

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on April 13, 2016, with a **TSCC Hearing** followed by an **Executive Session** in the **Board Room** at 6 p.m. The **Budget Committee** meeting will begin at approximately 7:15 p.m. in the **Board Room**, and the Regular Session will convene at the conclusion of the Budget Committee Session at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

AGENDA

Session #914

| ITEM | TIME | EXHIBIT | INFO/ ACTION | AGENDA ITEM | PRESENTER |
|------|-------------------------|--|-----------------|--|--------------------------------|
| 1 | 6 p.m. | Tax Supervising & Conservation Commission (TSCC) hearing | | Public Hearing Regarding Ballot Measure 26-170 | TSCC Chair |
| | | | | CONVENE EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (d) to consider matters of labor negotiations | Susie Jones |
| 2 | 7:00 p.m. | CONVENE AS MHCCD BOARD | | CALL TO ORDER /DECLARATION OF A QUORUM | Susie Jones |
| | | 2.1 | Info | Presentation of Outstanding Support Staff Awards | Debra Derr |
| 3 | | | | ADJOURN AS MHCCD BOARD | Susie Jones |
| 4 | 7:15 | CONVENE AS BUDGET COMMITTEE | | CALL TO ORDER | Susie Jones |
| | | 4.1 | Info | Presentation of Proposed Budget <ul style="list-style-type: none"> • President's Budget Message • 2016-2017 Proposed Budget Overview | Debra Derr, Jennifer DeMent |
| 5 | | | | ADJOURNMENT OF BUDGET COMMITTEE | Susie Jones |
| 6 | 7:45 (approximately) | RECONVENE AS MHCCD BOARD | | CALL TO ORDER /DECLARATION OF A QUORUM | |

| | | | | | |
|---|------|-----|--------|--|--------------------------------|
| | | 6.1 | Action | Approval of the Agenda | Susie Jones |
| | | 6.2 | Action | Consent Agenda: Approvals & Information a. Minutes from Board Mtg b. Monthly Personnel Report (March) c. Monthly Financial Report (March) d. Monthly Head Start Report (March) | Susie Jones |
| 7 | 8:00 | | | PUBLIC INPUT | |
| 8 | 8:25 | | | BUSINESS/ACTION | |
| | | 8.1 | Action | Board Policy : Purchasing (<i>second reading</i>) | Jennifer DeMent, Mejdj Mahjoub |
| | | 8.2 | Action | Fee Schedule: FY 2016-2017 | Christie Plinski |
| | | 8.3 | Action | Consideration of Tuition Adjustment | Jennifer DeMent |
| | | 8.4 | Action | Approval of Early Head Start Child Care Partnership Grant | Jean Wagner, Susan Brady |
| 9 | 8:50 | | | INFORMATION | |
| | | 9.1 | Info | President's Report | Debra Derr |
| 10 | 9:00 | | | CLOSING REMARKS | Susie Jones |
| | | | | <ul style="list-style-type: none"> • Board Member Comments • ASG Representative Comments • Advisory Representatives comments | |
| 11 | 9:10 | | | ADJOURNMENT | Susie Jones |
| The next regular meeting is scheduled for May 11, 2016 | | | | | |
| Below is the calendar for the College Budget Process | | | | | |

April:

- 13th: First Budget Committee Meeting: *President's Budget Proposal*

May:

- 11th: Second Budget Committee Meeting: *Public Hearing on 2016-2017 Budget; Approve 2016-2017 Budget; Establish Property Tax Rate*

June:

- 8th: Public Hearing by Tax Supervising and Conservation Committee (TSCC)
- Regular Board Meeting: *Adoption of 2016-2017 Budget by Board of Education*

Individuals requiring accommodations due to a disability should contact the Disability Services office at 503/491-6923 or 503/491-7670 (TTD).

Please contact them as soon as possible to ensure availability.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 2.1

CONTACT PERSON: *Debra Derr, President*

SUBJECT: OUTSTANDING SUPPORT STAFF WINNERS

- Katelyn Goslin, Admissions/Transcript Evaluator
- Paul Wild, Economic & Workforce Development Coordinator
- Kealani Balfour, MHCC Dual Credit Coordinator



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: **6.2a**

CONTACT PERSON: *Carrie Toth, Board of Education Relations*

SUBJECT: APPROVAL OF MINUTES

Session #913

A meeting of the Mt. Hood Community College District Board of Education was held on March 9, 2016, with a Faculty Tenure Reception, followed by a Regular Session at 7:00 p.m. in the Town & Gown Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

CALL TO ORDER/DECLARATION OF A QUORUM

Board Members in attendance: Susie Jones (Chair), Jim Zordich (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Michael Calcagno, Tamie Arnold

A meeting of the MHCC District Board was called to order at 7:01 p.m. A quorum was present.

APPROVAL OF THE AGENDA

Arnold moved to approve the agenda. The motion was seconded and passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Jones asked that the February minutes be corrected to note that Michael Calcagno was not in attendance. Zordich asked to pull agenda item 3.2f for a question regarding the East County Pathways grant. Christie Plinski noted that it is a state grant to continue funding for Dual Credit partnerships. It continues our dual credit courses in a pathways context and also includes an HD course. A component of the grant has a partnership with PSU, who is running a training program. Zordich moved to approve the consent agenda. The motion was seconded and passed unanimously.

BUSINESS/ACTION

TENURE RECOMMENDATIONS

Item 6.1 Tambi Boyle and Christie Plinski introduced the 2016-2017 faculty candidates for tenure. Jones asked about the tenure process: if the committee had a candidate who was a one-person program, or no one else taught in their content area, how would the committee find a content expert? Boyle responded that they are able to go outside of the faculty members for others who have expertise in the area, with the librarians as an example.

Plinski invited Rodney Barker to introduce Harry DeWolf, who joined the Accounting department in 2012. DeWolf has won a Distinguished Teaching Award and an Unsung Hero award. DeWolf thanked Dean Barker for running a collaborative department and for encouraging his faculty members. Barker then introduced Stephen Konrad, who teaches Entrepreneurship. He was a successful Sr. Executive for a Fortune 50 company and has coached over 250 Business Division students into companies. He also teaches in the I-Best program, and his internship program has been very successful. Konrad thanked Dean Barker - he appreciated the strong group and the innovative spirit of the division.

Stephen Goldsmith introduced Lisa Bartee. Goldsmith noted that he started three years ago and was met with Bartee, who has done exemplary work in the Science department. Bartee noted that she has had a great deal of fun in the last four years.

Sara Rivara introduced Eden Isenstein, a Counselor and faculty member. Eden started in 2012 but has been a Community College counselor since 2008. She is our Multicultural counselor and teaches in the Transitions department. She is also the co-chair of the Access & Diversity committee. Rivara was struck by how passionate Isenstein is in the classroom. Isenstein noted that she loves being at MHCC and has felt supported in her time here. She also thanked Rivara for her support.

Plinski invited Stephanie Debner forward. Plinski noted that she knows how important libraries and library instruction are for our students. Debner has degrees in both French and Library Science. Rivara observed her class and noted how creative Debner is in her teaching. Debner thanked Rivara and her tenure committee for helping mentor her. She finds working with our students to be a wonderful experience.

Jennifer Snoek-Brown is our Library Instruction Coordinator. Rivara noted that her faculty members would be adrift without the librarians. Rivara noted Snoek-Brown's organizational skills. Snoek-Brown thanked Rivara, Plinski, Megan Dugan, and the Faculty Association for their support; she has been able to grow with the library and has been supported by her peers. She noted that it is a privilege to work with students in so many different ways, inside and outside of the classroom.

Janie Griffin introduced Antonia Robinson. Griffin said that Robinson has been a gift to the program. Robinson began as a part-time instructor and was able to apply for a full-time position. She then completed her Doctorate of Nursing degree. Griffin stated that Robinson will go anywhere the department needs her to go and has worked closely with the nursing faculty team. Robinson thanked Griffin and her faculty colleagues for helping her in her transition to full-time faculty from ICU.

Janet McIntyre introduced Kevin Lambert. She stated that she could filibuster the meeting, since he is a wonderful part of the Performing Arts team. He is in Kansas City for the Choral Directors conference. He was inspired and pushed to tackle his most challenging concert after attending the conference last year. Lambert formerly directed the choir of PSU; he is a trained classical pianist and accompanist. McIntyre stated that he embodies a deep, sincere love of teaching and has many, many accomplishments. She read a statement from Lambert, who thanked Mt. Hood Community and his tenure committee.

Mark Wreath introduced Zachary Canjar, an instructor in the Machine Tool Program. He is a lead CNC instructor. He served as a lab supervisor, and this led him to a career in teaching after working in industry for several years. There were around 12 students in the program when Zach began, and the program is now at capacity. Employers are reaching out to us because of the strength of our program. Canjar noted the importance of his team and recognized Dennis Mattoon, Marc Goldberg, and his tenure committee. Canjar noted how much he has learned since beginning as an instructor.

Jones stated that she is grateful MHCC is able to attract the talent level that we have gotten. She called for a motion to approve the tenure recommendations. Zordich moved to approve. The motion was seconded and approved unanimously.

SABBATICAL REQUESTS

Jones invited Boyle and Plinski forward to present the faculty sabbatical requests. Boyle noted the Jerry Lyons is our FRDB leader. Plinski thanked our faculty who choose to go on sabbatical and bring back a wealth of information. She invited the board to view the previous sabbatical reports on file. This year's requests are from David Faust, Jack Green, Anna Johnson, Daina Hardesty, Paul Eckhart, Jonathan Morrow, Mary Girsch, Nick Chura, and Jason Pinkerton.

Jones called for a motion to approve the sabbatical requests. Zordich moved to approve. The motion was seconded and passed unanimously.

PURCHASING MANUAL

Jennifer DeMent introduced Mejdī Mahjoub, who is now our Purchasing Agent after ten years with the College. The board originally approved the Rules of Purchasing and Procurement in October, 2011. With ORS changes, we needed to update our manual, which most other community colleges have already done. Jones asked about Section 300 – what is something that is unique to Mt. Hood Community College? Mahjoub noted our policy that will allow us to sell our assets to specific vendors as an example. Section 300 is specific to MHCC.

