

# MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on June 14<sup>th</sup>, 2017, with an Executive Session in the **President's Office** at 5:30 p.m., followed by a **TSCC Hearing** at 6 p.m. and a **Regular Session** at 7 p.m. in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

## AGENDA SESSION #934

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	5:30 p.m.			<b>EXECUTIVE SESSION: 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations AND (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.</b>	Travis Brown, Susie Jones
2	6:00 p.m.	Tax Supervising & Conservation Commission (TSCC) hearing		Public hearing regarding the 2017-2018 MHCCD Budget	TSCC Chair
3	7:00 p.m.	CONVENE AS MHCCD BOARD		<b>CALL TO ORDER /DECLARATION OF A QUORUM</b>	Susie Jones
		3.1	<b>Action</b>	Approval of the Agenda	Chair
		3.2	<b>Action</b>	Consent Agenda: Approvals & Information  a) Minutes from May Board Mtg b) Monthly Personnel Report (May) c) Monthly Financial Report (May) d) Monthly Head Start Report (May) e) Acceptance/Expenditure of projects funded in whole or partially by non-district funds f) Head Start Grant Approvals g) Resolution to Transfer Budgeted Appropriations	Chair

				h) Cost of Living Supplemental Head Start Grants i) Approval To Utilize Goods And/Or Services Contracts In Excess Of \$150,000	
<b>4</b>	<b>7:10 p.m.</b>			<b>PUBLIC INPUT</b>	
<b>5</b>	<b>7:15 p.m.</b>			<b>INFORMATION/REPORTS</b>	
		<b>5.1</b>	<b>Info</b>	Student Recognition: Rho Theta, Athletics, Advocate	Debra Derr
		<b>5.2</b>	<b>Info</b>	Distinguished Teaching Awards	Debra Derr
		<b>5.3</b>	<b>Info</b>	ASG Recognition, Farewell/Welcome, Year-End Report	Kelly Bernardino
		<b>5.4</b>	<b>Info</b>	Year-End Enrollment Report	Sergey Shepelov, John Hamblin
		<b>5.5</b>	<b>Info</b>	Board Member Recognition	Debra Derr
<b>6</b>	<b>8:00 p.m.</b>			<b>BUSINESS/ACTION</b>	
		<b>6.1</b>	<b>Action</b>	Consider Resolution to Impose and Categorize Taxes	Jennifer DeMent
		<b>6.2</b>	<b>Action</b>	Consider Resolution to Adopt and Make Appropriations of the MHCC Budget for FY 2016-2017	Jennifer DeMent
		<b>6.3</b>	<b>Action</b>	President's Performance Evaluation	Susie Jones
		<b>6.4</b>	<b>Action</b>	New Program Approval - Engineering Tech	Kay Lopez
		<b>6.5</b>	<b>Action</b>	Head Start Policies - 2 <sup>nd</sup> Reading	Jean Wagner
<b>7</b>	<b>8:45</b>			<b>CLOSING REPORTS</b>	
		<b>7.1</b>	<b>Info</b>	Board Committees	Susie Jones
		<b>7.2</b>	<b>Info</b>	President's Report	Debra Derr
<b>8</b>	<b>9:00</b>			<b>CLOSING REMARKS</b>	Susie Jones

				<ul style="list-style-type: none"> <li>• Board Member Comments</li> <li>• ASG Representative Comments</li> <li>• Advisory Representatives comments</li> </ul>	
	9:15			<b>ADJOURNMENT</b>	Susie Jones
<p><b>The next regular meeting is scheduled for July 12<sup>th</sup>, 2017.</b></p>					
<p><b>Upcoming Events:</b></p> <ul style="list-style-type: none"> <li>• June 16<sup>th</sup>: GED Commencement</li> <li>• June 17<sup>th</sup>: Commencement</li> </ul>					
<p>Individuals requiring accommodations due to a disability should contact the Disability Services office at 503/491-6923 or 503/491-7670 (TTD).</p> <p>Please contact them as soon as possible to ensure availability.</p>					



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *June 14<sup>th</sup>, 2017*

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

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

---

**SUBJECT: APPROVAL OF MINUTES - MAY 10, 2017**

Session #933

A meeting of the Mt. Hood Community College District Board of Education was held on May 10, 2017, with a Faculty Tenure Reception, followed a Budget Committee Meeting at 7:00 and Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

A meeting of the Mt. Hood Community College Board of Education was called to order at 7:02 p.m.

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

### ALL-OREGON ACADEMIC TEAM

Debra Derr introduced Brenna Schmidt and Dang Dinh, two members of the All-Oregon Academic Team. Both our students moved forward and received honors at the National level. Derr read a list of their accomplishments and presented them with certificates on behalf of the College.

### FOUNDATION SUMMARY

Al Sigala, Judi Charman, and Angela McKenzie Tucker presented an annual report on the Foundation. Angela McKenzie Tucker, a 2005 graduate of MHCC, served as this year's Foundation president. This year was a record year for the Foundation auction, raising \$286,000, and they have increased staff giving to \$35,000 annually.

Several enhancements helped cultivate the donor efforts this year, including a full implementation of Raiser's Edge software, an Online Express e-mail platform, expanded annual report and Thanksgiving mailings, two donor appreciation events, and updates to the Donor Wall.

