



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on April 17, 2024, with a Budget Committee Meeting at 6:00 p.m., and a Regular Board meeting at 6:30 p.m., both held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

6:00 pm – Join Budget Committee Meeting – Click URL to join

<https://mhcc.zoom.us/j/92986185189?pwd=WjlqR3BZQkwyMXQ5K2lBc2k0aTYrUT09>

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

Webinar ID: 929 8618 5189

Passcode: 926376

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

<https://mhcc.zoom.us/j/92486359408?pwd=NEpuZUtJWjBocUZiem5kZ3NaV1BZUT09>

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

Webinar ID: 924 8635 9408

Passcode: 926376

AGENDA SESSION 1102

6:00 pm 1.0 **CONVENE BUDGET COMMITTEE / CALL TO ORDER /
DECLARATION OF A QUORUM** Andrew Speer

6:05 pm 2.0 **PUBLIC INPUT**
*Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.*

3.0 REPORTS

3.1 ASMHCC Budget Presentation John Hamblin

4.0 PROPOSED BUDGET 2024-2025 / ACTION

4.1 [Consideration and Approval of the 2024-2025](#) Jennifer DeMent

4.2 [Budget Set the Tax Levy for 2024-2025](#) Jennifer DeMent



6:30 pm 5.0 **ADJOURN BUDGET COMMITTEE** Andrew Speer

Note: The 2024-2025 Proposed Budget is posted on the Budget Office website at: <https://www.mhcc.edu/BudgetOffice/>

6:30 pm 6.0 **CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM**

6.1 Approval of Agenda

Note: The start time for agenda items is estimated and may vary.

6:35 pm 7.0 **PUBLIC INPUT**

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

6:50 pm 8.0 **REPORTS (10 min report & 5 min Q & A)**

8.1 Correspondence

8.2 Digital Promise Project

Lisa Skari
Suzy Bicknese
Therese Gietler
Robin Matross Helms
Heather Singmaster

7:20 pm 9.0 **BUSINESS / ACTION**

9.1 Consent Agenda: Approvals & Information

a) [Minutes – Board Work Session 1099, March 6, 2024](#)

b) [Minutes – Board Regular Session 1100, March 20, 2024](#)

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](#)

9.2 [Head Start Eligibility Policy Second Reading & Approval](#)

Hilda Pena-Alfaro

9.3 [Board Policies Chapters 2, 3, 5, 7 & Rescinded Policies Second Reading & Approval](#)

Andrew Speer



7:45 pm **10.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*

8:20 pm **11.0** **CLOSING REPORTS**

11.1 ASG Representative

11.2 Advisory Representatives

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

11.3 Executive Leadership *(3 min each)*

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

11.4 President's Report

8:45 pm **12.0** **ADJOURNMENT**

A board dinner is scheduled prior to the board meeting and is optional as a social gathering and no board business will be discussed.

The next regular board meeting is scheduled for Wednesday, May 15, 2024

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

April 9, 2024

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 April 2024

Welcome to Spring Term and the last quarter of the 2023-24 academic year. We are fully enjoying the return to a rich campus environment, fueled by enrollment increases we have not seen in recent years. The activity is refreshing and inspiring, and is the best of what a college campus can offer.

While the term is still underway, and the academic year is coming to an end, we are already thinking about the future. We are currently hiring nine new full-time faculty, including one who will support the Bachelor of Applied Science degree in Cybersecurity, which starts fall 2024. We also have the search underway for two vice president positions: instruction and advancement.

At present we are towards the end of our search for our vice president for instruction. We had 44 applicants for the position, 35% who identified as candidates of color. We interviewed 16 candidates in our first round, and seven candidates in the second round. Four finalists are coming to campus in mid-April to spend a day meeting with faculty, staff, and students, with 50% identifying as a candidate of color. Our goal is to have decision in May. The vice president of advancement position should be posting soon, and we hope to have it filled by July.

While the current legislative session just ended, work is already underway for the 2025-27 biennial budget process. Currently, I am serving on three statewide workgroups that directly or indirectly impact our finances:

1. The Oregon Community College Association (OCCA) Current Service Level workgroup, that works on the determinants of level funding, based on revenues and expenditures. This becomes the basis for our legislative request for existing operations;
2. The Higher Education Coordinating Commission's (HECC) Financial Monitoring workgroup, that is providing guidance on the development of a process by which the HECC can monitor community college's financial position; and
3. The HECC Student Support and Success Funding workgroup, that is looking at the implementation of the new outcomes-based distribution formula.

Annual goal update

Diversity, equity, and inclusion

The college will host another amazing speaker on May 3. Dr. Joan King will join us to provide insights into the biases, discrimination, and racism experienced by Asian American students in education. Asian American communities are frequently excluded in discussions around DEI, reinforcing the idea that Asian Americans are not people of color. This presentation will discuss the impact of the erasure of Asian American identities in education and provide best practices for staff and faculty to adopt. Racial theories including (but not limited to) double eyelid bias, Model Minority Myth, intersectionality of Asian women, and biases around "try-hards" will be covered.

Community engagement

Community presentations to test our bond concept have begun, with the first presentation being made to the Reynolds School Board. The board developed a list of 57 other groups to contact over the next few months, and scheduling these meetings has begun.

Bond campaign

In addition to the community presentations, an all-campus bond update will be held on April 18, 2024. Additional marketing is under development and you should begin to see the college on more print and digital platforms.

Accreditation

No new updates.

In closing, the next few months include many events and activities to connect with students, faculty, staff and the college. I hope you are able to find time to participate in those opportunities that are of most interest to you. With all that is going on, I am sure you will find something that piques your attention and feeds your desire to be a lifelong learner.

Community/Educational Presentations and Selected Outreach Activities

- Mar11 Meeting with Sue O'Halloran, MHCC Foundation*
- Mar11 MHCC Bond Development Workgroup meeting*
- Mar12 Meeting with Director Stroud*
- Mar13 Higher Education Coordinating Commission (HECC) Strategic Planning Focus Group*
- Mar13 Portland Metro Chamber Board meeting*
- Mar14 Presentation at National Council for Marketing & Public Relations Annual Conference*
- Mar14 Oregon Community College Association (OCCA) Policy Option Package Workgroup meeting*
- Mar15 Oregon Public Broadcasting (OPB) Board Human Resource Committee meeting*
- Mar18 Meeting with College Housing Northwest*
- Mar 18 Gresham Rotary Board meeting*
- Mar18 Meeting with President Avery, Linn Benton Community College (LBCC), and Robin Matross, Association of Community College Trustees (ACCT)*
- Mar19 All Hands Raised Partnership Council meeting*
- Mar19 Meeting with Director Bentley*
- Mar20 MHCC Regular Board meeting*
- Mar21 Gresham Chamber of Commerce Business Excellence Awards luncheon*
- Mar21 Oregon President's Council (OPC) Planning Meeting*
- Mar21 Meeting with Director Speer*
- Mar22 OCCA Current Service Level (CSL) Workgroup meeting*
- Mar22 Meeting with Multnomah County Chair Vega Pederson Visit and East Metro Leaders*
- Mar22 MHCC Winter 2024 Nursing Pinning Ceremony*
- Mar23 Senator Gorsek and Representative Hudson Legislative Wrap Up meeting*
- Mar25 Meeting with Robin McGregor, MHCC Foundation*
- Mar 25 Meeting with Stan Hymel, MHCC Foundation*
- Mar25 OCCA Budget Committee meeting*
- Mar26 East Metro Leaders meeting*
- Mar26 Meeting with Susan Watson, Pathway to Opportunities, Portland Community College*
- Mar26 Meeting with Sean Berry, MHCC Foundation*
- Mar27 MHCC Foundation Board meeting*
- Mar28 Gresham Area Chamber of Commerce Board of Directors meeting*
- Mar28 HECC Financial Monitoring Workgroup meeting*
- Mar28 OCCA CSL Workgroup meeting*
- Mar28 Meeting with Commissioner Stegmann and Patrick Gehring, WSI*
- Mar29 Meeting with Andrew McGough, WSI*
- Mar29 Interview with Kevin Perez, The Advocate*

Select Media Mention

Industry partnership with community colleges addresses auto tech shortage

<https://www.publicnewsservice.org/2024-03-11/education/industry-partnership-with-community-colleges-addresses-auto-tech-shortage/a89229-1>

Mt. Hood Community College announces new training program

https://www.theoutlookonline.com/news/mt-hood-community-college-announces-new-training-program/article_e7e63030-e61d-11ee-89ce-7763b978b547.html

Mt. Hood Community College to host Spring Career Fair

https://www.theoutlookonline.com/business/mt-hood-community-college-to-host-spring-career-fair/article_75c20c2e-e88c-11ee-8326-236eb101073e.html

Largest Community Colleges in Oregon & S.W. Washington

<https://www.bizjournals.com/portland/subscriber-only/2024/03/29/largest-community-colleges-in-oregon--sw-washington.html>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 4.1

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

SUBJECT: CONSIDERATION AND APPROVAL OF THE 2024-25 PROPOSED BUDGET

The 2024-25 Proposed Budget is available online at mhcc.edu/BudgetOffice; hard copies are available by request from the budget office.

RECOMMENDATION:

That the Budget Committee move to approve the Mt. Hood Community College District 2024-25 budget of \$236,254,329 including the general fund budget in the amount of \$92,964,306 and all other budgets in the amount of \$143,290,023.

Approve the above resolution as presented.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 4.2

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

SUBJECT: SET THE TAX LEVY FOR 2024-25

It is recommended the following property taxes to be imposed:

Fund	Type	Amount Subject to the Education Limitation:	Amount Excluded from Limitation:
General	Permanent tax rate	\$0.4917 / \$1,000 of assessed value	

RECOMMENDATION:

Approve the amount and/or rate of the property taxes.

Approve the above resolution as presented.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1a

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

SUBJECT: APPROVAL OF MINUTES – March 6, 2024

Session 1099

A meeting of the Mt. Hood Community College District Board of Education was held on March 6, 2024, with a Board Work Session at 6:00 pm held via Zoom.

1.0 CALL TO ORDER

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

Additional Attendees: Jennifer DeMent, vice president, Finance and Administration

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

2.0 BUSINESS

2.1 Budget Development

Jennifer DeMent presented on budget assumptions for 2024-2025. Based on following assumptions:

- Tuition will increase 2%, approximately \$2 per credit hour, generating \$300,000 in revenue
- Enrollment is up 6% in actuals (budgeted for the current year at a 4.5% increase) and is expected to continue to go up; projections for next year assume a 2% growth, based on the 6% base
- State Support – the college received a little more state support in the current year than budgeted, with MHCC's share of the 12.5 million in state support anticipated at approximately 11% of the student support allocation (\$7.5 million) and just under 8% of the student success allocation (\$5 million)
- Inflation is driving all assumptions on the expenditure side
- Utility increases range from 9% for water, 12.5% for power, and 30% for gas, which is about \$200k more than the current year budget
- There are \$4.5 million in new fund requests, which require an accompanying lens/ rubric decision-making tool that will guide decisions on these requests



Next Steps:

April 3 – Proposed budget is presented to the board Budget Committee

April 17 – Budget Committee approves budget

June 12 – Tax Supervising & Conservation Committee public budget hearing and board adopts budget

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

2.2 Board Policies 1st Reading

The board conducted a first reading of the board policies in Chapters 2, 3, 5 and 7, and relevant information about the policies were provided by Jennifer DeMent. There was also a discussion of board policies that will be moved forward for rescinding and an update given regarding the administrative regulation review process for Chapters 6 and 7. The board placed each policy into one of three categories: moved forward as is; moved forward with revisions; postponed.

a) Board Policies – Chapter 2, 3, 5, and 7

Chapter 2 – Board of Education

BP 2315 – Closed/ Executive Sessions – moved forward as is

BP 2510 – Participation in Local Decision-Making – moved forward with revisions. There was a suggestion to add “and in alignment with its equity statement,” to the second sentence after “In executing that responsibility.”

BP 2716 – Board of Education Political Activity – moved forward as is

BP 2720 – Communications Among Board of Education Members – moved forward as is

Chapter 3 – General Institution

BP 3410 – Nondiscrimination – postponed second reading for further discussion on policy.

BP 3430 – Prohibition of Harassment – postponed second reading for further discussion on policy.

BP 3515 – Reporting of Crimes – moved forward as is

Chapter 5 – Student Services

BP 5035 – Withholding Student Records – moved forward as is

Chapter 7 – Human Resources

BP 7340 – Leaves – moved forward as is – moved forward as is

BP 7370 – Political Activity – Employees – moved forward as is

BP 7800 – Work After Retirement – moved forward as is

The board policies in Chapter 2, 3 (omitting BP 3410 and BP 3430 for now), 5, and 7 were moved forward for a second reading.

b) Board Policies to be rescinded

Policy	Title	Proposed Action
6060	Speakers	Rescind – not needed, we do not have an active program for speakers



6140	Dual credit programs	Rescind – not needed as policy, process outlined in AR 4238 (being proposed this year)
7120	Advising and outreach	Rescind – not needed, as written is not a statement of intent and therefore not a policy

There was consensus to move the board policies forward for rescension.

2.3 Bond Update

See item 2.4.

2.4 Community Engagement Planning

The board was previously updated on the bond at their recent board retreat 2/23/2024, therefore, it was decided to combine items 2.3 and 2.4 on the agenda, in order to discuss community engagement plans as they pertain to the bond and outreach efforts related to that. The group discussed the following:

- Where do we want to go (individually and in larger groups)?
 - Board members identified some priorities individually and areas to focus on as a group. It was decided to continue with the original plan to target local area school districts (adding Parkrose and Sandy) through the end of the 2023-2024 academic year and board members signed up for three upcoming district visits:
 - Reynolds 4/10/24 – Stroud and Teune
 - David Douglass 5/9/24 – Mattson and Bentley
 - Gresham – 6/18/24 – McKeel and Stroud
- What do we need to do?
 - Get organized
 - Establish two sets of talking points (speaking to general college statistics/ information and bond specific information), one for individual visits and one for presentations for larger visits to ensure consistency
 - Wear MHCC gear when representing the college
- What can we each commit to?
 - Board members were encouraged to think about this for future discussion, as it will take effort from all to accomplish the priorities identified.
- What are our next steps?
 - Narrowing the list of priorities
 - Discussing and establishing talking points/ presentation specifics
 - Scheduling visits

Work will continue to advance the discussion and efforts at the coming board work session on April 3, 2024.

2.5 Other Business

There was a discussion to be had regarding a College Housing Northwest Resolution to be voted on at the next regular board meeting, however, this information was not available for this meeting so this



item will be postponed until this information is received for board review and discussion.

It was announced that an executive session has been added prior to the regular board meeting, on March 20, 2024, at 6:00 p.m., and that the board dinner will take place earlier than normal at 5:15 p.m.

3.0 ADJOURNMENT

The work session was adjourned at 8:10 p.m.