Zordich asked who conducted the revisions. Mahjoub noted that Sections 100 and 200 were done by all the Oregon Community Colleges. Section 300 was done by the College.

Jones called for a motion to approve the updated Purchasing manual. Polson moved to approve. The motion was seconded and passed unanimously.

BOARD POLICY 3180 *(first reading)*

Mahjoub presented a first reading of Board Policy 3180, noting the three areas that were major changes. The policy will be presented for a second reading in April.

HEAD START/EARLY HEAD START GRANT & BUDGET

Jean Wagner noted that the regular Head Start Federal grant for Head Start will be due on April first. This is year 2 of their five-year grant. Wagner presented the board with updated Goals and Objectives. She also sent the Budget and Planning Committee recommendations to the board; the group met for a number of weeks and presented what they would like to do if they have the money available, and what they will cut if the money isn't available. She sent in the line item budget, which had very few changes, as well and the part-time and full-time salary schedules. She noted that the increased minimum wage will impact staff in the future.

Arnold asked about the implications of the minimum wage. Wagner intends for next year's budget committee to meet in the fall; there will be very hard choices made. Most money goes to salaries and benefits, and there are few places to cut. They are prepared and planning ahead, but it will be very hard. Zordich noted that he admires the perseverance and optimism Wagner and her team have presented, despite the difficult changes.

Jones called for a motion to approve the Head Start/Early Head Start Grant. Zordich moved to approve. The motion was seconded and approved unanimously.

PRESIDENT'S REPORT

Derr asked Christie Plinski to come forward to present the completed Academic Master Plan and reflect on the process and utilization of the plan. Plinski noted that the task force members who worked on the plan were extremely collaborative. She summarized the sections of the Academic Plan, noting particularly the last several pages of recommendations. The final recommendation is to move toward the Guided Pathways model. Derr noted that this is the first time the College has had an Academic Plan. In April, the board will hear a comprehensive Enrollment Plan.

Derr distributed a grant update for the board from Ellucian. Currently, we have received over \$800,000 in funding and have \$8.3 million pending. Most recently, East County Pathways was funded. We are hopeful on Title III funding and cybersecurity grants that are still pending. Jones asked who the contact on campus is. Derr responded that it is Al Sigala.

Derr and Jones attended Mayor Bemis's State of the City and Mayor's Roundtable. Derr and President's Council have hosted two budget forums to keep staff updated on the budget process. She thanked the board for their productive February retreat. Rick Doughty met with Home Forward representatives to look into ways to help students who may lose their homes as rents go up. Derr has been providing information to many groups about the College and the GO Bond. She thanked Jones for her fundraising efforts. She attended All Hands Raised with Jones, Arnold, and Ainslie. Arnold asked for an update on endorsements - Derr noted that we have many, and that Sigala and the PAC will place the endorsements on the PAC website.

BOARD MEMBER/ADVISORY COMMENTS

Jeff Forbis noted that he is thankful for the people he worked with in the IT Department, Bookstore, Mailroom, HR, Business Office, who all helped with the W2 process. A group of managers have been working on their off time on the bond, and he has been inspired by the support and the willingness to engage.

Corey Huston reminded the board that the CEA negotiations are still open. He appreciates the Management Team for their professionalism, and notes that his team has also been prepared, but the process is getting into the tough aspects. He wants to remind the board that the CEA employees struggle as the economy struggles; he advocates for fair pay for fair work. He would like to advocate that the College be fair.

Tambi Boyle noted that the Faculty Association has had a lot of celebrating recently, but they would not be able to do their jobs without the support of the Classified Association. She thanked them for their work.

Ainslie thanked the CEA for their good work. She was really pleased to hear about the tenured instructors and appreciates their work and is looking forward to hearing more on Guided Pathways.

Yellott noted that he is aware of the personal sacrifice and commitment involved in teaching and thanked the faculty members.

Calcagno sits on the Powell-Division Steering Committee and noted that a meeting with public comment will take place on March 28th. He has advocated for the College's interest. Planners hit a roadblock, and more options are now being looked at, including different ways to use the resources. Some options would leave the College out of the improvements, as more resources would be spent on an inner corridor, leaving less funding for the outer areas. One option that Calcagno supports is a phased approach. Doughty will be in attendance at the March 28th meeting, and other college representatives are invited to attend. Patiño noted that students are passionate about improved transportation and would like to be able to attend.

Jones stated that she has remained focused on the bond; most of the planning is now done, and it is now time to execute. She looks forward to being able to focus more on enrollment, Guided Pathways, and the next phase at MHCC.

Zordich provided an update about the Foundation meeting; no quorum was present at the most recent meeting. The Golden Anniversary Gala is coming up in April, and Zordich wants the board to be represented.

Arnold had no report.

Polson noted that the College has a lot going on, and that it is positive. He is excited about everything that is going on.

Patiño noted that the ASG Senate has been working on their yearly pamphlet, this year called "Did You Know?" to familiarize students with resources available on campus. ASG has another food drive going on for Barney's Pantry; ASG students work there at least one hour a week, and they sometimes run out of food. They are working on weeding and flowering outside the Student Union, and it is open to the public. Students will be working on voter registration and information, including informing students about the bond. She noted that the students who presented at the last board meeting on OER appreciated the opportunity and felt heard. ASG will put on an OER festival on May 11th to recognize the bookstore and instructors who are already using OER and for their support. They are also organizing intramural soccer for Spring Term. The ASG budget process is underway; they will have public forums for students to learn and give opinions, and the budget will then go through their Executive Committee and Senate.

Zordich was so impressed with OER that he asked for board members to be enrolled in the OER newsletter.

ADJOURNMENT

Adjourned at 8:51 p.m.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 6.2b

CONTACT PERSON: *Gale Blessing, Director of Human Resources*

SUBJECT: MONTHLY PERSONNEL REPORT

***This report outlines activity for the month of March, 2016.**

NEW EMPLOYEES:

Administrators

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Faculty

| | | | |
|--------------|--------------------------------------|-------------|---------|
| Dryden, John | Instructor – Engineering One Yr Temp | Engineering | 3/28/16 |
|--------------|--------------------------------------|-------------|---------|

Supervisors

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Support

| | | | |
|----------------|-------------------|-----------|--------|
| Starkey, Jason | Mail Service Lead | Mail Room | 3/1/16 |
| | | | |

TRANSFERS/CHANGE IN STATUS:

| | | | |
|-------------------|----------------------------------|--------------------------------------|------------|
| Danielle Eversole | Program Assistant – Health | CDFS – Head Start | 3/28/2016 |
| Balfour, Abby K | Future Connect Success Coach | College Now Coordinator | 03/14/2016 |
| O'Dell, Lisa M | Degree Audit Specialist | Admissions/Transcript Evaluator | 3/1/2016 |
| Oliver, Michael J | Project YESS Advising Specialist | Project YESS Youth Cons. Coordinator | 3/27/201 |

CURRENT SEPARATIONS:

| | | | |
|-------------------|-------------------------|-------------------|-----------|
| Patricia Lane | Bus Driver | CDFS – Head Start | 3/11/2016 |
| Ashley Webster | Teacher | CDFS – Head Start | 3/16/2016 |
| Bucklin, Jeffery | Patrol Person | Public Safety | 3/25/2016 |
| Roberts, Tifini A | College Now Coordinator | College Now | 3/4/2016 |



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 6.2c

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

2015-16 Activity through February:

Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2015-16 reflects Mt. Hood's estimated share of the biennial state support amount of \$535 million. Actual state support was approved by the legislature at \$550 million, which will be reflected in the actual revenue column.
- Property tax revenue is received beginning in November. Revenue is turned over monthly from the counties, with the largest payments received in November and December.
- Tuition and fee revenue includes summer tuition of \$2.1 million, fall tuition of \$7 million, winter tuition of \$6.5 million, and spring registration of \$3.99 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2014/15 final enrollment by 21.39% for summer term, 13.11% for fall term, and 13.67% for winter term.

Expenditures:

As of February 29, eight months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 33% of the budget remaining. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who represent about 50% of total salary, work ten months and are paid over twelve months. Therefore, three months of faculty salary will be recorded in June. Extra-teach is calculated and paid in June, as well. Budgeted amounts include step increases and longevity for eligible employees and no cost of living increases.
- Healthcare shows a greater percentage remaining than might be expected due to the timing of premium rate increases, which are effective October 1 and paid in advance in September. Open enrollment has completed and new rates have been applied.
- Fringe and tax costs are paid based on a percentage of salary so the percentage of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed debt service schedule, with payments occurring in July, December, January and June.
- Transfers to Other Funds includes budgeted amounts of \$250 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects. Year to date \$78 thousand has been transferred to Student Aid.

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2015/16
As of February 29, 2016

| | Actual Year to Date Jun 30, 2015 (Audited) | Adopted Budget 2015/16 | Actual February 2016 | Percentage of Budget Remaining |
|--|---|---------------------------------------|-------------------------------------|---|
| Revenues | | | | |
| State Support | 24,935,144 | 27,062,523 | 20,718,744 | 23% |
| Property Taxes | 10,964,362 | 10,920,663 | 10,617,531 | 3% |
| Tuition and Fees | 26,517,358 | 25,638,074 | 20,593,682 | 20% |
| Uncollectible Receivables | (383,262) | (400,000) | 2,825 | n/a |
| Access Fee | 827,680 | 793,156 | 838,620 | -6% |
| Other Revenues | 2,060,893 | 1,084,700 | 65,550 | 94% |
| Transfers In | 78,689 | 200,000 | - | 100% |
| TOTAL REVENUES | 65,000,864 | 65,299,116 | 52,836,953 | 20% |
| Expenditures | | | | |
| Salaries | 35,118,031 | 36,796,514 | 20,951,530 | 43% |
| Health Care | 5,222,736 | 5,851,426 | 3,485,415 | 40% |
| Fringe/Taxes | 11,125,636 | 10,430,860 | 5,843,356 | 44% |
| Materials & Supplies | 5,654,501 | 6,895,149 | 4,034,041 | 41% |
| Utilities | 1,631,851 | 1,649,672 | 999,243 | 39% |
| Grants in Aid/Tuition Waivers | 1,207,195 | 1,307,840 | 879,339 | 33% |
| Debt Service | 2,359,990 | 2,397,478 | 1,199,539 | 50% |
| Transfers to Other Funds | 612,875 | 925,000 | 78,908 | 91% |
| TOTAL EXPENDITURES | 62,932,815 | 66,253,939 | 37,471,372 | 43% |
| Rev Greater (Less) Than Exp | 2,068,049 | (954,823) | 15,365,581 | |
| Beginning Fund Balance | <u>4,264,382</u> | 3,900,000 | | |
| Ending Fund Balance | <u>6,332,431</u> | <u>2,945,177</u> | | |
| <i>As a percentage of expenditures</i> | <i>10.1%</i> | <i>4.4%</i> | | |

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 2015/16 budget was based on the assumption that community colleges will receive \$535 million for the 2015/17 biennium. The fund ultimately received \$550 million, which is not reflected in the 2015/16 adopted budget. MHCC currently represents approximately 10% of the state total, however a percentage of funding may be based on outcomes beginning in 2016/17.

