% of the EHS kids have medical homes.
 - iii. Dental Homes: 95% of kids in HS and 94% of the EHS kids have dental homes.
 - b. The 45-day timeline should be 10/25/23 for kids that started on 9/11/23. The vision and hearing screenings need to be completed within the 45days.
 - i. The health team supported all the educational staff in completing the hearing screening by calibrating the machines to be ready before the program started and assisting staff in performing the hearing screenings.
 - ii. Performing the vision screening for all EHS kids at Glisan and Yamhill.
 - iii. Working with the ELKs to perform the screening for all HS kids at all sites.
 - iv. Performing documentation for both screenings in CP and our statistics as below:
2. Vision Screening:
 - a. 98% of HS kids completed their vision screening
 - b. 93% of EHS kids completed their vision screening
3. Hearing Screening:
 - a. 94% of HS kids completed their hearing screening
 - b. 93% of EHS kids completed their hearing screening
 - c. The next step is to follow-up on kids that need a follow-up, re-screen, or referral.
4. Training:
 - a. The health team continues to support all staff by providing training.

- i. Hearing screening training is repeated for the staff who missed the pre-service training.
 - ii. Medication administration training will be repeated on 11/3/23 for staff who missed the pre-service training.
 - iii. More than 5 specialized trainings were provided to staff that are in direct contact with children who have health concerns such as seizures and/or Epi-Pens.
 - iv. In-person training was provided for the EHS staff in ECC in child emergency, CPR, choking, and others.
 - v. The health team is part of many action plan meetings for children with nutritional or health concerns.
5. Self-Assessment:
 - a. Created a self-assessment teamwork
 - b. Created the qualitative and quantitative self-assessment criteria to be discussed with the team and implement them
6. Upcoming HSAC Meeting:
 - a. Working with Albina Head Start and Portland Public School to plan the upcoming HSAC meeting on 11/28/23



Child Development & Family Support Programs

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CACFP Report

The meal counts on pages 13 and 14 are from 10/2/23 – 10/27/23. These numbers do not reflect all meal counts for the month of October, but an updated number will be reflected in the November Program Report.

MHCC CDFS

2371 - CACFP Reimbursement Summary

Sites: Cascade Crossing, Early Childhood Center, Fairview, Gateway, Gresham United Methodist, Hazelwood, Kelly Place, Knott, Mt. Hood, Rockwood 181st, Sunrise, Russellville, Troutdale, Willow Tree

Attendance Date: 10/1/2023 - 10/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 EHS									
Early Childhood Center									
ECC 5	19	7	0	0	57	0	77	63	0
ECC 6	17	8	0	0	71	0	67	60	0
ECC 7	18	1	0	0	107	0	108	66	0
ECC 8	19	1	0	0	82	0	91	72	0
Early Childhood Center	73	17	0	0	317	0	343	261	0
Hazelwood									
Hazelwood 2	17	7	0	0	89	0	98	83	0
Hazelwood	17	7	0	0	89	0	98	83	0
Russellville									
Russellville 3	17	5	0	0	57	0	59	33	0
Russellville	17	5	0	0	57	0	59	33	0
Troutdale									
Troutdale 3	19	5	0	0	63	0	67	60	0
Troutdale	19	5	0	0	63	0	67	60	0
2023-2024 HS									
Early Childhood Center									
ECC 1-FWD	17	10	0	0	116	0	134	114	0
ECC 2	19	13	0	0	173	0	201	161	0
ECC 3	17	9	0	0	129	0	103	109	0
ECC 4	18	7	0	0	179	0	211	150	0
Early Childhood Center	71	39	0	0	597	0	649	534	0
Fairview									
Fairview 1	18	3	0	0	119	0	142	72	0
Fairview 2	15	9	0	0	126	0	149	127	0
Fairview	33	12	0	0	245	0	291	199	0
Gateway									
Gateway 1	17	13	0	0	171	0	184	104	0
Gateway 2	19	8	0	0	164	0	158	159	0
Gateway	36	21	0	0	335	0	342	263	0
Gresham United Methodist									
Gresham United 1	18	10	0	0	220	0	222	197	0
Gresham United 2AM	18	8	0	0	184	0	199	0	0
Gresham United 2PM	16	8	0	0	0	0	114	100	0
Gresham United Methodist	52	26	0	0	404	0	535	297	0
Hazelwood									
Hazelwood 1-FWD	17	15	0	0	212	0	239	133	0

MHCC CDFS

2371 - CACFP Reimbursement Summary

Sites: Cascade Crossing, Early Childhood Center, Fairview, Gateway, Gresham United Methodist, Hazelwood, Kelly Place,
Knott, Mt. Hood, Rockwood 181st, Sunrise, Russellville, Troutdale, Willow Tree

