

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on October 18th, 2017, with a Regular Session at 6:30 p.m. at the Gorge Pavilion, 395 SW Portage Rd, Cascade Locks, OR 97014.

AGENDA SESSION #940

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
	5:30 p.m.			<i>Reception</i>	
1	6:30 p.m.	CONVENE AS MHCCD BOARD		CALL TO ORDER /DECLARATION OF A QUORUM/PLEDGE OF ALLEGIANCE	Tamie Arnold
	6:30	1.1	Action	Approval of the Agenda	Tamie Arnold
	6:30	1.2	Info	Cascade Locks Welcome	Diane McKeel
	6:40	1.3	Info	Leadership Moment	Diane McKeel
2	6:45			PUBLIC INPUT	
3				BUSINESS	
	6:50	3.1		Board Goals & Vision	Tamie Arnold
4				INFORMATION/REPORTS	
	7:50	4.1	Info	Presidential Search Update	Diane McKeel
	8:05	4.2	Info	Enrollment Report	John Hamblin, Sergey Shepelov
	8:15	4.3	Info	Financial Update	Jennifer DeMent

	8:35	4.4	Info	OCCA Board Meeting Report	Tamie Arnold
5				BUSINESS/ACTION	
	8:45	5.1	Action	Consent Agenda: Approvals & Information a) Minutes from 9/13 Board Mtg b) Minutes from 9/21 Workshop c) Minutes from 10/4 Workshop d) Monthly Personnel Report (September) e) Monthly Financial Report (September) f) Monthly Head Start Report (September)	Tamie Arnold
	8:50	5.2	Action	Board Policy Review - <i>First Reading</i>	Debra Derr
	8:55	5.3	Action	Head Start Policies - <i>Second Reading</i>	Jean Wagner
6	9:00			CLOSING REPORTS	
				<ul style="list-style-type: none"> • President's Report • Board Members • ASG Representatives • Advisory Representatives • Plus Delta 	
7	9:25			ADJOURNMENT	Tamie Arnold

The next regular meeting is scheduled for Wednesday, November 15th in Sandy, OR.

Additional Dates:

- OCCA Annual Conference: November 1-3
- Board Workshop: November 8

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: *October 18, 2017*

ITEM TITLE: 2.1

CONTACT PERSON: *Tamie Arnold, Board Chair*

SUBJECT: BOARD GOALS AND VISION



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: 3.1

CONTACT PERSON: *Diane McKeel, Board Vice Chair & Search Committee Chair*

SUBJECT: PRESIDENTIAL SEARCH UPDATE



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: 3.2

CONTACT PERSON: *John Hamblin, Sergey Shepelov*

SUBJECT: ENROLLMENT UPDATE



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: 3.3

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

SUBJECT: FINANCIAL UPDATE



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: 3.4

CONTACT PERSON: *Tamie Arnold, Board Chair*

SUBJECT: OCCA BOARD MEETING REPORT



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: **5.2a**

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

SUBJECT: APPROVAL OF MINUTES - September 13, 2017

Session #937

A meeting of the Mt. Hood Community College District Board of Education was held on September 13, 2017, with a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

CALL TO ORDER/DECLARATION OF A QUORUM

Board Members in attendance: Tamie Arnold (Chair), Diane McKeel (Vice Chair), Teena Ainslie, Kenney Polson (phone), Annette Mattson

A meeting of the MHCC District Board was called to order at 7:05 p.m. A quorum was present.

APPROVAL OF THE AGENDA

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

LEADERSHIP MOMENT

Arnold shared a poem called "The Thing that Couldn't be Done."

BIG IDEA

Charles George, Facilities Director, and Troy Builta, Building Information Specialist, shared a brief update on the College's sustainability efforts. MHCC was recently recertified by the Gresham GREAT Businesses Sustainability Program.

ACCREDITATION

Craig Kolins presented an update on the College's accreditation process. We were reaccredited in 2017, with a one-year report that is due this month. The board will receive a report in its Dropbox. Part of the report is a self-study on our actions since the visit; the College received four recommendations and are addressing these in the report. The fourth recommendation was in compliance but needed improvements. The Commission will review the report and provide feedback to the College in February.

Mattson asked if the board would receive copies of the report; she wants to make sure that the recommendations and improvements are acted upon. Kolins will make sure that board receives copies in Dropbox and send the link to the 7-Year report.