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 generated for the General Fund. Tuition for 2015/16 generated \$95.50 per credit hour during summer 2015. Beginning in fall term tuition was lowered by the Board to \$94.00 per credit hour. A technology fee of \$5.25 per credit hour and an Associated Student Government (ASG) fee of \$3 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$45 per term is also assessed to students registered for a minimum of one credit. An Access Fee of \$35 per term is also assessed to students registered for a minimum of two credits.

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

Transfers In is primarily profit generated by the Bookstore. These transfers typically occur in June as part of the year-end closing process.

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, as well as \$45,000 for the Part-time Faculty and Tutor Association's health insurance reimbursements.

Fringe/Taxes are all other employer paid fringe costs, and include PERS (18.66%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%) and Long-term disability, life, workers compensation and unemployment insurance and tax sheltered annuity payments (combined 1.2%).

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

Utilities include water, sewage, electricity, waste management, gas and telecommunication costs.

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 principle and interest payments on general long-term debt.

Transfers to Other Funds represents the required general fund match for the federal financial aid programs, and transfers from the general fund for facilities capital projects and Aquatic Center support.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 6.2d

CONTACT PERSON: *Jean Wagner, Head Start Director*

SUBJECT: HEAD START AND EARLY HEAD START REPORT

Head Start/Early Head Start News from the Director

March 2016

News:

- We received word from the federal government we will be receiving a 1.8% Cost of Living Allowance (COLA). This will go into effect on July 1, 2016.
- Mary Seaton, our Federal Program Specialist from Region X, came for a visit. She toured several Head Start centers and all of the EHS Child Care Partnerships sites.
- Susan Brady has been asked to serve on a Statewide System Alignment Team to aligning child care licensing, HS Performance Standards and the Quality Rating Improvement System (QRIS).
- Andrea Surace, our Training Specialist, worked with MHCC video production student, Chuck Masi, and HS Staff to create a new training video for Bus Monitors. You can check it out at http://mhccheadstart.org/index/hr_trainings/o-77.

Enrollment Report for February 2015

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.

Number of children funded to serve

| Head Start | | Early Head Start | |
|-------------------|-------------|-------------------------|------------|
| Federal | 399 | Federal | 108 |
| State | 625 | State | 6 |
| City of Portland | 40 | City of Portland | 24 |
| | | MIECHV | 20 |
| | | Child Care Partnerships | 75 |
| Total: | 1064 | Total: | 233 |

Enrollment for February

| Head Start | Children | Early Head Start | Children |
|-------------------|-----------------|-----------------------------|-----------------|
| Head Start | 1064 | Early Head Start | 158 |
| | | EHS Child Care Partnerships | 39 |
| Total: | 1064 | Total: | 197 |

Number of children who have applied (as of 2/29/16)

| Program | Children |
|-----------------------------|-----------------|
| Head Start | 192 |
| Early Head Start | 448 |
| EHS Child Care Partnerships | 3 |
| Total: | 643 |

Average Daily Attendance By Head Start or Early Head Start Center 2015-16

This report shows the average daily attendance for each Head Start and EHS center. The Performance Standards state that the program should maintain an average attendance of at least 85%. When the 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.

Average Daily Attendance by Head Start or Early Head Start Center

| Center | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total |
|-------------------------------------|------|------|-------|------|------|------|------|------|------|------|-----|------|-------|
| Cascade Crossing HS | | | 90% | 90% | 74% | 79% | 79% | 85% | | | | | 83% |
| Davis | | | | 76% | 85% | 87% | 82% | 87% | | | | | 83% |
| Division HS | | | 91% | 88% | 78% | 84% | 77% | 78% | | | | | 83% |
| Earl Boyles HS | | | 97% | 94% | 86% | 88% | 77% | 88% | | | | | 91% |
| Early Childhood Center HS Full day | | | 92% | 89% | 80% | 78% | 92% | 87% | | | | | 85% |
| Early Childhood Center EHS Full day | | | 92% | 86% | 82% | 84% | 84% | 83% | | | | | 86% |
| Early Childhood Center Part Day HS | | | 90% | 88% | 81% | 76% | 90% | 84% | | | | | 83% |
| Fairview HS | | | 88% | 90% | 76% | 81% | 78% | 77% | | | | | 82% |
| Gateway HS | | | 91% | 88% | 90% | 86% | 80% | 85% | | | | | 87% |
| Hazelwood HS | | | 88% | 84% | 81% | 79% | 82% | 78% | | | | | 81% |
| Kelly Place HS | | | 87% | 86% | 84% | 81% | 79% | 83% | | | | | 84% |
| Knott HS | | | 86% | 83% | 81% | 79% | 85% | 76% | | | | | 80% |
| Lincoln Park | | | 95% | 91% | 93% | 89% | 77% | 84% | | | | | 90% |
| Mt. Hood HS | | | 91% | 82% | 81% | 78% | 88% | 80% | | | | | 82% |
| North Powellhurst HS | | | 89% | 83% | 86% | 79% | 82% | 84% | | | | | 84% |
| Rockwood HS | | | 90% | 88% | 81% | 83% | 80% | 83% | | | | | 84% |
| Russellville HS* | 71% | 79% | 86% | 87% | 83% | 87% | 81% | 86% | | | | | 83% |
| Russellville EHS* | 90% | 92% | 95% | 95% | 87% | 83% | 85% | 89% | | | | | 89% |

| Center | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------|------|-----|------|-------|
| Program ADA | 81% | 86% | 96% | 87% | 83% | 82% | 82% | 83% | | | | | |

*children attending Russellville are subsidized by DHS child care subsidy

Average Daily Attendance by Early Head Start Community Partner

| Center | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total |
|----------------------------|------|------|------------|------------|------------|------------|------------|------|------|------|-----|------|-------|
| David Douglas High School | | | 67% | 73% | 79% | 81% | 71% | | | | | | 73% |
| Discovery Garden | | | | | | | 60% | | | | | | 37% |
| Gresham High School | | | 95% | 82% | 70% | 66% | 85% | | | | | | 78% |
| Happy Go Lucky | | 100% | 97% | 93% | 100% | 82% | 85% | | | | | | 93% |
| Little Friend's Day School | | 100% | 81% | 88% | 95% | 90% | 93% | | | | | | 92% |
| Melody's Munchkins | | 97% | 90% | 88% | 95% | 69% | 92% | | | | | | 90% |
| Pixie Child Care | | 80% | 88% | 77% | 57% | 55% | 75% | | | | | | 70% |
| Reynolds Learning Academy | | | | | | | 32% | | | | | | 35% |
| Program ADA | | | 94% | 86% | 83% | 74% | 68% | | | | | | |

Attendance Analysis

February 2016

Our program attendance for the month of February was at 83%. Most of the children were out of classes due to illness. Other causes for absenteeism were due to bus service not being available to certain sites or classrooms and families having difficulty with their own transportation.

Staff are calling parents daily to ascertain the reason for absences and have been noting that many of the illnesses (hand, foot, mouth, Scabies, etc.) are keeping children out of school for a week at a time. Other reasons noted are week long absences due to traveling out of the state, many due to family emergencies or changes in their living circumstances, such as becoming homeless or child going into foster care. With this, many are out of school services while the systems at play are working out how to get the children to school given the new living situations.

Site teams continue to work together to ensure that all are taking precautions to ensure that classrooms and sites are kept clean. Staff and families continue to be directed to wash their hands upon entrance into the classrooms. Staff continues to talk with families about practices for keeping their child healthy, when it is appropriate for their child to attend school and advising those to stay home when they are contagious.

Family Workers continue to talk to families about alternatives for transportation when bus service is not available or when their own transportation supports have changed. Family Workers and Teachers are currently completing home visits and are having conversations with families about the importance of attendance.

Mt. Hood Community College Head Start
Financial Report
February 2016

This is a monthly report of the Head Start program grants and budget including credit card expenditures as required by the Head Start for School Readiness Act of 2007. 642(d)(2)

Este es un informe mensual de las becas del programa de Head Start y presupuesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

BUDGET JULY 2015-JUNE 2016

| Funding Source | Total Funds |
|---|---------------------|
| Federal/State Head Start | \$9,893,967 |
| Head Start Training | \$40,472 |
| Portland Children's Levy HS | \$428,331 |
| Federal Early Head Start | \$1,415,899 |
| Federal EHS Training | \$35,397 |
| EHS Child Care Partnerships | \$1,643,474 |
| EHS Child Care Partnerships Training | \$34,056 |
| Portland Children's Levy EHS | \$301,137 |
| State EHS | \$78,238 |
| Maternal/Infant & Early Childhood Home Visit (MIECHV) | \$121,465 |
| Total | \$13,992,166 |

Expenditure Report

| Budget Category | Budget | Spent | Percent Spent |
|------------------------------|---------------|--------------|----------------------|
| Salaries and Fringe Benefits | \$10,069,667 | \$5,435,931 | 53.98% |
| Equipment | \$13,000 | \$12,946 | 99.58% |
| Travel/Training | \$250,456 | \$50,980 | 19.96% |
| Supplies | \$387,428 | \$326,396 | 84.25% |
| Contractual | \$792,442 | \$48,932 | 6.17% |

| Budget Category | Budget | Spent | Percent Spent |
|------------------------|---------------|--------------|----------------------|
| Other | \$2,474,173 | \$991,027 | 40.05% |
| Total | \$13,987,173 | \$7,169,938 | 51.24% |

Reimbursement Funds

| Source | Amount Budgeted | Amount Received Year to Date |
|-----------------|------------------------|-------------------------------------|
| DHS Child Care* | \$200,000 | \$102,942 |
| USDA Funds* | \$500,000 | \$268,073.88 |

*Reimbursements have a lag time of up to 60 days

US Bank Visa Purchasing Cards for Head Start & Early Head Start

Visa Purchasing Cards used by Head Start staff are monitored monthly at several levels. Visa logs and receipts are prepared by card holder and reviewed monthly by supervisors who check for allowability of the purchases. The Financial Specialist in the Head Start office reviews the logs to ensure accuracy and the Head Start director signs off on each log. The business office does a final review for accuracy. Performance standards also require the Head Start Policy Council and MHCC Board of Education to review all VISA purchases.

