MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on January 17, 2024, with an Executive (Closed) Session at 6:00 p.m. and a Regular Board meeting at 6:30 p.m. The Executive (Closed) Session will be held in the President's Office (AC 2350) and the Regular Board meeting will be held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Webinar: Click URL to join

https://mhcc.zoom.us/j/96735704158?pwd=VTBTWEZpOFNuajZBNnNKbThMTWdGQT09
Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)
Webinar ID: 967 3570 4158
Passcode: 926376

AGENDA
SESSION 1096

6:00 pm	**1.0**	**CONVENE EXECUTIVE (CLOSED) SESSION** *The board will convene in a closed executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.*	
	2.0	**LABOR NEGOTIATIONS**	Andrew Speer
	3.0	**ADJOURN EXECUTIVE (CLOSED) SESSION**	
6:30 pm	**4.0**	**CONVENE REGULAR SESSION/CALL TO ORDER/DECLARATION OF QUORUM**	
	4.1	Approval of Agenda	Andrew Speer
6:35 pm	**5.0**	**PUBLIC INPUT** *Persons wishing to provide public comment can sign up by completing a sign-in form if attending the meeting in person or by using the "Hand Raise" feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled "More". If you join by phone, please press *9 to raise your hand. Please clearly state your full name, the name of the organization or group represented, if any, and the agenda item or topic to be addressed for the public record. Please limit comments to three minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.*	
6:50 pm	**6.0**	**REPORTS** *(10 min report & 5 min Q & A)*	
	6.1	Correspondence	Lisa Skari

	6.2	Receive Annual Comprehensive Financial Report and Report from Audit Committee	Dan Miley, TKW
	6.3	Head Start Quarterly Update	Hilda Pena-Alfaro
	6.4	ASMHCC Student Activity Fee	John Hamblin

7:50 pm **7.0 BUSINESS / ACTION**

7.1 Consent Agenda: Approvals & Information

a) Minutes – Board Work Session 1094, December 6, 2023
b) Minutes – Board Regular Session 1095, December 13, 2023
c) Monthly Personnel Report
d) Monthly Financial Report
e) Monthly Head Start Report
f) Approval to Utilize Goods and/or Service Contracts in Excess of $150,000 -Brockamp & Jaeger Inc.
g) Approval to Utilize Goods and/or Service Contracts in Excess of $150,000 -EcoBrite & Dynatechnology Inc.
h) Approve Audit Corrective Action Plan

7:55 pm **8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*

8:15 pm **9.0 CLOSING REPORTS**

9.1 ASMHCC Report

9.2 Advisory Representatives

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

9.3 Executive Leadership *(3 min each)*

- Student Development
- Instruction
- Administrative Services
- College Advancement

9.4 President's Report

8:40 pm **10.0 ADJOURNMENT**

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

The next regular board meeting is scheduled on February 14, 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

January 5, 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 January 2024

This month brings 2024 and a new term to MHCC. With the optimism that comes with a new year, we are hopeful about our future, fortified by enrollment trends, bond conversations, and innovations in programs and services. There is so much good work happening at the college, every day brings a new story of the success of our students and alumni.

On December 11, 2024, I had the honor of being a panelist at the 21st annual Leadership Summit, organized by the Oregon Business Council. With the theme *"Think Big"* our session focused on how we are creating new workforce development partnerships and supporting innovative models that will create an equitable, skilled workforce, that meets industry's talent needs. The panel also included **K.S. Venkatraman**, Sr. Director, AI Computing, Nvidia; **Mariah Robbins**, VP Global People & Culture/VP, Operations, A-dec; **Travis Reiman**, Superintendent, Hillsboro School District; and **Jonath Colon**, Deputy Director of Economic Development, Centro Cultural, and was moderated by **Anne Mersereau**, VP, Human Resources, Diversity, Equity & Inclusion, PGE.

On the semiconductor front, the Biden-Harris administration's announcement of the federal CHIPS and Science Act investment in Microchip was great news for our region, and our college. I was honored to participate in the press conference held January 5, 2024 at Microchip to celebrate the announcement. The $72 million grant brings all the semiconductor work full circle, beginning with the Semiconductor Competitiveness Taskforce in 2022.

In addition to working closely with Microchip and other semiconductor companies, to develop their current and future workforce, I am active in supporting state legislative efforts around higher education support for this industry. You will recall in the 2023 session, SB 4 passed to support growth in this sector, but the legislation fell short of funding the education and training components needed to address the talent pipeline. A bill is currently under development for the 2024 legislative session, to address the workforce recommendations of the Semiconductor Taskforce. The bill proposes to form a statewide industry advisory committee, develop a comprehensive statewide educational strategy, create the semiconductor talent sustaining fund, and allocate $30m in strategic investments, which includes $2.5m for MHCC specifically. I plan to be down in Salem on January 11, 2024 for Legislative Days, where I will join a cadre of college and university presidents, faculty, staff and student to stress the importance of funding education and training for the semiconductor industry.

Lastly, the OCCA executive committee has launched the hiring process of the new executive director with the search consultants. A recommendation on search committee members will be brought to the OCCA board for action on January 11, 2024. Our other conversations focused on ensuring broad stakeholder engagement in the process and being intentional on how we invite and include diverse perspectives and voices along the process.

Annual goal update

Diversity, equity, and inclusion
Work on the Equity Scorecard continues.

Community engagement
Board presentations continue. On December 20, 2023, the Fairview City Council and Corbett School District session were held, and the City of Cascade Locks is scheduled for January 8, 2024. Conversations continue with regard to school district presentations.

Bond campaign
The Bond Development Workgroup (BDW) has been formed, with their first meeting scheduled January 18, 2024. The BDW is an impressive mix of representatives from business, labor, and community-based organizations. The BDW will meet five times over the next three months, working to develop a set of projects to be shared with the community for input and feedback.

Accreditation
The college will appear before the Northwest Commission on Colleges and Universities (NWCCU) on January 31, 2024 in advance of their accreditation decision. Sergey Shepelov, Associate Vice President of Assessment and Institutional Effective, and I will be appearing on behalf of MHCC.

In closing, welcome to a new year, a new quarter, and the new opportunities that await us.

Community/Educational Presentations and Selected Outreach Activities

Dec 1	*East Metro Leaders Roundtable meeting*
Dec 1	*Meeting with Director Mattson*
Dec 1	*Oregon Public Broadcasting (OPB) New Board Member event*
Dec 2	*Head Start/East County Winter Extravaganza*
Dec 4	*US Department of Labor (DoL) Strengthening Community Colleges (SCC) Grant Monitoring Review meeting*
Dec 6	*Meeting with Directors Mattson and McKeel*
Dec 6	*MHCC Foundation Winter Reception*
Dec 6	*MHCC Board Work Session*
Dec 7	*MHCC Foundation Finance Committee meeting*
Dec 7	*Oregon Presidents' Council (OPC) meeting*
Dec 8	*Annual Charity Breakfast Benefitting My Father's House and SnowCap*
Dec 8	*Oregon Community College Association (OCCA) Board Meeting*
Dec 11	*Oregon Business Plan Summit*
Dec 12	*Focus group session for WorkSystems Inc.*
Dec 13	*Portland Metro Chamber Board meeting*
Dec 13	*Technology Industry Consortium Leadership Team meeting*
Dec 13	*MHCC Regular Board meeting*
Dec 14	*Meeting with Directors Speer and McKeel*
Dec 15	*Meeting with Director Teune*
Dec 18	*East Metro Leaders Roundtable meeting*
Dec 19	*Meeting with President Bennings (Portland Community College) and President Cook (Clackamas Community College)*
Dec 20	*City of Fairview Presentation*

Select Media Mention

Mt. Hood Community College removes barriers for mental health major
https://www.theoutlookonline.com/news/mt-hood-community-college-removes-barriers-for-mental-health-major/article_3f628886-8fc5-11ee-89d5-93624d241dd0.html

Mt. Hood Community College celebrates 2023 Alumni of the Year
https://www.theoutlookonline.com/news/mt-hood-community-college-celebrates-2023-alumni-of-the-year/article_ae203514-9ebd-11ee-b570-3be981222a54.html

John Hasegawa uses pottery to explore Asian American identity
https://www.opb.org/article/2023/12/10/john-hasegawa-uses-pottery-to-explore-asian-american-identity/

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1a

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

SUBJECT: APPROVAL OF MINUTES – December 6, 2023

Session 1094

A meeting of the Mt. Hood Community College District Board of Education was held on December 4, 2023, with a Board Work Session at 6:00 pm, in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

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

Additional Attendees: Lisa Skari, president, Jennifer DeMent, Hilda Pena-Alfaro, executive director, Child Development & Family Services, Charles George, Associate Vice President, Facilities, Risk Management, and Public Safety, Kim Hyatt, Dean of HPE, Athletics, Aquatics, & Recreation, Donna Ryan, manager, Aquatics

Speer called the work session to order at 6:04 p.m.

2.0 BUSINESS

2.1 Head Start Policy Process and Policy 1st Reading
Hilda Pena-Alfaro from the Head Start Program and the Board conducted the first reading of the Head Start Reporting Policy Process. There was consensus to move the policy forward for a second reading, voting, and approval at the next Regular Board meeting, to be held December 13, 2023.

A copy of the Head Start Reporting Policy Process is attached to the minutes.

2.2 Pool Update
To begin the report, Donna Ryan, the new Aquatics manager, provided an overview of the pool history, their staff, location and types of pools in service, events held through aquatics, current revenue and expenses, and post Covid goals their area is working on to get aquatics back to “business as usual.”

Next, Jennifer DeMent delivered an update on the retractable enclosure for the outdoor pool. She provided an overview on current funding for the project, State ARPA funds that have been received to apply to the project, some possible strategies for the gap in funding, and a potential timeline to actually see an enclosure on the pool.

Charles George closed the update with a discussion on next steps to include timeline, project milestones, and next steps. Presenters also answered and responded to a question and comments from the Board.

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

2.3 Campus & Student Engagement Discussion

The Board discussed ways in which they wish to engage with the campus and students during the 2024 year. Some ideas that came from the discussion include:

- Holding a student Town Hall spring and fall terms
- Classroom observations
- Attending department receptions
- Volunteering with Barney's Pantry
- Hosting a table/ event for Board members to make themselves available to talk to students

2.4 Diversity, Equity, and Inclusion (DEI) Training

Traci Simmons provided a training to the board on Advancing Shared Equity Leadership – The Role of the Board of Education. This training was a retrospective for the work that has already been done, focusing on where the where the Board started and where the Board goes from here.

Simmons opened the training with some questions to guide the conversation:

- What is the role of the board in this work?
- How does the Board see itself in advancing organizational accountability for Diversity, Equity and, Inclusion (DEI) progress?
- Where do Board members see themselves in the strategic plan at the 50.000 ft view?
- Where does data and assessment of existing equity gaps come into view?

Board members were given a homework assignment to read an article, titled, *ACE Shared Equity Leadership,* and participated in an exercise where they ranked Practices by Position in Organizational Hierarchy (Senior-Level Roles, Mid-Level Roles, and Ground-Level Roles) within the following areas:

- Relational Practices (Building Trust, Cultivating Positive Relationships, Welcoming Disagreements and Tensions)
- Communication Practices (Using Language Intentionally, Setting Expectations, Listening)
- Practices That Challenge Status Quo (Diminishing Hierarchy, Questioning, Disrupting)
- Developmental Practices (Learning, Helping Others Learn, Modeling)
- Structural Practices (Hiring Diverse Leaders, Making Decisions with Systemic Lens, Creating Rewards and Incentives, Implementing New Approaches to Accountability)
- Foundational Practice (Understanding and Centering Students' Needs)

Simmons provided further questions to guide the conversation to include:

- Given your level of authority, what values or practices might be most salient for your role?
- Thinking about your place in the organizational hierarchy, how might you work collaboratively with others to advance equity?

To advance the discussion, Simmons discussed the value of data, in terms of using quantitative and qualitative data to assess impact of DEI strategies and DEI goal attainment, and the following questions were also posed:

- How do we establish baseline data to assess our progress to close persistent equity gaps by race and other markers of marginalization?
- What specific data and format is most useful to the board?

To wrap up the discussion Simmons posted the following final questions based on Instruction Being at the Core of What We Do:

- What is the role of the board to distill DEI imperatives to the faculty level?
- What questions should be asked?
- What kind of progress assessment is needed?
- How does qualitative data inform our progress and momentum?
- What structural changes and/ or rewards/ incentives could be designed to advance this work?

To close the training, Simmons answered questions from the Board and Speer posed a question to the group asking about preferences for further trainings on this topic at future work sessions. Consensus was reached to hold quarterly trainings on this topic during future work sessions. Speer stated that he would speak to Skari and Simmons for further planning.

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

2.5 Other Business

There was no additional business.

3.0 ADJOURNMENT

The work session was adjourned at 8:12 p.m.

_____

Clerk Board Chair

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

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

CHILD SAFETY INCIDENT REPORTING POLICY

Purpose: The Mt. Hood Community College (MHCC) Child Development and Family Support (CDFS) program has a policy for reviewing and determining what child safety incident reports need to be made to the MHCC Head Start Policy Council, MHCC District Board of Education, Region X, Oregon Pre-Kindergarten (OPK), Department of Early Learning and Care (DELC) Child Care Licensing, and Oregon Department of Human Services (ODHS).

Applicable Performance Standards: 1302.102(d)(1)(ii), 1304.12

What needs to be reported:

Reports need to be made to the responsible officials immediately or as soon as practicable, of any significant incidents affecting the health and safety of children enrolled in the program, or any related matter for which a report is required by regulations, including at a minimum:

a. Any occurrence of staff or volunteer violation of the *Child Guidance Procedure* that could be considered child abuse or neglect;
b. Incidents that require classrooms or centers to be closed for any reason;
c. Any serious child injury requiring medical attention;
d. All conditions required to be reported under 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation;
e. All conditions required to be reported under OAR414-300-0030(4)

The responsible officials are:

The responsible officials for reporting purposes are defined as:

a. The MHCC-CDFS Program Directors;
b. The MHCC Head Start Policy Council;
c. The MHCC District Board of Education;
d. The Region X Program Specialist;
e. The OPK Program Incident Report Portal;
f. The site's assigned DELC Licensing Specialist, and;
g. The Oregon Department of Human Services Hotline.

Determining if something is considered a significant incident:

A significant incident that requires reporting within 24 hours is defined by the Oregon Department of Early Learning and Care as:

a. Any death of a child while in care;
b. Any child that is lost or missing from the premises;
c. Any child that is left behind on a facility excursion;
d. Any child that is left unattended on the premises;
e. Any child that is left alone on the playground; or

f. Any child that is left alone in a vehicle.

A significant incident that requires reporting within 48 hours is defined by the Oregon Department of Early Learning and Care as:

a. Any animal bites to a child.

A significant incident that requires reporting within 5 calendar days is defined by the Oregon Department of Early Learning and Care as:

a. Injury requiring surgery;
b. Injury requiring admission to a hospital;
c. Injury requiring emergency medical attention;
d. Choking and unexpected breathing problems;
e. Unconsciousness;
f. Concussion;
g. Poisoning;
h. Medication overdose;
i. Broken bone;
j. Severe head or neck injury;
k. Chemical contact in eyes, mouth, skin, inhalation or ingestion;
l. All burns;
m. Allergic reaction requiring administration of Epi-Pen;
n. Severe bleeding or stitches;
o. Shock or confused state;
p. Near-drowning.

A significant incident that requires reporting within 7 calendar days is defined by the Office of Head Start as:

a. Any incident that results in serious injury or harm to a child;
b. Any incident that violates Head Start standards of conduct at 45 CFR §1302.90(c);
c. Any incident that results in a child being left alone, unsupervised, or released to an unauthorized adult.

Should any of the above incidents occur, site staff must immediately report the event to the Education Site Manager or Substitute Director. The Child Safety Incident Reporting Procedure must be followed immediately upon the Site Manager or Substitute Director being notified.

