

# MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on January 13, 2016, with a **Board Workshop** in the Board Conference Room at 6 p.m., followed by a **Regular Session** at 7 p.m. in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

## AGENDA SESSION #910

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
	5:30 p.m.			<i>Board Dinner: President's Office</i>	
1	6 p.m.			<b>Board Workshop:</b> Survey Results and Potential GO Bond Discussion	Susie Jones
2	7:00 p.m.	CONVENE AS MHCCD BOARD		<b>CALL TO ORDER /DECLARATION OF A QUORUM</b>	Susie Jones
3		3.1	Action	Approval of the Agenda	Susie Jones
		3.2	Action	Consent Agenda: Approvals & Information  a. Minutes from Board Mtg 12/9/15 b. Monthly Personnel Report c. Monthly Financial Report d. Monthly Head Start Report (December)	Susie Jones
4	7:05			<b>PUBLIC INPUT</b>	
5	7:10			<b>BUSINESS/ACTION</b>	
		5.1	Action	Receive Audit as Approved by Audit Committee	Angelique Whitlow, TKW Auditor
		5.2	Action	Resolution: GO Bond	Al Sigala
		5.3	Action	Board Policy ( <i>second reading</i> )	Jarrod Hogue

6	8:00			<b>PRESENTATIONS AND REPORTS</b>	
		6.1	<b>Info</b>	First Reading: Head Start Policy	Jean Wagner, Susan Brady
		6.2	<b>Info</b>	Update on Powell-Division Project	Richard Doughty
7	8:30			<b>INFORMATION</b>	
		7.1	<b>Info</b>	President's Report & Potential GO Bond Update	Debra Derr
8	8:40			<b>CLOSING REMARKS</b>	Susie Jones
		8.1		<ul style="list-style-type: none"> <li>• Board Member Comments</li> <li>• ASG Representative Comments</li> <li>• Advisory Representatives comments</li> </ul>	
9	9:00			<b>ADJOURNMENT</b>	Susie Jones
10	9:00			<b>Work Session: GO Bond – Board Strategy</b>	Susie Jones
<b>The next regular meeting is scheduled for February 16, 2015</b>					
<p>Individuals requiring accommodations due to a disability should contact the Disability Services office at 503/491-6923 or 503/491-7670 (TTD).</p> <p>Please contact them as soon as possible to ensure availability.</p>					



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *January 13, 2016*

**ITEM TITLE:** **3.2a**

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

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**SUBJECT: APPROVAL OF MINUTES**

## Session #908

A meeting of the Mt. Hood Community College District Board of Education was held on December 9, with a workshop in the President's Office at 6 p.m. There was a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

### **WORKSHOP**

Board members present: Teena Ainslie, Susie Jones, Jim Zordich, Michael Calcagno, Sonny Yellott, Tamie Arnold

Staff Present: Debra Derr, Carrie Toth

### **HEAD START TRAINING**

Jean Wagner, Pam Greenough Corrie, and Susan Brady presented a Head Start training, required by the federal government as part of their grant. They distributed copies of the 2014-2015 Annual Report and gave a summary of the contents, including a financial overview, five-year goals, and services provided by Head Start. They noted a new grant from the Early Head Start Child Care Partnerships. They are now tracking how many parents are MHCC students.

Susan Brady discussed governance and where Head Start fits into the organizational chart of MHCC. The Head Start directors report to Rick Doughty, Vice President of Administrative Services. Next year, Head Start will undergo a review, which the Board of Education will have a role in as the Head Start board. The Policy Council meets monthly and forwards necessary items to the Board for approval. Brady gave an overview of the five-year goals. Currently, they have challenges around staffing and retention and insufficient space. Wagner noted that the management team is about to go into its second round of contract negotiations with the new union and stated that it has been a good relationship so far. The staff are also planning for succession, including hiring a new Head Start director, who must be approved by the board.

Yellott remarked that he would like to see some of the board responsibilities expanded.