Attendance Date: 10/1/2023 - 10/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 HS									
Hazelwood	17	15	0	0	212	0	239	133	0
Knott									
Knott 1	17	13	0	0	185	0	169	157	0
Knott 2	17	14	0	0	131	0	159	145	0
Knott 3	18	9	0	0	164	0	176	132	0
Knott 4	18	7	0	0	126	0	119	97	0
Knott 5	6	10	0	0	57	0	59	43	0
Knott	76	43	0	0	663	0	682	574	0
Mt. Hood									
Mt Hood 1	17	2	0	0	210	0	211	130	0
Mt. Hood 2 AM	17	14	0	0	179	0	160	0	0
Mt. Hood 2 PM	16	12	0	0	0	0	96	93	0
Mt. Hood	50	27	0	0	389	0	467	223	0
Rockwood 181st									
Rockwood 181 1	19	7	0	0	190	0	203	159	0
Rockwood 181 2	18	10	0	0	160	0	186	160	0
Rockwood 181 3	18	7	0	0	211	0	225	211	0
Rockwood 181 4	13	11	0	0	83	0	86	64	0
Rockwood 181st	68	35	0	0	644	0	700	594	0
Russellville									
Russellville 1 FWD	18	4	0	0	182	0	109	95	0
Russellville	18	4	0	0	182	0	109	95	0
Sunrise									
Sunrise 1	17	11	0	0	223	0	229	208	0
Sunrise 2	17	6	0	0	216	0	214	197	0
Sunrise 3	17	4	0	0	187	0	206	171	0
Sunrise 4	17	7	0	0	221	0	228	191	0
Sunrise 5	18	7	0	0	192	0	204	129	0
Sunrise	86	35	0	0	1,039	0	1,081	896	0
Troutdale									
Troutdale 1	16	12	0	0	118	0	124	121	0
Troutdale 2	19	14	0	0	181	0	173	120	0
Troutdale	35	26	0	0	299	0	297	241	0
MHCC CDFS	668	314	0	0	5,535	0	5,959	4,486	0
Report Totals	668	314	0	0	5,535	0	5,959	4,486	0

Family Services Report

- Over 30 Head Start Families received Energy Assistance through an event done in partnership with El Programa Hispano. We're thrilled to know that in two days \$10,000 of support has been given so far to address those energy needs and will most likely double by the end of the event on 11/2/23. This is a huge need and will have such a positive impact for those in need.
- October also marks the start of the free ESL community classes offered to MHCC Head Start families through our partnership with the Rockwood English Learning Institute.
- MHCC Head Start and Early Head Start had a successful week of the first Parent Center Committee Meetings (PCCM) of the new school year at each of the centers that led to electing over 30 new parent leaders across the program. The Parent Center Committee Meetings are opportunities for families to come together with Family Advocates to plan topics and activities and have input on site decisions that promote the importance of parental involvement in their child's education. Family Advocates talked with families about various topics, including ways to empower parents with the knowledge and skills they need to be active partners and to know their voices are valued in our program. PCCMs bring families, Family Advocates, Managers, and Teachers together and this fosters a sense of belonging and strengthens the school community, making parents feel more connected. Congrats to the newly elected center leaders and to the Family Advocates on successful events!
- This month Family Services also put together the first Family Newsletter with tons of amazing information and opportunities for community engagement and activities for families to do at home. <https://sway.office.com/e9fX9fHVi5aJTHoO?ref=email>

Childcare Partnerships (CCP) Report

Early Head Start Child Care Partnerships - Participates in Research



Teachers at Pixie and Little Pixie Child Care engage children in speech and literacy activities.

Photo Credit: Tracy Gabriel, Director of Pixie Child Care (all photos used with permission from families and staff)

As a lead researcher for the BASS Project for Ages and Stages International Research, Janice Elven reached out to EHS-CCP Program Manager DyLynn Robertson. In the Fall of 2022 after a chance encounter with DyLynn's former colleague at a local swim center. Janice was seeking to work with family childcare providers in conducting sample screenings. Since then, participation in childcare programs within our community has continued to expand. Over the past year, families from nine of our EHS-CCP sites have participated in the research. We have further supported the study by referring to other childcare sites outside of our partnership.

The research project examines the validity of a speech sound screening questionnaire called the Basic Assessment of Speech Sounds - Research Edition (BASS-RE) - Ages and Stages Research. The BASS-RE was developed by Dr. Diane Bricker, who also designed the Ages and Stages Questionnaires, which continue to be used broadly in early childhood developmental screenings. The BASS-RE is a brief screening questionnaire developed to be used by parents, caregivers, teachers, child-care providers, or interventionists with children from 2 through 6 years of age. The tool is designed to identify children who may need a more comprehensive speech evaluation by a Speech Pathologist.

Our EHS-CCP partners have expressed this has been both an excellent opportunity to help families and teachers through the project's gift card incentive and to provide data samples for this critical research.

***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, October 12, 2023

The meeting was called to order at 6:09pm.

Quorum was NOT established.

- There were five Policy Council members and six MHCC staff members in attendance.
- Policy Council members were contacted after the meeting to add additional votes.

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**

The meeting was adjourned at 6:53pm.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.1f

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

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

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

Mt. Hood Community College has completed a competitive solicitation for vendors for the following projects. The Administration anticipates that each of the listed contracts will exceed the \$150,000 in total expenditures:

<u>Vendor Name</u>	<u>Project Name</u>	<u>Amount</u>
Pequenitos Child Care Spanish Immersion School Corp	Child Care Services	\$600,000
Multnomah County	Mental Health Consultation Program	\$250,000

RECOMMENDATION: Approval to award the contracts as listed above.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 15, 2023*

ITEM TITLE: 4.2

CONTACT PERSON: *Andrew Speer, Board Chair*

SUBJECT: OSBA 2023 ELECTIONS

1. OSBA Board of Directors Position 17

No election for Board of Directors Position 18 this year.