References/Resources: *Child Safety Incident Reporting Procedure, Child Safety Incident Report by Classroom/Site Staff, Child Safety Incident Summary Report by Education Site Managers/EHS-CCP PM/Associate Directors, Child Safety Incident Script, Child Safety Incident Reflection Form, Reporting Suspected Child Abuse and Neglect Procedure, Child Guidance Policy*

MT. HOOD COMMUNITY COLLEGE

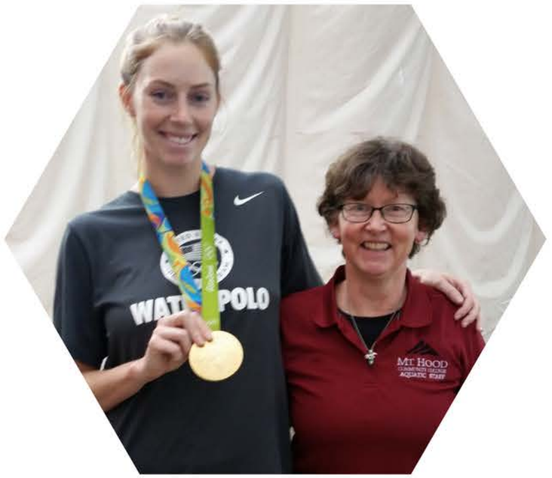
Aquatic Center

Presented by : Donna Ryan

Donna Ryan- Manager, Aquatics

Swimmer and Employee

A swimmer at this facility since the late 1970s and an employee of the college since 1995



Aquatics Program Coordinator

Aquatics program coordinator for 21 years

Part-Time Faculty

Part-time faculty since 1997, teaching courses for HPE and Visual Arts

Aquatics Manager

Aquatics manager since September 2023

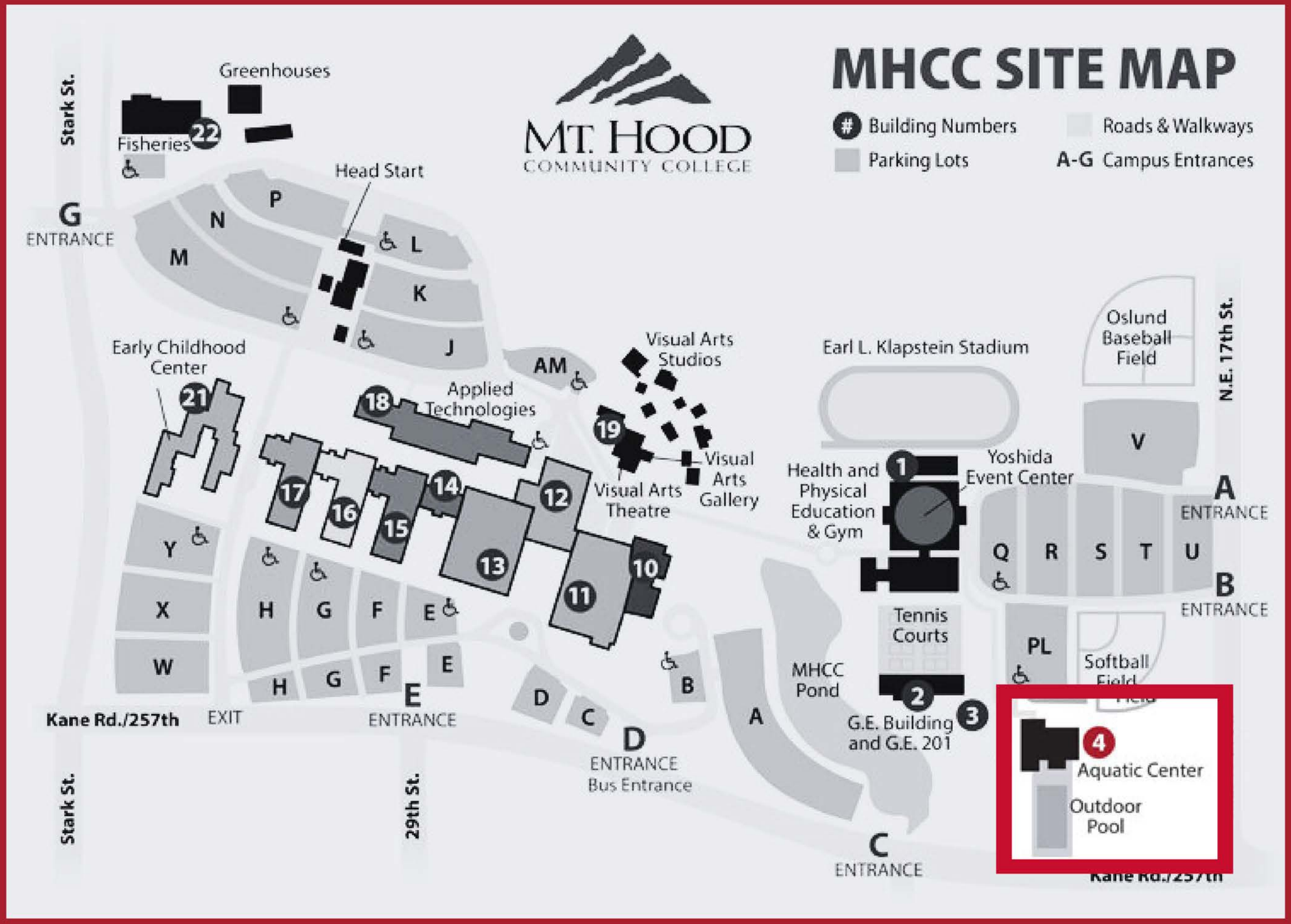
What is the MHCC Aquatic Center?

Completed in 1976, it is the largest competition facility in Oregon

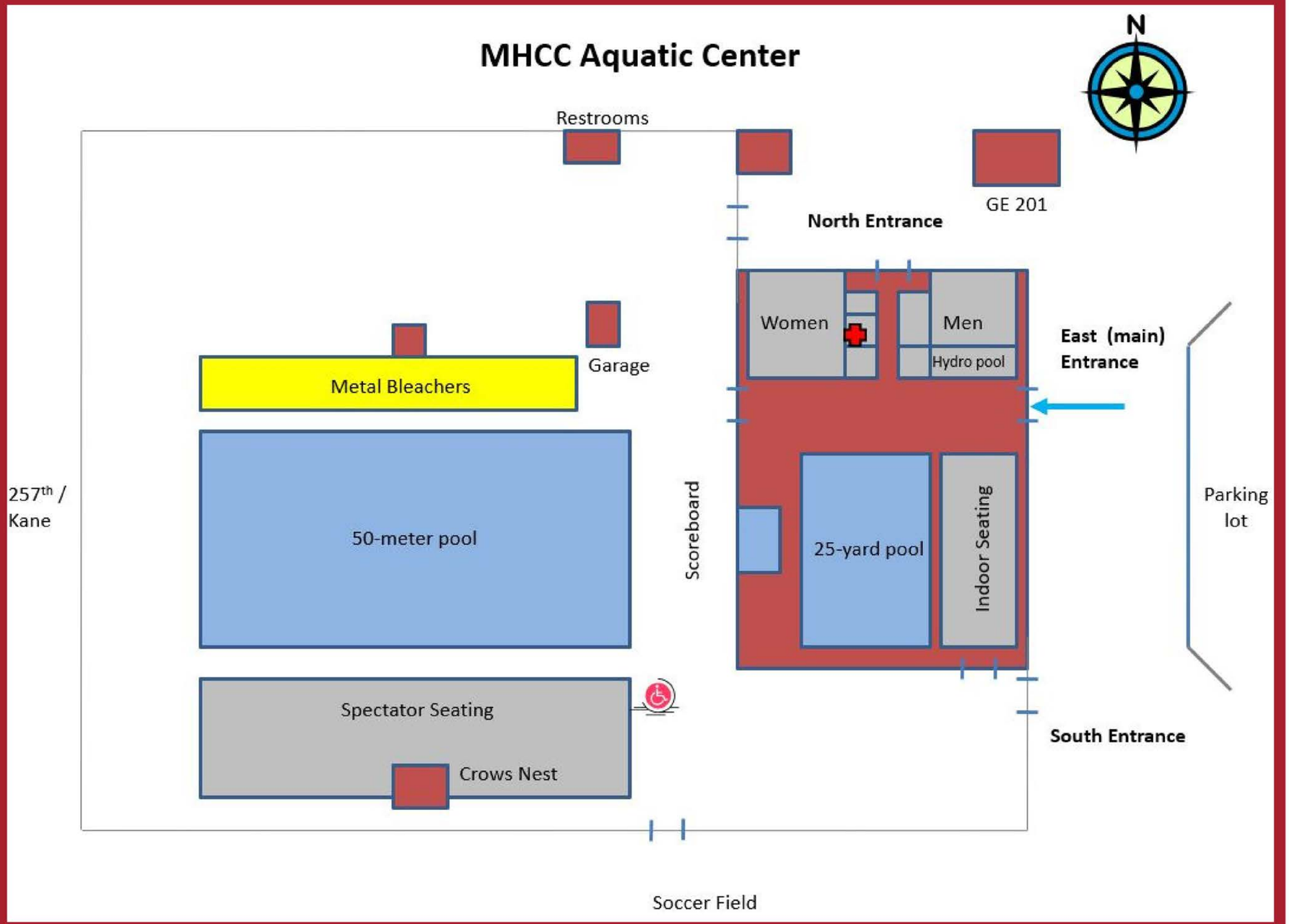
The largest provider of swim lessons and water exercise classes in East County, serving community members from the ages of 8 months through seniors over 80 years

Home to several club teams and fitness organizations from around the Portland Metro area

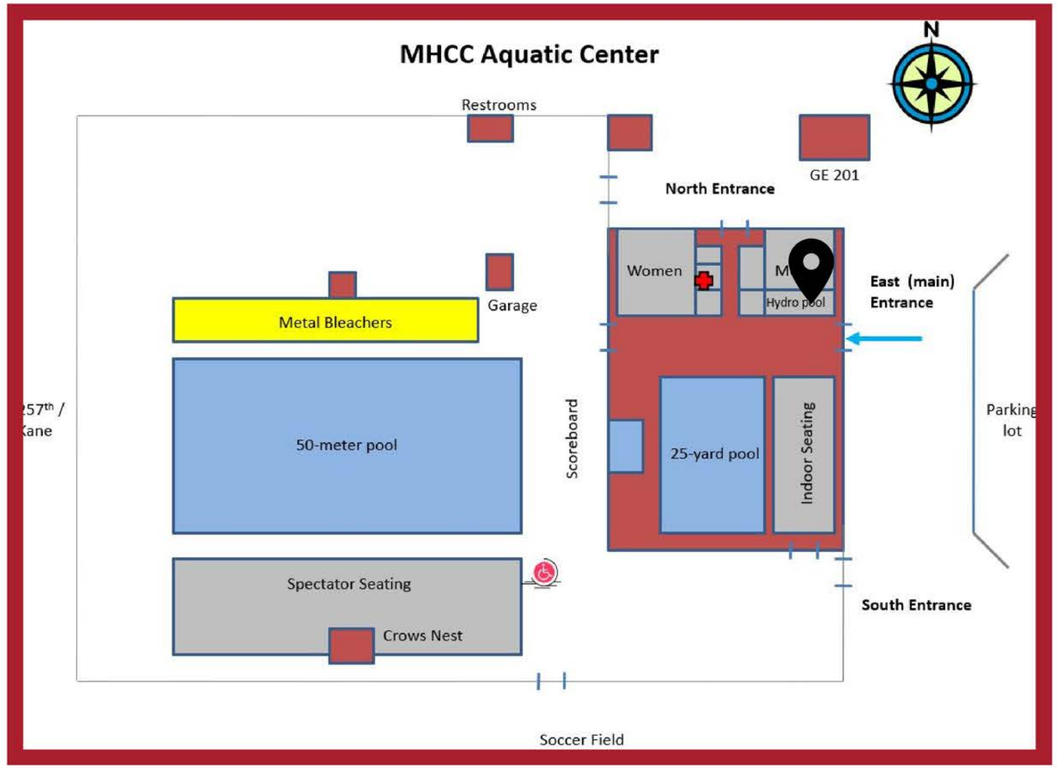
MHCC SITE MAP
MT. HOOD COMMUNITY COLLEGE
Building Numbers
Roads & Walkways
Parking Lots
A-G Campus Entrances
Stark St.
Greenhouses
Fisheries
22
Head Start
G ENTRANCE
P
N
M
L
K
J
AM
Early Childhood Center
21
18
Applied Technologies
Visual Arts Studios
19
Visual Arts Theatre
Visual Arts Gallery
17
16
15
14
12
13
11
10
Earl L. Klapstein Stadium
Oslund Baseball Field
N.E. 17th St.
V
Health and Physical Education & Gym
1
Yoshida Event Center
A ENTRANCE
Q
R
S
T
U
B ENTRANCE
Y
X
W
H
G
F
E
Tennis Courts
PL
Softball Field
MHCC Pond
2
G.E. Building and G.E. 201
3
4
Aquatic Center
Outdoor Pool
Kane Rd./257th
EXIT
E ENTRANCE
D
C
B
A
D ENTRANCE
Bus Entrance
Stark St.
29th St.
C ENTRANCE
Kane Rd./257th
N.E. 17th St.


MHCC SITE MAP
MT. HOOD COMMUNITY COLLEGE
Building Numbers
Roads & Walkways
Parking Lots
A-G Campus Entrances
Stark St.
Greenhouses
Fisheries 22
Head Start
G ENTRANCE
N
P
M
L
K
J
Early Childhood Center
21
Applied Technologies
18
AM
Visual Arts Studios
19
Visual Arts Theatre
Visual Arts Gallery
17
16
15
14
12
13
11
10
Y
X
W
H
G
F
E
Kane Rd./257th
EXIT
E ENTRANCE
D
C
D ENTRANCE
Bus Entrance
B
A
Stark St.
29th St.
Earl L. Klapstein Stadium
Oslund Baseball Field
N.E. 17th St.
V
Health and Physical Education & Gym
1
Yoshida Event Center
A ENTRANCE
Q
R
S
T
U
B ENTRANCE
Tennis Courts
PL
Softball Field
MHCC Pond
2
G.E. Building and G.E. 201
3
4
Aquatic Center
Outdoor Pool
C ENTRANCE
Kane Rd./257th

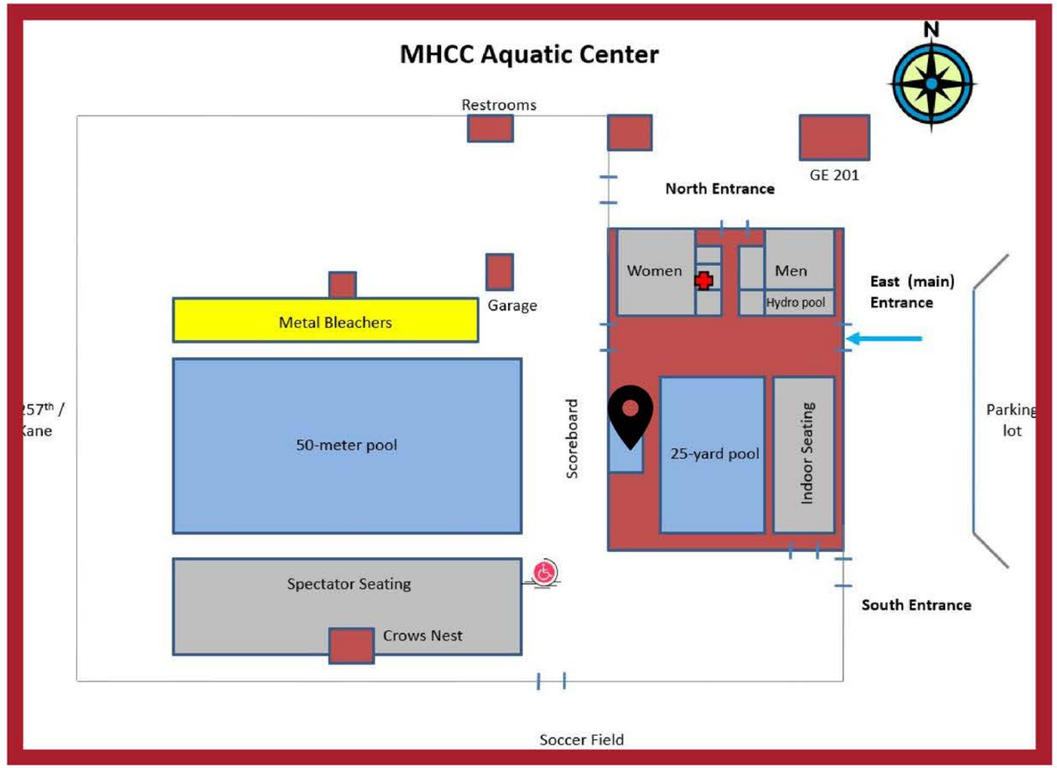
- Hydro pool
- Learner pool
- 25-yard pool
- 50-meter pool



