

# MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on May 10, 2017, with a **Board Appreciation Reception** at 6:00 p.m., followed by a **Budget Committee** meeting at 7 p.m. and a **Regular Session** at approximately 7:30 in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

## AGENDA Session #933

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	6:00 p.m.			<b>Board Appreciation Reception: Faculty Association</b>	Faculty Association
2	7:00 p.m.	<b>CONVENE AS MHCCD BOARD</b>		<b>CALL TO ORDER /DECLARATION OF A QUORUM</b>	Susie Jones
		2.1	<b>Info</b>	All-Oregon Academic Team Recognition	Debra Derr
		2.2	<b>Info</b>	Big Idea: The Future of Math Textbooks	Jack Green, Nick Chura
3				<b>ADJOURN AS MHCCD BOARD</b>	
4	7:10	<b>CONVENE AS BUDGET COMMITTEE</b>			
		<b>Rules &amp; Recommendations for Public Testimony (up to one hour)</b>		<p><i>-Public Testimony shall be limited to 3 minutes per individual.</i></p> <p><i>-Those wishing to testify as a group are encouraged to combine their testimony time and coordinate a single message. Group testimony will be limited to 5 minutes.</i></p> <p><i>-When you testify, please state your name &amp; address for the record.</i></p> <p><i>- All those wishing to provide public testimony should fill out a blue sheet and</i></p>	Kenney Polson

				<i>forward it to the Budget Committee Chair, who will recognize participants in the same order the sheets are received.</i>	
		<b>4.1</b>	<b>Info</b>	Receive Public Input on Budget	Kenney Polson
		<b>4.2</b>	<b>Action</b>	Consideration and Approval of the 2017-2018 Budget	Jennifer DeMent
		<b>4.3</b>	<b>Action</b>	Set the Tax Levy for 2017-2018	Jennifer DeMent
<b>5</b>	<b>7:35</b>			<b>ADJOURNMENT OF BUDGET COMMITTEE</b>	<b>Susie Jones</b>
<b>6</b>	<b>7:35</b>	<b>RECONVENE AS MHCCD BOARD</b>		<b>CALL TO ORDER/DECLARATION OF A QUORUM</b>	
		<b>6.1</b>	<b>Action</b>	Approval of the Agenda	Susie Jones
		<b>6.2</b>	Action	Consent Agenda: Approvals & Information a) Minutes from Board Mtg (4/12) b) Monthly Personnel Report (April) c) Monthly Financial Report (April) d) Monthly Head Start Report (April) e) Sole Source Provider Approval	Susie Jones
<b>7</b>	<b>7:40</b>			<b>PUBLIC INPUT</b>	
<b>8</b>	<b>7:45</b>			<b>INFORMATION/REPORTS</b>	
		<b>8.1</b>	<b>Info</b>	Annual Foundation Report	Al Sigala, Angela McKenzie Tucker
<b>9</b>	<b>8:05</b>			<b>BUSINESS/ACTION</b>	
		<b>9.1</b>	<b>Info</b>	Head Start Policies: First Reading	Pam Corrie, Jean Wagner
		<b>9.2</b>	<b>Info/Action</b>	Carver Policy Governance: Continued Discussion, Resolution	Susie Jones

				• Advisory Representatives comments	
12	8:35			ADJOURNMENT	Susie Jones
<b>The next regular meeting is scheduled for June 14, 2017</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>					



## INFORMATION

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

**DATE:** *May 10, 2017*

**ITEM TITLE:** 2.1

**CONTACT PERSON:** *Debra Derr, President*

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#### **SUBJECT: ALL OREGON ACADEMIC TEAM RECOGNITION**

The All-Oregon Community College Academic Team, a part of the national All-State Community College Academic Team program, recognizes high achieving two-year college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society. Phi Theta Kappa, community college presidents and community college state associations sponsor All-State Community College Academic Team ceremonies in 38 participating states.

This year, MHCC had two students, Dang Dinh and Brenna Schmidt, who achieved this honor and were recognized in Salem on April 18<sup>th</sup> for their outstanding accomplishment.



## INFORMATION

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

**DATE:** *May 10, 2017*

**ITEM TITLE:** **2.2**

**CONTACT PERSON:** *Jack Green, Nick Chura – Mathematics Instructors*

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**SUBJECT:** **"BIG IDEA" - THE FUTURE OF MATH TEXTBOOKS**



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BUDGET COMMITTEE

**DATE:** *May 10, 2017*

**ITEM TITLE:** 4.2

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

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### SUBJECT: CONSIDERATION AND APPROVAL OF 2017-18 PROPOSED BUDGET

The 2017-18 Proposed Budget detail is available online starting Wednesday, May 10, 2017 at [this link](#).

#### **RECOMMENDATION:**

That the Budget Committee move to approve the Mt. Hood Community College District 2017-2018 budget of \$276,765,658 including the general fund budget in the amount of \$70,259,736, and all other budgets in the amount of \$206,505,922.

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Approve the above resolution as presented.

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Kenney Polson, Budget Committee Chair

Date



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BUDGET COMMITTEE

DATE: *May 10, 2017*

ITEM TITLE: **4.3**

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

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### SUBJECT: SET THE TAX LEVY FOR 2017-18

It is recommended the following property taxes to be imposed:

Fund	Type	Amount Subject to the Education Limitation:	Amount Excluded from Limitation:
General	Permanent tax rate	\$0.4917 / \$1,000 of assessed value	
Debt Service	Bonded Debt		\$7,711,585

### RECOMMENDATION:

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

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Approve the above resolution as presented.

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Kenney Polson, Budget Committee Chair

Date



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 10, 2017*

ITEM TITLE: **6.2a**

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

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SUBJECT: APPROVAL OF MINUTES - April 12, 2017

### Session #932

A meeting of the Mt. Hood Community College District Board of Education was held on October 12, 2016, with a TSCC Hearing at 6:00 p.m., followed by a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

#### **TSCC Hearing**

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

A meeting of the TSCC was called to order at 6:06 p.m.