Todas las compras para el programa realizadas por el personal de Head Start a través de las tarjetas Visa son supervisadas mensualmente en diferentes niveles. La hoja de registro de la tarjeta visa y recibos son preparados por la persona responsable y luego es revisado mensualmente por los supervisores para verificar dichas transacciones. La Especialista de Finanzas de la oficina de Head Start revisa las hojas de registro para asegurar la exactitud y luego la Directora de Head Start firma cada hoja de registro. La oficina de negocios hace la revisión final. También se especifica en las Normas de Desempeño que todas las compras para el programa de las tarjetas Visa, requieren de la revisión de Policy Council Head Start y de la Directiva de Educación de MHCC.

Closing Date 2/20/16

| Description | Head Start | EHS | Children's Levy EHS | Oregon EHS | MIECHV | EHS CCP | Totals |
|--------------------|--------------------|-------------------|---------------------|---------------|-----------------|--------------------|--------------------|
| Center Supplies | \$9586.84 | \$1,261.27 | \$616.05 | | \$214.38 | | \$11,678.54 |
| Child Food | | | | | | | \$0.00 |
| Computer Supplies | \$94.26 | \$360.46 | | | | | \$454.72 |
| Dental/Medical | | | | | | | \$0.00 |
| Education Supplies | | | | | | \$11,287.99 | \$0.00 |
| Family Services | \$3,576.56 | \$19.54 | \$13.38 | | | \$433.38 | \$3,609.48 |
| Health Supplies | \$192.88 | | | | | \$343.42 | \$192.88 |
| Maintenance | | | | | | | \$0.00 |
| Office Supplies | | | | | | | \$0.00 |
| Other Costs | \$9,498.76 | | \$225.00 | | | | \$9,723.76 |
| Parent Activities | \$1,211.02 | \$183.76 | \$43.30 | | \$0.70 | \$145.23 | \$1,438.78 |
| Postage | | | | | | | \$0.00 |
| Pre-Employment | \$1,921.30 | \$173.50 | \$43.30 | | | \$86.90 | \$2,138.10 |
| Site Repair | \$1,303.63 | \$181.39 | | | | | \$1,485.02 |
| Training | \$8,185.99 | \$1,650.29 | \$0.31 | | \$0.16 | \$7,483.92 | \$9,836.75 |
| Vehicle Costs | \$1,703.73 | \$191.05 | | | | | \$1,894.78 |
| Utilities | \$2,496.51 | \$626.72 | \$325.05 | | \$359.05 | \$57.52 | \$3,807.33 |
| Total | \$39,771.48 | \$4,647.98 | \$1,266.39 | \$0.00 | \$574.29 | \$19,838.36 | \$46,260.14 |

This is a list of frequently used vendors where purchasing cards are used and the purpose.

| Frequent Vendors | Supplies |
|------------------------|---|
| Cash n Carry | Parent Center Committee Meeting (PCCM) Supplies |
| Discount School Supply | Classroom Supplies |

| Frequent Vendors | Supplies |
|-------------------------|----------------------------------|
| Dollar Tree | PCCM Supplies |
| Fred Meyer | Classroom/Site/PCCM Supplies |
| Grocery Outlet | PCCM Supplies |
| Safeway | PCCM Supplies |
| Target | Classroom/Site/PCCM Supplies |
| Walgreens | Site Supplies (Photo Processing) |
| Walmart | Classroom/Site Supplies |
| Home Depot | Site Repair Supplies |

This is a list of all the VISA purchasing cardholders.

| Last Name | First Name | Position | Default Account No. |
|------------------|-------------------|------------------------|---|
| Last Name | First Name | Position | Default Account No. |
| Burt | Naomi | Family Worker | 16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404 |
| Cahill | Jennifer | Home Visit Manager | 16-5119-00-7414 |
| Chamberlin | Carolina | Family Worker | 16-5100-00-7401, 16-5102-00-7401 |
| Christensen | Craig | Food Service Driver | 16-5105-00-7327 |
| Cooley | Velvet | Education Site Manager | 16-5100-00-7400, 16-5102-00-7400 |
| Davis | Maurita | Operations Manager | 16-5105-00-7327 |
| Davison | Kate | Family Worker | 16-5100-00-7402, 16-5102-00-7402 |
| Deitz | Mavonnie | Exec. Assistant | 16-5100-00-7406, 16-5102-00-7406 16-5119-00-7406 |
| Hendricks | Melissa | Family Worker | 16-5100-00-7415, 16-5102-00-7415 |
| Smith | Cynthia | Education Site Manager | 16-5100-00-7415, 16-5102-00-7415 |
| Corrie | Pam | Associate Director | 16-5100-00-7020, 16-5102-00-7020 |
| Johnson | Tandi | Family Worker | 16-5100-00-7402, 16-5102-00-7402 |

| Last Name | First Name | Position | Default Account No. |
|-------------|------------|--------------------------------------|---|
| Lihs | Karen | Fiscal Specialist | Various |
| Love-Taylor | Carrie | Education Site Manager | 16-5100-00-7402, 16-5102-00-7402 |
| Salas-Umana | Erica | Health & Nutrition Manager | 16-5100-00-7410, 16-5102-00-7410 |
| McClenahan | Bernice | Education Site Manager | 16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403 |
| Perez | Erlinda | Family Worker | 16-5100-00-7412, 16-5102-00-7412 |
| Recken | Roberta | Education Site Manager | 16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404 |
| Sellers | Cindy | Family Worker | 16-5100-00-7415, 16-5102-00-7415 |
| Szimonisz | Anna | Family Worker | 16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403 |
| Takkunen | Ali | Education Manager | 16-5100-00-7020, 16-5102-00-7020 |
| TBA | | Education Site Manager | 16-5100-00-7401, 16-5102-00-7401 |
| Wald | Bella | Family Worker | 16-5100-00-7404, 16-5102-00-7404 |
| Wald | Wolff | Transportation Specialist | 16-5100-00-7061, 16-5102-00-7061 |
| Weathersbee | Steve | Facilities/Transportation Technician | 16-5100-00-7700, 16-5102-00-7700 16-5119-00-7700 |
| Strom | Abby | Education Site Manager | 16-5100-00-7412, 16-5102-00-7412 |
| Willow | Eirian | Family Worker | 16-5100-00-7412, 16-5102-00-7412 |
| Zanotti | Nikki | Administrative Assistant-Health | 16-5100-00-7410, 16-5102-00-7410 |

**USDA / CACFP Monthly Report
HS and EHS Classrooms**

This report shows the numbers of meals and snacks served across Head Start as well as the reimbursement we receive from the USDA for these meals and snacks. The Head Start Act 642(d) (2) requires a monthly report of meals and snacks provided by the USDA to be reported monthly to the Policy Council and the Board.

Este informe muestra el número de comidas y meriendas servidos a través de todo el programa de Head Start, así como el reembolso que recibimos de USDA por las comidas y meriendas. La Ley de Head Start 462(d) (2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

USDA Reimbursement Rates for 2015-16

| Meal | Rate per Meal |
|-----------|---------------|
| Breakfast | 1.62 |
| Lunch | 2.98 |
| Snack | 0.82 |

January 2016

| Meal | Number of meals served |
|---|------------------------|
| Breakfast | 13,170 |
| Lunch | 13,517 |
| Snack | 2,446 |
| Total Reimbursement for the month: | \$13,869.00 |

Head Start and Early Head Start Non Federal Share Report

2015-16

This is a monthly report of the Head Start Program's Non- Federal Share (in-kind) as required by the Head Start School for Readiness Act of 2007. Federal funds are awarded to Head Start and Early Head Start programs with the stipulation that programs annually raise a 25% in kind match.

Este es un informe mensual del programa de Head Start requerido por la Preparación Escolar de la Ley 2007. Los Fondos Federales otorgados para el programa de Head Start y Early Head Start se estiman arriba del 25% anualmente (según diferentes tipos de donaciones).

| | |
|-------------------------------------|----------------|
| Total Annual Budget | |
| Federal EHS Grant | \$1,451,296.00 |
| Federal EHS Child Care Partnerships | \$1,677,530.00 |
| Federal HS Grant | \$4,312,944.00 |
| TOTAL GRANT | \$7,441,770.00 |
| Match Needed: | \$1,860,442.50 |

| In-kind Match: | | | |
|----------------|--------------------|--------------|--------------|
| Month | Projected Monthly: | Match | Cumulative % |
| July | \$155,036.88 | \$155,036.88 | 8.33% |
| August | \$155,036.88 | \$155,036.88 | 16.67% |
| September | \$155,036.88 | \$155,036.88 | 25.00% |
| October | \$155,036.88 | \$155,036.88 | 33.33% |
| November | \$155,036.88 | \$155,036.88 | 41.67% |
| December | \$155,036.88 | \$155,036.88 | 50.00% |
| January | \$155,036.88 | \$155,036.88 | 58.33% |
| February | \$155,036.88 | \$155,036.88 | 66.67% |
| March | \$155,036.88 | \$155,036.88 | 75.00% |
| April | \$155,036.88 | \$155,036.88 | 83.33% |

| In-kind Match: | | | |
|---------------------|-----------------------|----------------|----------------|
| May | \$155,036.88 | \$155,036.88 | 91.67% |
| June | \$155,036.88 | \$155,036.88 | 100.00% |
| Yearly Total | \$1,860,442.50 | \$1,860,442.56 | 100.00% |

| Available Match: | |
|--------------------------|---------------------|
| Oregon Head Start | \$5,621,225.00 |
| Oregon EHS | \$78,238.00 |
| Portland Children's Levy | \$301,137.00 |
| Total | \$121,465.00 |



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: **8.1**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer; Mejdi Mahjoub, Purchasing Agent*

SUBJECT: PROPOSED REVISION TO BOARD POLICY 3180 - PURCHASING
(second reading)

| | |
|---------------------------------|-------------------------|
| Section 3000: Fiscal Management | Board of Education (BE) |
| Purchasing | Approval 03/08/06 |
| Board Policy | Revised: 07/08/09 |
| | Revised: 03/ /16 |

All purchase orders will be signed by the deputy clerk of the Board of Education or designee unless specifically required to be signed by the Chair of the Board and the clerk of the Board.