Zordich asked about the upcoming negotiations. Wagner responded that their budget is finite, so there is not much that can be done, and that the union has been understanding of that. The budget process is very transparent.

Derr distributed information about the ASVAB, requested by the board at the November meeting.

The board agreed to discuss further items following the regular session, due to time constraints.

### **CALL TO ORDER/DECLARATION OF A QUORUM**

A meeting of the Mt. Hood Community College Board of Education was called to order at 7:06 p.m. A quorum was present.

Board members present: Susie Jones (Chair), Jim Zordich (Vice Chair), Michael Calcagno, Sonny Yellott, Teena Ainslie, Tamie Arnold

#### **APPROVAL OF THE AGENDA**

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

#### **APPROVAL OF THE CONSENT AGENDA**

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

#### **PUBLIC INPUT**

No public input was received.

#### **PRESENTATIONS AND REPORTS**

##### **5.1 AQUATICS**

Tanya Richardson presented an update on the Aquatics Center. She shared Mike Popovich's original vision for the center and listed some of the goals and accomplishments over the last year. Richardson is in her first full fiscal cycle and noted that while she has not been able to address all challenges, she has made significant progress and reduced the operating deficit of the Aquatics Center. The center has also seen a 19% growth in rentals and membership. It had 103,130 annual attendees, which has a significant economic impact on our local community. Arnold asked if the center has always operated at a deficit; Richardson responded that, yes, it has and will likely continue to do so. Arnold asked how we compare to other institutions with our deficit. Richardson responded that it is hard to measure; we are the only community college in Oregon that hosts swim meets because of our outdoor pool. She stated that they will look at concessions in the future.

Ainslie commended Richardson for her work, stating that there would be a huge hole in the community without the Aquatics Center.

Richardson stated that MHA recently signed a contract extension with the College. They have paid off arrears and are now current. She is beginning to work with the Chamber of Commerce and noted that they will be hosting a men's national meet next fall. The center is working on tracking student and staff usage and increasing their reporting capabilities.

Calcagno asked for slides in advance of the board meeting, in the future. He asked if a Veteran's rate was in place. Richardson responded that it would need board approval with the annual fee approvals. Calcagno asked if Richardson had considered a monthly pass, rather than the current punch card system. Richardson responded that they did look at annual and monthly passes but decided on the punch passes because they allow for

flexibility. The center does pro-rate the passes. Calcagno asked about the enterprise fund; Richardson stated that the Aquatics Center has been able to purchase a safety tarp and make capital improvements. She is working with the Facilities department on a project list.

Jones thanked Richardson for her presentation and noted that the Aquatics Center is a huge asset to the College; she is encouraged by the progress that has been made.

## 5.2 ACCREDITATION

Sheri Mosher presented on the upcoming accreditation review. She is the Director of Accreditation, and the liaison to NWCCU (Northwest Commission on Colleges and Universities). We are in a 7-year accreditation cycle. The overarching goal is to engage in a thorough self-study of the College. The report is a self-reflection; we do not want our accreditation to team to tell us what we already know. What do we do well, and how do we assess and analyze that data and make improvements?

As a board, the members will look at the big picture of how the College is helping students. The Year Seven visitation of a team of 5-7 members will take place from November 7-9 of 2016. Full standards have been placed in the board's Dropbox. Under our governance structure, there is a section on our governing board with a list of criteria. Will have a visitation schedule, and the board will have an opportunity to be involved on those meetings.

Mosher is continuing to share with staff where the team is in the process. President's Council members are liaisons to each standard. The Faculty Association has been working with the team to have members present and involved – they understand how large the process is. Mosher noted that the process will begin again in 2017, which will be Year One of the accreditation cycle; it is meant to be a recurring cycle.

Jones asked if the accrediting team will give a list of findings or concerns, and if so, whether there will be time to address them.

Mosher responded that they will give us commendations and areas to address. They have asked us to provide interim reports – for example, they requested an Ad Hoc report. They can put a college on warning; it depends on what they find. They can call and clarify information or ask for further clarification; they can also ask for a plan if we are given a recommendation. Each of our sister colleges who have recently gone through the process have been given recommendations, particularly around student outcomes, according to Derr. Mosher will continue to provide updates to the board.

