

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on September 13, 2017, with 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 #937

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	6:00 p.m.			BOARD DINNER: <i>Rotary Steak Fry - Vista Dining Center</i>	
2	7:00 p.m.	CONVENE AS MHCCD BOARD		CALL TO ORDER/DECLARATION OF A QUORUM/PLEDGE OF ALLEGIANCE	Tamie Arnold
		2.1	Action	Approval of the Agenda	Chair
3	7:05 p.m.			INFORMATION/REPORTS	
		3.1	Info	Big Idea: Sustainability	Troy Bulta, Charles George
		3.2	Info	Interim Accreditation Report	Craig Kolins, Sergey Shepelov
4	7:30 p.m.			PUBLIC INPUT	
5	7:35 p.m.			BUSINESS/ACTION	
		5.1	Action	Consent Agenda: Approvals & Information a) Minutes from 7/13 Board Mtg b) Minutes from 8/25-26 Retreat c) Monthly Personnel Report (August) d) Monthly Financial Report (August) e) Monthly Head Start Report (August) f) Consideration of Acceptance and Expenditure of Projects Funded in Whole or Partially By Non-District Funds	Tamie Arnold

		5.2	Action	Presidential Search Process: RFP Review	Jennifer DeMent
		5.3	Action	Retreat Recap & Next Steps	Tamie Arnold, Debra Derr
		5.4	Action	President's Goals: 2017-2018	Debra Derr
		5.5	Action	Fee Approval: Medical Assisting	Jennifer DeMent
		5.6	Action	Head Start Policies - First Reading	Jean Wagner
6	8:30			CLOSING REPORTS	
		6.1		President's Report	Debra Derr
7	8:45			CLOSING REMARKS	Tamie Arnold
				<ul style="list-style-type: none"> • Board Member Comments • ASG Representative Comments • Advisory Representatives comments 	
8	9:00			ADJOURNMENT	Tamie Arnold

The next regular meeting is scheduled for Wednesday, October 18th

Additional Dates:

September 21st: Board Workshop - RFP Response

September 25-28: ACCT Leadership Congress

October 4th: Board Workshop - TBD

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

Please contact them as soon as possible to ensure availability.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **3.1**

CONTACT PERSON: *Troy Builta, Building Information Specialist*

SUBJECT: **BIG IDEA - SUSTAINABILITY**

Troy Builta will share an update on the College's sustainability efforts, including a recent Gresham Resource Efficiency Assistance to (GREAT) Business Program award from the City.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **3.2**

CONTACT PERSON: *Craig Kolins, Chief of Staff*

SUBJECT: **Interim Accreditation Report**



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.1a**

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

SUBJECT: **APPROVAL OF MINUTES - July 12, 2017**

Session #933

A meeting of the Mt. Hood Community College District Board of Education was held on July 12, 2017, at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

OATH OF OFFICE

Debra Derr administered the Oath of Office to Diane McKeel, Annette Mattson, Jim Zordich for their terms.

CALL TO ORDER/DECLARATION OF A QUORUM

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

Board Members present: Annette Mattson, Kenney Polson, Jim Zordich, Teena Ainslie (phone), Tamie Arnold, Diane McKeel, Michael Calcagno

ELECTION OF OFFICERS

ELECTION OF BOARD CHAIR

Teena Ainslie nominated Jim Zordich as Chair, noting his experience and long history with the College. Michael Calcagno nominated Tamie Arnold as Chair.

Calcagno stated that with a new board, a new Academic year, and a potential new President, there is an opportunity to shape the future of the College and the region. He thinks it would be beneficial to

hear from the nominees to hear about their viewpoints and asked if he could ask some questions of the nominees. He asked about the Aquatics Center, the FCC Broadcast license, the Maywood Park facility, the Presidential search, Carver Policy Governance, and the College's 40 acres of property. Zordich and Arnold each responded to the series of questions.

Zordich called for the vote.

Jim Zordich and Teena Ainslie voted for Jim Zordich.

Michael Calcagno, Diane McKeel, Tamie Arnold, Kenney Polson, Annette Mattson voted for Tamie Arnold. Tamie Arnold was elected Board Chair.

ELECTION OF VICE CHAIR

Teena Ainslie nominated Diane McKeel for Vice Chair for her many years of involvement with the College and her passion for the Presidential search. The motion was seconded. There were no further nominations.

Mattson noted that there is no one in the community more qualified to lead a presidential search than McKeel. McKeel thanked the board members for the nomination, noting the number of issues on the board's plate; she is passionate about the Presidential search and has seen a number of presidents in the College. She believes that Derr has created valuable partnerships and would like to make sure those are continued.

Arnold called for a vote. The motion passed unanimously.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Calcagno asked to remove item 5.2f for discussion. The motion was seconded. McKeel moved to approve the remainder of the consent agenda. The motion was seconded and passed unanimously.

Regarding item 5.2f, Appointment of a Budget Officer, Calcagno asked about the budgeting process; he has heard concerns that the board is not engaged enough in the budget process. He has not seen a high level of board engagement in drafting the budget, but he would like to see a larger role. He proposed that the board elect its Budget Committee Chair. Polson seconded the motion.

Jennifer noted that the first legal step in the budget is appointing the College's Budget Officer. She added additional information into the Budget Calendar for the board to review. Derr noted that we have traditionally done a better job of tying institutional goals to the budget; we are just now doing Unit Planning. The unit planning process begins in September, and if the unit plans could be presented to the board showing progress and ties to the strategic plan. DeMent noted that the board would need to build in a budget committee meeting for there to be a purpose for the Budget Committee Chair; she noted that the Budget Committee could meet in March, adding additional public hearings. Calcagno asked when the budget planning begins in earnest on the College side; DeMent responded that the process will begin in January, when our enrollment assumptions are made and our funding can be predicted. Derr suggested that the board could be presented with the

results of our planning processes, assumptions, and financial situation in January. Mattson said that in her experience it has worked to have regular updates on the budget process and give input as a board; she is more concerned with the accreditation issue of tying budget to strategic plan than adding meetings. Derr noted that this would be an excellent retreat topic; the board can discuss what kinds of reports it would like to receive and what this board's expectations are. Calcagno moved to approve Jennifer DeMent as Budget Officer. The motion was seconded and passed unanimously. Calcagno withdrew his motion to appoint a Board Budget Officer.

BOARD CALENDAR

Derr noted that the Board must vote on its calendar during its organization meeting. McKeel asked about the half hour workshop times; she does not know if that is enough time. Derr clarified that they are simply voting on dates; the times can be amended at any point, and the board can revise the calendar at its retreat.

Calcagno moved to approve the calendar. The motion was seconded and approved unanimously.

INFORMATION AND REPORTS

"BIG IDEA"

Derr introduced Bhaktirose Dowdy, who discussed the Student Success Grant and SNAP 50/50. Dawdy said a big piece of the work with the SNAP grant is in trying to support debt-free education as much as possible as a way to help people out of poverty. This grant does not have a cap for match at the state level, so we have a unique opportunity to utilize our funds. Dawdy stated that MHCC was very successful with its CASE grant; out of that, an external evaluator recommended we connect with the SNAP grant, which is highly underutilized nationally. She provided a handout on some of the benefits of the successful SNAP 50/50 grant cases. At a time when funds are limited, and tuition is constantly increased, this is a great opportunity for students. She provided a flow chart on what a student would need to go through regarding this grant; the goal is to have all seventeen community colleges participate. We already have 60+ participants with a number of outcomes in about 1/3 of a year, showing how far a small investment can go for our students - for some, as little as \$20 makes a huge difference. The program will be College-wide, partnering with Access & Diversity on the Oregon Solutions work on the social services hub. She asked for the board's input and ideas on how this grant could be utilized, and what data they would like to see collected to show the success of the students. This kind of grant can incentivize staff, faculty, and the board to become involved in advocacy. In the future she hopes to bring students forward to a meeting.