Clerk

Board Chair

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

Mt. Hood Community College

2024/25 Budget Assumptions

March 5, 2024

Budget Assumptions for Next Year

Tuition – forecast includes \$2

- generates about \$300,000 in revenue

Enrollment assumptions

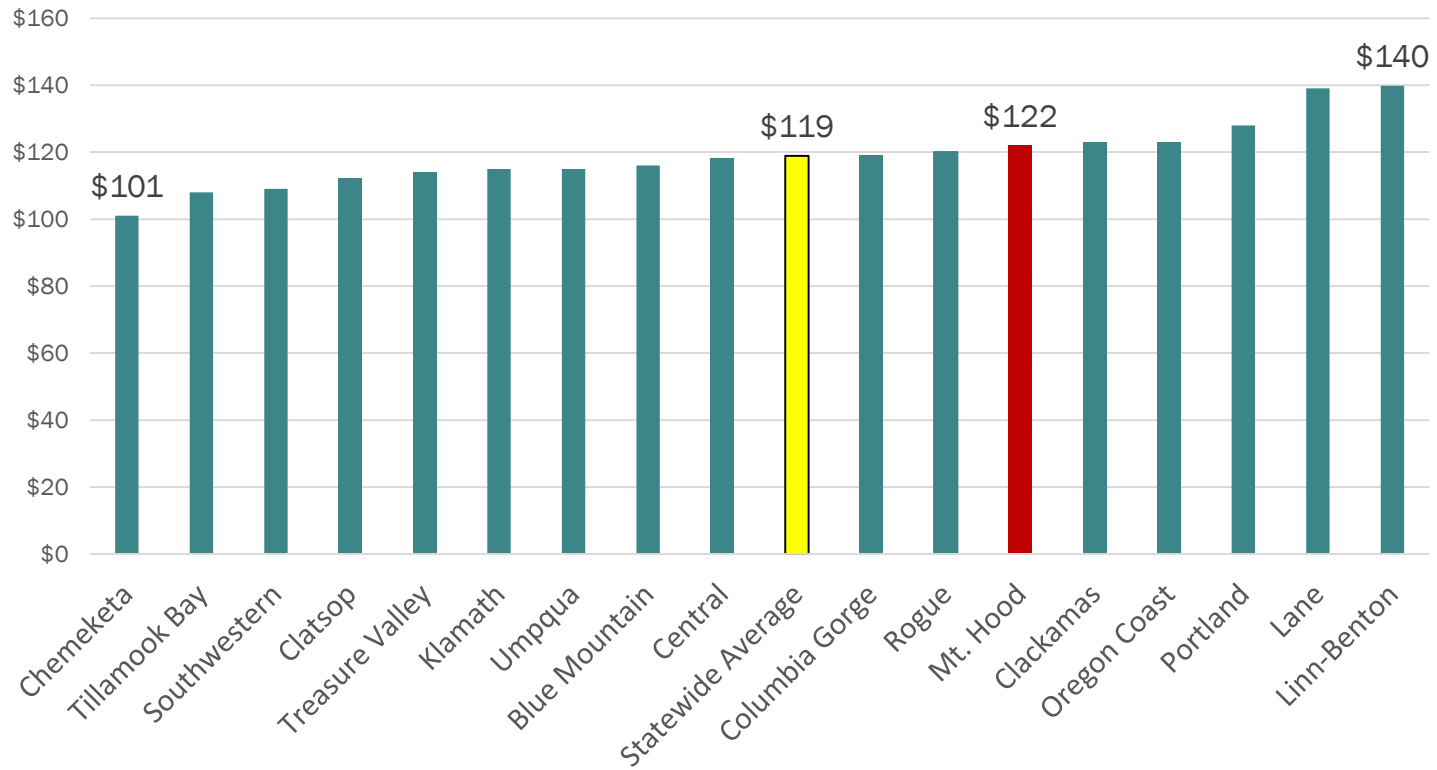
Cost of Living and Inflation

Focus of Investments

2024/25 Budget Assumptions

Tuition & Fees

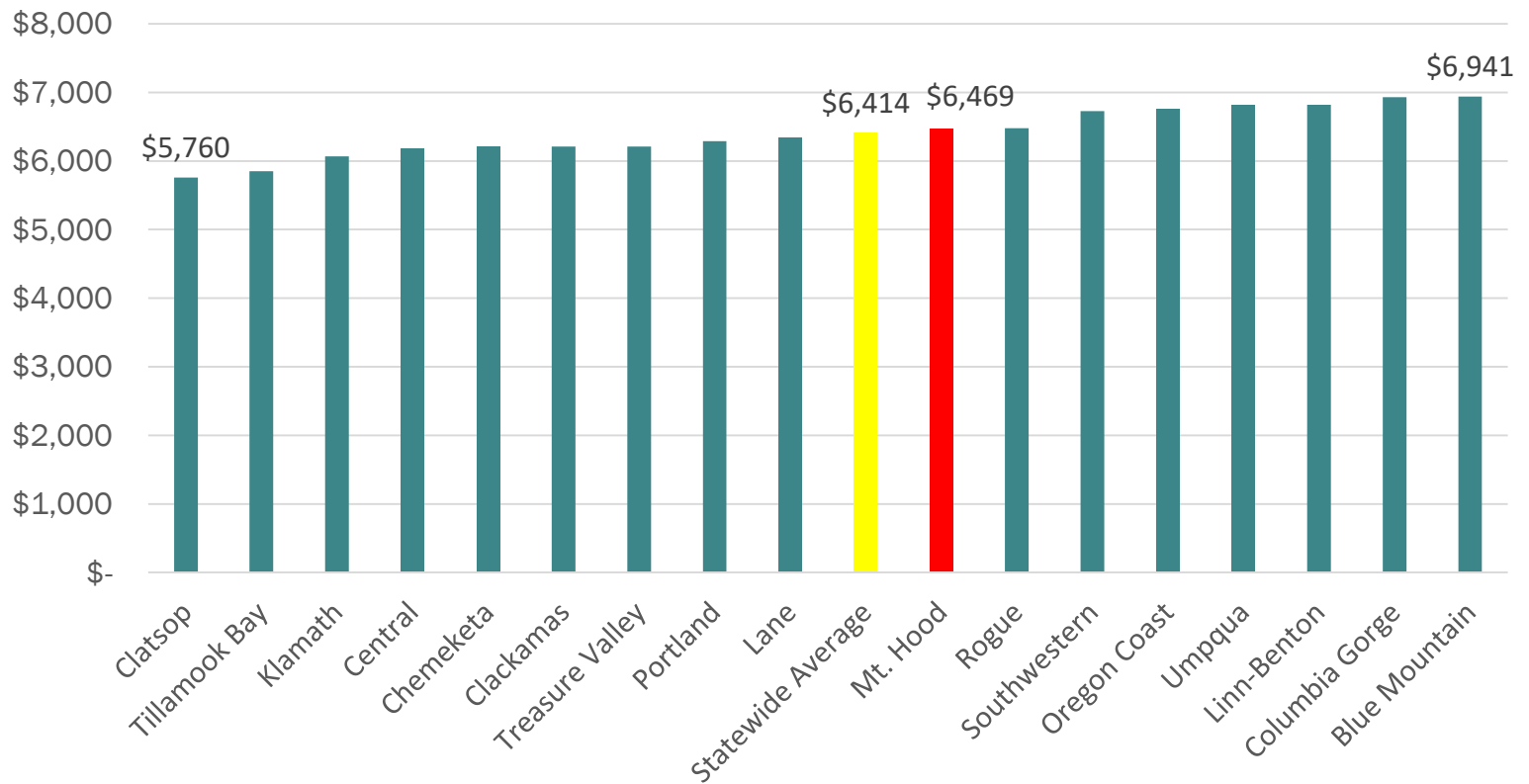
Oregon Community Colleges Per Credit Hour Tuition



2024/25 Budget Assumptions

Tuition & Fees

Oregon Community Colleges Annual Tuition & Fees



Tuition & Fees

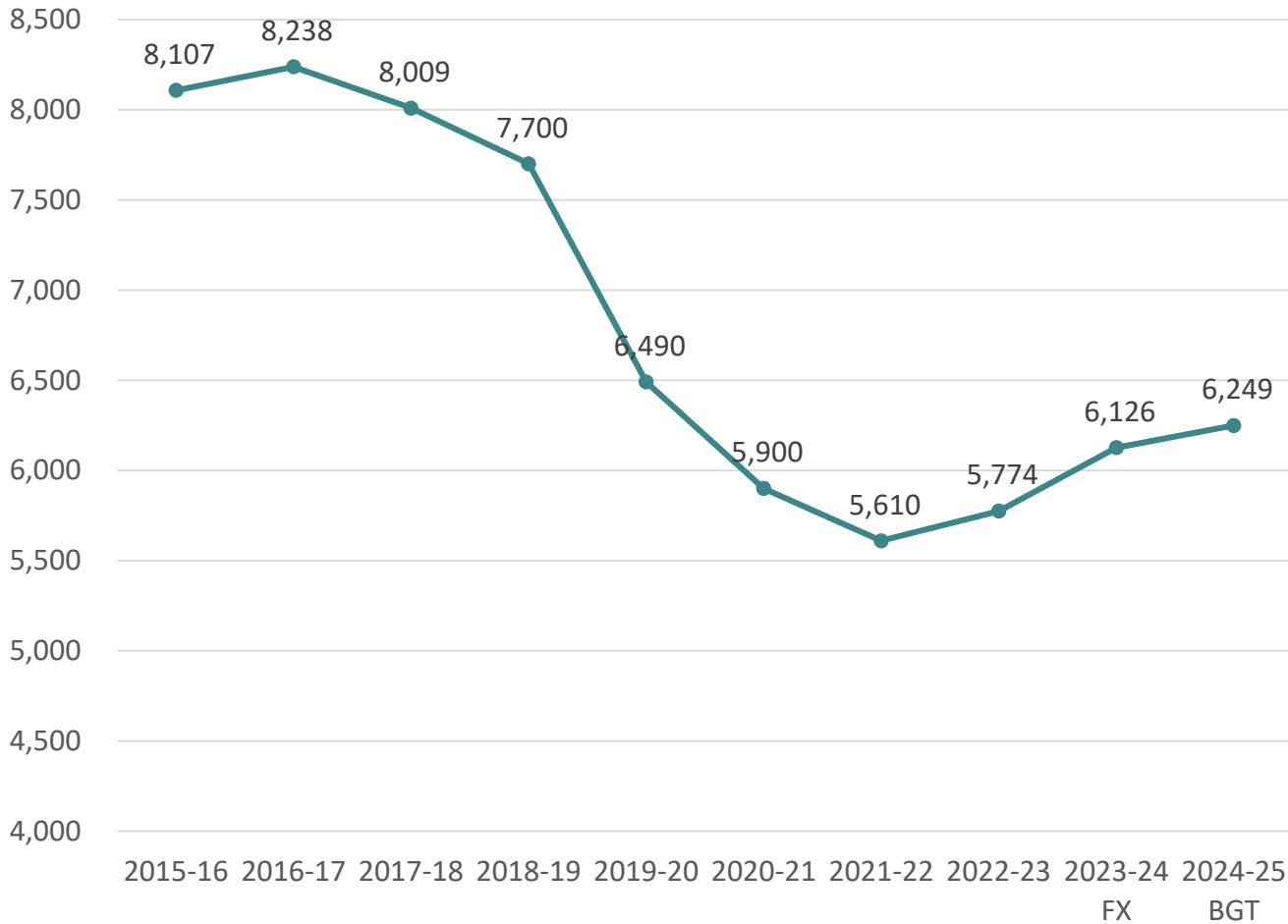
Administration's recommendation is for a 2% tuition increase, about \$2 per credit hour.

For the current year, the board increased tuition by \$2 to \$124 per credit hour. Given the increased costs associated with providing the current level of service, minimal annual increases are recommended. The Higher Education Price Index (HEPI) measures the cost of goods and services purchased by higher education institutions and releases an inflation index specific to higher education

The Higher Education Price Index for the academic year ended June 30, 2022 was 4%.

2024/25 Budget Assumptions

Enrollment

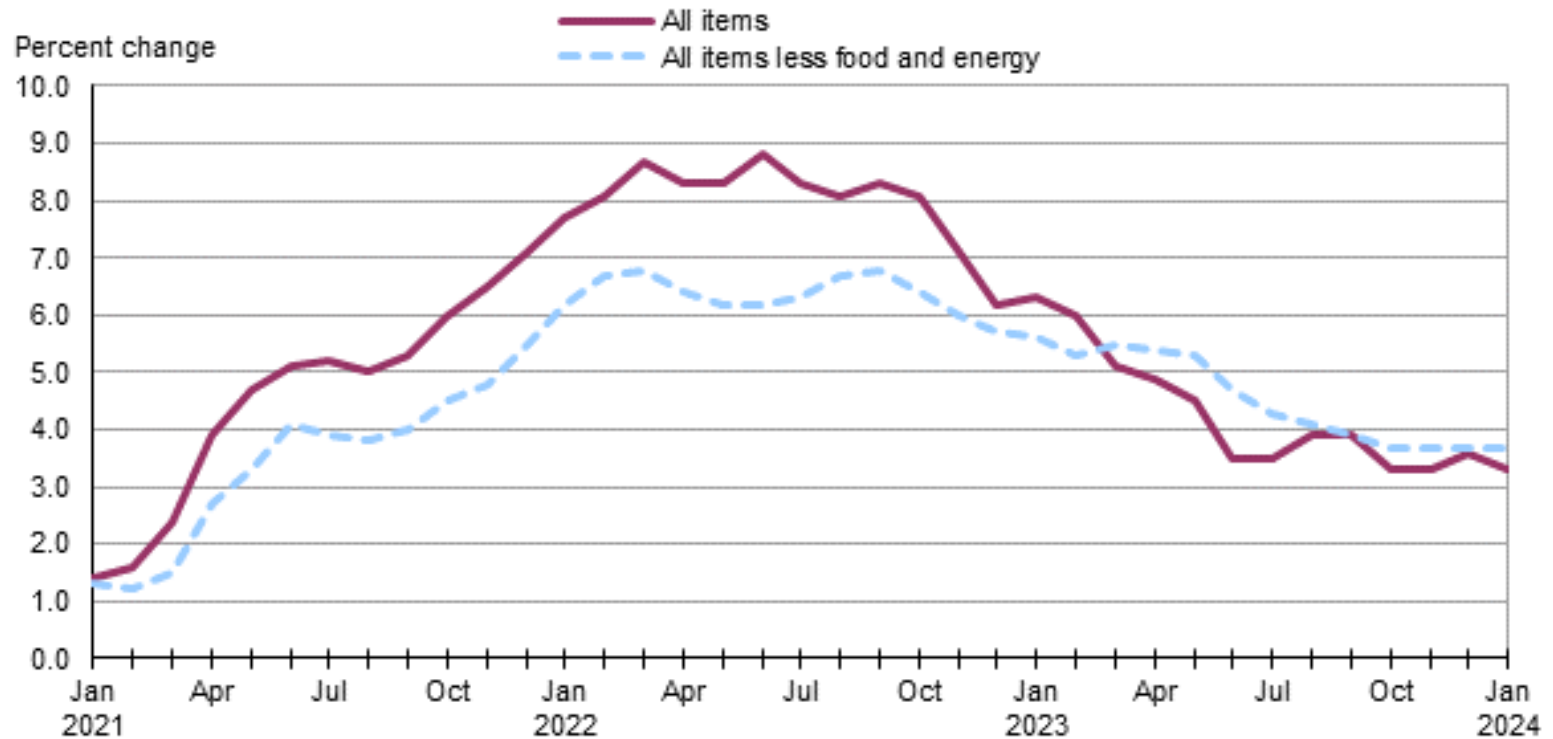


State Support

- Received slightly more state support in the current year than budgeted
- MHCC's share of the \$12.5 million in state support set aside for:
 - **Student Support:** Provides funding for students who are in one or more of four targeted populations: low-income, adult, CTE, or traditionally underrepresented as identified by race/ethnicity.
 - **Student Success:** Provides funding for student success which includes both progression and completion.

Inflation

Chart 1. Over-the-year percent change in CPI-U, West region, January 2021–January 2024



Source: U.S. Bureau of Labor Statistics.

Focus of Investments

- Alignment with the college goals
- Advancing DEI, as evidenced on Equity Lens evaluation form
- Safety, necessity, and compliance
- Consideration of return on investment
- Impact level and value

Next Steps

April 3 the proposed budget is presented to the board budget committee

April 17 budget committee approves budget

June 12 Tax Supervising & Conservation Committee public budget hearing and Board Adopts budget

thank you

Jennifer DeMent

Vice President, Finance &
Administration

Jennifer.dement@mhcc.edu



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1b

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

SUBJECT: APPROVAL OF MINUTES – March 20, 2024

Session 1100

A meeting of the Mt. Hood Community College District Board of Education was held on March 20, 2024, with an Executive (Closed) Session at 6:00 pm held in the President's Office, and a Regular Board Meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

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

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

Speer called the executive (closed) session to order at 6:02 p.m.