## BUSINESS/ACTION

### 6.1 NEW PROGRAM DEVELOPMENT

The board received a handout on the new program development and approval process. Christie Plinski gave an overview of the review and approval processes.

Jones asked about the usual timeline. Plinski responded that the state process is time consuming, so we consider if we can get it done in three months, that timeline is considered

to be efficient. Jones asked if the quicker process is because we already have the existing courses. Plinski responded that, yes, having the courses in place does make it go faster; we have not had a brand new program in some time.

Yellott asks for a definition of “programs.” Plinski clarified that these are just instructional programs. Calcagno wondered if perhaps the board could be notified earlier on in the process that a program was being looked at or is in development so that they have more time to digest what is coming up. Plinski responded that they want to respect the board’s time and not just bring conceptual things forward – they carefully vet items that come to the board.

## 6.2 BOARD POLICY – FIRST READING

Jarrold Hogue presented a new policy for a first reading. Board Policy 6220 is intended to formalize our continuing education credits. When Hogue first joined the College, there was a lack of clarity on CEUs, and we were one of the few colleges who did not use them. Students were requesting CEUs to maintain licenses. Two years ago, we had a virtual accreditation visit, and this policy was a recommendation. Occasionally, when we offer Professional Development, people will request the CEUs. Hogue noted that they are more for professional development than for credit – one CEU is ten hours.

Jones asked who is qualified to grant the CEUs. Hogue responded that it is up to the accrediting body or the licensing body. Every organization has different standards. This standardizes the unit of time.

Calcagno asked if there are there any financial impacts. Hogue stated that, no, it would be exceptionally rare. People are usually required to complete a certain number of CEUs and need documentation for that.

The policy will be brought back in January for second reading and approval.

## PRESIDENT’S REPORT

GO Bond report: since the last meeting, Friends of MHCC has hired Blaine Palmer as a fundraiser to coordinate efforts. At the last bond meeting, Blaine was introduced and is finalizing a fundraising plan, and training sessions have been scheduled. Jones attended a session last week with five others. Derr stated that we must ramp up our fundraising, and we will need lots of help doing that. The Joint Leadership Council met today, and Paige and Blaine attended. Derr will be spending significant time fundraising. The second survey has been completed, and results will be ready in a week or so and presented at the next bond committee meeting. The GO Bond page is up and operational, and the committee will continue to look at key stakeholder meetings. Jones added that the second survey results will be presented on December 16<sup>th</sup>, and the consultant will recommend at that time if we should go out in May or December.

Arnold asked when the bond committee meetings are. Derr will extend invitations to the board members.

Derr stated that it has been an interesting couple of days at the College, with the washed out road during finals week. She stated that we have an amazing incident command team. Doughty credited the facilities and Charles George with their huge efforts. The collapsed road wiped out a sewer pipe, causing our collection tanks to fill. The team decided very quickly to close the college. Gresham got a temporary pipe in, narrowly missing a larger incident.

Derr attended a meet and greet with Senator Merkley to discuss current issues. She also met with the CEO of Adventist Medical Center. Jones and Polson presented on the potential bond at Gresham Barlow. Derr met with the CEO of Inside Track, whose organization has been working on intensive advising, guided pathways and career development of students. Derr noted that she will be attending OPC tomorrow. MHCC will continue to explore potential gateway partnerships with Warner Pacific. Derr recognized Megan Dugan, Library Director, for her recent Master's degree and selection to the Beta Phi Mu library science honorary society.

#### **ADVISORY COMMITTEE COMMENTS**

Corey Huston thanked the board for the opportunity to speak. The leadership of the Classified union has voted unanimously to support the bond; it took leaders of the association to build consensus and was difficult. He looks forward to congratulating the first board in 40 years to pass a bond; he noted that tough conversations will still need to occur and asked that we be mindful of how we communicate about the college. This is a great opportunity for us.