Polson asked if Dawdy is tracking demographics; she responded that yes, the state utilizes the iMatch program that shows all demographics.

PRESIDENT'S REPORT

Derr provided her President's report, noting that the legislative session has come to an end. She provided the board with a legislative highlight document in Dropbox. A potential \$8m match for Maywood was approved; there may be opportunities in the future to leverage those funds without a bond. She also noted that OER had another \$1m dedicated to it, and that the transfer bill, sponsored by OCCA, did pass - there will be 25 majors that we will work on aligning courses and curriculums with universities. Additional support to Veterans was approved. Derr reminded that board that the

College will need to bring back a plan to bring our reserves back up to 5%. Finally, Derr stated that \$40m was dedicated to the Oregon Promise, which is insufficient to fund the program in totality.

Arnold asked what the projected enrollment was for fall; Derr responded that we projected a flat enrollment. Oregon Promise students who are currently enrolled will not have to do means testing.

McKeel asked about the Veterans Program; will it be administered through ODVA? Will we have to apply for it? Derr responded that the answer to both questions is "yes"; it is not a significant amount of money, but it could mean some additional help for us here.

BOARD MEMBER/ADVISORY COMMENTS

Pitts thanked the board members for their positive energy.

Sharer introduced herself as the new CEA President. She has been at the College for 20 years and is honored to represent the hardworking folks of the Classified staff; she gave kudos to the Classified staff who made the Strawberry Short Course happen through volunteer work and financial resources.

Mattson also attended the Foundation dinner and the East Portland Action Plan general meeting. She hopes to represent the College well and bring back the voice of the community.

Polson congratulated the new board members. He looks forward to getting to know them and working with them. He sees significant work ahead and would like to continue working on outcomes-based policies and further discuss the OPB license.

Zordich attended the annual Foundation dinner and would like to remain as the Foundation board as its liaison.

Arnold also attended the Foundation Board Annual dinner and learned a lot about what our Foundation is involved in. She volunteered at the Strawberry Short Course festival and encouraged the board to seek out volunteer opportunities in the future. She thanked the board for electing her as chair; she is open to feedback.

Ainslie congratulated the new Board officers. She is glad to work with them toward a great year.

McKeel is looking forward to working with this board, noting its great collective experience and strengths. She asked about communication – how do the board members receive information? She sees opportunities that could be better leveraged.

Calcagno is looking forward to working with our board members on the year ahead.

Johnson welcomed the new board members and Kim Sharer. She noted that a faculty member, Fred Schnell, was recently inducted into the NWAC Hall of Fame; he has worked at the College for almost 30 years. She commented that while the board is discussing potential assets, she hopes that the board will talk to the faculty and staff of the College for input.

ADJOURNMENT

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

Adjourned at 9:21 p.m.

WORKSHOP

A Workshop special session of the Mt. Hood Community College District board was called to order at 9:30 p.m.

Board Members Present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Teena Ainslie (phone), Jim Zordich, Kenney Polson, Michael Calcagno, Annette Mattson

Staff Present: Debra Derr, Carrie Toth, Jennifer DeMent, Travis Brown

Derr, Jennifer DeMent, and Travis Brown introduced the topic of the Presidential search. The board was provided with some timelines and a sample RFP. They stated that several important steps have to be taken before the search process can begin, including an analysis and profile of the institution, which is used to develop the strategy for recruitment to attract a good match. The next piece is the actual recruitment, for which Derr recommends using a consultant. She reminded the board that confidentiality is a key issue; some applicants may not want their current employers to know they are looking. The final interview is with the board. Derr asked the board to decide if it would like to proceed with an RFP for a consultant; DeMent noted that an RFP is not required, but it is her recommendation. Arnold asked if we had to pay for the consultants to visit. DeMent said that no, the vendor responsible for cost. Mattson finds community input important – where does that fit with gathering the information? Derr noted that the consultant would develop that profile in consultation with the board.

HOUSEKEEPING

Derr provided copies of the bylaws, noting that the board began a policy review but suspended it to explore Carver Policy Governance. The board will need to make a decision on how to proceed with policy updates.

RETREAT

Derr and Toth presented retreat topics requested by board members. The board proposed additional topics, and Arnold requested a facilitator. A draft will be sent to Arnold and McKeel by the end of the week.

ADJOURNMENT

The work session adjourned at 10:25 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: *September 13, 2017*

ITEM TITLE: **5.1b**

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

SUBJECT: APPROVAL OF RETREAT MINUTES - August 25 & 26, 2017

AUGUST 25th

A retreat of the Mt. Hood Community College District Board of Education was held on August 25th, 2017, at 5:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

Board Members Present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Teena Ainslie, Jim Zordich, Kenney Polson, Michael Calcagno, Annette Mattson

Staff Present: Debra Derr, Carrie Toth

Arnold called the meeting to order at 5:09 p.m. A quorum was present. There were no action items on the agenda.

Derr began the evening with an icebreaker game.

LEADERSHIP TEAM PROFILE

Travis Stovall began a discussion on the Leadership Team Profile. Prior to the meeting, each board member completed an assessment to determine his or her Core Values Index. Stovall presented each member with a detailed description of his or her CVI and profiled the group as a whole, noting that all board members scored highly on the Innovator value. Derr asked how to best utilize that Innovative energy; the board members each have ideas and like to ask questions. Stovall responded that the group will know its tendencies: they are highly creative but will need to focus on execution.

The board agreed to postpone discussion of its vision until the following day.

ADJOURNMENT

The meeting adjourned 8:40

AUGUST 26th

A retreat of the Mt. Hood Community College District board was called to order at 9:00 a.m. A quorum was present.

Board members present: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Jim Zordich, Teena Ainslie, Michael Calcagno, Annette Mattson, Kenney Polson

Staff present: Debra Derr, Craig Kolins, Jennifer DeMent, Carrie Toth, Tambi Boyle

Arnold opened the meeting by referencing Travis Stovall's presentation. She asked each board member to share a time he or she might have been frustrated during a meeting. Arnold noted that she prefers to raise her hand rather than talk over people; McKeel likes to ask questions; Ainslie would like to see the board purchase microphones so that she is better able to hear. Zordich said that he enjoys researching and learning about the organization, but the restrictions and boundaries of the board can be frustrating. Kolins said that organizations can sometimes get into a pattern of groupthink, so making sure that minority opinions can be heard is important. DeMent also asks questions, and she does not want that to be interpreted as criticism; she wants the right answer. Calcagno is a "why not?" person, so working with groups, he is more of an abstract/creative thinker, and he can be frustrated when he feels roadblocks are thrown up. He thinks her terms of, "yes, if," rather than "no, because." Mattson shared a few examples from her career where she felt frustrated by dishonest or manipulative information and situations. Polson said that as a soft-spoken person, it is hard for him to raise his voice. He is also frustrated by issues that are not resolved in a timely and fair manner. Derr likes to keep to a schedule and a timeline; she can be frustrated when things do not keep to a plan. She does not want to close down conversation, but sometimes is frustrated when important items are not given as much attention.