2.0 LABOR NEGOTIATIONS

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

3.0 ADJOURN EXECUTIVE SESSION

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

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

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Lindsay Mansfield, director of finance, Classified Education Association (CEA),



John Hasegawa, president, Full Time Faculty Association (FTFA), Marilyn Pitts, president, Part Time Faculty Association (PTFA) Emily Phoun, vice president, ASMHCC, Dawn Forrester, FRDB Chair, Hilda Pena-Alfaro, executive director, Child Development & Family Support Programs, Terry Rogers, associate vice president, Human Resources, Ross Hume, director, Labor and Employee Relations

Speer called the meeting to order at 6:32 p.m. and declared a quorum was present.

4.1 Approval of Agenda

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

5.0 PUBLIC INPUT

There was no public comment.

6.0 REPORTS

6.1 Correspondence

There was no correspondence.

6.2 Joint Meeting with Policy Council & Annual Head Start Goals

Hilda Pena-Alfaro and two members of the Executive Committee Policy Council presented updates from Head Start and answered questions from the board. The Leadership and Governance composition of Head Start includes a Governing Body or Tribal Council, Management Staff, Policy Council, and Joint membership on planning activities. The updates presented include:

- Head Start Continuation Grant Changes –goals of the program are being updated to align with goals of the college
- Participant Selection Criteria Changes– changes will be guided by a community needs assessment. The program is giving added points for those three years of age to three years and eleven months of age (due to the fact that there are more services available to those over four years old) and for those with social service needs/other factors (domestic violence, in need of community services, military service, absence of access to health/mental care, recently arrive immigrant family).
- Continued work on hiring additional employees and on their facilities and locations
- Development of on an employee wellness/ compensation plan
- Changes in Structure – new organizational education management structure, adding the Creative Curriculum Cloud, diversifying education coach positions, and increasing collaboration with mental health consultants for more cohesive support to teaching teams
- Program Updates – updating trainings, added three registered behavior technician positions, sending staff for crisis prevention institute certification, technology training sessions for staff, monthly trainings for site managers and specialists, facilities, warehouse re-organization, and an additional facilities technician for increased workload
- Site Updates – Cascade Crossing/ Hazelwood, Kelly Place/ Willow Tree winter storm damage repair
- Licensing Changes – lowering ages on some site licenses in order to service more EHS families and looking at how licensing updates/ changes impact program and sites



To close the presentation, two Policy Council members shared their/ their children's experiences with Head Start.

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

6.3 First Reading of Head Start Eligibility Policy

Hilda Pena-Alfaro presented the first reading of the Head Start Eligibility Policy to the board. The policy will be moved forward for a second reading at the next regular board meeting, April 17, 2024.

7.0 BUSINESS / ACTION

7.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Executive - Regular Session 1097, February 14, 2024
- b) Minutes – Board Retreat Session 1098, February 23, 2024
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) Acceptance / Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- g) Consideration of Head Start Federal Grant Continuation Application
- h) Approval of Head Start Goals
- i) Resolution to Transfer Budgeted Appropriations
- j) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000

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

7.2 Faculty Sabbatical Requests, 2024-2025

Dawn Forrester presented a brief summary of the faculty members who are seeking approval for a sabbatical request for 2024-2025:

- Dan Davey, Performing Arts: Music
- Tambi Boyle, Mathematics
- Gina Shankland, Mathematics
- Daina Hardisty, Science
- Aylin Bunk, Adult Basic Skills
- Daryl Harrison-Carson, Performing Arts: Theatre

Noriega motioned to approve the faculty sabbatical requests for 2024–2025. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

7.3 2024-2025 Consideration of Tuition and Fees Adjustment

Jennifer DeMent provided an overview of the adjustments for tuition and fees for 2024-2025, and stated the administration's recommendation is for a 2% tuition increase, or \$2 per credit hour, for in-district (\$124), out of district (\$251), and international (\$269) tuition. There has also been a tuition category added for the new Bachelor of Applied Science (BAS) Program at an additional \$100 dollars more than the in-district rate at \$224 per credit. DeMent also included a ten-year history of tuition at



the college, an overview on the BAS Philosophy, and a summary of the administrative fees presented for approval that were included in the board packet. DeMent and Hamblin closed the presentation answering questions from the board.

Noriega motioned to approve the 2024–2025 Consideration of Tuition and Fees Adjustment. Bentley seconded the motion. There was a board vote and the motion passed unanimously.

7.4 FTFA/ MHCC Collective Bargaining Agreement

Ross Hume and Terry Rogers presented the new Collective Bargaining Agreement, between the college and the Full Time Faculty Association (FTFA)'s for approval by the board. An agreement was reach between both parties on February 22, 2024. A resolution to ratify the contract between Mt. Hood Community College and the FTFA for the period of September 1, 2022 – August 31, 2026 was recommended for approval.

Mattson motioned to approve the FTFA/ MHCC Collective Bargaining Agreement. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

9.0 CLOSING REPORTS

9.1 ASMHCC Representative

Emily Phoun (ASMHCC Vice President) – reported on ASMHCC activities to include:

- ASMHCC Elections – applications are due April 8, 2024
- MHCC Interdepartmental Competitive Food and Supply Drive
- Student Activity Fee Budget Forums – those in attendance were able to meet with the co-curricular and athletic teams to ask questions and give comments on how they think the Student Activity Fee should be spent
- Club Fair
- Meet and Greet with MHCC President Dr. Skari called “Pizza with ASMHCC”
- ASMHCC, Student Life, and all Co-Curricular Programs open house
- ASMHCC co-hosted an International Women's Day event along with Transitions, Transiciones, and the MDRC
- Held their first Super Smash Bros Tournament
- Hosted Blowout Finals – an event geared towards helping students take a break to relax and destress before finals
- Conducted Term textbook scholarships – this scholarship was created by ASMHCC to support students in the rising cost of textbooks and offers students \$200 to be used at the online bookstore towards textbooks. Over fifty applicants applied for the scholarship for spring term and thirty-eight of those applicants were awarded.
- Began the planning process for their annual end of the year bash – May 30 from 12-7pm



9.2 Advisory Representatives

John Hasegawa (FTFA) – Hasegawa expressed appreciation for ratification of the new FTFA contract and thanked the bargaining team for their hard work. They also shared that the six faculty, who attended the National Conference on Race and Ethnicity (NCORE) in 2023, have been very active on campus contributing to the college community promoting diversity, equity, and inclusion (DEI) work and that they will send ten faculty again this year. Hasegawa highlighted that they applied for an Oregon Education Association (OEA) grant and it was granted, allowing for the coordinator of the college Teach Learning Center (TLC) to also attend the conference. Hasegawa noted that Traci Simmons has been hosting DEI training sessions for a selected group, who will lead a cohort and provide customized training for the next group of faculty going to NCORE 2025.

Lindsay Mansfield (CEA) – Mansfield thanked the board for their feedback regarding what they would like to see in the CEA report, during board meetings, and stated that they look forward to providing that information in future meetings. Mansfield acknowledged CEA members who worked on the new website, to include, Ashley Moreno, Freya Gustafsson, Jacob Springer, Jesse Schirrick, Nell Danforth, Tristan Price, Brian Garrigan, and Jim Wallace. The CEA began contract bargaining with administration Thursday, March 7, 2024 and they look forward to a productive bargaining session that will result in an equitable agreement before their current agreement expires June 13, 2024. Mansfield recognized the Spring Bridge Team (CEA and PTFA members), who have been hard at work helping new and returning students to be prepared and successful for spring term, and expressed appreciation for their hard work and continued dedication to student success.

Marilyn Pitts (PTFA) – Pitts congratulated the full-time faculty and board for the new FTFA contract and provided some helpful information for others participating in contract negotiations.

9.3 Executive Leadership

John Hamblin (Student Development) – Hamblin recognized the amazing work that ASMHCC student government has been doing planning and executing events.

Jennifer DeMent (Administrative Services) – there were no additional updates to report.

Betsy Julian (Instruction) – Julian shared that instruction had six booths at the Norwest Career Expo, an event for all high schools in the region. MHCC students from Nursing / Health Professions, Business, Computer Information Systems, Cyber Security, Mechatronics, Automotive, Integrated Media, Fisheries, Natural Resources, Welding, among many more, participated in the event to represent the college.

Al Sigala (College Advancement) – did not attend.

9.4 President's Report

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

Skari began the report extending appreciation and compliments to the college and faculty teams for their work negotiating the FTFA contract.



Next, MHCC fisheries instructor Todd Hannah, was highlighted, for receiving the Bill Wingfield Memorial Award in fish culture. Hannah received this award because of a significant contribution to advancing fish culture and fish health in Oregon.

Following, Skari announced a visit by Higher Education Coordinating Commission (HECC) Chair Rowe to the college on April 17, 2024, where they will be attending the board dinner, budget meeting and regular board meeting. The HECC is sending representatives to universities and community colleges in the state, in an effort to get on the ground and talk with campus representatives, and discuss their strategic plans.

Skari closed the report by sharing that enrollment numbers for winter are up approximately 6.8%, spring numbers are currently sitting at about 6.9%, and the exciting news is that 4-credit attending student enrollment is up at around 13% over last year.

10.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 8:08 p.m.

Clerk

Board Chair

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



Mt.Hood Head Start and Early Head Start Programs

MARCH 2024



Program Updates

Continuation Grant

Selection Criteria:

*Changes guided by the Community Needs
Assessment*



Selection Criteria: Head Start

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age from 3 years old to 3 years and 11 months old	50
8. Age: 4 years old and older	40



Social Service Needs and Other Factors (applied for both HS/EHS)

1. Parent /Guardian currently enrolled in school/job training	10
2. Single parent household	10
3. Disaster, tragedy, or severe trauma	10
4. Domestic violence experience within the last 12 months	10
5. In need of other community services	10
4. Current incarceration experience (immediate family only)	10
5. Having a chronic illness /disability	10
6. Currently in the U.S. military or within the past 12 months	10
7. Family's primary language is not English	10
8. Having substance/alcohol misuse in the last 12 months	10
9. Parent/Guardian is/was a teen parent (at birth of 1st child)	10
10. Parent/Guardian's education is less than GED or Highschool	10
11. Not having access to health/mental care and /or clinical care	10
12. Recently arrived immigrant family within the past 12 months	10
13. Having eligible siblings	10



Program Updates

- New hirings
- Facilities
- Hazelwood
- Wellness/ Compensation Plan



Program Updates

Education updates

- Organizational structure: Education Manager /Disabilities Manager /Training Coordinator.
- Adding the Creative Curriculum Cloud.
- Diversifying Education Coach positions, Increasing collaboration with Mental Health Consultants for more cohesive support to teaching teams



Program Updates

Training updates

Three Registered Behavior Technician positions.

Crisis Prevention Institute certification.

Technology training sessions for staff.

Monthly trainings for site managers and specialists



Program Updates

Facilities

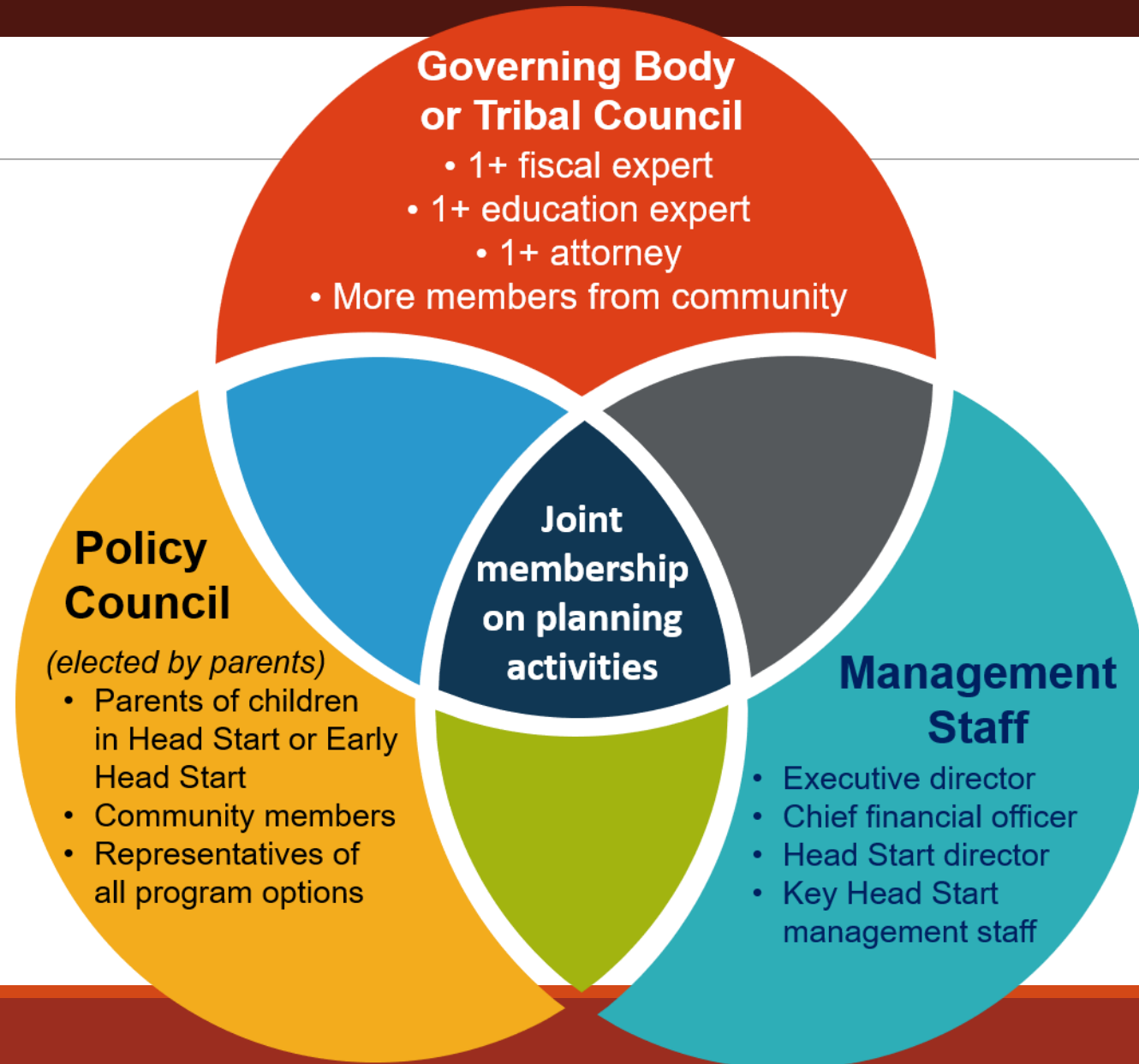
Warehouse re-organization,

Additional Facilities Technician for increased workload

Site updates - Cascade Crossing/Hazelwood, Kelly Place/Willow Tree.

Licensing - lowering ages on some site licenses in order to serve more EHS families, working on license renewals. Licensing updates/changes and impacts on program and sites.

