

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 11, 2016, with an **Executive Session and Board Workshop** in the **President's Office** at 6 p.m. The **Budget Committee** meeting will begin at 7:00 p.m. in the **Board Room**, and the Regular Session will convene at the conclusion of the Budget Committee Session at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

AGENDA

Session #916

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	6:00 p.m.			CONVENE EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (d) to consider matters of labor negotiations	Susie Jones
2				Board Workshop: President's Performance Evaluation – Planning & Discussion	Susie Jones
3	7:00	CONVENE AS BUDGET COMMITTEE		CALL TO ORDER	Jim Zordich
		Rules & Recommendations for Public Testimony (up to one hour)		<ul style="list-style-type: none"> - <i>Public Testimony shall be limited to 3 minutes per individual.</i> - <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> - <i>When you testify, please state your name & address for the record.</i> - <i>All those wishing to provide public testimony should fill out a blue sheet and forward it to the Budget Committee Chair, who will recognize participants in the same order the sheets are received.</i> 	Jim Zordich
		3.1	Info	Receive Public Input on Budget	Jim Zordich
		3.2	Action	Consideration and Approval of 2016-2017 Budget	Jennifer DeMent

		3.3	Action	Set the Tax Levy for 2016-2017	Jennifer DeMent
4				ADJOURNMENT OF BUDGET COMMITTEE	Jim Zordich
5	7:45 (approximately)	RECONVENE AS MHCCD BOARD		CALL TO ORDER /DECLARATION OF A QUORUM	
		5.1	Action	Approval of the Agenda	Susie Jones
		5.2	Action	Consent Agenda: Approvals & Information a. Minutes from Board Mtg 4/13/16 b. Minutes from Board Workshop 4/27/16 c. Monthly Personnel Report (April) d. Monthly Financial Report (April) e. Monthly Head Start Report (April) f. Budget Reallocation (Facilities)	Susie Jones
6	8:00			PUBLIC INPUT	
7	8:05			BUSINESS/ACTION	
		7.1		MHCC and Full-time Faculty Association Collective Bargaining Agreement, 2017-2018	Tambi Boyle, Debra Derr
8	8:50			INFORMATION	
		8.1	Info	President's Report	Debra Derr
9	9:00			CLOSING REMARKS	Susie Jones
				<ul style="list-style-type: none"> • Board Member Comments • ASG Representative Comments • Advisory Representatives comments 	
10	9:10			ADJOURNMENT	Susie Jones
The next regular meeting is scheduled for May 11, 2016					
Below is the calendar for the College Budget Process					

May:

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

June:

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

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

Please contact them as soon as possible to ensure availability.



ACTION

MT. HOOD COMMUNITY COLLEGE BUDGET COMMITTEE

DATE: *May 11, 2016*

ITEM TITLE: **3.1**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: CONSIDERATION AND APPROVAL OF 2016-17 PROPOSED BUDGET

The 2016-17 Proposed Budget will be available online Wednesday, May 11, 2016 at

<http://www.mhcc.edu/budget/>.

RECOMMENDATION:

That the Budget Committee move to approve the Mt. Hood Community College District 2016-2017 budget of \$357,800,894, including the general fund budget in the amount of \$70,278,172, and all other budgets in the amount of \$287,522,722.

Approve the above resolution as presented.

James Zordich, Budget Committee Chair

Date



ACTION

MT. HOOD COMMUNITY COLLEGE BUDGET COMMITTEE

DATE: *May 11, 2016*

ITEM TITLE: **3.2**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: SET THE TAX LEVY FOR 2016-2017

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.

Approve the above resolution as presented.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: **5.2a**

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

SUBJECT: **APPROVAL OF MINUTES**

Session #914

A meeting of the Mt. Hood Community College District Board of Education was held on April 13, 2016, with an Executive Session, followed by 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.

TSCC HEARING ON BALLOT MEASURE

A public hearing of the TSCC was called to order at 6:01 p.m. TSCC members asked MHCC representatives a series of questions related to the bond measure.