Scholarships were moved entirely to the Foundation, with Marcy Gilchrist hired as an Alumni Outreach/Scholarship Specialist, and a new scholarship process implemented across the board.

McKenzie Tucker was particularly invested in alumni relations, setting a lot of groundwork. They held two outreach events and added 30,000 names to the database to help engage and communicate with alumni. The Foundation continues to work on the alumni efforts.

The Foundation has been able to increase program support across campus – for example, \$300,000 was dedicated to Mechatronics. They were able to purchase a floor cover for the Yoshida Event Center. They funded the non-STEM math curriculum, and sent two students to the Oxford Consortium for Human Rights. They are also sponsoring the 2017 Strawberry Short Course Festival. She noted that beyond raising money, the Foundation has become dedicated to relationship building. Ainslie asked if the Foundation is asking for internship opportunities. McKenzie Tucker responded that, yes, this is in its infancy, and they are beginning to ask that question. Jones asked about Planned Giving – where is the Foundation board with this? Sigala responded that this is one of their main priorities over the next two years. It has required some serious work. Jones noted how active this Foundation board has been; Sigala responded that it has been exciting to see the engagement and enthusiasm of the Foundation board, and they are proud of their fundraising achievements. Ainslie asked how much money is now spent on scholarships; Sigala responded that it is now about \$300,000, but with a much-improved process.

#### “BIG IDEA”

Derr introduced Jack Green and Nick Chura to present on “The Future of Math Textbooks.” Green has been here for 14 years, Chura for 7. They each returned from their first sabbatical where they received a grant to work on an OER textbook. Green gave a PowerPoint presentation showing the advances that have been made with books. He believed there was a better way to present the information and to develop the critical thinking skills of students. Green showed the board what a current page of a textbook they might use looks like now; they can often be difficult, and students will wait for their instructor to interpret it. Chura noted that they would like students to be able to figure things out on their own. They have created interactive lessons. Students have seen the basics, and class time is saved and can be used for group work. Green noted that they are proud that the book is free; it is accessible to the students at any time. Jones asked what the possibilities are in terms of scheduling – could there be less time scheduled in class? Green responded that there is an enormous amount of possibilities for hybrid courses. Polson asked if the book was only available online; Green responded that it can be downloaded into a PDF. It would contain static images, but it would be possible. Calcagno noted that with people's busy schedules, he really appreciates that this emphasizes working in group and in community in class.

Derr read a letter from a former student of Green's who was given an opportunity to thank a former instructor for their impact.

The MHCCD Board adjourned at 7:49.

#### **BUDGET COMMITTEE**

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

A meeting of the MHCC District Budget Committee was called to order at 7:49 p.m. A quorum was present.

No public testimony was received.

#### PROPOSED BUDGET FOR 2017-2018

Polson introduced Jennifer DeMent to present the 2017-2018 budget. DeMent noted the small changes that have been made since the first version of the proposed budget. She noted minor changes in the General Fund due to the extending of a Student Success Grant. Several areas had minor changes based on feedback from budget managers. Zordich confirmed that the reserve level was at 4%. Arnold asked about the board travel; Derr responded that we did not increase travel for the coming year.

DeMent noted that there was a last-minute change to the budget committee resolutions; the board members have received updated copies in their meeting materials.

Polson called for a motion to approve the resolution as presented. Calcagno moved to approve. The motion was seconded and passed unanimously.

#### 2017-2018 PROPOSED TAX LEVY

Polson called for a motion to approve the 2017-2018 Property Tax rate as presented. Zordich moved to approve. The motion was seconded and passed unanimously.

Polson adjourned the Budget Committee at 8:10 p.m.

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

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

A meeting of the MHCC District Board was called to order at 8:10 p.m. A quorum was present.

#### APPROVAL OF THE AGENDA

Jones noted the change in 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

Sara Rivara and Garie Zordich introduced the latest work of their star faculty, Lidia Yuknavitch. Rivara presented the NYT book review of Yuknavitch's book, *The Book of Joan*. It was reviewed on the cover of the NYT Book Review and has received praise from numerous critics and publications. She received two Oregon Book Awards last year, and, Rivara noted, MHCC is lucky to have her.

#### **BUSINESS/ACTION**

##### HEAD START POLICIES

Jean Wagner and Pam Corrie presented a first reading of three Head Start policies. One of the 5-year goals was to look at the organization's racial equity. They developed a committee to work together for the last five months to work on the first Racial Equity Policy. Jones asked for a summary; Corrie noted that there are live links contained in the document to help staff with terminology, as well as a general statement. The policy contains several steps and has been reviewed broadly.

Wagner introduced the other two policies. The Data Management Policy is new and is needed to meet a standard. It addresses how we store, collect, share, and maintain quality of data. The policies will be brought back for a second reading in June.

#### POLICY GOVERNANCE RESOLUTION

Jones introduced the topic of the Carver Policy Governance manual. Currently, it is still under review by the College legal counsel. She noted that after this coming election, we will hold a workshop so that the board can hear from Peter Mersereau and discuss the Policy Governance document in depth. Jones would like a formal resolution stating that the board intends to move forward with Carver Policy Governance. She introduced a proposed resolution. Zordich moved to approve. The motion was seconded. Ainslie noted that additional training for board members, and especially new members, would be needed. Jones called for a vote. The motion passed unanimously.

