



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on May 15, 2024, with a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Meeting: Please click this URL to join:

<https://mhcc.zoom.us/j/93210304964?pwd=UmlzVWxpOXpLd2hLTmJTdklxenZTZz09>

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

Webinar ID: 932 1030 4964

Passcode: 926376

AGENDA SESSION 1104

- | | | | |
|----------------|------------|---|-------------------|
| 6:30 pm | 1.0 | CALL TO ORDER / DECLARATION OF A QUORUM | |
| | 1.1 | Approval of Agenda | |
| 6:35 pm | 2.0 | PUBLIC INPUT | |
| | | <i>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.</i> | |
| 6:50 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Student Recognition: | |
| | | a) Rho Theta, Advocate, Forensics, Co Curriculars, & ASMHCC | Doctor Ayeliya |
| | | b) Athletics | Kim Hyatt |
| | 3.3 | ASMHCC Year-End Report | Joy Njenga |
| | 3.4 | First Reading Head Start Staff Qualification Policy | Hilda Pena-Alfaro |
| 7:35 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Budget - Work Session 1101, April 3, 2024 | |
| | | b) Minutes – Board Budget - Regular Session 1102, April 17, 2024 | |
| | | c) Monthly Personnel Report | |



- d) [Monthly Financial Report](#)
- e) [Monthly Head Start Report](#)
- f) [Resolution to Transfer Budgeted Appropriations](#)
- g) [Consideration of Course Fee Adjustments for 2024-2025](#)
- h) [Approval to Utilize Goods and/or Service Contracts in Excess of \\$150,000](#)

4.2 [Faculty Sabbatical Requests, 2024-2025 \(2nd Batch\)](#) Dawn Forrester

4.3 [President's Goals for 2024-2025](#) Lisa Skari

8:05 pm 5.0 **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** (3 min each)

8:30 pm 6.0 **CLOSING REPORTS**

6.1 ASMHCC Representative

6.2 Advisory Representatives

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

6.3 Executive Leadership (3 min each)

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

6.4 President's Report

9:00 pm 7.0 **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, June 12, 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

May 7, 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 May 2024

I find it hard to believe that we are already in May, with commencement and year-end celebrations right around the corner. As we look ahead, we continue to readjust to our work in support of our students, those are that here and those that hope to be. The campus community has achieved so much this year, it is good for us to pause and celebrate.

I am pleased to announce that Dr. Tina Redd will join us as the next vice president for instruction effective July 15, 2024. She is a champion of equity and student success, with a history of collaboration with internal and external stakeholders. Dr. Redd has built programs in response to community needs and has a commitment to enriching the communities we serve. With a strong academic background, in the classroom and in leadership, she has worked in higher ed for 28 years. Her career trajectory includes faculty and administrative positions at universities and community colleges, including Portland Community College, Central Oregon Community College, and Yavapai College. She was asked to serve as the interim vice president for instruction at Clark College (Vancouver, WA) last year. She holds a bachelor's degree in communications (University of Missouri), a master's degree in English composition and literature (Southern Illinois University), and a doctorate in theatre history and criticism from the University of Washington.

The vice president for advancement search is currently in the application screening process. We anticipate the first round of interviews will take place the week of May 20, with on-campus interviews for the finalists in late May/early June.

At the state level, I am serving on three workgroups associated with budget and funding: the Oregon Community College Association (OCCA) and Oregon Presidents Council (OPC) Current Service Level (CSL)/Policy Option Package (POP) workgroup, the Higher Education Coordinating Commission (HECC) Student Support and Success Funding (SSSF) workgroup, and the HECC Financial Monitoring workgroup. The CSL POP group has been compiling our request to present to the HECC Funding and Achievement subcommittee on May 8, 2024. This year, the governor has placed a one percent cap on new POP requests, which makes requests beyond that more difficult. Our hope is to demonstrate the basis for the community college current service level to the commissioners so that they might advocate for adequate funding in their budget request to the Governor. The SSSF workgroup is reviewing data and calculations for the new outcomes funding model, along with payment timing. Lastly, the Financial Monitoring group is providing input into the HECC's desire for metrics they can use to measure the financial stability of colleges. While we understand the reasons for their desire for metrics, OPC questions their need as the community colleges are locally governed and the boards have oversight responsibility. OPC also worries about unintended consequences that could arise from giving colleges a score that could negatively impact public perception, voting outcomes, and credit ratings.

Annual goal update

Diversity, equity, and inclusion

Work is continuing on the equity scorecard and a draft is expected by the end of the academic year.

Community engagement

Community presentations to test our bond concept continue, and presentations since our last board meeting included the MHCC Foundation board, Soroptimists (Gresham), and the David Douglas School District.

Bond campaign

Work to increase our visibility continues. Billboards are going up around the district, and digital ads are running. A website dedicated to the bond is now live, and can be found at <https://mhccbond.com/>.

Accreditation

No new updates.

In closing, the next few months will see a lot of activity, from celebrating our students, faculty and staff, to the continued discovery and possible decision around a bond measure on the November ballot. I hope that you are able to participate in commencement, and the many end-of-year events that highlight our students and all the great work happening on campus. We have many amazing things happening, and I hope you see your part in all the success.

Community/Educational Presentations and Selected Outreach Activities

- Apr 1 Technology Industry Consortium Executive Leadership Planning meeting*
- Apr 2 Construction Pathway for English Language Learners (CPELL) Training Center Grand Opening*
- Apr 2 Bond Development Workgroup meeting*
- Apr 3 Oregon Community College Association (OCCA) Executive Committee meeting*
- Apr 3 OCCA and Oregon Presidents Council (OPC) Current Service Level (CSL)/Policy Option Package (POP) workgroup meeting*
- Apr 3 Gresham Rotary meeting*
- Apr 3 MHCC Board Budget Committee meeting*
- Apr 3 MHCC Board work session*
- Apr 4 MHCC Foundation Finance Committee meeting*
- Apr 8 Higher Education Coordinating Commission (HECC) Student Support & Success Funding (SSSF) workgroup meeting*
- Apr 10 HECC Funding and Achievement Subcommittee meeting*
- Apr 10 Bond presentation to Reynolds School District*
- Apr 16 Gresham Area Chamber of Commerce Lunch and Learn*
- Apr 17 Campus Visit HECC Chair Rowe*
- Apr 17 MHCC Board Budget Committee meeting*
- Apr 17 MHCC Board regular meeting*
- Apr 18 Oregon President's Council (OPC) April meeting*
- Apr 19 All-Oregon Academic Team luncheon*
- Apr 20 MHCC Foundation auction*
- Apr 22 Celebrating Intel's Commitment to Innovation in Oregon event*
- Apr 22 Gresham Rotary Board meeting*
- Apr 22 Meeting with Director Speer*
- Apr 23 Gresham Area Chamber of Commerce luncheon – The State of the City*
- Apr 24 MHCC Foundation Board meeting*
- Apr 25 Gresham Area Chamber of Commerce Board of Directors meeting*
- Apr 25 Bond presentation to Soroptimists International - Gresham*
- Apr 26 Portland Metro Workforce Development Board meeting*
- Apr 26 Meeting with Kevin Lux, Columbia-Pacific Building and Construction Trades Council*
- Apr 27 Pacific Northwest Carpenters Institute graduation ceremony*
- Apr 29 East Metro Leaders meeting*
- Apr 30 10th Annual MHCC Global Breakfast*
- Apr 30 East Multnomah County Asset Mapping Committee meeting*
- Apr 30 OCCA Budget Committee meeting*

Select Media Mention

MHCC's New Dental Hygiene Clinic Offers Free Care

<https://www.mountaintimesoregon.com/apr-lead/mhcc%E2%80%99s-new-dental-hygiene-clinic-offers-free-care>

Mt. Hood Community College debuts new construction program for diverse students

https://www.theoutlookonline.com/business/mt-hood-community-college-debuts-new-construction-program-for-diverse-students/article_52f0dc46-f130-11ee-ac8c-bf19d4eca95c.html

Mt. Hood Community College Hosts Spring Career Fair Featuring Top Portland Employers

<https://www.theskanner.com/news/newsbriefs/35738-mt-hood-community-college-hosts-spring-career-fair-featuring-top-portland-employers>

Mt. Hood faculty win raises

<https://nwlaborpress.org/2024/04/mt-hood-faculty-win-raises/>

MHCC Student Exhibition to showcase best work from year

https://www.theoutlookonline.com/lifestyle/mhcc-student-exhibition-to-showcase-best-work-from-year/article_ff996aae-f5f8-11ee-b7d8-5b49fb78f89d.html

Oregon Community College Association announces 2024 All-Oregon Academic Team

<https://ktvz.com/news/education/2024/04/08/oregon-community-college-association-announces-2024-all-oregon-academic-team/>

Mt. Hood Jazz Festival Returns to Mt. Hood Community College with Acclaimed Artists

<https://www.theskanner.com/news/newsbriefs/35780-mt-hood-jazz-festival-returns-to-mt-hood-community-college-with-acclaimed-artists>

Mt. Hood Community College planetarium finds the meaning in the stars

https://www.portlandtribune.com/lifestyle/mt-hood-community-college-planetarium-finds-the-meaning-in-the-stars/article_87d1eb8d-2a63-5db4-b301-2e6bedcae664.html

Mt. Hood Community College celebrates track and field, softball achievements

https://www.theoutlookonline.com/newsletter/mt-hood-community-college-celebrates-track-and-field-softball-achievements/article_3bbd2934-fdc0-11ee-8731-63eeeada0865.html

Mt. Hood, Clackamas Community Colleges partner on free dental care clinic

https://www.theoutlookonline.com/news/mt-hood-clackamas-community-colleges-partner-on-free-dental-care-clinic/article_f8cf17be-0138-11ef-858f-7303569679bd.html



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.1a

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

SUBJECT: APPROVAL OF MINUTES – April 3, 2024

Session 1101

A meeting of the Mt. Hood Community College District Board of Education was held on April 3, 2024, with a Budget Committee meeting at 6:00 pm, and a Board Work Session at 7:00 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration (verify)

Andrew Speer called the Budget Committee meeting to order at 6:01 p.m.

2.0 BUSINESS / ACTION

2.1 Selection of Budget Committee Chair

Speer opened up the nominations for the budget committee chair. McKeel nominated Andrew Speer for budget committee chair. Bentley seconded the nomination. There was a board vote and it passed unanimously.

2.2 Selection of Budget Committee Vice Chair

Speer opened up the nominations for budget committee vice chair. McKeel nominated Diane Noriega for budget committee vice chair. Bentley seconded the motion. There was a board vote and it passed unanimously.

3.0 REPORTS

3.1 President's Budget Message

Lisa Skari presented her President's Budget Message for the 2024-2025 Proposed Budget. The President's Budget Message is included in the 2024-2025 Proposed Budget components from the budget document posted on the Budget Office webpage at:



<https://www.mhcc.edu/BudgetOffice/>

3.2 Presentation of Proposed Budget for 2024-2025

Jennifer DeMent presented an overview of the budget process and related budget information for the 2024-2025 Proposed Budget posted on the Budget Office webpage at:

[https://www.mhcc.edu/BudgetOffice/.](https://www.mhcc.edu/BudgetOffice/)

Proposed Budget Components:

- President's Budget Message/ Budget Summary Highlights – pages i – iv
- District Profile – page 2
- Strategic Planning and Performance – page 4
- Financial Policies – page 6
- Budget Process and Compliance – page 8
- Financial Planning – page 15
- Fund Description and Structure – page 16
- Summary of Interfund Transfers – page 20
- Personnel Services – page 21 (Note: PERS shows a negative due to the shift that was done with the full-time faculty agreement, where wages were increased. Employees are making the 6% employer contribution, with the money going into salaries and coming out of PERS).
- Position Summary Schedule – page 22
- Debt Management – page 23
- General Fund Summary – page 27
- General Fund Resources – page 28
 - Resources for 2024-2025 include the following assumptions:
 - \$1.2 million increase in state support, which represents additional funds for Student Support and Student Success Funds
 - \$70,000 one-time strategic funds to help subsidize the new BAS program
 - 5% increase in enrollment based on strategic enrollment initiatives
 - 1.6% increase in tuition per credit hour
- General Fund Requirements by Object – page 29
- General Fund Requirements by Function – page 30
- General Fund by Service Areas – the budget for each area includes an org chart, a summary of department goals from the unit planning process, and the current or proposed budget for the area:
 - President & Governing Board – page 33
 - Advancement and District Communications – page 36
 - Instruction and Instructional Support – page 39
 - Student Development – page 42
 - Administrative Services – page 45
 - Institutional Items – page 48
 - Other Funds (Note: these funds will be covered at the April 17, 2024 board meeting).
 - Pension Bond Debt Service Fund – page 52
 - Physical Plant Maintenance Fund – page 54
 - Technology Projects – page 56
 - Capital Projects – page 58



- Student Aid & Scholarship Fund – page 60
- Federal, State, and Special Projects Fund – page 62
- Bookstore Fund – page 64
- Aquatic Center Fund – page 66
- Clubs Fund – page 68
- Trusts Fund – page 70
- Associated Student Government Fund – page 72
- Glossary and Appendix Documents A – C – pages 74 – 90

DeMent thanked the special office team and District Communications team for their support in helping produce the publication.

A printed copy of the proposed budget document was handed out to all board members and copies will be distributed at the next board meeting to those who could not attend in person.

4.0 ADJOURN BUDGET COMMITTEE

Speer motioned to adjourn the budget committee meeting. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 6:49 p.m.

5.0 CONVENE MHCCD BOARD / CALL TO ORDER

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Al Sigala, vice president, College Advancement, Jeremy Wright, president, Wright Public Affairs

Speer called the board work session to order at 7:00 p.m.

6.0 BUSINESS

6.1 Bond Presentation

Lisa Skari, Jeremy Wright, and Jennifer DeMent presented on bond efforts to date to include:

- Starting off right
- How we got here
- The process frameup related to the facilities planning
- The bond development group process
- Bond package proposal – 131 million .25 cents / \$5.00 per month, per household
- Outline of the roadshow – Taking it out to the community to get feedback on what they think
- Community engagement planning
- Presenters' toolbox
- Next steps

The board provided feedback on what they see as needs to support the bond to include: incorporating how facilities are out of date/need updating and how things have changed since 1974 (when last bond was passed), language translation of bond talking point materials, and talking point



tools/messaging for language consistency. Stroud had questions about the choosing of the particular bond package and how the college arrived at that decision and will be connected to the consulting firm that did the work, Patinkin Research Group, for further discussion. Next steps for the board are scheduling community entities identified and assigning members to present. A copy of the PowerPoint presentation is attached to the minutes.

6.2 Board Policy 1st Reading

The board conducted a first reading of the board policies in Chapters 2 and 3 and relevant information about the policies were provided by Lisa Skari. The board placed each policy into one of three categories: moved forward as is; moved forward with revisions; postponed.

Board Policies – Chapter 2 and 3:

Chapter 2 – Board of Education

BP 2510 – Participation in Local Decision-Making – moved forward as is

Chapter 3 – General Institution

BP 3410 – Nondiscrimination – moved forward as is

BP 3430 – Prohibition of Harassment – moved forward as is

The board policies in Chapter 2 and 3 were moved forward for a second reading. A copy of the board policies is attached to the minutes.

6.3 Community Engagement Plan Update

General discussion on this topic was included in agenda item 6.1. Participation expectations and scheduling information was reviewed with the group. Coming presentations include:

- Reynolds School District – April 10, 2024
- David Douglas School District – May 9, 2024
- Gresham-Barlow School District – June 18, 2024

6.4 President's Goals 2024-2025

Skari discussed high-level planned President's goals for 2024-2025. The goals were discussed and no suggestions or changes were requested from the Board. The goals will be presented at the May 15, 2024 regular board meeting.

6.5 Other Business

Skari added a reminder that the Higher Education Coordinating Commission (HECC) Chair Sandy Rowe will be joining the board at the next board dinner/meeting April 17, 2024.

7.0 ADJOURN WORK SESSION

The work session was adjourned at 8:20 p.m.