EXECUTIVE SESSION

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

An Executive Session of the MHCCD Board was called to order at 6:38 p.m. in accordance with ORS 192.660 (2) (d) to consider matters of labor negotiation. The Executive Session adjourned at 7:15 p.m.

2.1 OUTSTANDING SUPPORT STAFF AWARDS

A meeting of the Mt. Hood Community College Board of Education was called to order at 7:18 p.m.

Derr introduced the winners of the Outstanding Support Staff Awards. She noted that it is a celebratory event every year and is coordinated by Pam Benjamin.

Derr introduced Kealani Balfour, Katelyn Goslin, and Paul Wild. Derr personally thanked each of the winners, who were awarded with a plaque and a check from the Foundation for \$500.

The Board of Education adjourned at 7:29 p.m.

BUDGET COMMITTEE

A meeting of the MHCC Budget Committee was called to order at 7:29 p.m.

Jones opened the meeting by noting that the Budget Committee must first elect a Budget Committee Chair for the remainder of the Budget Committee meetings.

Tamie Arnold nominated Michael Calcagno as Chair of the Budget Committee. The motion was seconded.

Susie Jones nominated Jim Zordich as Chair of the Budget Committee. The motion was seconded.

Kenney Polson nominated Tamie Arnold as Chair of the Budget Committee. The motion was seconded. Jones closed the nominations and called for a vote.

Tamie Arnold voted for Michael Calcagno. Kenney Polson voted for Tamie Arnold. Michael Calcagno, Susie Jones, Sonny Yellott, and Teena Ainslie voted for Jim Zordich. Jones stated that Jim Zordich was elected as Budget Committee Chair.

4.1 PRESENTATION OF PROPOSED BUDGET

Zordich called upon Debra Derr to read her President's Budget message. A complete text of the President's Budget Message is part of the official minutes.

Derr thanked all College staff and Faculty for embracing a Strategic process in budgeting for the next year. She noted that the budget is no longer reactionary but is strategic.

Zordich called on Jennifer DeMent, Budget Officer for MHCC, to present the proposed budget. DeMent noted that it is an overview, and that line item detail will be provided in a larger document in May. DeMent noted that we have two new proposed funds – one for debt service, and one for capital improvements, related to the GO Bond. They will only be used if the bond passes. The remaining funds were then divided based on budget law into separate funds.

Jones asked if the ending fund balance is increasing because of over-budgeting; DeMent responded that, yes, it has been the case. Derr noted that, historically, we have built the fund balance over the last three years by not using all the resources that were budgeted; they went back into the ending fund balance.

Albert asked about the ASG club fund. DeMent noted that it is a transferred amount and helps keep track of individual accounts.

Polson asked how the expenditures are being reduced in the bookstore. DeMent noted that cashier staff has been reduced; historically, there have been huge lines at the beginning of term – with enrollment declines, not as many positions have been needed. Other positions have been held open – the majority of savings are in personnel. Polson asked about the effect of OER and enrollment declines on the bookstore. DeMent responded that they have been significant. Patiño noted that OER has likely affected the bookstore, but ASG has also been pushing alternatives to buying full-priced books.

Yellott asked about Fund 52 – ASG should be for the students. Why is Athletics part of this budget? DeMent responded that big universities may have self-sustaining programs, but only big programs; community colleges have never been close to self-sustaining. The programs are for the students, not to make money. He noted that ASG meets every February to discuss their budget; clubs such as basketball would come in with a budget request. The students vote and pass the requests through a budget process. He believes that the process is handled well.

Zordich noted that there is a great deal of data to review. He adjourned the Budget Committee at 8:27 p.m.

6 CALL TO ORDER/DECLARATION OF A QUORUM

A meeting of the MHCC District Board was called to order at 8:27 p.m. A quorum was present.

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

6.1 APPROVAL OF THE AGENDA

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

6.2 APPROVAL OF THE CONSENT AGENDA

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

7 PUBLIC INPUT

Seth Albert asked to address the board regarding the requested increase in tuition. He understands that the budget has been carefully planned, but the students find it frustrating that tuition continues to increase. The students want to find a way to stop raising tuition; it increases every year - statewide, nationally, and within our college. Albert noted that his education will be incredibly expensive.