2. OSBA Board of Directors Position 18

Candidate: Kris Howatt, Gresham Barlow 10

Vote: Yes

No

Abstain

No action taken

3. OSBA Board of Directors Position 19

No election for Board of Directors Position 18 this year.

4. OSBA Legislative Policy Committee Position 17

Candidate: Brenda Rivas, Parkrose 3

Vote: Yes

No

Abstain

No action taken

5. OSBA Legislative Policy Committee Position 18

Candidate: Jessica Arzate, Multnomah ESD

Vote: Yes

No

Abstain

No action taken



6. OSBA Legislative Policy Committee Position 19

Candidate: David Linn, Centennial 28J

Vote: Yes

No

Abstain

No action taken

7. Resolution 1 – Creates the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

Vote: Yes

No

Abstain

No action taken

8. Resolution 2 – Adopts the proposed amendments to the OSBA Bylaws.

Vote: Yes

No

Abstain

No action taken



**Resolution to Amend Oregon School Boards Association’s
Bylaws Relating to Composition of the Board of Directors**

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018; and

WHEREAS, the Oregon Rural School Board Advisory Committee has been active and publicly supported by OSBA’s Board of Directors since April 22, 2022; and has developed a mission statement and goals; and has established bylaws; and

WHEREAS, the Advisory Committee is ready to elect officers and their Rural Leadership Assembly; and

WHEREAS, the Advisory Committee has articulated its mission as follows: “To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.”

WHEREAS, OSBA’s Board of Directors recognizes the importance of the Advisory Committee's value and mission; and

WHEREAS, the Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating a Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2023 OSBA election; and

BE IT FURTHER RESOLVED that the bylaws with the proposed amendments and a copy of this resolution be forwarded to all association member boards in accordance with OSBA’s adopted elections calendar.

Submitted by: OSBA Board of Directors



Resolution

Resolution to Amend the OSBA's 2018 Bylaws

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards; and

WHEREAS, in 2017, through a vote of the Membership, OSBA was incorporated under ORS Chapter 65 to nonprofit status and Bylaws replaced the Constitution.

WHEREAS, in 2018, through a vote of the Membership, the Bylaws were amended to expand the OSBA Board of Directors and the Legislative Policy Committee with representatives from the School Board Members of Color Caucus.

WHEREAS, The Bylaws have not been amended since 2018, the OSBA Board of Directors determined, based on its review of the proposed changes, that it was in the membership's best interest to amend the Bylaws; and

WHEREAS, the following only reflects a high-level overview of the proposed changes, all changes are reflected in the proposed bylaws.

- Clarification of the Membership voting process for both resolutions and bylaw amendments.
- Clarification of an exception to the term limits for the OSBA director serving as immediate past president.
- Clarification of the definition of a quorum for the OSBA Board of Directors.
- Combining the Finance and Budget Committees and outline the terms of the members.
- Adding a Rural School Boards Caucus representative to the Board of Directors and the Legislative Policy Committee (LPC).
- Adding language to reflect the School Board Members of Color Caucus representation on the LPC, which was inadvertently omitted during the 2018 amendment.
- Adding information regarding the PACE Board of Trustees under the Committees and Caucus section of the Bylaws.
- Adding language stating caucuses must comply with OSBA policies/guidelines and adding language to establish the Rural caucus.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, after reviewing the recommended OSBA Bylaws as proposed by staff and legal counsel, the OSBA Board of Directors supports the recommendation to amend the Bylaws:

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed Bylaws be submitted to the membership for consideration during the 2023 OSBA election; and

BE IT FURTHER RESOLVED that the proposed Bylaws and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

Submitted by: OSBA Board of Directors

Student Development

John Hamblin

Nov 2023

Divisional Updates for Student Development Division

Goal B: Educational Programs & Support Services

B.3- Develop and implement a regularly occurring comprehensive review of student support services (advising, TRIO, AVID, etc.) to ensure continuous alignment with student needs.

- Six departments in Student Development have begun conducting an assessment of their programs using the Council for the Advancement of Standards Self-Assessment Guide. We have also rolled out a survey to students this past week to collect feedback to engage with in the process. Each of the programs will conduct this self-assessment and provide an action plan at the conclusion. This action plan will then guide the work of the program with momentum points, KPI's, and an annual report of progress. Each program in Student Development will complete their assessment over the next three years.

Office Student Life and Civic Engagement have been conducting a food drive this Fall to collect food for the Pantry for students. The goal is to collect food to replenish the Pantry to meet student demand for services in the Pantry. This term we have also been successful in serving more students at the Bruning and Maywood Campuses by delivering food boxes to students and replenishing the snack stations.