BUSINESS/ACTION

PRESIDENTIAL SEARCH

Jennifer DeMent presented a copy on the Presidential RFP, which is open until September 1st, stating that the College has begun to receive proposals. DeMent asked if the entire group wanted to review the proposals, or if an RFP committee would like to review them. She would like feedback on the proposals by September 15th. All board members indicated interest in reviewing the proposals, so DeMent will send them out to everyone. Zordich asked if an amount was budgeted; DeMent responded that, yes, there was money set aside. Calcagno asked how the references on the proposals would be evaluated; DeMent responded that each person would receive a spreadsheet to score the proposals, but the Purchasing Agent would do the additional research on references. The information can be provided to the board. The board will also have input on the search committee, and Derr strongly recommended that an inclusive committee be chosen, with both staff and community input. Mattson and McKeel agreed. Calcagno would like a strong emphasis on equity and diversity, selecting committee members with wide representation. Derr recommended waiting until a consultant is on board before making significant decisions about the committee makeup, timelines, etc. DeMent recommended that everyone turn in their scores by September 11th, and a summary would be provided to the board at the September 13th meeting as an agenda item. The consultants will be able to provide specific recommendations when they interview, with the board ultimately making the decisions. Arnold would like to wait to hear what the consultants recommend on the 21st, and then put together the committee.

BOARD & COLLEGE POLICY

Derr recapped the conversation the board has had over the past year about Carver Policy Governance. Her goal is to have updated policy and regulation manuals ready for the new President. Polson supports continuing with the Carver model. Zordich found Mersereau's comments enlightening, and he does not believe we have the time to wait for a full development and implementation of the Carver model, which could take up to two years. He liked the long-term commitment calendar and feels that this aspect is important and could be adapted; ultimately, he would prefer to stay with our existing model. Polson would like to see more focus on outcomes. Calcagno said that the Carver model gives a President more latitude, whereas our policy is more restrictive; the board could change specific policies to give responsibilities to the President. However, it does take some authority away from the board, and it would be a massive process. Derr reminded the board that the new President would be the one to implement the model, and the board would have to bring in a trainer for the board and the new President. McKeel heard Mersereau's concerns and was not clear on the problem the Carver model would solve; she would like to focus on the big items the board has in front of them and focus on updating our current policies. Ainslie remembered that the College had discussed Carver years ago; Derr responded that the board at the time asked the same questions and decided not to move forward. Mattson sees the need for updated policies before joining the board and was glad to hear that work had begun; she believes the work of the board in selecting the next President is too big to permit distractions, and the liability/risk issues are a concern for her. Arnold would like to move ahead with a more specific calendar, board chair responsibilities, and ensuring the board gets on a policy review schedule. She does not favor Carver. Zordich made a motion discontinue Carver policy and continue with the updates from OSBA. The motion was seconded and passed unanimously.

WORKING AGREEMENTS

Arnold would like the board to set its own working agreements – how does the board communicate with each other? How can the meetings be engaging? How can board members be respectful of each other? Mattson would like the agreements to be structured positively, rather than a list of “don'ts.”

The board's suggestions will be summarized and presented to them at the September meeting.

BOARD ORGANIZATION ASSIGNMENTS

Arnold noted that the board will have more committees in the future; the list presented is only what is required by the organizational meeting.

Arnold would be interested in ACCT and OCCA. Mattson would like to be the OSBA representative and volunteered for the Outstanding Support Staff Awards committee. Zordich would like to continue to serve on the Foundation board, and he is interested in the Distinguished Teaching Awards and the Audit Committee. Calcagno will be an alternate for OCCA. McKeel will be an alternate for ACCT and will serve on the Audit Committee. Ainslie will serve as the Head Start liaison as well as the Outstanding Support Staff Awards Committee. Polson will remain on the ACCT Diversity Committee and will serve as the second member of the Distinguished Teaching Awards committee. Derr will bring forward the list of subcommittees from All Hands Raised. She will seek internal feedback on who attends community meetings on behalf of the College and look for gaps. Calcagno moved the approve assignments. The motion was seconded and approved unanimously.

MASTER CALENDAR

Kolins reported on the College Master Calendar. It will include both internal and community events and should go live in the next 2-3 weeks. Website updates will go live in the fall, and the new Events Coordinator will own the College events calendar.

Arnold introduced the topic of a second monthly meeting. She does not feel like the board has enough time to be proactive with its current meeting structure. Arnold proposed moving meetings to First and Third Wednesdays, using the first Wednesday of the month as strategy session, with the third week of the month being the regular board meeting. Calcagno proposed the 21st of September as a work session, and then the board will move it its new schedule. For November, the board will meet for a work session on the 8th, then meet the 15th, to avoid conflict with the OCCA Annual Conference.

Arnold brought up the idea of having meetings at different areas in the district. Calcagno would like to make sure that community members in those areas are aware and able to attend. Derr agreed. McKeel asked about areas that might televise. Ainslie would like to feature students who received scholarships from Mt. Hood. Zordich moved to approve the amended calendar. The motion was seconded and passed unanimously.

HEAD START GRANT FUNDS CARRYOVER

DeMent introduced the grant funds carryover item. Zordich moved to approve the Head Start Grant Funds carryover. The motion was seconded and approved unanimously.

2017-2018 OREGON HEAD START PREKINDERGARTEN (OPK) CONTINUATION GRANT

Calcagno moved to approve the continuation grant. The motion was seconded and carried unanimously.

BOARD VISION, PRIORITIES, and GOAL SETTING

Derr facilitated the board's vision session and noted that the goal for today was to create the board's vision for the future. She asked for honesty, noting that the end goal is not a perfect vision, but a newsletter depicting a broad future vision that will hang in the Board room. She reminded the board that Strategic Plan will need to be redone in 2020.

Derr asked the board to consider the following questions: What is MHCC's image? What is the Board's role in the community? How do we handle good times/hard times? What are our values? Who is affected by the work of the Board? What is the role of the Board in creating our future?

The following themes from A Vision for the Future:

Accountability, Advocacy, Bond, Community, Equity, (Values) Internal Stakeholders, K-12 Partnerships, Program Excellence Public/Private Partnerships, Workforce

Shared Values: Vibrancy, Quality of Life, Access, Equity & Inclusion, Economic Security, Accountability, Community's College, Interdependence/Interconnectedness/Synergy

Shared Priorities: Advocacy, Affordability, Access (valuing it), Bond Financial Relevancy/Sustainability, Workforce (partnerships), Community (Focus/Seamless Transition, Synergy), How do we communicate our Story

Shared Vision: Debbie and Craig will get you a summary for a Shared Vision before the September Board Meeting.

WRAP-UP

Board members thanked the staff and each other for the positive energy and momentum; they enjoyed getting to know each other and gel as a team and hope to keep moving forward. Derr will ask for access to Travis Stovall's slides. Board members liked the Visual Arts space and would like to meet for their workshops in other areas of the College.

Arnold requested birthday dates from each member to build sense of community/trust.