Lindsay Patiño noted that Jennifer DeMent and Debra Derr presented the budget to their EC and Senate. The students recognize that there is a need for increased funding, and they understand the budget, but they still find it frustrating and disappointing that tuition continues to increase. They would like to look at more creative solutions. She noted that the tuition freeze will help some students, but it is a larger social issue. What do we do as a community and as a Board of Education when people will not be able to afford college anymore?

Nancy Milner came to talk two or three years ago to the board about the swimming pool. She was diagnosed with cancer in January 2010. She had a transplant in 2011; five years later, she came to thank the board for keeping the pool open. She was very ill; the swim team at MHCC took over her life and helped her with her paperwork. The Aquatics Center and MHCC were tremendous and are doorways into the College. She has been swimming here since 1978 and drives from Northeast Portland. She is almost in remission and continues to undergo treatment, scheduled around her courses. She invited the board to attend the Nationals event in August.

BUSINESS/ACTION

8.1 PURCHASING POLICY

Mejdi Mahjoub and Jennifer DeMent presented a second reading of Board Policy 3180. Calcagno made a motion to approve. The motion was seconded and passed unanimously.

8.2 FEE SCHEDULE

Christie Plinski presented the FY 2016-2017 proposed fee schedule. Plinski thanked Derr for her message and acknowledgement of the need to take some strong steps. She noted that there are relatively few changes, with some minor increases. Jones noted that the board has only received the non-instructional fees.

Calcagno asked about the Veteran's Fee for the pool. Plinski responded that it is new. Calcagno commended the move.

Jones asked about the College Services Fee. DeMent noted that this discussion comes up every year – different options have been explored, but it is a difficult issue. Waiving the fee for one-credit classes

has been discussed as an option. Historically, this came about after the elimination of the parking fee. She notes that the fee generates about \$1m in revenue.

Jones asked if the College Services Fee and the Access fees have been increasing. The College Services Fee replaced several smaller fees, like an application fee. It started at \$25 and is at \$45 within ten years. Jones asked if the fees affect enrollment. Corey Huston responded as a member of the budget review council; they do know that expenses impact enrollment – for example, the one-credit hour Access Fee change allowed more people to take courses.

Instructional Fees will be reviewed at the April 27th workshop.

8.3 CONSIDERATION OF TUITION ADJUSTMENTS

Sergey Shepelov presented an update on MHCC's enrollment projections. Jennifer DeMent presented a proposed tuition adjustment and provided information about what other community colleges are currently charging. A \$2/credit hour based on HEPI has been proposed – it would only apply to new students because of the tuition pledge. The proposal is in line with the President's goal of having a predictable model of increase by tying it to the HEPI. Several schools have already made tuition adjustments, while others are pending.

Jones asked what some of the universities are increasing their tuition by. DeMent responded Portland State increased by 4%, so bigger universities have larger increases, and their enrollments are not necessarily declining across the board.

Polson asked about a scenario for a student who is taking 12 credit hours. Doughty noted that the Oregon funding model makes this an increasingly complex picture. The Oregon Promise, for example, would be asking more money from the state if tuition increases; decreased funding from the state has been an issue. He asked the board to consider that a tuition increase has a complex effect. Polson responded that the majority of our students are not high-school age, and he could see that population being differently effected. Doughty pointed out that targeted scholarships are one option, which the Foundation is working on.

Arnold asked about the budget impact if we did not increase the tuition. DeMent responded that it is approximately \$386,000. Jones noted that is never easy to vote for an increase, but she is pleased that we have the tuition lock and are increasing at a lower rate than some of our sister colleges.

Jones called for a vote on the tuition increase. Ainslie moved to approve. The motion was seconded. Calcagno, Polson, Ainslie, Jones, Zordich, Yellott, and Ainslie voted in favor. Arnold voted no. The motion carried.

8.4 APPROVAL OF EARLY HEAD START CHILD CARE PARTNERSHIP GRANT

Jean Wagner presented the Early Head Start Child Care grant for approval. It is for 75 Early Head Start students in East Multnomah County. Zordich moved to approve the Early Head Start Child Care Grant as presented. The motion was seconded and approved unanimously.