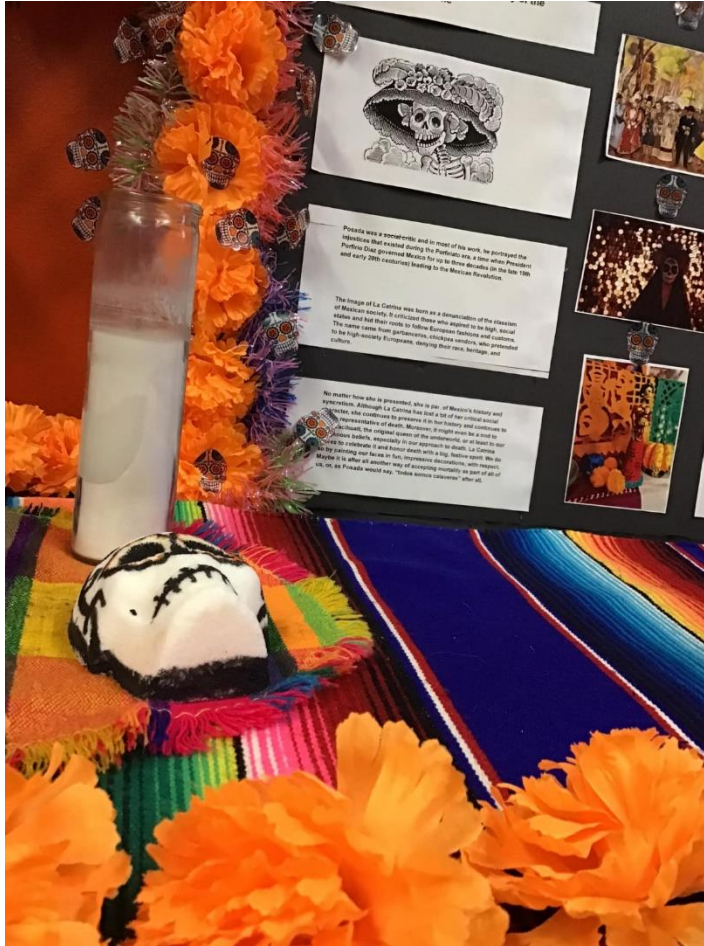
Student Development Update

B.4- Identify support services to parallel and align with student support needs and interests.

- Testing Services now has a new, additional private room for Testing for our students with accommodations. Providing testing accommodations for our students experiencing disability continues to be a priority. Thanks to Mika and Matt Farina for their support in making this happen. (Note: This is a great example of student services supporting instruction on helping students and meeting needs for testing.
- The Student Services Hub has been making mid-term phone calls to first term students to check-in regarding grades in classes, utilization of campus support services and overall contribute to students' sense of belonging within our campus community.
- International Student Program in collaboration with the Multicultural Diversity Resource Center held a sugar skull decorating event in honor of Dia de Los Muertos. Traditional snacks and drinks were provided as well as informational materials on the history and significance of the holiday.



Student Development Update



B.5- Create a process that identifies student needs and interests to align academic courses and programs to parallel findings.

Financial Aid:

- On October 6, two FA Advisers assisted with Manufacturing Days on campus, helping with tours and answering student and family questions related to financial aid.
- On October 18, one of our FA Advisers, Maira Gomez-Mojica, conducted a financial literacy workshop in Español for a cohort of Trancisiones students.

Transitions/Trancisiones and Multicultural Student Success has been working with Analytics and Institutional Research (AIR) Office and the Math Department to identify and reach out to students of color who have dropped classes. The idea is to work with the students and to understand their reasoning for dropping the specific class and to assist them. We are targeting students who specially dropped out of math classes.

Student Development Update

Goal C: Organizational Structure, Systems, & Processes

C.1- Address structural inequity to increase diverse representation of students and employees.

- *Veteran Services was awarded \$65,500 from the Oregon Department of Veterans Affairs 2023-25 Campus Veteran Resource Center Grant. The grant outcome centers around the concept of “inreach” by increasing the re-engagement and enrollment of military-connected students who dropped out, stopped out, or have indicated an intent to withdraw from college. Another primary outcome is increasing the # of historically and continuously underrepresented Veterans who enroll at MHCC, specifically racial and ethnic groups, women, and transgender.*

C.5- *Ensure that the implementation progress of the Strategic Enrollment Plan is integrated with the Academic Program and Facilities plans and is annually evaluated and findings are publicly posted and reported to the Board of Education.*

- *Strategic Enrollment Management implementation teams are hard at work with their 23-24 work plan implementation. Each team will be meeting with AIR to provide KPI's to measure and build a user interface dashboard that will provide a transparent look at overall impacts and success. This dashboard will also be used to compile collective impacts for the annual report which is to be completed in May.*

Goal E: Community Connections

Financial Aid: In collaboration with the Western Association of Student Financial Aid Administrators (WASFAA), the Office of Financial Aid hosted an all-day regional training for Financial Aid Administrators on October 24, 2023. The training addressed the topic of packaging financial aid and notifying students of their awards, which involves employing strategies to distribute limited financial aid resources to qualified students to attend the postsecondary school of their choice. The packaging process combines various types of Title IV and non-Title IV aid from federal, state, institutional, and private entities, to help meet the financial need of college students. The training also included content from the book, *Crucial Accountability*, which addressed how to effectively navigate difficult conversations. The 20 attendees from colleges in our region also earned access to a professional credential through the National Association of Student Financial Aid Administrators (NASFAA) - 3 of MHCCs staff who attended will benefit from this.

Student Life and Civic Engagement: We have been organizing culturally specific and community events to promote cultural awareness and community building. Last month, we successfully celebrated the Hispanic and Latinx Heritage month celebration. The event brought the community together to honor and celebrate the Hispanic and Latinx community and their cultures.