ADJOURNMENT

The retreat adjourned at 2:25 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: *September 13, 2017*

ITEM TITLE: 5.2c

CONTACT PERSON: *Travis Brown, Human Resources Director*

SUBJECT: MONTHLY PERSONNEL REPORT

***This report outlines activity for the month of August 2017.**

NEW EMPLOYEES:

Administrators

Employee	Position	Department	Date

Faculty Managers

Employee	Position	Department	Date
Lisa Toupin	Education Site Manager	Head Start	8/14/2017

Support Staff

Employee	Position	Department	Date
Cutler, Brian	Remote Client Technology Technician	Information Technology	8/28/2017
Obelnicki, Henry	Education Specialist	Head Start	8/28/2017
Cardona, Madelene	Assistant Teacher	Head Start	8/28/2017
Osver, Nataliia	Teacher	Head Start	8/30/2017
Chubarova, Nataliya	Teacher	Head Start	8/30/2017
McGee, Shannon	Associate Teacher	Head Start	8/30/2017
Dial, Brianna	Teacher	Head Start	8/22/2017
Emil, Haidy	Assistant Teacher	Head Start	8/28/2017
Starks, Heather	Teacher	Head Start	8/31/2017

Zakhary, Marian	Assistant Teacher	Head Start	8/28/2017
Hall, Ra'Neisha	Teacher	Head Start	8/30/2017

TRANSFERS/CHANGE IN STATUS:

Employee	Previous Position	New Position	Date

CURRENT SEPARATIONS:

Employee	Position	Department	Date
Martinez-Moreno, Gabriela	Executive Assistant – Business Office & HR	Human Resources	8/1/2017
Hauck, Jennel	Teacher	Head Start	8/14/2017
Murray, Carlene	Teacher	Head Start	8/11/2017
Brown, Pailyn	EHS Family Support Specialist	Head Start	8/14/2017
Groom, Gabrielle	Teacher	Head Start	8/22/2017
Love-Taylor, Carrie	Education Site Manager	Head Start	8/25/2017
Jones, Christopher	Bus Driver	Head Start	8/29/2017
Mitchell, Lee	Instructor – Biology	Life Sciences	8/31/2017
Debner, Stephanie	Librarian	Library	8/31/2017
Broadsword, Daryle	Instructor – Health & PE	Health & Physical Education	8/31/2017



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.2d**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: MONTHLY FINANCIAL REPORT



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.2e**

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

SUBJECT: MONTHLY HEAD START REPORT

Mt. Hood Community College Head Start Program Report

July and August 2017

News:

- The temporary modules for five classrooms at Sunrise have arrived and we should be able to begin moving in next week. The children will have the opportunity to watch the new building being built and with good luck, we will move into the new building after January.
- Our new site at Rockwood Stark will have its final inspection on Monday the 28th. We should be able to start moving in later that week.
- We are still waiting for permits and bids for our Cleveland site. Unfortunately, we are delaying the opening of Cleveland for a few months. We will temporarily transport the Cleveland families to North Powellhurst during this time and then move them to Cleveland when the renovation is complete.
- Enrollment is going well we have completed 570 Enrollments in five days for both returning and new families for the 2017-18 school year. Thank you to Kaela Patterson for volunteering and helping out at the Health and Enrollment fairs.

Enrollment Report for June 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 2016-17

Head Start		Early Head Start	
Federal	399	Federal	132
State	625	State	6
City of Portland	40	City of Portland	24
		MIECHV	20
		Child Care Partnerships	75
Total:	1064	Total:	257

Enrollment for June

Head Start	Children	Early Head Start	Children
Head Start	1042	Early Head Start	182
	0	EHS Child Care Partnerships	75
Total:	1042	Total:	257

**Openings not filled in part year programs due to being in last 30 days of program year.*

Number of children who have applied (as of 6/30/17)

Program	Children
Head Start	289
Early Head Start	772
EHS Child Care Partnerships	49
Total:	1,110

Enrollment Report for July 2017

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		MIECHV	20
		Child Care Partnerships	75
Total:	1064	Total:	257

Enrollment for July

Head Start	Children	Early Head Start	Children
Head Start	40	Early Head Start	182
		EHS Child Care Partnerships	75
Total:	40	Total:	257

**Only the year-round classes are in session. Part-day classes will resume in September.*

Number of children who have applied (as of 7/30/17)

Program	Children
Head Start	609
Early Head Start	331
EHS Child Care Partnerships	18
Total:	958

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%	56%	73%
Davis HS			91%	88%	96%	88%	80%	87%	85%	90%	90%	89%	89%
Division HS			89%	83%	85%	80%	56%	68%	86%	74%	76%	77%	77%
Earl Boyles HS			93%	90%	93%	92%	88%	93%	87%	91%	93%	89%	91%
Early Childhood Center HS			89%	81%	75%	71%	68%	64%	71%	68%	71%	72%	73%
Early Childhood Center HS Full day			90%	84%	83%	82%	84%	80%	83%	78%	77%	76%	82%
Early Childhood Center EHS Full day			96%	90%	87%	81%	85%	84%	85%	88%	88%	86%	87%
Fairview HS			99%	88%	82%	78%	71%	71%	80%	76%	73%	75%	79%
Gateway HS			97%	93%	94%	87%	78%	75%	83%	78%	76%	81%	84%
Gethsemane HS			83%	72%	80%	80%	69%	70%	74%	66%	74%	68%	73%
Hazelwood HS			88%	83%	83%	76%	71%	71%	77%	79%	78%	75%	78%
Kelly Place HS			87%	87%	75%	69%	66%	70%	74%	74%	73%	70%	74%
Knott HS			89%	78%	82%	61%	61%	62%	74%	67%	73%	68%	72%
Mt. Hood HS			87%	88%	84%	81%	75%	76%	78%	79%	76%	59%	78%
North Powellhurst HS			89%	88%	82%	79%	74%	74%	80%	81%	81%	73%	80%
Rockwood HS			87%	85%	85%	78%	73%	72%	77%	77%	79%	80%	79%
Russellville HS	71%	79%	85%	89%	87%	86%	80%	85%	84%	88%	87%	81%	84%
Russellville EHS	83%	96%	99%	93%	81%	84%	78%	80%	79%	84%	87%	83%	86%
Troutdale HS			92%	81%	78%	75%	67%	74%	79%	73%	76%	80%	77%
Program ADA	78%	90%	90%	82%	80%	75%	73%	75%	79%	78%	79%	71%	

*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%	58%	31%	74%
Discovery Garden	77%	65%	57%	80%	71%	79%	68%	68%	70%	62%	64%	83%	70%
Gresham High School			79%	78%	73%	69%	72%	62%	76%	75%	79%	73%	74%
Happy Go Lucky	100%	99%	97%	100%	96%	75%	70%	81%	94%	85%	94%	50%	87%
KinderCare			86%	55%	83%	56%	58%	52%	76%	86%	76%	91%	72%
Little Friend's Day School	63%	91%	86%	55%	83%	86%	75%	80%	72%	90%	45%	91%	79%
Love Bug Too	33%	61%	81%	78%	95%	47%	60%	72%	61%	68%	77%	52%	61%
Melody's Munchkins	84%	97%	56%	75%	70%	96%	98%	74%	94%	97%	100%	98%	94%
Melody's Munchkins Too	92%	96%	96%	99%	99%	96%	93%	97%	100%	98%	100%	95%	96%
Pixie Child Care	78%	68%	93%	98%	97%	76%	67%	79%	70%	70%	76%	75%	74%
Reynolds Learning Academy			78%	80%	71%	63%	58%	49%	50%	50%	48%	27%	54%
Program ADA	75%	82%	80%	80%	83%	75%	72%	72%	76%	78%	74%	70%	

Attendance Analysis

June 2017

Twelve percent of absences were due to not being able to attend make-up snow days; 14% were due to illness (with 1% due to a family member's illness); 26% were due to no bus/no transportation (with 3% missing the bus); 11% were due to various other reasons such as appointments, family emergency, lice, overslept or vacation; and 37% we do not know the reasons.