TSCC members asked MHCC representatives a series of questions related to the bond measure. Debra Derr, Jennifer DeMent, Charles George, Susie Jones, Jim Zordich responded to questions asked by the commission.

The hearing adjourned at 6:54 p.m.

#### **BOARD OF EDUCATION**

A meeting of the Mt. Hood Community College Board of Education was called for order at 7:07 p.m. A quorum was present.

## OUTSTANDING SUPPORT STAFF AWARDS

Paula Cady, Administrative Assistant – Mathematics; Corey Huston, Science Lab Coordinator; and Carrie Toth, Executive Assistant to the Board were recognized as the 2017 Outstanding Support Staff Award winners. They were presented with \$500 checks from the Foundation by Al Sigala.

## BIG IDEA

Krystal Meisel, STEM Hub Director, presented the next Big Idea, a project called “Pockets of Innovation.” Meisel works out of MHCC with STEM partners in education and industry, connecting potential partners. With funding available for STEM project, Meisel requested ideas, which were rewarded with funding of \$6,000 each. She shared examples of some of the projects, which have been highly successful. A recent STEAM science fair, which received significant media coverage, had over 50 community volunteers.

## BUDGET COMMITTEE MEETING

Budget Committee Members in attendance: Susie Jones, Jim Zordich, Teena Ainslie, Sonny Yellott, Kenney Polson, Michael Calcagno, Tamie Arnold

A meeting of the MHCC District Budget Committee was called to order at 7:26 p.m. A quorum was present.

Susie Jones stated that a chair is needed for the next Budget Committee meeting in May. Zordich nominated Kenney Polson as the Budget Committee Chair. Ainslie seconded and the motion passed unanimously. Polson accepted.

## PRESIDENT’S BUDGET MESSAGE

Derr presented her President’s Budget message. A full copy of the report is included in the official meeting minutes. Derr listed some of the positive accomplishments from the past year, including our reaccreditation and reorganization. There has been a renewed focus on transparency and engagement, but we began with facing an operational deficit. State and federal requirements, including paid sick time, increases to minimum wage, increased PERS and healthcare costs, CLERY Act, and Title IX requirements all came to us without an increase in state funding, and we will not know until July, possibly, what our funding levels will be. Any additional funding received would be used to rebuild our reserves. The tuition pledge works well for our students, but it does limit our ability to earn revenue for tuition. The proposed \$4/credit hour tuition rate increase will apply only to new students. She noted that we must review the mix of our programs and services and make adjustments as needed. The proposed budget also includes a number of investments: increased safety and security through Public Safety over the summer; a Sustainability Specialist position from utility savings; full Mechatronics program implementation; funding system improvements through automated software to support Guided Pathways and completion; and investments in Maywood Park, Access Diversity & Inclusion, and a Certified Medical Assistant program starting in Spring 2018. Enrollment for 2017-2018 is projected to remain at current levels, which is contingent on the state funding the Oregon Promise. The budget takes our reserves below the board policy mandated level, requiring a plan to replenish the reserves within two years. The plan to restore includes review of

specific programs, vacant faculty positions that will not be filled for one year, an Early Retirement incentive for Full-time faculty, ongoing review of staff positions, and development of a review process of our programs (with faculty collaboration). Report on progress will be brought to board in October 2017. Derr thanked College staff and faculty for their work and noted that the budget is strategic and forward-thinking.

Jones noted that the budget is built on the \$550 million budget from the state. Derr responded that if we receive more money we would be able to rebuild our reserves.

Jones asked about the early retirement incentive. DeMent noted that this proposal is for a retirement incentive, not an early retirement incentive, for anyone eligible to retire under PERS. We have seen interest from faculty, and we are working with faculty to get agreement on held positions.

#### 2017-2018 BUDGET OVERVIEW

DeMent provided a copy of the proposed 2017-2018 overview. She will bring a full document with line item detail to the May meeting. DeMent reviewed the summary of funds and gave an overview of each fund. She noted that there is a proposed fee increase of \$.25/credit to the technology fee, which we be presented with the fee schedule later this evening. This year, we received about \$1m for the Oregon Promise, which is reflected in the Student Aid Fund. Jones stated that the board can direct questions to her and Derr to direct to DeMent, as the board reviews the budget documents.

The Budget Committee adjourned at 8:08 p.m.

#### **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 8:08 p.m. A quorum was present.

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

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

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

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

#### **PUBLIC INPUT**

No public input was received.

#### **INFORMATION AND REPORTS**

##### EAB NAVIGATION

John Hamblin gave an overview of the new EAB Navigation tool that will soon be rolled out in a spring pilot. The development and implementation of the tool have been the result of an 8-month process in partnership with the Education Advisory Board, which ran the College through a process

with assessment methodology, “secret shopping” our services and working with students and staff to identify “pain points.” On the positive side, we received feedback that we are a student-centric staff, and we try a variety of methods to reach and communicate with students. On the negative side, our services, when mapped out, looked like a “spaghetti map” that needed to be more streamlined; students sometimes had to stop in four places for one process. EAB helped guide the College through the next steps, including the development of the Navigation tool, which can process applications in one hour and will have robust resources in one place for students. The tool will roll out to select programs in the spring, followed by a full rollout. Hamblin noted that we are the first institution in the state to implement this model.

#### ELLUCIAN GRANTS UPDATE

Al Sigala introduced Deb Porter, a Senior Grants Specialist with Ellucian, who provided an update on Ellucian’s work with the College. Porter distributed an updated packet with recent information on the grants MHCC has received and has pending. To date, the College has received over \$5.6m total in grant funding. Bill Young, Vice President of Technology Management and Managed Services, thanked the board for working with Ellucian and noted how impressed they have been with our College staff.