Student Development Update



Student Development Update



Last month, we also successfully carried out our 4th Annual Barney Boo-Bash (previously, Trunk Or Treat) event. Over 800 people attended. The purpose of the event was to bring the community together to celebrate Halloween.

Student Development Update



Student Development Update



Instruction

Betsy Julian

November 2023

Goal A: Teaching & Learning:

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.

- In recognition of Banned Books Week (10/01 to 10/07/2023), the MHCC Library had several displays available to help MHCC students, staff, and faculty celebrate their freedom to read! By focusing on efforts across the country to remove or restrict access to books, Banned Books Week draws national attention to the harms of censorship.

In 2022, there were 1,269 demands to censor 2,571 individual titles made in libraries across the United States. This is a 74% increase from 2021! The MHCC Library is a dedicated advocate for our community's freedom to both learn about other people, cultures, and ideas, as well as see themselves represented in their college library!

In the words of Wole Soyinka, Nigerian playwright, novelist, poet, essayist, and winner of the 1986 Nobel Prize in Literature (whose works are available in your MHCC Library!): "Books and all forms of writing have always been objects of terror to those who seek to suppress truth."



Instruction Update

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

- In collaboration with Adult Basic Skills, the Physical Therapist Assistant (PTA) program has completed its design of a new less-than-one-year PTA Career Pathway Certificate to be submitted to Curriculum mid-November. The PTA Career Pathway provides students a supported pathway through program prerequisites, direct entry to the restricted entry PTA AAS program, and clinical experience required by the state to begin work as a Physical Therapist Aide.

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.

- Aaron Sorenson from the Workforce Training department, attended The Columbia-Willamette Manufacturing Partnership's professionally facilitated industry launch event. Twenty-five businesses from around the region were in attendance. Public support partners attended in "listen only" mode to ensure the represented manufacturers gave full voice to the opportunities and support they need.
- Dr. Kristin Lima, Dean of Applied Technologies, Business, and Information Systems, was invited as a panelist for the Future Ready Oregon Manufacturing Industry Consortium. Along with our partner from Microchip, Carly Petrovic, they discussed the success of the mobile training lab for the semiconductor industry which was funded by round one of Future Ready Oregon - Workforce Ready grant.

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

- Maywood Park Center invited students and their families to visit the center for a resource fair. The resources fair included our internal partners such as, Head Start, Childcare Resource and Referral, Transiciones/Transitions, Adult Basic Skills and Career Pathways, and WorkSource to name a few. It also included our external partners such as Immigrant & Refugee Community Organization, 211.org, Historic Parkrose, and many more. More than 100 students stopped by to gather the information they needed and enjoy a free lunch catered by Birrieria PDX (a restaurant and food truck founded and owned by a former MHCC student). It was a successful event led by Stephanie Haas, Student Resource Specialist Coordinator, and Rosalba Fuentes, Maywood Park Center Site Coordinator.

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

Instruction Update

and Comprehensive Facilities plans, to include the values, mission, vision and meet the goals of the Strategic Plan.

- Pete Szucs presented the academic plan to the faculty senate on October 3, 2023. A two-question survey was sent to the faculty to gather a final round of feedback on the Academic Program Plan (APP). The survey closed on October 27, and the APP working group will meet to review feedback and determine if any revisions are needed. The final version of the APP should be completed by mid-November.

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.

- Initiated development of a new marketing strategy for the Mt. Hood Small Business Development Center (SBDC) to expand social media presence on Facebook, Instagram, and LinkedIn. Posts on Facebook and Instagram will include Spanish language translations.
- Current part-time faculty member in Health and Physical Education and former student-athlete and head baseball coach for the Saints, Gabe Sandy, represented MHCC at the 2023 World Series as a scout for the World Champion Texas Rangers.
- The Voice of the Saints, Albert Hensley who serves as the public address announcer for several of our athletic teams provided the voice talent for the introduction into Game One of the 2023 World Series. Here is the link if you would like to listen - <https://twitter.com/MLBONFOX/status/1718056912007135318>

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

- The MHCC SBDC reached out to local culturally specific organizations to establish collaborative partnerships: Latino Network, Immigrant and Refugee Community Organization (IRCO), and the Oregon Native American Chamber to assess the existing programs and services provided locally by these organizations to historically excluded and multi-lingual communities.
- Oregon Small Business Development Center Network has formed a Spanish language advising committee to address the gap in multi-lingual service availability throughout the state. Mt. Hood SBDC is actively participating to provide insight on the culture and language competencies required.

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

- The MHCC Library was proud to help the campus community celebrate National Hispanic Heritage Month! While students enjoyed presentations by MHCC staff about Panama and Peru, and dance performances by Estampa Mexicana and the Sussefusse

Instruction Update

International Folk-Dance group in the Diversity Resource Center, MHCC Librarians were on hand with a Pop-Up Library making additional books, graphic novels, children's books, and audio-visual materials celebrating the history and cultural traditions of a plethora of Central and South American countries.