PUBLIC INPUT

No public input was received.

APPROVAL OF THE CONSENT AGENDA

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

BUSINESS & ACTION

PRESIDENTIAL SEARCH RFP

Jennifer DeMent presented a sheet with the consolidated vendor scores. She recommended interviewing the top two firms, as their scores were significantly higher than the others. Mattson agreed with DeMent's recommendation. The board will interview the vendors beginning at 5 p.m. on September 21st, pending vendor availability.

RETREAT RECAP

Arnold asked to move item 5.3 to 5.6, the end of the agenda. McKeel moved to approve. The motion was seconded and passed unanimously.

HEAD START POLICIES

Pam Corrie introduced three Head Start policies: the Code of Conduct, the Impasse Policy, and Staff Qualifications. The Code of Conduct was updated to meet current required performance standards. The Staff Qualifications policy has been updated since the last version approved by the board with additional requirements.

PRESIDENT'S GOALS

Derr said that the board is provided with the President's Goals each year after the board's retreat. Once the board approves those goals, they serve as the basis for the next connection in

the Strategic Plan, which is Unit Planning. She provided copies of her goals to the board, reading highlights. Each goal is tied to the Strategic Plan priorities and is measurable. The approved goals will be posted online by the end of the week. Ainslie asked if the Aquatics data is tracked; Derr said yes, it is tracked in great detail.

Arnold asked about the climate survey – what is the “perception of the governance of the college”? Derr responded one of her first tasks when hired was to improve trust, have better engagement in the governance of the College, and to improve morale. At that time, a climate survey was administered. From the results, the College created the governance councils and continue to refine our organization; it was a catalyst for the recent reorganization, and Derr committed to doing a survey every other year. Feedback indicated that employees do not understand how and where decisions are made.

Derr noted that her goals for the next year are a continuation of the previous year’s goals; goals take time to achieve. She emphasized that she and the College are focused on results.

McKeel moved to approve the President’s goals. The motion was seconded and approved unanimously.

MEDICAL ASSISTING FEES

DeMent stated that all course fees are brought forward to the board in the spring; this was not included, as it is a new program. It is a \$300 fee, and the program begins in 2018. McKeel asked if the classes would be at the CAL center; DeMent responded that it is on the main campus. Mattson asked about the cost – is it comparable to other colleges? DeMent responded that it is set with comparisons in mind.

Polson moved to approve the Medical Assisting fee. The motion was seconded and approved unanimously.

BOARD RETREAT RECAP

Arnold noted that several members are absent; she asked if the board was open to doing a retreat recap – there will not be time to come up with action items tonight, but she would like to define some of the items. The board decided to table the item to the next meeting.

PRESIDENT’S REPORT

Derr provided a written copy of her President’s Report. She noted that MHCC served as a Red Cross shelter for the recent Eagle Creek Fire, and our Incident Command Team did an outstanding job. Kim Hyatt was there from the early morning to late at night, helping to coordinate. Derr was amazed at the detailed level of work that happened, from moving animals to picking up extra garbage. The College will debrief on Friday, and Derr will provide a summary for the board.

McKeel asked about events on campus, particularly the Teddy Bear Parade. Derr will provide that information to the board.

BOARD MEMBER/ADVISORY COMMENTS

Ainslie noted that the number of responses we received to our RFP impressed her.

McKeel attended the OCCA New Board Member orientation and found it very helpful; she found two of her former County Commissioner colleagues were also now serving on community college boards.

Mattson attended the East Portland Action Plan meeting, the Government & Economic Affairs Committee meeting, the GABA monthly luncheon, and Gresham Chamber GREAT award presentation, representing MHCC.

Polson is looking forward to representing MHCC and the Pacific Northwest at the ACCT meeting.

Arnold attended the Sustainability award event and was honored to see the College recognized. She also attended the Nursing Pinning ceremony and will also attend the ACCT conference. She noted that the board will be inundated with information, and she would like to make sure that she is able to follow up at a Work Session. She also mentioned the Working Agreements document, which the board received for review. Arnold also updated the board on the calendar and board shirts.

Derr reminded the new board members that we will provide jackets for them.