#### COMMITTEE UPDATES

The Carver committee is on hold pending legal review. The Bond committee's efforts have been impressive, particularly with the efforts of the Faculty Association. They have been walking, making phone calls, hanging signs, and placing yard signs. Jones will send out information on the volunteer appreciation event. She noted that, should the bond pass, the board will need a Citizens' Oversight Committee; she hopes that the board will consider the process and potential members of this committee.

#### PRESIDENT'S REPORT

Derr distributed copies of the President's Report. She stated that there hasn't been much to report as far as legislative updates. She testified last week on capital projects, requesting \$8m for Maywood Park; we cannot change the request until after the legislature decides what it will do. Out of 11 proposals, we were ranked 9th by the HECC. The total request for the 11 projects was \$75 million; the total request for universities was close to \$1b. Arnold noted her disappointment in the low ranking; Derr responded that part of the difficulty is that we haven't been able to match our current \$8m. We hope to address this issue in the future with business partnerships and capital planning. Currently, we have questions we need to respond to regarding capital; there will be little testimony after that. She also noted that we received information today - Dennis Richardson will be on campus on Monday, speaking on the importance of civic duty. Additionally, the Foundation Auction was very successful; it will again be the 3rd Saturday in April next year. She presented at AACC with Ellucian on our success with resource development and grant-writing; she attended several sessions on Guided Pathways, where she heard positive feedback on EAB Navigate.

#### BOARD MEMBER/ADVISORY COMMENTS

Calcagno passed.

Yellott brought up a photograph from the bond campaign.

Polson passed.

Jones thanked Corey Huston for his time commitment in attending the meeting, and for being willing to represent his union and speak his mind.

Zordich thanked the Advocate for its endorsement. He attended the Diversity Job fair and appreciated the new flooring in the Yoshida Events Center. He spoke to several enthusiastic business representatives. The Parkrose School Board endorsed our bond; he attended their recent meeting. He also attended Laurie Monnes Anderson's coffee, where he was introduced and had an opportunity to talk about the bond. He feels optimistic about our bond and feels that we have done so much with so little.

Arnold passed.

Ainslie noted that her grandson has been offered a job with Google. This underlines the need for training to be available. She also provided board with copies of the Mid-County Memo, which discussed local school boards. She is currently making connections at Summer Place asking for their vote.

Johnson also provided a bond update. She thanked Ed and Aurora del Val for their efforts. 51 full-time faculty have participated in at least one bond-related activity, along with 30 students and many classified members. Administrators walked and hung door signs. She also thanked Jerry Lyons and Eric Garvey for coordinating a Classic Car parade and promoting the bond.

Huston noted that this is his last night as the President of the Classified Association President. He will introduce the new President. He has been impressed with the efforts of the Faculty Association and of Aurora del Val. Huston noted that the budget is gone through most clearly by staff, and what is represented in the budget should reflect the College's values. For staff, it reflects colleagues who may no longer be part of the budget. He advocated for a greater opportunity for student employment.

ADJOURNMENT

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

Adjourned at 9:01 p.m.

---

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:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** **3.2b**

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

**SUBJECT:** MONTHLY PERSONNEL REPORT

**MONTHLY PERSONNEL ACTIVITY REPORT**

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

**NEW EMPLOYEES:**

**Administrators**

--	--	--	--

**Faculty**

--	--	--	--

**Supervisors**

--	--	--	--

**Support**

Sizmin, Daniel	Client Technologies Technician	Information Technology	05/15/2017
Vandergriff, Matthew	Custodian	Facilities Manager	05/03/2017

**TRANSFERS/CHANGE IN STATUS:**

Georgioff, Denise	Maywood Library Coordinator	Orientation Center Coordinator	05/16/2017
-------------------	-----------------------------	--------------------------------	------------

**CURRENT SEPARATIONS:**

Haddan, Melissa	Education Specialist	CDFS – Head Start	5/12/17
Jenkinson, Ashley	Assistant Training Coordinator	CDFS – Child Care Recourse & Referral	5/12/17
Massey, Kimberly	Senior Human Resources Business Partner	Human Resources	05/26/2017



## INFORMATION

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

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **3.2c**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

### SUBJECT: MONTHLY FINANCIAL REPORT

#### 2016-17 Activity through April:

##### 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 \$6 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 1.20% for spring term.