Attendance Analysis

June 2017

Thirty percent of absences were due to illness (with 2% due to a family member's illness); 15% were for vacations; 9% were due to parents not having transportation; 7% were for appointments; 23% were due to various other reasons such as spending time with family, family emergency, or overslept; and 16% we do not know the reasons.

Mt. Hood Community College Head Start
Financial Report
June 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

Funding Source	Total Funds
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
Total	14,070,492

Expenditure Report for June

Budget Category	Budget	Spent	Percent Spent
Salaries and Fringe Benefits	\$10,267,026	\$9,714,701	94.62%
Equipment	\$0	\$0	
Travel/Training	\$250,491	\$193,822	77.38%
Supplies	\$227,859	\$330,013	144.83%
Contractual	\$1,043,042	\$778,792	74.67%
Other	\$2,282,074	\$2,168,051	89.88%
Total	\$14,070,492	\$13,185,380	92.85%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care*	\$256,916	\$200,712
USDA Funds*	\$575,000	\$514,676

*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 6/22/17

Description	Head Start	EHS	Children's Levy HS	Children's Levy EHS	MIECHV	EHS CCP	Totals
Center Supplies	10,011.63	3,035.21	319.80	294.71		10,011.63	3,035.21
Child Food							
Computer Supplies	44.98	1,262.98	1,000.00			44.98	1,262.98
Dental/Medical							
Education Supplies	108,088.01		156.37	4,509.00		108,088.01	
Family Services	1,676.14	45.12				1,676.14	45.12
Health Supplies	5,867.41	32.94				5,867.41	32.94
Maintenance							
Office Supplies	2,614.26	144.82				2,614.26	144.82
Other Costs	7,270.11	451.70	295.65	295.65		7,270.11	451.70
Parent Activities	5,094.05	478.98	600.00	348.30		5,094.05	478.98
Postage							
Pre-Employment	3,320.50	211.50				3,320.50	211.50
Site Repair	11,027.27	842.13	5.14	5,704.17		11,027.27	842.13
Training	1,508.23	91.21				1,508.23	91.21
Vehicle Costs	2,926.33					2,926.33	
Utilities	1,769.59	669.25	329.48			1,769.59	669.25
Total	161,218.51	7,265.84	2,706.44	11,151.83	0.00	161,218.51	7,265.84

Mt. Hood Community College Head Start
Financial Report
July 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 2017-JUNE 2018

Funding Source	Total Funds
Federal/State Head Start	10,041,571
Head Start Training	40,472
Children's Levy HS	404,500
Federal EHS Start	1,464,799
Federal EHS Training	35,397
EHS-CCP	1,466,450
EHS-CCP Training	37,500
Children's Levy EHS	368,826
ODE EHS	78,238
MIECHV	0
Total	13,937,753

Expenditure Report for June

Budget Category	Budget	Spent	Percent Spent
Salaries and Fringe Benefits	\$10,194,397	\$336,811	3.30%
Equipment	\$0	\$0	
Travel/Training	\$253,900	\$5,374	2.12%
Supplies	\$256,761	\$0	0.00%
Contractual	\$958,373	\$144	0.02%
Other	\$2,274,322	\$51,506	2.26%
Total	\$13,937,753	\$393,835	2.83%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care*	\$256,916	0
USDA Funds*	575,000	514,676

*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 7/22/17

Description	Head Start	EHS	Children's Levy HS	Children's Levy EHS	MIECHV	EHS CCP	Totals
Center Supplies	892.28	354.18	9.78				\$1,256.24
Computer Supplies	35.12						\$35.12
Dental/Medical	4,196.00						\$4,196.00
Education Supplies	5,012.15					131.49	\$5,012.15
Family Services	6,589.21	732.13					\$7,321.34
Health Supplies	1,933.04	214.78		7,569.95			\$9,717.77
Maintenance	153.90	17.10		351.88			\$522.88
Office Supplies	6,442.96	691.58					\$7,134.54
Other Costs	2,911.38	338.79					\$3,250.17
Parent Activities	265.78	29.53					\$295.31
Postage							\$0.00
Pre-Employment	276.50	3.50					\$280.00
Site Repair	5,362.35	15.00					\$5,377.35
Training	769.27	85.44					\$854.71
Vehicle Costs	11,423.20						\$11,423.20
Utilities	487.80						\$487.80
Total	\$46,750.94	\$2,482.03	\$9.78	\$7,921.83		\$131.49	\$57,164.58

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

Last Name	First Name	Position	Default Account No.
Mavonnie	Deitz	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	McAreaw	Family Worker/Glisan	5119-7416
Velvet	Cooley	Associate Director	various
Wendy	Rendon-Valente	Program Assistant (Fiscal)	various
Wolff	Wald	Transportation Specialist	5100/5102/5119-7061

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

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

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

USDA Reimbursement Rates for 2016-17

Meal	Rate per Meal
Breakfast	1.71
Lunch	3.16
Snack	0.86

June 2017

Meal	Number of meals served
Breakfast	4,227
Lunch	5,910
Snack	2,726
Total Reimbursement for the month:	\$30,388.74

USDA Reimbursement Rates for 2017-18

Meal	Rate per Meal
Breakfast	1.71
Lunch	3.16
Snack	0.86

July 2017

Meal	Number of meals served
Breakfast	767
Lunch	804
Snack	589
Total Reimbursement for the month:	\$4,358.75

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%
Yearly Total	\$1,840,647.00	\$1,860,442.56	101.08%

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
Total	\$6,183,497.00



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.2f**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: CONSIDERATION OF 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.

Administrative Costs	590,200
Funds to administer grant programs and to account for the administrative allowance moneys of the grant programs. (Other)	
Adult Basic Accountability	109,268
Adult Basic Education ABE ESL	143,429
Adult Basic Education El Civics	42,841
Adult Basic Education Grant	316,930
Adult Basic Education Program Improvement	28,180

Funds to offer adult and basic education instruction for people who have less than an eighth grade education or did not complete high school. (Federal)

Cooperative Work Experience	36,083
Cooperative Work Experience, Metro	56,076
Cooperative Work Experience, OR Fish and Wildlife	41,500
Cooperative Work Experience, Port of Portland	33,662
Cooperative Work Experience, WA Fish and Wildlife	15,109
Funds to administer the payment of students placed in cooperative education assignments. (State, Other)	

East County Pathways to College Success Consortium	88,703
<i>Funds to develop multiple guided pathways for students through completion of their post-secondary goal, including multiple and varied accelerated learning opportunities. (State)</i>	

Project Yess, Youth	31,500
<i>Funds to identify at risk youth in East Multnomah County and assist them in becoming employable and ultimately employed. (Federal, Other)</i>	