Clerk

Board Chair

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

Bond Development Update

Mt. Hood Community College (MHCC)

Board Work Session April 3, 2024



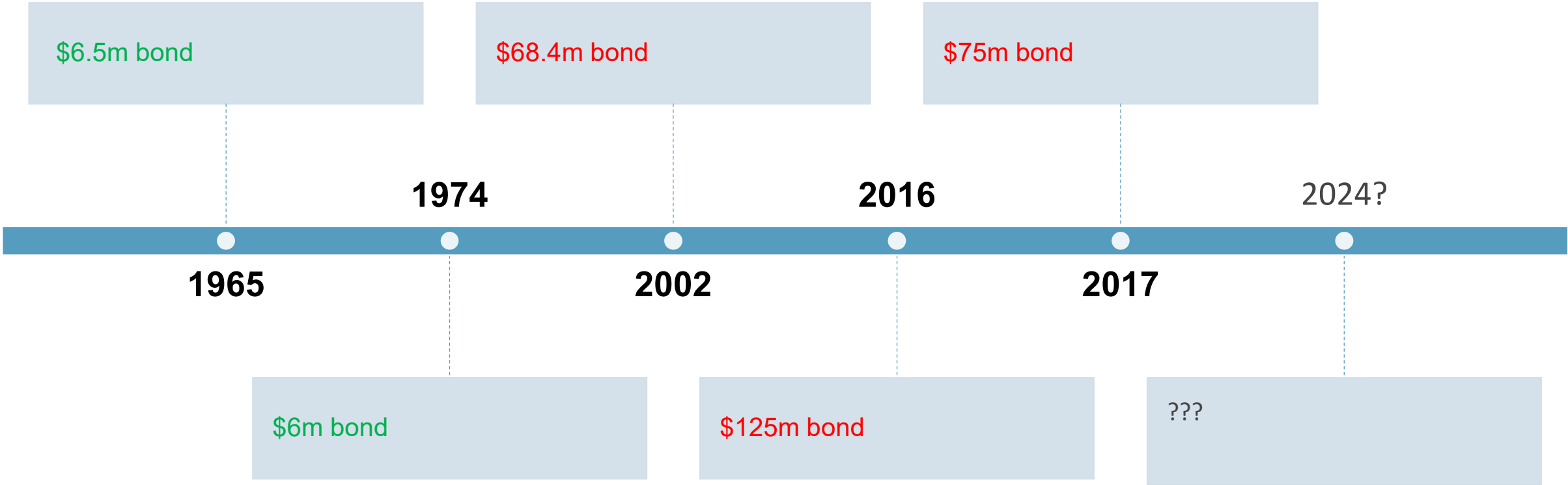
Agenda

- Opening: Lisa
- Process frameup – how we got here (Jennifer/Charles)
- Review proposed package: share full spreadsheet (Jennifer/Charles)
- Opportunity to identify any concerns (Andrew)
- Discuss next steps (Jeremy)
 - Roadshow overview
 - Presentation overview
 - Simplified messaging about what's included in the bond for this next phase
 - Talking points/prompts for input
 - Roadshow groups and schedule status (Diane)

Opening/The "why"

A photograph of students in a classroom, overlaid with a semi-transparent white box containing the text "Opening/The 'why'". The students are looking at papers, and the background is slightly blurred. The text is in a large, bold, black font.

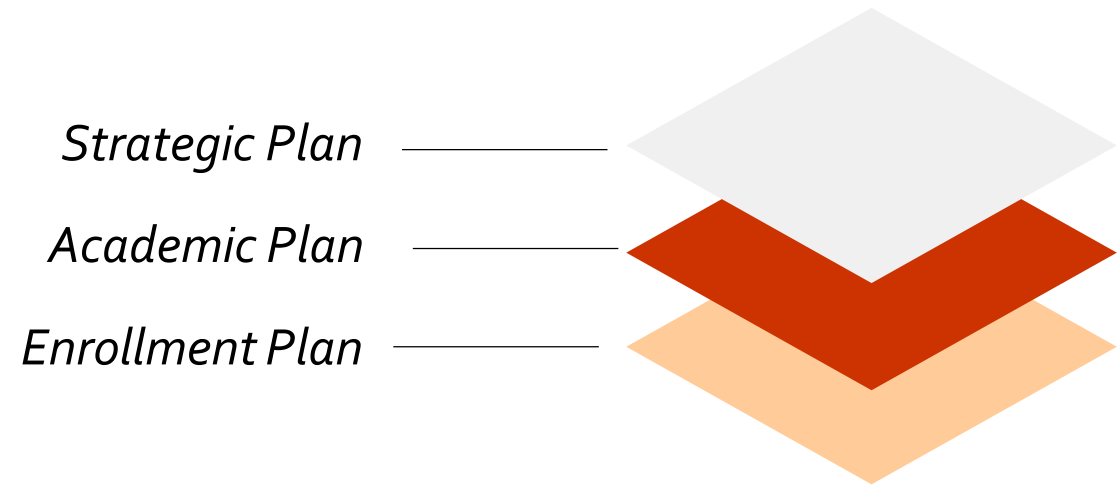
Bond History



How We Got Here



Major Components



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

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

5-Year Concepts

Instruction

Equity and Access

Campus “Welcoming Feel”

Student Success & Support

Asset Preservation / Deferred Maintenance

Security & Safety

Bond Development Workgroup Process



Role & Purpose of this Bond Development Workgroup

The BDW is a collaborative workgroup of MHCC internal and external stakeholders tasked with prioritizing potential bond projects to then share out with the community.

The BDW includes MHCC Board members, faculty, staff, and administrators, working alongside community leaders from CBOs, local businesses, government, and educational partners who each bring important perspectives and insights to the process.

The group will meet 5 times from January to April group will participate in a “Build a Bond” activity on March 11th to develop a refined list of potential projects for the community to give input on.

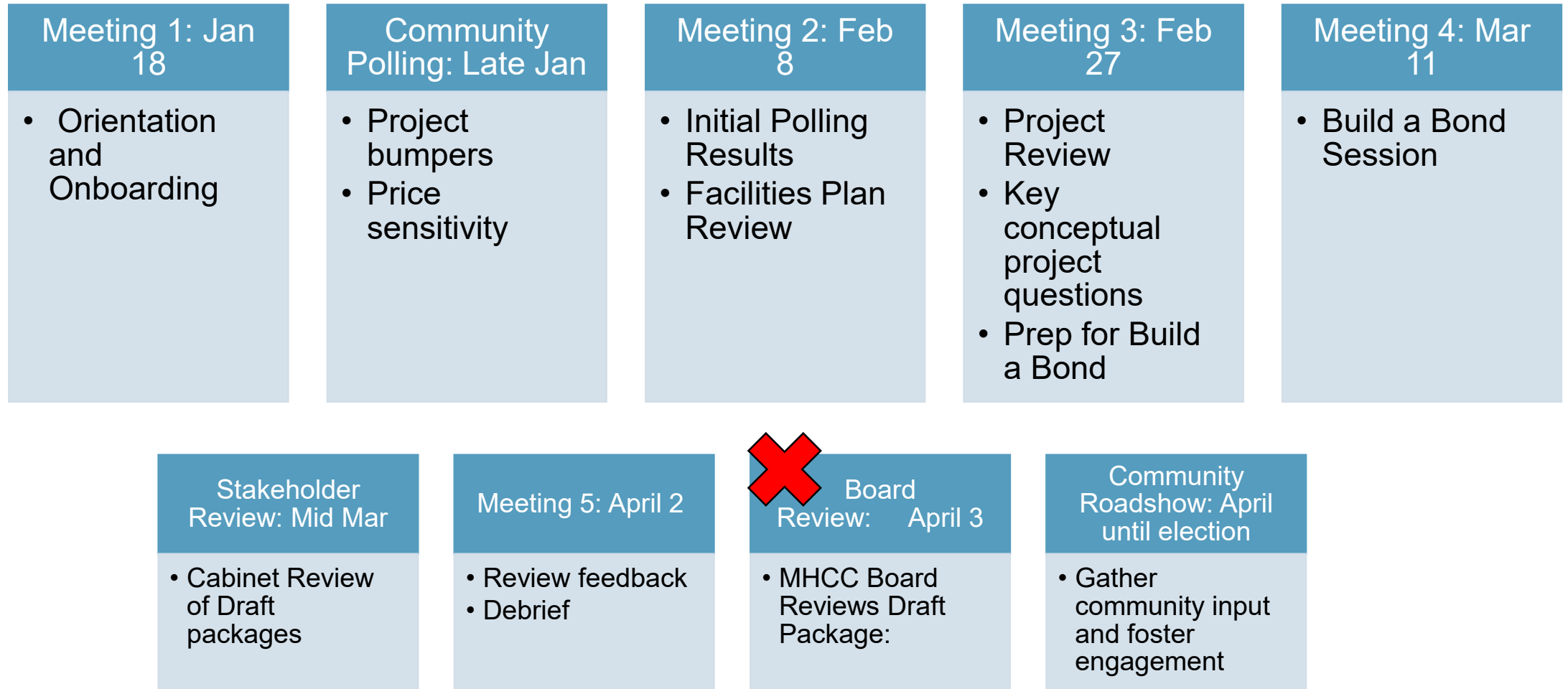
Bond Development Group Members

Colleen Meacham	Head Start
Pualani Derman	FT faculty
Marilyn Pitts	PT faculty
Jennifer McNeil	Career Planning Center
Emily Phoun	ASMHCC (student) Vice President
Dawn Loomis	Community Education and Workforce Dev., Apprenticeships

Lisa Skari	President
Al Sigala	VP College Advancement
Jennifer DeMent	VP Finance
Andrew Speer	Board Chair
Diane McKeel	Board Vice Chair
Annette Mattson	Board Member
Jeremy Wright	Wright Public Affairs
Sarah Lechner	Coraggio Group
Ben Patinkin	Patinkin Research

Dan Malinaric	Microchip
Dan Corcoran	McDonald Wetle
Bess Wills	Gresham Ford
Renee Laborde	Gresham Animal Hospital
Patricia Smith	Soroptimist
Stayce Blume	Gresham Chamber
Lisha Shrestha	Division Midway
Mark Kralj	MHCC Foundation
Ashton Simpson	Metro Council
Dave Robertson	Port of Portland
James Hiu	Gresham Barlow School District
Ken Richardson	David Douglas School District
Willy Myers	Columbia Pacific Building Trades
Jairo Rios-Campos	Play East!/City of Fairview
Ana Gonzalez Munoz	Latino Network/Reynolds SD
Christine Sanders	Greater New Hope
Jonath Colon	Centro Cultural

Bond Development Workgroup Overview & Timeline



Project Assessment Considerations

Based on the MHCC's Strategic Plan Goals

We will prioritize bond projects that align with MHCC's ability to:

1. Improve Teaching and Learning
2. Offer a Full Range of Educational and Support Programs and Services
3. Reflect the Diversity of the Communities We Serve
4. Provide Student- Focused Facilities and Technology Platforms
5. Strengthen the Connection with our Community

Polling Results

The background image shows a group of people, likely students, in a classroom or office setting. They are holding large sheets of paper and clipboards, suggesting they are reviewing or discussing data. The scene is brightly lit, and the overall atmosphere is one of collaborative work. The text 'Polling Results' is prominently displayed in the center of the image, overlaid on a semi-transparent white rectangular area.

Key Findings from the Polling

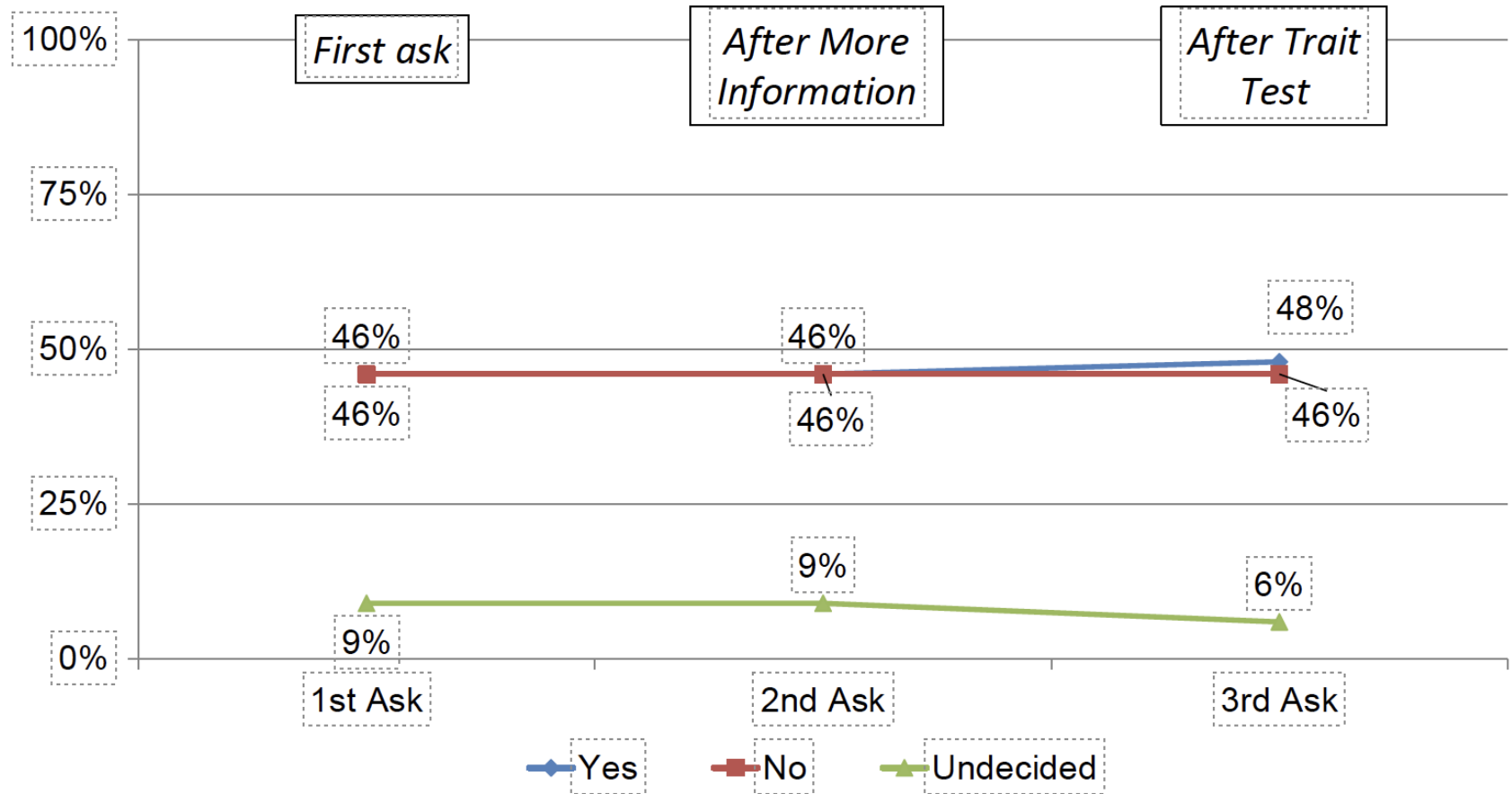
- The bond starts out with a divided electorate and support below 50%. 46% Yes, 46% No, 9% undecided (This was \$197 million, .37 cents per/\$1,000 bond package)
- Multnomah portion of district more supportive than Clackamas
- We tested three levels of bond packages - \$197 million (.37 cents/\$7 a month), \$147 Million (.29/\$6 a month) \$97 million (.19 cents/\$4 a month) . The \$197 million was least popular, no significant difference between \$147 and \$97 million

Key Findings from the Polling

- We tested 10 different possible bond projects
- Main takeaway is that while there are small differences between the considered projects, nothing is wildly popular or unpopular.
- Most popular focus on long-term investments into improving campus safety and facility improvements and efficiencies
- Second tier aspects address renovations to recreational and learning spaces with upgraded technology and student-centered resources

Key Findings from the Polling

By the end of the survey, support and opposition for the bond hold steady



If the election were held today, would you vote 'yes' or 'no' on this bond measure?