#### **BUSINESS/ACTION**

##### CONSIDERATION OF TUITION ADJUSTMENT

DeMent brought forward a proposal for a \$4/credit hour tuition increase. She provided slides from the OCCA presentation to the state legislature to give context to the budget request. OCCA illustrated the increased cost to community colleges from external decisions like the minimum wage increase. Traditionally, we ask for a tuition increase in line with the HEPI; this year, we are asking for \$4, instead of the \$2/credit hour. The Student Activity Fee has a proposed increase of \$.50, the Technology Fee of \$.25/credit hour.

Jones noted that the board has been presented with this information before. Derr reminded that board that the tuition pledge means that this does not affect current students. Derr stated that the only other options are reducing programs and staff, and this would also have a negative impact on students. Arnold would like us to be able to capture the data about our increased retention; DeMent will talk to our AIR department about a potential survey.

Arnold asked how we capture data on the Oregon Promise. Derr responded that they look at the retention and persistence data, but it does not answer the question of “is this the reason the student persisted?”

Zordich moved to approve the tuition increase as presented. The motion was seconded and passed unanimously.

FEE SCHEDULE: FY 2017-2018

DeMent and Elizabeth Gomez presented the proposed fee schedule for the 2017-2018 year. Gomez noted a few minor changes from the first version the board received.

DeMent noted, as previously mentioned, the increases to the Technology Fee and the Activity Fee (put forward by the students, for the first time since 2007). The Technology Fee is to allow for increased wireless access. Arnold asked about the process for determining the fees; DeMent responded that some, such as Aquatics, are made by the area director; others, like the course fees, require more detailed analysis based on Deans' and other recommendations. Jones asked if the fee revenue can accumulate in a department until they can make a purchase. Yes, according to DeMent. Calcagno asked about the ESL fees – is that in addition to books? DeMent responded that ESL students do not necessarily have to purchase a book. They are often able to be checked out.

Ainslie moved to approve the fee schedule as presented. The motion was seconded and approved unanimously.

#### BOARD POLICIES

Derr presented board policies 5041, 3260, 3100, 3121, 1065, 3240, and 3280 for a second reading. Zordich made a motion to approve the policies as presented. The motion was seconded and passed unanimously.

#### HEAD START SELECTION AND RETENTION POLICIES

Jean Wagner and Pam Corrie presented a second reading of the Head Start Selection and Retention Policy. Calcagno made a motion to approve the policies as presented. The motion was seconded and carried unanimously.

#### POLICY COMMITTEE

Jones stated that the committee has moved the manual draft on to legal counsel and is awaiting his review.

#### **PRESIDENT'S REPORT**

Derr provided written copies of her President's report and briefly introduced the Chief of Staff, Craig Kolins.

#### **BOARD MEMBER/ADVISORY COMMENTS**

Huston thanked the College for the Outstanding Support Staff award, noting that he first came to MHCC as a kid and saw a science demonstration and has had a long history with the College since then. He believes that adults should be sharing the burden of the cost of education and that state has affirmed the right of all people to be here, and that the federal government cannot remove funding.

Calcagno passed.

Arnold thanked the board for its support in the joint board projects. The date of the 8<sup>th</sup> did not work, as it was superseded by an event at Reynolds. They might not realistically be able to meet for this legislative session but will continue to look at future dates. Arnold was able to attend the Legislative

Summit in Salem and ask our legislators about accessibility; she felt some frustration, which was picked up by Chris Gorsek and will be a legislative priority for him. She would like the board to support him in his efforts.

Polson thanked the board for their confidence in him to serve on the Budget Committee. He has just started on a Diversity Project for a report he will give to ACCT in September.

Jones has continued to work on the bond. There will be a PAC informational meeting tomorrow at 4 at the Gresham Public Library with updates and information.

Zordich attended the Nursing Pinning Ceremony with 37 graduating nurses, which filled the auditorium. He noted the Foundation grant for \$300,000 for Mechatronics; a handout was provided to the board about this donation. He and Jones have continued to meet with media and local school boards regarding the bond.

Yellott stated that when he first engaged with the board, he considered it a learning opportunity, and he has learned a great deal. He has some questions regarding the tuition pledge.

Ainslie also attended the nursing pinning; she was impressed with the leadership of that community – they should great investment in the students. She also reminded the board about Laurie Monnes Anderson’s event on Saturday.

Johnson thanked the board for welcoming her. Full-time faculty have been working hard on the bond – the yard signs and flyers were designed by the integrated media faculty. They are also starting a walking campaign – they canceled their faculty senate meeting to have a full meeting to get members involved. In May, they will have their board appreciation event to meet with the board. Faculty will also have a table at the auction.

Pitts mentioned SB 196. The bill had a hearing attended by some of our part-time faculty; the testimony can be viewed online. It will likely be sent to Ways & Means for a cost analysis. She urged the board to support the bill.

Bernardino noted that ASG and Rho Theta joined Debbie in Salem to meet with legislators; ten students attended. The Undocumented Task Force held a Know Your Rights session for the first time last Saturday. An event for staff and allies will take place on May 2<sup>nd</sup> from 5-7 p.m. She also noted that Take Back the Night takes place on April 26<sup>th</sup>.

## **ADJOURNMENT**

Zordich moved to adjourn. The motion was seconded and carried unanimously.

Adjourned at 10:10 p.m.