Under the provisions of ORS 279A.060, the Mt. Hood Community College (MHCC) District Board of Education designated as the Local Public Contract Review Board for the College.

The College will establish procedures for and conduct purchasing operations in accordance with The Mt. Hood Community College Rules of Procurement (MHCCRP), Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR), as amended from time to time.

The College shall purchase goods and services on the basis of price, quality and service. When the price, quality and service are equal, suppliers located in-state or in-district will be given preference.

All purchases made with College funds must be reasonable and necessary to accomplish College business and comply with all applicable laws and regulations.

Exceptions to the policy will only be granted in emergency cases and must be approved by the MHCC President. Any exemption request will include the written findings required by law for any exemption from competitive bidding.

College employees who play any role in procuring public contracts may not receive a direct, beneficial or financial interest from said contract(s) while serving as a public official, or for two years after they are no longer employed by MHCC. This stipulation also applies to the immediate family members of MHCC employees. Bids must be obtained by the Purchasing Department. All purchases will be awarded to qualified responsible vendors offering the lowest bid which meet all requirements of the goods or services.

END OF POLICY

Legal Reference:

MHCCRP

ORS 279

ORS 279A

ORS 279B ORS

279C OAR 137 (46, 47, 48, 49)



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 8.2

CONTACT PERSON: *Christie Plinski, Vice President of Instruction*

SUBJECT: FEE SCHEDULE 2016-2017

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|----------------------------|--|-------------------------|--|
| Administrative Fees | | | |
| Access Fee | \$35 for students taking 2 or more credits | | Waive for students taking only 1 credit. Provides support for the safety and security of all College properties; provides public transportation subsidies |
| Student Activity | \$3.00 per credit | | Associated Student Government; co-curricular athletics. |
| Student Technology | \$5.25 per credit | \$5.50 per credit | Increased demands & opportunities to use technology; indexed to HIPA 2.1% |
| College Services Fee | \$45 | | Fund the Activity Card and Online Orientation/OC. Cost of processing/services for general admission application, graduation, & duplicate certificates/degrees, transcripts, college placement test, financial aid and tutoring services. |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|---|--|-----------------------------|--|
| Solomon Fee | \$.10 per name | | Processing fee for providing list of names to military recruiters. |
| MHCC Mountain Card Replacement Fee | \$20 | Remove | Fee charged directly to student by Higher One |
| International Student Fee | | \$120 per term | Establish fee specific to services provided as international enrollment grows |
| International ESL Course Fee | \$2,420 | | Fee for non-credit instruction, recruitment and support for international students. |
| Application Fees | | | |
| International Student | \$50.00 (one-time fee) | | Cost of processing |
| Restricted-entry (except Nursing AAS) (in addition to first-time applicant) | \$25.00 (one-time fee) | | Cost of processing |
| Nursing AAS Restricted-entry (in addition to first-time applicant) | \$75.00 (one-time fee) | | Cost of processing |
| College Now | \$0 | | Eliminate financial barrier and create college access for the more than 70% of high school students on free/reduced lunch program. |
| Late Registration Fee | \$25 | | Under review by Late Add Committee |
| | | | |
| Alternative Credit | | | |
| Challenge | 35% of current tuition | | Cost of processing |
| Portfolio | 35% of current tuition | | Cost of processing |
| Assessment | | | |
| Myers-Briggs Type Indicator | \$15 for students \$35 for non-students | | Cost of materials (\$11)and offset staff cost |
| Strong Interest Inventory | \$15 for students \$35 for non-students | | Cost of materials (\$11) and offset staff cost |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|--|---------------------------------------|-----------------------------|--|
| Other Assessment Charges | See Table Below | | |
| Assessment Cost | Fee to Student | | |
| \$0.00 - \$3.00 | \$3.00 | | |
| \$3.01 - \$5.00 | \$5.00 | | |
| \$5.01 - \$10.00 | \$10.00 | | |
| \$10.01 - \$15.00 | \$15.00 | | |
| \$15.00 - \$20.00 | \$20.00 | | |
| Testing | | | |
| Academic Literacy | \$5 | | Testing for WR090 and RD courses |
| CLEP | \$20 | | CLEP Recommendation |
| GED test | \$0 | | Initial GED testing is now an online format – student makes payment directly to Pearson Vue; they reimburse MHCC |
| GED Re-test | \$0 | | Student pays GED directly, they reimburse MHCC. |
| Proctoring fee (for non-MHCC & non partnership students) | \$20/per exam | | Standard across Colleges |
| Millwright Certification | \$25 | | Increased cost of certification |
| Pesticide Certification | \$10 | Remove | Fee charged directly to student by vendor |
| Library | | | |
| Learning Commons | | | |
| Material replacement fee for - Orbis materials | \$90 | | Orbis' fee is part of consortium contract |
| Material replacement fee for - MHCC books | \$75 | | MHCC's fee is to ensure return |
| Material replacement fee for – MHCC Video | \$75 | | MHCC's fee is to ensure return |
| Material replacement fee for – MHCC Laptop | \$950 | | Incorporates replacement cost, plus shipping/handling. |
| Miscellaneous | | | |
| High School Recovery (DE5) | \$60 per .50 credits for all students | | This change would stream line the billing process/reduce workload significantly for partner schools as well as MHCC business office. Will also make marketing and communication of this service less confusing for |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|--|-------------------------------|----------------------|--|
| | | | all. New fees cover instructional costs more accurately; will justify adding more sections to meet enrollment demands. Instructor and materials. |
| Adult HS Diploma Students (AHS7) | \$45 per .50 credit | | exception to above; instructor workload significantly less than regular correspondence course |
| Adult HS Diploma – Physical Education (AHS7) | \$25 per .50 credit | | exception to above; instructor workload significantly less than regular correspondence course |
| Adult HS Diploma – Work Experience (AHS7) | \$25 per .50 credit | | added fee for new course; exception to above; instructor workload significantly less than regular correspondence course |
| Returned Check | \$20 | | |
| Late Payment on Student Account | \$20/ month (max \$60 / term) | | To encourage on time payment; bring late fees closer to CC average of \$75-\$90 per term. |
| Aquatic Center | | | |
| Lap/Open Rec Fees | | | |
| Daily Lap Swim - Adult one-time | \$5 | | Cover costs of Aquatic Center operation. |
| Daily Lap Swim – Child/Senior one-time | \$3.75 | | Cover costs of Aquatic Center operation. |
| Daily Lap Swim – MHCC Faculty and Staff | Free | | |
| Veteran's – one-time | | \$3.75 | Offer discounted price to veterans |
| 10-punch Card - Adult | \$45 | | Offer more options |
| 10-punch Card – Child/Senior | \$35 | | Offer more options |
| 10-punch Card – Veterans | | \$35 | Offer discounted price to veterans |
| 20-punch Card - Adult | \$80 | | 20% discount off of daily rate. |
| 20-punch Card – Veterans | | \$60 | Offer discounted price to veterans |
| 20-punch Card - Child/Senior | \$60 | | 20% discount off of daily rate. |
| Obstacle Course Usage Fee | \$2 | | |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|--|--------------------------------|---------------------------------|--|
| Obstacle Course 20-Punch | \$30 | | |
| Lap/Open Rec Membership | | | |
| Annual – Adult Individual | \$270 | | Covers costs of Aquatic Center |
| Annual – Adult Couple | \$405 | \$381 | Reduced charge reflective of % of annual costs for couple |
| Annual – Senior Individual | \$203 | | Adjusted rate based off of new monthly rates |
| Annual – Senior Couple | \$305 | | New rate based off new monthly rates |
| Annual - Family | \$400 | | Family consists of up to 2 adults and 3 children. Adjusted to market. |
| Annual - Family - each additional member | \$50 | | New fee to be included with family rates. Members must live in same household. |
| Annual – Veteran | | \$203 | Offer discounted price to veterans |
| One-month – Adult | \$30 | | New rate that is comparative to competition. |
| One-month – Child/Senior | \$22.50 | | New rate that is comparative to competition. |
| One-month – Veteran | \$22.50 | \$22.50 | Offer discounted price to veterans |
| One term – Adult Individual | \$85 | | Offer more options |
| One term – Adult Couple | \$148 | | Offer more options |
| One term – Child/Senior Individual | \$64 | | Offer more options |
| One term – Senior Couple | \$112 | | Offer more options |
| One term – Family | \$200 | | Offer more options |
| One term – Family – each additional member | \$20 | | Offer more options |
| School Year – Adult Individual | \$180 | | Adjusted rate based off of new monthly rates |
| School Year – Adult Couple | \$288 | \$290 | Increased charge reflective of % of school year costs for couple |
| School Year – Senior Individual | \$153 | | Adjusted rate based off of new monthly rates |
| School Year – Senior Couple | \$245 | | Adjusted rate based off of new monthly rates |
| School Year – Veteran | | \$153 | Offer discounted price to veterans |
| School Year - Family | \$350 | | Family consists of up to 2 adults and 3 children. Adjusted to market. |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|---|--------------------------------|---------------------------------|--|
| School Year - Family - each additional member | \$40 | | Members must live in same household. |
| Summer - Adult | \$108 | | Adjusted rate to summer time-frame and new monthly rates. |
| Summer – Adult Couple | \$184 | | Covers costs of Aquatic Center – new option |
| Summer – Child/Senior Individual | \$81 | | Covers costs of Aquatic Center. |
| Summer - Senior Couple | \$138 | | Adjusted rate based off of new monthly rates |
| Summer - Family | \$300 | | Family consists of up to 2 adults and 3 children. Adjusted to market |
| Summer - Family - each additional member | \$30 | | Members must live in same household. |
| Lesson and Class Fees | | | |
| Children’s lessons – Pre-school (7 classes) | | \$34 | New rate to accommodate various lesson packages. |
| Children’s lessons – Pre-school (8 classes) | \$38 | | New rate to accommodate various lesson packages. |
| Children’s lessons – Pre-school (9 classes) | \$43 | | New rate to accommodate various lesson packages. |
| Children’s lessons – Pre-school (10 classes) | \$47 | | |
| Children’s lessons – School age (7 classes) | | \$38 | New rate to accommodate various lesson packages. |
| Children’s lessons – School age (8 classes) | \$42 | | New rate to accommodate various lesson packages. |
| Children’s lessons – School age (9 classes) | \$46 | | New rate to accommodate various lesson packages. |
| Children’s lessons – School age (10 classes) | \$50 | | |
| Non-peak – Pre-school (7 lessons) | \$28 | | New rate to accommodate various lesson packages. |
| Non-peak – Pre-school (8 lessons) | \$32 | | New rate to accommodate various lesson packages. |
| Non-peak – Pre-school (9 lessons) | \$35 | | New rate to accommodate various lesson packages. |
| Non-peak - School age (7 lessons) | \$33 | | New rate to accommodate various lesson packages. |
| Non-peak - School age (8 lessons) | \$38 | | New rate to accommodate various lesson packages. |
| Non-peak - School age (9 lessons) | \$42 | | Market adjustment and consistency within our lesson program. |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|--|--------------------------------|---------------------------------|--|
| Adult classes – 2 day | \$58 | Remove | No longer offering |
| Adult classes – 3 day | \$70 | Remove | No longer offering |
| Adult Lessons – 7 classes | | \$43 | Changed to be consistent with children's lessons fee |
| Adult Lessons – 8 classes | | \$48 | Changed to be consistent with children's lessons fee |
| Adult Lessons – 9 classes | | \$53 | Changed to be consistent with children's lessons fee |
| Adult Lessons – 10 classes | | \$58 | Changed to be consistent with children's lessons fee |
| 10-punch Water Exercise card - Adult | \$68 | | cover operational costs |
| 10-punch Water Exercise card-Senior | \$51 | | Offer rates for seniors |
| 10-punch Water Exercise card-Veteran | | \$51 | Offer discounted price to veterans |
| 20-punch Water Exercise card - Adult | \$115 | | Offer more options |
| 20-punch Water Exercise card-Senior | \$86 | | Offer rates for seniors |
| 20-punch Water Exercise card-Veteran | | \$86 | Offer discounted price to veterans |
| Drop-in Water Exercise - Adult | \$7.50 | | Cover costs of Aquatic Center operation. |
| Drop-in Water Exercise - Senior | \$5.75 | | Offer rates for seniors |
| Drop-in Water Exercise – Veteran | | \$5.75 | Offer discounted price to veterans |
| One term Water Exercise (10 weeks) – Adult | \$200 | | Increase to cover operation costs. |
| One term Water Exercise (10 weeks) - Senior | \$150 | | Offer rates for seniors |
| Summer Term Water Exercise class – Adult Individual | | \$115 | Offering lower rate due to reduction of classes in summer term |
| Summer Term Water Exercise Class – Senior Individual | | \$86 | Offering lower rate due to reduction of classes in summer term |