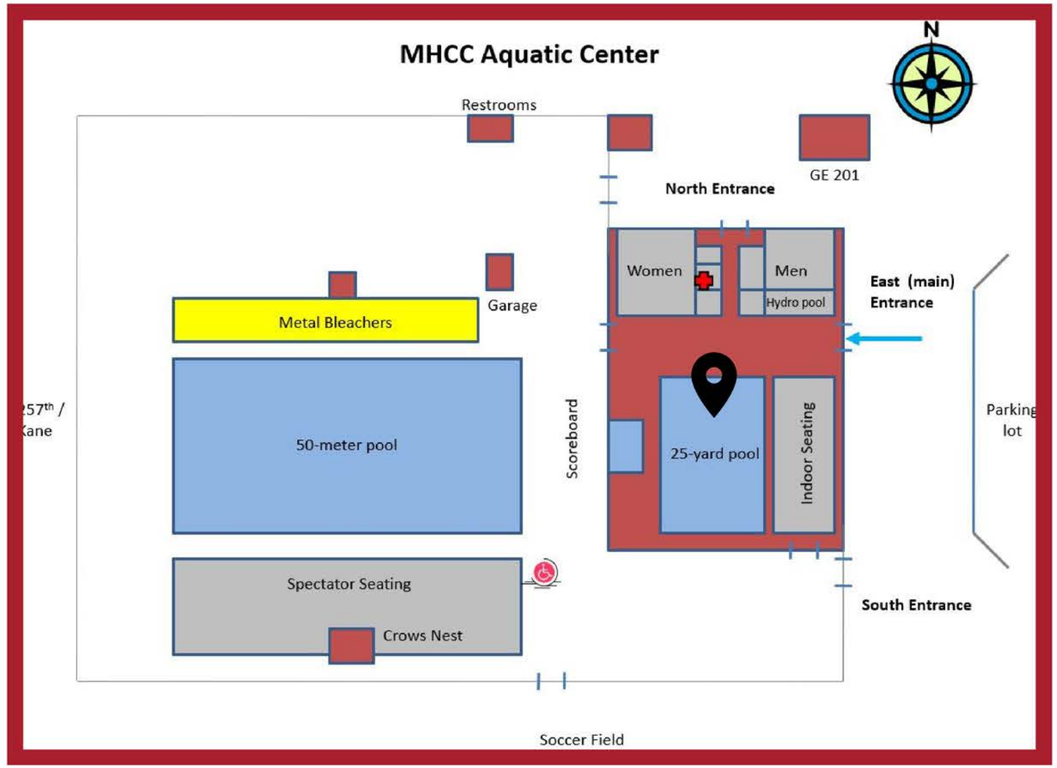
HYDROTHERAPY POOL



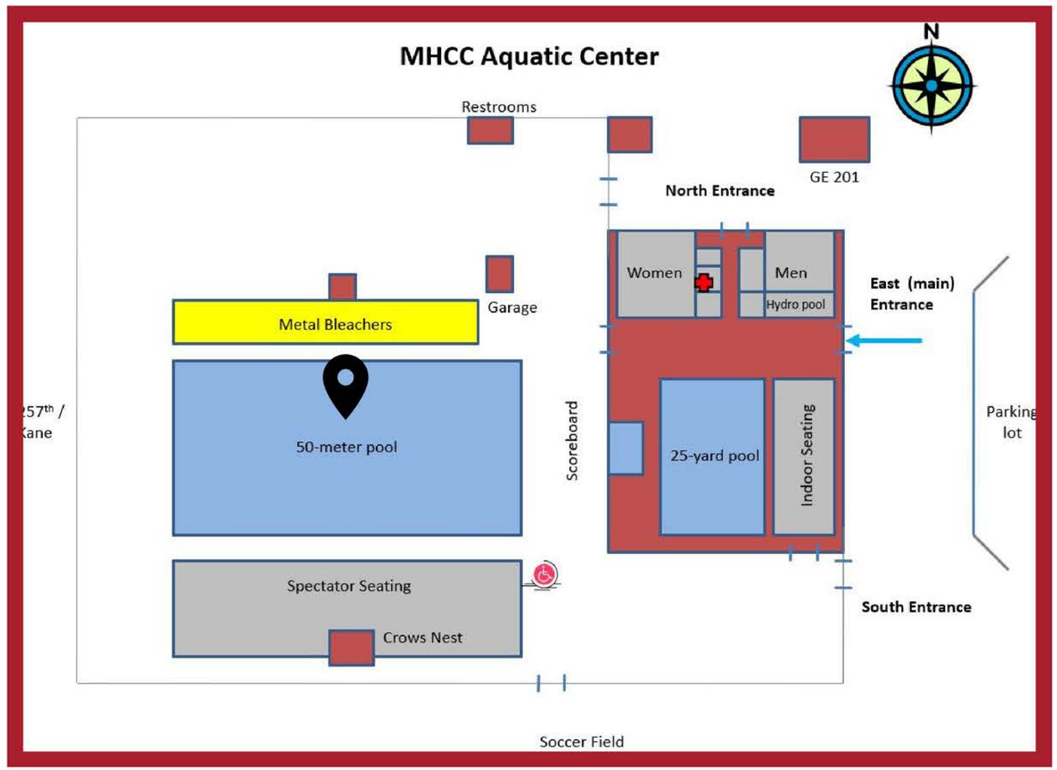
LEARNER POOL



25-YARD POOL


MHCC Aquatic Center
N
Restrooms
GE 201
North Entrance
Women
Men
Hydro pool
East (main) Entrance
Garage
Metal Bleachers
257th / Kane
50-meter pool
Scoreboard
25-yard pool
Indoor Seating
Parking lot
Spectator Seating
Crows Nest
South Entrance
Soccer Field

50-METER POOL



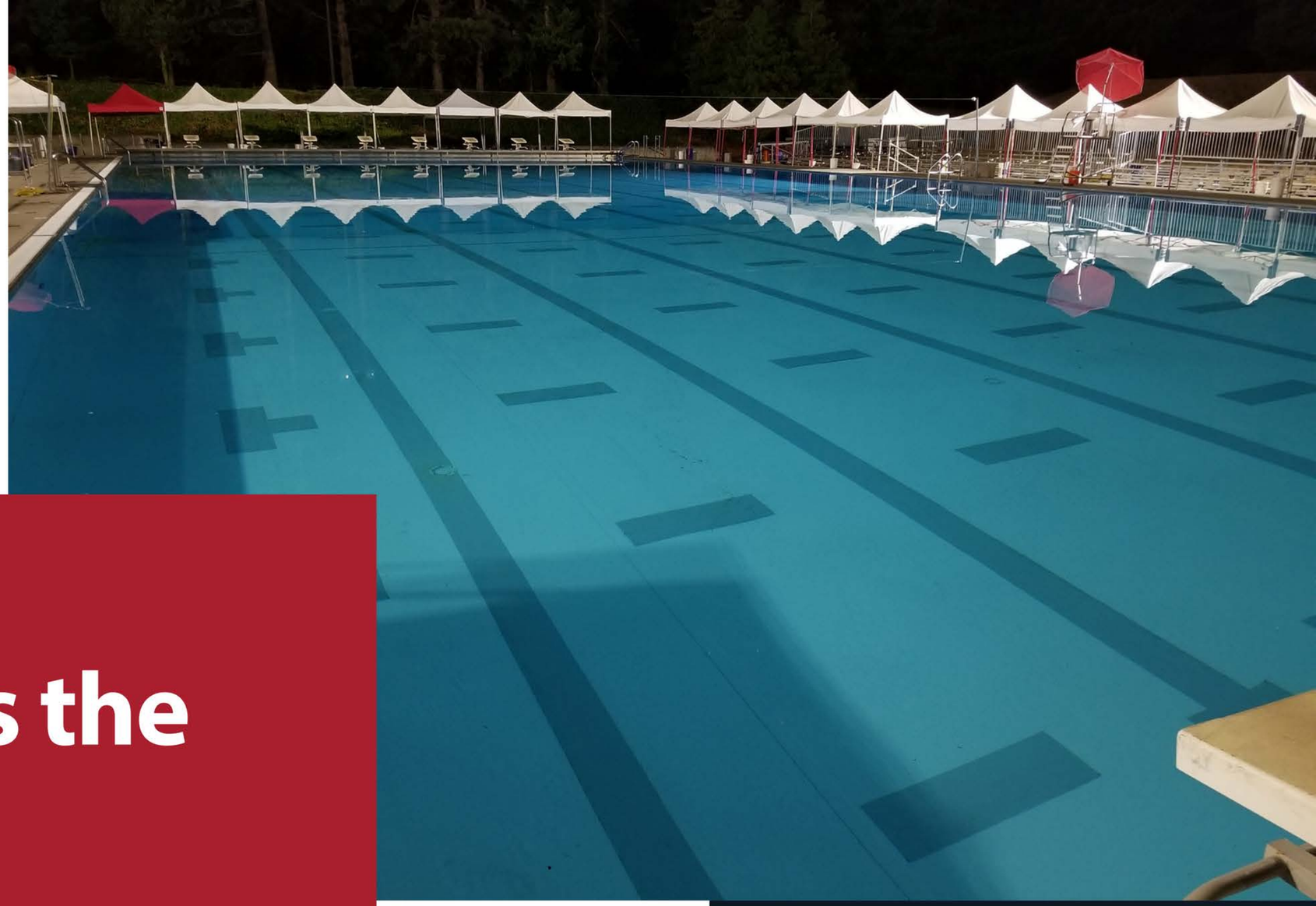
This amazing resource serves these main groups:

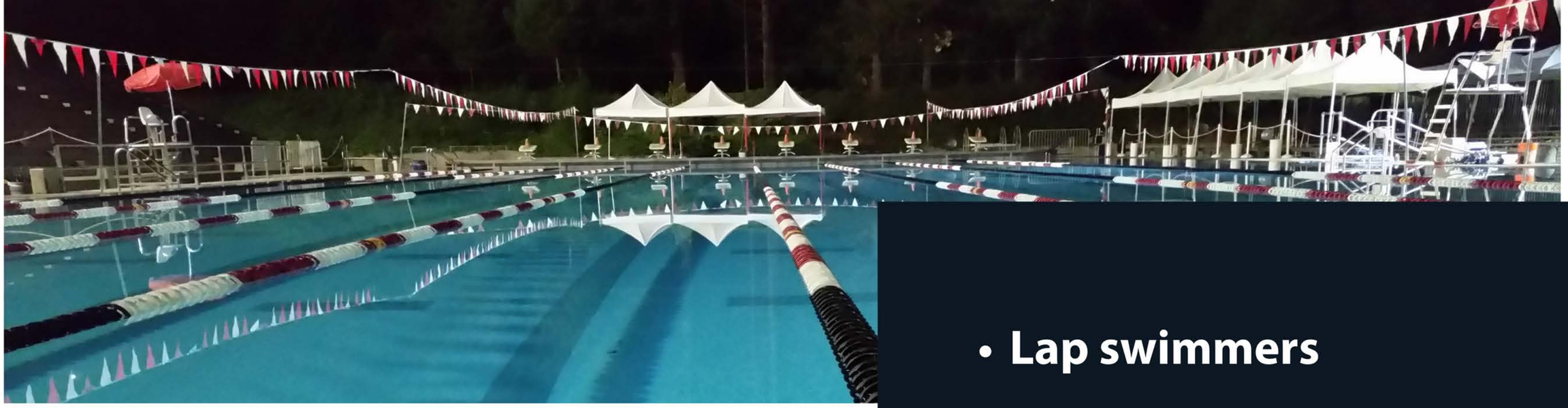
- MHCC Students
- Community Members
- Competition Community

The Aquatic Center is part of the college, but is quite different from most of MHCC's facilities. The program is:

- Cost recovery/revenue generating
- Community-facing
- Both credit and non-credit

Who uses the facility?





Who uses the facility?

- Lap swimmers
- Water exercise enthusiasts
- Children and their parents
- Teenages and young adults
- Seniors

Why does the community seek out our facility?

Why does the community seek out our facility?

- Continuity and reliability of programming
- Variety of pools that are specific to the needs of different age groups, skill, and fitness levels
- MHCC Aquatic Center partners with Silver & Fit
- Working on a partnership with Optum, to provide the newest version of Silver Sneakers

Who has appeared at the facility?

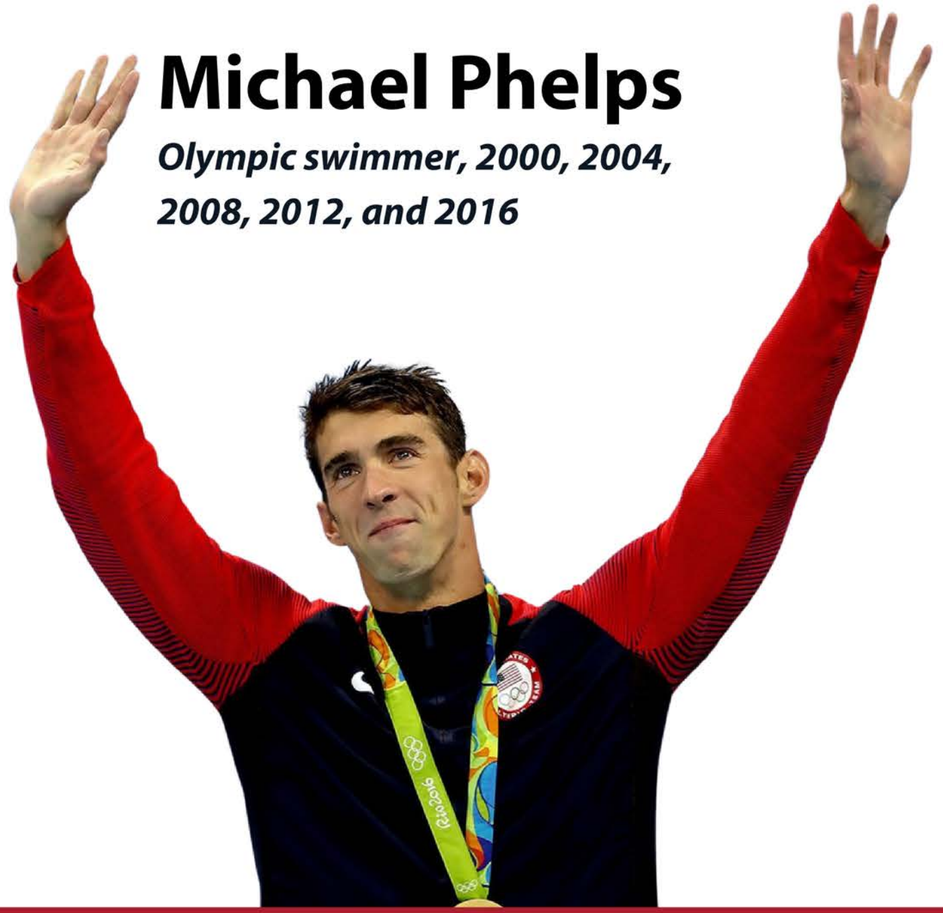
Pablo Morales

Olympic swimmer, 1984 and 1992

US Masters Nationals 1995

Michael Phelps

Olympic swimmer, 2000, 2004, 2008, 2012, and 2016



Lenny Krazelburg

Olympic swimmer, 2000 and 2004

Ian Crocker

Olympic swimmer, 2000, 2004, and 2008

Victory Tour 2004

Missy Franklin

Olympic swimmer, 2012 and 2016

Speedo Western Sectionals 2010

Maya DiRado

Olympic swimmer, 2016

Swim Clinic 2015

KK Clark

Olympic water polo, 2016

Olympic Development Clinic 2016

Tony Azevedo

Olympic water polo, 2000, 2004, 2008, 2012, and 2016

68 Sports Water Polo Clinic 2023

- National Veterans Wheelchair Games
- US Paralympics Nationals
- USA Water Polo Junior Olympics and Olympic Development Training
- USA Swimming Senior Sectionals, Western Zones and
- Olympic swimmer clinics and demonstrations
- US Masters Swimming Zones and Nationals
- YMCA Regionals
- USA Artistic Swimming Junior Olympics
- Deep End Fitness
- Underwater Hockey

Why do teams and regional/national sport organizations choose MHCC Aquatic Center?

- Renowned as a fast pool for competitive swimmers
- Connection to the local high schools, as well as local club and Masters teams
- Considered to be a destination in itself, due to all the recreation and attractions in the area

Why do teams and regional/national sport organizations choose MHCC Aquatic Center?

The entirely deep pool, 6 to 16 feet deep, allows for

- Chase starts from both ends during championship swim meets
- Two full-size water polo courses
- Competition at one end and continuous warmup at the other for artistic swimming competition
- Unique fitness and recreation team sports, such as Deep End Fitness and Underwater Hockey

Community Connections

"STAR WARS"

open rec swim

Community Connections

Services to the Community

ACCESSIBILITY AND INCLUSIVITY

Swim Lesson Inclusion Promise or “SLIP” program provides scholarships for

Adaptive pool time, allowing for rehabilitative and water therapy activities

Swim lesson information and assistance in English, Spanish and Russian

Separate family and adapted locker room with curtained shower and individual curtained changing spaces

Accessible entry for all four pools

25-yard pool use per week

Rentals
3 hours
3%

Open rec
1.5 hours
2%

Lap Swim
38.5 hours
50%

Swim Lessons
15 hours
19%

College class
3 hours
3%

Water Exercise
7 hours
9%

50-meter pool use per week

Swim team
22 hours
27%

Lap Swim
40 hours
48%

Water polo
10 hours
12%

College class
3 hours
3%

Fitness
8 hours
10%

Revenue Categories

Swim Lessons

Lap, Open Rec Memberships

Rentals

Daily Admission

Water Ex Memberships

Revenue and Expenses

July 1 - December 1, 2023

Expenses $469,070
59%

Revenue $324,930
41%

50% overall budget
$793,498

Revenue by Activity

July 1 - December 1, 2023

Category	Revenue	% of projected budget
Rentals/events	$177,130	51%
Children’s swim lessons	$113,250	28%
Water exercise classes	$4700	94%
Lap swim memberships	$18,250	73%
Daily admission	$11,284	226%

Moving Forward

Moving Forward

Coming out of Covid, we have not yet achieved "business as usual"

- 50-meter pool opened in June 2022
- Indoor 25-yard pool opened in April 2023
- Full programming has been in place for only 6 months
- Children's swim lessons have been the slowest to recover

Moving Forward

Targeted marketing

Partnering with area organizations

Grant applications

Fundraising

Expand community outreach opportunities

Moving Forward
Covering the 50-meter pool

Continuous programming and events year round

More consistent revenue

Allows for expansion of programming

Thank you for your time

Overview

- Current Funding
- State ARPA Fund Update
- Possible Strategies for Gap
- Timeline