Calcagno noted that a training video was produced by one of our Integrated Media students; he thinks it is a great collaboration and commends the staff for thinking outside the box. Wagner credited Pam Corrie and pointed out the link in this month's head start report.

9 PRESIDENT'S REPORT

Derr thanked Jones, Zordich, and the board for engaging in the bond activities and continuing to meet with the community. They are getting close their 100 Points of Contact goal.

Derr welcomed the East County Pathways participants to campus and thanked Yellott and Zordich for attending the Nursing Pinning ceremony.

Jones, Zordich, and Calcagno attended Charter Day, which was organized by ASG. Mayor Bemis also attended. Derr has just returned from Chicago and presented on Change in the Community College and the role of the President in supporting Access, Diversity, and Inclusion.

Celebrations: congratulations to Lidia Yuknavitch, who won two Oregon Book Awards, and to the Rho Theta honor society, which has been nationally recognized in Washington, DC.

Derr reminded the board that the Diversity Job fair takes place tomorrow in the gym, and that the 50th Anniversary Gala is on April 23rd. They have a record number of sponsorships this year.

Bond update: it is countdown time. The PAC has raised over \$150,000 so far and is hoping to raise another \$100,000. Over 90 volunteers are helping in the effort, but more are needed. Mailings and phone calls are being increased.

10 BOARD MEMBER/ADVISORY COMMENTS

Marilyn Pitts stated that the bond is tremendously important and she wants to do whatever she can to personally help. She has been going out to deliver information as well as making phone calls from home. She challenges everyone in the room to put their full effort into this month.

Corey Huston echoed Marilyn's sentiments and has also been walking and making phone calls. He appreciated starting off with the Outstanding Support Staff Awards. He noted contract negotiations continue; the CEA contract offers a 2.5% step increase, but many employees have been here long enough that they will not get a step increase. The message from the team is that they were hoping to have the negotiations completed done by now. Huston stated that costs for employees living in the area have increased as well. Huston wants to work together to pass the bond and would like to help close the contract.

Ainslie asked the rotary club for a financial donation; they cannot make a financial donation but offered to put up yard signs and make phone calls. She will send a roster to Laura Jean. Four former board members are in the group and willing to help.

Yellott attended the Nursing ceremony and enjoyed the video and ceremony.

Zordich stated that the bond campaign is well supported, and endorsements continue to be received. He has been making buttons for those who want to wear them. The PAC will have a table at the

Gresham Saturday Market. He also noted that the Foundation is reviewing a large number of scholarship, a significant increase from prior years.

Jones reminded the board that there will be an additional meeting on April 27th. She looks forward to Waldon Hagan's Enrollment report. Jones read the Academic Plan and thought it contained fantastic information.

Polson said he is happy to be here and continue the good work.

Arnold has been doing a lot of knocking on doors for her own campaign and has some positive feedback on the bond.

Calcagno mentioned the Job Fair, the largest one in East County, will take place here tomorrow from 11-4. He understands the frustration of student loans and tuition, and the cost of living that is ballooning out of control. He would like to address the policies that are creating that artificial increase in the cost of living.

Albert noted that the mascot is in the process of changing; a vote will be held soon, to be announced on May 9th in conjunction with ASG elections. The Vote OR Vote campaign is underway and is tying in with the bond efforts. Over 300 students have registered to vote, with a goal of 700. ASG will be volunteering at the 50th Anniversary Gala.

Patiño stated that Omar Morante has been working hard to get the word out on student scholarships. Students will take an OER presentation to Faculty Senate and will have a full-day festival on May 11th in the TLC.

Boyle noted that the Association will be present at the auction.

ADJOURNMENT

The meeting adjourned at 10:07 p.m.

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: **5.2b**

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

SUBJECT: **APPROVAL OF MINUTES - April 27, 2016 Special Session**

Session #915

A Special Session meeting of the Mt. Hood Community College District Board of Education was held on April 27, 2016, with an Executive Session in the President's Office at 6:30 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.