| Name of Fee or Course | Current Fee 2015-16 | Proposed Fee 2016-17 | Rationale & Associated Criteria |
|---|--------------------------------|---------------------------------|--|
| Summer Term Water Exercise Class - Veteran | | \$86 | Offering lower rate due to reduction of classes in summer term |
| Gate Fee at Special Events | TBA | | Replaced w/splash fee |
| Rock-Wall | | | |
| Rock-Wall – Community Members | \$6 | | Title change due to elimination of Rock-Wall under 18 fee |
| Rock-Wall – MHCC Students | \$4 | | Cover operational costs |
| 10-Punch Card - Adult | \$54 | | Cover operational costs |
| 10-Punch Card – MHCC | \$30 | | Cover operational costs |
| Rock-wall Birthday Party - 1-6 people | \$75 | | New rate |
| Rock-wall Birthday Party - 7-12 people | \$109 | | New rate |
| Rock-wall Birthday Party - 13-18 people | \$145 | | New rate |
| Rock-wall BP– add on (to original booking) 1-6 | Plus \$50 | | New rate |
| Rock-wall BP– add on (to original booking) 7-12 | Plus \$84 | | New rate |
| Rock-wall BP – add on (to original booking) 13-18 | Plus \$120 | | New rate |



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 8.3

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: CONSIDERATION OF TUITION ADJUSTMENT

As presented in the proposed budget, administration is recommending a \$2 per credit hour tuition increase, effective Summer Term 2016 and applicable only to new students or those no longer eligible for the Tuition Pledge.

Students that became eligible for the tuition pledge in 2015/16 will continue paying the 2015/16 tuition rate. New students beginning in 2016/17 will pay the 2016/17 tuition rate and will be eligible and will be eligible for the tuition pledge at that rate.

The 2016-17 academic year tuition, if the Board approves, will be increased \$2 per credit hour for total in-state tuition of \$96 per credit hour for 1-18 credits and \$48 per credit hour for over 18 credits. This amount represents a 2.1% increase in tuition.

This recommendation is based on the Higher Education Price Index (HEPI) which was 2.1% for 2015. The HEPI is a national index designed to track costs specifically related to education: faculty salaries, administrative salaries, clerical salaries, service employee salaries, fringe benefits, miscellaneous services, supplies and materials, and utilities.

The following chart displays a history of tuition and fee increases over the past ten years. Each tuition increase has been weighed thoughtfully by the board in a struggle to remain accessible and affordable to students and balance revenue requirements in an environment of declining state support.

| Fiscal Year | Tuition | Tuition Increase Amount | Tuition % Increase | Student Fee ASG | Student Fee Technology | Total Cost Per Credit |
|--|----------|-------------------------|--------------------|-----------------|------------------------|-----------------------|
| 2016-17 Proposed | \$ 96.00 | \$ 2.00 | 2.1% | \$ 3.00 | \$ 5.50 | \$ 104.50 |
| 2015-16 Adjusted Fall 2015 | \$ 94.00 | \$ (1.50) | 2.2% | \$ 3.00 | \$ 5.25 | \$ 102.25 |
| 2015-16 Approved (Summer Term only) | \$ 95.50 | \$ 3.50 | 3.8% | \$ 3.00 | \$ 5.25 | \$ 103.75 |
| 2014-2015 | \$ 92.00 | \$ 3.00 | 3.4% | \$ 3.00 | \$ 5.25 | \$ 100.25 |
| 2013-2014 | \$ 89.00 | \$ - | 0.0% | \$ 3.00 | \$ 5.25 | \$ 97.25 |
| 2012-2013 | \$ 89.00 | \$ 5.00 | 6.0% | \$ 3.00 | \$ 4.75 | \$ 96.75 |
| 2011-2012 | \$ 84.00 | \$ 8.00 | 10.5% | \$ 3.00 | \$ 4.75 | \$ 91.75 |
| 2010-2011 (effective Summer 2010 Std Fee/Fall 2010 Tuition) | \$ 76.00 | \$ 5.00 | 7.0% | \$ 3.00 | \$ 4.75 | \$ 83.75 |
| 2009-2010 (effective Summer 2009 Tech Fee/Fall 2009 Tuition) | \$ 71.00 | \$ 2.40 | 3.5% | \$ 2.50 | \$ 4.75 | \$ 78.25 |
| 2008-2009 (effective Summer 2008 Tech Fee/Fall 2008 Tuition) | \$ 68.60 | \$ 2.60 | 3.9% | \$ 2.50 | \$ 4.00 | \$ 75.10 |
| 2007-2008 (no increase) | \$ 66.00 | \$ - | 0.0% | \$ 2.50 | \$ 3.50 | \$ 72.00 |
| 2006-2007 | \$ 66.00 | \$ 3.00 | 4.8% | \$ 2.50 | \$ 3.50 | \$ 72.00 |

Table 1- Ten Year History of Tuition & Fees



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: **8.4**

CONTACT PERSON: *Jean Wagner, Head Start Director*

SUBJECT: EARLY HEAD START CHILD CARE PARTNERSHIPS GRANT

April 2016

The Early Head Start Child Care Partnerships Project (EHS CCP) was funded beginning February 1, 2015 for a period of four and one half years. The first 18 month period was to be used to develop partnership agreements with child care providers and to assist these providers to gain an Infant Toddler CDA or a degree. Mt. Hood Community College is funded for 75 infants and toddlers placed in a combination of center and certified family care.

This grant proposal is for the year following the first initial 18 month grant. Attached are the budget and the goals and objectives for the period.

In addition, we are going to ask for one change in program option: we will propose to serve 15 infants and toddlers in certified family child care and 60 in center care. This moves one additional slot to certified family child care.

We need the approval of the Policy Council and Board of Education:

Approval for the Grant Proposal (including the budget) and for the change of program option.

Goals and Objectives August 1, 2016 – July 30, 2019

Goal 1: Effective Management Systems will support high quality services to children and families, build strong leaders amongst staff and parents and will lead MHCC Head Start and Early Head Start into the future.