Build a Bond Session



Proposed MHCC Bond Package

001 MHCC Safety and Security

010 Targeted Debt Service Refunding

009 MHCC Asset Preservation

002 MHCC Seismic Retrofit

008 MHCC Outdoor Pool Cover Installation

007 MHCC Title IX Athletic Improvements

004 MHCC Health Professions Consolidation

005 MHCC Science Lab and Classroom Renovations

006 MHCC Campus Equity and Access Improvements

Group Members #1

Charles	Bess
Andrew	JAMES
Lisa	
Mark	

Notes on the story behind our choices

REASONS: SECURITY, SAFETY, SEISMIC, ASSET PRES & CASH/RESERVE AS RESERVE

MESSAGE: OUR PLAN IS SAFE, SOUND, SUSTAINABLE, FINANCED THROUGH CAPITAL RESERVE/FUNDING

Proposed Package/Bond Elements

MT. HOOD
COMMUNITY COLLEGE

Build a Bond Proposed Packages

Projects	Group 1	Group 2	Group 3	PROPOSED OPTION	Updated Option	
1: Safety and Security	15,000,000	15,000,000	15,000,000	15,000,000	\$ 15,400,000	1: Safety and Security
2 Seismic Retrofit	16,300,000	16,300,000	16,300,000	16,300,000	\$ 16,300,000	2 Seismic Retrofit
3: Library Extensive Renovation		21,021,000		21,021,000	\$ 25,139,654	3: Student Success (library study & tutoring, wifi, food, activity centers, wayfinding, welcoming feel)
4: Health Professions Consolidation	9,600,000	9,600,000	9,600,000	9,600,000	\$ 9,548,448	4: Health Professions Consolidation
5: Science Lab and Classroom Modernization	25,000,000	25,000,000	17,000,000	25,000,000	\$ 24,919,552	5: Science Lab and Classroom Modernization
6: Student Access Improvements	18,340,000	12,206,000	26,340,000	12,206,000	\$ 7,160,909	6: Accessibility Improvements
7: Title 9 Athletic Improvements	6,500,000	6,500,000	6,500,000	6,500,000	\$ 6,499,584	7: Title 9 Athletic Improvements
8: Outdoor Pool Cover Installation	4,000,000	4,000,000	4,000,000	4,000,000	\$ 4,000,000	8: Outdoor Pool Cover Installation
9: Asset Preservation	21,373,000	21,373,000	21,373,000	21,373,000	\$ 22,031,853	9: Asset Preservation
10: Targeted Debt Service Refunding	14,887,000		14,887,000			
TOTAL	131,000,000	131,000,000	131,000,000	131,000,000	\$ 131,000,000	

Board Discussion

A group of people are gathered around a table, looking at documents. The image is partially obscured by a semi-transparent white rectangular box that contains the text 'Board Discussion'. The background shows people in a meeting setting, with one person in a yellow shirt and another in a white shirt with a cartoon character on it. The overall scene suggests a professional or educational discussion.

Discussion, Questions, Feedback

MT. HOOD COMMUNITY COLLEGE

The image shows a group of people, likely at a roadshow or meeting, holding and reviewing documents. A semi-transparent white rectangular box is centered over the image, containing the text "Roadshow Overview" in a bold, black, sans-serif font. The background is slightly blurred, showing people in various clothing, including a yellow hoodie and a white t-shirt with a cartoon character. The overall scene suggests a professional or educational presentation.

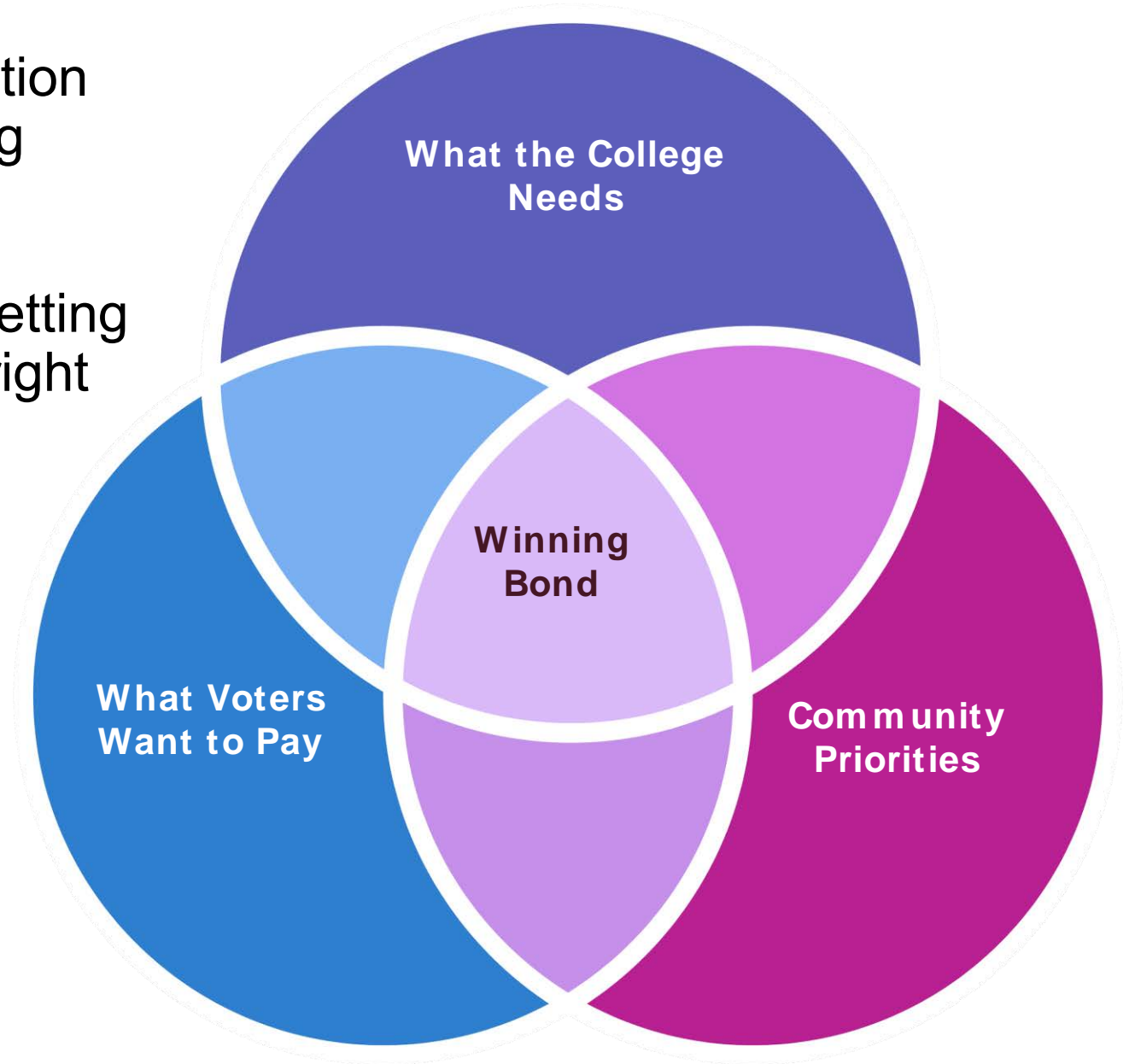
Roadshow Overview

5 Steps to a Successful Bond

- 1 Celebrate previous successes
- 2 Comprehensive Bond Planning and Development
- 3 Community Input – “Tell Us What You Think”
- 4 Listen, Refine and Finalize
- 5 Bond Campaign – Educate, Motivate and Inspire

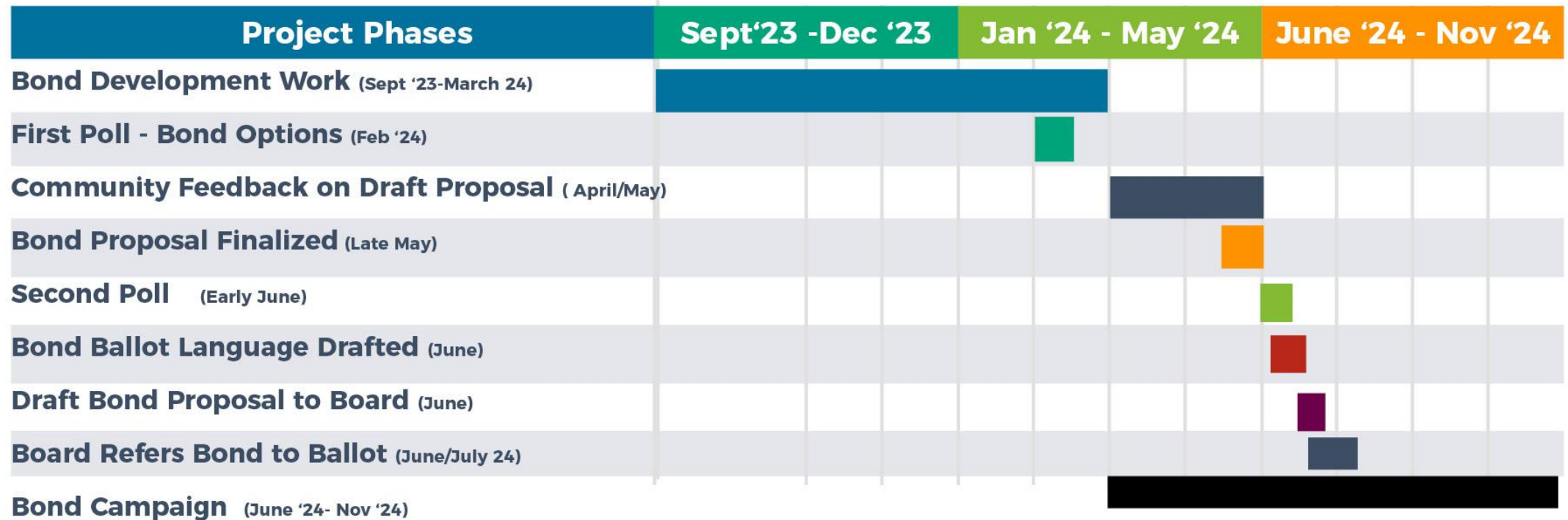
Starting Off Right

A great communication plan with compelling story is critical to winning a bond but nothing replaces getting the bond package right from the start.



High Level Schedule

MHCC November 2024 Election Schedule



Groups We Are Reaching Out To

MHCC to populate with a list from the Board's engagement plan

Next Steps



Next Steps

- **Community Input/"Tell us what you think" Tour**
- **Package could be adapted if/as needed**
- **Packaged finalized and polled**
- **Board to vote on a final package to refer to the ballot**



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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

1st Reading

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*

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, [seen or unseen](#) 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*



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.1b

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

SUBJECT: APPROVAL OF MINUTES – April 17, 2024

Session 1102

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

1.0 CONVENE BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Andrew Speer, budget committee chair, Diane Noriega, budget committee vice chair, Annette Mattson, Diane McKeel, ShaToya Bentley, Marie Teune

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Doctor Abio Ayeliya, director, Student life and Civic Engagement, Joy Njenga, interim president, ASMHCC, Itsegenet Habte, community affairs and outreach representative, ASMHCC

Speer called the budget committee meeting to order at 6:02 p.m. and declared a quorum was present.

2.0 PUBLIC INPUT

There was no public input.

3.0 REPORTS

3.1 ASMHCC Budget Presentation

John Hamblin, Doctor Abio Ayeliya, and two MHCC students who work on behalf of ASMHCC, Joy Njenga, interim President, and Itsegenet Habte, Community Affairs and Outreach Representative, shared an overview of the ASMHCC budget, including the Associated Students Fund, Co-Curricular and Athletic activities, Student Activity Fee History (there will not be a fee increase for 2024-2025), Proposed Investments, and the Finance Council approval process for 2024-2025. The ASMHCC budget summary is located on Pages 43 and 44 of the 2024-2025 Proposed Budget and is located on the Budget Office webpage at: <https://www.mhcc.edu/BudgetOffice/>. Hamblin also highlighted Barney's



Pantry growth and expansion from years 2016 – 2024. In closing, Abio Ayeliya answered a questions from Speer regarding the reserve balance. A copy of the PowerPoint presentation is attached to the minutes.

4.0 PROPOSED BUDGET 2024-2025/ ACTION

4.1 Consideration and Approval of the 2024-2025 Budget

DeMent presented on other funds (stating on page 51) that were not previously covered at the April 3, 2024 budget meeting, that are included in the 2024-2025 Proposed Budget located on the Budget Office webpage at: <https://www.mhcc.edu/BudgetOffice/>.

These funds included:

- Pension Bond Debt Service Fund – page 52
- Physical Plant Maintenance Fund – page 54
- Technology Projects Fund – page 56
- Capital Projects Fund – page 58
- Student Aid and Scholarship Fund – page 60
- Federal, State, and Special Projects Fund – page 62
- Bookstore Fund – page 64
- Aquatic Center Fund – page 66
- Clubs Fund – page 68
- Trusts Fund – page 70
- Associate Student Government Fund – page 72

Speer read the budget recommendation in the resolution for the board record:

That the Budget Committee move to approve the Mt. Hood Community College District 2024-2025 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.

Noriega motioned to approve the 2024-2025 budget. McKeel seconded the motion. There was a board vote and it passed unanimously.

4.2 Set the Tax Levy for 2024-2025

DeMent provided a brief summary of the resolution to set the tax levy for 2024-2025. Speer read the tax levy recommendation in the resolution for the board record:

The recommendation is to approve the permanent tax rate in the amount subject to the Education Limitation at \$0.4917 / \$1,000 of assessed value.

Noriega motioned to approve the tax levy set for 2024-2025. Mattson seconded the motion. There was a board vote and it passed unanimously.

Speer thanked DeMent and Finance team for their work on the budget.

5.0 ADJOURN BUDGET COMMITTEE

McKeel motioned to adjourn the budget committee meeting. Mattson seconded the motion and it passed unanimously. The budget committee meeting was adjourned at 6:27 p.m.



6.0 CONVENE MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, John Hamblin, vice president, Student Development, Betsy Julian, vice president, Instruction, Al Sigala, vice president, College Advancement, Joy Njenga, interim president, ASMHCC, John Hasegawa, FTFA President, Amy Salsbery, CEA Representative, Hilda Pena-Alfaro, executive director, Child Development & Family Support Programs, Sandy Rowe, Chair, Higher Education Coordinating Commission, Robin Matross Helms, vice president membership and educational services, Association of Community College Trustees, Heather Singmaster, director of GCEN and CTE, Digital Promise, Therese Gietler, integrated Media: photography instructor, MHCC, Suzy Bicknese, business instructor, MHCC

Speer called the meeting to order at 6:34 p.m. and declared a quorum was present.

6.1 Approval of Agenda

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

7.0 PUBLIC INPUT

There was public comment provided by:

Jennifer Hare, an academic advisor at MHCC, announced that the Classified Employees Association (CEA) begins bargaining tomorrow and that they are seeking a fair and equitable contract. Hare led the audience in a meditation exercise to help demonstrate that classified employees are a very important part of the college.

8.0 REPORTS

8.1 Correspondence

Sandy Rowe, Higher Education Coordinating Commission (HECC) Chair attended the board meeting as a guest. Chair Rowe was recently appointed to the HECC and is visiting schools in Oregon over the coming year, to gain a better understanding of institutions and discuss key opportunities for Oregon's post-secondary system. Chair Rowe introduced themselves and provided some information for the audience about the visit and the work they are leading with the HECC. Prior to the board meeting, Chair Rowe spent the afternoon at the college meeting with student representatives, administration, and the board.

8.2 Digital Promise Project

Robin Matross Helms, Vice President of Membership and Educational Services, Association of Community College Trustees (ACCT), Heather Singmaster, Director of GCEN and CTE, Digital Promise, Betsy Julian, MHCC Interim Vice President of Instruction, Therese Gietler, MHCC Instructor, Integrated Media: Photography, and Suzy Bicknese, MHCC Instructor, Business presented on a pilot project through the company Digital Promise that works with participating institutions who are interested in developing an institutional context for global learning and internationalizing their curriculum. MHCC is one of three colleges participating alongside Mesa College in Arizona, and Central Piedmont College in Virginia. This project is a great opportunity for faculty development,



especially in the area of Career Technical Education (CTE). In doing this work CTE programs are able to prepare students to work in the global stage, but also to work locally in their diverse communities. Ten MHCC faculty members took part in the project and two of the instructors Bicknese and Gietler shared the work that they incorporated into their courses as part of the project. Trainings for faculty are coming to a close next week, with a big closing session on May 3, 2024. Singmaster stated that they plan to apply for a grant to be able to continue this work beyond the pilot with cohorts of up to 10 community colleges in the future. Participants were given a library of resources to use during and after the course which will allow for this work to continue and be sustainable into the future.

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

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

9.2 Head Start Eligibility Policy Second Reading & Approval

The board conducted the second reading and vote to approve the Head Start Eligibility Policy.

McKeel motioned to approve the Head Start Eligibility Policy. Noriega seconded the motion. There was a board vote and the motion passed unanimously. A copy of the Head Start eligibility policy attached to the minutes.