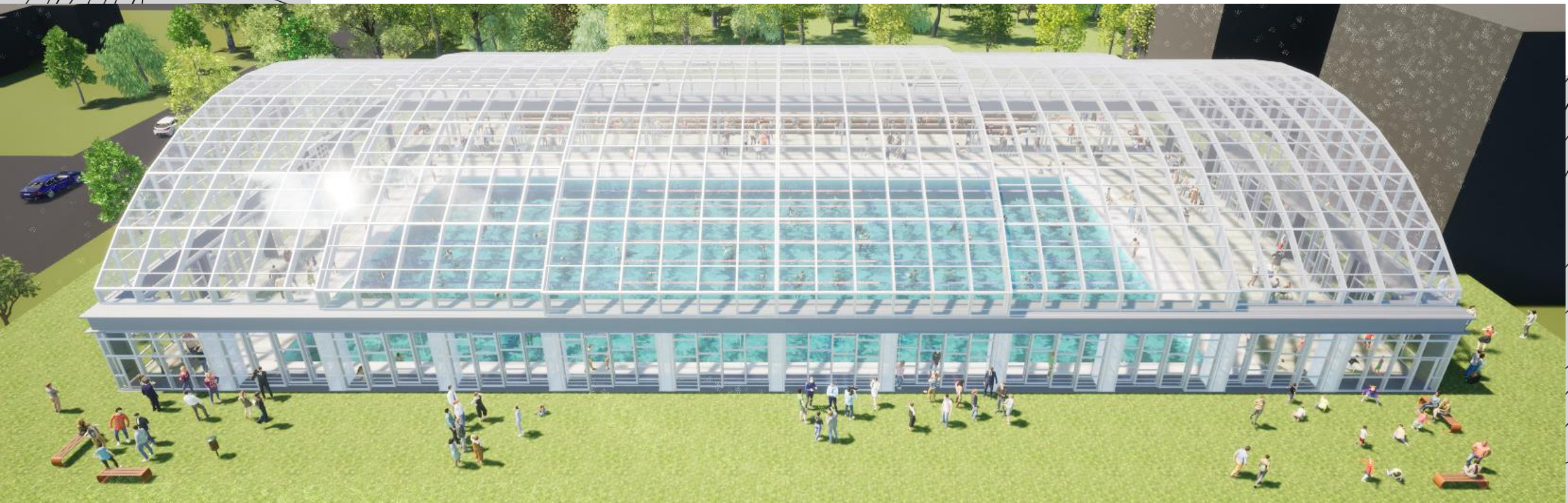
Current Funding

Revised Cost Estimate: $6,300,000 - $6,500,000

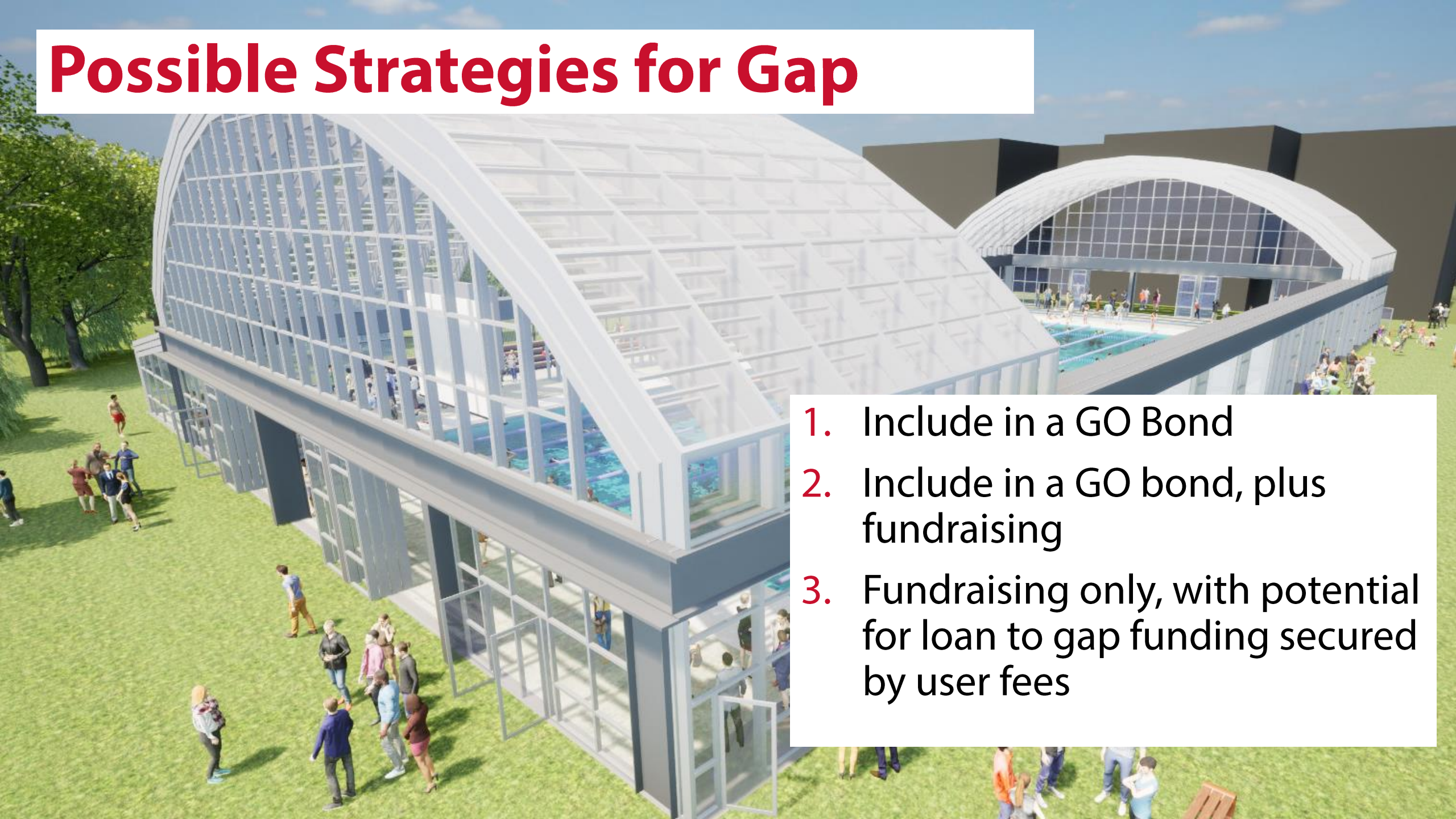
ARPA Funds from State Legislators:	$1,800,000
Aquatics Fund Reserves:	$500,000
Facilities Capital Funds:	$270,000
Balance Needed:	**$3,730,000 -$3,930,000**

State ARPA Fund Update

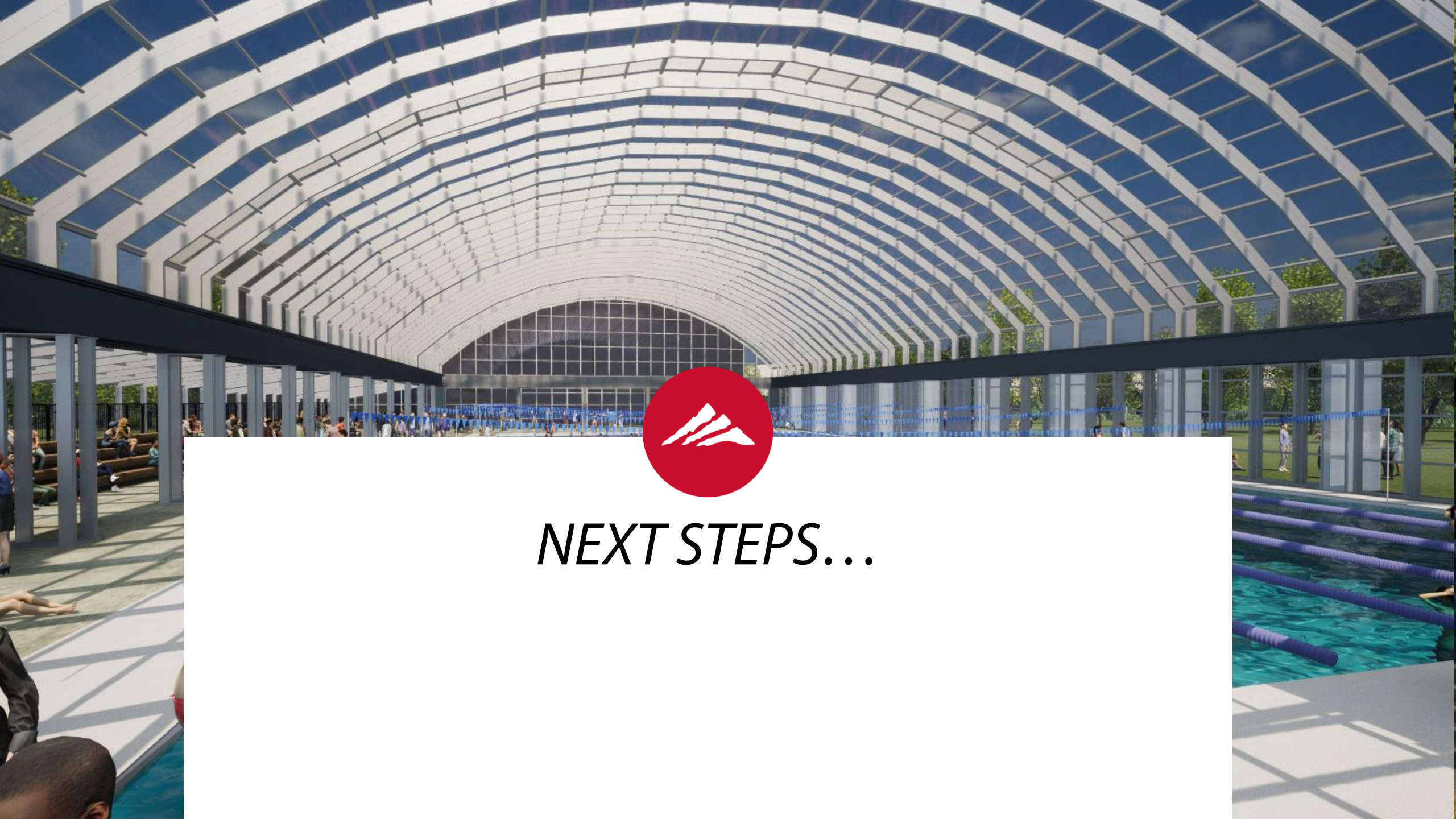
Requested flexibility in contract language for funds to be used *towards the completion* of the project, with braiding of other funds to cover the final project completion cost.



Possible Strategies for Gap



1. Include in a GO Bond
2. Include in a GO bond, plus fundraising
3. Fundraising only, with potential for loan to gap funding secured by user fees



NEXT STEPS…

Project Milestones

Dome redesigned renderings – Dec 8
RFP for retractable structure – Dec 20
Board approval – Jan 17
Dynadome starts manufacturing of structure following Board approval and issuance of PO
Dynadome architectural for structure completed – March 1
Mackenzie architectural and engineering for site completed – May 1
*RFP for General Contractor – June 6
*General contractor board approval- June 19
*General contractor start of site work – Aug
Dynadome structure setup following completion of site work – Nov
General Contractor connections and finishing work - Dec

Advancing Shared Equity Leadership:

The Role of the Board of Education

Presented by: Traci Simmons

Where we started

June 17, 2020

The MHCC Board of Education affirms Black Lives Matter, stands with the victims of the recent tragic deaths of George Floyd, Ahmaud Arbery, and Breonna Taylor, the latest victims of a long history of violence towards people of color in this country, and commits itself to do the work necessary to end this centuries-long cycle in our country of systemic oppression, violence, and anti-Black racism. The board echoes President Skari, and we assert that racism and bigotry have no place at Mt. Hood Community College (MHCC). Mt. Hood is a place where all community members are welcomed to be part of our learning community. We acknowledge that the institution has significant work to do to advance diversity, equity, and inclusion, a central goal of the college's strategic plan. While many organizations are releasing statements, the MHCC Board has decided to instead release an action plan.

Where we started

The board, in partnership with the president, endorse the recommendations and counsel of the director of Diversity, Equity, and Inclusion, who has determined five broad areas of action needed to advancing diversity, equity, and inclusion (DEI):

1. Leadership through adoption of a college wide equity lens linked to the college mission.
2. Review of Human Resources policy and practice to assess barriers to building a diverse and inclusive college.
3. Focus on equity-minded instructional practice.
4. Use quantitative and qualitative data to assess impact of DEI strategies and DEI goal attainment.
5. Amplification of student and community voices to be responsive and center their needs, specifically our students and communities of color.

opb.org

OPB contribute

In The News | Monkeypox in Oregon | Public defenders

Mt. Hood Community College receives national equity award

By Meerah Powell (OPB)
Oct. 20, 2021 1:14 p.m.

The Association of Community College Trustees gave MHCC its Charles Kennedy Equity Award for the college's efforts to address racism and poverty in its community

Life During Covid

- Ramped up support for students' basic needs
- Implemented the board approved equity lens
- Addressed concerns of faculty, staff, and students around safety from an equity perspective
- Continued regular DEI engagements and learning despite being in the same room

Strategic Plan Development and Steering

- Brought the college and community together to develop a future vision and strategic plan for the organization
- Named equity as a high value for the institution and made that the focus of our planning process
- Collaborated with internal and external stakeholders
- Continued the work to align all internal planning processes

Where do we go from here?

Strategic Plan Year 2 implementation

Questions to guide the conversation:

What's the role of the board?

How does the board see itself in advancing organizational accountability for DEI progress?

Where do board members see themselves in the strategic plan at the 50,000 ft view?

Where does data and assessment of existing equity gaps come into view?

Your Homework: ACE Shared Equity Leadership

“ground-level or mid-level leaders may have limited abilities to enact some of the structural practices such as creating new rewards and incentive structures for shared equity leadership (SEL), whereas senior leaders have the power and authority—even the responsibility—to do these things. In this section, we first describe the importance of senior leaders prioritizing the practice of diminishing hierarchy, and then we will outline the ways that senior leaders are well positioned to take responsibility for the structural practices needed to enact SEL. Senior leaders also play a significant role in modeling some of the SEL values that are countercultural to traditional ways of operating within our institutions such as vulnerability and humility, as well as embodying the values of transparency and accountability.”

Questions to Guide Us:

Worksheet exercise and conversation

Given your level of authority, what values or practices might be most salient for your role? Thinking about your place in the organizational hierarchy, how might you work collectively with others to advance equity?

The Value of Data

- “Use quantitative and qualitative data to assess impact of DEI strategies and DEI goal attainment.”
  - How do we establish baseline data to assess our progress to close persistent equity gaps by race and other markers of marginalization?
  - What specific data and format is most useful to the board?
    - Examples: retention, completion, diversity of students and staff, admissions to limited-entry programs, success in gatekeeper courses

Instruction is the core of what we do

- “Focus on equity-minded instructional practice”
  - What is the role of the board to distill DEI imperatives to the faculty level?
  - What questions should be asked?
  - What kind of progress assessment is needed?
  - How does qualitative data inform our progress and momentum?
  - What structural changes and/or rewards/incentives could be designed to advance this work?

So what's next for the Board?

What is the role of the Board of Education for advancing DEI within the framework of Shared Equity Leadership?

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1b

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

SUBJECT: APPROVAL OF MINUTES – December 13, 2023

Session 1095

A meeting of the Mt. Hood Community College District Board of Education was held on December 13, 2023, with a Regular Board Meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE REGULAR SESSION / CALL TO ORDER / DECLARATION OF A QUORUM
Members present: Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, Marie Teune, Dana Stroud, ShaToyia Bentley

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, Michael Flores, Classified Education Association (CEA) President, Javier Estrada, president, ASMHCC, Charles George, Associate Vice President, Facilities, Risk Management, and Public Safety, Troy Builta, building information specialist, Facilities Management

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

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

2.0 PUBLIC INPUT
There was public comment from:

James Barker, MHCC Custodian, and his daughter, Ireland Barker, former MHCC Student – discussed an ongoing enrollment issue between the student's high school and the college.

Sarah Williams accompanied by Cheryl Johnson and Jenna Hunt – representing the MHCC Faculty Association and the Faculty Bargaining group, discussed that they had two all-day bargaining sessions, where much was accomplished, and that the faculty have invested nine-thousand hours of

bargaining, but still have twelve articles in their contract that are still outstanding and not resolved. At this point they do not want to continue bargaining beyond spring 2024 and their goal is for administration to back them in signing an article for mediation to take place.

3.0 REPORTS

3.1 Correspondence

There was no correspondence.

3.2 Electric Vehicle (EV) Work/ Efforts

Charles George and Troy Builta presented on the electric vehicle (EV) work efforts that have transpired to date to get charging stations on campus. Builta, MHCC's Building Information Specialist/ Sustainability Coordinator, worked tirelessly for several years to get approval for the Portland General Electric (PGE) Electric Vehicle grant and the grant was finally approved and received, which has provided funding for some charging stations. George shared an overview on the planning and installation process, stakeholders involved (including students), pricing, and answered questions from the Board.

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

3.3 Bond Update

Skari provided a bond update to include that the comprehensive facilities plan is in its final stages and there will be three internal campus meetings for input on the projects to define priorities that will be provided to the college's bond consultants and Bond Development Committee. These meetings will take place on January 11th and 12th, 2024. The Bond development committee is in the process of being formed and will consist of twenty-twenty-five individuals, primarily external, but will include internal constituents as well. The group will have five meetings early 2024; two in January, two in February, and one in March. The purpose of the group is to look at the projects and input that comes from campus. The first round of community polling, conducted by one of our consultants, the Patinkin Group, will allow for Patinkin to build a recommended bond, based on polling results, by March, which will go out to the public for comment, to get a sense of what projects and dollars may be supported. Pending results, the Board was informed that they may have a proposal before them at the June 12, 2024 Board meeting, to be on the ballot by June 24, 2024, and there may also be a situation where there will be no action taken, if the polling is not showing as being favorable for the bond. Skari answered a question from Stroud, in regards to community engagement outreach between now and June 2024.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

a) Minutes – Board Regular Session 1093, November 15, 2023
b) Monthly Personnel Report
c) Monthly Financial Report
d) Monthly Head Start Report
e) Acceptance/ Expenditure of Projects Funded in Whole or Partially by Non-District Funds
f) Resolution to Transfer Budgeted Appropriations

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

4.2 Head Start Reporting Policy Process 2nd Reading & Approval

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

Mattson motioned to approve the Head Start Reporting Policy Process. Stroud seconded the motion. There was a board vote and the motion passed unanimously.