## **Expenditures:**

As of April 30, ten months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 17% 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 April 30, 2017**

	<b>Actual</b>	<b>Adopted</b>	<b>Actual</b>	<b>Percentage</b>
	<b>Year to Date</b>	<b>Budget</b>	<b>April</b>	<b>of Budget</b>
	<b>Jun 30, 2016</b>	<b>2016-17</b>	<b>2017</b>	<b>Remaining</b>
	<b>Audited</b>			
<b>Revenues</b>				
State Support	27,751,156	27,591,811	20,460,595	26%
Property Taxes	11,412,646	12,025,000	11,473,012	5%
Tuition and Fees	23,621,030	23,016,278	23,829,076	-4%
Other Revenues	1,702,995	1,521,093	629,170	59%
Transfers In	95,953	100,000	-	100%
<b>TOTAL REVENUES</b>	<b>64,583,781</b>	<b>64,254,182</b>	<b>56,391,852</b>	<b>12%</b>
<b>Expenditures</b>				
Salaries	35,236,066	37,456,536	27,163,151	27%
Health Care	5,435,651	6,032,195	4,668,835	23%
Fringe/Taxes	9,874,418	10,706,659	7,613,099	29%
Materials & Supplies	5,774,160	6,543,571	4,579,172	30%
Utilities	1,602,576	1,659,805	1,247,657	25%
Grants in Aid/Tuition Waivers	1,116,270	1,310,863	987,839	25%
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>46,584,479</b>	<b>30%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>2,393,254</b>	<b>(2,712,532)</b>	<b>9,807,374</b>	
<b>Beginning Fund Balance</b>	<u><b>6,332,431</b></u>	<u><b>6,023,990</b></u>		
<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: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **3.2d**

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

---

SUBJECT: MONTHLY HEAD START REPORT

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

May 2017

News:

- Recruitment efforts for fall has resulted in 964 applications since March 1, 2017. We need more applicants and will continue taking applications throughout the summer for next year. Families should call the Head Start office for more information.
- As a part of our partnership with OMSI, Innovation Learning Institute, and Notre Dame we will be receiving an Oregon Community Foundation grant for \$35,000 to continue Head Start on Engineering. Families at the Rockwood Multiservice Center have been excited to participate in special activities to enhance children's learning.
- We received a Program Instruction memo from the Office of Head Start informing us of a 1% Cost of Living Adjustment (COLA) for federal Head Start staff. However, this week we learned that the COLA is not in the President's budget. So we will be waiting to see what the outcome will be.
- We are continuing to work closely with the college Facilities Department on the completion of several playgrounds, facility maintenance, and building remodels.

- Labor Management meetings with Oregon School Employees Association (OSEA) have begun. We discussed roles, how often to meet and set up the next meeting.
- Paul Wild from Workforce Training at the college is working with the program to look at the workflow of three positions – Teachers, Family Workers, and Family Support Specialists. This month Paul held two meetings with Family Workers and Teachers to gather their insight into their job duties, timelines, and expectations. In June/July Paul will provide us with a report that will help us to better understand the workflow of our staff and to make recommendations on next steps.

## Enrollment Report for April 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

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

### Enrollment for April

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

### Number of children who have applied (as of 5/1/17)

Program	Children
Head Start	285
Early Head Start	727
EHS Child Care Partnerships	44
<b>Total:</b>	<b>1056</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%	71%			75%
Davis HS			91%	88%	96%	88%	80%	87%	85%	90%			88%
Division HS			89%	83%	85%	80%	56%	68%	86%	74%			78%
Earl Boyles HS			93%	90%	93%	92%	88%	93%	87%	91%			91%
Early Childhood Center HS			89%	81%	75%	71%	68%	64%	71%	68%			73%
Early Childhood Center HS Full day			90%	84%	83%	82%	84%	80%	83%	78%			83%
Early Childhood Center EHS Full day			96%	90%	87%	81%	85%	84%	85%	88%			87%
Fairview HS			99%	88%	82%	78%	71%	71%	80%	76%			81%
Gateway HS			97%	93%	94%	87%	78%	75%	83%	78%			85%
Gethsemane HS			83%	72%	80%	80%	69%	70%	74%	66%			74%
Hazelwood HS			88%	83%	83%	76%	71%	71%	77%	79%			79%
Kelly Place HS			87%	87%	75%	69%	66%	70%	74%	74%			75%
Knott HS			89%	78%	82%	61%	61%	62%	74%	67%			72%
Mt. Hood HS			87%	88%	84%	81%	75%	76%	78%	79%			81%
North Powellhurst HS			89%	88%	82%	79%	74%	74%	80%	81%			81%
Rockwood HS			87%	85%	85%	78%	73%	72%	77%	77%			79%
Russellville HS	71%	79%	85%	89%	87%	86%	80%	85%	84%	88%			84%
Russellville EHS	83%	96%	99%	93%	81%	84%	78%	80%	79%	84%			86%
Troutdale HS			92%	81%	78%	75%	67%	74%	79%	73%			77%
<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>	<b>78%</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%	76%			81%
Discovery Garden	77%	65%	57%	80%	71%	79%	68%	68%	70%	62%			70%
Gresham High School			79%	78%	73%	69%	72%	62%	76%	75%			73%
Happy Go Lucky	100%	99%	97%	100%	96%	75%	70%	81%	94%	85%			90%
KinderCare			86%	55%	83%	56%	58%	52%	76%	86%			69%
Little Friend's Day School	63%	91%	86%	55%	83%	86%	75%	80%	72%	90%			81%
Love Bug Too	33%	61%	81%	78%	95%	47%	60%	72%	61%	68%			60%
Melody's Munchkins	84%	97%	56%	75%	70%	96%	98%	74%	94%	97%			93%
Melody's Munchkins Too	92%	96%	96%	99%	99%	96%	93%	97%	100%	98%			96%
Pixie Child Care	78%	68%	93%	98%	97%	76%	67%	79%	70%	70%			74%
Reynolds Learning Academy			78%	80%	71%	63%	58%	49%	50%	50%			58%
<b>Program ADA</b>	<b>75%</b>	<b>82%</b>	<b>80%</b>	<b>80%</b>	<b>83%</b>	<b>75%</b>	<b>72%</b>	<b>72%</b>	<b>76%</b>	<b>78%</b>			