Leadership and Governance Composition





Thank you





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: April 17, 2024

ITEM TITLE: 9.1c

CONTACT PERSON: Susanne Rose, Human Resource Data Manager

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Leon, Esther	Physical Therapist Assistant Instructor	Health Professions	3/7/2024
Olmos, Molly	Student Employment Specialist	Career Planning & Counseling	3/11/2024
Flanagan, Molly	ESL/ABS instructor	Adult Basic Skills	3/11/2024
Healey, Jada	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	3/11/2024
Caldwell, Monique	Food Service Aide	Child Development & Family Services	3/12/2024
Vazquez, Liliana	Classroom Aide	Child Development & Family Services	3/14/2024
Meyer, Micaiah	Rockwall and WLEE Field Assistant	Health & Physical Education, Athletics, Aquatics and Recreation	3/15/2024
Monteiro, Maurice	Onboarding & Retention Specialist for Veterans	Veteran Services	3/18/2024
Soler Gonzalez, Esther	Coach Bilingual Spanish-CCR&R	Child Development & Family Services	3/18/2024



Hernandez, Linda	Teacher	Child Development & Family Services	3/19/2024
Alhatmi, Elmukhtar	Instructor - Physics	Science	3/25/2024

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Dolan, Brenda	Coach-Bilingual Spanish-CCR&R	Child Development & Family Services	3/11/2024
Dos, Amany	Teacher	Child Development & Family Services	3/14/2024
Fraley, Lauren	Faculty	Performing Arts	3/24/2024

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Gonzales, Tram	Coach	Child Development & Family Services	3/5/2024
Crawford, Daniel	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	3/7/2024
Ciang, Huai	Assistant Teacher	Child Development & Family Services	3/8/2024
Harris, Robyn	Early Childhood Education Network Coordinator- African American	Child Development & Family Services	3/15/2024
Lalonde, Tony	Head Women's Basketball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	3/16/2024
Ortiz Gonzalez, Nayeli	Head Start Program Assistant	Child Development & Family Services	3/22/2024



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1d

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

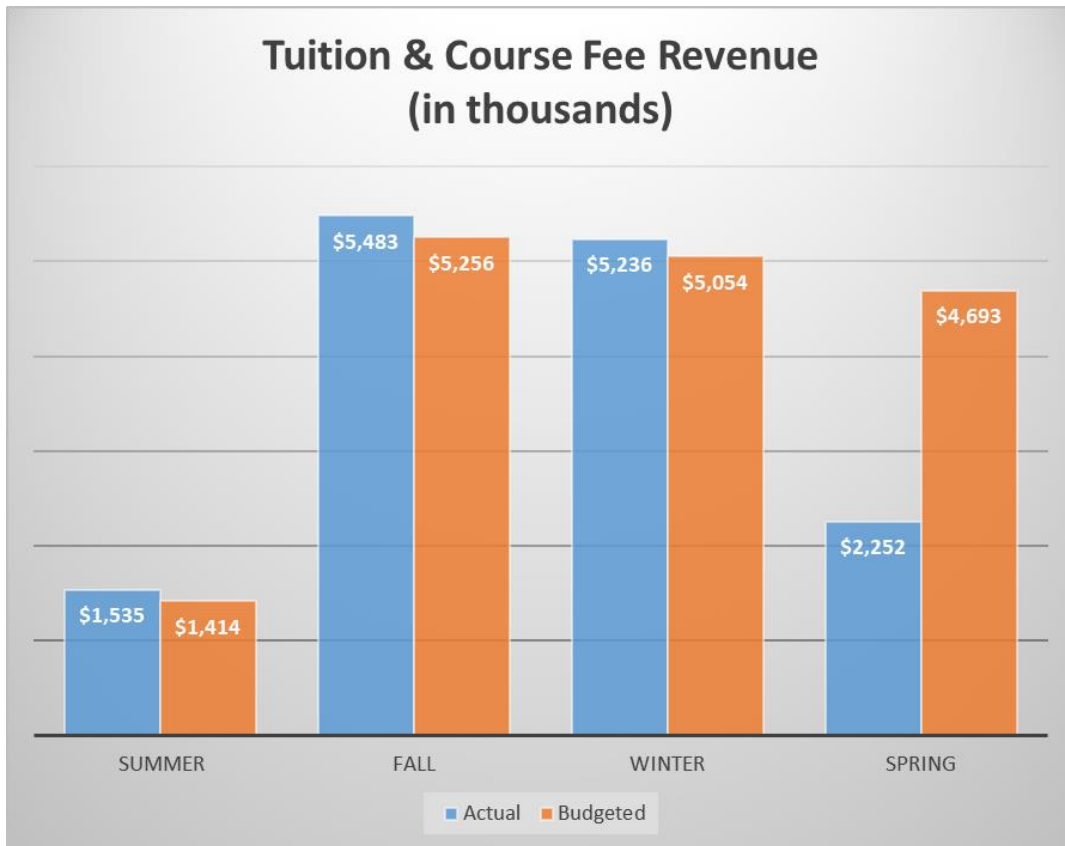
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through February.

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 of \$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.
- Winter term tuition and fee revenues are 10.1% (\$480,858) more compared to February 2023. Enrollment in tuition-bearing courses for the winter term increased by 8.4% (82 students) over this time last year. Summer, fall and winter terms combined tuition and fee revenue year to date is 11.1% (\$1,228,013) above February 2023. Current year enrollment is forecasted to increase by 7%.



Expenditures:

As of February 29, year-to-date expenditures were \$3,479,305 (8.9%) above this time last year; however, they meet forecast expectations. As an educational institution, most costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary, so the ratio of the remaining budget is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds occur in June and include budgeted amounts of \$87,292 for aquatic center support and \$400,000 for facilities capital projects.



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: *April 17, 2024*

ITEM TITLE: 9.1e

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

March 2024

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Enrollment Report

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.

November 2023 Enrollment		
	Enrolled	Waitlisted
Head Start	482	110
Early Head Start	247	130

December 2023 Enrollment		
	Enrolled	Waitlisted
Head Start	506	367
Early Head Start	258	249

January 2024 Enrollment		
	Enrolled	Waitlisted
Head Start	516	377
Early Head Start	262	248

February 2024 Enrollment				
	Enrolled	Accepted	Waitlisted	Processing
Head Start	540	28	415	222
Early Head Start	280	7	461	97

March 2024 Enrollment			
	Enrolled	Accepted	Waitlisted
Head Start	513	8	423
Early Head Start	251	1	303

Average Daily Attendance

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 Attendance Date: 3/1/2024 - 3/31/2024

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	164	28	0	12	13.67	18	75.93%	16.00	85.42%
ECC 2	151	55	0	13	11.62	18	64.53%	15.85	73.30%
ECC 3	160	32	0	12	13.33	18	74.07%	16.00	83.33%
ECC 4	154	50	0	14	11.00	18	61.11%	14.57	75.49%
ECC 5	82	17	0	13	6.31	8	78.85%	7.62	82.83%
ECC 6	79	33	0	15	5.27	8	65.83%	7.47	70.54%
ECC 7	99	13	0	14	7.07	8	88.39%	8.00	88.39%
ECC 8	83	24	0	14	5.93	8	74.11%	7.64	77.57%
Site Total	972	252	0	13.38 (avg)	74.20	104	71.16%	93.15	79.41%

Fairview

Fairview 1	118	74	0	12	9.83	18	54.63%	16.00	61.46%
Fairview 2	148	60	0	15	9.87	18	54.81%	13.87	71.15%
Site Total	266	134	0	13.50 (avg)	19.70	36	54.73%	29.87	66.50%

Gateway

Gateway 1	125	55	4	12	10.42	18	57.87%	15.00	69.44%
Gateway 2	113	23	15	15	7.53	18	41.85%	9.07	83.09%
Site Total	238	78	19	13.50 (avg)	17.95	36	48.97%	24.07	75.32%

Gethsemane

Gethsemane 1	81	18	0	12	6.75	19	35.53%	8.25	81.82%
Gethsemane 2AM	25	3	0	15	1.67	20	8.33%	1.87	89.29%
Gethsemane 2PM	25	48	0	13	1.92	20	9.62%	5.62	34.25%
Site Total	131	69	0	13.33 (avg)	10.34	59	16.62%	15.74	65.50%

Gresham High School CDC

Gresham HS CDC Infant	17	13	0	16	1.06	1	106.25%	1.88	56.67%
Site Total	17	13	0	16.00 (avg)	1.06	1	106.25%	1.88	56.67%

Gresham United Methodist

Gresham United 1	151	41	0	14	10.79	18	59.92%	13.71	78.65%
Gresham United 2AM	175	72	0	14	12.50	20	62.50%	17.64	70.85%
Gresham United 2PM	141	68	0	11	12.82	20	64.09%	19.00	67.46%
Site Total	467	181	0	13.00 (avg)	36.11	58	62.10%	50.35	72.07%

Hazelwood

Hazelwood 1-FWD	120	34	0	10	12.00	18	66.67%	15.40	77.92%
Hazelwood 2	38	38	0	11	3.45	8	43.18%	6.91	50.00%
Site Total	158	72	0	10.50 (avg)	15.45	26	58.96%	22.31	68.70%

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 Attendance Date: 3/1/2024 - 3/31/2024

MHCC CDFS

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

KinderCare/G

KinderCare Discovery 1	14	4	0	7	2.00	4	50.00%	2.57	77.78%
KinderCare Discovery 2	16	2	0	7	2.29	4	57.14%	2.57	88.89%
KinderCare Infant	6	0	0	8	0.75	4	18.75%	0.75	100.00%
KinderCare Toddler	35	8	0	7	5.00	4	125.00%	6.14	81.40%
Site Total	71	14	0	7.25 (avg)	10.04	16	61.21%	12.03	83.53%

KinderCare/PB

Infant	8	1	0	3	2.67	4	66.67%	3.00	88.89%
Toddler	8	1	0	6	1.33	2	66.67%	1.50	88.89%
Two	5	1	0	3	1.67	2	83.33%	2.00	83.33%
Site Total	21	3	0	4.00 (avg)	5.67	8	70.00%	6.50	87.50%

Knott

Knott 1	107	30	0	11	9.73	20	48.64%	12.45	78.10%
Knott 2	96	61	0	12	8.00	20	40.00%	13.08	61.15%
Knott 3	114	57	9	14	8.14	20	40.71%	12.21	66.67%
Knott 4	82	19	0	12	6.83	20	34.17%	8.42	81.19%
Site Total	399	167	9	12.25 (avg)	32.70	80	40.71%	46.16	70.49%

Little Friends Day School

Little Friends	9	2	0	11	0.82	4	20.45%	1.00	81.82%
Site Total	9	2	0	11.00 (avg)	0.82	4	20.45%	1.00	81.82%

Little Pixie

Little Pixie	62	10	0	18	3.44	4	86.11%	4.00	86.11%
Site Total	62	10	0	18.00 (avg)	3.44	4	86.11%	4.00	86.11%

Little Rascals

Little Rascals	56	19	1	21	2.67	4	66.67%	3.57	74.67%
Site Total	56	19	1	21.00 (avg)	2.67	4	66.67%	3.57	74.67%

Love Bugs

Love Bugs	136	48	0	21	6.48	6	107.94%	8.76	73.91%
Site Total	136	48	0	21.00 (avg)	6.48	6	107.94%	8.76	73.91%

Love Bugs Too

Love Bugs Too	43	12	0	20	2.15	6	35.83%	2.75	78.18%
Site Total	43	12	0	20.00 (avg)	2.15	6	35.83%	2.75	78.18%

Melody's Munchkins

Melody's Munchkins	30	2	0	11	2.73	4	68.18%	2.91	93.75%
Site Total	30	2	0	11.00 (avg)	2.73	4	68.18%	2.91	93.75%

Melody's Munchkins Little Blooms

MM - Little Blooms	65	5	0	14	4.64	4	116.07%	5.00	92.86%
Site Total	65	5	0	14.00 (avg)	4.64	4	116.07%	5.00	92.86%

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)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped Attendance Date: 3/1/2024 - 3/31/2024

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Pixie Child Care										
Pixie Child Care Infant	75	60	0	18	4.17	8	52.08%	7.50	55.56%	
Pixie Child Care Toddler	62	61	0	18	3.44	8	43.06%	6.83	50.41%	
Site Total	137	121	0	18.00 (avg)	7.61	16	47.57%	14.33	53.10%	
Reynolds Learning Academy - FS										
Reynolds FSA	18	15	0	13	1.38	2	69.23%	2.54	54.55%	
Site Total	18	15	0	13.00 (avg)	1.38	2	69.23%	2.54	54.55%	
Rockwood 181st										
Rockwood 181 1	148	43	0	12	12.33	20	61.67%	15.92	77.49%	
Rockwood 181 2	140	25	0	12	11.67	20	58.33%	13.75	84.85%	
Rockwood 181 3	146	46	0	14	10.43	20	52.14%	13.71	76.04%	
Rockwood 181 4	143	39	1	12	11.92	20	59.58%	15.17	78.57%	
Site Total	577	153	1	12.50 (avg)	46.35	80	57.70%	58.55	79.04%	
Rockwood Stark										
Rockwood Stark - Combo 2A	32	14	0	8	4.00	8	50.00%	5.75	69.57%	
Rockwood Stark -Combo 2B	30	6	0	6	5.00	8	62.50%	6.00	83.33%	
Site Total	62	20	0	7.00 (avg)	9.00	16	55.36%	11.75	75.61%	
Russellville										
Russellville 1 FWD	134	26	0	12	11.17	18	62.04%	13.33	83.75%	
Russellville 3	59	30	0	12	4.92	8	61.46%	7.42	66.29%	
Site Total	193	56	0	12.00 (avg)	16.09	26	61.86%	20.75	77.51%	
Sunrise										
Sunrise 1	139	47	0	13	10.69	20	53.46%	14.31	74.73%	
Sunrise 2	171	21	0	12	14.25	20	71.25%	16.00	89.06%	
Sunrise 3	176	32	0	14	12.57	20	62.86%	14.86	84.62%	
Sunrise 4	146	55	3	16	9.13	20	45.63%	12.56	72.64%	
Sunrise 5	128	53	0	12	10.67	20	53.33%	15.08	70.72%	
Sunrise 6	75	45	0	14	5.36	20	26.79%	8.57	62.50%	
Site Total	835	253	3	13.50 (avg)	62.66	120	51.54%	81.38	76.75%	
Troutdale										
Troutdale 1	134	40	0	12	11.17	18	62.04%	14.50	77.01%	
Troutdale 2	130	57	0	12	10.83	18	60.19%	15.58	69.52%	
Troutdale 3	56	13	0	12	4.67	0	0.00%	5.75	81.16%	
Site Total	320	110	0	12.00 (avg)	26.67	36	74.07%	35.83	74.42%	
MHCC CDFS	5,283	1,809	33	12.49 (avg)	415.91	752	54.89%	555.18	74.49%	
Report Totals	5,283	1,809	33	12.49 (avg)	415.91	752	54.89%	555.18	74.49%	

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)

Fiscal 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)	500,789
MIECHV (5237/38) -- ended 9/23	0
TERC-HSE (5252)	40,370
USDA (5105)	542,000
DHS (5103)	306,419
Federal EHS Training (5101-5119)	54,790
Total	\$ 24,069,546

Expenditure Report - January 2024				
Budget Category	Budget	January	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,536,688	653,291	4,399,566	42%
Fringe Benefits	6,903,389	411,233	2,602,327	38%
Travel	103,752	10,827	57,343	55%
Equipment	20,000	0	0	0%
Supplies	992,128	48,473	270,405	27%
Contractual	1,774,109	83,658	482,002	27%
Facilities/Property Services	762,305	89,650	570,294	75%
Other	793,494	68,940	266,277	34%
Indirect	2,183,681	122,326	726,031	33%
Total	24,069,546	1,488,398	9,374,245	39%

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 January 2024 for Head Start & Early Head Start