5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

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

6.0 CLOSING REPORTS

6.1 ASMHCC Representative

Javier Estrada (ASMHCC President) – reported on ASMHCC activities to include:

This week our team has been busy working on finals and finishing out this term strong.

This past month ASMHCC had the pleasure of volunteering with a local organization the Kindness Farm which is a first-generation immigrant, refugee, and queer lead non-profit farm in SE Portland. Eight team members spent the morning helping with weeding and winterizing the farm. It was a great experience to be able to give back to our local community.

ASMHCC also adopted 2 families in need for the MHCC Something Wonderful Project lead by MHCC Faculty member Katrinia McNeal. We were able to drop off the family's gifts yesterday.

Finally, ASMHCC and the MDRC hosted 4 events last week to help student destress and prepare for their finals this week. On Monday the MDRC hosted a guided meditation and we ended the day with a nature walk lead by the forestry club. Finally, Barney Pantry Coordinator Steve Herff lead a planting activity. On Tuesday, ASMHCC had a fun event where students could play games in the student union, got to make their own waffles at a DIY waffle bar, and got to get out their frustrations by smashing plates outside the student union. On Wednesday, ASMHCC hosted a holiday craft event where students got to color, make holiday cards, make snow globes, snowmen, or wreaths, and make gingerbread houses. We ended Wednesday with some conversation around the fireplace lead by ASMHCC President Javier Estrada for students to reflect on how the term went. We wrapped up last week with our final fitness event lead by our Health & Recreation Event Coordinator Jonny where students got to test their fitness by seeing who could dead hang the longest. The top 5 students got a gift card. All in all, our prep week events served almost 200 students.

6.2 Advisory Representatives

John Hasegawa (FTFA) – did not attend.

Michael Flores (CEA) – shared updates for CEA to include:

The CEA would like to engage more with the Board and wanted to know what the Board would like to hear from the association through their monthly updates. Flores provided his contact information for

feedback and the Board also discussed inviting the CEA to a future work session for further dialog around the issue.

Marilyn Pitts (PTFA) – shared updates for the PTFA to include:
A congratulatory shout out to the MHCC District Communications department for their marketing work outside the college. Pitts also highlighted some things happening within her classroom and shared feedback received from one of her students which illustrated that the work that is being done on campus matters. In her report, Pitts also provided an overview of what Adult Basic Skills classes do, the profile of the student who typically takes the courses, and some of the results they are seeing that have come out of students taking these courses.

6.3 Executive Leadership

John Hamblin (Student Development) – shared the following updates:
The Board report, included in this month's Board packet, was incomplete and that the Division will include additional items the following month to cover for this. Hamblin also highlighted some exciting college events, put on by his division also partnering with other departments, including First Generation Student Day, Native American Heritage Month Celebration, and the Alder Elementary School college visit. Hamblin closed noting that he would love the Board to be a part of future Alder Elementary visits happening at the school and also on campus at MHCC.

Jennifer DeMent (Administrative Services) –did not have any updates.

Betsy Julian (Instruction) –did not have any updates.

Al Sigala (College Advancement) –did not attend.

6.4 President's Report

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

Skari began her report by recognizing DeMent and the staff from Head Start for putting on the Winter Festival event and how it is a wonderful event and amazing how the MHCC community shows up for Head Start families and other members of our community.

Next, she provided an update on the Oregon Community College Association (OCCA) Board Director search and that OCCA has hired Hank Henry, a search consultant firm based in Oregon who do national searches. OCCA is finalizing the job description and putting together a search committee, which should kick off January 2024. The position is expected to be filled by June 2024.

Following, Skari mentioned that the MHCC food pantry has been expanding and there is a future option for the Board/ President's Office to adopt one of the pantry garden boxes for next year. If Board members are interested in participating they are encouraged to let Skari know. In addition, she noted that personal produce from home gardens can also be donated to the pantry to be made available to students.

She provided an end of fall term 2023 enrollment update stating that the college is up 7.5% from last fall at this time, and for winter term, up 11.5% from last winter 2022.

In closing she wished everyone a wonderful holiday with their families and hopes that all have time to relax and rejuvenate. She bid farewell to 2023 and welcomed in a wonderful 2024.

McKeel closed the meeting by going over some important reminders and to do items for the Board.

7.0 ADJOURNMENT

Noriega motioned to adjourn. Teune seconded the motion and it passed unanimously. The meeting was adjourned at 8:06 p.m.

Clerk Board Chair

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

CHARGE AHEAD AT MT. HOOD COMMUNITY COLLEGE

PGE DRIVE CHANGE FUND GRANT

INSTALLATION:

CHARGE AHEAD AT MT. HOOD COMMUNITY COLLEGE

PGE DRIVE CHANGE FUND GRANT

CHARGE AHEAD AT MT. HOOD COMMUNITY COLLEGE

PGE DRIVE CHANGE FUND GRANT

First day open and our first customer

CHARGE AHEAD AT MT. HOOD COMMUNITY COLLEGE

PGE DRIVE CHANGE FUND GRANT

MHCC - FORD & SUBARU IMPORTS STUDENTS & INSTRUCTORS

THANK YOU!!!

PGE Drive Change Fund

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1c

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

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	**Position**	**Department**	**Hire Date**
Frost, Brian	Instructor - Integrated Media	Integrated Media	12/4/2023
Beck-Bryant, Jilliann	Program Assistant	Child Development & Family Services	12/7/2023
Vraneza, Mike	Instructor - Integrated Media	Integrated Media	12/11/2023
Cunningham, Sean-Paul	Facilities and Environmental Safety Manager	Child Development & Family Services	12/12/2023
Neckels, Patrick	Instructor - Sterile Processing Program	Health Professions	12/13/2023

TRANSFERS/CHANGE IN STATUS:			
Name	**Position**	**Department**	**Effective Date**
East, Khai	Program Specialist - Community Childcare Initiative	Child Development & Family Services	12/4/2023
Wilent, Steve	Faculty Natural Resources	Science	12/16/2023

MT. HOOD COMMUNITY COLLEGE

SEPARATIONS/RETIREMENTS:			
Name	**Position**	**Department**	**Term Date**
Gomez, Cheryl	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	12/1/2023
Velez, Juan	Customer Service Representative	Health & Physical Education, Athletics, Aquatics and Recreation	12/1/2023
Wattez, Elise	Assistant Teacher	Child Development & Family Services	12/1/2023
Aparicio, Maria Carmen	Assistant Teacher	Child Development & Family Services	12/15/2023
Sellers, Cynthia	Family Worker	Child Development & Family Services	12/15/2023
Aguilar, Natalie	Community Education Instructor	Community Education	12/16/2023
McDonald, Ed	Graphic Design Instructor	Integrated Media	12/18/2023
Jackson, Wyatt	Faculty	Performing Arts	12/18/2023
Sitzer, James	Integrated Media Faculty	Integrated Media	12/18/2023
Bohart, Karen	Music Instructor	Performing Arts	12/18/2023
Pennington, Kelli	Faculty	Integrated Media	12/18/2023
Meyers, Chris	Health & Physical Ed. Instructor	Health & Physical Education, Athletics, Aquatics and Recreation	12/19/2023
Rutledge, Martina	Student Employment Specialist	Career Planning & Counseling	12/22/2023

MT. HOOD COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1d

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

SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through November.

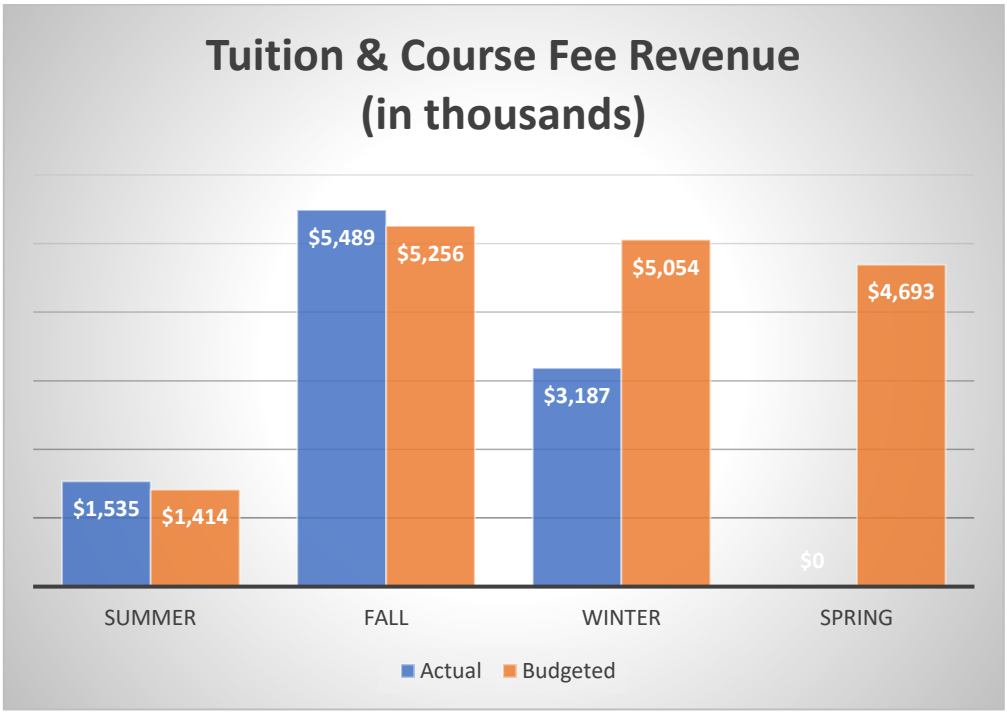
Revenues:

MHCC's General Fund operations are funded in fiscal year 2023/24 52.7% ($38.9M) from the State, 24.5% ($18M) from tuition and fees, 20.4% ($15M) from property taxes, and 2.4% ($1.8M) from other revenues.

- State support revenue is received quarterly in August, October, January, and April. In the last year of each biennium, the April payment is deferred until July. The amount budgeted for 2023-2024 reflects Mt. Hood's estimated share of the governor's requested budget level of $744 million, based on available information at the time of adoption. The Oregon legislator approved $796 million for the community college support fund, which includes $12.5 million for new student support and success elements in 2024/25. This increased funding level is expected to generate about $1 million more than budgeted.

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

- Fall term tuition and fee revenues are 11% ($544,280) more compared to November 2022. Enrollment in tuition-bearing courses for the fall term increased by 8.7% (93 students) over this time last year. Summer and fall terms combined tuition and fee revenue year to date is 11.9% ($749,459) above November 2022. Current year enrollment is forecasted to increase by 4.5%.



Expenditures:

As of November 30, year-to-date expenditures were $1,829,157 (7.8%) above this time last year; however, they meet forecast expectations. As an educational institution, most costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.

- Fringe and tax costs are paid based on a percentage of salary, so the ratio of the remaining budget is similar to salaries, as expected.

- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.

- Transfers to other Funds occur in June and include budgeted amounts of $87,292 for aquatic center support and $400,000 for facilities capital projects.

MT. HOOD COMMUNITY COLLEGE

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2023/24
As of November 30, 2023

	Actual Year to Date November 2021	Actual Year to Date November 2022	Actual Year to Date November 2023	$ / % Increase (decrease) over prior year		Amended Budget 2023-24	Percentage of Budget Remaining
Beginning Fund Balance	**15,402,319**	**20,549,976**	**16,585,986**	**(3,963,990)**	**-19.3%**	**12,230,494**	
Revenues							
State Support	17,317,301	17,669,626	20,095,732	2,426,106	0.14	38,874,073	48%
Property Taxes	9,571,024	6,316,869	9,560,589	3,243,720	0.51	15,053,355	36%
Tuition and Fees	10,470,274	10,012,337	11,119,550	1,107,213	11.1%	18,015,337	38%
Other Revenues	158,221	412,326	819,619	407,293	98.8%	1,754,348	53%
TOTAL REVENUES	**37,516,819**	**34,411,159**	**41,595,491**	**7,184,332**	**20.9%**	**73,697,113**	44%
Expenditures							
Salaries	12,546,762	12,382,991	13,102,621	719,630	5.8%	41,742,695	69%
Health Care	2,211,131	1,949,119	2,214,038	264,919	13.6%	7,162,435	69%
Fringe/Taxes	4,817,555	4,330,039	4,738,790	408,751	9.4%	14,592,477	68%
Personnel Subtotal:	***19,575,448***	***18,662,149***	***20,055,449***	**1,393,300**	**7.5%**	***63,497,607***	**68%**
Materials & Supplies	3,150,818	3,961,661	4,398,455	436,794	11.0%	11,070,557	60%
Grants in Aid/Tuition Waivers	284,817	286,821	325,086	38,264	13.3%	1,101,534	70%
Debt Service	422,013	408,969	369,767	(39,202)	(0.10)	2,660,906	86%
Transfers to Other Funds	-	-	-	-	-	487,292	100%
TOTAL EXPENDITURES	**23,433,095**	**23,319,601**	**25,148,757**	**1,829,157**	**7.8%**	**78,817,896**	68%
Rev Greater (Less) Than Exp	**14,083,724**	**11,091,558**	**16,446,733**	**5,355,175**	**48.3%**	**(5,120,783)**	
Beginning Fund Balance	**15,402,319**	**20,549,976**	**16,585,986**			**12,230,494**	
Ending Fund Balance						**7,109,711**	
As a percentage of expenditures						*9%*	

MT. HOOD COMMUNITY COLLEGE

GLOSSARY

Revenues:

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

Property Taxes include current and prior year taxes assessed at a permanent rate of .4917 per $1,000 of assessed value for Multnomah, Clackamas, and Hood River Counties. Current year property taxes are a component in the community college revenue allocation formula for State Support.

Tuition and Fees include all tuition, course fees, and instructional service fees. Tuition for 2023/24 is $122.00 per credit hour recorded in the General Fund. A technology fee of $7.00 per credit hour and an Associated Student Government (ASG) fee of $4.25 per credit hour is in addition to the tuition rate and recorded in separate funds. A College Service Fee of $3.50, a Safety and Security Access Fee of $3.50, and an Instructional Access Fee of $3.50 are all assessed on a per-credit basis in addition to the tuition rate for up to 15 credits.

Other Revenues include rental charges, interest earnings, grant and foundation indirect cost recoveries, transfers in, and sales revenue.

Expenditures:

Salaries consist of the wages and salaries paid to all employees from all employee groups.

Health Care consists of the employer-paid portion of medical, dental, and vision insurance premiums.

Fringe/Taxes are all other employer-paid fringe costs and include PERS (25%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%), and Long-term disability, life, workers' compensation, unemployment insurance, statewide transit tax and tax-sheltered annuity payments (combined 1.3%).

Materials & Supplies consists of all non-personnel costs such as supplies, repair of equipment, printing, and photocopying, contracted services, travel, and capital outlays.

Grants in Aid/Tuition Waivers include tuition and fee waivers for students as established by board policy, as well as staff tuition waivers as established by collective bargaining agreements.

Debt Service consists of principal and interest payments on general long-term debt.

Transfers to Other Funds represent the required general fund match for the federal financial aid programs and transfers from the general fund for facilities capital projects.

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1e

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.mhccheadstart.org
Phone: 503-491-6111 | Fax: 503-491-6112

Mt. Hood Community College Head Start Program Report

December 2023

Table of Contents

ERSEA Report **2**
Enrollment Report 2
Average Daily Attendance Report 3
December Attendance Report 4
Fiscal Report **7**
Budget July 2023 – June 2024 8
October Expenditure Report 8
US Bank VISA Purchasing Cards 9
October US Bank VISA Purchasing Cards Report 10
Health Report **11**
Immunization Primary Review Summary Form 12
CACFP Report **13**
December CACFP Reimbursement Summary 33
Family Services Report **15**
Childcare Partnerships Report **17**

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.

**Last month's enrollment report had some incorrect enrollment data that was presented. For this month's enrollment report, we are providing October, November, and December reports.