Measurable Objectives:

- 1.1 By 2019 staff turnover will decrease and staff satisfaction will increase.
- 1.2 By 2019 program space and materials will meet the needs for children, staff workspace and parent spaces.
- 1.3 By 2019 the program will have structures in place for potential staff, provider and parent leaders to develop leadership skills and to access career ladders.
- 1.4 By 2020 the program will affirm its commitment to racial equity and will attain level 3 in 10 areas of the self-assessment as identified in the *Tool for Organizational Assessment Related to Racial Equity*.

| 1.1 By 2019 staff turnover will decrease and staff satisfaction will increase. | | | | | | | |
|--|---|---------------------|----------------|--|---|---|------------------|
| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date /Progress | Financial Impact |
| 2015-16 | Conduct a staff satisfaction and wellbeing survey | Director | November - May | Meeting Minutes Survey Results | -Survey results for baseline staff satisfaction and wellbeing survey | June 2016 Have selected contract and working on content 2/16 – will complete by June. | None |
| 2015-16 | Assess staff turnover and retention. Assess staff illness and absence. | HR Specialist | March - June | Child Plus Timesheets Notes from community comparison | -Baseline turnover data -Baseline staff attendance data -turnover and attendance of staff | June 2016 Have assessed turnover – data presented at Feb. 2016 PPE Will complete by June. | None |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date /Progress | Financial Impact |
|--------------------|--|---------------------|-----------------|-------------------------------------|---------------------------------|---------------------------|----------------------------|
| 2016-17 | Convene staff wellness committee to develop recommendations based on year one satisfaction and wellbeing survey. | Director | October - June | Meeting minutes recommended changes | Recommendations of committee | June 2017 | None |
| 2016-17 | Conduct a Position Study for selected positions. | Director | February - June | Contract Study results | Study Results | June 2017 | None |
| 2017-18 | Analyze and implement recommendations from Position Study | Director; Managers | October - June | Meeting minutes | changes made | June 2018 | TBD based on study results |
| 2017-18 | Plan wellness program for staff and families | Director | October - June | Meeting minutes | Plans | June 2018 | None |
| 2018-19 | Begin wellness program for staff and parents | Director | September | e-mails staff bulletin | Number of staff who participate | June 2019 | None |

1.2 By 2019 the program space and materials will meet the needs for children, staff workspace and parent spaces.

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------------------|---|--------------------------------------|--------------------|---------------------|-----------------------------------|-----------------|------------------|
| 2016-17 <i>Classroom materials</i> | Define material needs of each classroom and | Education Manager EHC CCP Manager | October - December | Completed documents | Baseline inventory of technology; | December 2016 | \$10,000 |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------------------|--|---|------------------|----------------------|--|----------------------------|---|
| | create document to track. | | February | | List of needs to meet checklists Cost of items needed. | | |
| 2016-17 <i>Technology</i> | -Develop checklists by position of staff technology needs. -Identify gaps and purchase or put into 2017-18 budget | Administrative Office and Data Manager | Fall – Winter | Completed checklists | List of technology needs by position Purchase records | February 2017 July 2017 | None TBA |
| 2017-18 <i>Classroom materials</i> | Determine classroom standard for manipulatives and “loose parts” Purchase materials to balance classrooms. | Education Manager EHS CCP Manager Purchase needed items | November – June | Purchase records | List of new items in classrooms and cost | June 2018 | \$4,000 |
| 2018-19 <i>Classroom materials</i> | Develop annual replacement plan with providers and help them to budget to ensure materials are high quality. | Education Manager; EHS CCP Manager | July - December | Meeting minutes | Plans made | February 2019 | None |
| 2018-19 <i>Technology</i> | Purchase and distribute identified technology needs. | Administrative Office and Data Manager | July - September | Purchase records | List of items purchased and in use. | June 2018 | \$15,000 MHCC indirect to provide some |

1.3 By 2019 the program will have structures in place for potential staff, parent and provider leaders to develop leadership skills and to access career ladders.

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------|---|--|--|----------------------|---|------------------------|-------------------------|
| 2016-17 | Identify staff, parents and providers who wish to gain leadership skills or experience. Pair them with identified opportunities. | Director | Fall staff meetings Parent Meetings and Policy Council | Meeting minutes | List of those interested; numbers of staff and parents participating by position and length of participation. | June 2018 | None |
| 2016-17 | Develop beginning career ladder steps with professional development opportunities beginning with parents and working through positions. | Education Manager Fam. Service Manager Training Spec. Operations Manager | Begin March with work group including parents, providers and staff | Meeting minutes | Number of staff and parents involved in planning. Initial plans. | June 2017 | None |
| 2017-18 | Complete the development of career ladder. Share with staff and parents | Education Mgr. Fam. Serv. Mgr. Training Spec. EHS CCP Manager or designee | July - January | Meeting minutes | Career Ladder document Number of staff, providers and parents participating in plan. | February 2018 | None |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|--------------------|---|---------------------|------------------|---|--|-----------------|----------------------|
| 2017-18 | Provide leadership training to staff, providers and parents. Engage at least 5 parents, 2 providers and 5 staff in a leadership training program. | Training Specialist | Begin by January | Announcement Leadership training materials | # parents and # staff attending training; # engaged in program | June 2018 | \$500 training funds |
| 2017-18 | Evaluate leadership opportunities. | Training Specialist | September – June | Survey of participants | Analysis of survey and identification of benefits. | June 2018 | \$2,000 |
| 2018-19 | Implement career ladder including training to parent volunteers and current staff and providers. | Training Specialist | Fall | Participation records Career ladder | Number of staff, providers and parents who have received training. | June 2019 | None |

1.3 By 2019 the program will affirm its commitment to racial equity and will attain level 3 in 10 areas of the self-assessment as identified in the *Tool for Organizational Assessment Related to Racial Equity*.

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|--------------------|---|---------------------|----------------|-----------------|----------------------|-----------------|------------------|
| 2016-17 | With staff, providers and parents develop a Commitment to Racial Equity | Director | October - June | Meeting Minutes | Statement on Website | June 2017 | No additional |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------|---|---------------------------------------|------------------|------------------------------|---|------------------------|-------------------------------|
| | statement. Place on Website. | | | | | | |
| 2016-17 | Invite parents to focus groups to give input to our services. Provide translation and meet in community settings. | Parent Engagement and Gov. Specialist | January - April | Announcement Meeting minutes | Summary of input from meetings | June 2017 | \$100 for child care and food |
| 2016-17 | Develop and implement system for staff input and feedback about our services to communities of color. Engage in conversations about areas to improve. | Director and key staff | January – April | Announcement Meeting Minutes | Analysis of input from meetings | June 2017 | None |
| 2016-17 | Provide training to staff and parents in racial equity issues | Training Specialist | September - June | Training records | Number of staff and parents participating. Training evaluations | June 2017 | None |
| 2017-18 | Develop partnerships with culturally specific organizations | Director and key managers | September - June | Meeting Minutes | New MOU's and plans based on partnership meetings | June 2018 | None |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|--------------------|--|---------------------------------|-------------------|------------------------------------|--|------------------------------|------------------|
| | serving families in our service area. | | | | | | |
| 2017-18 | Focus on the recruitment of staff who reflects the culture and race of the families we serve as defined in community assessment. | HR Specialist Director | July - June | HR records | Number of staff of color hired that meet needs of program. Increase in number of staff of color. | June 2018 | None |
| 2017-18 | Develop a Diversity Committee of parents and staff. | Director | January – June | Meeting minutes | Record of committee meetings Recommendations made by committee | June 2018 | None |
| 2018-19 | Begin to implement recommendations of Diversity Com. | Director | July - June | Meeting minutes | Recommendations implemented | June 2019 | TBD |
| 2018-19 | Begin to analyze progress based on <i>Tool for Organizational Self-Assessment Related to Racial Equity</i> | Director Diversity Committee | October - January | Completed tools Meeting Minutes | Number of areas meeting level 3 as defined in tool. List of accomplishments over 5 year period. | Will not complete until 2020 | None |

Goal 2: School Readiness. The program will develop and implement a program-wide school readiness program that encompasses and aligns Parent Family and Community Engagement Framework, local elementary school alignment, state standards and the Head Start Early Learning Framework.

Measurable Five Year Objectives:

2.1 By 2019 the program will increase the quality, intensity and the fidelity of curriculum implementation and alignment with local schools

2.2 By 2019 the PFCE framework and SR Goals will be fully aligned, staff will be cross trained and the program will realize an increase in family and child goal attainment.

| 2.1 By 2020 the program will increase the quality, intensity and the fidelity of curriculum implementation and alignment with pre-kindergarten programs. | | | | | | | |
|---|--|---|------------------|---|---|------------------------|-------------------------|
| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
| 2016-17 | Assess curriculum usage to fidelity | Education Manager Ed. Site Managers EHS CCP Managers and Educ. Specialists | January-June | Fidelity Assessment Report | Analysis of completed <i>Teaching Strategies</i> Fidelity Tools for Teachers and Administrators | June 2017 | \$100 |
| 2016-17 | Develop program standards for child portfolios as part of the assessment process | Education Manager; EHS CCP Manager | November | Meeting Minutes Child portfolio procedures | Analysis of success of use of child portfolios | June 2017 | None |
| 2016-17 | Provide <i>Teaching Strategies</i> | Education Manager | September | Sign-in sheets and certificates | Number trained and evaluations of training; | September 2016 | \$600 |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|--------------------|--|--|----------------|---|--|-----------------|------------------|
| | Curriculum Fidelity training | | | | Fidelity Assessment Report | | |
| 2016-17 | Complete <i>Teaching Strategies Fidelity Tool</i> | Education Manager; EHS CCP Manager | July-December | Completed Tools | Analysis of outcomes and Fidelity | December 2016 | None |
| 2016-17 | Compare and analyze data from child outcomes and <i>Fidelity Tools</i> | Education Manager | March 2017 | Completed <i>TSGold; and Fidelity Tools</i> | Analysis of outcomes and Fidelity together | April 2017 | None |
| 2017-18 | Continue use of <i>Fidelity Tool</i> | Education Manager Education Site Managers | September-June | Completed Tools | Completed Tools | June 2017 | None |
| 2018-19 | Evaluate success of new systems | Education Manager | January-June | Meeting minutes | Completed Tools and child outcomes | June 2019 | None |

2.3 By 2019 the PFCE framework and SR Goals will be fully aligned, staff will be cross trained and the program will realize an increase in family and child goal attainment.