- In association with Domestic Violence Awareness Month, MHCC Lead Public Safety Officer Cherilyn Nederhiser welcomed Mackenzie Cruickshank from Bradley Angle, a local shelter that has been providing safety, healing, and hope to survivors of domestic violence in our community for 48 years. The MHCC Library was eager to be there to provide additional resources to help keep our campus community safer with another Pop-Up Library! Students, Staff, and Faculty browsed a sampling of Library resources while learning more about how domestic violence affects us and our loved ones, and quite a few found some interesting items to check out and take home directly from this important annual event!
- Diana Moreno, Director of the MHCC SBDC, attended a Gresham Area Chamber of Commerce Business & Leaders Luncheon to hear Brad Ketch, Rockwood Community Development Center, discuss how Rockwood's economic status as an area of persistent poverty impact the economy of East Multnomah County.

Administrative Services

Jennifer DeMent

November 2023

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

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

- CDFS has begun a series of training for managers on ***Courageous Conversations about Race*** by Glenn Singleton led by Dr. Hilda Peña-Alfaro.
- CDFS has purchased Pyramid Model kits for classrooms to **create a strong foundation of social-emotional skills**. These kits provide materials for education staff to better implement positive behavioral interventions and support (PBIS) for all children.

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

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

- MHCC serves on the Center for Advanced Learning (CAL) board. CAL is a charter school providing industry-level career technical training for Gresham Barlow, Centennial, and Reynolds high school students. Through dual enrollment last year, **MHCC awarded CAL students 2,877 college credits**, saving our district high school students \$345,240 in tuition costs!

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

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

- CDFS is contracting with a Spanish language translator to **translate all the kitchen materials into Spanish**. This will provide greater access to kitchen staff whose first language is Spanish. These materials have already been translated into Arabic.



Administrative Services Update

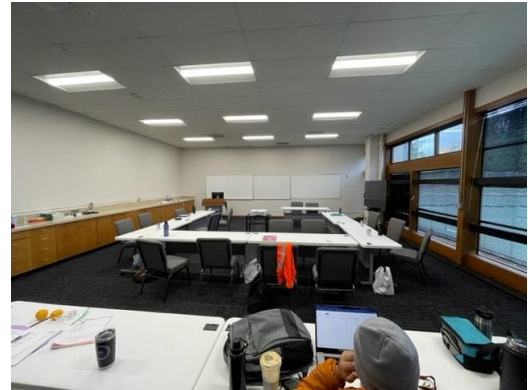
- CDFS continues to **revise our professional development practices** to include the whole classroom team in training, coaching, and professional growth. This is a transition from before when only the lead teachers were included in training and coaching support. Including the whole team allows greater collaboration, knowledge, and opportunities for growth in our program

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

- **CDFS' Wellness Committee** is actively recruiting members from all positions in the program seeking to include diverse perspectives to improve wellness support in our program.

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

- Facilities partnered with instructional teams to complete the remodel of GE classroom areas for the **Construction Pre-Apprenticeship grant program**. (photo right)



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

- Facilities continued partnership with Student Services and DEI on the plan and scope development for the buildout of the Equity and Community Resource Center (ECRC). Construction is underway with an ideal completion date of Mar 31, 2024, and a total project completion date of May 31, 2024. (photos below)



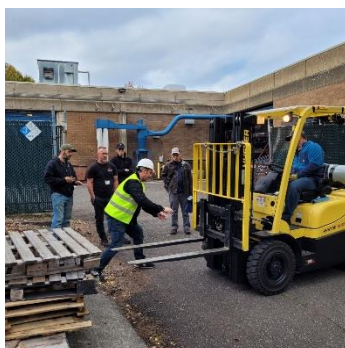
Administrative Services Update

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

Objective D.2: *Improve MHCC's website presence to streamline, improve readability level, include language translation and refine focus to ensure it is geared towards student and the community.*

- **New Website Project / Content Management System (CMS)** – Progress continues:
 - Our partner MAC has completed the effort to input Tier 1, 2, and 3 pages into the new website. This covers 112 pages (15% of total pages) that were identified as **business critical** and involved content creation, review by area subject matter experts, and migration to the new CMS system.
 - A report was developed to manage **content delivery** deadlines to meet the overall website launch date.
 - IT Application team members provided additional support for **content** editing, asset creation, template updates, and permission configuration.
 - The **campus directory** was developed and released in the new CMS for the new website.
- **IT Web Services Report Information – October**
 - We received **37,063 visits** to our website Home Page with 46,627-page views and 132,695 interactions.
 - Applying for **Financial Aid** was the highest specific page viewed for the month with 31,778 views.
 - Users by device:
 - **Desktop – 77.6%**
 - Mobile – 21.9%
 - Tablet – 0.6%

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



Risk and EHS teams performed a campus-wide **forklift safety training** in October with great success. (photo left)

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.*

Administrative Services Update

- IT Application services in collaboration with HR, implemented new FSA and HSA enrollment and 403(b) salary reduction **forms**.
- MHCC's **graduation** custom portlet received annual updates.
- **Nursing and Physical Therapist** Assistant custom portlet applications were updated for new enrollment period requirements.
- Enhancements were made to the **preferred name** software process to ensure past students who re-enroll have their preferred and legal names updated.

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

- The **comprehensive facilities and campus plan** completed phase one, information gathering. We are now working with the Executive Team to finalize the draft and priorities for sharing with the community, faculty, students, and other groups as available through the end of the year.