Arnold asked about what some of the concerns were. Huston responded that we have been through a massive economic shifts; Classified staff was reduced, and it takes time to build trust.

#### **ASG COMMENTS**

ASG has been busy this term – their final meetings took place last week. They will next meet during the first week of winter term. Albert noted that ASG is working in collaboration with Bruce Battle and Glenn Wright on a mascot competition – [they have a website up with the requirements](#). A small group of faculty, staff, and students will select the top entries, which will go out to students. The winner will be announced during spring term and will receive a 12-credit waiver. Only current students can submit. Albert attended last week's Foundation board meeting and introduced the student life app and a new feature called "Community Deals." He plans to attend the meetings regularly.

Lindsay Patiño noted that on January 18<sup>th</sup>, MHCC will be hosting the MLK national day of service, when over 700 students and volunteers work on service projects around the community. Board members are invited to attend. ASG hosted a food drive competition for Barney's pantry and received over 4000 items. ASG has been invited to attend PCC Board meeting at Sylvania campus to talk about our tuition freeze.

#### **ADJOURNMENT**



Zordich motioned to adjourn. The motion was seconded and passed unanimously.

The meeting adjourned at 8:59 p.m.

## WORKSHOP

The board members continued their workshop discussion. Calcagno and Arnold noted that they would like to revisit having board member comments in the open session, rather than in the workshop. They would also be interested in having an additional work session during the month. Jones noted that the hope was to keep the regular session focused and allow for discussion in the workshops. The board agrees to try leaving board member comments in the regular session for the next meeting, providing that they are brief and pertinent to board business.

Arnold asked for clarification on the process of getting items on the agenda and requested that the workshops be held in the Board Room. Jones responded that she and Derr set the agenda, and requests should be sent to her. Calcagno and Arnold asked that the board receive a courtesy reminder prior to the meeting to send agenda requests to Jones. Jones responded that she hopes to keep the meetings focused, as the board has enormous projects for this year, including the bond and the OSBA policy review.

Calcagno asked for feedback on his white paper. Arnold had expressed concerns regarding crime and making sure we are compliant with low-income housing requirements. She supports the concept but believes there are many unknowns. Ainslie stated that she believes it needs more discussion and noted that the board does not want to cause any misunderstandings.

Zordich stated that he does not support the concept, and that the issues are complex. He believes it is outside the scope of the board.

Jones stated that the idea may have merit, but that this is not the right time to address it, while the board is working through a potential bond, a policy review, collective bargaining, and accreditation.

Arnold noted that she supports innovative thinking and likes the concept, but that it cannot supersede the other pressing business. She sees it as a backburner idea.

Derr responded that the College is very aware of our student population and changing demographics. Extensive information was analyzed through the Strategic Plan process. There are two key pieces to address, one of which is working with communities and offering support. This is being addressed with the move toward a Guided Pathways model. The second piece is housing – how does it connect? Should it connect? She noted that a wraparound services model is very expensive, and that we do not currently have the resources; this is why the bond is so important. Housing raises a number of additional questions and concerns and is currently out of our capacity. She stated that the bond will require a number of partnerships, and that those connections are happening. She would like to address wraparound services that are currently being explored and then address next

steps in the future. With housing, even if it were not managed by Mt. Hood, any crimes or issues would reflect on the College in reality.

Jones stated that the idea should be put on pause while the board addresses its current issues. The board will decide as a whole whether or not to move forward with the idea in the future.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 13, 2016*

ITEM TITLE: 3.2b

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

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SUBJECT: MONTHLY PERSONNEL REPORT

**\*This report outlines activity for the month of December 2015.**

### NEW EMPLOYEES:

#### Administrators

Employee	Position	Department	Date

#### Faculty

#### Managers

Employee	Position	Department	Date


**Support Staff**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Date</b>
Brown, Whitney	Senior Telecommunications Analyst	Information Technology	12/1/2015
Honnold, Jenny S	Temp Youth Ecology Crew Leader	Project YESS	12/1/2015
McMurray, Roslyn	Assistant Training Coordinator	Child Care Resource & Referral	12/1/2015