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Clerk

Board Chair

*Minutes recorded by Carrie Toth, Executive Assistant to the Board of Education.*



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 10, 2017*

ITEM TITLE: **6.2b**

CONTACT PERSON: *Gale Blessing, Human Resources Director*

SUBJECT: MONTHLY PERSONNEL REPORT

**\*This report outlines activity for the month of April, 2017.**

**NEW EMPLOYEES:**

**Administrators**

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**Faculty**

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**Supervisors**

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**Support**

Groom, Gabrielle	Teacher	CDFS - Head Start	4/10/17
Davis, Tiffany	Services Clerk	College Print Shop	04/03/2017
Gomez, Nancy	Title III Project Coordinator	Student Development	04/17/2017

Tran, Tuan An John	Business Intelligence Developer	IT	04/24/2017
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**TRANSFERS/CHANGE IN STATUS:**

Weigel, Christy	Orientation Center Coordinator	Instructional Services Coordinator-Articulation and Transfer	04/10/2017
Farina, Matt	Learning Skills Specialist AVID	Title III Retention Director	04/17/2017
Dawdy, Bhaktirose	Career and Academic Group Advising Coordinator	Workforce Development Specialist-Coordinator	04/12/2017

**CURRENT SEPARATIONS:**

Moses, Ethan	Teacher	CDFS - Head Start	4/21/17
Wernli, Amanda	HRIS Specialist	Human Resources	04/26/2017
Hartley, Jed	Assistant Manager	Student Financial Services	04/18/2017



## INFORMATION

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

DATE: *May 10, 2017*

ITEM TITLE: **6.2c**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

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### SUBJECT: MONTHLY FINANCIAL REPORT

#### 2016-17 Activity through March:

##### Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2016-17 reflects Mt. Hood's estimated share of the biennial state support amount of \$550 million.
- 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 \$1.9 million and fall tuition of \$7.3 million, winter tuition of \$6.4 million and spring tuition of \$5.9 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2015/16 final enrollment by 11.45% for summer term, a slight increase of .74% for fall term, a decline of 1.55% for winter term and a decline of 1.60% for spring term.

##### Expenditures:

As of March 31, nine months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 25% 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 \$150 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects. Year to date there have been no transfers posted.

**MT. HOOD COMMUNITY COLLEGE DISTRICT**  
**General Fund Financial Report**  
**Fiscal Year 2016/17**  
**As of March 31, 2017**

	<b>Actual Year to Date Jun 30, 2016 Audited</b>	<b>Adopted Budget 2016-17</b>	<b>Actual March 2017</b>	<b>Percentage of Budget Remaining</b>
<b>Revenues</b>				
State Support	27,751,156	27,591,811	20,460,595	26%
Property Taxes	11,412,646	12,025,000	11,424,346	5%
Tuition and Fees	23,621,030	23,016,278	23,800,400	-3%
Other Revenues	1,702,995	1,521,093	563,653	63%
Transfers In	95,953	100,000	-	100%
<b>TOTAL REVENUES</b>	<b>64,583,781</b>	<b>64,254,182</b>	<b>56,248,994</b>	<b>12%</b>
<b>Expenditures</b>				
Salaries	35,236,066	37,456,536	24,326,301	35%
Health Care	5,435,651	6,032,195	4,232,419	30%
Fringe/Taxes	9,874,418	10,706,659	6,814,213	36%
Materials & Supplies	5,774,160	6,543,571	4,020,296	39%
Utilities	1,602,576	1,659,805	1,110,446	33%
Grants in Aid/Tuition Waivers	1,116,270	1,310,863	830,054	37%
Debt Service	2,397,478	2,432,085	324,726	87%
Transfers to Other Funds	753,908	825,000	-	100%
<b>TOTAL EXPENDITURES</b>	<b>62,190,527</b>	<b>66,966,714</b>	<b>41,658,455</b>	<b>38%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>2,393,254</b>	<b>(2,712,532)</b>	<b>14,590,538</b>	
<b>Beginning Fund Balance</b>	<u><b>6,332,431</b></u>	<b>6,023,990</b>		
<b>Ending Fund Balance</b>	<u><b>8,725,685</b></u>	<u><b>3,311,458</b></u>		
<i>As a percentage of expenditures</i>	<i>14.0%</i>	<i>4.9%</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. The 2016/17 budget represents the amount of state support we expect to receive. MHCC currently represents approximately 10% of the state total.

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

Tuition and Fees include all tuition, course fees and instructional service fees. Tuition for 2016/17 generates \$96.00 per credit hour for the General Fund. A technology fee of \$5.50 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. The College implemented a Tuition Pledge that locks students' tuition in for up to four years as long as the student is making satisfactory progress towards their degree.

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

Transfers In is 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.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 10, 2017*

ITEM TITLE: **6.2d**

CONTACT PERSON: *Jean Wagner, Head Start Executive Director*

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SUBJECT: MONTHLY HEAD START REPORT

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

April 2017

News:

- Pam Corrie, Jean Wagner, Susan Brady and Velvet Cooley attended the Birth to Five Leadership Institute.
- Fourteen staff and parents National Head Start Association Conference with 14 staff and parents.
- Pam continues to serve on the Early Learning Council's Spark Ad Hoc Committee. This committee is charged with advising the Early Learning Council on the revision of the Spark/QRIS standards. This is Oregon's early childhood quality rating system that is used throughout Oregon.
- The program has been working closely with the college Facilities Department on the completion of several playgrounds and building remodels.
- The program had a visit from Mary Seaton our Region X Program Specialist on April 19<sup>th</sup>.

- The program held a staff forum about the transition of 10 of our classrooms changing to go Monday thru Friday for 6 hours a day. This was an opportunity for staff to get there questions answered about the upcoming changes.
- We have taken 758 applications since March 1, 2017. We need more applicants and will continue taking applications throughout the summer for next year. Please help us spread the word about the upcoming Recruitment Events!
- The program is participating in a pilot research study to re-norm the ASQ-3 in other languages. Currently the University of Oregon are working on interpreting traditional Chinese, simplified Chinese, Arabic, and Somali to be available in the fall. Part of the study involves getting feedback from providers and parents on the quality of the translation and any suggestions for changes.