ADVISORY COMMENTS

Johnson stated that faculty will be back next Wednesday, and she is looking forward to seeing board members at some of the events. She extended invitation to the board to attend classes and observe.

Arnold asked for a Plus Delta – what went well, and what can be done better? Arnold thanked Derr and Toth for the snacks. McKeel appreciated Arnold keeping presenters on time. Ainslie would like to see if we could get microphones; Derr responded that we hope to upgrade the room soon with grant money. Arnold would like to make sure students are able to attend; alternates could attend if the ASG President and Vice President are unable. Derr recommended a letter of invitation from the board.

McKeel volunteered for the next Leadership moment; Mattson will do the following one.

ADJOURNMENT

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

Adjourned at 9:05 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: *October 18, 2017*

ITEM TITLE: **5.2b**

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

SUBJECT: **APPROVAL OF WORKSHOP MINUTES - September 21, 2017**

Session #938

A workshop of the Mt. Hood Community College District Board of Education was held on September 21, 2017, at 5:00 p.m. in the President's Office.

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

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

PRESIDENTIAL SEARCH

Board members interviewed candidates for the Presidential Search Consultant vendor. The board agreed to pursue ACCT as a consultant, and to have Diane McKeel, Vice Chair, serve as the Chair of the Presidential Hiring Committee. Jennifer DeMent and the Purchasing Office will communicate further details about the contract as it is negotiated and finalized.

BOARD GOALS

The Board agreed to postpone discussion of the retreat and goal setting until the next session.

ADJOURNMENT

The meeting adjourned at 8:07 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: *October 18, 2017*

ITEM TITLE: **5.2c**

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

SUBJECT: APPROVAL OF WORKSHOP MINUTES - October 4, 2017

Session #939

A Workshop session of the Mt. Hood Community College District Board of Education was held on October 4, 2017, in the Council Chambers 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, Annette Mattson, Kenney Polson (phone), Michael Calcagno (phone)

Staff present: Debra Derr, Carrie Toth, Craig Kolins, Jennifer DeMent, Travis Brown

Arnold called the meeting to order at 7:06 p.m.

CORE VALUES INDEX

Arnold opened the meeting by asking each board member to talk about experiences and work that have inspired them recently, based on their core values.

PRESIDENTIAL SEARCH UPDATE

Arnold introduced the topic of the President Search. Jennifer DeMent and Travis Brown provided an update on the contract with ACCT. Board members discussed the potential makeup of the search committee and agreed the Jim Zordich, along with Committee Chair Diane McKeel, would represent the board on the search committee.

CALENDAR

Toth provided an overview of the board calendar. She will send out an e-mail link and password to the board.

BOARD GOALS

Arnold asked the board about formulating goals. Arnold asked how the board could set goals in a timely fashion; she would like to schedule time for this item. Calcagno suggested that the board members compile their top goals and consolidate the retreat materials into three or four specific things, to be sent to the Chair. Arnold could then compile a draft goals document based on the individual members' feedback. Mattson wants to make sure there is still a discussion, and prevent the board from doing too much – three goals are enough. Mattson asked that Arnold give instructions to the board members and ask for individual responses. Arnold would like to have something nailed down soon and be able to move toward a board self-evaluation; she would like to create a process to self-evaluate on an ongoing basis. Derr and Toth will assist Arnold. Arnold will ask for feedback from board members by the 16th.

ACCT DEBRIEF

Arnold shared her takeaways and goals from the conference, noting that she would like to see the board apply and be recognized for some of the awards presented at the ACCT conference; work together on board development opportunities, including ACCT mailings and webinars; give presentations at national conferences; have annual board training on disaster and emergency planning; develop a manual of best practices; and work on annual evaluations of the board and President.

McKeel echoed Arnold's feedback and stated that she would like updated information on our work with Ellucian, our food and housing insecure student population, and our emergency planning. She attended several sessions on Presidential searches.

Polson serves on the ACCT Diversity Committee, which meets twice per year and via e-mail. He would love to see MHCC increase its diversity efforts and earn the recognition that some of the other colleges. Arnold asked Polson to provide benchmarks as to where we are and where we should be – he would like to see our employee makeup reflect our diverse community. Arnold asked Polson for specific items on what other colleges have done and what some actionable items might be.