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

- IT Client Services team members converted the final 200 **lab workstations** from virtual devices to regular computers. This improves stability and reduces disruption, as well as provides a significant increase in power. Advancements in support tools still allow us to automate and support these devices remotely.
- Regular life cycle computer workstation upgrades were completed at Casas at **Maywood** CSC, Maywood 303, and the Maywood Annex.
- In support of the **Construction Apprenticeship Program (CPELL)**, IT teams reconfigured iPads and implemented Wi-Fi capabilities for the group.
- The **IT Service Desk** took 571 calls and closed 408 tickets across MHCC and Headstart locations.
- IT Services provided **audio-visual** setup for 5 events.
- IT Application Support, Infrastructure, and Web Teams completed **security enhancements** on MHCC's website search database.
- **Cyber-Security – Recap of risks identified and/or blocked for September:**
 - Email:
 - 16,704 instances of **phishing** blocked
 - 49,659 instances of **spam** blocked
 - 68 instances of email **malware** were blocked (23 were attachments, the remainder (45) were URL links)
- CDFS has **centralized the purchasing** of stationery and office supplies, which streamlines and speeds up delivery of needed materials to all sites as well as reducing costs.

Administrative Services Update



The **HPE dome roof replacement** is in progress with completion targeted at mid-November. *(photo left)*

The **electric vehicle (EV) stations** are fully complete and operational. Through a partnership with PGE, instruction, and Troy Builta with MHCC Sustainability, the project installed EV charging stations and funded the purchase of two electric vehicles. *(photo right)*



The **South campus bioswale** installation is 90% complete. The project team is focusing on the last trench in parking lot U, with tree planting scheduled in November. *(photo below)*



Administrative Services Update

- The replacement of a **failed irrigation water line** is in progress at the South campus stadium area, with Facilities teams supporting a cost-effective replacement approach. *(photo right)*



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 Family Fun, Health, and Wellness Winter Festival on December 2 that will include several local agencies to better support children and families. Music, free food, workshops, family activities, community resources, and more will be available.



Administrative Services Update

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



CDFS is proud to share the success story of Head Start alumni Kaela Davison. She attended Head Start as a child and attended Mt. Hood Community College as a first-generation college student. Now she works as a lead teacher in our program. You can read more about her story here: <https://nhsa.org/alumni-resilience-series-kaela-davison/>

College Advancement and District Communications

Al Sigala

November 2023

Teaching and Learning:

Foundation scholarship outreach continued as the Secondary Scholarship Period ended on Oct. 13. Emails and texts were sent to students and presentations were given to GED classes. In 2023, the Foundation received 1028 applications, a 27% increase over 2022.

The District Communications (DC) team provided support to the mental health program by providing oversight, review, and a refresh of the student handbook to ensure its readability and accessibility meet student standards.

Education Programs and Support Services:

The Foundation successfully completed the sale of the Yoshida Haven Estate. The estate sold for \$1.6 million to a couple from Corbett. The family want to not only live in the home but to hold events on the estate. The Foundation is currently planning to host an event in honor of the Yoshida's for their generosity in gifting the estate to us and for all they have done for the college and our students. The sale of the estate also completes the Yoshida's original commitment of \$1 million to the Foundation. This commitment led to the naming of the gym the Yoshida Event Center.

The Foundation successfully wrapped up the annual Staff Giving Campaign on October 20. We exceeded our goal of \$60,000 by \$192. We have seen year-over-year growth in staff giving since 2014. MHCC faculty and staff are our largest giving group which is confirmation of their dedication to our students as well as an inspiration to donors in the community.

The Foundation is currently supporting crowdfunding campaigns for Saints Softball and Men's Basketball teams through the Just Giving online platform that integrates with our Raisers Edge donor database. Both athletic teams are actively seeking and receiving donations. The Aquatic Center and Jazz Program campaigns are live but are not yet active.

Foundation staff attended the MHCC Resource Fair on Oct. 2-3 where they informed students of the mission of the Foundation and offered information on how to apply for scholarships. During the audit process, the Foundation worked with financial aid and the Foundation accountant to ensure the accuracy of the accounts and new scholarship donor agreements.

DC continued work with the Applied Technologies department to determine marketing initiatives and the development, design, and production of multiple marketing assets for various programs including, BAS in cybersecurity, BAS in welding, automotive technology, and Business Pathways, ensuring to inform students of the opportunities of a hands-on education while also creating pathways into the workforce.

College Advancement and District Communications Update

Our team provided the MHCC Foundation support with the writing and designing of advertisements for the Gresham Outlook, informing the community of tax-wise giving. We also provided MHCC staff and faculty with the opportunity for free, professional headshots offered by a member of the BMC team for their professional and personal use.

DC produced an MHCC branded sticker for alumni relations to hand out to MHCC alum and refined the scholarship letters process, ensuring a more efficient process for alumni relations and BMC.

Organizational Structure, Systems, & Processes:

The Foundation is working on digitizing archived employee giving records for storage in our secure internal G drive. This will provide easier access to this data. Starting this year, new records will be stored digitally as a standard operating procedure (SOP). Judi is creating new SOPs for the staff giving campaign including data management.

Due to personalized fundraising appeal letters to donors that were included in the Scholarship Reports, AAUW Scholarship Director Col. Mary Mayer informed the Foundation of their organizations intent to try to increase the corpus of their scholarship to \$100,000 in 2024. Moreover, they increased their scholarship from \$3,000 to \$3,500.