## Enrollment Report for March 2017

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
<b>Total:</b>	<b>1064</b>	<b>Total:</b>	<b>233</b>

### Enrollment for March

Head Start	Children	Early Head Start	Children
Head Start	1064	Early Head Start	158
		EHS Child Care Partnerships	75
<b>Total:</b>	<b>1064</b>	<b>Total:</b>	<b>233</b>

### Number of children who have applied (as of 4/1/17)

Program	Children
Head Start	277
Early Head Start	576
EHS Child Care Partnerships	43
<b>Total:</b>	<b>896</b>

## Average Daily Attendance by Head Start or Early Head Start Center 2016-17

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			86%	89%	79%	72%	66%	65%	70%				75%
Davis HS			91%	88%	96%	88%	80%	87%	85%				88%
Division HS			89%	83%	85%	80%	56%	68%	86%				78%
Earl Boyles HS			93%	90%	93%	92%	88%	93%	87%				91%
Early Childhood Center HS			89%	81%	75%	71%	68%	64%	71%				74%
Early Childhood Center HS Full day			90%	84%	83%	82%	84%	80%	83%				84%
Early Childhood Center EHS Full day			96%	90%	87%	81%	85%	84%	85%				87%
Fairview HS			99%	88%	82%	78%	71%	71%	80%				81%
Gateway HS			97%	93%	94%	87%	78%	75%	83%				87%
Gethsemane HS			83%	72%	80%	80%	69%	70%	74%				75%
Hazelwood HS			88%	83%	83%	76%	71%	71%	77%				78%
Kelly Place HS			87%	87%	75%	69%	66%	70%	74%				75%
Knott HS			89%	78%	82%	61%	61%	62%	74%				72%
Mt. Hood HS			87%	88%	84%	81%	75%	76%	78%				81%
North Powellhurst HS			89%	88%	82%	79%	74%	74%	80%				81%
Rockwood HS			87%	85%	85%	78%	73%	72%	77%				80%
Russellville HS	71%	79%	85%	89%	87%	86%	80%	85%	84%				83%
Russellville EHS	83%	96%	99%	93%	81%	84%	78%	80%	79%				86%
Troutdale HS			92%	81%	78%	75%	67%	74%	79%				78%
<b>Program ADA</b>	<b>78%</b>	<b>90%</b>	<b>90%</b>	<b>82%</b>	<b>80%</b>	<b>75%</b>	<b>73%</b>	<b>75%</b>	<b>79%</b>				

\*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			86%	81%	91%	91%	70%	81%	78%				82%
Discovery Garden	77%	65%	57%	80%	71%	79%	68%	68%	70%				70%
Gresham High School			79%	78%	73%	69%	72%	62%	76%				73%
Happy Go Lucky	100%	99%	97%	100%	96%	75%	70%	81%	94%				90%
KinderCare			86%	55%	83%	56%	58%	52%	76%				67%
Little Friend's Day School	63%	91%	86%	55%	83%	86%	75%	80%	72%				80%
Love Bug Too	33%	61%	81%	78%	95%	47%	60%	72%	61%				59%
Melody's Munchkins	84%	97%	56%	75%	70%	96%	98%	74%	94%				92%
Melody's Munchkins Too	92%	96%	96%	99%	99%	96%	93%	97%	100%				96%
Pixie Child Care	78%	68%	93%	98%	97%	76%	67%	79%	70%				74%
Reynolds Learning Academy			78%	80%	71%	63%	58%	49%	50%				59%

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Program ADA	75%	82%	80%	80%	83%	75%	72%	72%	76%				

## Attendance Analysis

### March 2017

Our program attendance for the month of February was at 79%. In March, illness accounted for 30% of our absences, 14% of children did not attend our make-up day on March 20, 2017, and 16% were absent due to no transportation. Additionally, six percent of children were absent due to appointments.

Mt. Hood Community College Head Start

Financial Report  
March 2017

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 2016-JUNE 2017**

<b>Funding Source</b>	<b>Total Funds</b>
Federal/State Head Start	\$9,939,744
Head Start Training	\$40,472
Federal Early Head Start	\$1,415,899
Federal EHS Training	\$35,397
EHS Child Care Partnerships	\$1,499,745
EHS Child Care Partnerships Training	\$37,750
Portland Children's Levy EHS	\$289,053
State EHS	\$78,238
Maternal/Infant & Early Childhood Home Visit (MIECHV)	\$209,787
<b>Total</b>	<b>13,546,085</b>

**Expenditure Report for March**

<b>Budget Category</b>	<b>Budget</b>	<b>Spent</b>	<b>Percent Spent</b>
Salaries and Fringe Benefits	\$9,891,574	\$6,426,037	62.59%
Equipment	\$0	\$0	0
Travel/Training	\$254,150	\$117,728	47.00%
Supplies	\$221,056	\$182,978	80.30%
Contractual	\$1,031,193	\$437,536	50.14%
Other	\$2,144,083	\$1,495,083	65.51%
Total	\$13,542,056	\$8,659,361	62.30%

**Reimbursement Funds**

<b>Source</b>	<b>Amount Budgeted</b>	<b>Amount Received Year to Date</b>
DHS Child Care*	\$256,916	\$155,371
USDA Funds*	\$500,000	\$158,672.21

\*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 3/20/16**

Description	Head Start	EHS	Children's Levy HS	Children's Levy EHS	MIECHV	EHS CCP	Totals
Center Supplies	8,074.03	419.41	140.53	240.88		132.44	9,007.29
Child Food							0.00
Computer Supplies	1,149.91	13.60					1,163.51
Dental/Medical							0.00
Education Supplies						1,291.21	1,291.21
Family Services	97.75						97.75
Health Supplies	8,664.93	962.76					9,627.69
Maintenance							0.00
Office Supplies	375.67	6.73					382.40
Other Costs	2,367.79						2,367.79
Parent Activities	997.03	90.06				49.60	1,136.69
Postage	16.74						16.74
Pre-Employment	696.50	3.50					700.00
Site Repair	6,791.33			363.02			7,154.35
Training	3,609.78	495.17					4,104.95
Vehicle Costs	3,653.63						3,653.63
Utilities	3,154.58	475.80				93.56	3,723.94
<b>Total</b>	<b>39,649.67</b>	<b>2,467.03</b>	<b>140.53</b>	<b>603.90</b>	<b>0.00</b>	<b>1,434.37</b>	<b>44,427.94</b>