9.3 Board Policies Chapters 2, 3, 5, 7 & Rescinded Policies Second Reading & Approval

Speer began by extending the board's appreciation for the feedback received on the proposed board policies, and for the campus involvement in the policy review process.

Chapter 2

The board conducted a second reading of the board policies in Chapter 2, and Speer read the title of each board policy presented for board approval:

- Board Policy 2315: Closed/ Executive Sessions
- Board Policy 2510: Participation in Local Decision-Making
- Board Policy 2716: Board of Education Political Activity
- Board Policy 2720: Communication Among Board of Education Members

Mattson motioned to approve the proposed board policies in Chapter 2. Teune seconded the motion. There was a roll call board vote and it passed unanimously.



Chapter 3

The board conducted a second reading of the board policies in Chapter 3, and Speer read the title of each board policy presented for board approval:

- Board Policy 3410: Nondiscrimination
- Board Policy 3430: Prohibition of Harassment
- Board Policy 3515: Reporting of Crimes

Noriega motioned to approve the proposed board policies in Chapter 3. McKeel seconded the motion. There was a roll call board vote and it passed unanimously.

Chapter 5

The board conducted a second reading of the board policies in Chapter 5, and Speer read the title of each board policy presented for board approval:

- Board Policy 5035: Withholding Student Records

Mattson motioned to approve the proposed board policies in Chapter 5. Noriega seconded the motion. There was a roll call board vote and it passed unanimously.

Chapter 7

The board conducted a second reading of the board policies in Chapter 7, and Speer read the title of each board policy presented for board approval:

- Board Policy 7330: Political Activity – Employees
- Board Policy 7340: Leaves
- Board Policy 7800: Work After Retirement

Mattson motioned to approve the proposed board policies in Chapter 7. Teune seconded the motion. There was a roll call board vote and it passed unanimously.

Rescinded Policies Chapters 6 and 7

The board conducted a second reading of the board policies up for rescension from Chapters 6 and 7, and Speer read the title of each board policy presented for board approval:

- Board Policy 6060: Speakers
- Board Policy 6140: Dual Credit Programs
- Board Policy 7120: Advising and Outreach

McKeel motioned to approve to rescinded board policies in Chapters 6 and 7. Noriega seconded the motion. There was a roll call board vote and it passed unanimously. A copy of the board policies is attached to the minutes.



10.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

11.0 CLOSING REPORTS

11.1 ASMHCC Representative

Joy Njenga, interim president (ASMHCC) – reported on ASMHCC activities to include:

- 2024-2025 ASMHCC President and Vice President elections; winners will be announced May 8, 2024
- 2024-2025 ASMHCC elections for all other positions are open; those selected will begin by the end of spring term
- Kicked off the final Food and Supply Drive of the year; competition will conclude on May 17th, 2024
- Hosted two termly Club Fairs to promote and highlight the 21 active clubs on campus
- Announced the annual year end Barney Bash event to be held May 30, 2024

11.2 Advisory Representatives

John Hasegawa (FTFA) – announced that the student art show is on May 6, 2024 and the opening reception will follow on May 9, 2024. Hasegawa also shared that the FTFA will be hiring 10 new faculty positions this year and that there is a need for effective support in order to retain faculty of color.

Amy Salsbery (CEA) – shared the great work their employees are doing across the campus to support the growing enrollment to include:

- Testing Department – winter term the testing center had 493 students take the college placement test, 250 take the GED test, 45 take the CLEP test, and 139 additional students were placed using multiple measures.
- Financial Aid – there have been changes to the FAFSA for 2024-2025 and financial aid advisors have been assisting students to navigate these changes, are processing these new applications, and will begin awarding May 2024.
- CEA members, the Student Hub, in collaboration with support staff (academic advising, admissions and records, financial aid, and the international student program), have checked in approximately 900 students during the week before spring term began through the first two weeks of spring term, which is a record number.

Salsbery closed echoing Hare's comments above that the CEA hopes that the college administration will work with them to provide CEA employees a fair and equitable contract as their staff work very hard every day to support students and the college.

Marilyn Pitts (PTFA) – did not have anything to add to their report. Pitts shared that they are thrilled to hear about the Digital Promise Pilot Program that part time faculty members, Therese Gietler and Suzy Bicknese, took a part in above, and that this work is really representative of the enthusiasm and type of work that the part time faculty at MHCC are doing as a whole.



11.3 Executive Leadership

John Hamblin (Student Development) –announced the 10th Annual Global Breakfast, April 30, 2024, and encouraged those with special talents or who have cultural traditions to share to participate. Hamblin also recognized Salsbery and the International Programs Office for hitting an all-time high of 64 international students enrolled. Hamblin closed the report answering questions from the board regarding international students’ countries of origin and the new FAFSA application and stated that there will be information and updates provided on both of these areas in their May 2024 division board report.

Betsy Julian (Instruction) – did not have anything to add to their report. Julian shared photographs from the Norwest Career Expo, that they discussed at the March 20, 2024 board meeting, and highlighted that some great connections were made at this event, which resulted in a group coming onto campus last week for a tour of the MHCC campus.

Jennifer DeMent (Administrative Services) – did not have anything to report.

Al Sigala (College Advancement) – did not have anything to add to their report. Sigala commented they are looking forward to seeing all at the Foundation’s Kentucky Derby themed auction on April 20, 2024.

11.4 President’s Report

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

Skari opened the report by sharing that the college was notified today that MHCC’s Small Business Development Center received a \$230, 000 grant and it is specifically targeted at expanding capacity for bilingual business services.

Next it was shared that, in addition to general bond activities, community engagement presentation work has begun and the first all campus presentation will take place this Friday, April 19, 2024. The campus presentation will be an opportunity to share a high-level overview of the bond, seek feedback from the internal community, and build enthusiasm.

Following, Skari announced that the Vice President for Instruction (VPI) search is underway with finalists’ interviews concluding today. The search committee meets next week, starts reference checks, with a decision projected to be made by the end of the month. In addition, the Vice President for Advancement (VPA) search has begun. The position being has been posted and the first review of applications is planned for the first week of May 2024.

Skari closed by providing an enrollment update. Week three enrollment for spring term is up 13 % for week three and up overall at 8.2% for the year.


Noriega motioned to adjourn. Mattson seconded the motion and it passed unanimously. The meeting was adjourned at 7:53 p.m.



Clerk

Board Chair

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



ASMHCC

STUDENTS SERVING STUDENTS

**Co-Curriculars and Athletics
Proposed Budgets 2024-25**

Associated Students Fund

Associated Students of Mt. Hood Community College exists to enhance the general welfare of students through student advocacy, representation, projects, initiatives, and representation for all students at MHCC.

- The Associated Student Fund was established to account for revenues and expenditures used for student activities.
- The fee generates the primary source of income for this fund.
 - **Student Fee Accounts: Fund 50, 51, 52**
- Trust Fund and Incentives Accounts are to support and enrich student club and student organizations' educational goals

Co-Curricular Programs Alignment with MHCC Goals

- **OBJECTIVE 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.
- **OBJECTIVE B.4** Identify and align support services to parallel student needs and interests (student basic needs, Barney's pantry, Head Start, etc.).
- **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.
- **OBJECTIVE C.7** Expand and strengthen the Office of Student Basic Needs to increase resources for students.
- **OBJECTIVE E.2** Ensure the College is authentically engaging with historically excluded and multi-lingual communities.

Co-Curriculars Programs

1. **ASMHCC**
2. **Student Activities**
3. **Student Clubs and Organizations**
4. **Rho Theta**
5. **Forensics Team**
6. **The Advocate**
7. **Perceptions**
8. **Venture Magazine**
9. **KMHD2**



Athletics Programs

1. Baseball
2. Men's Basketball
3. Women's basketball
4. Women's Cross Country
5. Men's Cross Country
6. Women's Track & Field
7. Men's Track & Field
8. Women's Volleyball
9. Softball



Finance Council Timeline

Budget Process starts in Fall

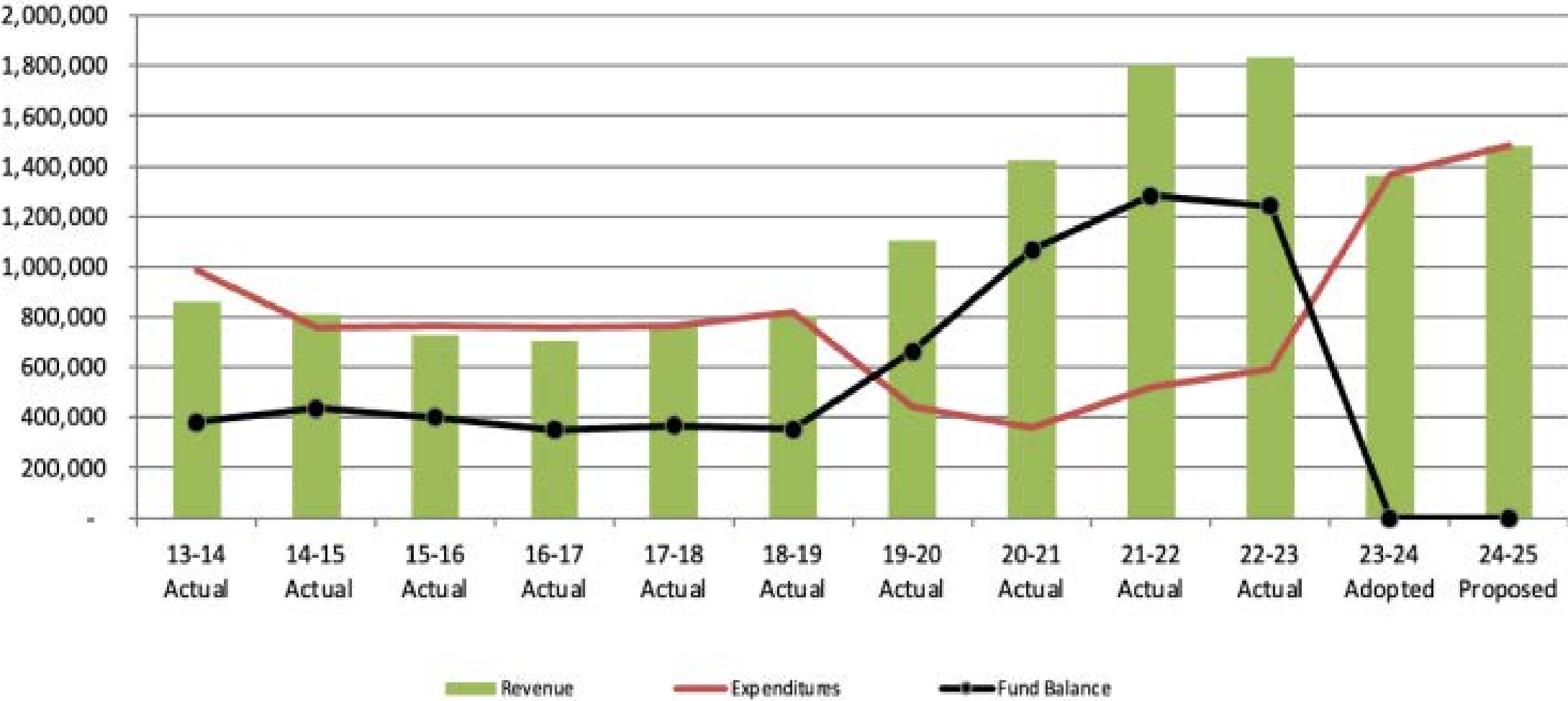
- Student Life work with business office to get enrollment projections
- Co-Curricular Finance Council meet weekly (Fall–Winter)
- Athletics Finance Council meet weekly (Fall–Winter)
- Two student fee budget open forums (Winter)
- Finance Councils presents budget to ASMHCC for approval (Winter)
- ASMHCC presents budgets to College president and board for approval

Student Activity Fee History

	2019	2020	2021	2022	2023	2024	2025
Tuition / Credit	\$107	\$115	\$118	\$118	\$120	\$122	\$124
	\$4.00	\$4.25	\$4.25	\$4.25	\$4.25	\$4.25	\$4.25

No Student Activity fee increase for 2024-2025

Co-curricular Revenue and Expenditure History



Co-curricular and Athletic Finance Statements (Page 88)

Actual			Budget		Difference	
2021-22	2022-23		Amended 2023-24	Proposed 2024-25	Proposed FY25 - FY24 \$	%
		Resources:				
\$ 492,961	\$ 477,666	Student Activity Fees	\$ 482,106	\$ 517,839	\$ 35,733	7.4%
209,335	-	Government Funds	-	-	-	-
-	2,241	Other Income - Fundraising	4,400	4,400	-	-
13,635	-	Insurance Recoveries	-	-	-	-
13,607	52,383	Rentals Miscellaneous	50,000	50,000	-	-
3,603	17,392	Investment Earnings	4,000	16,000	12,000	300%
733,141	549,682	Total Revenues	540,506	588,239	47,733	8.8%
1,068,023	1,283,349	Beginning Fund Balance	824,299	894,480	70,181	8.5%
\$ 1,801,164	\$ 1,833,031	Total Resources	\$ 1,364,805	\$ 1,482,719	\$ 117,914	8.6%
		Requirements:				
\$ 256,613	\$ 288,129	Personnel Services	\$ 441,244	\$ 417,800	\$ (23,444)	-5.3%
261,202	302,335	Materials and Services	527,237	491,608	(35,629)	-6.8%
-	-	Capital Improvements	150,824	268,000	117,176	77.7%
-	-	Contingency	245,500	305,311	59,811	24.4%
517,815	590,464	Total Requirements	1,364,805	1,482,719	117,914	8.6%
1,283,349	1,242,567	Ending Fund Balance	-	-	-	-
\$ 1,801,164	\$ 1,833,031	Total Requirements and Ending Fund Balance	\$ 1,364,805	\$ 1,482,719	\$ 117,914	8.6%

Co-Curricular & Athletic 2024-2025 Proposed Budgets

Co-Curricular & Athletic Budgets 2024-2025 (not including Fixed Expenditures or Contingency)			
	2023-2024 Adopted	2024-2025 Requested	23-24 vs 24-25
			Difference
			124,440.00
Diversity Resource Center	8,000.00		2,000.00
Support Fund	18,600.00		6,400.00
Total Student Activities	41,023.00		-
			1,837.00
Total Advocate	28,251.00		2,529.00
Total Perception	6,500.00		-
Total KMHD2	\$ 12,733.00	\$ 47,102.00	34,369.00
Total Rho Theta	\$ 7,068.00	\$ 7,633.00	565.00
Atheletics	336,961.00		8,913.00
Total for all budgets	\$ 676,971.00	\$ 858,024.00	181,053.00

Proposed Investments

- 1) **Box Truck:** For Barney's Pantry pick-up and delivery (1 time request)
- 2) **Barney's Pantry Coordinator:** 1FTE staff salary
- 3) **Students Salary:** PT staffing to support Barney's Pantry
- 4) **Furnishing the pantry space**
- 5) **Student Union audio and visual upgrade** (1 time request)



Student Basic Needs: Barney's Pantry Usage



Year	# Visits	# Served
2016-17	3,613	556
2017-18	4,383	657
2018-19	3,325	1,749
2019-20	3,653	1,384
2020-21	2,028	730
2021-22	1,573	792
2022-23	10,942	1,877
2023-24	21,370	7,524

Thank you!

Questions?