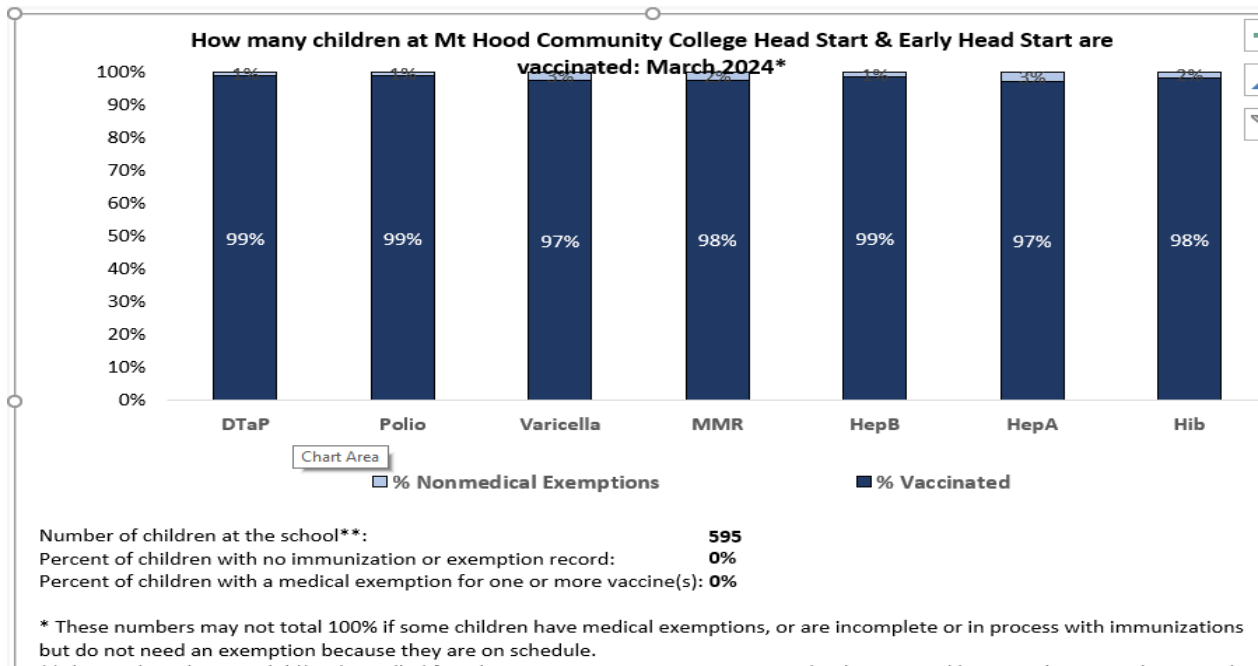
	5100/5101/5102/5102-5101	5119/5101-5119	5120/5120-5101	5113/5113-5101	5229/5229-5101	
Description	HeadStart	Early HeadStart Federal	Children's Levy Early Head Start	Early Head Start CCP	Early HeadStart State	Totals
Center Supplies	6,871	451	97		145	\$7,563
Computer Supplies	967	239			50	\$1,256
Dental/Medical						\$0
Education Supplies	167	52	28	438	82	\$767
Family Services Supplies				60	7	\$67
Health Supplies	182	45		25	13	\$265
Kitchen Supplies	341	84			18	\$443
Office Supplies	754	186			39	\$979
Other Costs						\$0
Parent Activities						\$0
Postage						\$0
Pre-Employment	2,202	576	104	20	120	\$3,023
Site Repair/Maintenance	318	59	7	20	14	\$419
Training	3,144	429		174	87	\$3,834
Vehicle Costs	39	10			5	\$54
Utilities	1,682	407	470	17	385	\$2,962
Total	\$16,667	\$2,538	\$707	\$755	\$966	\$21,632

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

First Name	Last Name	Position	Account #	Frequent Vendors	Supplies
Ahmed	Marjan	Health Service Manager	various-7010	Albertsons	PCCM Supplies
Anne	Rinker	Education Site Manager	5100/5102-7401/7415	Cash N Carry (Smartfood)	Parent Center Committee Meeting (PCCM)
Carrie	Schulz	Associate Director	various	Discount School Supply	Classroom Supplies
DyLynn	Robertson	CCP Manager	5113/5229-various	Dollar Tree	PCCM Supplies
Eryka	Island	Fiscal Service Coordinator	various	Fred Meyer	Classroom/Site/PCCM Supplies
Iryna	Bashynskyy	Education Site Manager	5100/5102-7413	Grocery Outlet	PCCM Supplies
Jade	Cosico-Berge	Education Site Manager	various-7415	Home Depot	Site Repair Supplies
Julie	Allen	Human Resource Service Coordinator	various	Safeway	PCCM Supplies
Kara	Carsner	Food Service Manager	various-7327/7410	Target	Classroom/Site/PCCM Supplies
Kristy	Wormack	Education Site Manager	5100/5102-7402	Walgreens	Site Supplies (Photo Processing)
Laura	Zubricky	Associate Director	various	Walmart	Classroom/Site Supplies
Mischelle	Strauser	Education Site Manager	various-7400/7412	US Foods	Food / Kitchen Supplies
Nahed	Salib	Education Site Manager	5100/5102-7400/7415	Walter E Nelson	Site Consumables
Nathalie	Duer	Office and Data Manager	various-7000/7019		
Rosa	Ramirez	EHS Home Based Coordinator	5120/5119/5229-7416		
Suzie	Campbell	HS Education & Inclusion Manager	5100/5102-7020/7000		
Vlad	Selvanovich	Facilities & Transportation Specialist	various-7700/7061		
Vy	Le	Associate Director	various-7018/7500		

Health Report

1. The final 2022-2024 immunization report was released for HS and EHS (except for CCP) and was published and sent to all sites as per law we need to share it with the parents. More than 97-98- 99% of kids are up to date on the required immunizations by Feb 21st which is the date of the immunization exclusion.



2. To follow on the health and safety self-assessment findings:
 - a. Update the care plan procedure to include section on the posting of the critical health concerns and the food services poster. The updated care plan was shared and discussed with ESMs.
 - b. Working with ESMs on completing the urgent non-compliance findings that are related to health and safety.
 - c. Working on the first aid supplies project. A new procedure was created together with the new first aid supplies lists for the site and the classroom. The lists are based on the new licensing regulations. A meeting was held with ESMs to discuss the project and a plan put together for completing it. The health team is responsible for purchasing.
3. Working on a new project to replace bleach with another foodservices sanitizer and disinfectant. All the procedures that are related to the sanitization process were updated.

The same vendor that the agency is in contact with will provide the new product, and a meeting was held with ESMS to discuss the plan for the changes.

4. A plan was created to follow all the health screenings that need to be followed up. This includes a monthly review for all the follow-up screenings, reaching out to all FAs to provide follow up if needed and to complete their documentation as actions in CP. In addition, parents' letters for the result of the screening were created by the health team to improve parent follow up. The health team started to pilot these letters for the vision screening. The plan for using other letters will be started with the next program.
5. The health team worked with other departments to complete the enrollment process for the newly accepted kids in Gethsemane. In addition, the health team will support the site's staff in completing health screenings for the kids on April 11th.
6. Working with Albina and PPS Head Start to Prepare for the coming HSAC meeting that will be on May 2nd. This meeting will be on Zoom.
7. To improve the process of performing health screening, new 2 hearing machines have been purchased and they will replace the old ones.

<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
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Agency: MHCC CDFS

Program Term: 2023-2024 EHS

Site: Early Childhood Center

ECC 5	13	8	0	0	63	0	80	59	0
ECC 6	15	8	0	0	68	0	79	74	0
ECC 7	14	8	0	0	95	0	99	64	0
ECC 8	14	8	0	0	76	0	80	70	0
Subtotals for Site: Early Childhood Center									
	56	32	0	0	302	0	338	267	0

Site: Gresham High School CDC

Gresham HS CDC Infant	16	1	0	0	0	0	0	0	0
Subtotals for Site: Gresham High School CDC									
	16	1	0	0	0	0	0	0	0

Site: Hazelwood

Hazelwood 2	11	10	0	0	38	0	36	28	0
Subtotals for Site: Hazelwood									
	11	10	0	0	38	0	36	28	0

Site: KinderCare/G

KinderCare Discovery 1	7	4	0	0	0	0	0	0	0
KinderCare Discovery 2	7	3	0	0	0	0	0	0	0
KinderCare Infant	8	1	0	0	0	0	0	0	0
KinderCare Toddler	7	8	0	0	0	0	0	0	0
Subtotals for Site: KinderCare/G									
	29	16	0	0	0	0	0	0	0

Site: KinderCare/PB

Infant	3	3	0	0	0	0	0	0	0
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<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Toddler	6	3	0	0	0	0	0	0	0
Two	3	2	0	0	0	0	0	0	0

Site: Little Friends Day School

Little Friends	11	1	0	0	0	0	0	0	0
Subtotals for Site: Little Friends Day School									
	11	1	0	0	0	0	0	0	0

Site: Little Pixie

Little Pixie	18	4	0	0	0	0	0	0	0

Little Rascals	21	4	0	0	0	0	0	0	0

Love Bugs	21	10	0	0	0	0	0	0	0

Love Bugs Too	20	4	0	0	0	0	0	0	0
Subtotals for Site: Love Bugs Too									
	20	4	0	0	0	0	0	0	0

Site: Melody's Munchkins

Melody's Munchkins	11	3	0	0	0	0	0	0	0
Subtotals for Site: Melody's Munchkins									
	11	3	0	0	0	0	0	0	0

Site: Melody's Munchkins Little Blooms

MM - Little Blooms	14	6	0	0	0	0	0	0	0
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<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Subtotals for Site: Melody's Munchkins Little Blooms									
	14	6	0	0	0	0	0	0	0
Site: Pixie Child Care									
Pixie Child Care Infant	18	10	0	0	0	0	0	0	0
Pixie Child Care Toddler	18	8	0	0	0	0	0	0	0
Subtotals for Site: Pixie Child Care									
	36	18	0	0	0	0	0	0	0
Site: Reynolds Learning Academy - FS									
Reynolds FSA	13	2	0	0	0	0	0	0	0
Subtotals for Site: Reynolds Learning Academy - FS									
	13	2	0	0	0	0	0	0	0
Site: Rockwood Stark									
Rockwood Stark - Combo 2A	8	7	0	0	19	0	21	0	0
Rockwood Stark -Combo 2B	6	7	0	0	29	0	30	0	0
Subtotals for Site: Rockwood Stark									
	14	14	0	0	48	0	51	0	0
Site: Russellville									
Russellville 3	12	9	0	0	46	0	54	27	0
Subtotals for Site: Russellville									
	12	9	0	0	46	0	54	27	0
Site: Troutdale									
Troutdale 3	12	6	0	0	55	0	55	48	0
Subtotals for Site: Troutdale									
	12	6	0	0	55	0	55	48	0
Subtotals for Program Term: 2023-2024 EHS									
	327	148	0	0	489	0	534	370	0

Program Term: 2023-2024 HS

Site: Early Childhood Center

<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
ECC 1-FWD	12	16	0	0	137	0	163	130	0
ECC 2	13	16	0	0	130	0	151	136	0
ECC 3	12	16	0	0	145	0	144	143	0
ECC 4	14	16	0	0	140	0	151	127	0
Subtotals for Site: Early Childhood Center									
	51	64	0	0	552	0	609	536	0

Site: Fairview

Fairview 1	12	16	0	0	113	0	117	63	0
Fairview 2	15	16	0	0	124	0	140	114	0

Gateway 1	12	17	0	0	111	0	123	105	0
Gateway 2	15	13	0	0	109	0	113	95	0

Site: Gethsemane

Gethsemane 1	12	9	0	0	78	0	81	50	0
Gethsemane 2AM	15	3	0	0	23	0	25	0	0
Gethsemane 2PM	13	6	0	0	0	0	18	17	0

Gresham United 1	14	16	0	0	149	0	150	125	0
Gresham United 2AM	14	20	0	0	162	0	174	0	0
Gresham United 2PM	11	20	0	0	0	0	134	106	0
Subtotals for Site: Gresham United Methodist									
	39	56	0	0	311	0	458	231	0

Site: Hazelwood

<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Hazelwood 1-FWD	10	16	0	0	106	0	119	100	0
Subtotals for Site: Hazelwood	10	16	0	0	106	0	119	100	0

Site: Knott

Knott 1	11	13	0	0	90	0	98	87	0
Knott 2	12	14	0	0	80	0	94	93	0
Knott 3	14	16	0	0	100	0	101	99	0
Knott 4	12	9	0	0	59	0	58	60	0
Subtotals for Site: Knott	49	52	0	0	329	0	351	339	0

Site: Rockwood 181st

Rockwood 181 1	12	16	0	0	143	0	147	110	0
Rockwood 181 2	12	16	0	0	112	0	136	120	0
Rockwood 181 3	14	16	0	0	116	0	132	94	0
Rockwood 181 4	12	17	0	0	127	0	117	104	0
Subtotals for Site: Rockwood 181st	50	65	0	0	498	0	532	428	0

Site: Russellville

Russellville 1 FWD	12	15	0	0	104	0	111	50	0
Subtotals for Site: Russellville	12	15	0	0	104	0	111	50	0

Site: Sunrise

Sunrise 1	13	17	0	0	137	0	139	125	0
Sunrise 2	12	16	0	0	168	0	171	165	0
Sunrise 3	14	16	0	0	139	0	163	130	0
Sunrise 4	16	17	0	0	142	0	145	134	0
Sunrise 5	12	16	0	0	122	0	125	104	0
Sunrise 6	14	10	0	0	72	0	74	49	0
Subtotals for Site: Sunrise	81	92	0	0	780	0	817	707	0

<All Records>

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Site: Troutdale									
Troutdale 1	12	15	0	0	117	0	97	95	0
Troutdale 2	12	17	0	0	119	0	126	110	0
Subtotals for Site: Troutdale	24	32	0	0	236	0	223	205	0
Subtotals for Program Term: 2023-2024 HS									
	410	472	0	0	3474	0	3837	3040	0
Subtotals for Agency: MHCC CDFS	737	620	0	0	3963	0	4371	3410	0
Report Totals	737	620	0	0	3963	0	4371	3410	0



FAMILY SERVICES REPORT



March2024

1



FAMILY SERVICES HOME VISIT COMPLETION



- 586 Home Visits were completed in the month of March
- 313 new family Needs Identified events have been created
- 61 New Family Goals have been established

2

ENERGY ASSISTANCE EVENT MARCH 2024 FOR HEAD START FAMILIES

We had another successful energy assistance event this school year with El Programa Hispano. Our Parent Family and Community Engagement Specialists worked around the clock with El Program Hispano staff to develop a collaborative system to offer 75 appointments specifically for families in our program.

The Family Advocates were able to help 75 Head Start and Early Head Start families qualify and receive over **\$50,000** collectively in much needed financial support on their PGE and water bills.



3



DANCE YOUR WAY FROM PRESCHOOL TO COLLEGE EVENT

On March 20th, MHCC Head Start and MHCC Adult Basic Learning partnered together to host over 300 families and 20+ education-based agencies to dance their way to learning about about preschool, kindergarten transitions and readiness, and for parents to get information about future college opportunities.



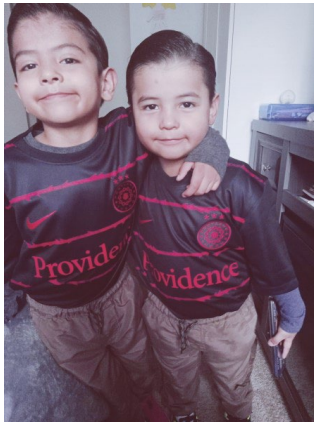
4

CONTINUED....

We were able to have translators in 4 different languages available to help the community access information for many needed resources.

- We will have school district representatives there to give info on kindergarten registration
- Summer early kindergarten connect events
- Info about after school programs
- MECP and FACT Oregon

We also will have folks from the main college tabling at the event giving away resources for parents to also sign up for school and different programs that can help them be successful. This is a great event to invite families with kindergarten transitioners to or parents who have a goal to go back to school.



LOCAL SOCCER HEROES, PORTLAND TIMBERS



A HUGE shoutout and heartfelt thank you to our local soccer heroes, [Portland Timbers](http://PortlandTimbers.com) and Felipe Mora for signing soccer balls! Your generous donation of game tickets to our Head Start Families means the world to us! Thanks to your kindness, Head Start kiddos got to experience the excitement of cheering on their favorite team live and in person! Your support not only brought joy and smiles but also fostered a sense of belonging and community for these little ones. We're beyond grateful for your incredible gesture and for being such amazing role models both on and off the field. Let's keep spreading the love for the beautiful game and making a difference in the lives of our youngest fans!