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

<b>Frequent Vendors</b>	<b>Supplies</b>
Cash n Carry	Parent Center Committee Meeting (PCCM) Supplies
Discount School Supply	Classroom 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.**

<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>
Ali (Alecia)	Takkunen	Education Manager	5100/5102-7020
Anna	Szimonisz	Family Worker/ECC	5100/5102/5119-7403
Anne	Blumenauer	Human Resource Coordinator	various
Bella	Wald (Gudarenko)	Education Site Manager/ECC	5100/5102/5119-7403
Bernice	McClenahan	Education Site Manager/EHS CCP	5113/7000
Brenda	Dolan	Education Site Coordinator/Glisan	5107/5119/5120-7416
Carolina	Chamberlin	Family Worker/Hazelwood	5100/5102-7412
Carrie	Love-Taylor	Education Site Manager/NP & CC	5100/5102-7402
Christine	Waters	CCR&R Director	various
Cindy	Sellers	Family Worker	5100/5102/5119-7403
Craig	Christensen	Food Service Delivery Driver	5105-7327
Cynthia	Smith	Education Site Manager	5100/5102-7415
Erica	Salas-Umana	Health & Nutrition Manager	5100/5102/5119-7010
Erlinda	Reyna	Family Worker/North Powellhurst	5100/5102-7402
Frederick	Lee	Kitchen Lead Cook	5105-7327
Jolene	Vahsholtz	Family Worker/EHS CCP	5113/7407
Julie	Allen	Education Site Manager/KP & Mt. Hood	5100/5102-7400
Kate	Davison	Family Worker/Cascade Crossing	5100/5102-7402
Lindsay	Pearson	Education Site Manager/Knott	5100/5102-7401
Maria	Ponce	Family Worker/Kelly Place	5100/5102-7400
Mary	Troutt	Family Worker/Kelly Place	5100/5102-7400

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
Maura	Mendoza	Family Worker/North Powellhurst	5100/5102-7402
Maurita	Davis	Operations Manager	various
Mavonnie	Dietz	Parent Engagement Governance Spec.	5100/5102-7406
Melissa	Hendricks	Family Worker/Davis	5100/5102-7412
Misty	Kelly	Fiscal Specialist	various
Nicolette	Zanotti	Administrative Assistant-Health	5100/5102/5119-7010
Pam	G. Corrie	HS/EHS Director	various
Rhiannon	Martin	Ed. Site Mngr/Davis, Division, Hazelwood	5100/5102-7412
Roberta	Recken	Ed. Site Mngr/Gateway & Gethsemane	5100/5102/5119-7404
Robyn	Harris	Family Worker/EHS CCP	5113-7406
Sandra	Rodriguez	Education Site Coordinator/Yamhill	5119-7414
Steven	Weathersbee	Facilities & Transportation Technician	5100/5102/5119-7700
Tandi	Johnson	Family Worker/Knott	5100/5102-7401
Theresa	McAreavy	Family Worker/Glisan	5119-7416
Velvet	Cooley	Associate Director	various
Wendy	Rendon-Valente	Program Assistant (Fiscal)	various
Wolff	Wald	Transportation Specialist	5100/5102/5119-7061

**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 2016-17**

Meal	Rate per Meal
Breakfast	1.71
Lunch	3.16
Snack	0.86

**March 2017**

Meal	Number of meals served
Breakfast	<b>11,369</b>
Lunch	<b>11,813</b>
Snack	<b>1,959</b>
<b>Total Reimbursement for the month:</b>	<b>\$58,454.81</b>

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

2016-17

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	\$1,537,495.00
Federal HS Grant	\$4,373,797.00
TOTAL GRANT	\$7,362,588.00
Match Needed:	\$1,840,647.00

In-kind Match:			
Month	Projected Monthly:	Match	Cumulative %
July	\$153,387.25	\$155,036.88	8.42%
August	\$153,387.25	\$155,036.88	16.85%
September	\$153,387.25	\$155,036.88	25.27%
October	\$153,387.25	\$155,036.88	33.69%
November	\$153,387.25	\$155,036.88	42.11%
December	\$153,387.25	\$155,036.88	50.54%
January	\$153,387.25	\$155,036.88	58.96%
February	\$153,387.25	\$155,036.88	67.38%
March	\$153,387.25	\$155,036.88	75.81%
April	\$153,387.25	\$155,036.88	84.23%
May	\$153,387.25	\$155,036.88	92.65%
June	\$153,387.25	\$155,036.88	101.08%
<b>Yearly Total</b>	<b>\$1,840,647.00</b>	<b>\$1,860,442.56</b>	<b>101.08%</b>

Available Match:	
Oregon Head Start	\$5,606,419.00
Oregon EHS	\$78,238.00
Portland Children's Levy	\$289,053.00
MIECHV	\$209,787.00
<b>Total</b>	<b>\$6,183,497.00</b>



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *May 10, 2017*

**ITEM TITLE:** 6.2e

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

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### **SUBJECT: CONSIDERATION AND APPROVAL OF SELECTION OF A SOLE SOURCE PROVIDER**

MHCC intends to enter into a contract with Community Playthings.

Community Playthings will provide high quality, all wood, early childhood educational furniture. Community Playthings will offer a 10 year warranty and free shipping on all of their products. Mt. Hood Community College is looking to establish this relationship based on the warranty length, free shipping and Community Playthings ability to design and combine their furniture with the existing furniture throughout the program without taking away from the value of the existing classroom environment.

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### **RECOMMENDATION:**

MHCC has posted this statewide as a sole source justification due to special needs and qualifications of the vendor under ORS 279B.075. The administration recommends awarding the contract to Community Playthings.