October 2023 Enrollment		
	Enrolled	Waitlisted
Head Start	446	108
Early Head Start	220	132

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

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

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

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped Attendance Date: 12/1/2023 - 12/30/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA [1]	Funded Enrollment		Actual Enrollment	
	Present [5]	Absent [6]	Neither [7]			Count	% Attendance	Count [2]	% Attendance [3]
Early Childhood Center									
ECC 1-FWD	84	42	0	9	9.33	18	51.85%	14.00	66.67%
ECC 2	113	30	0	9	12.56	18	69.75%	15.89	79.02%
ECC 3	86	14	12	9	9.56	18	53.09%	11.11	86.00%
ECC 4	94	32	2	8	11.75	18	65.28%	15.75	74.60%
ECC 5	48	3	0	10	4.80	8	60.00%	5.10	94.12%
ECC 6	42	28	0	9	4.67	8	58.33%	7.78	60.00%
ECC 7	54	7	0	11	4.91	8	61.36%	5.55	88.52%
ECC 8	33	29	0	8	4.13	8	51.56%	7.75	53.23%
Site Total	**554**	**185**	**14**	**9.13 (avg)**	**61.70**	**104**	**59.31%**	**82.93**	**74.97%**
Fairview									
Fairview 1	72	27	24	10	7.20	18	40.00%	9.90	72.73%
Fairview 2	72	37	16	9	8.00	18	44.44%	12.11	66.06%
Site Total	**144**	**64**	**40**	**9.50 (avg)**	**15.20**	**36**	**42.11%**	**22.01**	**69.23%**
Gateway									
Gateway 1	73	32	0	7	10.43	18	57.94%	15.00	69.52%
Gateway 2	78	17	0	8	9.75	18	54.17%	11.88	82.11%
Site Total	**151**	**49**	**0**	**7.50 (avg)**	**20.18**	**36**	**55.93%**	**26.88**	**75.50%**
Gresham High School CDC									
Gresham HS CDC Infant	7	1	0	4	1.75	1	175.00%	2.00	87.50%
Site Total	**7**	**1**	**0**	**4.00 (avg)**	**1.75**	**1**	**175.00%**	**2.00**	**87.50%**
Gresham United Methodist									
Gresham United 1	112	21	0	9	12.44	18	69.14%	14.78	84.21%
Gresham United 2AM	97	17	21	8	12.13	20	60.63%	14.25	85.09%
Gresham United 2PM	77	20	10	8	9.63	20	48.13%	12.13	79.38%
Site Total	**286**	**58**	**31**	**8.33 (avg)**	**34.18**	**58**	**59.34%**	**41.15**	**83.14%**
Hazelwood									
Hazelwood 1-FWD	137	5	0	10	13.70	18	76.11%	14.20	96.48%
Hazelwood 2	45	25	0	9	5.00	8	62.50%	7.78	64.29%
Site Total	**182**	**30**	**0**	**9.50 (avg)**	**18.70**	**26**	**72.22%**	**21.98**	**85.85%**
Knott									
Knott 1	82	16	0	7	11.71	20	58.57%	14.00	83.67%
Knott 2	84	33	0	9	9.33	20	46.67%	13.00	71.79%
Knott 3	110	16	0	9	12.22	20	61.11%	14.00	87.30%
Knott 4	82	4	0	9	9.11	20	45.56%	9.56	95.35%
Site Total	**358**	**69**	**0**	**8.50 (avg)**	**42.37**	**80**	**52.65%**	**50.56**	**83.84%**
Little Friends Day School									
Little Friends	13	4	1	18	0.72	4	18.06%	0.94	76.47%
Site Total	**13**	**4**	**1**	**18.00 (avg)**	**0.72**	**4**	**18.06%**	**0.94**	**76.47%**

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

© ChildPlus

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped Attendance Date: 12/1/2023 - 12/30/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA [1]	Funded Enrollment		Actual Enrollment	
	Present[5]	Absent[6]	Neither[7]			Count	% Attendance	Count[2]	% Attendance[3]
Little Pixie									
Little Pixie	7	3	0	10	0.70	4	17.50%	1.00	70.00%
Site Total	**7**	**3**	**0**	**10.00 (avg)**	**0.70**	**4**	**17.50%**	**1.00**	**70.00%**
Little Rascals									
Little Rascals	47	7	2	14	3.36	4	83.93%	3.86	87.04%
Site Total	**47**	**7**	**2**	**14.00 (avg)**	**3.36**	**4**	**83.93%**	**3.86**	**87.04%**
Love Bugs									
Love Bugs	43	13	0	9	4.78	6	79.63%	6.22	76.79%
Site Total	**43**	**13**	**0**	**9.00 (avg)**	**4.78**	**6**	**79.63%**	**6.22**	**76.79%**
Love Bugs Too									
Love Bugs Too	32	31	0	9	3.56	6	59.26%	7.00	50.79%
Site Total	**32**	**31**	**0**	**9.00 (avg)**	**3.56**	**6**	**59.26%**	**7.00**	**50.79%**
Melody's Munchkins									
Melody's Munchkins	24	0	0	8	3.00	4	75.00%	3.00	100.00%
Site Total	**24**	**0**	**0**	**8.00 (avg)**	**3.00**	**4**	**75.00%**	**3.00**	**100.00%**
Melody's Munchkins Lit. Blossoms									
MM-Little Blossoms	8	19	0	10	0.80	4	20.00%	2.70	29.63%
Site Total	**8**	**19**	**0**	**10.00 (avg)**	**0.80**	**4**	**20.00%**	**2.70**	**29.63%**
Melody's Munchkins Little Blooms									
MM - Little Blooms	26	16	0	7	3.71	4	92.86%	6.00	61.90%
Site Total	**26**	**16**	**0**	**7.00 (avg)**	**3.71**	**4**	**92.86%**	**6.00**	**61.90%**
Mt. Hood									
Mt Hood 1	104	20	0	8	13.00	18	72.22%	15.50	83.87%
Mt. Hood 2 AM	33	15	0	3	11.00	20	55.00%	16.00	68.75%
Mt. Hood 2 PM	67	30	3	8	8.38	20	41.88%	12.13	69.07%
Site Total	**204**	**65**	**3**	**6.33 (avg)**	**32.38**	**58**	**56.04%**	**43.62**	**75.84%**
Pixie Child Care									
Pixie Child Care Infant	31	29	0	10	3.10	8	38.75%	6.00	51.67%
Pixie Child Care Toddler	21	28	0	10	2.10	8	26.25%	4.90	42.86%
Site Total	**52**	**57**	**0**	**10.00 (avg)**	**5.20**	**16**	**32.50%**	**10.90**	**47.71%**
Reynolds Learning Academy - FS									
Reynolds FSA	6	11	0	9	0.67	2	33.33%	1.89	35.29%
Site Total	**6**	**11**	**0**	**9.00 (avg)**	**0.67**	**2**	**33.33%**	**1.89**	**35.29%**
Rockwood 181st									
Rockwood 181 1	96	46	0	9	10.67	20	53.33%	15.78	67.61%
Rockwood 181 2	119	9	0	10	11.90	20	59.50%	12.80	92.97%
Rockwood 181 3	115	29	0	9	12.78	20	63.89%	16.00	79.86%
Rockwood 181 4	100	44	0	10	10.00	20	50.00%	14.40	69.44%
Site Total	**430**	**128**	**0**	**9.50 (avg)**	**45.35**	**80**	**56.58%**	**58.98**	**77.06%**

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

© ChildPlus

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Enrollment Status: Enrolled, Dropped Attendance Date: 12/1/2023 - 12/30/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA [1]	Funded Enrollment		Actual Enrollment	
	Present [5]	Absent [6]	Neither [7]			Count	% Attendance	Count [2]	% Attendance [3]
Russellville									
Russellville 1 FWD	109	0	0	11	9.91	18	55.05%	9.91	100.00%
Russellville 3	22	13	0	9	2.44	8	30.56%	3.89	62.86%
Site Total	**131**	**13**	**0**	**10.00 (avg)**	**12.35**	**26**	**48.52%**	**13.80**	**90.97%**
Sunrise									
Sunrise 1	126	18	0	9	14.00	20	70.00%	16.00	87.50%
Sunrise 2	120	24	0	9	13.33	20	66.67%	16.00	83.33%
Sunrise 3	75	15	0	6	12.50	20	62.50%	15.00	83.33%
Sunrise 4	104	38	0	10	10.40	20	52.00%	14.20	73.24%
Sunrise 5	128	16	0	9	14.22	20	71.11%	16.00	88.89%
Sunrise 6	56	41	1	9	6.22	20	31.11%	10.78	57.73%
Site Total	**609**	**152**	**1**	**8.67 (avg)**	**70.67**	**120**	**58.56%**	**87.98**	**80.03%**
Troutdale									
Troutdale 1	85	23	0	9	9.44	18	52.47%	12.00	78.70%
Troutdale 2	97	33	0	9	10.78	18	59.88%	14.44	74.62%
Troutdale 3	35	13	0	8	4.38	0	0.00%	6.00	72.92%
Site Total	**217**	**69**	**0**	**8.67 (avg)**	**24.60**	**36**	**66.98%**	**32.44**	**75.87%**
MHCC CDFS	**3,531**	**1,044**	**92**	**8.98 (avg)**	**405.93**	**715**	**56.26%**	**527.84**	**77.18%**
Report Totals	**3,531**	**1,044**	**92**	**8.98 (avg)**	**405.93**	**715**	**56.26%**	**527.84**	**77.18%**

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

© ChildPlus

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 presupesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

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

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 - October 2023				
Budget Category	Budget	October	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,536,688	748,002	2,130,990	20%
Fringe Benefits	6,903,389	440,628	1,259,670	18%
Travel	103,752	24,435	34,012	33%
Equipment	20,000	0	0	0%
Supplies	992,128	114,681	142,403	14%
Contractual	1,774,109	33,402	129,019	7%
Facilities/Property Services	762,305	77,353	271,057	36%
Other	793,494	59,309	147,592	19%
Indirect	2,183,681	55,105	293,065	13%
Total	24,069,546	1,552,913	4,407,808	18%

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 October 2023 for Head Start & Early Head Start

	5100/5101/5102	5119	5120	5113	5229	
Description	**HeadStart**	**Early HeadStart Federal**	**Children's Levy Early Head Start**	**Early Head Start CCP**	**Early HeadStart State**	**Totals**
Center Supplies	12,413	686	83		192	$13,374
Computer Supplies	355	52		90	25	$523
Dental/Medical						-
Education Supplies	640	67	48	799	139	$1,693
Family Services Supplies	45			25	3	$73
Health Supplies	138	34		95	19	$286
Kitchen Supplies	1,094	232			49	$1,374
Office Supplies	1,044	218		155	65	$1,482
Other Costs	2,672	659			139	$3,470
Parent Activities						-
Postage						-
Pre-Employment						-
Site Repair/Maintenance	3,797	453	70	17	136	$4,472
Training	7,935	2,574	6	1,897	797	$13,209
Vehicle Costs	240	59			12	$312
Utilities	2,099	558	344	7	318	$3,327
Total	**$32,472**	**$5,592**	**$552**	**$3,086**	**$1,894**	**$43,596**

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

First Name	Last Name	Position	Account #	Frequent Vendors	Supplies
Ahmed	Marjan	Health Service Manager	various-7010	Albertsons	PCCM Supplies
Anne	Rinker	Education Site Manager	5100/5102-7401/7415	Cash N Carry (Smartfood)	Parent Center Committee Meeting (PCCM)
Brenda	Dolan	EHS Education & Inclusion Manager	various	Discount School Supply	Classroom Supplies
Carrie	Schulz	Associate Director	various	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
Henry	Obelnicki	Education Site Manager	various-7403	Home Depot	Site Repair Supplies
Iryna	Bashynskyy	Education Site Manager	5100/5102-7413	Safeway	PCCM Supplies
Jade	Cosico-Berge	Education Site Manager	various-7415	Target	Classroom/Site/PCCM Supplies
Julie	Allen	Human Resource Service Coordinator	various	Walgreens	Site Supplies (Photo Processing)
Kara	Carsner	Food Service Manager	various-7327/7410	Walmart	Classroom/Site Supplies
Kristy	Womack	Education Site Manager	5100/5102-7402		
Laura	Fonte-Black	Facilities Manager	various-7700		
Nahed	Salib	Education Site Manager	5100/5102-7400/7415		
Rosa	Ramirez	EHS Home Based Coordinator	5120/5119/5229-7416		
Sandra	Rodriguez	EHS Familiy Support Coordinator	5119/5229-7414		
Suzie	Campbell	HS Education & Inclusion Manager	5100/5102-7020/7000		
Vlad	Selvanovich	Facilities & Transportation Specialist	various-7700/7061		

Health Report

1- Completed the missing health screening per the EPSDT.
   a) The health team completed the hemoglobin screening for kids 3 years and above by using the Non-Invasive pronto machine which was used for the first time by the agency.
   b) A new Vision screening machine (PlusOptix) was received, and it will start to be used by the health team for vision screening for kids who are newly enrolled or missed the screening. The machine is a new technology that was introduced by the agency. It is the same machine that is used by OHSU. It is more affordable and accurate than the Spot the machine that we were using.
2- Reviewed the immunization status for each child to send the first immunization report to the state that will be due on January 17th.
   a) Staff received the final report for their kids and if any child has missed a vaccine to be completed before the state exclusion date on Feb 21, 2024 (See page 12).
   b) As part of the HSAC collaboration with other Head Start agencies in the county, a free vaccination clinic is planned to be held by the Portland Public School/Head Start agencies and all families in the three Head Start agencies including MHCC are invited to attend if their children missed vaccination.
3- Completed the health and safety self-assessment checklist.
4- Planned for the coming HSAC meeting which will be at the end of April.
5- More updated works were performed on health procedures such as the Toothbrushing procedure.
6- Planned for more health training:
   a) Health screening training for the home-based staff on Feb 15th
   b) Epi-pen training for staff who are in direct contact with children on Epi-pen at GUM on Jan 9th
   c) Specialized medication training is planned for all education staff on Feb 16th

PUBLIC HEALTH DIVISION
Immunization Program

IMMUNIZATION PRIMARY REVIEW SUMMARY
SECTION A - Initial Statistical Report

Oregon Health Authority

For use by public, charter, alternative and private schools, preschools, head start and certified child care programs

Name of school or program: MHCC Head Start & Early Head Start
Type of program: public/charter school ○ private school ● preschool/daycare ○ head start ○
Mailing address: 10100 NE Prescott St Portland OR 97220
Physical address: ☑ same as above OR
Phone: 5034916111 School district: Parkrose, GBSD, Centennial,Raynolds,DD
Administrator's name: Hilda Pena-Alfaro
Administrator's email: Hilda.Pena-Alfaro@mhcc.edu
Name of person completing report: Ahmed Marjan
Email of person completing report: Ahmed.marjan@mhcc.edu
Preferred language of person completing report: English ☑ Spanish ☐ Other
Grades or ages served: Pre K Date of report 1/7/24
Do you use a computer system for tracking immunizations? Yes ◉ No ○
Name of computer system used: Child Plus

This section should be completed with information for all of the children in your school or program.

Total enrollment		Children not counted		Adjusted enrollment
713	-	65	=	648

Children not to be counted are those who attend both a school and a children's facility or more than one school or facility.

Each child in the adjusted enrollment should be in only one category below.

581	Number complete or up-to-date
17	Number nonmedical exemptions -Include children with nonmedical exemptions for some or all vaccines. - Children who have a nonmedical exemption for some vaccines and are incomplete for others should be counted in the incomplete section.
0	Number permanent medical exemptions
0	Number temporary medical exemptions
46	Number incomplete/insufficient -Include children who have nonmedical exemptions for some vaccines and are incomplete for others. -Include children who are incomplete or insufficient for required vaccines.
4	Number no record

Send unreviewed medical exemptions to the health department. Do not send nonmedical exemptions unless requested by the health department.

Send copies of the records of children in red boxes to the health department, and list these children on page 2.

If there are no children in the red boxes, complete Sections E-H. Send all your forms in at one time.

This page is due to to your local health department by January 17, 2024.

Form 53-04A Revised 8/2023

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Early Childhood Center, Fairview, Gateway, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale

Attendance Date: 12/1/2023 - 12/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 EHS									
Early Childhood Center									
ECC 5	10	8	0	0	39	0	48	42	0
ECC 6	9	8	0	0	36	0	40	29	0
ECC 7	11	1	0	0	45	0	48	34	0
ECC 8	8	1	0	0	30	0	30	2	0
Early Childhood Center	38	18	0	0	150	0	166	107	0
Hazelwood									
Hazelwood 2	9	7	0	0	43	0	44	40	0
Hazelwood	9	7	0	0	43	0	44	40	0
Russellville									
Russellville 3	9	5	0	0	21	0	21	8	0
Russellville	9	5	0	0	21	0	21	8	0
Troutdale									
Troutdale 3	8	2	0	0	21	0	35	32	0
Troutdale	8	2	0	0	21	0	35	32	0
2023-2024 HS									
Early Childhood Center									
ECC 1-FWD	9	11	0	0	77	0	84	56	0
ECC 2	9	14	0	0	94	0	105	92	0
ECC 3	9	9	0	0	59	0	76	83	0
ECC 4	8	7	0	0	59	0	79	46	0
Early Childhood Center	35	41	0	0	289	0	344	277	0
Fairview									
Fairview 1	10	3	0	0	66	0	71	48	0
Fairview 2	9	8	0	0	61	0	69	60	0
Fairview	19	11	0	0	127	0	140	108	0
Gateway									
Gateway 1	7	13	0	0	67	0	72	69	0
Gateway 2	8	6	0	0	65	0	78	64	0
Gateway	15	19	0	0	132	0	150	133	0
Gresham United Methodist									
Gresham United 1	9	10	0	0	107	0	110	98	0
Gresham United 2AM	8	11	0	0	91	0	97	0	0
Gresham United 2PM	8	12	0	0	0	0	71	75	0
Gresham United Methodist	25	33	0	0	198	0	278	173	0
Hazelwood									
Hazelwood 1-FWD	10	16	0	0	124	0	137	83	0

Report Format Copyright © Management Information Technology USA, Inc.