Oregon State Fire Marshal	10,308
<i>Funds to develop an effective template for an emergency plan for Multnomah County Local Emergency Planning Committee. (Federal)</i>	

Workforce Connections, Adult English Language Learner	47,600
Workforce Connections, Dislocated Workers Program English Language Learner	37,400
Workforce Connections, Dislocated Workers Program Readjustment	12,502
Workforce Connections, Metro	140,000
Workforce Connections, NEG Sector Partnership	179,651
Workforce Connections, Reboot Northwest	245,000
Workforce Connections, Supplemental Nutrition Assistance Program (SNAP)	170,000
Workforce Connections, TechHire	30,000
Workforce Connections, Training Implementation	359,104
Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, Other)	

Total	2,765,046
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ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.2**

CONTACT PERSON: *Jennifer DeMent, Chief Operations Office*

SUBJECT: PRESIDENTIAL SEARCH PROCESS - RFP REVIEW

Board members will discuss proposals received, deliberate, and select candidates to interview.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: 5.3

CONTACT PERSON: *Debra Derr, President; Tamie Arnold, Board Chair*

SUBJECT: RETREAT RECAP & NEXT STEPS

Board members will recap items from the August 25-26th Retreat and decide on a goal-setting process.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.4**

CONTACT PERSON: *Debra Derr, President*

SUBJECT: PRESIDENT'S GOALS, 2017 - 2018

Mt Hood Community College

College President’s Goals 2017-18

(Note: Goals reflect a continuation of the work in 2016-17)

Strategic Plan	Goal	Measure	Governance
Mission	MHCC actualizes its mission through its 2020 Strategic Plan through stakeholder engagement, transparent process, and tying resource needs to goal completion.	Planning and Assessment completed at each unit level Planning is tied to college priorities	Institutional Effectiveness Council Liaison: Craig Kolins
Mission	MHCC Successfully submits and is provided positive feedback from the NWCCU for its interim and one year reports.	Accreditation interim and one year report submitted. College receives positive feedback and guidance from the NWCCU.	Institutional Effectiveness Council Liaison: Craig Kolins
Learner Success	MHCC prioritizes student success and completion as evidenced through enrollment growth, improvement in student retention, and increases in student credential, certificate, and degree attainment.	Student Success Rate	Learner Success Council Liaison: Jarrod Hogue
Learner Success	MHCC has re-designed and fully implemented by 2019 a robust student learning outcomes system.	By the end of 2018 every discipline will have learning outcomes defined and reported to AIR for one	Institutional Effectiveness

	MHCC has re-designed the SPA process to reliably and relevantly assess MHCC programs and disciplines.	additional class and a comprehensive schedule will be developed for full and ongoing implementation. By the end of 2018 a schedule for SPA will be established and the new SPA process will be ready for full implementation Fall 2018.	Liaison: Craig Kolins
Community Pride	MHCC is recognized by its community as a first choice for education, training, and community engagement.	High School transition rate External Event hosted by the college SBDC value	Learner Success Council Liaison: Jarrod Hogue
Partner Innovation	MHCC is responsive and relevant to its community partners.	Advisory board members have all been provided with orientation. All CTE programs have functioning advisory committees with engaged members and meet a minimum of 2 times per year. Advisory board action items are implemented and transparent	Learner Success Council Liaison: Jarrod Hogue
MHCC Values	MHCC achieves financial health and sustainability.	Reserve Ratio aligns with Board policy A minimum of 5 CI projects identified and brought to fruition.	Infrastructure Council Liaison: Linda Vigesaa Institutional Effectiveness Liaison: Craig Kolins

		A System of Program Mix and Vitality has been developed and programs have been assessed.	Liaison: Craig Kolins
MHCC Values	MHCC employees are engaged the governance of the College and understand our decision making process.	Improved results on 2018 administration of the Climate Survey	People Strategies Council Liaison: Travis Brown
MHCC Values	MHCC 's organizational structure and systems support diverse students, employees and our surrounding communities. (Strategic Plan for Access, Diversity and Equity)	Student Success Rate of minority students mirrors or is better than the majority students Employees of MHCC reflect the communities of color we serve.	Access, Diversity and Equity Council Liaison: Debbie Derr

Summary of Goals and Results for the 2016-17 Academic Year

Mission

Goal: MHCC actualizes its mission through its 2020 Strategic Plan through stakeholder engagement, transparent process, and tying resource needs to goal completion.

Planning and Assessment completed at each unit level. Completing planning and assessment at the unit level will ensure engagement of all stakeholders in organization planning as well as clear understanding of their personal contribution to achieving college's mission. Increased accountability based on transparent assessment will naturally lead resources to be allocated to achieve stated goals.

Results

We had a soft roll-out of Unit Plans this past fiscal year. The standardized template has been created, units were identified, and mission and vision for each individual unit has been created. A series of training were provided to assist units with this new process. All units completed plans by June 15 meeting the goal to have all units done before the end of the fiscal year.

By October 2017 an electronic version of the Unit Plan will be developed making all planning information easily accessible and transparent. The next planning cycle is November 2017 through January 2018. Unit plans will serve as a basis to start next year budget development in February 2018. The outcomes for the unit plans will be reviewed in June 2018. The results along with the budget decisions will be used to make adjustments to the upcoming fiscal year along with the budget decisions.

Timeline

Jun 2017	Oct 2017	Nov 2017	Jan 2018	Feb 2018	May 2018	Jun 2018
Unit Plans for 17-18 are done	Software for Unit Plans is completed	Start of Unit Planning for 18-19	Unit Plans for 18-19 are done	Budget process for 18-19 starts	Budget for 18-19 is approved	Based on 17-18 results and approved budget adjustments are made

						for 18-19 Unit Plans
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Learner Success

Goal: MHCC prioritizes student success and completion as evidenced through enrollment growth, improvement in student retention, and increases in student credential, certificate, and degree attainment.

Student Success Rate is defined for accreditation/mission fulfillment purposes and measures the final results of the students earning degrees/certificates and/or transferring to continue their education. Improving student retention is obviously a middle step in order to increase completion rate.

Results:

Student Success Rate has improved from 28.8% to 30.1%.

Latest Completion Year	Start Year	Percentage
16-17	11-12	30.1
15-16	10-11	28.8
14-15	09-10	29.4

MHCC Student Development and Success strategies for improvements to completion:

Financial Aid “Auto-Awarding”-- For the past 2 years we have vastly grown our auto-awarding, in particular around the student enrolled in limited and restricted programs. For many of these programs, we have removed the need to apply. This has resulted in fewer students missing the requirement to apply for continuing financial aid.

Auto application for students on Maximum Timeframe Appeals (MTF) -- When a student submits and is approved for a MTF appeal, we record the term in which they planned to complete their degree. This report is transferred from the Financial Aid Office to our Degree Completion Office. The auto awarding of this degree eliminates the need for a student to apply to graduate.

Additionally, we have continued to auto-award the Oregon Transfer Module, which has proven to be a solid momentum point for earning the Associate of Arts or Sciences degrees.

We have also grown our Summer Bridge programming; through a combination of resources we have served over 150 students at our Bridge event. These students come to classes with a boost of preparation and better understanding of the support services available to them. We have seen growth in retention for these populations and are working to build a more sustainable model and funding sources to increase and scale this support program.