EHS Child Care Partnership Report

Early Head Start Child Care Partnerships: *Improving Attendance by Identifying Barriers*

Working with our childcare partner sites to improve documentation around attendance, including identifying barriers to daily participation, is essential to ongoing efforts to increase positive outcomes for children and families.

Establishing a pattern of consistent attendance in care and early education programs enhances children’s cognitive development, social skills, and long-term educational success and allows parents/guardians to develop successful work and school attendance strategies well. Collecting data on reasons for absences is crucial for finding trends and patterns, enabling targeted support for families.

Building strong and trusting relationships with families contributes to good attendance. As with all educational programs, our goal is for families to be engaged and at the center of their child’s learning. EHS-CCP partnerships foster the development of trusting relationships with families and among families and their childcare programs.

Strategies to promote attendance include contacting parents within one hour of the program start time to ensure the child’s well-being, making home visits, and supporting families facing barriers to regular attendance with a success plan.

To address these barriers, collaboration with our community childcare partners is required through daily monitoring, weekly reporting, and monthly reflections. Our CCP Family/Educator Specialists (FES) use this information to provide resources –

such as access to transportation, health services, and other supports. This is particularly important for supporting families experiencing housing or safety concerns.

With families and staff working together toward regular and full participation, we increase support for safe, healthy, and joyful childhoods, and increase children’s opportunities for age-appropriate learning.

From: Essential Strategies for Boosting Regular Attendance, ERSEA Insights @ECLKC

<https://eclkc.ohs.acf.hhs.gov/ersea/ersea-insights/essential-strategies-boosting-regular-attendance>





ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1f

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

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

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

Audit Services

Mt. Hood Community College has completed a competitive solicitation for vendors to audit the college and foundation financial statements for the fiscal year ending June 30th, 2024, with the option of nine (9) subsequent fiscal years.

Four (4) proposals were received in response to the solicitation. The RFP (Request for Proposal) Committee and administration recommends awarding the Contract to **Eide Bailly LLP**.

The Terms of the initial contract will be through approximately 06/30/2025 and will not exceed \$200,000.

Equity & Community Resource Center Remodel

The College expects to require **more** goods and/or services from Brockamp & Jaeger Inc. during the 23-24 fiscal year and recommends increasing the contract amount from \$1,200,000 to \$1,400,000.

RECOMMENDATION: Approval to award or increase contracts as recommended.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.2

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

SUBJECT: HEAD START ELIGIBILITY POLICY – SECOND READING AND APPROVAL

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

SELECTION AND ENROLLMENT

Purpose: To ensure compliance with performance standards and special grantor contract requirements related to selection and enrollment of children and families

Applicable Performance Standards: 1302.10, 1302.12, 1302.13 – 1302.15, 1302.70(b), 1302.72(a)

Children and families will be selected for and enrolled in Head Start and Early Head Start using the following guidelines:

Eligibility

- a. Each family must present documentation so staff can verify income or categorical eligibility prior to a family being considered for enrollment
- b. A minimum of fifty-five (55) percent of enrolled families will have an income at or below the Federal Poverty Guidelines or will be categorically eligible for services. A maximum of thirty-five (35) percent of enrolled families may have an income between 100% and 130% of poverty.
- c. Families who are not income eligible will not be considered when there are income eligible families awaiting enrollment. The program may enroll a maximum of ten (10) percent of families who are above the income guidelines.
- d. Preference will be given to families with the lowest income and greatest need for comprehensive child development and family support services (Refer to Selection Criteria).
- e. In the event that a particular grant requires that enrollees meet additional criteria, those meeting the criteria and having the highest priority points will be selected.

Age

- a. Children from birth to three years old are eligible for Early Head Start. Once enrolled they remain enrolled for the duration of the Early Head Start program until age three.
- b. Children at least three years old on or before September 1st are eligible for Head Start. A child will be eligible to be enrolled in HS after their 3rd birthday. Children enrolled in Head Start as three year olds remain for a second year to complete Head Start.
- c. Once enrolled into Head Start, children remain eligible for two years.

Disability

- a. A minimum of ten percent of enrolled children will have a documented disability.
- b. An effort will be made to accommodate as many children with disabilities as possible while retaining a mainstream environment.

Location

- a. Families must reside in East Portland and East Multnomah County outside of the Portland Public School District.

Approved Policy Council
Approved Board of Education

- b. Families residing outside of specified bus service areas will be considered for enrollment if they agree to provide consistent transportation.
- c. Homeless families will be considered for enrollment regardless of address.

Additional Criteria - Full Day and Child Care Partnerships

- a. Families must work, attend school or attend job training programs and need full day child care.
- b. Family eligibility for the Full Day option will be reassessed annually, in Spring.

Transitions From Early Head Start To Head Start

- a. At least six months prior to each child's 3rd birthday, staff will work with the family to assess their needs and interests for their child's early childhood placement beyond Early Head Start.
- b. Income will be re-verified prior to a child transferring from EHS to HS.
- c. Over income families will not be guaranteed a space in HS.
- d. Child will transfer to the new placement as soon after their 3rd birthday as is practical and developmentally appropriate for the child.

When Families Move – Within and Outside of Service Area

Every effort will be made to provide support for effective transitions when families move to meet their needs in the community they live.

- a. If a family moves within the MHCC Head Start service area to an area served by a different center, the child may continue in their current placement if the parent is able to provide consistent transportation. If transportation is not available or becomes a barrier for consistent attendance, the child will be placed on the waitlist for the center with transportation serving the area the family lives in.
- b. If a family moves outside of the MHCC Head Start service area, the Family Worker will assist the family to transition to another Head Start or Early Head Start program. If no program serves the area, the Family Worker will assist the family to identify another early childhood program that meets their needs. If the family is not able to enroll due to waiting list and/or if it is late in the school year, and the family is able to provide consistent transportation, an exception may be made **for the duration of the school year only**.

Selection Criteria

The following criteria will be used to prioritize children for enrollment in Head Start and Early Head Start. Those children with the highest points will be enrolled first.

Approved Policy Council
Approved Board of Education

Head Start

Policy

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age from 3 years old to 3 years and 11 months old	50
8. Age: 4 years old and older	40

Early Head Start

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age: Prenatal to 5 weeks old	50
8. Age from 6 weeks old to months old to 30 months old	40
9. Age from 30 months old to 35 months old	30

Social Service Needs and Other Factors (applied for both HS/EHS)

1. Parent /Guardian currently enrolled in school/job training	10
2. Single parent household	10
3. Disaster, tragedy, or severe trauma	10
4. Domestic violence experience within the last 12 months	10
5. In need of other community services	10
4. Current incarceration experience (immediate family only)	10
5. Having a chronic illness /disability	10
6. Currently in the U.S. military or within the past 12 months	10
7. Family's primary language is not English	10
8. Having substance/alcohol misuse in the last 12 months	10
9. Parent/Guardian is/was a teen parent (at birth of 1 st child)	10
10. Parent/Guardian's education is less than GED or Highschool	10
11. Not having access to health/mental care and /or clinical care	10
12. Recently arrived immigrant family within the past 12 months	10
13. Having eligible siblings	10

References/Resources: *Selection Criteria Questionnaire Guide, Head Start Verification form, Child Plus, Transition Planning, Transition Summary form*

Second Reading



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.3

CONTACT PERSON: *Andrew Speer, Board Chair*

SUBJECT: BOARD POLICY REVIEW – SECOND READING AND APPROVAL

BP 2315: Closed/Executive Sessions

Chapter 2

References:

ORS 192.660

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include [the following](#):

1. To consider the employment of a public officer, employee, staff member or individual agent.
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
5. To consider information or records that are exempt by law from public inspection.
6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
8. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
9. To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
10. To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
11. [To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.](#)
12. [To consider matters relating to cyber security infrastructure and responses to security threats.](#)

Matters discussed in executive session remain confidential and shall not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

Adopted: 3/8/06

Revised: 9/14/16
11/9/16
12/15/21
XXX

Notes: Legally Advised
Best Practice

BP 2510: Participation in Local Decision-Making

Chapter 2

References:

NWCCU Standard 2.A.4
ORS 341.283(5)

The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, [and in alignment with its equity statement](#), the Board of Education is committed to its obligation to ensure that appropriate members of Mt. Hood Community College participate in developing recommended policies for Board of Education action and administrative regulations for President action under which the Mt. Hood Community College is governed and administered.

Each of the following shall participate in these decision-making processes of Mt. Hood Community College:

- Access and Diversity Council
- Infrastructure Council
- Institutional Effectiveness Council
- Learner Success Council
- People Strategies Council
- Associated Student Government
- [Head Start Policy Council](#)

[The Head Start Policy Council is made up of parents of children enrolled in Head Start and Early Head Start, and members of the community served by Head Start. The remaining councils include employees representing the full- and part-time faculty, classified, and management/confidential employee groups, and students. Council membership should reflect diverse representation.](#)

Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

Adopted: 3/8/06

Revised: 7/8/09
12/15/21
XXX

Notes: Rescind BP 1110: Diversity and Equity Review
Accreditation Required

2nd reading

BP 2716: Board of Education Political Activity

Chapter 2

References:

ORS 260.432

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition, [appointment, nomination, or election of a person to a public office](#), including, but not limited to, any candidate for election to the Board of Education.

The Board of Education may, by resolution, express the Board of Education position on ballot measures.

Adopted: 9/14/16

Revised: 12/15/21
XXX

Notes: [Best Practice](#)

BP 2720: Communications Among Board of Education Members

Chapter 2

References:

ORS 244.040 ORS 192.610 to ORS 192.690, ORS 341.283(5)

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

Communications between or among Board of Education members that are purely factual or educational in nature, and that convey no deliberation or decision on any matter that may come before the Board; or are not related to any matter than could reasonable be foreseen to come before the Board are permitted. In addition, communications that are non-substantive in nature, such as communication related to scheduling, leaves or absence, and other similar matters are also allowed.

Adopted: 3/8/06
2/2/17

Revised: 12/15/21
XXX

Notes: [Best Practice](#)

BP 3410: Nondiscrimination

Chapter 3

References:

Title VI of the Civil Rights Act of 1964 (Title VI) and 42 U.S. Code Section 2000d;
Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
[Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.;](#)

The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Sections 1625 et seq.;

Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107, 34 Code of Federal Regulations Sections 110 et seq. and 45 Code of Federal Regulations Section 90 et seq.;

Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Sections 1630 et seq.;

ADA Amendments Act of 2008 (ADAAA);

Section 504 of the Rehabilitation Act of 1975, 34 Code of Federal Regulations Sections 104 et seq. and 45 Code of Federal Regulations Sections 84 et seq.;

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Sections 1635.1 et seq.;

29 Code of Federal Regulations Sections 1601.1 et seq. – Discrimination based on National Origin;

29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;

Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Section 1604.10

[34 Code of Federal Regulations Part 106](#)

ORS 659A

ORS 659.850 to 659.860

Mt. Hood Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Mt. Hood Community College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to the individual's legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws. The President shall establish administrative

regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, or any other status protected under applicable federal, state, or local laws.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19
2/16/22
XXX

Notes: [Legally Required](#)
[Best Practice](#)

BP 3430: Prohibition of Harassment

Chapter 3

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
[Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.](#);
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA);
[34 Code of Federal Regulations Part 106](#)
ORS 659A
ORS 243

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and Mt. Hood Community College will not tolerate harassment. This policy applies to all members of the College community, including Board of Education members, employees, students, volunteers, and interns.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: sex or gender, national origin, religion, ethnicity, age, gender identity, gender expression, race, [including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles](#), color, genetic information, sexual orientation, physical or mental disability, military and veteran status, pregnancy, marital status, genetic information, or any other status protected under applicable federal, state, or local laws. For the College's policy regarding sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment under Title IX and accompanying regulations.

Mt. Hood Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The College will investigate all allegations of retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the regulations described in AR 3435 Discrimination and Harassment

Complaints and Investigations and AR 3432 Workplace Harassment. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish regulations that define harassment on campus. The President shall further establish regulations for employees and students and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and regulations for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by Mt. Hood Community College, its employees, students, and agents. Regulations will be established in accordance with BP 2510 Participation in Local Decision-Making.

Mt. Hood Community College will publish and publicize this policy and related written regulations (including the procedure for making complaints) to students and employees, particularly when they are new to the institution. The College will make this policy and related written regulations (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and regulations may be subject to disciplinary action up to and including termination. Students who violate this policy and related regulations may be subject to disciplinary measures up to and including expulsion.

Adopted: 3/8/06

Revised: 4/6/10
4/13/11
5/13/15
6/20/19
2/16/22

Notes: Legally Required
Best Practice

BP 3515: Reporting of Crimes

Chapter 3

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b);
Campus Security Act of 1990;

The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to Public Safety or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes – [Any of the criminal offenses listed above and](#) larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property;
- Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law.

Adopted: 2/16/22

Revised:

Notes: Legally Required

BP 5035: Withholding Student Records

Chapter 5

References: [Oregon 2023 SB 424](#)

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have ~~transcripts and~~ registration privileges withheld.

Adopted: 3/16/22

Revised: XXX

Notes: Best Practice

2nd Reading

BP 7340: Leaves

Chapter 7

References:

ORS 653.601 to 653.661

[ORS 657B.005 to 657B.920 \(Family and Medical Leave Insurance\)](#)

ORS 659A.040 to 659A.049

ORS 659A.150 to 659A.186

ORS 659A.190 to 659A.198

ORS 659A.082 to 659A.086

ORS 659A.270 to 659A.285

ORS 659A.312

The President shall establish administrative regulations for employee leaves as authorized by law and any collective bargaining agreements entered into by the College.

In addition to these policies, regulations, and collective bargaining agreements, the Board of Education retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Adopted: 3/6/06

Revised: 5/18/22

Notes: [Best Practice](#)

BP 7370: Political Activity – Employees

Chapter 7

References:

ORS 260.432

Employees shall not use Mt. Hood Community College funds, services, supplies, or equipment [or engage in political activities during work hours](#) to urge the passage or defeat of any ballot measure, [election initiative](#) petition, [appointment, nomination, or election of a person to a public office candidate](#), or political committee, including, but not limited to, any candidate for election to the Board of Education. This policy prohibits restricted political activity, as defined by ORS 260.432, while on the job during an employee's working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure, [election initiative](#) petition, [appointment, nomination, or election of a person to a public office candidate](#), or political committee during non-working time.

[“While on the job during working hours” does not include periods of time during which an employee is taking time off for a meal break or rest break or periods of time during which an employee is utilizing otherwise allowable time off in accordance with Oregon labor laws.](#)

Adopted: 3/8/06

Revised: 5/18/22

Notes: [Best Practice](#)

BP 7800: Work After Retirement

Chapter 7

References:

ORS 238;

Chapter 355, Oregon Laws 2019

[Chapter 45, Oregon Laws 2023](#)

The Board of Education delegates to the President the authority to approve the continued employment and compensation of Mt. Hood Community College employees after retirement from the Public Employee Retirement System (PERS).