## **Attendance Analysis**

**April 2017**

27% of absences were due to no transportation during our make-up snow days; 21% were due to illness (with 1% due to a family member's illness); 17% were due to no bus/no transportation (with 1% missing the bus); 12% were due to various other reasons such as appointments, family emergency, lice, overslept or vacation; and 23% we do not know the reasons for.

Mt. Hood Community College Head Start  
Financial Report  
**April 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	9,956,101
Head Start Training	\$40,472
Federal Early Head Start	\$1,44,385
Federal EHS Training	\$35,397
EHS Child Care Partnerships	\$1,531,697
EHS Child Care Partnerships Training	\$34,091
Portland Children's Levy EHS	\$321,497
State EHS	\$78,238
Maternal/Infant & Early Childhood Home Visit (MIECHV)	\$200,000
<b>Total</b>	<b>14,070,492</b>

Expenditure Report for April

<b>Budget Category</b>	<b>Budget</b>	<b>Spent</b>	<b>Percent Spent</b>
Salaries and Fringe Benefits	\$10,267,026	\$7,296,265	71.07%
Equipment	\$0	\$0	0%
Travel/Training	\$250,491	\$149,069	59.51%
Supplies	\$227,859	\$206,242	90.51%
Contractual	\$1,043,042	\$502,310	48.16%
Other	\$2,282,074	\$1,750,235	76.69%
<b>Total</b>	<b>\$14,070,492</b>	<b>\$9,904,120</b>	<b>70.39%</b>

<b>Source</b>	<b>Reimbursement Funds</b>	
	<b>Amount Budgeted</b>	<b>Amount Received Year to Date</b>
DHS Child Care*	\$256,916	\$162,954
USDA Funds*	\$500,000	\$207,924.06

\*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 4/20/16

Description	Head Start	EHS	Children's Levy HS	Children's Levy EHS	MIECHV	EHS CCP	Totals
Center Supplies	8,159.84	420.78	181.68	129.72			8,892.02
Child Food							0.00
Computer Supplies		182.36					182.36
Dental/Medical							0.00
Education Supplies	29.13	3.23				302.62	334.98
Family Services	202.26		470.20	117.55			790.01
Health Supplies	916.10	101.80				8.99	1,026.89
Maintenance							0.00
Office Supplies	29.53						29.53
Other Costs							0.00
Parent Activities	182.24	20.25					202.49
Postage							0.00
Pre-Employment	770.00	35.00	300.00				1,105.00
Site Repair	13,275.52			262.50			13,538.02
Training	8,066.88	1,278.21				150.00	9,495.09
Vehicle Costs	4,180.03		1,200.00				5,380.03
Utilities	1,233.38	631.79	63.96				1,929.13
<b>Total</b>	<b>\$37,044.91</b>	<b>\$2,673.42</b>	<b>\$2,215.84</b>	<b>\$509.77</b>	<b>0.00</b>	<b>\$461.61</b>	<b>\$42,905.55</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	McClenahen	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

Last Name	First Name	Position	Default Account No.
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
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

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

April 2017

Meal	Number of meals served
Breakfast	<b>13,708</b>
Lunch	<b>13,910</b>
Snack	<b>2,318</b>
<b>Total Reimbursement for the month:</b>	<b>\$69,389.76</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>



## INFORMATION

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

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **3.2e**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

**SUBJECT: ACCEPTANCE AND EXPENDITURE OF PROJECTS FUNDED IN WHOLE OR PARTIALLY BY NON-DISTRICT FUNDS.**

WHEREAS board resolution, dated October 26, 1972 authorizes the clerk of the district, or deputy clerk of the district, to report and present to the board of education for formal recognition, at least quarterly, all new agreement of contracts for state and federal funds or funds of their agencies for educational purposes, unless such action is specifically contrary to the terms of the grant agreement.

BE IT RESOLVED that the Board of Education of Mt. Hood Community College District hereby authorizes the acceptance and expenditures of funds for the following state and federal projects.

<u>Award Name</u>	<u>Amount</u>
Hazardous Materials Emergency Preparedness Planning and Training , Multnomah County LEPC <i>Funds to develop an effective Emergency Response Plan for the Multnomah County LEPC. (Federal)</i>	10,308
Data Quality Improvement <i>Funds to improve data quality through collaboration with Oregon community colleges to develop a central collection and reporting system. (State)</i>	70,500

<u>Award Name</u>	<u>Amount</u>
Perkins Pathways Additional <i>Funds to further develop the academic and professional technical skills of professional technical students through high standards. Federal)</i>	3,545
Open Education Resources Linn-Benton CC	43,550
Open Education Resources <i>Funds to provide funding for OER curriculum development. (State, Other)</i>	5,798
Small Business Development Center <i>Funds to provide comprehensive services and resources to existing and potential small businesses through the Oregon Small Business Development Center. (Federal)</i>	30,250
Workforce Connections, Career Pathways Development	30,000
Workforce Connections, Supplemental Nutrition Assistance Program Employment and Training <i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (State, Other)</i>	400,000
Total	593,951



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **3.2f**

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

---

### SUBJECT: HEAD START GRANT APPROVALS

The MHCC Head Start Policy Council approved the following two grants at the May 27, 2017 meeting and are submitting them to the Board for approval.