EXECUTIVE SESSION

An Executive Session was called to order at 6:30 p.m. in accordance with ORS 192.660 (2) (d) to consider matters of labor negotiations.

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

Staff members in attendance: Debbie, Linda Vigesaa, Jennifer DeMent, and Gale Blessing

The Executive Session adjourned at 7:05 p.m.

BOARD WORKSHOP

A Special Session of the MHCCD was called to order at 7:07 p.m. A quorum was present.

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

2.1 Approval of the Agenda

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

PUBLIC COMMENT

No public comment was received.

INFORMATION/REPORTS

4.1 Strategic Enrollment Management Plan Report - Waldon Hagan

Waldon shared the Strategic Enrollment Management Report with a power point presentation highlighting the objectives for pre-enrollment, recruitment, and general objectives and including an appendix for each, with actions and updates. He distributed

fliers used for recruitment efforts including the steps to financial aid and other enrollment options that can help cover the cost. Information was also distributed showing a large cost savings between tuition and fees at MHCC and other Oregon public universities.

Susie said this was the first she had heard about an enrollment plan for the college and asked if this was a new effort. Debbie explained that an enrollment plan was developed in the late 1990s, but with a change in leadership, the plan was never implemented. A student success plan was also developed several years ago, but never completed. She commended Waldon for refining the plan with measurable objectives and specifics and said the board would be provided updates on growth and retention. The board commended the Strategic Enrollment Management Plan.

BUSINESS/ACTION

5.1 Fee Schedule FY 2016-17

Jennifer DeMent presented the fee schedule for 2016-17, which included all fees, and noted that there were insignificant changes with some increases and others reduced.

Motion to approve: Jim, Teena seconded, all in favor.

5.2 MHCC and Full-time Faculty Association Collective Bargaining Agreement, 2017-2018

Debbie presented a faculty contract extension for one year through August 31, 2018.

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

5.3 Board Budget Items

The board was asked to prioritize spending for the current fiscal year 2016. The cost of audio/video board meeting recordings was reviewed and discussed, with Calcagno referring to a motion approved in September 2015 allowing \$2520 to be used out of the board budget for audio transcription. Calcagno suggested no further action was needed.

The audio transcription cost will be taken out of the board travel fund, with remaining funds to be equally divided between board members. Unspent funds will go back into a pool to be petitioned for use by other board members. Teena noted she will not be traveling outside the Portland area. A list of travel and conference opportunities will be given to Board members who are asked to respond to Carrie about their decisions as soon as possible to save money

on early registrations and air travel. Other professional development opportunities in place of travel are available through OCCA, OSBA, ACCT and various webinars.

Zordich moved to approve the budget items as discussed, continuing with the audio recording and transcribing. The motion was seconded and approved unanimously.

Adjourned at 9:08 p.m.

Minutes recorded by Pam Benjamin, Executive Assistant to the President.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: 5.2c

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

SUBJECT: MONTHLY PERSONNEL REPORT

***This report outlines activity for the month of April 2016.
NEW EMPLOYEES:**

Administrators

Employee	Position	Department	Date
None			

Faculty

Managers

Employee	Position	Department	Date
None			

Support Staff

Employee	Position	Department	Date

Sally J. Lopez	Human Resources Specialist, Benefits & Recruitment	Human Resources	4/7/2016
Bryce Tomlinson	Shipping and Receiving Clerk	Bookstore	4/18/2016
Brian K. Younce	Freight and Mail Assistant	Mail Room	4/1/2016
Regina Pavlenko	Early HS Teacher	CDFS – Head Start	4/4/2016
Wolff Wald	Transportation Specialist	CDFS – Head Start	4/1/2016

TRANSFERS/CHANGE IN STATUS:

Employee	Previous Position	New Position	Date
Jean Wagner	Head Start Director	CDFS Executive Director	7/1/16

CURRENT SEPARATIONS:

Employee	Position	Department	Date
Sarah Minich	Teacher	Head Start	4/15/2016
Lizet Molina Neri	Program Assistant	PCDS	4/14/2016