**TRANSFERS/CHANGE IN STATUS:**

<b>Employee</b>	<b>Previous Position</b>	<b>New Position</b>	<b>Date</b>

**CURRENT SEPARATIONS:**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Date</b>
Harper, Eliza M	Program Assistant	Head start	12/01/2015



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *January 13, 2016*

**ITEM TITLE:** 3.2c

**CONTACT PERSON:** *Jennifer DeMent, Chief Financial Officer*

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### SUBJECT: MONTHLY FINANCIAL REPORT

#### 2015-16 Activity through November:

##### **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 and fall tuition of \$7 million and early winter registration of \$4 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2014/15 final enrollment by 21.22% for summer term, 13.11% for fall term, and 14.84% for winter term.

##### **Expenditures:**

As of November 30, five months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 58% 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 \$22 thousand has been transferred to Student Aid.

**MT. HOOD COMMUNITY COLLEGE DISTRICT**  
**General Fund Financial Report**  
**Fiscal Year 2015/16**  
**As of November 30, 2015**

	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Percentage</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>November</b>	<b>of Budget</b>
	<b>Jun 30, 2015</b>	<b>2015/16</b>	<b>2015</b>	<b>Remaining</b>
	<b>(Audited)</b>			
<b>Revenues</b>				
State Support	24,935,144	27,062,523	13,788,794	49%
Property Taxes	10,964,362	10,920,663	6,671,688	39%
Tuition and Fees	26,517,358	25,638,074	14,088,990	45%
Uncollectible Receivables	(383,262)	(400,000)	-	n/a
Access Fee	827,680	793,156	444,885	44%
Other Revenues	2,060,893	1,084,700	304,597	72%
Transfers In	78,689	200,000	-	100%
<b>TOTAL REVENUES</b>	<b>65,000,864</b>	<b>65,299,116</b>	<b>35,298,955</b>	<b>47%</b>
<b>Expenditures</b>				
Salaries	35,118,031	36,796,514	12,340,499	66%
Health Care	5,222,736	5,851,426	1,859,508	68%
Fringe/Taxes	11,125,636	10,430,860	3,450,472	67%
Materials & Supplies	5,654,501	6,895,149	2,418,468	65%
Utilities	1,631,851	1,649,672	534,573	68%
Grants in Aid/Tuition Waivers	1,207,195	1,307,840	482,118	63%
Debt Service	2,359,990	2,397,478	720,496	70%
Transfers to Other Funds	612,875	925,000	22,045	98%
<b>TOTAL EXPENDITURES</b>	<b>62,932,815</b>	<b>66,253,939</b>	<b>21,828,180</b>	<b>67%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>2,068,049</b>	<b>(954,823)</b>	<b>13,470,775</b>	
<b>Beginning Fund Balance</b>	<b><u>4,264,382</u></b>	<b>3,900,000</b>		
<b>Ending Fund Balance</b>	<b><u>6,332,431</u></b>	<b><u>2,945,177</u></b>		
<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: *January 13, 2016*

ITEM TITLE: 3.2d

CONTACT PERSON: *Jean Wagner, Head Start Director*

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SUBJECT: MONTHLY HEAD START REPORT

**Head Start/Early Head Start News from the Director**

**December 2015**

News:

- The program's Budget and Planning Committee is busy meeting to plan for next year's program. A big thanks to Natalie, Maria and Karen for serving on the committee.
- We have a new child care partner that we would like to contract with Discovery Garden, 8212 NE Sandy Blvd, Portland. Needs PC approval.
- At the December 11<sup>th</sup> staff meeting, we raised \$315 for dollar per child to support National Head Start Association.