Calcagno commented that he does not want the board to lose sight of KMHD radio and the upcoming deadline for automatic contract renewal with OPB. Derr stated that it is on the list of workshop topics. Arnold asked Calcagno to work on a proposal; Polson volunteered to assist.

ADJOURNMENT

Zordich moved to adjourn. Adjourned at 9:37 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: *October 18, 2017*

ITEM TITLE: **5.2d**

CONTACT PERSON: *Travis Brown Human Resources Director*

SUBJECT: MONTHLY PERSONNEL REPORT

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

NEW EMPLOYEES:

Administrators

Employee	Position	Department	Date
Peralta, Felisciana	Director of Diversity Equity and Inclusion	President's Office	9/18/2017

Managers

Employee	Position	Department	Date
Anderson, Christine	Instructor – Biology	Life Sciences	9/20/2017
Clapp, Blakesley	Instructor – Television Production	Integrated Media, Performing and Visual Arts	9/20/2017
Davey, Danielle	Instructor – Symphonic Band Director	Performing & Visual Arts	9/20/2017

Entenmann, Zachary	Instructor – Mathematics	Mathematics	9/20/2017
LeBaron Botts, Petra	Instructor – Health & PE	Health & Physical Education, Athletics, Aquatics & Recreation	9/20/2017
Moadab, Salomeh	Instructor – Literature & Composition	English	9/20/2017
Sato, Yoko	Instructor – Japanese	Language	9/20/2017
Shelton, Amanda	Instructor/Athletic Trainer – Health & PE	Health & Physical Education, Athletics, Aquatics & Recreation	9/20/2017

Support Staff

Employee	Position	Department	Date
Arden, Jodi	EHS Assistant Teacher	Head Start	9/8/2017
Asheia, Treza	Head Start Classroom Aide	Head Start	9/11/2017
Bekele, Tringo	Classroom Assistant	Head Start	9/11/2017
Boulas, Mona	Classroom Assistant	Head Start	9/11/2017
Cruz Dominguez, Maria	Classroom Assistant	Head Start	9/11/2017
Davie, Sidney	Teacher	Head Start	9/6/2017
Edwards, Jennifer	Student Career Development Coordinator	Advising & Recruitment	9/18/2017
Garcia, Paulina	Assistant Teacher	Head Start	9/11/2017
Gardner, Lisa	Compensation and Benefits Analyst	Human Resources	9/5/2017
Ghobrial Rania	Classroom Assistant	Head Start	9/11/2017
Hernandez, Irma	Classroom Assistant	Head Start	9/11/2017
Khachatryan, Armida	Assistant Techer	Head Start	9/11/2017

Khalil, Mervat	Classroom Assistant	Head Start	9/11/2017
Lewis, Presley	Teacher	Head Start	9/11/2017
Markous, Hanaa	Head Start Classroom Aide	Head Start	9/11/2017
Moffat, Maralle	EHS Assistant Teacher	Head Start	9/11/2017
Nesson, Amanda	Head Start Classroom Aide	Head Start	9/11/2017
Palomo Ortiz, Ingrid	Head Start Assistant Teacher	Head Start	9/11/2017
Popp, Laurie	Executive Assistant: Operations and Human Resources	Human Resources	9/22/2017
Raun, Cheyenne	Classroom Assistant	Head Start	9/11/2017
Reyes Montesinos, Violeta	Classroom Assistant	Head Start	9/11/2017
Sanchez, Piedad	Head Start Assistant Teacher	Head Start	9/11/2017
Vazquez De Santiago, Julia	Classroom Assistant	Head Start	9/11/2017
Wu, Yun	Head Start Classroom Aide	Head Start	9/11/2017

TRANSFERS/CHANGE IN STATUS:

Employee	Previous Position	New Position	Date

CURRENT SEPARATIONS:

Employee	Position	Department	Date
Abernathy, David	Groundskeeper	Facilities Management	9/15/2017
Coulton, Mary	Teacher	Head Start	9/19/2017
Gil Silva, Brinidey	Assistant Teacher	Head Start	9/13/2017

Girsch, Mary	Instructor – Visual Arts	Performing & Visual Arts	9/29/2017
Myers, Ronald A	EHS Specialist	Environmental Health & Safety	9/29/2017
Perez, Shannon	Family Services Manager	Head Start	9/29/2017
Towles, Karin	Senior Accountant	Business Office	9/5/2017
Watters, Georganne	Instructor – Visual Arts	Performing & Visual Arts	9/29/2017
Young, Misty	Teacher	Head Start	9/5/2017



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: **5.2e**

CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

This report includes a pre-closed/audited summary for 2016/17, as well as a 2017/18 report through the month of August.