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: 5.2d

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

2015-16 Activity through March:

Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2015-16 reflects Mt. Hood's estimated share of the biennial state support amount of \$535 million. Actual state support was approved by the legislature at \$550 million, which will be reflected in the actual revenue column.
- Property tax revenue is received beginning in November. Revenue is turned over monthly from the counties, with the largest payments received in November and December.
- Tuition and fee revenue includes summer tuition of \$2.1 million, fall tuition of \$7 million, winter tuition of \$6.5 million, and spring enrollment of \$5.98 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2014/15 final enrollment by 21.39% for summer term, 13.11% for fall term, 13.67% for winter term and 11.74% 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 \$250 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects. Year to date \$78 thousand has been transferred to Student Aid.

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2015/16
As of March 31, 2016

	Actual Year to Date Jun 30, 2015 (Audited)	Adopted Budget 2015/16	Actual March 2016	Percentage of Budget Remaining
Revenues				
State Support	24,935,144	27,062,523	20,718,744	23%
Property Taxes	10,964,362	10,920,663	10,943,829	0%
Tuition and Fees	27,345,038	26,431,230	23,897,002	10%
Uncollectible Receivables	(383,262)	(400,000)	-	n/a
Other Revenues	2,060,893	1,084,700	546,753	50%
Transfers In	78,689	200,000	-	100%
TOTAL REVENUES	65,000,864	65,299,116	56,106,328	15%
Expenditures				
Salaries	35,118,031	36,796,514	23,806,137	35%
Health Care	5,222,736	5,851,426	3,904,418	33%
Fringe/Taxes	11,125,636	10,430,860	6,632,237	36%
Materials & Supplies	5,654,501	6,895,149	7,144,054	-4%
Utilities	1,631,851	1,649,672	1,133,850	31%
Grants in Aid/Tuition Waivers	1,207,195	1,307,840	877,055	33%
Debt Service	2,359,990	2,397,478	1,199,539	50%
Transfers to Other Funds	612,875	925,000	78,908	91%
TOTAL EXPENDITURES	62,932,815	66,253,939	44,776,199	32%
Rev Greater (Less) Than Exp	2,068,049	(954,823)	11,330,129	
Beginning Fund Balance	<u>4,264,382</u>	3,900,000		
Ending Fund Balance	<u>6,332,431</u>	<u>2,945,177</u>		
<i>As a percentage of expenditures</i>	<i>10.1%</i>	<i>4.4%</i>		

GLOSSARY

Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full time equivalent (SFTE) and a growth management component. The 2015/16 budget was based on the assumption that community colleges will receive \$535 million for the 2015/17 biennium. The fund ultimately received \$550 million, which is not reflected in the 2015/16 adopted budget. MHCC currently represents approximately 10% of the state total, however a percentage of funding may be based on outcomes beginning in 2016/17.

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

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

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

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

Expenditures:

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

Health Care consists of the employer paid portion of medical, dental and vision insurance premiums, as well as \$45,000 for the Part-time Faculty and Tutor Association's health insurance reimbursements.

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

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

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

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

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

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: 6.2e

CONTACT PERSON: *Jean Wagner, Head Start Director*

SUBJECT: HEAD START AND EARLY HEAD START REPORT

Head Start/Early Head Start News from the Director

April 2016

News:

- The State has reauthorized the funding that was accidentally omitted from the state budget for the final year of the biennium. This will increase state funds by \$5.26 million. We hope to receive funding to serve more children next year. You can easily thank legislators by visiting this link.
http://salsa4.salsalabs.com/o/50983/p/dia/action3/common/public/?action_KEY=17336
- Preschool Promise Oregon has awarded 180 slots to the Early Learning Multnomah Hub. They should make a decision in early May how to distribute the slots. We hope to receive funding to serve children with income up to 200% of the poverty guidelines starting in the fall.
- We have two new child care partners that we would like to contract with. Love Bug Child Care, 1995 NE Cleveland, Gresham 97030 and Teal House (Melody Munchkins II), 6417 SE 139 Ave., Portland 97236. Needs PC approval.
- WIC has reported their enrollment is low. We are partnering with them to ensure all Head Start children are receiving WIC services.