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Early Childhood Center, Fairview, Gateway, Gresham United Methodist, Hazelwood, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale

Attendance Date: 12/1/2023 - 12/31/2023

MHCC CDFS

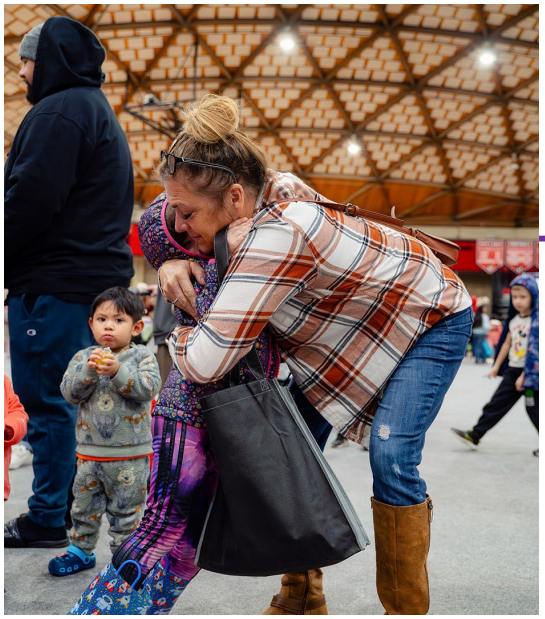
	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 HS									
Hazelwood	10	16	0	0	124	0	137	83	0
Knott									
Knott 1	7	13	0	0	70	0	77	57	0
Knott 2	9	12	0	0	78	0	84	78	0
Knott 3	9	8	0	0	103	0	107	107	0
Knott 4	9	7	0	0	71	0	42	45	0
Knott	34	40	0	0	322	0	310	287	0
Mt. Hood									
Mt Hood 1	8	2	0	0	88	0	99	46	0
Mt. Hood 2 AM	4	13	0	0	32	0	32	0	0
Mt. Hood 2 PM	8	14	0	0	0	0	69	57	0
Mt. Hood	20	29	0	0	120	0	200	103	0
Rockwood 181st									
Rockwood 181 1	9	7	0	0	94	0	94	73	0
Rockwood 181 2	10	10	0	0	99	0	104	89	0
Rockwood 181 3	9	7	0	0	97	0	107	69	0
Rockwood 181 4	10	11	0	0	89	0	98	60	0
Rockwood 181st	38	35	0	0	379	0	403	291	0
Russellville									
Russellville 1 FWD	11	4	0	0	106	0	108	68	0
Russellville	11	4	0	0	106	0	108	68	0
Sunrise									
Sunrise 1	9	11	0	0	123	0	125	98	0
Sunrise 2	9	8	0	0	119	0	120	116	0
Sunrise 3	6	4	0	0	56	0	75	64	0
Sunrise 4	10	7	0	0	99	0	101	95	0
Sunrise 5	9	9	0	0	128	0	123	107	0
Sunrise 6	9	8	0	0	49	0	55	38	0
Sunrise	52	47	0	0	574	0	599	518	0
Troutdale									
Troutdale 1	9	10	0	0	79	0	84	81	0
Troutdale 2	9	14	0	0	75	0	96	63	0
Troutdale	18	24	0	0	154	0	180	144	0
MHCC CDFS	341	331	0	0	2,760	0	3,115	2,372	0
Report Totals	341	331	0	0	2,760	0	3,115	2,372	0

Report Format Copyright © Management Information Technology USA, Inc.

FAMILY SERVICES REPORT

December 2023

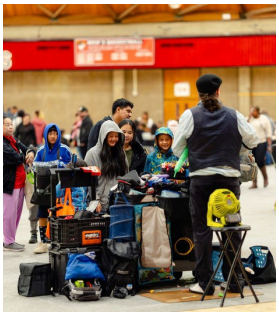
1



FAMILY SERVICES HOME VISIT COMPLETION

- **110 Home Visits were completed in the month of December**
- **175 new family Needs Identified events have been created**

2



WINTER FESTIVAL EVENT

On December 2nd Over 1200 people attended and left with smiles and their arms filled with resources. Every child 0-18 left with brand new winter gear, delicious food from Stoopid Burger and The Dawg House Food Truck, music, fun, entertainment plus endless resources and opportunities from 80 agencies. All made possible by MHCC Head Start, Mt. Hood Community College, Greater New Hope Charities, Coalition of Community Health Clinics, Trimet, Trillium, Community Health Plan, Oregon Health Plan Marketplace, Multnomah County, Portland Children's Levy, Champions Before and After Care and Enrichment Gresham Barlow, City of Gresham - United Way of the Columbia-Willamette, and the Preschool Marketplace

3

COMMUNITY PARTNERSHIPS

Our families benefited from numerous partnerships we have fostered with community agencies.164 families received referrals to holiday and winter resources outside of the 1200 people that attended the Winter Festival.

Our Maywood staff became Winter Fairies for a family through Something Wonderful. since 1994, every year the college has organized the Something Wonderful event, where staff adopts a family who has gotten registered to receive help with some winter items like jackets, shoes, mittens, toys and gifts for the holidays, food, and other house supplies. Families who have registered through the college could be from the community, students, or even from our HS/EHS program and will be from any size.

The Maywood Head Start team came together to overflow the family with tons of gifts.

The little girl, was so excited she couldn't contain herself! She was jumping up and down, clapping her hands, going in circles. The little boy, was all smiles as he helped unload the presents under the tree. He just kept saying "wow!" with each load we brought in!

4

Childcare Partnerships (CCP) Report

Early Head Start Child Care Partnerships (EHS-CCP) – layered funding enhances quality and stability in community childcare partner sites.

In EHS-CCP, the use of multiple funding sources or *layered funding* is meant to ensure that the needs of children, families, staff, and programs are met while adhering to the Office of Head Start (OHS) and Oregon Department of Early Learning and Care (DELC) standards and requirements. Equity awareness and strategies to enhance, sustain, and rebuild the early childhood workforce are also essential to our partnership efforts. Maximizing the use of other revenue sources ensures sufficient funding to our partner sites, allowing them to collaborate in delivering comprehensive services for families and children and enhancing EHS-CCP funds' impact.

Financing the total cost of quality comprehensive care for young children in early childhood programs may be supported by a variety of resources, including:

Childcare subsidies and parent co-payments
Private parent fees for children not enrolled in EHS-CCP
Private scholarships, including employer-supported subsidies
Child and Adult Care Food Program (CACFP) reimbursements
Local community funds
Foundation funding
Public pre-K or other local education agency (LEA) funding
Head Start and Early Head Start funds
Donated in-kind resources of goods and services

During this model's planning and initial implementation, the OHS instructed EHS-CCP programs to consider three layers of funding in our partnerships – including both state and federal funds.

Layer One– our childcare partner sites collect Employment Related Daycare (ERDC), Temporary Assistance to Needy Families (TANF), and DELC-determined co-pay amounts from families. The EHS-CCP program doesn't have much control over these funds other than monitoring to ensure we can report on the impact of a more stabilized workforce and affordable childcare for families and to ensure families are accessing self-sufficiency resources/programs effectively.

Layer Two –roughly two-thirds of our monthly stipend per child is to ensure that our partners can actively meet our EHS-CCP and OHS requirements – including providing diapers, wipes, and food to children while in care; hiring additional staff to meet enhanced staff-to-child ratios and age-appropriate group sizes, and to ensure teaching staff meet the minimum qualifications for their roles. Our partner sites can also use these funds as incentives or wage increases for staff

and to provide training and professional development. When funding levels allow, other program enhancements are also drawn from these funds, such as for classroom materials, minor renovations to classrooms and playgrounds, and to meet health and safety regulations.

Our partners can also use these funds to temporarily cover lost ERDC subsidies or co-payments when families cannot make them independently. Roughly one-third of our monthly stipend is meant to be set aside by our partners for this purpose – many of whom create a "subsidy scholarship fund" to support families in these instances.

Layer Three– these funds are used explicitly for EHS-CCP-specific services and staff positions and indirect supports to families such as bus passes, emergency clothing, etc. – things that help reduce barriers to full participation in our program services and attendance at the childcare sites.

Source – EHS-CC Partnerships -Funding and Payments; National Center on Program Management and Fiscal Operations (NCPMFO)

Acronym Guide
CACFP - Child and Adult Care Food Program
DELC - Department of Early Learning and Care
EHS-CCP - Early Head Start Child Care Partnerships
ERDC - Employment Related Daycare
LEA - Local Education Agency
OHS - Office of Head Start
TANF - Temporary Assistance to Needy Families

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*

Child Development & Family Support Programs
10100 NE Prescott St. Portland, OR 97220 | www.mhccheadstart.org
Phone: 503-491-6111 | Fax: 503-491-6112

Policy Council Report 12/07/23

November PCCM Site Chair Stand-Up:

- Early Childcare Center (ECC): Drive-In Movie PCCM
  - The site is doing well and they enjoyed their Drive-In Movie PCCM with Troutdale, Farview, and Mt. Hood sites. There was hot chocolate provided as they watched the movie "Luca". They also enjoyed the Winter Festival that Family Services hosted.
- Glisan: Cozy and Casual PCCM
  - Everything went very well and they are looking forward to their next PCCM.
- Mt. Hood: Drive-In Movie PCCM
  - Site opted out of a traditional meeting and instead had a family drive-in movie night where they watched "Luca" with ECC, Fairview, and Troutdale
- Child Care Partnership (CCP):
  - During their PCCM they learned about winter activities, safety, resources, and snow.

Program Updates:

- Our program had a routine Federal Audit in July. We are working with the auditors to improve our program.

- We are introducing a new position for a Registered Behavior Technician to help with children's individualized strategies.

Documents Approved:

- Policy Council Meeting Minutes 11.09.23
- Policy Council Meeting Minutes Summary 11.09.23
- Monthly Head Start Report 12.04.23
- PCCM & PC Calendar SY 2023 – 2024

Questions & Concerns:

- Staffing: We are actively hiring, but the hiring process can be quite lengthy. Most classrooms with open positions have active candidates that are waiting to complete the hiring process. The process can be delayed by background and reference checks.

What is the Policy Council?

- An elected group of parents that work closely with MHCC Head Start's management team.
- Helps lead and make decisions about the program.
- Discusses policies, budgets, center activities, reportable incidents, and planning.
- We want to hear YOUR voice!

How can I join?

- Talk to your Family Advocate
- A parent's voice is the most important voice in this program.

Child Development & Family Support Programs
10100 NE Prescott St. Portland, OR 97220 | www.mhccheadstart.org
Phone: 503-491-6111 | Fax: 503-491-6112

Reporte de Concilio de Pólizas 12/07/23

Reunión de Padres del mes de noviembre Representante del Centro:

- Early Childcare Center (ECC): en su reunión tuvieron autocine
  - El centro está funcionando bien y disfrutaron de su película con los centros de Troutdale, Farview y Mt. Hood. Les proveyeron chocolate caliente mientras veían la película "Luca". También disfrutaron del Festival de Invierno organizado por el departamento de Servicio a Familias.
- Glisan: Reunión de Padres fue acogedor e informal
  - Todo salió muy bien y están deseando que llegue su próxima reunión.
- Mt. Hood: Reunión de Padres Autocine
  - El centro optó por no participar en una reunión tradicional y en su lugar tuvo una noche de cine familiar donde vieron “Luca” con ECC, Fairview y Troutdale.
- Asociación de Cuidado Infantil (CCP):
  - Durante su Reunión de Padre aprendieron sobre las actividades invernales, la seguridad, los recursos y la nieve.

Actualizaciones del programa:

- Nuestro programa tuvo una Auditoría Federal de rutina en julio. Estamos trabajando con los auditores para mejorar nuestro programa.
- Estamos introduciendo una nueva posición para un técnico de comportamiento registrado para ayudar con las estrategias individualizadas de los niños.

Documentos aprobados:

- Minutos del Concilio de Pólizas 11.09.23
- Resumen de los minutos del Concilio de Pólizas 11.09.23
- Reporte mensual de Head Start 12.04.23
- Calendario de reuniones de Padres y Concilio de Pólizas para el año escolar 2023 – 2024

Preguntas e Preocupaciones:

- El Personal: estamos contratando activamente, pero el proceso de contratación puede ser bastante largo. La mayoría de los salones con puestos vacantes tienen candidatos activos que están esperando completar el proceso de contratación. El proceso puede retrasarse debido a verificaciones de antecedentes y referencias.

¿Qué es el Concilio de Póliza?

- Un grupo elegido de padres que trabajan en estrecha colaboración con el equipo administrativo de MHCC Head Start.
- Ayuda a liderar y tomar decisiones sobre el programa.
- Analiza pólizas, presupuestos, actividades del centro, incidentes reportables y planificación.
- ¡Queremos escuchar tu voz!

¿Cómo puedo unirme?

- Hable con su trabajadora familiar
- La voz de los padres es la voz más importante en este programa.

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1f

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

SUBJECT: APPROVAL TO INCREASE GOODS AND/OR SERVICES CONTRACTS IN EXCESS OF $150,000

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

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

Vendor name	Goods / Services to be provided	Increase expenditure
Brockamp & Jaeger Inc	Remodel the MHCC bookstore into an equity and community resource center.	From $950,000 to $1,200,000

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

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1g

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

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

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

Mt. Hood Community College has completed a competitive solicitation for the following 2 projects:

- Provide janitorial and floor care services for all CDFS facilities: Eight (8) bids were received in response to the solicitation. The administration recommends awarding the Contract to **EcoBrite**. The Terms of this contract will be through approximately 01/31/2029 and not to exceed $1,700,000.

- Build and install a see-through, custom-made retractable dome over the 50-meter outdoor pool: One (1) bid was received in response to the solicitation. The administration recommends awarding the contract to **Dynatechnology Inc**. The terms of this contract will be through approximately December 2025 and not to exceed $4,400,000.

RECOMMENDATION: Approval to award contracts to EcoBrite & Dynatechnology Inc.

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 17, 2024*

ITEM TITLE: 7.1h

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

SUBJECT: APPROVAL OF CORRECTIVE ACTION PLAN FISCAL YEAR ENDING JUNE 30, 2023

The Oregon Audits Division Secretary of State requires a municipality to adopt a plan of action to correct any financial statement deficiencies communicated by its auditor. Per ORS 297.466(2), a copy of this plan must be filed with the Secretary of State.

During the audit of the fiscal year ending June 30, 2023, Talbot, Korvola, & Warwick, the district's independent audit firm, identified one financial statement deficiency. The following corrective action plan requires board adoption and will be implemented by management.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Material Weakness Identified: The District should implement policies and procedures to ensure that debt is appropriately recorded.

Recommendation: All topside entries will be completed with sufficient time for a thorough review of the entries and all supporting work papers are to be reviewed by the VP of Finance and Administrative Services, or designee to verify supporting work papers reviewed for hard-coded values and revised, if needed.

Action Taken: The corrective action will be implemented beginning with the FY24 ACFR preparation on June 30, 2024.

Student Development
John Hamblin

Divisional Updates for Jan 2024
Student Development Division

- **<u>Goal B: Educational Programs & Support Services.</u>**
    - ***B.3- Develop and implement a regularly occurring comprehensive review of student support services (advising, TRIO, AVID, etc.) to ensure continuous alignment with student needs.***
        - Six programs in Student Development completed their CAS (Council for the Advancement of Standards) comprehensive review and developed action plans. These action plans are built from both and internal and external assessment of needs and services for each area. These action plans will be submitted into the Unit Planning tool and will be monitored and tracked as they progress over the next two years. There was a significant amount of work required to complete these and the teams did an amazing job completing these assessments!
    - ***B.4- Identify support services to parallel and align with student support needs and interests.***
        - ***Admission, Records and Registration:***
          All limited-entry programs are updated and open for 2024-25 admission entry. The Limited Entry Admission season starts picking up in January. All application forms and materials can be entered and uploaded through the LR Portlet set up in MYMHCC. The portlets were a collaboration with IT and ARR to make the process as easy as possible. Programs work with ARR staff to deliver information sessions to help prepare students for successful entry into these programs and are available throughout the application period. Currently, MHCC has 12 Limited Entry Programs. ARR processes an average of 1,100 applications each year for limited entry programs.
        - ***Financial Aid:***
          Oregon Promise Grant - $624,262 disbursed for Fall term to ~630 students
          Oregon Opportunity Grant - $1.165M disbursed for Fall term
          OSAC Scholarships - $62,652 disbursed for Fall term to ~45 students; another $68,198 awarded for Winter term to ~50 students
          Foundation Scholarships – approximately $311,140 disbursed for Fall term; approximately $293,863 awarded for Winter term

- Fall Balance Reductions: $10,128 helped 56 students for FA23- We will share out the final registration and retention impact at our next report.

- We are preparing for the 2024-25 FAFSA changes – we have quite a few FAFSA/ORSAA support events scheduled in local high schools and we will be providing designated hours in the Hub during Winter term to support students.

- ***AATC**: Steadily increasing the # of students receiving academic advising.*
  In 2022 (Fall term), we recorded 2,604 distinct advising appointments
  In 2023 (Fall term), we recorded 2,931!!!

- ***Student Services Hub:***
  Fall 2022 in person visits: 1978
  Fall 2023 in person visits: 3466 (an additional 1488 students)

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

AES: ADA lifts (2) purchased and installed by start of Winter term in Aquatic Center. Thanks to Kim Hyatt, Donna Ryan, and Facilities for making this happen.

- **Goal E: Community Connections.**

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

    - First Generation Day was celebrated by students, staff & faculty. Current TRIO students, Student Life and HUB staff shared their stories of being a first-generation student during a panel discussion. Guest speaker, Roseann Rivera (Director of TRIO Programs) shared her journey growing up as a biracial, first-generation, low-income student and the incredible strength it took to navigate the world of higher education.