Total Cost: approximately \$350,000



## INFORMATION

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

**DATE:** *May 10, 2017*

**ITEM TITLE:** **8.1**

**CONTACT PERSON:** *Al Sigala – Executive Director, Foundation; Angela McKenzie Tucker,  
Foundation President*

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**SUBJECT:** FOUNDATION ANNUAL REPORT



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 10, 2017*

ITEM TITLE: **9.1**

CONTACT PERSON: *Pam Corrie, Head Start Director; Jean Wagner, Head Start Executive Director*

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### SUBJECT: HEAD START POLICIES - FIRST READING

MT. HOOD COMMUNITY COLLEGE  
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

#### DATA MANAGEMENT POLICY

Purpose: To ensure effective procedures are in place to manage the quality of data, to ensure the effective use and sharing of data, and to protect the privacy of child records.

Applicable Performance Standards: 1302.101(b)(4); 1302.102(c); 1302.102(d); & 1303.20 to 1303.24

#### INTRODUCTION

The Data Management Policy is a comprehensive overview of program policies, procedures, and resources that ensure data is securely collected and stored, that it is usable for program monitoring and reporting purposes, and that student records are protected and released in accordance with applicable Performance Standards, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and state and local laws.

#### DATA COLLECTION AND STORAGE

Program data is collected using various methods including standardized forms, surveys, parent interviews and observations.

When possible, the program stores data electronically using software through third-party contracted vendors. All electronic records that contain personally identifiable information about program children and families require individuals to securely log in with individual accounts to access the information. The program's information technologies department oversees staff security permissions to control access to information as needed by position and individual.

Staff who are required to collect data are provided technology by the program to do so. All devices are password protected, if the option is available. Staff are required to ensure the security of technology in their possession at all times.

Some information is required to be stored in paper format. When this is the case, documents are maintained in locked cabinets at sites or at the program's central administrative office.

### **QUALITY OF DATA**

Whenever applicable, data is entered centrally to ensure it is consistent and reliable. The program uses data entry and report scripts to define strict data entry and monitoring processes for quality control.

### **EFFECTIVE USE AND SHARING OF DATA**

Staff and managers run reports following the Reporting Procedure and as needed to monitor data collection and ensure the reliability of data collected. The program uses self assessments, data reporting schedules, and reports to governing bodies and funders to control program quality, evaluate program operations, guide program planning and maintain program accountability.

### **CONFIDENTIALITY OF RECORDS**

The confidentiality of records are maintained following the Student Education Records Policy. Staff who have access to records are trained on FERPA responsibilities prior to being given access to records.

The program will maintain written agreements with all third party vendors who provide electronic storage of program records. These agreements will be reviewed annually for compliance with the secure maintenance, use and sharing of records, and updated as needed.

References/Resources: *Student Education Records Policy, Board Policy 7040, Administrative Regulation 7040-F, FERPA Training, Board Policy 2060, Administrative Regulation 2060-B, Administrative Regulation 2060-E, Administrative Regulation 2060-F, Laptop-Tablet Use, Technology Sign In-Out Form, data entry scripts, report scripts, Reporting, Program Data Calendar, Confidentiality Policy, Board Policy 1120, Administrative Regulation 1120-A*

MT. HOOD COMMUNITY COLLEGE  
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

**RACIAL EQUITY POLICY**

Purpose: To develop program capacity to understand issues of difference, [privilege](#) and [social justice](#), to eliminate racial and ethnic disparities and to cultivate a respectful, inclusive and accessible learning and working environment.

Applicable Head Start Performance Standards: 1302.50; 1302.53

**EQUITY STATEMENT**

We are dedicated to exploring, celebrating, and learning about all members of our community. The concept of [equity](#) goes beyond formal equality, where all children and families are treated the same, to fostering a barrier-free environment where all children and families, regardless of their race, class or other personal characteristics such as color, religion, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, or the use of a service animal by a person experiencing a disability, have the opportunity to benefit equally. This means differentiating resource allocation, within budgetary limitations, to meet the needs of children and families who require more supports and opportunities to succeed.

In order to achieve equity for children and families **CDFS will:**

- A. Equitable Access-** provide every child and family with equitable access to high quality curriculum, support, facilities and other resources, even when this means differentiating resource allocation;
- B. Workforce Equity-** actively work to have the administrative and direct service staff reflect the [diversity](#) of the families served. We will recruit, employ, support and retain a workforce that includes racial, gender, and linguistic diversity, as well as a culturally fluent workforce;
- C. Professional Development-** provide professional development to strengthen all employees' knowledge, skills and [intercultural fluency and competencies](#) for eliminating racial and ethnic disparities. All children, families and staff shall be given the opportunity to understand racial identity, and the impact of their own racial identity on themselves and others;
- D. Welcoming Environments-** ensure that each location creates a welcoming culture and inclusive environment that promotes both second language acquisition and preservation of home languages. The environment reflects the values and norms that are honored and support the diversity of the children, families, and communities we serve;
- E. Partnerships-** welcome and empower families, especially underrepresented families of color and those whose first language is not English as essential partners and include them in program decisions. We will build relationships with partners who have demonstrated culturally specific expertise – including government agencies, institutes of higher learning, early childhood organizations, community-based organizations, businesses, and the community in general, to learn from one another to advance equity objectives through complementary work. Thereby achieving success for children and families in the community we serve.

References/Resources: **Board Policy 1100** Culture of Respect; **Board Policy 1110** Diversity and Equity Review; Gender Parity Policy

MT. HOOD COMMUNITY COLLEGE CHILD DEVELOPMENT  
AND FAMILY SUPPORT PROGRAMS  
**STUDENT EDUCATION RECORDS**

Purpose: To be in compliance with all regulations pertaining to the maintenance, disclosure and transfer of children's educational records.

Applicable Performance Standards: 1303.20 to 1303.24; ORS 30.864; ORS 107.154; ORS 326.565; ORS 326.575; ORS 339.260; ORS 339.270; ORS 343.177(3); OAR 166-400-0010; OAR 581-021-0220 to – 0430; OAR 581-022-1670;

Education records are those records maintained by the program that are directly related to the enrolled child. Information recorded on official education records should be carefully selected, accurate, verifiable and directly related to the child's educational development.