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|--------------------|--------------------------------------|---------------------|---------------|-----------------|------------------------|-----------------|------------------|
| 2016-17 | Develop a School Readiness Committee | FSM EM | August – Feb. | Meeting minutes | Attendance at meetings | February 2017 | None |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------|--|----------------------------|------------------|--|--|------------------------|-------------------------|
| | composed of management, staff, providers and parents. | | | | | | |
| 2016-17 | Analyze school readiness goals – outcomes | School Readiness Committee | Aug. – Feb. | Meeting minutes | Attendance at meetings Analysis of outcomes | February 2017 | None |
| 2016-17 | Develop alignment of the PFCE and SR goals | FSM EM SR Committee | Aug-June | Meeting Minutes | PFCE/SRG alignment | June 2017 | None |
| 2016-17 | Update policies, procedures & forms to reflect the integrated services found in the Digital Markers of Progress assessment | Managers | Aug-June | Program Planning and Eval. meeting minutes | Updated policies, procedures & forms | June 2017 | None |
| 2017-18 | Provide training on integrated services and teamwork | FS Manager Ed Manager | Fall | Training agendas | Attendance at training and evaluations | December 2017 | None |
| 2017-18 | All Staff training on PFCE & SRG alignment and implementation of newly revised SR Goals. | FSM & EM Director(s) | Fall | Training agendas | Attendance at training and evaluations | December 2017 | None |

| Year and Objective | Strategy | Who is responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------------------------|--|----------------------------|------------------|----------------------|--|------------------------|-------------------------|
| 2017-18 | Analyze SRG outcomes | SR Committee | Aug-February | Meeting Minutes | Attendance Analysis of SR outcomes | February 2018 | None |
| 2018-19 | Provide training on integrated services & teamwork | FS Manager Ed Manager | Fall | Training agendas | Attendance at training and evaluations | December 2018 | None |
| 2018-19 | All Staff training on PFCE & SRG alignment | FSM & EM Director(s) | Fall | Training agendas | Attendance at training and evaluations | December 2018 | None |
| 2018-19 | Analyze SRG outcomes & implement revisions | SR Committee | Aug-February | Meeting Minutes | Attendance Analysis of SRG outcomes | February 2019 | None |
| 2018-19 | Implement necessary revisions of the SRG including alignment with the PFCE | FSM & EM | Fall | Meeting Minutes | SR Goals PFCE/SRG alignment | December 2018 | None |
| 2018-19 | Assess progress on integration of PFCE and School Readiness Goals | FS Advisory PPE | Aug-June | Meeting minutes | Digital Markers of Progress Compare progress over time. | June 2019 | None |

Goal 3: By 2019 all child care centers and certified family child care providers will provide high quality early childhood services.

Measurable Objectives:

- 3.1 By 2017 all child care partners will become engaged and begin to work with the QRIS Quality Improvement Specialist from the Child Care Resource and Referral of Multnomah County to increase their QRIS rating
- 3.2 By 2017 all child care partners will have met 15 of the 21 Key Standards of the QRIS within their first year of the partnership.
- 3.3 By 2017 all child care partners who have been in partnership with MHCC for 18 months will submit their QRIS Portfolio for a star rating.
- 3.4 By 2018 all child care partner teachers will demonstrate an increase in the quality of child individualization within their curriculum plans.

| 3.1 By 2017 all Child care partners will meet with QRIS Quality Improvement Specialist from the Child Care Resource and Referral of Multnomah County within their first year of the partnership. | | | | | | | |
|---|---|---|---------------------------|---------------------------|--|------------------------|-------------------------|
| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
| 2016-17 | Register partners in the <i>Increasing Quality</i> training session through the CCRR | Training and Education Specialist | September - December 2016 | Completed Registration | Number of Completed Certificates | January 2017 | None |
| 2016-17 | CCR&R Quality Improvement Specialist to meet with all child care partners up to three times during the year | EHSCCP Manager and Child Care Resource and Referral | September – June 2017 | Site visit progress notes | Number of partners who met 3 times with CCR&R; Number of Completed | June 2017 | None |

| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|------|----------|---------------------|-----------|---------------|-------------------------|-----------------|------------------|
| | | | | | QRIS Portfolio sections | | |

3.2 By 2017 all child care partners will have met 15 out of 21 Key Standards of the QRIS within their first year of the partnership.

| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------|---|---|--|----------------------|--|-----------------------|------------------|
| 2016-17 | Review and create program policies and procedures that meet the criteria for QRIS Key Standards | EHSCCP Manager | September – December 2016 | Completed procedures | Number of completed QRIS Standards and Objectives | December 2016 | None |
| 2016-17 | Complete TIPITOS at all locations | EHSCCP Manager | September – December 2016 | Completed TIPITOS | TIPITOS scores | December 2016 | None |
| 2016-17 | Complete ASQ and ASQ-SE training with all child care partners | EHSCCP Manager and Training Specialist | September 2016 | Class Attendance | Number of completed Training Certificates | September 2016 | None |
| 2016-17 | All providers complete ASQ and ASQ-SE with their families | Education Specialist and Child Care Partner | Within the first 45 days of child's enrollment | Completed screening | Screening tools will be used to complete part of the baseline info in TS <i>GOLD</i> | Child's first 45 days | None |

3.3 By 2017 all child care partners who have been in partnership with MHCC for 18 months will submit their QRIS Portfolio for a star rating.

| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------|---------------------------|---|----------------------|--------------------------|--|-----------------|------------------|
| 2016-17 | QRIS Parent Surveys | Child Care partner | September – May 2017 | Completed parent surveys | Number of completed QRIS Portfolios | June 2017 | None |
| 2016-17 | Complete a QRIS Portfolio | Education Specialist and Child Care partner | September – May 2017 | QRIS Portfolio | Number of completed Star Ratings in QRIS | June 2017 | None |

3.4 By 2018 all child care partner Teachers will demonstrate an increase in the quality of child individualization within their curriculum plans.

| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|---------|---|--|----------------|----------------------------|---|-----------------|------------------|
| 2016-17 | All Child Care partners will have received Creative Curriculum Training including curriculum planning | EHSCCP Manager and Training Specialist | August 2016 | Attendance sign in sheets | Number of completed Training Certificates | August 2016 | \$3700 |
| 2016-17 | All Child Care partners will complete <i>TSGOLD</i> online training modules and reliability | Education Specialist | September 2016 | Completed training modules | Number of Reliability certificates | October 2016 | None |

| Year | Strategy | Who is Responsible? | Timelines | Documentation | Data Sources | Completion Date | Financial Impact |
|-------------|---|--|---------------------------|---|--|-------------------------------|-------------------------|
| 2016-17 | All Child Care partners will receive ongoing coaching on child individualization | Education Specialist | September – June 2017 | Education Specialist notes and observations | Number of Curriculum plans and home visit records reviewed | Ongoing September – June 2017 | None |
| 2016-17 | All Child Care partners will receive training on engaging families with the PFCE Seven Family Engagement Outcomes | Family Services Manager | September – December 2016 | Attendance sign in sheets | Number of completed Training Certificates | December 2016 | None |
| 2017-18 | All Child Care partners will receive training on family engagement and Ongoing Child Assessment | Family Services and Education Managers | August – September 2017 | Attendance sign in sheets | Number of completed Training Certificates | September 2017 | None |
| 2017-18 | Ongoing monitoring of child care partners curriculum plans and home visit records specifically on child individualization | Education Specialists | 2016-2018 | Completed curriculum plans and home visit records | Number of completed monitoring forms | Quarterly 2016-2018 | None |

Line Item Budget
Early Head Start Child Care Partnerships

| | 1,499,995 | 37,500 |
|---|-----------|--------|
| A. Personnel | | |
| Salaries-Managers | 72,077 | |
| Salaries-Coordinators | 186,373 | 10,216 |
| B. Fringe Benefits | 170,299 | |
| Totals for Personnel Costs | 428,749 | 10,216 |
| C. Travel | | |
| Travel-Out of State | | 5,875 |
| | | 5,875 |
| D. Equipment | | |
| E. Supplies | | |
| Supplies-Office | 1,000 | |
| Supplies-Graphic Services | 2,000 | |
| Supplies-Copies | 2,000 | |
| Postage | 200 | |
| Supplies-Computers | 500 | |
| 2. Child and Family Supplies | | |
| Supplies-Health | 750 | |
| Supplies-Instruction | 8,000 | |
| Supplies-Disabilities/MH | 300 | |
| Supplies-Family Partnerships, Mental Health | 1,000 | |
| 3. Food Service Supplies | | |
| Supplies-Kitchen | 750 | |
| 4. Other Supplies | | |
| Supplies-Community Partnerships | 300 | |
| Total Supplies | 16,800 | |
| F. Contractual | | |
| Teen child care centers | 147,000 | |
| Certified Child Care homes | 180,000 | |
| Child Care Centers | 514,800 | |
| Grants to centers for center upgrades, etc. | 45,000 | |
| contract total | 886,800 | |
| 8. Other | | |
| Courier Service | 400 | |
| Child Plus | 1,400 | |
| TS GOLD | 1,293 | |
| Other total | 3,093 | |
| H. Other | | |
| 2. Rent | | |
| contracted services-facility use | 8,340 | |
| 4. Utilities, Telephone | | |
| Telephone/Utilities | 4,300 | |
| 5. Building and Child Liability Insurance | | |
| child insurance | 450 | |
| 6. Building maintenance and repair | | |

Line Item Budget
Early Head Start Child Care Partnerships

| | | | |
|------------------------------------|---------|------------------|---------------|
| Other Exp.-Facility Repair | 2016-17 | 300 | |
| 8. Local Travel | | | |
| Travel-In State (Staff Mileage) | | 4,000 | |
| 10. Child Services Consultants | | | |
| Nurse | | 2,000 | |
| Mental Health Consultants | | 4,000 | |
| Nutrition Consultant | | 2,000 | |
| 13. Parent Services | | | |
| Supplies-Parent Involvement | | 1,000 | |
| Supplies-Policy Council | | 450 | |
| Other Exp.-Training Parents | | | 1,000 |
| 16. Training or Staff Development | | | |
| Travel- In State (State Meetings) | | | |
| Other Exp.-Professional Dev. (TTU) | | | 4,000 |
| Other Exp.-Assigned Training | | | 13,000 |
| 17. Other | | | |
| Other Exp.-Fees and Dues | | 1,000 | |
| HR Job requirements | | 200 | |
| Other Exp.-Marketing/HR Exp. | | 150 | |
| Other total | | 28,190 | 18,000 |
| Other Exp.-Indirect Cost | | 136,363 | 3,409 |
| TOTAL | | 1,499,995 | 37,500 |



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 13, 2016*

ITEM TITLE: 9.1

CONTACT PERSON: *Debra Derr, President*

SUBJECT: PRESIDENT'S REPORT