Enrollment Report for November 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**

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

**Enrollment for November**

<b>Head Start</b>	<b>Children</b>	<b>Early Head Start</b>	<b>Children</b>
Head Start	1064	Early Head Start	158
		EHS Child Care Partnerships	24
<b>Total:</b>	<b>1044</b>	<b>Total:</b>	<b>178</b>

**Number of children who have applied (as of 11/30/15)**

<b>Program</b>	<b>Children</b>
Head Start	195
Early Head Start	388
EHS Child Care Partnerships	1
<b>Total:</b>	<b>584</b>



Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Program ADA	81%	86%	96%	87%	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%								73%
Gresham High School			95%	82%	70%								82%
Happy Go Lucky		100%	97%	93%	100%								98%
Little Friend's Day School		100%	81%	88%	95%								91%
Melody's Munchkins		97%	90%	88%	95%								92%
Pixie Child Care		80%	88%	77%	57%								75%
Reynolds Learning Academy													
Program ADA			94%	86%	83%								

### Mt. Hood Community College Head Start Financial Report November 2015

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

<b>Funding Source</b>	<b>Total Funds</b>
EHS Child Care Partnerships Training	<b>\$34,056</b>
Portland Children's Levy EHS	<b>\$301,137</b>
State EHS	<b>\$78,238</b>
Maternal/Infant & Early Childhood Home Visit (MIECHV)	<b>\$121,465</b>
<b>Total</b>	<b>\$13,992,166</b>

Expenditure Report

<b>Budget Category</b>	<b>Budget</b>	<b>Spent in November</b>	<b>Percent Spent</b>
Salaries and Fringe Benefits	\$10,069,667	\$2,998,640	29.78%
Equipment	\$13,000	\$0	0.00%
Travel/Training	\$250,456	\$30,048	11.76%
Supplies	\$387,428	\$275,510	71.11%
Contractual	\$792,442	\$18,093	2.28%
Other	\$2,474,173	\$633,882	25.62%
<b>Total</b>	<b>\$13,987,173</b>	<b>\$3,956,172</b>	<b>28.27%</b>

Reimbursement Funds

<b>Source</b>	<b>Amount Budgeted</b>	<b>Amount Received Year to Date</b>
DHS Child Care*	\$200,000	\$57,892
USDA Funds*	\$500,000	\$29,246.11

\*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 11/21/15

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	7200.24	663.00	42.67		\$38.48	\$259.98	\$7,944.39
Child Food							\$0.00
Computer Supplies	8,190.53	1,810.53					\$10,001.06
Dental/Medical							\$0.00
Education Supplies	3,712.50					\$247.50	\$3,712.50
Family Services	133.11	9.09					\$142.20
Health Supplies	4,178.35					\$4,099.83	\$4,178.35
Maintenance							\$0.00
Office Supplies	1,000.39	44.70				\$185.92	\$1,045.09
Other Costs							\$0.00
Parent Activities	942.59	389.17	27.77			\$232.01	\$1,359.53
Postage							\$0.00
Pre-Employment	1,754.50	184.50					\$1,939.00
Site Repair	5,218.89	72.75					\$5,291.64
Training	1,281.31	241.89				\$115.00	\$1,523.20
Vehicle Costs	7,026.82	610.23					\$7,637.05
Utilities	\$3,402.64	\$342.99	\$168.83		\$112.55	\$138.77	\$4,027.01
<b>Total</b>	<b>\$44,041.87</b>	<b>\$4,368.85</b>	<b>\$239.27</b>	<b>\$0.00</b>	<b>\$151.03</b>	<b>5,279.01</b>	<b>\$48,801.02</b>

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

<b>Frequent Vendors</b>	<b>Supplies</b>
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.