The President shall establish administrative regulations related to work after retirement from PERS consistent with state and federal law. (See also BP 7110)

Adopted: 5/18/22

Revised:

Notes: Legally Advised

Board Policies to Rescind 2023-24

Policy	Title	Proposed Action
6060	Speakers	Rescind – not needed, we do not have an active program for speakers
6140	Dual credit programs	Rescind – not needed as policy, process outlined in AR 4238 (being proposed this year)
7120	Advising and outreach	Rescind – not needed, as written is not a statement of intent and therefore not a policy

2nd reading

Student Development

Dr. John Hamblin

Divisional Updates April 2024

Student Development Division

- **Goal B: Educational Programs & Support Services.**
- *B.4- Identify support services to parallel and align with student support needs and interests.*
 - **Financial Aid:**
 - On March 14th, we sent our quarterly newsletter out to ORSAA applicants. The newsletter highlights financial aid and other support resources or events that are available to students who are undocumented and may have limited resources. Financial Aid Adviser, Maira Gomez-Mojica, continues to be a phenomenal resource and point of contact for this underserved student population.
 - Quarterly balance reductions were applied the last week of Winter term to students who had remaining balances between \$200 and \$500 and have not previously received a balance reduction in a prior term. 65 students received a combined total of \$12,232 in balance reductions.
 - Tabled alongside OSAC at the Oregon Transfer Days on March 14th to assist current and outgoing students with financial aid questions.
 - Sent communication to all students with updates and expectations around the 2024-25 FAFSA processing and awarding.
 - **AATC:**
 - 983 appointments in March with over 800 individual students served!
 - **Student Services Hub**
 - Checked in 2280 students during winter term Top visit reasons are:
 - Financial Aid Support, 708 students
 - Virtual - Email/Chat/Zoom, 544 students
 - General MHCC Questions, 541 students
 - Adding & Dropping Classes, 321
 - MyMHCC Assistance, 245



Student Development Update

- Onboarding Support Specialists provided outreach to a cohort of 152 first time students beginning winter term. Phone calls, emails and in person appointments were provided to assist with financial aid processes, setting up saints' email, purchasing books and completing to-dos for first term success. What we can see in comparison to the same population of students in 2019 and 2023 is that these efforts are leading to a higher GPA and success in 6+ credits during their first term and that we're helping retain these students at a higher rate than before.

Winter 2019 Data Pulled 3-4-24 [End First Week]				Winter 2023 Data Pulled 3-4-24 [End 1st Week]				Winter 2024 Data Pulled <date> [End first week]			
	NUMBER	PERCENT	TOTAL		NUMBER	PERCENT	TOTAL		NUMBER	PERCENT	TOTAL
WHO THEY ARE				WHO THEY ARE				WHO THEY ARE			
Pell Eligible	83	46.6%	178	Pell Eligible	61	53.0%	115	Pell Eligible	85	55.9%	152
First Gen	134	75.3%	178	First Gen	89	77.4%	115	First Gen	108	71.1%	152
Students of Color	72	40.4%	178	Students of Color	58	50.4%	115	Students of Color	73	48.0%	152
Non-Cis Gender	0	0.0%	178	Non-Cis Gender	3	2.6%	115	Non-Cis Gender	4	2.6%	152
Age 25+	80	44.9%	178	Age 25+	54	47.0%	115	Age 25+	63	41.4%	152
Taking 12+ Credits First Term	98	55.1%	178	Taking 12+ Credits First Term	63	54.8%	115	Taking 12+ Credits First Term	89	58.6%	152
HOW THEY DID				HOW THEY DID				HOW THEY DID			
FIRST TERM				FIRST TERM				FIRST TERM			
2.0 or Higher GPA First Term	100	56.2%	178	2.0 or Higher GPA First Term	61	53.0%	115	2.0 or Higher GPA First Term	89	58.6%	152
Earned 6+ credits first term	110	61.8%	178	Earned 6+ credits first term	69	60.0%	115	Earned 6+ credits first term	96	63.2%	152
Earned 12+ credits first term	51	28.7%	178	Earned 12+ credits first term	29	25.2%	115	Earned 12+ credits first term	40	26.3%	152
Retained Next Term	104	58.4%	178	Retained Next Term	69	60.0%	115	Retained Next Term	101	66.4%	152
FIRST YEAR				FIRST YEAR				FIRST YEAR			
Completed MTH100+ First Year	15	8.4%	178	Completed MTH100+ First Year	10	8.7%	115	Completed MTH100+ First Year		0.0%	152
Completed WR121+ First Year	50	28.1%	178	Completed WR121+ First Year	27	23.5%	115	Completed WR121+ First Year		0.0%	152
Completed MTH100+ & WR121 1st Year	8	4.5%	178	Completed MTH100+ & WR121 1st Year	5	4.3%	115	Completed MTH100+ & WR121 1st Year		0.0%	152
Earned 12+ credits first year	89	50.0%	178	Earned 12+ credits first year	61	53.0%	115	Earned 12+ credits first year		0.0%	152
Earned 24+ credits first year	45	25.3%	178	Earned 24+ credits first year	30	26.1%	115	Earned 24+ credits first year		0.0%	152
Earned 36+ credits first year	16	9.0%	178	Earned 36+ credits first year	14	12.2%	115	Earned 36+ credits first year		0.0%	152
Earned 45+ credits first year	6	3.4%	178	Earned 45+ credits first year	7	6.1%	115	Earned 45+ credits first year		0.0%	152
Graduated w/in 3 Years	16	9.0%	178	Graduated w/in 3 Years	1	0.9%	115	Graduated w/in 3 Years		0.0%	152

Goal D: Facilities and Technology.

- AES:** Improvements continue with ADA door access to Associated Student Government (ASG), Testing Services, and restrooms at Bruning Center.

Goal E: Community Connections.

- E.2 - Ensure the College is authentically engaging with historically excluded and multi-lingual communities.*
 - Financial Aid Outreach:** MHCC financial aid staff partnered with district staff to hold the following outreach events:
 - FAFSA/ORSAA night at Gresham REY Academy High School on the evening of March 7th. REY Academy serves Gresham Barlow School District students between the ages of 15 and 21 who are working

Student Development Update

towards high school graduation through a combination of direct instruction and online course work. We were able to serve students and their families with bilingual support (thank you Jenny Ruelas for helping out!) to complete their aid applications for the 2024-25 year. There is ongoing collaboration/communication with staff at REY/Gresham to support these students as we continue to navigate challenges with the new FAFSA.

- Multiple FAFSA/ORSAA events at Reynolds High School on March 5th and 13th – Kami Luna-Bieker and Lisa Riegel represented our office there to serve students with FAFSA/ORSAA completion, as well as other aid applications.

- **International Student Program** supported a longstanding exchange program with Ryukoku University Kyoto, Japan. 14 university students travelled to Gresham to partake in English classes at Mt. Hood Community College, live with host families in our community and participate in daily activities on and off campus. This experience provided an amazing opportunity for collaborative cultural exchange both on and off campus.

Student Development Update



Ryukoku students enjoyed an opportunity to meet with Dr. Skari while participating in on campus activities

Student Development Update



Ryukoku students, host families and MHCC student volunteers enjoyed a field trip to Seaside Oregon

Instruction

Betsy Julian

April 2024

Goal A: Teaching & Learning:

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

- In February of 2024, Health Professions faculty designed and published the [HP Syllabus Template](#), a resource to educators for creating syllabi consonant with college requirements, best practices in inclusive teaching, and HP's commitment to universal student access and success.

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

- The Speech/Communication department presented a live COMMTALK, which featured MHCC students speaking about the topic of "Identity"

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.

- Andrea Bogdan was selected this week by the Northwest Athletic Conference (NWAC) women's representative for the National Alliance of Two-Year College Athletic Administrators (NATYCAA) Scholar Athlete award. Andrea is a returning NWAC All-American in track and field and maintains a perfect 4.0 g.p.a.

Goal E: 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.

- MHCC participated in the Sandy High School's Thrive at 25 event in March (Aaron Sorenson, Jennifer McNeil, Vicki Trujillo, Dawn Loomis, Kenia Perez-Correa, Molly Olmos pictured). Excerpt from SHS's ParentVue communication about the event below.



Instruction Update



Sandy High School sophomore Asher Womack sees a future for himself as a manufacturing engineer, citing the Career Technical Education class he's taking.

"It's a breath of fresh air compared to the rest of my classes where rather than sit at a desk I am able to move around and use my hands to make things I can bring home," he said. "This class is one of my highlights of the school day. I believe it would be a very entertaining thing to do as a full-time job."

On Wednesday, March 13, Womack got a chance to see what his financial world might look like as a 25-year-old manufacturing engineer as part of Thrive at 25, an event sponsored by the Sandy Area Chamber of Commerce that helps all sophomores at SHS understand how their lifestyle choices affect their monthly finances.

Students selected a profession of their choice (with a projected salary) and then visited a series of themed tables, with topics including Housing, Insurance, Groceries, Healthcare and more, all staffed by volunteers from the community, where they could make choices on what their lives may look like at the age of 25. Choices included renting an apartment versus owning a home, having children or not, owning a new or used vehicle and many more.

Students would then make a deduction from their projected salary to gain a better understanding of their potential financial life when they are 25. One other table, labelled "Chance," added a twist of either an unexpected debt or a potential financial windfall with a raise, a monetary gift or other random occurrence.

"It really surprised me just how much owning a home and paying for groceries costs. With just those two things it had already taken up half of my monthly income," Womack said. "And that wasn't even accounting for taxes and insurance."

Womack added that he wanted to get more information on what exactly he would be taxed on, but in the end, he ended up with a monthly deficit of \$2,000 after all the deductions.

Instruction Update

“Thrive at 25 really made me realize that if I really want the life I want in 10 years I need to find a good stable job that pays well so I can afford the expenses that my life would require,” he said.

Chloe Clemmer, who selected a hairstylist as her profession, similarly ended up with a deficit for her monthly balance after all the deductions. Previous to Thrive at 25, she expected those bills to be approximately \$300 per month, but after the event, she came away with some lifestyle conclusions.

“Do not have children at 25 and rent an apartment with your friends instead of paying full rent by yourself,” Clemmer said, noting she tried to be careful about how much she chose to spend on expenses. “It strengthened my understanding about the next few years of my life and to be smart with life changes.”

Special thanks to Ever Fresh and Tollgate Inn for the refreshments.

Thanks to these community businesses and organizations for volunteering:

<i>American Family Insurance</i>	<i>Barlow Trail Veterinary Clinic</i>
<i>City of Sandy</i>	<i>Clackamas County Bank</i>
<i>Dick Hannah</i>	<i>Embold Credit Union</i>
<i>Ever Fresh</i>	<i>Kiwanis Club of Sandy</i>
<i>Marie Teune, John L. Scott</i>	<i>Mt. Hood Community College</i>
<i>Orchid Health</i>	<i>Portland General Electric</i>
<i>Possibility Squad Powered by Advantage</i>	<i>Sandy Action Center</i>
<i>Mortgage</i>	<i>Wegener Travel and Cruise</i>
<i>SandyNet</i>	

E. 2 Ensure the College is authentically engaging with historically excluded and multi-lingual communities. (0-2 years and On-going)

- Over 5,000 students attended the NW Youth Careers Expo held at the Oregon Convention Center on March 19. The following CTE programs had booths with activities and information for the students to encourage them to consider a future at MHCC:
 - Applied Technologies
 - Business
 - Computer Information Systems
 - Fisheries and Forestry
 - Health Care and Fitness
 - Integrated Media

Instruction Update



Administrative Services

Jennifer DeMent

April 2024

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.*

- Child Development & Family Support Programs (CDFS) provided training for our program coaches to be Teaching Pyramid Observation Tool (TPOT)/Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) reliable. TPOT supports the implementation of the Pyramid Model for promoting **social and emotional competence in infants and young children**. TPITOS supports this implementation in our Early Head Start classrooms. Coaches use these classroom observations to provide relevant feedback to our teaching teams and collaborate with them on increasing the implementation of these social emotional support strategies.
- CDFS sent four staff members to the **Nonviolent Crisis Intervention Training** given by the Crisis Intervention Institute. This training will certify these four staff members to provide the Nonviolent Crisis Intervention Training to our program staff. These staff members will also embed special considerations for people who experience trauma, autism, and mental health challenges. Since these staff members are bilingual in Spanish or Arabic, they will also better adapt the training for our program staff who speak these languages.

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

- Twenty **Student Basic Needs** laptops were reimaged (prepared for reassignment)

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

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

Human Resources continues to support the **Vice President for Instruction recruitment**. Four finalists have been invited for on-campus interviews mid-April. Candidates will meet with different stakeholder groups and participate in an all-campus forum.



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Administrative Services Update

- CDFS strives to hire and promote staff that represent the communities we serve. The interview team has provided interpretation support for eligible interviewees that represent the linguistic and cultural backgrounds of children and families we serve. Training support is provided to staff who would like to advance in our program. This professional development supports the inclusion of more bilingual and multilingual teachers and leaders in our program. **The inclusion of more bilingual and multilingual staff better serve our program families and children.**

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

- Human Resources has added a page to its intranet benefits page dedicated to **Oregon Paid Family and Medical Leave**. The new page includes how to file a claim, forms, how the leave overlaps with Family Medical Leave Act and Oregon Family Leave Act, pay options and more.
- Human Resources hosted a training course focused on equipping managers to **resolve employee conflict**. The training was attended by all managers and presented by InAccord.
- Human Resources offered the **Legal and Business Process Training** series (17 sessions over 9 hours) to the managers of Childcare Resource and Referral.

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

- CDFS Wellness Committee is actively planning our **All-Staff Celebration** for May 24th. We are planning a variety of wellness activities that include yoga, massage, tie-dying program shirts, bingo, dancing, and group art projects. The intention is to provide engaging and celebratory activities and to build and promote creative wellness.
- CDFS is collaborating with Multnomah County to **establish racial harm repair procedures**. These procedures are intended to prevent and repair racial harm that has happened to our program families, children, and staff.

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

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

- The college successfully **launched the new website** on 3/11/24 without incident. After the March launch, over 248 content changes were performed by editors and approved for publishing, usually within one day of changes made ensuring that content is kept up to date.
- The IT Application team completed development on the **new website** and continues to support Marketing as new needs and functionality are identified. Various **forms updates**

Administrative Services Update

were completed including HR along with regular support tickets. Team members attended a conference on the **new Web system** to learn of any new features and remain current.

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.*

- Opsi Architecture is taking into account the comments from the **Bond Development Work Group** as they complete the comprehensive facilities plan and will share a final draft with the board in May or June.
- The college sent a **request for capital construction** to the HECC (Higher Education Coordinating Commission) for \$8 million to renovate classrooms and labs. The legislature would need to fund this in the 2025 session, and the college would need to match this amount with money from passing a general obligation bond.

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.*

- **Cyber-Security – Recap of email risks identified and/or blocked for March:**
 - 6,304 instances of **phishing** blocked
 - 55,656 instances of **Spam** blocked
 - 215 instances of email **malware** blocked (62 were attachments, the remainder (153) were URL links).
- **Information Technology – Support Information – March 2024**
 - IT closed 310 support tickets
- Microsoft Office 21 – reinstall and licensing for all **Mac labs**
- Performed various updates to **CIS** labs.
- **Bruning Center** staff computer updates were completed – 12 total.
- Twenty additional **staff upgrades** were completed during the month.
- **Dental** – 20 arms and student instructional monitors were mounted.

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 working with Albina and Portland Public Schools Head Start to prepare for the upcoming **Health Services Advisory Committee (HSAC)** meeting. This partnership includes local health providers and a wide variety of social services agencies. This collaboration improves our practices and strengthens the communities we serve.

Administrative Services Update

- CDFS became the stewards of **Harvest for Healthy Kids (HHK)**: A Farm to Preschool Curriculum in 2023. 2024 has started off successfully with HHK materials transferred to the CDFS website, allowing for the continuation of the materials to be available for free to all. The CDFS food service manager also engaged our program managers in some HHK activities, including one activity where managers had to use their senses to explore new and unfamiliar foods. These activities and opportunities for information sharing allowed brainstorming and planning for improved implementation in our classrooms and program. In May we are excited to host a training at the Oregon Head Start Association regarding HHK and the beneficial impact it has on children and families' lives. Our goals for HHK are to expand language accessibility, recipes, and to update classroom kits.

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

- CDFS continues to provide **multilingual interpretation** to our program staff and families. Our in-person policy council event included live interpreters for four different languages, based on family interests, and materials in multiple languages. Four bilingual staff were also intentionally sent to the Nonviolent Crisis Intervention Training to prepare and provide training for our program staff in Arabic, Spanish, and English.