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

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: **4.1c**

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

SUBJECT: **MONTHLY PERSONNEL REPORT**

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Dunfee, Alison	Instructor-Mental Health Social Service & Addiction Counseling	Health Professions	4/1/2024
Reep, Shelby	Instructor-Mental Health Social Service & Addiction Counseling	Health Professions	4/1/2024
Mairena-Flores, Felipe	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	4/1/2024
Meacham, Martell	Program Assistant - Site	Child Development & Family Services	4/1/2024
Lau, Sandra	Coach - Bilingual Spanish	Child Development & Family Services	4/1/2024
Holsinger, John	Instructor - Drawing & 2D Design	Visual Arts	4/1/2024
Lawn, Laura	Instructor - Psychology	Humanities	4/1/2024
Lutz, Alison	Instructor - Drawing & 2D Design	Visual Arts	4/1/2024
Bobrik, Jasmine	Instructor - Community Education	Community Education	4/1/2024
Boles, Crystal	Instructor - Welding	Applied Technology	4/1/2024
Smith, Alec	Instructor - Photography	Integrated Media	4/1/2024
Trussell, Jackie	Instructor-Mental Health Social Service & Addiction Counseling	Health Professions	4/1/2024



Reynaga, Randy	Tutor - Automotive	Applied Technology	4/1/2024
Guzman, Haidy	Assistant Teacher	Child Development & Family Services	4/2/2024
Duquette, Jenny	Degree Audit Scribing Specialist	Enrollment Services	4/3/2024
Nettles, Amanda	Classroom Aide	Child Development & Family Services	4/4/2024
Abdelsayed, Marina	Assistant Teacher	Child Development & Family Services	4/4/2024
Bautista, Sara	Assistant Teacher	Child Development & Family Services	4/4/2024
Basta, Aml	On call Substitute	Child Development & Family Services	4/5/2024
Portz, Dennis	Ceramics Technician	Visual Arts	4/5/2024
Coffman, Nicole	Assistant Teacher	Child Development & Family Services	4/9/2024
Head, Jaedon	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	4/10/2024
Hanna, Mona	Food Service Aide	Child Development & Family Services	4/11/2024
Martinez Rodriguez, Elizabeth	Associate Teacher	Child Development & Family Services	4/11/2024
Simpson, Chris	Network Engineer	Information Technology	4/15/2024
Rios, Rudel	On-Call Substitute	Child Development & Family Services	4/16/2024
Martin, Paula	Library Public Service/Resource Sharing Technician	Library Resource Center	4/16/2024
Taylor, Brogan	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	4/22/2024
McMahon, Leah	Head Women s Basketball Coach	Health & Physical Education, Athletics, Aquatics and Recreation	4/22/2024



Callahan, Addy	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	4/22/2024
Eshak, Mariana	Classroom Aide	Child Development & Family Services	4/23/2024
Guthrie, Sophie	Family Advocate	Child Development & Family Services	4/23/2024
Wright, Molly	Classroom Aide	Child Development & Family Services	4/23/2024
Ferguson, Joe	Rockwall and WLEE Field Assistant	Health & Physical Education, Athletics, Aquatics and Recreation	4/30/2024
Cing, Niang	Classroom Aide	Child Development & Family Services	4/30/2024

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Anderson, Sarah	Coach - CCR&R	Child Development & Family Services	4/1/2024
English, Stephanie	Math & Science Services Coordinator & Learning Specialist	Learning Success Center	4/1/2024
Suchi, Glenda	Bilingual Business Coordinator-Spanish	Child Development & Family Services	4/1/2024
Khalil, Mervat	Assistant Teacher	Child Development & Family Services	4/2/2024
Muros, Janet	Early Childhood Education Network Coordinator LatinX	Child Development & Family Services	4/8/2024
Gordon, Natalie	ECE Infant & Toddler -CCR&R	College Advancement and Foundation	4/29/2024

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Farah, Muna	Early Childhood Education Consultant - Bilingual	Child Care Resource & Referral of Multnomah County	4/1/2024



Dauler, Hodge	Swim Instructor/Pool Lifeguard	Health & Physical Education, Athletics, Aquatics and Recreation	4/2/2024
Guzman, Haidy	Assistant Teacher	Child Development & Family Services	4/5/2024
Freeland, Derrick	Community Education Instructor	Workforce Apprenticeship and Community Education	4/8/2024
Hart, Jeff	Application_Database Engineer	Information Technology	4/9/2024
Palma, Sofia	Middle College Adviser	High School Services	4/10/2024
Campbell, Suzanna	Education Manager	Child Development & Family Services	4/12/2024
Van Meter, Jennifer	Health and Physical Ed. Instructor	Health & Physical Education, Athletics, Aquatics and Recreation	4/17/2024
Landrum, Brandon	Student Admissions, Outreach & Recruitment Coordinator	Enrollment Services	4/19/2024
Croucher, Denise	Aquatics Program Assistant	Health & Physical Education, Athletics, Aquatics and Recreation	4/24/2024
Boling, Michelle	HPEAAR Instructor	Health & Physical Education, Athletics, Aquatics and Recreation	4/25/2024
Kendall, Joy	Classroom Aide	Child Development & Family Services	4/26/2024
Orozco, Denise	Data Systems Technician	Child Development & Family Services	4/30/2024
Sweet, Anne	Workforce Development Specialist	Workforce Training	4/30/2024



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.1d

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

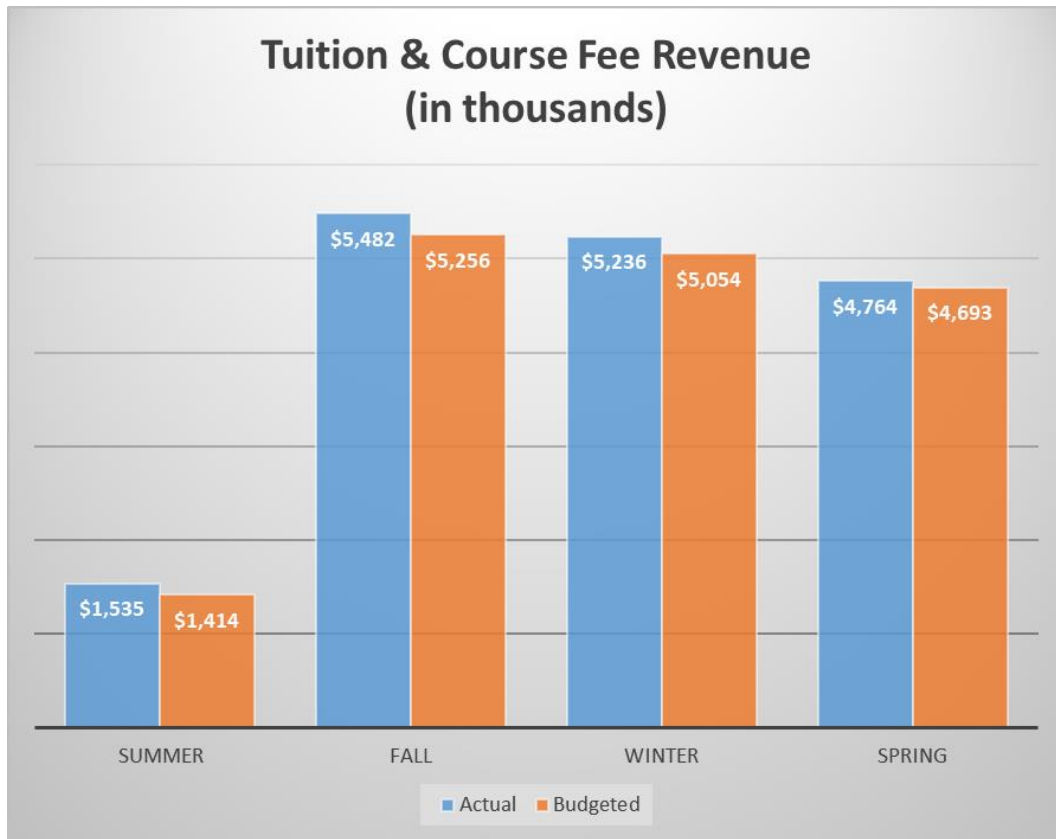
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through March.

Revenues:

MHCC's General Fund operations budgeted funding 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.

- The college receives state support revenue quarterly in August, October, January, and April. In the last year of each biennium, the legislature has deferred the April payment 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 legislature approved \$796 million for the community college support fund, which includes \$12.5 million for new student support and success elements in 2024/25. The college expects this increased funding level 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.
- Preliminary spring term tuition and fee revenues are 13.3% (\$656,051) more compared to March 2023. Winter term tuition and fee revenues are 9.7% (\$464,432) more with enrollment in tuition-bearing courses for the winter term 8.5% (83 students) higher than this time last year. Summer, fall, and winter terms combined tuition and fee revenue year to date is 10.9% (\$1,212,551) above March 2023. Forecasted enrollment for the current year includes a 7% increase.



Expenditures:

As of March 31, year-to-date expenditures were \$426,774 (1.1%) below this time last year; however, they meet forecast expectations. As an educational institution, the college incurs most costs 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 like 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 seventeen 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 fifteen 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: *May 15, 2024*

ITEM TITLE: 4.1e

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

SUBJECT: MONTHLY HEAD START REPORT



Child Development & Family Support Programs

10100 NE Prescott St. Portland, OR 97220 | www.mhcheadstart.org

Phone: 503-491-6111 | Fax: 503-491-6112

Mt. Hood Community College Head Start Program Report

April 2024

Table of Contents

ERSEA Report 2

 Enrollment Report..... 2

 Average Daily Attendance Report..... 3

 April Attendance Report 4

Fiscal Report 7

 Budget July 2023 – June 2024..... 8

 February 2024 Expenditure Report..... 8

 US Bank VISA Purchasing Cards..... 9

 February 2024 US Bank VISA Purchasing Cards Report 10

Health Report 11

CACFP Report..... 14

Family Services Report 18

Childcare Partnerships Report 22

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.

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

April 2024 Enrollment			
	Enrolled	Accepted	Waitlisted
Head Start	524	3	245
Early Head Start	252	5	222

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, Drop/Wait Attendance Date: 4/1/2024 - 4/30/2024

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	241	63	0	19	12.68	18	70.47%	16.00	79.28%
ECC 2	259	61	0	20	12.95	18	71.94%	16.00	80.94%
ECC 3	246	74	0	20	12.30	18	68.33%	16.00	76.88%
ECC 4	237	51	0	19	12.47	18	69.30%	15.16	82.29%
ECC 5	112	21	11	20	5.60	8	70.00%	6.65	84.21%
ECC 6	127	33	0	20	6.35	8	79.38%	8.00	79.38%
ECC 7	138	22	0	20	6.90	8	86.25%	8.00	86.25%
ECC 8	124	36	0	20	6.20	8	77.50%	8.00	77.50%
Site Total	1,484	361	11	19.75 (avg)	75.45	104	72.60%	93.81	80.43%

Fairview

Fairview 1	213	73	0	19	11.21	18	62.28%	15.05	74.48%
Fairview 2	240	64	0	19	12.63	18	70.18%	16.00	78.95%
Site Total	453	137	0	19.00 (avg)	23.84	36	66.23%	31.05	76.78%

Gateway

Gateway 1	207	89	0	19	10.89	18	60.53%	15.58	69.93%
Gateway 2	227	39	14	20	11.35	18	63.06%	13.30	85.34%
Site Total	434	128	14	19.50 (avg)	22.24	36	61.82%	28.88	77.22%

Gethsemane

Gethsemane 1	202	37	29	19	10.63	19	55.96%	12.58	84.52%
Gethsemane 2AM	127	24	0	20	6.35	20	31.75%	7.55	84.11%
Gethsemane 2PM	172	95	21	20	8.60	20	43.00%	13.35	64.42%
Site Total	501	156	50	19.67 (avg)	25.58	59	43.15%	33.48	76.26%

Gresham High School CDC

Gresham HS CDC Infant	20	18	0	19	1.05	1	105.26%	2.00	52.63%
Site Total	20	18	0	19.00 (avg)	1.05	1	105.26%	2.00	52.63%

Gresham United Methodist

Gresham United 1	230	58	0	19	12.11	18	67.25%	15.16	79.86%
Gresham United 2AM	247	89	0	19	13.00	20	65.00%	17.68	73.51%
Gresham United 2PM	226	58	6	15	15.07	20	75.33%	18.93	79.58%
Site Total	703	205	6	17.67 (avg)	40.18	58	68.79%	51.77	77.42%

Hazelwood

Hazelwood 1-FWD	74	22	0	8	9.25	18	51.39%	12.00	77.08%
Hazelwood 2	80	44	0	17	4.71	8	58.82%	7.29	64.52%
Site Total	154	66	0	12.50 (avg)	13.96	26	55.00%	19.29	70.00%

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 sites classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait Attendance Date: 4/1/2024 - 4/30/2024

MHCC CDFS

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

KinderCare/G

KinderCare Discovery 1	43	14	0	20	2.15	4	53.75%	2.85	75.44%
KinderCare Discovery 2	40	3	0	20	2.00	4	50.00%	2.15	93.02%
KinderCare Infant	28	2	0	20	1.40	4	35.00%	1.50	93.33%
KinderCare Toddler	118	20	0	20	5.90	4	147.50%	6.90	85.51%
Site Total	229	39	0	20.00 (avg)	11.45	16	71.56%	13.40	85.45%

KinderCare/PB

Infant	33	4	0	19	1.74	4	43.42%	1.95	89.19%
Toddler	46	8	0	19	2.42	2	121.05%	2.84	85.19%
Two	4	2	0	9	0.44	2	22.22%	0.67	66.67%
Site Total	83	14	0	15.67 (avg)	4.60	8	62.88%	5.46	85.57%

Knott

Knott 1	179	66	0	20	8.95	20	44.75%	12.25	73.06%
Knott 2	215	57	3	19	11.32	20	56.58%	14.32	79.04%
Knott 3	241	62	0	19	12.68	20	63.42%	15.95	79.54%
Knott 4	138	23	2	20	6.90	20	34.50%	8.05	85.71%
Site Total	773	208	5	19.50 (avg)	39.85	80	49.55%	50.57	78.80%

Little Friends Day School

Little Friends	20	2	0	22	0.91	4	22.73%	1.00	90.91%
Site Total	20	2	0	22.00 (avg)	0.91	4	22.73%	1.00	90.91%

Little Pixie

Little Pixie	74	10	0	22	3.36	4	84.09%	3.82	88.10%
Site Total	74	10	0	22.00 (avg)	3.36	4	84.09%	3.82	88.10%

Little Rascals

Little Rascals	74	12	1	22	3.36	4	84.09%	3.91	86.05%
Site Total	74	12	1	22.00 (avg)	3.36	4	84.09%	3.91	86.05%

Love Bugs

Love Bugs	121	39	0	23	5.26	6	87.68%	6.96	75.63%
Site Total	121	39	0	23.00 (avg)	5.26	6	87.68%	6.96	75.63%

Love Bugs Too

Love Bugs Too	92	13	0	23	4.00	6	66.67%	4.57	87.62%
Site Total	92	13	0	23.00 (avg)	4.00	6	66.67%	4.57	87.62%

Melody's Munchkins

Melody's Munchkins	51	11	0	21	2.43	4	60.71%	2.95	82.26%
Site Total	51	11	0	21.00 (avg)	2.43	4	60.71%	2.95	82.26%

Melody's Munchkins Little Blooms

MM - Little Blooms	76	12	0	22	3.45	4	86.36%	4.00	86.36%
Site Total	76	12	0	22.00 (avg)	3.45	4	86.36%	4.00	86.36%

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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 sites classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait Attendance Date: 4/1/2024 - 4/30/2024

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	107	61	0	22	4.86	8	60.80%	7.64	63.69%	
Pixie Child Care Toddler	95	52	0	22	4.32	8	53.98%	6.68	64.63%	
Site Total	202	113	0	22.00 (avg)	9.18	16	57.39%	14.32	64.13%	
Reynolds Learning Academy - FS										
Reynolds FSA	28	35	0	21	1.33	2	66.67%	3.00	44.44%	
Site Total	28	35	0	21.00 (avg)	1.33	2	66.67%	3.00	44.44%	
Rockwood 181st										
Rockwood 181 1	215	68	0	18	11.94	20	59.72%	15.72	75.97%	
Rockwood 181 2	217	48	0	19	11.42	20	57.11%	13.95	81.89%	
Rockwood 181 3	237	67	0	20	11.85	20	59.25%	15.20	77.96%	
Rockwood 181 4	225	79	0	19	11.84	20	59.21%	16.00	74.01%	
Site Total	894	262	0	19.00 (avg)	47.05	80	58.82%	60.87	77.34%	
Rockwood Stark										
Rockwood Stark - Combo 2A	44	12	0	8	5.50	8	68.75%	7.00	78.57%	
Rockwood Stark -Combo 2B	52	8	0	10	5.20	8	65.00%	6.00	86.67%	
Site Total	96	20	0	9.00 (avg)	10.70	16	66.67%	13.00	82.76%	
Russellville										
Russellville 1 FWD	244	44	0	18	13.56	18	75.31%	16.00	84.72%	
Russellville 3	111	41	0	19	5.84	8	73.03%	8.00	73.03%	
Site Total	355	85	0	18.50 (avg)	19.40	26	74.58%	24.00	80.68%	
Sunrise										
Sunrise 1	228	76	0	20	11.40	20	57.00%	15.20	75.00%	
Sunrise 2	285	19	0	19	15.00	20	75.00%	16.00	93.75%	
Sunrise 3	257	47	0	19	13.53	20	67.63%	16.00	84.54%	
Sunrise 4	225	50	1	19	11.84	20	59.21%	14.47	81.82%	
Sunrise 5	246	58	0	19	12.95	20	64.74%	16.00	80.92%	
Sunrise 6	181	76	27	20	9.05	20	45.25%	12.85	70.43%	
Site Total	1,422	326	28	19.33 (avg)	73.77	120	61.29%	90.52	81.35%	
Troutdale										
Troutdale 1	241	48	0	19	12.68	18	70.47%	15.21	83.39%	
Troutdale 2	161	99	0	18	8.94	18	49.69%	14.44	61.92%	
Troutdale 3	87	19	0	18	4.83	0	0.00%	5.89	82.08%	
Site Total	489	166	0	18.33 (avg)	26.45	36	73.42%	35.54	74.66%	
MHCC CDFS	8,828	2,438	115	18.95 (avg)	468.85	752	62.36%	598.17	78.36%	
Report Totals	8,828	2,438	115	18.95 (avg)	468.85	752	62.36%	598.17	78.36%	