- Fall recruitment numbers are lower than we hoped for spring. Please help us spread the word about the upcoming Recruitment Events!

Enrollment Report for March 2015

This report shows the number of children enrolled in Head Start and Early Head Start. The Head Start Act 642(d)(2) requires a report of program enrollment periodically to the Policy Council and the Board.

Este informe muestra el número de niños matriculados en Head Start y Early Head Start. La Ley de Head Start 642 (d) (2), requiere un informe periódicamente de la inscripción en el programa a Policy Council y a la Directiva.

Number of children funded to serve

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

Enrollment for March

Head Start	Children	Early Head Start	Children
Head Start	1064	Early Head Start	158
		EHS Child Care Partnerships	38
Total:	1064	Total:	196

Number of children who have applied (as of 3/31/16)

Program	Children
Head Start	246
Early Head Start	483
EHS Child Care Partnerships	6

Program	Children
Total:	735

Attendance analysis when below 85% for March, 2016.

Our Early Head Start Childcare Partnerships program attendance for the month of March was at 82%. Most of the children were out of care due to illness. Other causes for absenteeism were due to a parent moving out of town and did not tell us this information in a timely manner, one parent having sporadic attendance for no particular reason and another parent preferring to keep their baby for 3 days of the week with its grandmother.

Staff are working with parents to ascertain the reason for absences and encouraging their attendance. It has been noted that many of the children were suffering from hand, foot, mouth and are therefore kept out of school for a week at a time.

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

This report shows the average daily attendance for each Head Start and EHS center. The Performance Standards state that the program should maintain an average attendance of at least 85%. When the attendance falls below 85%, the program must analyze the reasons. The Head Start Act 642(d)(2) requires the program to report this monthly to the Policy Council and the Board

Este informe muestra el promedio de asistencia diaria en cada Centro de Head Start y Early Head Start. El Desempeño de las Normas de Funcionamiento de Head Start manifiesta que los Centros deben mantener un promedio de asistencia de al menos el 85%. Cuando el promedio de asistencia diaria baja del 85%, el programa debe analizar las razones. La Ley de Head Start 462(d)(2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

Average Daily Attendance by Head Start or Early Head Start Center

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

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Program ADA	81%	86%	96%	87%	83%	82%	82%	83%	85%				

*children attending Russellville are subsidized by DHS child care subsidy

Average Daily Attendance by Early Head Start Community Partner

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
David Douglas High School			67%	73%	79%	81%	69%	71%	63%				72%
Discovery Garden							13%	60%	80%				51%
Gresham High School			95%	82%	70%	66%	73%	85%	65%				77%
Happy Go Lucky		100%	97%	93%	100%	82%	90%	85%	86%				92%
Little Friend's Day School		100%	81%	88%	95%	90%	97%	93%	74%				90%
Melody's Munchkins		97%	90%	88%	95%	69%	98%	92%	90%	0%	0%	0%	90%
Pixie Child Care		80%	88%	77%	57%	55%	63%	75%	66%	0%	0%	0%	70%
Reynolds Learning Academy							38%	32%	53%	0%	0%	0%	41%
Program ADA		94%	94%	86%	83%	74%	68%	85%	82%				

Attendance Analysis

March 2016

Mt. Hood Community College Head Start

Financial Report

March 2016

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

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

BUDGET JULY 2015-JUNE 2016

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

Expenditure Report

Budget Category	Budget	Spent	Percent Spent
Salaries and Fringe Benefits	\$10,069,667	\$6,271,469	62.28%
Equipment	\$13,000	\$12,946	99.58%
Travel/Training	\$250,456	\$103,064	40.35%

Budget Category	Budget	Spent	Percent Spent
Supplies	\$387,428	\$365,700	94.39%
Contractual	\$792,442	\$121,721	15.36%
Other	\$2,474,173	\$1,385,148	55.98%
Total	\$13,987,173	\$8,260,048	59.03%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care*	\$200,000	\$124,344
USDA Funds*	\$500,000	\$268,073.88