**A. Information regarding parent's rights:**

The program annually notifies parents of their rights concerning their children's records. Such notice is delivered through the Parent Handbook, which is explained during the enrollment/ orientation process and includes the following information:

1. The program forwards educational records requested by an educational agency or institution in which the child seeks to enroll or receive services, including special education evaluation services.
2. Directory information (name, date of birth, enrollment status, classroom, and attendance) may be released without signed parental consent, and that parents have the right to refuse to let Head Start designate any or all information as directory information.
3. Parents of all children currently in attendance have the right to:
  - a. Inspect and review the child's records;
  - b. Request the amendment of the child's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
  - c. Consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that the child's educational record rules authorize disclosure without consent.
  - d. File with the U.S. Department of Education a complaint concerning alleged failures by the program to comply with the requirements of the Family Educational Rights and Privacy Act; and
  - e. Obtain a copy of the program's student records policy.

The program shall give full rights to education records to either parent, unless the program has been provided legal evidence that specifically revokes these rights.

**B. Review of Records:**

Parents must make a request to review files by contacting the CDFS Administrative office. The office will forward the request to the appropriate staff member. The parent will be contacted by the staff member and a plan for review of files will be made. The request will be responded to within a reasonable time and in no case longer than 45 days. Only education records fall under this rule. Parents may be denied access to treatment records.

Parents may request a copy of records following a review. Head Start will furnish this copy at no charge to the parent.

Parents may request to review any written agreements with third parties.

### **C. Amendment of Records:**

Parents may request amendment of records if they believe information contained in records is misleading or inaccurate. A written request will be made to the Head Start office. Head Start will respond in writing to the parent within 45 days.

If Head Start decides not to amend the record, the parent will be notified of their right to a hearing. The decision made at the hearing will be given to the parent in writing within 45 days. If Head Start denies the amendment at the hearing, the parent may request in writing that a statement be added to the child's education record explaining the parent's view. This statement will be considered a part of the child's education records and will be subject to all sections of this policy.

### **D. Release of Information from Records:**

1. No personally identifiable information other than "Directory Information" will be release without prior written permission of the child's parent, except in the following circumstances:
  - a. The disclosure is to provide services by officials within the program or acting for the program to provide services for which the program would otherwise use employees (i.e. mental health consultants, nurse, or dietitian).
  - b. The disclosure is to officials of another school system, education service district, state Regional program or other education agency that the parent seeks to enroll the child.
  - c. The disclosure is for purposes of program audit or review by state, local or federal officials.
  - d. The disclosure is to officials within the program, acting for the program or from a federal or state entity, to conduct a study to improve the program's child and family outcomes, provided the program maintains oversight of the records such as through a written agreement and includes the destruction of personally identifiable information when no longer needed.
  - e. The disclosure is to accrediting organizations to carry out their accrediting functions.
  - f. The disclosure is during an emergency to address a disaster, health or safety emergency, and the program determines disclosure is necessary for the child's safety.
  - g. The disclosure is to comply with a judicial order or subpoena.
  - h. The disclosure is in connection with a report suspected child abuse.
  - i. The disclosure is to a caseworker or other representative from a state, local or tribal child welfare agency who has the right to access personally identifiable information for the child in foster care placement if the agency is legally responsible for the child's care and protection by law, the agency agrees in writing to protect and use the child's information for the specific purpose of addressing the child's needs, and records will be destroyed once they are no longer needed for this purpose.
2. At enrollment, families will complete a Permission form, indicating whether or not they give information for child's address, telephone number or photograph to be disclosed without prior consent of parent.
3. Each child's record will contain a listing of disclosures. Parents may review this list.

### **E. Staff Access to Records:**

1. Confidential education records of children, families and staff will be maintained in a manner that conforms with state and federal laws and regulations.
2. Records are shared with staff within the agency only when it is deemed that they have a legitimate educational interest.

## **F. Social Security Number:**

Parents will be asked for their child's social security number during enrollment. Parents will be advised that this information is voluntary and is not a condition of enrollment.

## **G. Retention of Records:**

1. All student records will be maintained for three years following the school year in which those records were created.
2. Records of children found ECSE eligible will be maintained for five years following the school year in which they were created.
3. Permanent records will be retained indefinitely for all children. The permanent record is defined as:
  - a. Names of child/parents
  - b. Date and place of birth of child
  - c. Enrollment date
  - d. Withdraw date
  - e. Attendance
  - f. Social security number (subject to Part F of this policy)

Permanent records will be securely maintained electronically or in a one-hour-fire-safe place with a duplicate copy stored in a second location.

References/Resources: *Family Files Protocol, End of Year Checklists, Education Records/Student Rights and Responsibilities, Release of Student Information Education Records Policy, MHCC Board Code 7040, AR 7040F*



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BUDGET COMMITTEE

DATE: *May 10, 2017*

ITEM TITLE: **9.2**

CONTACT PERSON: *Susie Jones, Board Chair*

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### SUBJECT: RESOLUTION TO

WHEREAS the MHCC Board of Education has explored Carver Policy Governance over the past two years;

WHEREAS a committee of the Board has worked to create a draft MHCC Carver Policy Governance Manual;

WHEREAS there will be new members of the MHCC Board; and

WHEREAS the current MHCC Board strives for continuity of priorities and action of the new MHCC Board;

NOW THEREFORE BE IT RESOLVED that the MHCC Board of Education commits to continuing its work towards a goal of adopting Carver Policy Governance at the earliest reasonable time.

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Approve the above resolution as presented.

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Susie Jones, Board Chair

Date



## INFORMATION

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

**DATE:** *May 10, 2017*

**ITEM TITLE:** **10.1**

**CONTACT PERSON:** *Susie Jones, Board Chair*

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**SUBJECT:** COMMITTEE REPORTS



## INFORMATION

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

**DATE:** *May 10, 2017*

**ITEM TITLE:** 10.2

**CONTACT PERSON:** *Debra Derr, President*

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**SUBJECT:** PRESIDENT'S REPORT