    - Native American Heritage Month was a celebration to remember. Hosted by Student Life, TRIO and the Office of Diversity, Equity & Inclusion—students were able to join in and hear from guest speakers, student speakers, Panama presentation, live drumming and incredible food provided by TRIO program alumnus of MHCC. Sister's Fry Bread,

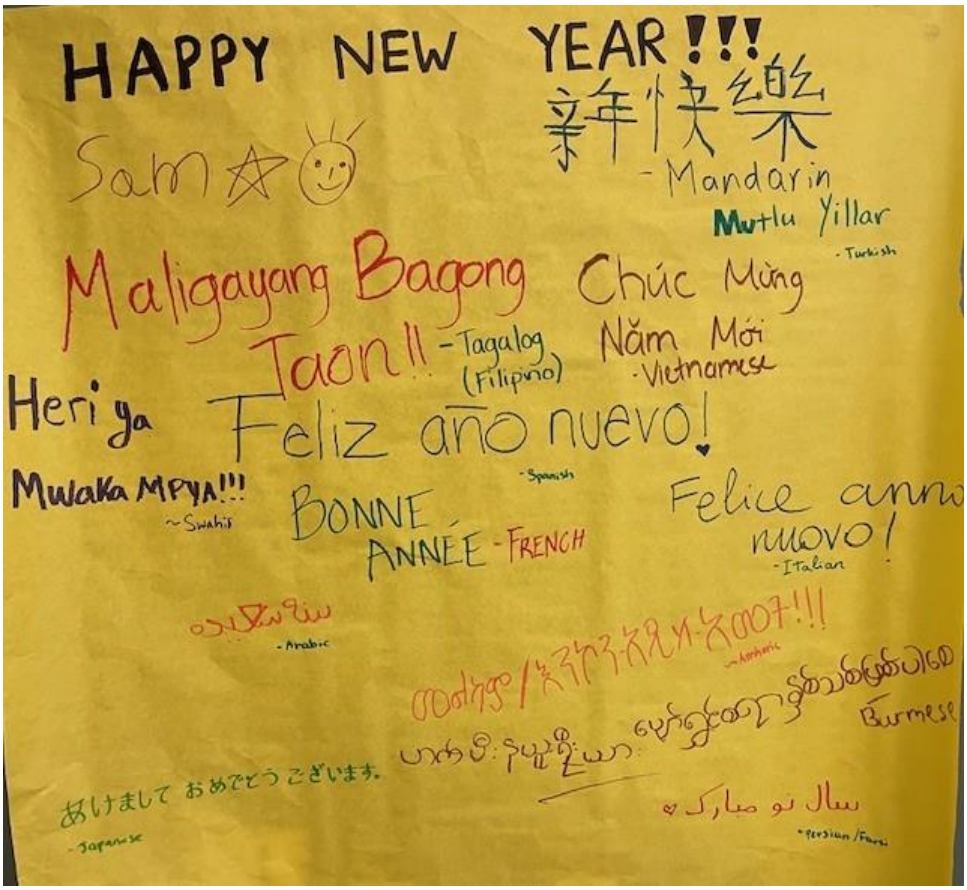
created by two sisters of native American decent, attended MHCC and were participants of our very own TRIO program. They both graduated and pursued business ownership to provide native American dishes through catering and pop-up venues.

- The International Student Program welcomed students in to relax and share community during finals week. Students received help checking registration for winter term along with enjoying coffee and snacks. Students shared the translation of 'Happy New Year' in some of the many languages represented amongst this population of students.

Student Development Update

Student Development Update

Student Development Update



Instruction
Betsy Julian
January 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.

- The Humanities division hosted Lisa Ko, author of *The Leavers* as part of our Mouths of Others reading series. Over 70 students, staff and community members attended her reading and craft discussion.
- Faculty member, Brady Carey, and the Communication department, hosted a live broadcast of COMMTALK featuring students telling their stories of perseverance, survival and hope to an audience of students, family and community members.
- The Small Business Development Center (SBDC) team completed a mandatory ethics and conduct training and certification intended to help understand responsibilities with Oregon law and national SBDC ethics rules. SBDC employees, contractors, and volunteers are required to participate in ethics training annually for the statewide network to maintain funding and accreditation.

Goal B: Educational Programs & Support Services:

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

- The Adult Basic Skills & Career Pathways division graduated (completed) the first Career Pathways for English Language Learners (CPELL) in construction. There were nine students in this initial cohort. This career training program is a pre-apprenticeship program that connects with apprenticeship programs in construction and is a collaboration between Mt. Hood Community College and the Pacific Northwest Carpenters Institute (PNCI), Oregon Tradeswomen organization, and Reynolds High School Learning academy.

Organizational Structure, Systems & Processes:

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

- The athletic department collaborated with Traci Simmons, Associate Vice President of Diversity, Equity and Inclusion, and David Pontious, Director of Accessible Education Services, to provide professional development training to our coaching staff regarding diversity, equity, and inclusion as well as Americans with Disabilities Act (ADA) compliance. Traci also provided similar training for our student-athletes as well.

Instruction Update

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.

- The Small Business Development Center participated in an informational session for House Bill 3410 which authorizes Business Oregon to provide grants to community college service districts which operate small business development centers. This grant opportunity is intended to enhance and increase services to small business in the community college service area or around the state.

Community Connections:

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

- The athletic department hosted an NWAC Men's Basketball Crossover tournament over the weekend of December 15-17.
- MHCC was well represented at the21st Annual Leadership Summit held on December 11th. Dr. Kristin Lima, Dean of Applied Technologies, Business and Information Systems, and Kori Kajitsu, Coordinator, Applied Technologies demonstrated our "Expanding Semiconductor Careers" program for the *Oregon Higher Education: Innovation, Education and Economic Development* exhibits to over 1200 participants. The program is funded by Future Ready Oregon. In addition, Dr. Lisa Skari served on the panel discussing *Partner Engagement in Industry Consortia* highlighting our work with the semiconductor industry.
- The Small Business Development Center (SBDC) met with the Oregon Certification Office for Business Inclusion and Diversity (COBID) to create a partnership to provide small business certification services to SBDC clients. This collaboration will level the playing field by providing certified firms with a fair opportunity to compete for government contracts regardless of owner ethnicity, gender, disability, or firm size.
- The Small Business Development Center (SBDC) met with the Technology Association of Oregon (TAO) to learn about services to assist small business owners in the tech industry. TAO supports legislation and initiatives that ensure growth and success for Oregon's tech industry, improving business environments, training, and increasing access to capital.

Administrative Services
Jennifer DeMent
January 2024

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

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

- CDFS is providing a series of training for managers on ***Courageous Conversations about Race*** by Glenn Singleton led by Dr. Hilda Peña-Alfaro. Managers have already completed the third session of these trainings.
- CDFS invited Traci Simmons, Associate Vice President of Diversity, Equity, and Inclusion, to give the Keynote at our All Staff Wellness Event on December 8th. Simmons provided staff with **foundational ideas and implementation strategies for equity, inclusion, and culturally responsive work** in serving children and families in our program.

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

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

- CDFS continues to work on revising job descriptions to **eliminate unnecessary barriers to provide increased opportunities for applicants** from diverse backgrounds to apply and work in our program. These unnecessary barriers include minimum qualifications that can be lowered and still meet the requirements of Head Start Performance Standards.

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 began a training series on **legal and business processes** for Head Start/Early Head Start content managers. The series covers topics like ethics, payroll, procurement, important collective bargaining agreement provisions, employee benefits, and leaves.

Administrative Services Update

- Human Resources is facilitating the **search process for our next Vice President of Instruction**. We are currently accepting applications and are asking individuals to submit applications by January 21 for best consideration. The search committee includes President Skari as well as ten individuals with diverse backgrounds, perspectives, and roles within the institution. In-person interviews are scheduled for March, with an anticipated start date in June or July 2024. Information about the search can be found on the HR webpage here.
- Human Resources continues to lead **negotiations with the Full-Time Faculty Association**. The parties have decided to move to mediation and mediation is anticipated to begin in February. In the meantime, the College and the Association continue to bargain.

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

- CDFS Maywood staff became Winter Fairies for a family through **Something Wonderful**. This event provides the family with items such as jackets, shoes, mittens, toys, holiday gifts, food, and other home supplies.
- CDFS provided an **in-service wellness event** for all staff on December 8th. This event provided staff with opportunities to learn about self-care, preventing burnout, taking care of oneself using the Alexander Technique, and diving into hands-on fun science, nutrition, and music activities.
- CDFS managers are actively engaged in a six-week-long **Mindful Communication training** course. Mindful Communication includes both inner and outer work that can help improve team communication and collaboration, and create healthier strategies for conflict resolution and problem-solving. Classroom and site staff often experience secondary trauma in their day-to-day work and having supportive management that is skilled in mindful communication can help provide more effective and responsive support.

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

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

- **New Website Project**
  - On schedule to launch the new site in February 2024
  - All content (~850 pages) has been created, reviewed, and migrated to the new system
  - Quality assurance testing on technical and content functionality is underway
  - Training options were provided in mid-December and 33% registered by month-end for in-person or remote sessions scheduled for January 2024.

Administrative Services Update

- MHCC's current **website accessibility** level increased by 13.9% from the previous month for a score of 92.8%.

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

- Information Technology and Facilities collaborated to arrange for a **security tabletop exercise** utilizing MHCC's Incident Command Structure. The scenario involved a cyber-attack. The exercise was well received and appreciated. Follow-up will occur to address gaps and improvements identified. The session was facilitated by CISA (Cybersecurity & Infrastructure Security Agency).
- **Volunteer tree planting** for south campus bio swale improvements. We had 20 participants including students, staff, the City of Gresham, and East Multnomah Soil and Water Conservation District.

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

- The IT Application team deployed l**imited entry program updates** with the Winter term including minor changes such as date updates and wording changes requested by the departments.
- Critical system updates were applied to the college's **Enterprise Resource Planning** (**ERP)/Student Information System (SIS)** to address security items.

Administrative Services Update

- MHCC portal (Staff & Students) - Portal password module pilot completed in preparation for Jan ' 24 campus release. This enhances college **security** by enabling self-serve password resets, and password compliance such as password length and complexity rules.
- Accuplacer software was upgraded for the **Testing Center** which contained enhancements to testing center enrollment and usability improvements.

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.*

- Finalized compilation of review from all areas of the college for the **Comprehensive Facilities Plan** and developed the final version of the plan for feedback. Open House sessions for the college scheduled for January 11 and 12 for feedback. Future open house sessions will be combined with other community outreach opportunities related to general obligation bond planning.

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 risks identified and/or blocked for December:**
  - Email:
    - 11,845 instances of **phishing** blocked
    - 45,854 instances of **Spam** blocked
    - 68 instances of email **malware** blocked (28 were attachments, the remainder (40) were URL links)
- **Information Technology – Support Information**
  - 234 support calls
  - IT closed 219 tickets
  - The technical setup for 5 events
- The IT Team deployed 21 **new/upgraded computers** for December.
- CDFS set up computer stations at our new warehouse for our facilities staff. This will **increase productivity, and efficiency and support the facility's teamwork processes.**
- CDFS purchased a non-invasive pronto machine to complete **hemoglobin screening for children ages 3 and above** in the program. This provides accessibility to families who often encounter challenges in receiving medical screenings for their children.
- CDFS now uses a **new vision screening device**, PlusOptix, to screen newly enrolled children in our program. This machine is more accurate and affordable than the former Spot machines.

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

Administrative Services Update

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

- CDFS, in collaboration with MHCC and community partners, held a **Family Fun, Health, and Wellness Winter Festival** on December 2nd with over 1200 people in attendance. Children ages 0-18 were provided with new winter gear while attendees were provided multiple community resources, food, music, and entertainment.
- CDFS fostered community partnerships that provided the opportunity for **164 families to receive referrals to holiday and winter resources.**

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

- CDFS continues to provide **training and materials in Spanish and Arabic** for program staff to increase comprehension and participation.

College Advancement and District Communications
Al Sigala

January 2024

Teaching and Learning:

The Brand, Marketing, and Communications (BMC) team provided promotional support to the applied tech department in producing marketing deliverables for the S-STEM program.

BMC completed the 2022-23 Factbook for publication in partnership with AIR, which highlights the college's statistics for the year, including student demographics over a 5-year trend, as well as enrollment patterns over a 5-year trend. It also highlights the state comparison of the respective areas.

Our team also provided the physical therapy program support by producing deliverables for their upcoming job fair for distribution to community members.

Education Programs and Support Services:

The Foundation's end-of-year appeal campaign is wrapping and while we are still processing gifts we currently are over $220,00 in donations at this time. Some notable gifts were a $94,500 gift from the Joseph Weston Foundation, $24,250 from Arthur Dusdall, $15,000 from the Nelson Family Trust, a $5,100 stock transfer from a Heritage Society member and MHCC alumni, Kibben Miller, and over $4,000 from the women of AAUW.

In December we added a new Heritage Society Member, Dr. Richard Crone, a fish biologist who has directed a bequest toward the James Graybill Fisheries Scholarship.

The BMC team continues their monthly meetings with the enrollment and recruitment team to continue the strategic enrollment progress and ensure alignment of marketing and enrollment initiatives.

Our team provided support to Information Technology to provide some updated wordmarks for departmental swag as signage for the department.

BMC wrapped up their work with community education for the Winter 2024 community ed trifold, which entails a list of offerings for our community members to take classes at MHCC.

BMC continued its support with the Visual Arts Gallery in producing print deliverables such as postcards and both digital and print flyers for their winter exhibits.

Our team provided the Foundation support with the last of the paid advertisements for Give Local campaigns through the *Gresham Outlook*.

College Advancement and District Communications Update

Organizational Structure, Systems, & Processes:

MC enters its final stages of refining job roles and positions to align the team with the college's strategic plan.

The team provided support to Human Resources and the Office of the President in the advertisement and communication of the search for a Vice President of Instruction through the cultivation and circulation of digital and print announcements and deliverables for distribution as the search continues.

Facilities and Technology:
Performance for mhcc.edu on *Google Search* (Nov. 1-30):
Overall:
700k impressions
34.3k total clicks
4.9% Average Click Through Rate (CTR)
Top Performing Queries:
"mhcc": 3.7k clicks, 9.7k impressions
"Mt hood community college": 2.5k clicks, 7.3k impressions

The BMC team continues its work with IT and external vendor MAC (Madison Avenue Collective) on the website revamp. The website is now under the t-minus one month mark before launch. Website trainings are slated for multiple days throughout the month of January. And after launch, on February 7 at 7:30 a.m., we will be conducting user testing.
Our team developed a new intake process for the website and edits being requested, which will simplify the workflow for BMC team with support of the Dev team.

BMC has entered phase three of the campus beautification project with the design phase of additional decals in the president's office and the Student Hub.

Community Connections:

The Foundation hosted the annual Winter Reception where three alumni were honored with the Alumni of the Year distinction. Honored were former Funeral Services student and current Gresham city councilor, Vince Jones Dixon, KATU weatherman, Dave Salesky and Samantha Pawlow, a Senior Vice President with Ferguson Wellman's Capital Management. The reception welcomed almost 100 attendees. After the event, the Foundation submitted a press release to the Gresham Outlook for publication.

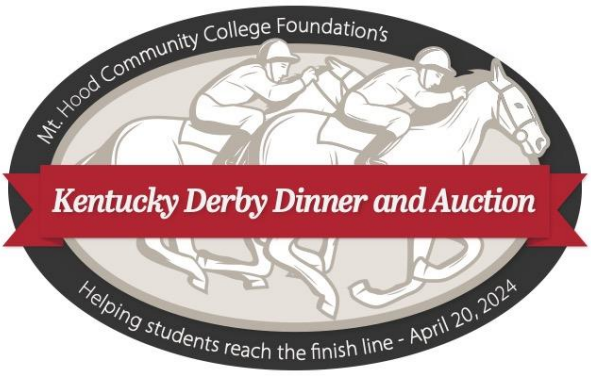
In other alumni news, the December 2023 Alumni Newsletter was sent to 36,000 email addresses. The alumni Facebook page posted twice in December and efforts are continuing to attract followers. Currently, the response rate was 32%. In the newsletter, alumni stickers were

offered to alumni. To date, the Foundation has given out 20 stickers through this request. The next Alumni Appreciation sporting event will be held Feb. 7 at the Yoshida Event Center where both men's and women's basketball will play. Alumni were invited through the Alumni Newsletter and specifically, 200 basketball alumni were also invited in a separate invitation.

Sponsorships continue to come in for the upcoming Kentucky Derby Dinner and Auction on April 20th. So far, we are about half way to our goal in sponsorships. Current sponsors include:

Sponsorship:

10,000	Microchip Technologies LLC
10,000	Kia of Portland
5,000	Bill Bailey
In-kind	Pamplin Media
2,500	Diane and Mike McKeel
2,500	Diane Noriega
1,500	Stan Hymel
1,500	Al and Staci Sigala
1,500	Marquis Companies
1,500	Kohler Meyers O'Halloran Inc
1,500	Mt Hood Tax and Accounting
1,500	Dr. Lisa Skari and Stephen Mensching
1,500	John and Debbie Derr
$40,500	



Foundation staff attended the Head Start Resource Fair on campus, Dec. 4, 2023. Staff engaged with attendees (1,200) informing them of MHCC scholarships. Promotional Barney Bucks were handed out with QR codes for scholarship and financial aid links.

The Foundation welcomed several new members to its board of trustees. Newly appointed members include Tony Hornback, general manager for Dick Hanna FORD and Chevrolet in Sandy, Sean Berry, CPA and owner of Mt. Hood Tax in Gresham, as well as Nina Vetter who served as the city manager of Gresham.

Al Sigala, along with Lisa Skari, Linda Vigesaa, Diane McKeel and Annette Mattson all attended the holiday breakfast in support of Snow Cap and Our Father's House. The college sponsored a table and took part in the festivities.

BMC is now in the content planning phase for the Spring 2024 *College plus Community* publication, which will highlight stories like our new and improved dental hygiene clinic, the mentioning of our now-open planetarium, and continue our "Faces of the Strategic Plan" series.

BMC developed the final pieces for the marketing go-kits, which will provide internal stakeholders with marketing collateral as they attend community events. The kits include viewbooks, flyers, pens, stickers, lanyards and an option branded backdrop if desired.

The BMC team is also working on a one pager for our external community members, a report card for how we are doing on outcomes related to our Strategic Plan.