**1. Head Start Federal grant**

Redirect \$120,000 in unexpended funds from Personnel and Fringe to be used to make minor renovations at the Cleveland Center.

**2. Early Head Start Child Care Partnership grant**

Redirect \$58,000 in unexpended Contractual funds to be used to add a playground at Gresham High School Teen Parent Program and \$6,500 from the same Contractual line to Equipment to purchase a SPOT Vision Screener for the program.

Thank you for your consideration of these items.



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** **3.2g**

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

---

### **SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS**

Whereas, on June 8, 2016, the Board of Education of Mt. Hood Community College District adopted the fiscal year 2016-2017 budget and made appropriations; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2016, 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, 2016, therefore, BE IT RESOLVED that on June 14, 2017 the Board of Education hereby transfers the following amounts between appropriation categories of funds as delineated below for the fiscal year beginning July 1, 2016.

It is requested to transfer the appropriated budget from General fund (01) Instruction, Instructional Support, Student Support, College Support Services, College Support Services and Reserves to General fund (01) Instruction, Instructional Services, Plant Operation and Maintenance, Plant Additions and Reserves for housekeeping purposes. The transfers have 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.

<b>General Fund 01</b>			
<b>Primary Function</b>	<b>Adjusted Budget Sept 2016</b>	<b>Transfer</b>	<b>Adjusted Budget</b>
Instruction	31,813,653	(209,970)	31,603,683
Instructional Support	8,830,547	(127,699)	8,702,848
Student Services	6,017,374	(634,068)	5,383,306
Community Services	77,784		77,784
College Support Services	13,463,198	(53,562)	13,409,636
Plant Operations and Maintenance	4,518,745	260,321	4,779,066
Plant Additions/Capital Outlay	138,000	10,672	148,672
Financial Aid	1,310,863		1,310,863
Transfers	825,000		825,000
Contingency	1,965,575	725,856	2,691,431
Reserves	1,317,433	28,450	1,345,883
<b>Total</b>	<b>70,278,172</b>	<b>-</b>	<b>70,278,172</b>



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **3.2h**

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

---

### SUBJECT: COST OF LIVING SUPPLEMENTAL HEAD START GRANTS

The following two grant proposals require approval of the Head Start Policy Council and Board of Education:

Cost of Living Supplemental grants include:

1. Federal Early Head Start and Head Start Head Start (10CH010088) – we will receive a total of \$57,908 which includes \$14,414 for Early Head Start and \$43,494 for Head Start.
2. Early Head Start Partnerships (10HP0009) – we will receive \$15,270 for EHS Child Care Partnerships.

These two supplemental grants require that all staff receive a 1% COLA increase by increasing our salary scale. In addition, the EHS CCP grant requires we “pass through” this 1% increase to our partners.

These proposals are due to the Regional Office on June 29, 2017.



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** **3.2i**

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

---

### **SUBJECT: APPROVAL TO UTILIZE GOODS AND/OR SERVICES CONTRACTS IN EXCESS OF \$150,000**

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

The College expects to require goods and/or services from each of the vendors listed below during the 2017-2018 fiscal year. Funding will be drawn from a variety of College accounts. The Administration anticipates that each of the listed contracts may aggregate at least \$150,000 in total expenditures during the fiscal year.

The following purchases will be made through use of State of Oregon contracts available for the College’s use through the Oregon Cooperative Purchasing Program (ORCPP), other co-operative programs or are exempt from procurement regulations:

<u>Vendor Name</u>	<u>Goods/services to be provided</u>	<u>Amount</u>
Amazon Business	Office supplies / Miscellaneous Items	\$200,000
American Fidelity Health Services	Payroll	\$800,000
American Funds Service Company	Payroll	\$300,000
Apple Inc	Computers, Peripherals, Software	\$200,000
Blackboard Inc	Distance Learning system	\$250,000
Cengage Learning Inc	Bookstore sales inventory (textbooks)	\$480,000