College Advancement and District Communications

Al Sigala

April 2024

Teaching and Learning:

The Brand, Marketing, and Communications (BMC) team provided the office of instruction and recruitment and outreach with support and development of marketing deliverables for the NW Youth Career Expo. We provided updated branded pieces including tablecloths, standing banners, and swag merchandise. We also provided print deliverables for the event.

Our team continues to work with the cybersecurity program to develop a marketing strategy and deliverables for the new BAS (Bachelor of Applied Science) in cybersecurity by providing them with an alumni letter, a series of emails, max train wrap, print deliverables and social media promotion.

We also provided career pathways with marketing deliverables and support for their CPELL Reopening. This included reaching out to the local press, social media, print deliverables, and building signage.

Our team continues to support HPE by providing updated deliverables like flyers and posters for their programs, and the dental hygiene center.

On March 7, the Foundation attended the Association of Governing Boards of Universities and Colleges webinar presentation "High-Impact College-Foundation Partnerships to Grow Philanthropy." The webinar stressed the importance of a robust culture of collaboration between advancement leaders, college presidents, foundation boards and the community. Another take-away is the effectiveness of board members to engage as strategic partners and not just looked upon as donors. It's the first of four webinars.

Education Programs and Support Services:

Marketing continues our monthly meetings with the enrollment and recruitment team to continue the strategic enrollment progress and ensure alignment of marketing and enrollment initiatives.

Our team is working closely with child development and family services (CDFS) to finalize their updated print collateral including three flyers and we are also working with them to plan a photoshoot at Maywood Campus.

Our team worked with the Alumni office to produce updated deliverables and translated flyers for scholarship promotion.

College Advancement and District Communications Update

BMC worked assisted in the distribution of announcements of the highly anticipated reopening of the MHCC planetarium through press releases, social media, and print deliverables.

BMC completed and published the spring term digital editorial magazine “College plus Community” – which highlighted stories like our dental hygiene center, our bond development work group, our planetarium, and more.

Our team is working with Foundation members to produce various deliverables for its April auction, both digital and print.

BMC aided in the drafting of collateral for the 2024 Mt. Hood Jazz Festival through out of home advertising, digital advertising, social advertising, and print deliverables.

In preparation of the upcoming scholarship awards, the Foundation re-applied for the Wintz Scholarship and entered the new Heritage Woodwork and Millright Endowed Scholarship information into the scholarship portal.

The Foundation attended an online OCCFC meeting hosted by Shelley to connect with other Foundations to share information and best strategies regarding the latest FAFSA changes. (FAFSA is improving/broadening their “need” quantifier but in the process, the government is late with sharing results with applicants. At the virtual meeting, 10 attendees were present and talked about scholarship awarding successes.

Organizational Structure, Systems, & Processes:

The Foundation has added another new board member welcoming Lynn Page to our efforts. Lynn is a long-time financial adviser in Gresham working for Edward Jones. She was sought out because of her experience and knowledge in planned giving.

The Foundation also welcomed new board member Travis Gullberg. Travis is the Chief of Police for the city of Gresham. He follows in his dad’s footsteps, as his father Ron Gullberg also served on the Foundation board.

Al has been working on Standard Operating Procedures for the VP of College Advancement position in preparation of transitioning in his replacement. He and Foundation staff have also been working on cleaning up old Foundation funds and started the process of establishing a new budget for the 2024-25 fiscal year.

BMC has begun onboarding MHCC staff on Constant Contact, our new digital marketing platform that will allow MHCC staff and faculty to send mass communication emails with branded templates and will streamline for branding and writing consistencies. Each email will be reviewed by a MHCC BMC team member before sending. The onboarding consists of a tutorial slideshow as well as an opportunity to meet with the BMC project coordinator to assist

College Advancement and District Communications Update

in set-up as needed. BMC has developed an SOP that indicates BMC's involvement in each communication.

One of the scholarships the Foundation manages is the Sharon Lewis Memorial Professional Development Fund for Part-Time Instructors. Shelley reached out to the donor, Steven Lewis, to ask if he would consider amending the fund to be given each year to a student. The only debit of the fund in the last 13 years was in the 2016/17 fiscal year for \$525. The fund was started in 1998 and currently sits \$75,709 with a spendable balance of \$33,829.

Facilities and Technology:

The Foundation attended two virtual community events through Blackbaud including "What Success Means to You" where AcademicWork users were given opportunities to speak about the program with a moderator and find solutions and tips to help their performance. Another one was called "Take Control of Award Season with Streamlined Scholarship Management."

The Foundation is now using the new newsletter program called Constant Contact, replacing Emma. Shelley underwent a training with Brand Marketing and the fresh look of the newsletter is appealing. Newsletter correspondences are sent to both students encouraging them to apply for scholarships and alumni.

The new MHCC website is now live. The Foundation has privileges to their pages and staff has utilized this feature of immediate updates.

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

Overall:

28.7k impressions

5.42k total clicks

18.9% Average Click Through Rate (CTR)

Top Performing Queries:

"mhcc": 2.1k clicks, 5.2k impressions

"Mt hood community college": 1.6k clicks, 7.7k impressions

- The BMC team, along with the website development team launched a brand new MHCC website on March 11. This completed a 2.5-year project with more than 1600 pages being whittled down to 800. Much of the content was re-written to create more accessible content, have a uniform AP (Associated Press) style weaved into the content and to ensure the tone was positive and welcoming.
- BMC continues to work on updating the president's office suite and the MHCC testing center with updated branding.

College Advancement and District Communications Update

Community Connections:

Al joined Lisa and other board members in attending the Gresham Chamber's annual Business Excellence Awards luncheon. It was a good time to reconnect with some of our area business owners and supporters.

Event preparations are underway for the Foundation's signature event, the auction and dinner. We have procured 107 items which are being arranged into enticing packages. We have confirmed 28 sponsors who have committed a total of \$80,500. Strategic donor outreach has resulted in over \$47,000 in pre-committed special appeal gifts. We are preparing the Vista Dining room for 27 tables of 8. Plans for café lights strung overhead, pipe and drape, coordinated linens and floral center pieces will dress up the room for the Kentucky Derby theme. Scholarship recipients have been secured as volunteers at the auction. Each year our guests remark on our outstanding student volunteers who remind us all of our mission to support their success. Preparations continue as we gather guest information and get ready for a fun evening in support of our amazing students.

The alumni planetarium event was well attended with 30 attendees who enjoyed the show and were given branded merchandise.

On March 14, Shelley was the keynote speaker at the weekly East County Lion's meeting where she spoke about MHCC scholarships and the possibility of the Lions starting a Foundation scholarship. After her presentation to roughly 30 Lions, Shelley met with five scholarship representatives and explained how the donor/Foundation relationship works and how MHCC could administer the Lions' nine, \$1000 yearly scholarships. The Lions representatives were in agreement that having MHCC administer their scholarships was a great idea and Shelley will follow up with the Lions in November to start planning for the 2025-26 school year. (They are currently reviewing/awarding scholarships for the 2024-25 school year.)

Alumni outreach continues. Earlier in the month, the alumni Facebook page featured Kirt Day, MHCC volleyball coach who is an alumna who played volleyball in the 80s.

On March 19, Shelley attended the NW Careers Expo at the Portland Convention Center. There, she manned one of the eight MHCC tables dedicated for outreach opportunities to high school students from over 75 local high schools. At the event, Shelley talked to high school students, handed out scholarship information and helped assist with financial aid and funding questions. Over 5,000 high school juniors attended the event.

Our team has launched a new recruitment effort utilizing our partner, Motimatic. This partnership will use social media that will target previous MHCC stop-outs, and admitted, not enrolled students, encouraging them to pick up where they left off. Motimatic provided MHCC with 143 unique social media "guideposts". We have registered 55 students through this avenue and generated an estimated \$29,000 in revenue.

College Advancement and District Communications Update

The team is working with the President's Office and other consultants to establish and develop a marketing plan around the college's bond endeavor.

Our team has bought and placed a 12-week campaign on the TriMet MAX, and two billboards through our district; one in Sandy off highway 26 and one in Troutdale off 238th. Both campaigns are set to launch 4/15 and run through 6/30.



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Q3 | Jan. 2024 – March 2024
QUARTERLY REPORT
BRAND, MARKETING, AND COMMUNICATIONS



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**INTERNAL PROJECT
UPDATES**



SOCIAL MEDIA INSIGHTS



Followers per Platform

Facebook

13,653  5.1%

Instagram

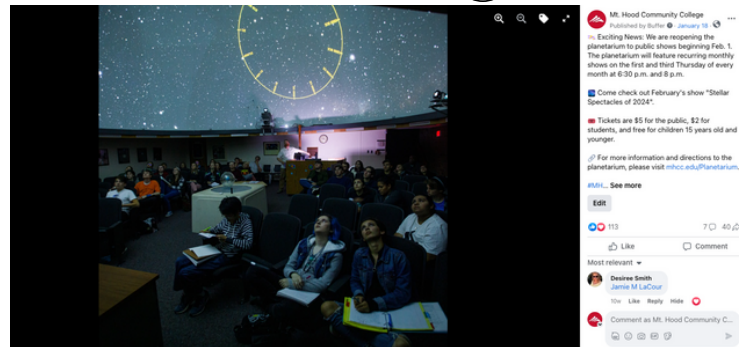
2,593  3.8%

LinkedIn

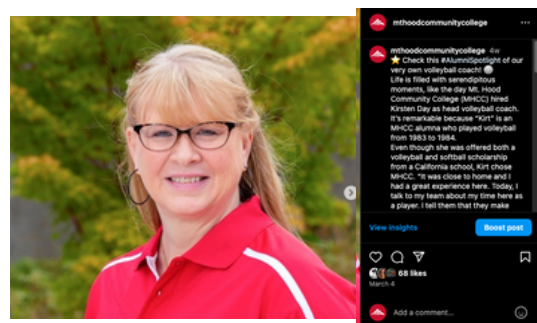
22,938  1.2%

Top Performing Posts

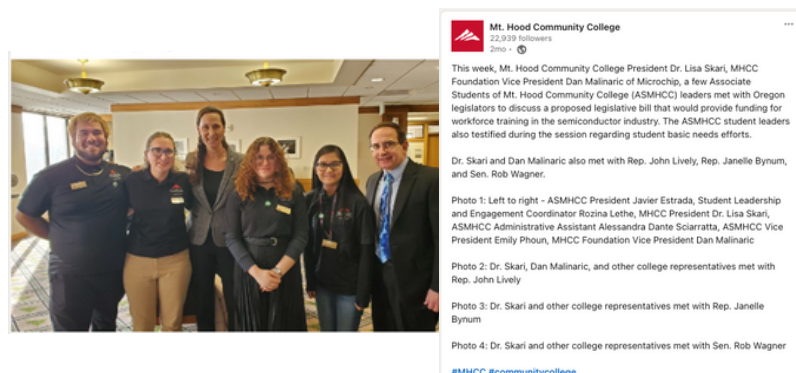
f Facebook



Instagram



in LinkedIn



Overview

The platform that saw the most growth during this quarter was the MHCC Facebook account with 661 new followers, LinkedIn gained 266 new followers, and Instagram gained 95 new followers. News about the MHCC's planetarium reopening, alumni spotlights, and MHCC representatives at the Oregon State Capitol to discuss proposed legislation got the most engagement this quarter. Posts about the dental hygiene clinic open house, free dental cleanings, and Dr. Lisa Skari at the White House also earned a lot of engagement.

MOTIMATIC INSIGHTS



Metrics for March 1 – March 31

<u>Use Case</u>	<u>Stop Outs</u>	<u>Applicants</u>
Registrations	29	26
Days Live	32	32
Students Served	2,819	3,130



Motimatic

Total Engagements 9,602

Engagements are likes, shares, comments, clicks, views, saves

Overview

We are working with an external digital advertising partner focused on providing behavioral science backed research and insight to utilize social media advertising to target stop-outs or continuing students.

Since its launch March 1, we have generated \$29,000 in revenue through 306 credits registered.

143 GuidePosts

55 total registrations

306 total credits registered

306 credits registered x \$143 per credit

\$44k

- \$14,000 investment so far

\$29k TOTAL REVENUE

COLLEGE PLUS COMMUNITY



2,162
*IMPRESSIONS

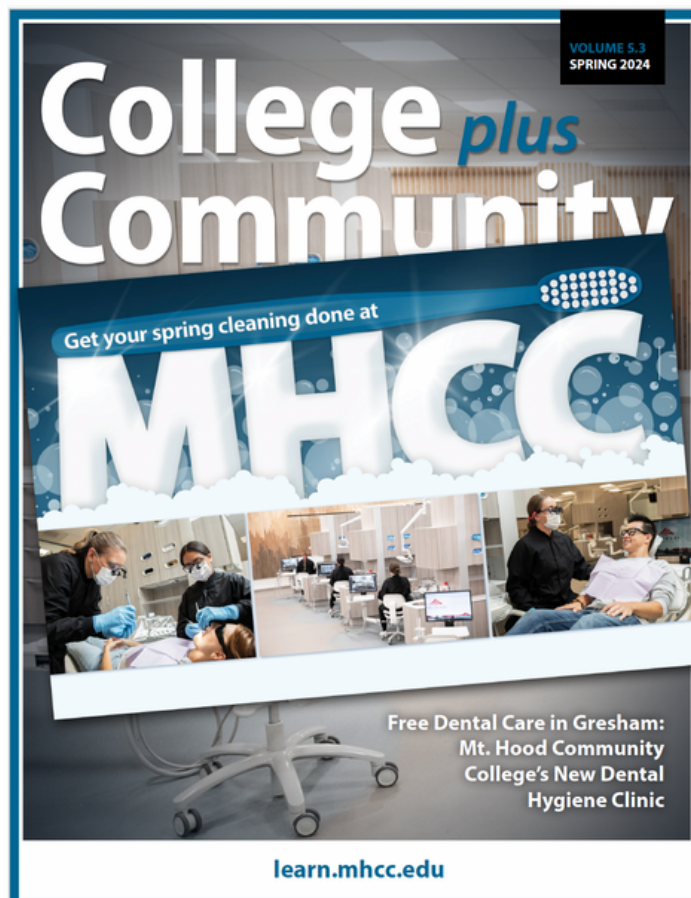
742

*READS



00:02:34

*AVG. READ TIME



Overview

The spring edition of the *College Plus Community* featured articles highlighting the new MHCC Dental Hygiene Clinic, which offers free dental care and cleanings for the Gresham community, as well as announcing the highly anticipated reopening of the MHCC Planetarium.

Featured Articles



MHCC IN THE NEWS



US Secretary of Energy Calls Out MHCC for Sustainability Efforts

Placement: [Energy.gov](https://www.energy.gov)

Oregon's college students call for more state funding to meet basic needs

Placement: [OPB](https://www.opb.org)

Mt. Hood Community College reopens planetarium

Placement: [Gresham Outlook](https://www.greshamoutlook.com)

Overview

Mt. Hood Community College received earned media coverage for the attention received by the Secretary of Energy for the energy-efficient facilities, MHCC's presence at a legislative hearing in support of a bill for more student basic needs funding, and for the reopening of the planetarium.



INTERNAL PROJECTS



Campus Beautification

Brand, marketing, and communications is currently in phase 2 of the “Campus Beautification” project. We are in the works of producing branding for the president’s suite, as well as a vinyl wrap for the Testing Center.

MHCC Website Launch

Along with the website committee, brand, marketing, and communications wrapped up and launched a new MHCC website. The team concluded a two-year process that included more than 800 pages of content, and required cross-departmental collaboration to ensure consistency.

Constant Contact

BMC is currently in the process of on-boarding staff and faculty onto our new email and digital marketing platform, Constant Contact. This platform will allow for staff and faculty send mass communications internally and externally, and will allow for BMC to have oversight of the pre-approved templates to ensure design consistency.





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