EAB Navigate, while still in its infancy, we have leveraged this tool to improve our student onboarding experience. This is through a guided process for students that takes the large number of needed steps to get started at MHCC and simplifies it. We continue down our implementation pathway and are eager to further develop and enhance this tool as we work on our Guided Pathways work institutionally.

Below is a chart mapping our past 10 years of performance in degree completion. In particular this year, we saw an additional 223 associates degrees.

Catalog Year	Overall Completions	2 Year Degree Completions
UG07 (7/27/07-7/24/08)	979	842
UG08 (7/25/08-7/23/09)	972	829
UG09 (7/24/09-7/22/10)	1089	932
UG10 (7/24/10-7/22/11)	1072	905
UG11 (7/23/11-7/27/12)	1249	1079
UG12 (7/28/12-7/27/13)	1720	1223
UG13 (7/28/13-7/26/14)	1892	1201
UG14 (7/27/14-7/25/15)	2165	1227
UG15 (7/26/15-7/29/16)	2126	1280
UG16 (7/30/16-7/21/17)	2361	1504

Community Pride

Goal: MHCC is recognized by its community as a first choice for education, training, and community engagement.

Since we'd like to become a first choice for three different groups, three indicators are needed to measure all outcomes.

High School transition rate is defined for accreditation/mission fulfillment purposes by measuring percentage of in district High School graduates enrolling at MHCC.

Results:

1. Our **high school transition rate** has increased from **19% to 31%** for 2016 (31% of in-district High School students have enrolled in a credit class at MHCC within one year of their graduation from their high school). It's actually even higher than our 3 year goal which was 25%.
2. **External Event hosted by the college**- is defined for accreditation/mission fulfillment purpose -a complex measure that takes into account number of unique external events, total number of events, total number of visitors, and organizers satisfaction.
 - a. Events Office
 - With the addition of an Events Coordinator there was a deliberate effort to improve the ability of both internal and external user to book the facility.
 - This effort simplified the room scheduling process, developed a plan for better customer service, began taking steps toward marketing the facility as an event venue, began to revise the current rental rate structure and worked with others on the utilization of 25live. As a result we have started to see increased usage of our facility.
 - Created a contract tracking document to ensure that upon completion all events are invoiced.
 - Simplified the room scheduling process for internal users to best fit business practices
 - Developed a plan for better customer service & client feedback
 - Began marketing MHCC as a destination for all types of events
 - Purchased floor covering for the Yoshida Event Center; which enables us to protect the flooring for our students while also enhancing our rental potential for external special events
 - Developed competitive and consistent rental rate structure
 - Wrote event policies for internal and external partners
 - Developed a webpage full of event resources

- Provided upfront and ongoing training for staff and faculty on 25live
- Increased the number of events held on campus

Number of events in 2014/2015: 230

Number of events in 2015/2016: 257

Number of events in 2016/2017: 278

3. *SBDC value* is defined for accreditation/mission fulfillment purpose- is a combination of 4 metrics that make it up (Advising hours, Long Term Clients, Capital Formation, and Businesses Startups)

Results:

- a. Impact 2015 to 2016 Increase
Capital Formation for clients \$ 441,890 to \$1,063,158 140%
Increased Sales for clients \$ 424,800 to \$2,567,935 505%
Contracts Awarded \$ 35,000 \$ \$236,500 576%
- b. Advising: 1,043
- c. Client Count: 260
- d. Business Startups: 14
- e. Events: 84 with 556 participants
- f. The U.S. Small Business Administration (SBA) has recognized Mt. Hood Community College (MHCC) Small Business Development Center's (SBDC) client Brandon Vaughn, President of All-Clean Property Maintenance LLC, with the Oregon SBA Small Business Spirit Award.

Partner Innovation

Goal: MHCC is responsive and relevant to its community partners.

This goal has been updated to reflect our new organizational structure and identified needs. However, through the Gresham Area Chamber of Commerce spring survey, MHCC was identified as the 4th most important resource in our area for the success of their businesses.

Advisory board action items are implemented and transparent as defined for accreditation/mission fulfillment purpose-this will ensure that the college receives feedback and adjusts programs in a timely manner to match the needs of our community.

MHCC Values

Goal: MHCC attains financial health and sustainability

Reserve Ratio: a measure that demonstrates ability of the college to face unpredictable future.

Results: The reserve ratio for the past 3 years has been:

Year	Amount	As a % of Expenditures
2014/15	\$6,332,430	10%
2015/16	\$8,746,939	14%
2016/17 (estimated)	\$9,200,000	14%

The 16/17 amount is also better/higher than what we adopted in the budget. Early review indicates that this is due to unspent budget. Variances over 3% are summarized below.

<u>Functional Area</u>	<u>Percent of Budget Unspent</u>	<u>Amount of Budget Unspent</u>
Instruction	3.6%	\$1,127,000
Research & Planning	13.5%	\$92,000
Academic Support	6.3%	\$514,000
Student Services	5.4%	\$290,000
Grants in Aid	18%	\$236,000

Efficiency review is done for all significant college processes. The implementation of newly planned administrative regulation will put the college on the path to eventually improve all processes to maximize resource utilization and lead to sustainability of the operations.

Results:

1. The College created a position to coordinate and direct continuous quality improvement efforts: Organizational Development Manager. The person in the position is Paul Wild.
2. Nine CI facilitators have been trained to date.
3. For FY 2016–17: 3 Tier II (i.e. large) CI projects completed
4. In progress: 25 projects (Tier I and Tier II)
5. Projected for FY: 50 (we want to promote as many small projects as possible to get people in the habit so we hope that most will be Tier I for now).

Governance

Climate Survey- through the climate survey we can monitor people's perception of their engagement in the governance of the college and their understanding of the decision making processes. This will be administered in Spring 2018.

Diversity

Student Success Rate of minority students as already defined for accreditation/mission fulfillment purpose this indicator is the same as overall student success rate with the only difference being measured for minority students only.

This measure has been changed to assess our communities' demographic make-up and strive to have our employee demographic/race and ethnicity mirror that of our community. Additionally, in the future we will examine the achievement gap and develop specific strategies to address.

Minority Student Success Rate

Student Success Rate has improved from 19.4% to 20.0% but is down from 20.5%. We need to disaggregate this data to provide more in-depth information

Latest Completion Year	Start Year	Percentage
16-17	11-12	20.0
15-16	10-11	19.4
14-15	09-10	20.5



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: 5.5

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

SUBJECT: FEE APPROVAL - MEDICAL ASSISTING

It is recommended that a \$300 course fee be added for course MA214 Medical Assistant; beginning Fall term 2017. This fee is to cover the cost of the clinical preceptorship student to faculty ratio and travel to and from clinical sites; as well as certification mock exams.

RECOMMENDATION:

That the Board move to approve the \$300 course fee for MA214 beginning Fall term 2017.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **5.6**

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

SUBJECT: HEAD START POLICIES - First Reading

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

CODE OF CONDUCT-STAFF

Purpose: The provision of standards of conduct supports agencies in reinforcing appropriate professional behavior among staff. Written standards of conduct help to guide staff members in ambiguous situations; and they help protect staff against allegations of misconduct.