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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 - February 2024				
Budget Category	Budget	February	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,536,688	846,461	5,246,027	50%
Fringe Benefits	6,903,389	479,813	3,082,140	45%
Travel	103,752	4,528	61,871	60%
Equipment	20,000	0	0	0%
Supplies	992,128	30,707	301,112	30%
Contractual	1,774,109	69,207	551,209	31%
Facilities/Property Services	762,305	90,007	660,301	87%
Other	793,494	46,964	313,241	39%
Indirect	2,183,681	130,402	856,433	39%
Total	24,069,546	1,698,089	11,072,334	46%

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 February 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	10,759	940	144		268	\$12,111
Computer Supplies	3,993	961			202	\$5,156
Dental/Medical						\$0
Education Supplies	920	237	118	1,157	258	\$2,689
Family Services Supplies					94	\$94
Health Supplies	50	12		143	20	\$225
Kitchen Supplies	1,198	273			58	\$1,529
Office Supplies	1,369	333		156	98	\$1,956
Other Costs	273	67			14	\$355
Parent Activities	526	130			27	\$683
Postage						\$0
Pre-Employment	2,027	636			132	\$2,796
Site Repair/Maintenance	1,331	381		16	82	\$1,810
Training	14,691	11,451	3,028	531	4,207	\$33,908
Vehicle Costs	36	9			2	\$47
Utilities	4,463	1,412	423		536	\$6,834
Total	\$41,637	\$16,841	\$3,714	\$2,003	\$5,999	\$70,194

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
Anne	Rinker	Education Site Manager	5100/5102-7401/7415	Albertsons	PCCM Supplies
Brenda	Dolan	EHS Education & Inclusion Manager	5119/5229-various	Cash N Carry (Smartfood)	Parent Center Committee Meeting (PCCM)
Carrie	Schulz	Associate Director	various	Discount School Supply	Classroom Supplies
Colleen	Meacham	Teacher	5122-7090	Dollar Tree	PCCM Supplies
DyLynn	Robertson	CCP Manager	5113/5229-various	Fred Meyer	Classroom/Site/PCCM Supplies
Eryka	Island	Fiscal Service Coordinator	various	Grocery Outlet	PCCM Supplies
Iryna	Bashynskyy	Education Site Manager	5100/5102-7413	Home Depot	Site Repair Supplies
Jade	Cosico-Berge	Education Site Manager	various-7415	Safeway	PCCM Supplies
Julie	Allen	Human Resource Service Coordinator	various	Target	Classroom/Site/PCCM Supplies
Kara	Carsner	Food Service Manager	various-7327/7410	Walgreens	Site Supplies (Photo Processing)
Kristy	Womack	Education Site Manager	5100/5102-7402	Walmart	Classroom/Site Supplies
Laura	Zubricky	Associate Director	various	US Foods	Food / Kitchen Supplies
Maria	Barragan	Education Site Manager	various-7412	Walter E Nelson	Site Consumables
Mischelle	Strauser	Education Site Manager	various-7400/7412		
Nahed	Salib	Education Site Manager	5100/5102-7400/7415		
Nathalie	Duer	Office and Data Manager	various-7000/7019		
Rosa	Ramirez	EHS Home Based Coordinator	5120/5119/5229-7416		
Sandra	Rodriguez	EHS Home Based Coordinator	5119/5229-7414		
Sean-Paul	Cunningham	Facilities & Transportation Manager	various-7700/7061		
Suzie	Campbell	HS Education & Inclusion Manager	5100/5102-7020/7000		
Vlad	Selvanovich	Facilities & Transportation Specialist	various-7700/7061		

Health Report

We are working to complete the enrollment for the new kids at Gethsemane:

- Running, reviewing, and documenting the immunization records for the newly accepted kids.
- Reviewing and documenting the enrollment health screening and nutritional screening for the newly accepted children.
- Providing support and resources for the site’s staff in completing the health requirements before kids start.
- Providing all the 30 and 45-day health screening requirements for the kids on the site and providing support resources for kids who needed them. The health team performed growth measurements, hearing, vision, and Hg screening for 20 newly enrolled kids.

Reviewing the dental screening report for the recent winter visit:

- We found that about 60% of kids who screened in winter have dental issues that range from 1 and 2. (see below):

	Date	BSS0	BSS1	BSS1+	BSS2	Treated Decay	Untreated Decay	Absent	Refused	Assmts	Fluoride
ECC	2/5/24	47	18	0	0	7	18	23	6	65	59
GW	2/6/24	11	6	0	3	4	9	7	1	20	20
KN	2/6/24	24	13	0	0	3	13	11	2	37	37
FV	2/7/24	14	10	0	0	5	10	7	0	24	21
GUM	2/7/24	20	15	2	1	4	18	9	4	38	28
TD	2/8/24	21	10	1	0	6	11	4	0	32	26
SR	2/12/24	38	30	2	0	8	32	19	1	70	69
RV	2/13/24	9	5	2	0	2	7	5	0	19	16
RW181	2/13/24	28	16	0	0	6	16	8	4	44	33
HW	2/14/24	14	1	0	1	3	2	9	0	16	16
		226	124	7	5	48	136	102	18	365	325



- A meeting was arranged with the All Smiles partner to review the report and to have a plan that overcomes the findings: The plan:
 - The health manager to arrange for a parent training session with the dental hygienist to discuss dental health and tooth brushing with the parents. The training will be conducted by April 30th and an invite sent to all parents.
 - The health manager will work with the ESMs in the higher % sites to arrange dental training for the site's staff. Two training will be conducted in both the Sunrise and ECC sites on May 3rd and May 10th respectively.
 - The health manager will provide all the sites with dental cleaning and toothbrushing resources (completed).
 - The health manager working with the all smiles coordinator to plan for the spring dental visits for all sites (completed).
 - The health manager works with all smiles to plan for the final program meeting to review and assess the whole year's dental screening process(completed).

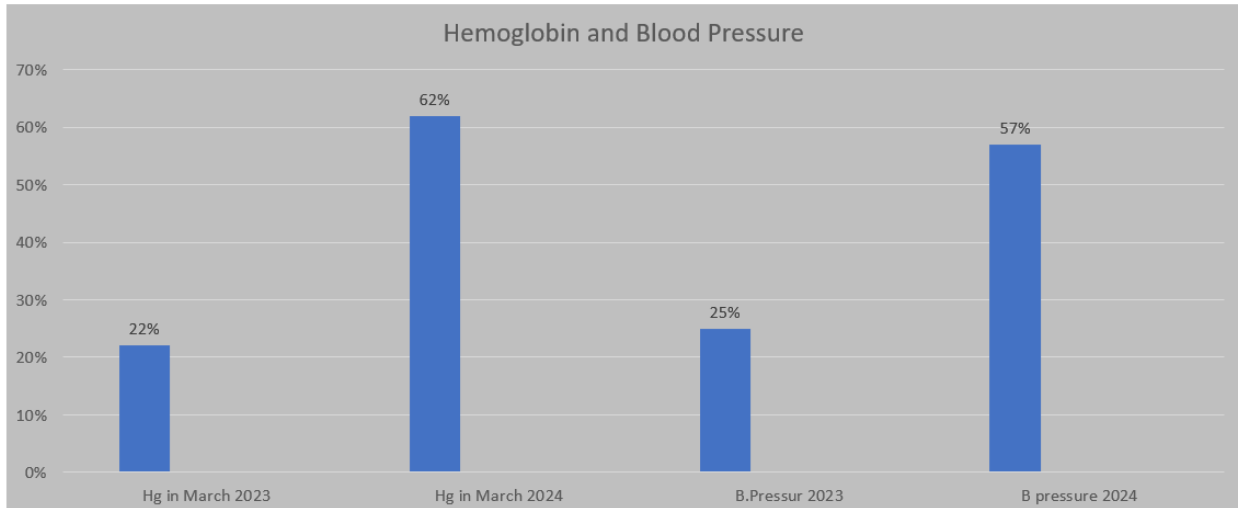
The plan for covering the first aid non-compliance subject is moving forward as the health manager met with all ESMs, shared with them the new procedures and the new first aid supplies checklist, and we are in the process of purchasing all of the supplies that are needed. The plan is to complete that in the first week of May.

The plan of moving from Bleach to another disinfectant is moving forward and now waiting to get the new product from the vendor.

The plan of improving our procedure in health screening to follow the EPSD is moving forward:

- Two new Hearing machines have been purchased by the health team to replace the old ones and another machine will be purchased, soon. These will replace all of the old inaccurate hearing machines that we have with the new ones. This will support our statistics in hearing screening.

- The health team is starting to utilize the new non-invasive hemoglobin machine. Our statistics on that have improved significantly:



Sites: Early Childhood Center, Fairview, Gateway, Gethsemane, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Rockwood Stark, Sunrise, Russellville, Troutdale

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
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Report: CACFP Reimbursement Summary (Grid)

Agency: MHCC CDFS

Program Term: 2023-2024 EHS

Site: Early Childhood Center

ECC 5	20	7	0	0	102	0	110	90	0
ECC 6	20	8	0	0	108	0	126	103	0
ECC 7	20	8	0	0	130	0	137	105	0
ECC 8	20	8	0	0	120	0	117	96	0
Subtotals for Site: Early Childhood Center									
	80	31	0	0	460	0	490	394	0

Site: Hazelwood

Hazelwood 2	17	8	0	0	80	0	78	69	0
Subtotals for Site: Hazelwood									
	17	8	0	0	80	0	78	69	0

Site: Rockwood Stark

Rockwood Stark - Combo 2A	8	6	0	0	42	0	38	0	0
Rockwood Stark -Combo 2B	10	6	0	0	49	0	47	0	0
Subtotals for Site: Rockwood Stark									
	18	12	0	0	91	0	85	0	0

Site: Russellville

Russellville 3	19	8	0	0	100	0	102	83	0
Subtotals for Site: Russellville									
	19	8	0	0	100	0	102	83	0

Site: Troutdale

Troutdale 3	18	6	0	0	73	0	87	76	0
Subtotals for Site: Troutdale									
	18	6	0	0	73	0	87	76	0

Sites: Early Childhood Center, Fairview, Gateway, Gethsemane, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Rockwood Stark, Sunrise, Russellville, Troutdale

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Subtotals for Program Term: 2023-2024 EHS									
	152	65	0	0	804	0	842	622	0

Program Term: 2023-2024 HS

Site: Early Childhood Center

ECC 1-FWD	19	16	0	0	203	0	240	194	0
ECC 2	20	16	0	0	201	0	252	219	0
ECC 3	20	16	0	0	228	0	236	209	0
ECC 4	19	16	0	0	205	0	223	189	0
Subtotals for Site: Early Childhood Center									
	78	64	0	0	837	0	951	811	0

Site: Fairview

Fairview 1	19	16	0	0	200	0	196	126	0
Fairview 2	19	17	0	0	215	0	231	202	0
Subtotals for Site: Fairview									
	38	33	0	0	415	0	427	328	0

Site: Gateway

Gateway 1	19	17	0	0	148	0	187	137	0
Gateway 2	20	14	0	0	214	0	226	199	0
Subtotals for Site: Gateway									
	39	31	0	0	362	0	413	336	0

Site: Gethsemane

Gethsemane 1	19	16	0	0	193	0	187	120	0
Gethsemane 2AM	20	10	0	0	114	0	118	0	0
Gethsemane 2PM	20	17	0	0	0	0	162	146	0
Subtotals for Site: Gethsemane									
	59	43	0	0	307	0	467	266	0

Site: Gresham United Methodist

Gresham United 1	19	16	0	0	213	0	225	164	0
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Sites: Early Childhood Center, Fairview, Gateway, Gethsemane, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Rockwood Stark, Sunrise, Russellville, Troutdale

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Gresham United 2AM	19	20	0	0	233	0	235	0	0
Gresham United 2PM	15	20	0	0	0	0	219	212	0
Subtotals for Site: Gresham United Methodist									
	53	56	0	0	446	0	679	376	0

Site: Hazelwood

Hazelwood 1-FWD	8	16	0	0	70	0	71	40	0
Subtotals for Site: Hazelwood									
	8	16	0	0	70	0	71	40	0

Site: Knott

Knott 1	20	13	0	0	157	0	171	158	0
Knott 2	19	16	0	0	178	0	212	189	0
Knott 3	19	16	0	0	216	0	217	204	0
Knott 4	20	12	0	0	108	0	106	105	0
Subtotals for Site: Knott									
	78	57	0	0	659	0	706	656	0

Site: Mt. Hood

Mt. Hood 2 AM	1	3	0	0	0	0	0	0	0
Subtotals for Site: Mt. Hood									
	1	3	0	0	0	0	0	0	0

Site: Rockwood 181st

Rockwood 181 1	18	16	0	0	185	0	198	163	0
Rockwood 181 2	19	16	0	0	210	0	173	166	0
Rockwood 181 3	20	16	0	0	203	0	230	172	0
Rockwood 181 4	19	16	0	0	207	0	208	151	0
Subtotals for Site: Rockwood 181st									
	76	64	0	0	805	0	809	652	0

Site: Russellville

Russellville 1 FWD	18	16	0	0	238	0	219	127	0
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Sites: Early Childhood Center, Fairview, Gateway, Gethsemane, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Rockwood Stark, Sunrise, Russellville, Troutdale

Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Subtotals for Site: Russellville	18	16	0	0	238	0	219	127	0
Site: Sunrise									
Sunrise 1	20	16	0	0	212	0	223	203	0
Sunrise 2	19	16	0	0	281	0	282	264	0
Sunrise 3	19	16	0	0	198	0	255	165	0
Sunrise 4	19	16	0	0	220	0	224	215	0
Sunrise 5	19	16	0	0	240	0	241	181	0
Sunrise 6	20	15	0	0	178	0	177	140	0
Subtotals for Site: Sunrise	116	95	0	0	1329	0	1402	1168	0
Site: Troutdale									
Troutdale 1	19	16	0	0	200	0	225	188	0
Troutdale 2	18	19	0	0	146	0	158	118	0
Subtotals for Site: Troutdale	37	35	0	0	346	0	383	306	0
Subtotals for Program Term: 2023-2024 HS									
	601	513	0	0	5814	0	6527	5066	0
Subtotals for Agency: MHCC CDFS	753	578	0	0	6618	0	7369	5688	0
Report Totals	753	578	0	0	6618	0	7369	5688	0



FAMILY SERVICES REPORT

APRIL 2024



FAMILY SERVICES HOME VISIT COMPLETION



- 500 Home Visits were completed in the month of March
- 395 new family Needs Identified events have been created



PARENT LED POLICY COUNCIL

We had an in-person policy council training and introduction event featuring Head Start Policy Council Facilitator Chuck Smith. We extend our deepest gratitude to the dedicated members of our parent-led policy council and our enrolled parents here at Head Start. Their commitment to enriching the educational experience of children is truly commendable. They embody community, ensuring that every decision made reflects the best interests of our young learners. Their invaluable contributions foster a nurturing environment where children thrive, and families feel supported. .



3



APRIL PARENT CENTER COMMITTEE MEETINGS

The Russellville Center parents and the Family Advocate Jasmine, invited Outgrowing Hunger to the April Parent Meeting, and they did a gardening presentation, they manage Community Gardens out in Gresham and was engaging and had a wealth of knowledge.