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
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



<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
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

November 2015

Meal	Number of meals served
Breakfast	9,168
Lunch	9,385
Snack	1,831
<b>Total Reimbursement for the month:</b>	<b>\$40,450.78</b>

## Head Start and Early Head Start Non Federal Share Report

2014-2015

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%
<b>Yearly Total</b>	<b>\$1,860,442.50</b>	\$1,860,442.56	<b>100.00%</b>

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



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *January 13, 2016*

**ITEM TITLE:** **5.1**

**CONTACT PERSON:** *Jennifer DeMent, Chief Financial Officer*

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**SUBJECT:** RECEIVE AUDIT AS APPROVED BY AUDIT COMMITTEE



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 13, 2016*

ITEM TITLE: **5.2**

CONTACT PERSON: *Al Sigala, Executive Director - Foundation*

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SUBJECT: GO BOND RESOLUTION



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *January 13, 2016*

**ITEM TITLE:** 5.3

**CONTACT PERSON:** *Jarrod Hogue, Associate Vice President of Applied Technologies, Workforce & Partnerships*

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**SUBJECT: BOARD POLICY 6220: CONTINUING EDUCATION CREDITS** (*second reading*)

Draft Date: [January 2015]

Section [6000]

Board of Education (BE) Approval: [approval date]

**Continuing Education Units (CEU)**

**Board Policy: 6220**

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The Continuing Education Unit (CEU) is a form of recognition given for completion of a unit of training for selected occupational supplementary courses. CEUs are based on time attended and not on the assessment of learning. Mt. Hood Community College may grant Continuing Education Units (CEU) for professional-related courses and trainings under the following guidelines:

1. Courses shall be approved and on file with the Office of Instruction
2. Courses shall relate to or support an occupation, industry or professional development, and
3. The college shall maintain a record of completion (transcribed or record in non-credit records)

In accordance with the state and national standards, one Continuing Education Unit (CEU) equals ten (10) contact hours, or .1 is equal to one (1) contact hour.

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End of Policy

Legal Reference:

OAR 589-006-0050(16)





## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 13, 2016*

ITEM TITLE: 6.1

CONTACT PERSON: *Jean Wagner, Head Start Director*

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SUBJECT: HEAD START POLICY (*first reading*)

To: Board of Education, Mt. Hood Community College

From: Jean Wagner, Head Start Director

The Head Start Head Lice Policy was approved by the MHCC Head Start Policy Council on December 17, 2015.

This item requires approval by the Board of Education.

**1. Head Lice Policy:**

The MHCC Head Start Health Service Advisory Committee has reviewed and approved this policy to comply with school health standards as recommended by the Center for Disease Control and Prevention.

For more information about the CDC recommendations visit the following website:

<http://www.cdc.gov/parasites/lice/head/schools.html>

Thank you for your consideration of this item.

MT. HOOD COMMUNITY COLLEGE  
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

## HEAD LICE POLICY

Purpose: To control the spread of head lice in the classroom, to assist families in understanding and treating head lice and to help children stay lice free.

Applicable Performance Standards: 1304.22(b) (1)

Children observed with **live** head lice do not need to be sent home early from school, they can go home at the end of the day, be treated and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

1. Lice checks will be done monthly in the classroom and as needed to insure early detection and treatment of all children.
2. If live lice are found and the child has not been treated, parents are to be notified by phone so appropriate teaching can be done and treatment is started at home. Children are sent home on the bus at the end of the day.
3. When live lice have been found on a child in the classroom, the classroom (and bus if indicated) will be cleaned after class.
4. Insecticide sprays are not used in the classrooms or busses.
5. Teacher or Teacher Assistant will check the child's head prior to returning to the classroom. If live lice are found, the child cannot return to class yet.

Reference/Resources: *Communicable Disease Procedure; Head Lice Treatment Parent Handout, Head Lice Procedure.*



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *January 13, 2016*

**ITEM TITLE:** 6.2

**CONTACT PERSON:** *Richard Doughty, Vice President of Administrative Services*

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### **SUBJECT: UPDATE ON POWELL-DIVISION PROJECT**

Metro Councilor Shirley Craddick, Metro project manager Elizabeth Mros-O'Hara, TriMet project manager Kelly Betteridge, TriMet manager David Unsworth, and consultant designer/architect James McGrath will provide an update on the Powell-Division project.



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *January 13, 2016*

ITEM TITLE: 7.1

CONTACT PERSON: *Debra Derr, President*

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SUBJECT: PRESIDENT'S REPORT & POTENTIAL G.O. BOND UPDATE