Applicable Performance Standards: 1302.90 (C)

1. I will abide by the policies set forth in the following documents:
 - a. Mt. Hood Community College Board Policies and Administrative Regulations.
 - b. Child Development and Family Support Programs *Policy and Procedure Manual*.
2. I will show respect for and promote the uniqueness of each child and family and will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
3. I will adhere to the *Child Guidance Policy* at all times. I will use positive methods of child guidance at all times and will not;
 - Use corporal punishment, etc.;
 - Use isolation to discipline a child;
 - Bind or tie a child to restrict movement or tape a child's mouth;
 - Use or withhold food as a punishment or reward;
 - Use toilet learning/training methods that punish, demean, or humiliate a child;
 - Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - Physically abuse a child;
 - Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - Use physical activity or outdoor time as a punishment or reward.
4. I understand that no child is to be left alone out of sight or sound or unsupervised at any time.
5. I will maintain confidentiality regarding children, families and staff. I will protect this information by safeguarding it and discussing it only with those who have a legitimate need to know. Staff may not access confidential information other than what is required within the scope of their job responsibilities.
6. I will not provide any program services to my child or any of my family members. If this situation should arise, I will let my supervisor know of the issue, so alternative plans can be made.

7. I will report suspected child abuse as required by state law and program policy.
8. I understand that teamwork is a key value of the Child Development and Family Support Programs and agree to work diligently at being a good team member in my work group(s).
9. I will not use drugs or alcohol at the work site or come to work under the influence of drugs or alcohol.
10. I understand that it is my responsibility to obtain and maintain training and certification as required in my position qualifications.
11. I will not solicit or accept gratuities, favors, or anything of significant value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for Mt. Hood Community College.
12. I agree to work the days and times I am scheduled and will attend all assigned meetings.
13. I will not bring any family members to work during paid time without the prior authorization of my supervisor.
14. I understand that I must maintain professional boundaries with children, families and providers served by Child Development and Family Support Programs.
15. I understand this document shall be placed in my personnel file and that violations of these codes may result in disciplinary action up to and including termination.

I have read the Code of Conduct and agree to abide by it.

Name: _____ Date: _____

References/Resources: *Mt. Hood Community College Handbook for Child Development and Family Support Programs, Mt. Hood Community College Board Policies, Mt. Hood Community College Administrative Regulations, CDFS Policy and Procedure Manual, Child Guidance Policy, Confidentiality Policy, Suspected Child Abuse and Neglect Reporting Policy*

IMPASSE POLICY FOR HEAD START

Purpose: The impasse policy is used to solve a problem between the Policy Council and the Board of Education after all other means of settlement have been exhausted. It is expected that all differences will be settled at the lowest level of authority possible.

Applicable Performance Standards: 1301.6

In order to ensure continuous communications between Policy Council and the MHCC Board of Education, minutes will be sent to the Board liaison and MHCC Board minutes will be distributed to the Policy Council Executive Committee.

1. In the event of a policy or human resources disagreement, the members of the Policy Council Executive Committee, the Head Start Director, and appointed Board members will meet to discuss issues.
2. If the concern is not resolved at the meeting, the objecting party will notify the other in writing why the decision is not acceptable. Notification will occur within five working days of the first meeting.
3. An impasse committee consisting of two members of the PC Executive Committee, up to two Board members, appointed MHCC administrator/Manager, and the Head Start Director will meet within ten working days to seek a common resolution.
4. The new resolution will be submitted to the Board and Policy Council at their next meetings for approval.
5. If no mutual agreement is reached and an impasse continues, the Board and Policy Council select a mutually agreeable third party mediator and participate in a formal process that leads to a resolution of the dispute.

References/Resources:

STAFF QUALIFICATIONS

Head Start and Early Head Start

Purpose: The following criteria are set in order to meet minimum qualifications set forth for the staff of Head Start and Early Head Start.

Applicable Performance Standards: Head Start Act- Section 648A; 1302.91

Staff must meet the following minimum requirements in one of the methods listed below.

Education Managers, Education Specialists and Head Start Teachers:

1. Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D.) in Early Childhood Education/Child Development/Early Intervention and a Step 10 or higher in the Oregon Registry; **OR**
2. Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D) in a related field such as Elementary Education, Human Development; Child Psychology; Special Education; Liberal Studies; Home Economics; Child and Family Studies; etc.(not limited to these degrees) and a Step 10 or higher in the Oregon Registry.

Head Start and Early Head Start Assistant Teachers:

1. Step 3 or higher in the Oregon Registry and one of the following:
2. Preschool or Infant/Toddler CDA or Oregon I/T Credential; **OR**
3. Associate's degree or higher in Early Childhood Education/Child Development/Early Intervention; **OR**
4. Must obtain a CDA within two years of date of hire; **OR**
5. Must obtain an Associate's degree or higher in Early Childhood Education/Child Development/Early Intervention within two years of date of hire.

Early Head Start Teachers:

1. Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D.) in Early Childhood Education/Child Development/Early Intervention; with coursework in infants and toddlers and a Step 10 or higher in the Oregon Registry. **OR**
2. Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D) in a related field such as Elementary Education, Human Development; Child Psychology; Special Education; Liberal Studies; Home Economics; Child and Family Studies; etc.(not limited to these

degrees) with coursework in infants and toddlers and a Step 10 or higher in the Oregon Registry.

Early Head Start Associate Teachers:

1. An Infant Toddler CDA and a Step 7 or higher in the Oregon Registry; **OR**
2. An Infant/Toddler Professional Credential through Oregon Center for Career Development and a Step 7 or higher in the Oregon Registry. **OR**
3. An Associate (AAOT or AAS) degree in Early Childhood Education; with coursework in infants and toddlers and a Step 7 or higher in the Oregon Registry.

Early Head Start Family Support Specialist:

1. A Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D.) in Early Childhood Education/Child Development/Early Intervention; with coursework in infants and toddlers and a Step 10 or higher in the Oregon Registry; **OR**
2. A Baccalaureate (BA or BS), or advanced degree (M.A., M.S., Ed.D.) in a related field such as Elementary Education, Human Development; Child Psychology; Special Education; Liberal Studies; Home Economics; Child and Family Studies (not limited to these degrees); with coursework in infants and toddlers and a Step 10 in the Oregon Registry.

Family Workers and Home Visitors:

1. A minimum of a credential or certification in social work, human services, counseling or a related field; **OR**
2. An Associates or Baccalaureate (BS or BS), or advanced degree (M.A., M.S., Ed.D.) in social work, human services, counseling or a related field; **OR**
3. Must obtain the above within 18 months of date of hire.

Teacher's not meeting the above qualifications:

Teachers who do not meet the above qualifications may be hired conditionally. They must have at least an AA degree in Early Childhood Education (ECE) and the approval of the Head Start/Early Head Start Director.

1. A Professional Development and Training Plan will be completed with the Associate Director
2. This plan will outline the completion of a baccalaureate degree from an accredited college or university.

Degrees from outside of the United States:

Prospective employees and employees who have degrees from foreign countries will need to have their transcripts assessed to determine equivalency with U.S. higher education standards. Evaluation of degree equivalence must be by a private organization that is deemed qualified by the U. S. Department of Education and specializes in the evaluation/interpretation of foreign education programs. The expense of this evaluation is the responsibility of the employee/prospective employee.

Failure to meet and maintain these requirements, within the required time frames, will result in termination of employment.

References/Resources: *Professional Development and Training Plan;*



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *September 13, 2017*

ITEM TITLE: **6.1**

CONTACT PERSON: *Debra Derr, President*

SUBJECT: PRESIDENT'S REPORT