4



DADS HELPING DADS, NIGHT AT THE TRAILBLAZERS



A Big Thank You to Dads Helping Dads PDX

We want to extend a big thank you to Dads Helping Dads PDX for their kindness and generosity. Our Head Start program was **generously** gifted free tickets to the Blazers game through their support. Head Start is dedicated to showing our families that their dreams are **not** their potential is limitless, and that there are caring individuals in the community who deeply value their **wellbeing** and happiness.

Parent Interest Survey Data Drives Head Start Community Engagement

Following a survey among our families last year, there was significant interest in creating activities and educational **groups** fathers or father figures. The goal was to establish a community of father leaders who could come together, participate, and address the needs of **the** community. One of the dads from Sunrise took an active role and, with the support of other parents and the family advocate, founded a **nonprofit** called Dad Helping Dads. It's truly inspiring to see the positive impact of community development efforts by Head Start.

5

EHS Child Care Partnership Report



Nutrition Services and EHS-CCP Harvest for Healthy Kids Presentation

Oregon Head Start Association Conference-May 02, 2024

On May 2, 2024, Kara Carsner, MHCC CDFS Nutrition Services Manager and DyLynn Robertson, MHCC CDFS EHS-CCP Manager presented Harvest for Healthy Kids (HHK) at the Oregon Head Start Association Conference in Salem Oregon. Harvest for Healthy Kids began in the Head Start program with support from the School of Community Health at Portland State University. The program promotes healthy eating habits in early childhood. Every month, the menu at our sites features a different fruit or vegetable and the produce is sent to the classrooms for learning activities. Examples include apples, beets, cauliflower, asparagus, melons, and more.

Our workshop provided approximately 30 participants, including Directors and Managers, with the opportunity to explore our popular curriculum and discuss implementation strategies. We shared examples for teachers to use the curriculum in the classroom and the importance of leadership support and family engagement. Our discussion also touched on food security, equity, and diversity.



Presentation Summary: *Curious about implementing more farm to early childhood curriculum in your program? Unsure where to start? Join us as we celebrate and discuss Harvest for Healthy Kids, A Farm to Preschool Curriculum. Offering free access to activity kits, inspiring fresh ideas about local produce, and bringing the farm and kitchen to the classroom!*

Photo courtesy of Janelle Mattes.

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: **4.1f**

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

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on June 21, 2023, the Board of Education of Mt. Hood Community College District adopted the fiscal year 2023-24 budget and made appropriations; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2023, are in excess of actual needs in certain appropriation categories and not sufficient to accommodate actual in others.

Whereas, Mt. Hood Community College District has determined that it is necessary to make the following transfers between appropriation categories for the fiscal year beginning July 1, 2023. Therefore, BE IT RESOLVED that on May 15, 2024, the Board of Education hereby transfers the following amounts between appropriation categories of funds as delineated below for the fiscal year beginning July 1, 2023.

It is requested to transfer the appropriated budget from General fund (01) Instruction to General fund (01) Instructional Support and Contingency. This represents reallocation of centralized PT Tutor budget and salary savings.

It is requested to transfer the appropriated budget from General fund (01) College Support Services and Plant Operations to General Fund (01) Plant Additions and Debt Service. Reallocations will be used for the required capitalization of software subscriptions and the correct classification of debt service related to non-cash subscription-based IT agreement entries.

It is requested to transfer the appropriated budget from Aquatics Center Fund (42) Plant Additions to Aquatics Center Fund (42) Student Services in the amount of \$100,000 for personnel services.



Transfer request by function:

<u>General Fund (01) - Function</u>	<u>Amended Budget March 2024</u>	<u>Transfer</u>	<u>Amended Budget</u>
Instruction	\$ 32,497,460	\$ (230,854)	\$ 32,266,606
Instructional Support	11,423,768	64,920	11,488,688
Student Services	8,410,196		8,410,196
Community Services	114,800		114,800
College Support Services	15,146,963	(141,349)	15,005,614
Plant Operations and Maintenance	6,086,087	(2,324)	6,083,763
Plant Additions	546,944	153,055	699,999
Debt Service	3,210,906	9,500	3,220,406
Financial Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,320,712	147,052	5,467,764
Total Appropriations	<u>84,346,662</u>	<u>-</u>	<u>84,346,662</u>
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	<u><u>\$ 85,927,607</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 85,927,607</u></u>

<u>Aquatics Center Fund (42) - Function</u>	<u>Adopted Budget June 2023</u>	<u>Transfer</u>	<u>Amended Budget</u>
Student Services	966,880	100,000	1,066,880
Plant Additions	826,412	(100,000)	726,412
Total Appropriations	<u>1,793,292</u>	<u>-</u>	<u>1,793,292</u>
Total Budget	<u><u>\$ 1,793,292</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,793,292</u></u>



Transfer request by object:

<u>General Fund (01) - Object</u>	<u>Amended Budget March 2024</u>	<u>Transfer</u>	<u>Amended Budget</u>
Personnel Services	\$ 63,317,183	\$ (168,934)	\$ 63,148,249
Materials & Services	10,362,091	(140,673)	10,221,418
Capital Improvements	546,944	153,055	699,999
Debt Service	3,210,906	9,500	3,220,406
Grants in Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,320,712	147,052	5,467,764
Total Appropriations	84,346,662	-	84,346,662
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	\$ 85,927,607	\$ -	\$ 85,927,607

<u>Aquatics Center Fund (42) - Object</u>	<u>Adopted Budget June 2023</u>	<u>Transfer</u>	<u>Amended Budget</u>
Personnel Services	854,574	100,000	954,574
Materials & Services	112,306		112,306
Capital Improvements	826,412	(100,000)	726,412
Total Appropriations	1,793,292	-	1,793,292
Total Budget	\$ 1,793,292	\$ -	\$ 1,793,292



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: *4.1g*

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

SUBJECT: **CONSIDERATION OF COURSE FEE ADJUSTMENT FOR 2024/25**

Fee Adjustments

The administration recommends approval of the additional fee changes listed below. This adjustment aligns with similar course fee adjustments that the board approved in March 2024 for the 2024/25 year.

Health Education (HE)	Current 24-25	New Fee 24-25	Change	Rational & Associated Criteria for Proposed Change
HE261	\$30.00	\$35.00	\$5.00	Increase in the cost of American Red Cross certification



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.1h

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

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

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

Mt. Hood Community College received three competitive bids for parking lot repaving from local vendors through a cooperative agreement. The facilities department recommends awarding the contract to PaveConnect. The term of this contract will be through 06-30-2025 and approximately \$800,000.

RECOMMENDATION: Approval to award contract to PaveConnect.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.2

CONTACT PERSON: *Dawn Forrester, Chair, Faculty Resource Development Board (FRDB)*

SUBJECT: FACULTY SABBATICAL REQUESTS 2024-2025 [2nd Batch]

RECOMMENDATION:

The President recommends the Board approve the 2024-25 Sabbatical Requests as presented.

Background and Justification:

All sabbatical requests were evaluated by the Faculty Resource Development Board (FRDB). Based upon the criteria established in Article 14 of the Collective Bargaining Agreement with the Mt. Hood Community College Full-Time Faculty Association the FRDB recommends the sabbatical requests be approved as presented.

Members of the FRDB are: Dawn Forrester (Chair), Josh Stratman, Kenny Burns, Nancy Olson, Paul Wild, John Hamblin, Betsy Julian.

Alternatives:

N/A

Financial Analysis:

The sabbatical requests are within the funded amount as required by Article 14 of the Collective Bargaining Agreement with the Mt. Hood Community College Full-Time Faculty Association.

The costs for a sabbatical are the replacement costs associated with hiring a part-time faculty member to cover the classes not taught by the faculty member for the sabbatical period. Faculty on a two term sabbatical receive 75% of their salary, faculty on a three term sabbatical receive 60% of their salary which offsets the costs associated with the replacement part-time faculty.

Communications:

Sabbatical leaves are granted only for the following purposes:

1. To learn new methodologies related to the faculty member's instructional area, program, or discipline,
2. To engage in planned travel directly related to improvement of instructional



- abilities in the faculty member's area, program, or discipline,
3. To undertake a specific creative, research, or other project related to the faculty member's area, program, or discipline,
 4. To prepare a new course for the College, and/or
 5. To enroll in studies or training programs and/or to complete the requirements for a degree or certificate.

Evaluation of a Sabbatical Application is undertaken by the Faculty Resource Development Board consisting of seven members (four faculty and three administrators). Proposals are evaluated according to their worth to the College based on the following criteria:

1. Date of last sabbatical
2. Time of service
3. Evidence of support from the dean
4. Ability of the applicants to achieve the goals of the project or plan based on past experience and academic background
5. Need for additional knowledge in the applicant's subject area
6. Value of the project or plan in relationship to professional responsibilities

Upon return to the College from a sabbatical leave, a faculty member submits a written report summarizing the work completed during the professional leave and how that work applied to the faculty member's College assignment(s). Copies of the report will be sent to the faculty member's department, supervising dean, FRDB, Vice President of Instruction, Faculty Association President, and College President within one term of the return from the sabbatical.

An announcement to all full-time faculty will be made after approval of the Board.

Approvals:

College President: _____
Dr. Lisa Skari

Board Chair _____
Andrew Speer

DATE: May 15, 2024

TO: Dr. Lisa Skari

FROM: Dawn Forrester, FRDB Chair

SUBJECT: 2024 - 2025 FRDB Sabbatical Requests for Approval

The following individuals have applied for sabbaticals during the 2024-2025 academic year. It is recommended by the FRDB committee, based upon criteria established in Article 14 of the Collective Bargaining Agreement with the Mt. Hood Community College Full-Time Faculty Association, that the following requests be approved:

Name and Department	Terms	Sabbatical Goals
David Wright Humanities	Sp 25	<p>In support of MHCC’s continuing effort to welcome historically underserved populations, I want to further develop my exposure and understanding of films and filmmakers from diverse communities.</p> <p>I plan to use coursework at PSU as a springboard for my exploration of cinema from Latinx and East Asian countries and communities.</p>
Nickolas Chura Mathematics	Sp 25	<p>Students taking their first college math course are disadvantaged when they lack prerequisite skills. This can cause them to struggle in, or worse, fail their first course. In my project, I will begin creating online materials to help students with skills from Basic Algebra. The materials will be packageable as “mini-lessons” designed to help students review material that is considered “prerequisite” for the math course they are taking. The product will be OER and flexible for use and remixing by faculty. I believe these materials will be useful as we look forward to potentially adopting a co-requisite model for math.</p>
Nancy Olson Psychology	F 24 W 25 Sp 25	<p>Fall 2019, the department of psychology developed an OER for PSY101, in other words a free textbook. Since, the text has not been significantly updated. I have been teaching from these materials and three things are clear. First, it was a good start. Second, not everything in the text works well. Third, given my experience using the materials in face-to-face classes and online, it is time for a second edition. I would like to spend my sabbatical year improving the text, creating several ancillary materials and identifying links to other beneficial educational resources.</p>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2024*

ITEM TITLE: 4.3

CONTACT PERSON: *Lisa Skari, President*

SUBJECT: PRESIDENT'S GOALS FOR 2024-2025

PRESIDENT GOALS FOR 2024-2025 D R A F T

7.1 Bond proposal			
Tactic	Activity	Target	Status
1. Proposal development: The President will prepare a bond proposal for consideration by the board.	The President will oversee and collaborate with the Vice Presidents for Finance and Administration and College Advancement and consultants on the development of a bond proposal.	By June 12, 2024 the Board will receive notification of board action on bond proposal.	
2. Campus awareness: The President will ensure awareness of the bond activity.	The President will oversee and collaborate with the vice presidents on the development of training and reference materials associated with the bond, including legal issues.	The Board will receive monthly updates via the President's letter.	
3. Community engagement: The President will ensure engagement with the community (in-person).	The President will oversee and collaborate with the vice presidents on the development of an outreach calendar for the 2024-25 academic year; create consistent materials/messaging, and ensure training for employees engaging in the work.	The Board will receive monthly updates via the President's letter.	
4. Communications: The President will ensure awareness of the bond proposal with the community (print/digital).	The President will oversee and collaborate with the vice president of college advancement on the development of an awareness plan the 2024-25 academic year, including increased social media engagement.	The Board will receive monthly updates via the President's letter.	
5. Presentations: The President will engage with the public.	The President will present bond information to district residents and groups, via presentations and presence at community events, during the 2024-25 academic year.	The Board will receive monthly updates via the President's letter.	
6. Assessment: The President will ensure an assessment of the bond work is completed.	The President will oversee and collaborate with the vice presidents to evaluate components of the bond activity and develop recommendations for future work. The report will include feedback from external stakeholders.	The Board will receive monthly updates via the President's letter.	
7. Post-election: The President will ensure appropriate post-election activity.	The President will oversee and collaborate with the vice presidents to develop a post-election plan for internal and external stakeholder groups.	The Board will be included in any post-election activity.	

Student Development
John Hamblin

Divisional Updates for Student Development Division

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

- *B.3- Develop and implement a regularly occurring comprehensive review of student support services (advising, TRIO, AVID, etc.) to ensure continuous alignment with student needs.*
- *B.4- Identify support services to parallel and align with student support needs and interests.*

Student Services Hub

- Checked in **733** students during the first 3 weeks of spring term
- Onboarding Support Specialists provided outreach to a cohort of 122 first time students beginning spring 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.
- Additionally, the Onboarding Support Specialists called all students in the cohort that were also enrolled in a math class, to offer referrals to support services such as tutoring and instruction office hours.

Academic Advising and Transfer Center (AATC)

- Usage continues to grow. Last year, we logged 5,642 appointments with 2,627 individual students. This year (within the same period (Sept to May) we have logged 6,297 appointments with 3,068 individual students!
- We celebrated the retirement of Calvin Walker. Beloved academic advisor (among other roles here at MHCC). Over 20 years of service at MHCC



Student Development Update

Financial Aid

We have started to pull in 2024-25 FAFSA data (aka ISIRs) into CX. Currently, we have received over 3864 FAFSAs and successfully imported the data into CX for 1531. At this same time last year, we had received 4621 FAFSAs. We are working hard to keep pulling that information in and are still on track to start awarding in late May.

Office of Student Life and Civic Engagement

On April 26 we kicked off Barney Garden's learning and clean up event. We installed an irrigation system for the garden and cleaned up the garden to get ready for planting! Participants spend the day learning how to install the drip irrigation system and getting the area ready to plant. Starting this April, every Friday we will be doing some work in the garden from 8:30 am- 11 am. Come join us to grow produce! For questions or for more information email Steve at steven.herff@mhcc.edu



Student Development Update



On April 9, & April 10, we hosted our last Spring Term Clubs Fair to provide opportunities for Clubs to recruit new members and for students to connect with club representatives, staff, fellow students and learn how to get involved. It was very successful. Our goal was to get more student engagement with clubs on campus.

Student Development Update



We are conducting our final drive Food Drive for Barney's Pantry from April 15 through May 17. We received **1435 lbs.** of food donation from Portland Grocery Outlet. We appreciated their continued support for the pantry.

The Associated Students of Mt. Hood Community College would like to invite you to Spring Food Drive to help raise food for our students. Food donations collected during this time will be distributed to students in need through Barney's Pantry. Items we are most in need of can be found on our Amazon Wish list. The need for access to nutritious food is more important than ever for our Saints.

Student Development Update



Student Development Update



- **Goal C: Organizational Structure, Systems, & Processes.**
- *C.1- Address structural inequity to increase diverse representation of students and employees.*

Hispanic Serving Institute (HSI) Summit

Staff from Student Development and Adult Basic Skills attended the 3rd Annual Hispanic-Serving Institution (HSI) Summit at Western Oregon University on Fri., April 26. It convened members of Oregon universities and colleges who are HSIs or emerging HSIs for a day of conversation and learning on the serving component of being an HSI.



Student Development Update

- **Goal D: Facilities and Technology.**

Accessible Education Services

AES in collaboration with Facilities is planning more ADA drinking fountains that will serve our students and community that will be indoors to ensure we all have access, especially during our winter months.

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

International Student Program and Student Life

The 10th Annual Global Breakfast event was celebrated on April 30th with both record attendance and fundraising efforts. 450 students, faculty and staff joined in the multicultural event. ESL students were transported from Maywood for the event to ensure equitable access. Programming included a local Flamenco group, students and staff that chose to perform or share traditional clothing items as well as a Japanese calligrapher and henna artists. The event was catered by local small businesses and highlighted foods from diverse cultures and communities. This annual event is a partnership between the International Student Program, Student Life and Adult Basic Skills. Funds raised by contributing staff and faculty totaled over \$500 and benefits the Ali Modabber ESL Emergency scholarship.