<u>Vendor Name</u>	<u>Goods/services to be provided</u>	<u>Amount</u>
City of Gresham	Utilities and other Municipal Services	\$400,000
CDW-G	IT - Computer, peripheral, software	\$200,000
Computer Technology Link	IT - Computer, peripheral, software	\$300,000
Copiers Northwest	Copier / Printer / Scanner	\$200,000
David Douglas School District	Leasing space, Classes, Vended Meals, Partnership	\$250,000
Dell Marketing LP	IT - Computer, peripheral, software	\$200,000
Electrical Construction Company	Installation and maintenance of electrical systems	\$350,000
Elsevier Inc	Bookstore sales inventory (textbooks)	\$200,000
Food Services of America	Grocery / Supplies	\$400,000
Hewlett-Packard (HP)	Computers, Peripherals, Software	\$200,000
Insight Global	IT - Computer, peripheral, software	\$200,000
ING-State of Oregon Plan	Payroll	\$200,000
Jenzabar Inc	Maintenance Contract & Consulting Services	\$900,000
Johnson Controls Inc	Maintenance Services Contract	\$180,000
John Wiley & Sons Inc	Bookstore sales inventory (textbooks)	\$200,000
McGraw-Hill Companies	Bookstore sales inventory (textbooks)	\$550,000
N E C A - I B E W	Apprenticeship Training Provider	\$200,000
Northwest Natural	Utilities	\$350,000
Nebraska Book Company	Bookstore sales inventory (textbooks)	\$300,000
Office Depot / Office Max	Office Supplies	\$200,000
Orbis Cascade Alliance	Membership fee and Software Maintenance	\$190,000
Oregon Employment Department	Unemployment claims	\$550,000
Pearson Education	Bookstore sales inventory (textbooks)	\$400,000
Portland General Electric	Utilities	\$900,000
Presidio Networked Solutions	IT Network and maintenance support	\$400,000
Property and Casualty Coverage for Education (PACE)	Liability Insurance	\$600,000
Saif Corporation	Workers' compensation insurance	\$350,000
Sheet Metal Training Fund	Apprenticeship provider	\$200,000
Teachers Insurance	Payroll	\$450,000

<b><u>Vendor Name</u></b>	<b><u>Goods/services to be provided</u></b>	<b><u>Amount</u></b>
Tri-Met	Bus Passes	\$220,000
U S Bank Card Services	Banking Services (Purchasing Card Program)	\$7,000,000
United States Postal Service	Meter Postage	\$200,000
Vanguard Fiduciary Trust Co	Payroll	\$250,000
W W Norton & Company Inc	Bookstore sales inventory (textbooks)	\$180,000
Willamette Carpenters Training	Apprenticeship provider	\$200,000



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 5.1

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

---

**SUBJECT: STUDENT RECOGNITION: RHO THETA, ATHLETICS, ADVOCATE**



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 5.2

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

---

### **SUBJECT: DISTINGUISHED TEACHING AWARDS**

*Congratulations to the following DTA winners:*

Amy Widger  
Sarah Aimone  
Anna Johnson  
Pat Casey  
Tom Scales



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 5.3

**CONTACT PERSON:** *Kelly Bernardino, ASG President*

---

**SUBJECT:** ASG RECOGNITION, FAREWELL/WELCOME, YEAR-END REPORT



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 5.4

**CONTACT PERSON:** *Sergey Shepelov, John Hamblin*

---

**SUBJECT:** YEAR-END ENROLLMENT REPORT



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 5.5

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

---

**SUBJECT: BOARD MEMBER RECOGNITION**

Recognition of Susie Jones and Sonny Yellott for their service to the MHCC District Board.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **6.1**

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

---

### SUBJECT: CONSIDER RESOLUTION IMPOSING AND CATEGORIZING TAXES

Be It Resolved, that the Board of Education of Mt. Hood Community College District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4917/\$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district:

General Fund

Subject to the Education Limitation  
\$0.4917/\$1,000

### RECOMMENDATION:

Approve the above resolution as presented.

---

Susie Jones, Board Chair

Date

---

Jennifer DeMent, Budget Officer

Date



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **6.2**

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

---

### SUBJECT: CONSIDER RESOLUTIONS TO ADOPT AND MAKE APPROPRIATIONS OF THE 2017-2018 BUDGET

#### RESOLUTION ADOPTING THE BUDGET

Be it resolved that the Board of Education of Mt. Hood Community College District hereby adopts the budget for 2017-2018 in a total sum of **\$270,590,658**, now on file in the district budget office and available at <https://www.mhcc.edu/BudgetOffice/>.

#### RESOLUTION MAKING APPROPRIATIONS

Be it resolved, that the amounts for the fiscal year beginning July 1, 2017 and for the purposes shown below are hereby appropriated:

#### General Fund - (01)

Instruction	31,977,765
Instructional Support	8,944,730
Student Services	5,970,751
Community Services	89,373
College Support Services	13,561,311
Plant Operations and Maintenance	4,714,823
Plant Additions	155,000
Financial Aid	1,380,865
Transfers	825,000
Contingency	1,322,557
Unappropriated Fund Balance	1,342,561
<b>Total</b>	<b>70,284,736</b>

**Pension Bond Debt Service – (03)**

Debt Service	4,793,691
<b>Total</b>	<b>4,793,691</b>

**Physical Plant Maintenance Fund – (06)**

Plant Operations and Maintenance	490,000
<b>Total</b>	<b>490,000</b>

**Technology Projects Fund – (07)**

College Support Services	1,848,642
<b>Total</b>	<b>1,848,642</b>

**Capital Projects Fund – (08)**

Plant Additions	75,000,000
<b>Total</b>	<b>75,000,000</b>

**Student Aid Fund – (10)**

Student Services	54,926,990
Transfers	100,000
<b>Total</b>	<b>55,026,990</b>

**Federal, State, and Special Projects Fund – (16)**

College Support Services	46,500,000
Plant Additions	10,000,000
Financial Aid	300,000
Contingency	1,000,000
<b>Total</b>	<b>57,800,000</b>