*Reimbursements have a lag time of up to 60 days

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

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

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

Closing Date 3/20/16

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	\$4148.62	\$615.63	\$122		\$12.49		\$4,898.74
Child Food							\$0.00
Computer Supplies						\$275.31	\$0.00
Dental/Medical							\$0.00
Education Supplies						\$5,115.31	\$0.00
Family Services	\$1,666.83	\$184.34	\$10.80			\$317.80	\$1,861.97
Health Supplies	\$117.31	\$5.00					\$122.31
Maintenance							\$0.00
Office Supplies	\$89.04	\$9.90					\$98.94
Other Costs	\$4,957.38						\$4,957.38
Parent Activities	\$961.02	\$239.21	\$3.33			\$157.24	\$1,203.56
Postage	\$150.67	\$519.78					\$670.45
Pre-Employment	\$1,015.50	\$110.50					\$1,126.00
Site Repair	\$1,377.54	\$323.22				\$3.74	\$1,700.76
Training	\$4,845.06	\$676.90				\$523.88	\$5,521.96
Vehicle Costs	\$2,113.25	\$48.69					\$2,161.94
Utilities	\$4,761.55	\$798.00				\$308.83	\$5,559.55
Total	\$26,203.77	\$3,531.17	\$136.13	\$0.00	\$12.49	\$6,702.11	\$29,883.56

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

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

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

This is a list of all the VISA purchasing cardholders.

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

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

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

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

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

USDA Reimbursement Rates for 2015-16

Meal	Rate per Meal
Breakfast	1.62
Lunch	2.98
Snack	0.82

February 2016

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

March 2016

Meal	Number of meals served
Breakfast	10,857
Lunch	11,231
Snack	2,015
Total Reimbursement for the month:	\$11,465.00

Head Start and Early Head Start Non Federal Share Report

2015-16

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

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

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

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

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

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: 6.2e

CONTACT PERSON: *Charles George, Facilities Director*

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on June 10, 2015, the Board of Education of Mt. Hood Community College District adopted the fiscal year 2015-2016 budget and made appropriations; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2015, are in excess of actual needs in certain appropriation categories and not sufficient to accommodate actual in others.

Whereas, Mt. Hood Community College District has determined that it is necessary to make the following transfers between appropriation categories for the fiscal year beginning July 1, 2015, therefore, BE IT RESOLVED that on May 11, 2016 the Board of Education hereby transfers the following amounts between appropriation categories of funds as delineated below for the fiscal year beginning July 1, 2015.

It is requested to transfer the appropriated budget from General fund (01) Instructional Support and College Support Services to General fund (01) Plant Operations and Maintenance to account for projected plant additions/capital outlay expenditures. Also, to transfer appropriated budget from Community Service to Plant Operations and Maintenance to cover projected expenditures. The transfers has a net impact of zero on the overall General Fund, but because the College must appropriate by each of these component areas, changes in budgets between them requires board approval.

General Fund (01)			
Primary Function	Adopted Budget	Transfer	Adjusted Budget
Instruction	31,896,525		31,896,525
Instructional Support	8,467,585	(113,000)	8,354,585
Student Services	5,646,791		5,646,791
Community Services	95,697	(41,152)	54,545
College Support Services	13,342,346	(36,000)	13,306,346
Plant Operations and Maintenance	4,423,155	190,152	4,613,307
Plant Additions/Capital Outlay	149,000		149,000
Financial Aid	1,307,840		1,307,840
Transfers	925,000		925,000
Contingency	2,005,542		2,005,542
Reserves	1,339,635		1,339,635
Total	69,599,116	-	69,599,116



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: **7.1**

CONTACT PERSON: *Tambi Boyle, Full-Time Faculty Association President; Debra Derr,
President*

**SUBJECT: MHCC AND FULL-TIME FACULTY ASSOCIATION COLLECTIVE
BARGAINING AGREEMENT, 2017-2018**



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 11, 2016*

ITEM TITLE: **8.1**

CONTACT PERSON: *Debra Derr, President*

SUBJECT: **PRESIDENT'S REPORT**