Student Development Update



Student Development Update

Alder Elementary Annual Visit to MHCC

The 2023-24 Reynolds School District's Alder Elementary "Going to College" visits wrapped up April 26, 2024. Eighty 4th graders and their chaperones came to our main campus for a day of adventure! Students started the day visiting our Planetarium, followed by time in a chemistry lab for a cool science demonstration then to fisheries where they got to feed the fish and learn about our fisheries and natural resources program. Barney, our mascot, met them in the gym for pizza and greetings from Al Sigala and John Hamblin. Students shared that they loved looking at the stars, feeding fish and were fascinated by the explosion of science during the lab! This event was hosted and organized by the recruitment and outreach team with the help of the SOAR team students and faculty in the areas we visited!



Student Development Update



- *E.5- Collaborate with local businesses and industry partners to create opportunities for experiential learning that leads to career-level, living and/or family wage employment.*

Career Services

On April 24, the Career Planning and Counseling Center hosted the annual Spring Career Fair that welcomed 40 local employers who engaged with over 250 jobseekers, including students and community members.



Instruction

Betsy Julian

May 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.

- Seven Mathematics faculty attended the Oregon Mathematics Association of Two-Year Colleges (ORMATYC) joint Conference with the Washington Mathematics Association of Two-Year Colleges (WAMATYC) on the Oregon Coast. Faculty attended professional development sessions, networked with regional colleagues and learned important information about statewide data-science and corequisite initiatives.

A.3: Improve and/or develop assessment of course, program, and core outcome levels, creating a cycle of continuous improvement for teaching and learning.

- Funeral Services was re-accredited for seven years without further action. This is the highest accreditation award possible and reflects the outstanding commitment and labor of faculty, staff, and managers working together.

Goal B: Educational Programs & Support Services:

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

- MHCC Apprenticeship staff (Howard Mitchell, Kenia Perez-Correa, Dawn Loomis), and Dr. Skari, participated in two journeymen graduations. The first was for the NECA-IBEW training center where approximately 200 apprentices were recognized for their journey level status. The second was at the Pacific Northwest Carpenters Institute (pictured). Valerie Hoyle, U.S. representative for Oregon's 4th Congressional District, spoke about the importance of union apprenticeships for our economy. Approximately 250 apprentices graduated with journey-level status and are the first graduating class that may have also earned an AAS degree through MHCC.



Instruction Update



Goal C: Organizational Structure, Systems & Processes:

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

- Business Oregon announced the approval of the grant application submitted by the Small Business Development Center for the Oregon Small Business Development Centers Assistance Program. The \$230,000 award will allow the center to enhance and increase services to small businesses in the MHCC service area and/or around the state.
- Integrated Media received a three-year grant from the National Science Foundation for \$649,999 to create industry recognized credentials in the media industry.

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.

- The Small Business Development Center (SBDC) participated in the International Women's Day Brunch & Learn event with the Rockwood Market Hall. SBDC client Edith Chavez, owner of Logra Insurance, was invited to participate in a panel consisting of local minority women business owners along with keynote speaker Lori Stegmann, former Multnomah County District 4 Commissioner and Farmers Insurance Agent/Owner.
- The Small Business Development Center (SBDC) held an Open House on National SBDC Day. Over 30 people stopped by to learn about the SBDC program and were treated to

Instruction Update

light refreshments provided by local businesses, Neo Cafe and Sugar Cubed Cupcakes. Attendees included community partners, past and current clients, advisers, and MHCC staff (pictured below: top - Joe King, Heather Michet; below - Nekom Pyle, Michelle Ouyang, Guy Edwards, and Joe King).



- The Small Business Development Center (SBDC) attended Gresham Chamber of Commerce events: 1) Business Awards, at Mountainview Christian Church in Gresham and, 2) State of the City of Gresham, at the Gresham Armory.

Instruction Update

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

- In April, Health Professions programs, including Physical Therapist Assistant and Dental Hygiene, conducted three in-person outreach efforts at each of the Portland Opportunity Industrial Center campuses, reaching 140 students.

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

- The Small Business Development Center (SBDC) attended the All-Hub Networking session at the Rockwood Community Development Corporation (CDC). Diana Moreno, SBDC Director, introduced an overview of MHCC SBDC services and business planning in English and Spanish. Over 40 local business owners attended the informational seminar.

E.5: Collaborate with local businesses and industry partners to create opportunities for experiential learning that leads to career-level, living and/or family wage employment.

- The Ford ASSET team, Kenny Burns, Juston Becker, and Dr. Kristin Lima, attended the Ribbon Cutting for Gresham Ford's EV charging stations on Earth Day. It was a collaboration between the Chamber of Commerce and the City of Gresham. On display was our Mustang Mach #E that was funded through the PGE Drive Change Fund.



Instruction Update

- The Natural Resources Technology (NRT), Fisheries Technology and Geology departments partnered with the Career Connected Learning Systems Navigator from the office of High School Services to host a Field Day on April 19. About 40 students from Metro East Web Academy, Gresham High School, and Corbett High School participated. Students rotated through four stations (Wildlife, Forestry, Geology and Fisheries) and participated in various activities such as feeding the fish, birding, and analyzing local stones and soil. The students took home some MHCC gear and enjoyed a lunch on the lawn outside the Fisheries Building. Credit goes to Katie Dirkswager, MHCC's Career Connected Learning Systems Navigator, and students and faculty from the NRT, Fisheries and Geology programs. This event was designed to be replicable and scalable to promote these in-demand jobs across the state and region.



- Integrated Media hosted 32 students from CAL for a tour of our facilities. We were able to provide them with the opportunity to observe a film being shot on campus, by renowned producer and MHCC alum, David Cress. The star of the film was a celebrity for

Instruction Update

HS students and he took the time to autograph and pose for photographs with the CAL students and teachers. The entire MHCC community was invited to two lunch and learn sessions where they could interact with cast and crew.

Administrative Services

Jennifer DeMent

May 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) sent several staff members to conferences this spring. Members of the education team and three site managers attended the Oregon Association for Supervision and Curriculum Development. This conference supported our staff in their roles as coaches and site managers to better support the implementation of our curriculum as well as better supporting staff in their **professional development**. Several staff members from a variety of positions attended the National Head Start Association conference in Portland, Oregon. This allowed them opportunities to network with other Head Start staff from across the nation and collect not only ideas, but shared inspiration for the work we do. The Region X Birth-to-Five conference in Seattle, Washington, also provided opportunities for professional development and networking for several staff members to bring back strategies, skills, and ideas to implement in our program to improve the work we do.

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

- CDFS is continuing their sessions on **Multicultural Education** for managers using the Courageous Conversations book as well as additional materials and interactive activities. These studies and conversations allow managers to discuss difficult topics and how we can improve as a program in making our sites more inclusive so that all children, families, and staff feel like they belong.
- CDFS has been busy working on preparing for our **staff appreciation week** that will be May 6th through 10th. Each day staff will receive something special to celebrate them. Some examples are handwritten cards the managers made, fruit baskets, and appreciative messages from families.



Administrative Services Update

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

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

- CDFS' Kara Carsner, our Food Service Manager, and DyLynn Robertson, our CCP Program Manager, presented **Harvest for Healthy Kids (HHK)** at the Oregon Head Start Association (OHSA) conference in Salem. HHK piloted their curriculum with CDFS classrooms and showed how introducing, exploring, and learning about vegetables and fruits in a classroom environment can increase children's intake and enjoyment of these healthy foods.

Below: DyLynn tells the story of how Dr. Betty Izumi worked with our program to pilot Harvest for Healthy Kids.



Above: Kara invited participants to interact in activities to explore vegetables.

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 reports the **recruitment for a new Vice President of Instruction** is complete. Four candidates were invited to participate in interviews which included meetings with different groups and all-campus forums. All four candidates are qualified leaders, and this was a highly competitive recruitment. After careful consideration, Tina Redd has been selected as the next Vice President of Instruction and will be starting on July 15.

Administrative Services Update

- Human Resources reports the **recruitment for a new Vice President of Advancement** is underway. A search committee of five individuals with diverse backgrounds, perspectives, and roles within the institution has been convened to support the process. The first round of interviews will be scheduled for mid-May.
- **Human Resources and Payroll** have filled two positions. The payroll coordinator is a new position and will **focus on taxes and accounting**. The HR/payroll clerk is an existing position that will focus on **records**.
- CDFS is working on addressing structural inequity by including a **more diverse representation of staff in attending conferences**. This provides greater opportunities for more staff members to work on their professional development goals as well as sharing their experiences with other staff members.

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 rolled out an updated **Community Engagement Program** available to Classified and confidential employees and managers. The program allows for up to 16 hours of paid time per year to engage in volunteerism and community service.

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

- CDFS invited Lillian Tsai to meet with site managers for **equity and diversity training**. This is only the first of many trainings Lillian will do with our program. A survey was sent out to all staff to gather more information to inform how they will structure the following training.

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

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



The Advocate student newspaper received an update from the facilities team about campus enhancements, including the installation of **new water fountains** in the Academic Center that had been broken by the winter freeze.

Administrative Services Update



Facilities shared information with Brand, Marketing and Communications on landscaping improvements surrounding the annual **bulb planting** and results.

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

- The Facilities and **Campus Comprehensive Plan Steering Committee** met to incorporate the input from students, staff, and the community bond development workgroup into the final draft of the document.

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 April:

Phishing Instances Blocked	Spam Instances Blocked	Email Malware Instances Blocked	Attachments Blocked	URL Links Blocked
6,288	75,008	355	217	138

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

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

- CDFS’ Kitchen Manager, Kara Carsner, who helps manage and train on Harvest for Healthy Kids (HHK), is partnering with other programs in increasing the number of HHK **materials in other languages**. This is important work that helps make this curriculum more accessible to our multilingual children, families, and staff.

College Advancement and District Communications

AI Sigala

May 2024

Teaching and Learning:

The Foundation is looking at the rise of AI-generated materials – specifically how AI can affect scholarship applications. Currently, AI-generated material is considered misconduct at MHCC. The Foundation has notified applicants via website and through Award Management (scholarship portal) that no AI-generated material will be accepted.

Brand, Marketing, and Communications completed an external marketing campaign targeted towards cybersecurity MHCC alumni and current students, encouraging applications to the BAS in cybersecurity. This was done through mailing letters to alum, email marketing, social media posts as well as producing wraps for the TriMet Max and buses.

Education Programs and Support Services:

In preparation of the upcoming scholarship awards, the Foundation has applied for the Betty Gray Scholarship through the Oregon Community Foundation.

Reviewing of scholarship applications was completed for the 2024-25 academic year. We did extend the deadline by one week to accommodate some reviewers. The awarding process is now underway and expected to take about two weeks.

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 wrapped up the months-long project 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 the Maywood Campus.

We crafted and produced a printed poster to promote enrollment for the Fall 2024 film studies course. We received feedback from the stakeholder that the poster created was his “favorite yet”.

We provided support to the Health Professions department with the drafting, translation, and printing of promotional flyers for their multiple programs such as dental hygiene, surgical tech, and respiratory care.

Our team finalized all requests from the Foundation to produce various deliverables for its April auction, both digital and print. We also wrapped up work on post-event marketing deliverables through local media.

College Advancement and District Communications Update

Brand Marketing and Communications (BMC) completed all 2024 Mt. Hood Jazz Festival deliverables including out of home advertisements, digital advertising, social advertising, and print deliverables.

Organizational Structure, Systems, & Processes:

The Foundation saw two new board members join the team. Lynne Page, a financial adviser for Edward Jones was welcomed, as well as Cody Farnes, a financial adviser with Ameriprise. The two were chosen specifically because of their expertise. They will be able to assist not only in our planned giving efforts but also with investment oversight.

The Foundation created a Scholarship Accommodation Request for scholarship recipients to request an accommodation to their scholarship, usually due to out-of-compliance issues. The request is located on the MHCC scholarship webpage. Once the form is filled out, it will be provided to the Scholarship Committee to decide the outcome for the student.

All Spring 2024 scholarship out-of-compliance issues have been mitigated. Students who are out of compliance have been notified and either returned to compliance or forfeited their disbursements.

BMC worked with the business office in the design and completion of the 2023-24 approved budget document, juggling multiple sources and stakeholders to ensure accuracy.

Our team began the first phase of staff on-boarding for constant contact, continuing to refine the process for efficiency.

Facilities and Technology:

Many alumni webpages were not initially imported during the website migration. The Foundation is in the process of recreating these pages with the help of Brand Marketing. These pages include Alumni Profiles and Alumni Association.

We had 14 scholarship recipients volunteer at the auction with Shelley coordinating their volunteer activities.

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

Overall:

415k impressions

35.3k total clicks

8.5% Average Click Through Rate (CTR)

Top Performing Queries:


“mhcc”: 5k clicks, 11.7k impressions

“Mt hood community college”: 3.6k clicks, 10.3k impressions

College Advancement and District Communications Update

BMC completed part 1 of phase 2 of the campus beautification project with the installation of a decal in the president's office suite.

Community Connections:

The Foundation's signature event was back on campus April 20, 2024. Almost 200 community members gathered for the reception and silent auction in the Jazz Café and Town and Gown. There were 18 scholarship recipients volunteering and interacting with the guests. This our first all in-person event since COVID and we were ready with many more silent auction items than in the past few years. There was a super-silent section also to accommodate all the great items without overloading the live auction. Both sections of silent auction did very well. We also had increased sponsorship from \$58,000 in 2023 to \$80,500 in 2024. During the reception, a slide show highlighting key college facts looped through with campus photos and thank you messages to our sponsors. Guests moved from the reception to the Vista Dining Room where the room was set with festive lighting, staging and themed table décor. The highlight of the evening was the "Run for the Money" and game where guests bought tickets to vote on a hobby horse race with Dr Skari, and Foundation board members Dan Corcoran, Ken Cornelison and Robin McGregor. They prerecorded the race at the MHCC track in jockey outfits and had great fun. Here is a link to the video:  [FO Hobby Horse Race](#).

Photos of the event are on the Foundation's Facebook page: <https://www.facebook.com/mhccfoundation/>

The event raised \$215,000 and as important, brought our community members back to campus.

Al took part in the visit by students from our adopted school, Alder Elementary. The students came to campus to learn more about the college and to tour our facilities. Their tour included the planetarium and our fish hatchery. Al also attended the Global Breakfast which included international performers who shared their traditional dance, song and clothing.

Al also attended Gresham's State of the City address by Mayor Stovall. The address was done in partnership with the Gresham Chamber of Commerce.

Al and Lisa met with Kevin Lux who is with the Columbia Pacific Building Trades Council. They shared an update on the college's bond effort and discussed how the Council can assist in getting information out on the bond. We will continue to meet with Kevin as the process proceeds.

The Foundation met and chose the new recipient of the Hero for Education Award. The Finance Committee chose Foundation board member, Warner Allen for his support of the college and his work on the formation of an LLC, acquiring the Yoshida Estate and the sale of the estate. The Hero for Education Scholarship will be named for Warner for the 2024-25 academic year.

College Advancement and District Communications Update

The alumni newsletter was distributed April 23, 2024. In it contained an offer for tickets to the MHCC production of “Everybody,” bond information, BAS in cybersecurity information, website launch information, and an invitation for a job workshop through Providence. Over 19,000 alumni were reached. Earlier in the month, Shelley met with Megan Nugent, AVP of Brand Marketing and Jeremy Wright political consultant to discuss that proposed bond and alumni outreach.

Shelley met with Clackamas Community College alumni coordinator Caitlyn Sullivan who was impressed with MHCC’s Alumni Association and outreach. She asked for advice and ideas. The two decided to host an OCCFC alumni infinity group with other Oregon community colleges in July to further the discussion of successful alumni outreach.

BMC worked with Health Professions in the promotion of their Dental Hygiene clinic, open to the community. We provided support with printed and digital deliverables and communications.

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. This month we began a series of digital ads bolstering the college ahead of the bond, we also set up billboards on Hwy 84 and Hwy 26, We also started doing some social media. We will continue to create more opportunities for recognition in our district. We also worked on a one-page flyer on the bond translated into our district languages.

We also kicked off the internal awareness campaign for the college including helping prepare a PowerPoint for the ACU meeting on the bond, and ensuring information is in News and Notes and more.

We have begun gathering content for the summer community education trifold, set to hit inboxes in early June.