**Bookstore Fund – (40)**

Student Services	2,352,802
Transfers	75,000
<b>Total</b>	<b>2,427,802</b>

**Aquatics Fund – (42)**

Student Services	851,652
Plant Additions	44,611
<b>Total</b>	<b>896,263</b>

**Clubs Fund – (50)**

Student Services	245,000
Plant Additions	5,000
<b>Total</b>	<b>250,000</b>

**Trusts Fund – (51)**

Student Services	499,534
Plant Additions	5,000
<b>Total</b>	<b>504,534</b>

**Associated Student Government Fund – (52)**

Student Services	897,535
Plant Additions	250,000
Contingency and Reserves	120,465
<b>Total</b>	<b>1,268,000</b>

**Total – All Funds** **\$ 270,590,658**

**RECOMMENDATION:**

Approve resolutions adopting the budget and making appropriations as presented.

---

Susie Jones, Board Chair Date

---

Jennifer DeMent, Budget Officer Date



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **6.3**

CONTACT PERSON: *Susie Jones, Board Chair*

---

**SUBJECT: PRESIDENT'S PERFORMANCE EVALUATION**

Susie Jones will present the President's Annual Performance Evaluation.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **6.4**

CONTACT PERSON: *Kay Lopez, Dean – Applied Technology*

---

### SUBJECT: NEW PROGRAM APPROVAL – ENGINEERING TECHNOLOGY

#### Associate of Applied Science in Engineering Technology

##### Executive Summary

The Applied Technology department at MHCC is proposing the development of a new AAS degree in Engineering Technology. This new degree will replace the four existing Engineering Technology degrees: Mechanical, Civil, Civil-Environmental, and Architectural Technology.

Engineering is a technical profession that applies science and mathematics to design, manufacturing, construction, environmental management and sustainability. Engineering technicians provide a critical link between professional engineers and the craftspeople doing the work. The development of this course of study has been done in cooperation with area industry. Our advisory board consists of representatives from government and industry including small and large employers. Advisory Committee members include representatives from the City of Gresham, McKinstry, Tri-Met, the Federal Department of Transportation, USDA Forest Service and others representing Civil Engineering; MicroChip Semiconductor, KCR Manufacturing and others representing Mechanical Engineering, as well as Portland State demonstrating the broad base of support we have from area employers. The Advisory Board reviewed the proposed program and signed a statement of support on May 4, 2017.

##### Proposed Program

The proposed Engineering Technology program has been created by reviewing several successful models of engineering technology education. Skills and abilities that are expected of an engineering technician include knowledge of math and science, engineering methods, computer literacy,

problem-solving ability, critical thinking, communication, flexibility and the ability to work in teams. These skills will be developed in our program through both lecture content and hands on lab experiences.

Coursework emphasizes the same kind of hands-on work that engineering technicians perform in industry, including AutoCAD for computer drafting, Solidworks for solid modeling, 3-D rapid prototype creation for additive manufacturing, electronic total stations for land surveying, and the materials testing equipment and techniques used in concrete and soils testing laboratories.

In the mechanical engineering field, engineering technicians assist with all phases of mechanical design, drafting, and manufacturing. There are a variety of job possibilities, including engineering technician, drafter and CAD technician in the light to heavy product design, testing, and manufacturing industries. Graduates are employed by manufacturers of material handling equipment, transportation equipment, medical equipment, recreational equipment, construction companies, buildings, medical equipment, and in materials testing.

In the civil and architectural engineering fields, engineering technicians assist professional engineers and architects with the design and construction of bridge and building structures, foundations, highways, airports, water supply, sewer systems, and building components. Graduates are employed by design firms, land surveying firms, materials testing firms, construction companies, and public departments of transportation and land management.

#### Labor Market Analysis

Using the Labor Insights Burning Glass tool, we found that the demand is higher than average for graduates in engineering technology fields. This matches our advisory board and general anecdotal evidence that there is demand for qualified people to fill engineering technology jobs in the Portland metro area. The Oregon Employment Department Qualityinfo.org data projects the number of job openings for Mechanical, Civil and All Other Engineering Technicians in the region to be at about the regional average for all occupations through 2024. The advisory committee signed a statement that the proposed Engineering Technologies program completers will possess the necessary employability traits to be qualified for employment as engineering technicians.

#### Budget Impact

This change will have a positive budget impact as a result of reducing the number of low enrolled classes taught by full time faculty. As a result of a faculty retirement, we will have only one full time faculty dedicated to Engineering Technology.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 14<sup>th</sup>, 2017*

ITEM TITLE: **6.5**

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

---

**SUBJECT: HEAD START POLICIES** (*second 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

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*



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 7.1

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

---

**SUBJECT: COMMITTEE REPORTS**

*Update on Carver Policy Governance Committee.*



## INFORMATION

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

**DATE:** *June 14<sup>th</sup>, 2017*

**ITEM TITLE:** 7.2

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

---

**SUBJECT:** PRESIDENT'S REPORT