Scholarship reviewing started Oct. 21. The Secondary Round of scholarships will be announced to students on Nov. 17. Over \$200,000 remains to be awarded.

DC continues to refine its current processes such as design requests and approval requests to ensure efficiency across the college.

The visual design strategist has put together some design templates on the online design application, Canva, that will allow stakeholders to utilize the templates to create flyers, posters, and PowerPoints while maintaining and adhering to MHCC brand standards, and guidelines. This process was developed to allow internal stakeholders to create their own collateral in a bind while maintaining brand compliance. BMC oversees the templates and requires all users to submit collateral designed using the templates to the approval request form for oversight on content prior to print.

DC met with members of the accreditation committee to answer questions regarding internal processes and updates being made to the new MHCC website.

Facilities and Technology:

After review of one full year of scholarships, the reviewing process in Blackbaud's Academic Works will be streamlined to have only one reviewing group, rather than two. Streamlining will increase productivity. Specific scholarship review groups, like the Anna Mae Tichy Scholarship will remain separate from the general application pool.

College Advancement and District Communications Update

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

Overall:

805k impressions

39.8k total clicks

5% Average Click Through Rate (CTR)

Top Performing Queries:

“mhcc”: 5.7k clicks, 13.2k impressions

“Mt hood community college”: 3.7k clicks, 9.6k impressions

The DC team continues its work with IT and external vendor MAC (Madison Avenue Collective) on the website revamp. The website is slated to launch in early February. The team is currently working on wrapping up all content creation. Next phases include migrating the content to the CMS system, doing user testing and then training for the users.

The team is in the middle of a “Campus Beautification” process which will liven the college campus up with branding. Phase one was to update the town and gown hallway and the board room. Both of which are set to be updated in early November.

Community Connections:

Al and Lisa met with state Senator Michael Dembrow to discuss the upcoming legislative short session. The Senator is interested in addressing funding for the college’s effort in providing a baccalaureate degree in Cyber Security. While such degrees were approved, no state funding was considered for the FTE that will be served.

The Foundation’s End-of-Year Giving Campaign is now underway. The campaign is a multi-faceted effort by the Foundation’s Fundraising and Planned Giving Committees and staff that consists of direct appeals, advertising, promotions, and stewardship. One of the early efforts in this campaign is encouraging gifts from donors’ IRA accounts with an advertisement in the Gresham Outlook and a direct mail postcard. Donors 70 ½ and older may need to make a required minimum distribution (RMD) from their IRA accounts before the end of this year. Directing their distributions to the Foundation provides donors with tax advantages and provides support our students.

During the End-of-Year Campaign we also look at the personal generosity of Foundation Board members to assure 100% participation. Board giving is important, especially to outside funders. Each board member received a summary of their giving for the year, with thanks, and was also invited to participate in the End-of Year Giving campaign. We are happy to share that Foundation board members are responsible for \$95,496 in personal, in-kind and business gifts so far this year.

The Foundation will be participating in Giving Tuesday on November 28- a global day of giving that has earned a place on the calendar after Black Friday and Cyber Monday. We’ve scheduled a print ad in the Gresham Outlook on November 22, an eblast to Pamplin audiences in Gresham and Sandy on November 27, and a digital billboard for the Outlook Online beginning the

College Advancement and District Communications Update

Sunday, November 26. We're also planning social media posts leading up to and on Giving Tuesday. Reminding our donors that they are appreciated for their past gifts is important in keeping our supporters engaged. We are planning a Thanksgiving card mailing and the Foundation's Winter Reception on December 6th to show our appreciation. The reception will be held in the Student Union from 5:00 to 7:00 and is followed by MHCC's holiday jazz concert. District Board members are encouraged to attend.

The Foundation is also planning two "Give Local" feature pages in the Gresham Outlook running November 29 and December 13. Each feature will include a story of a scholarship recipient, information about how the College's Foundation serves our community, and an appeal to give.

Direct appeals have already been mailed to scholarship donors and annual donors will receive letters late November. Social media and eblast appeals will continue through December 31.

The Foundation welcomed new board member, Sean Berry. Sean is a CPA and owner of Mt. Hood Tax in Gresham. Berry will bring great experience in the area of Planned Giving to the Foundation.

Alumni outreach continues to focus on opportunities for alumni. Alumni were offered tickets to the Nov. 1 volleyball game and other sporting events will also have alumni opportunities. Moreover, alumni were offered attendance to COMM-Talk, a live podcast at the MHCC Theater on Dec. 8. Attendees will connect over "diverse messages that shape lives and community." This event is put on by Speech Communication Instructor Brady Carey.

Alumni of the Year plans are continuing. Three recipients have been selected in cooperation with the Alumni Committee; they are: Dave Salesky, weatherperson with KATU News, Samantha Pahlow, senior vice president and account manager of Ferguson Wellman Capital Management, and Vince Jones-Dixon, local funeral director and Gresham city councilor.

District communications is currently in the drafting phase of the winter term College plus Community, which is set to hit mailboxes in mid-December.

Our team is one month into a digital marketing 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.

DC provided photography coverage for the Maywood Campus Career Fair, which hosted 22 external community partners and vendors, providing the community with job, housing, and food opportunities. This was the first career fair for that campus.

Our team provided advertising and on-site coverage for the MHCC Fall Career Fair at the Gresham Campus, serving the community with resources and connections in the workforce.