2016-17 Pre Audit Summary:

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. State support ended at \$27,057,711, which is 2% below projections for the fiscal year due to statewide adjustments for actual enrollment and property tax revenue.
- 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. Property tax revenue ended 1% below projections for the fiscal year.

Expenditures:

As of June 30, the college has processed most of the expenditure obligations for the fiscal year. Some payments and adjustments are still being processed as a part of the year-end closing. Overall, expenditures are less than budgeted and ended 5% below budget as of this pre-close report.

- 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 were 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. The savings realized are due to debt restructuring and/or refunding.
- 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, \$675,000 in transfers have been posted.

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2016/17
As of June 30, 2017 (Pre-Close)

	Actual Year to Date Jun 30, 2016 Audited	Adopted Budget 2016-17	Actual June 2017	Percentage of Budget Remaining
Revenues				
State Support	27,751,156	27,591,811	27,057,711	2%
Property Taxes	11,412,646	12,025,000	11,892,846	1%
Tuition and Fees	23,621,030	23,016,278	24,284,815	-6%
Uncollectible Receivables	(348,428)	(350,000)	(258,749)	n/a
Other Revenues	1,702,995	1,521,093	1,562,539	-3%
Transfers In	95,953	100,000	-	100%
TOTAL REVENUES	64,235,353	63,904,182	64,539,162	-1%
Expenditures				
Salaries	35,236,066	37,456,536	35,718,508	5%
Health Care	5,435,651	6,032,195	5,800,701	4%
Fringe/Taxes	9,874,418	10,706,659	10,082,627	6%
Materials & Supplies	5,774,160	6,543,571	6,351,365	3%
Utilities	1,602,576	1,659,805	1,620,093	2%
Grants in Aid/Tuition Waivers	1,116,270	1,310,863	1,075,772	18%
Debt Service	2,397,478	2,432,085	2,293,234	6%
Transfers to Other Funds	753,908	825,000	675,000	18%
TOTAL EXPENDITURES	62,190,527	66,966,714	63,617,299	5%
Rev Greater (Less) Than Exp	2,044,826	(3,062,532)	921,863	
Beginning Fund Balance	<u>6,332,431</u>	<u>6,023,990</u>		
Ending Fund Balance	<u>8,377,257</u>	<u>2,961,458</u>		
<i>As a percentage of expenditures</i>	<i>13.5%</i>	<i>4.4%</i>		

2017/18 Activity through August:

Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2017-2018 reflects Mt. Hood's estimated share of the biennial state support amount of \$564 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 for summer term is \$2 million and fall term is \$6 million. Preliminary enrollment numbers indicate a decline in tuition-bearing classes as compared to 2016/17 enrollment by -1.2% for summer and -6.1% for fall term.

Expenditures:

As of August 31, two months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 83% 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.
- 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.

MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2017/18
As of August 31, 2017

	Actual			
	Year to Date	Adopted	Actual	Percentage
	Jun 30, 2017	Budget	August	of Budget
	(Pre-close)	2017-18	2017	Remaining
Revenues				
State Support	27,057,711	26,039,885	6,813,844	74%
Property Taxes	11,892,846	12,157,745	33,160	100%
Tuition and Fees	24,284,815	24,866,898	8,736,262	65%
Uncollectible Receivables	(258,749)	(350,000)	-	
Other Revenues	1,562,539	1,137,778	74,575	93%
Transfers In	-	75,000	-	100%
TOTAL REVENUES	64,539,162	63,927,306	15,657,841	76%
Expenditures				
Salaries	35,718,508	37,507,825	3,960,691	89%
Health Care	5,800,701	6,203,420	539,317	91%
Fringe/Taxes	10,082,627	10,990,978	1,120,856	90%
Materials & Supplies	6,351,365	6,768,228	1,487,841	78%
Utilities	1,620,093	1,613,827	131,099	92%
Grants in Aid/Tuition Waivers	1,075,772	1,380,865	77,012	94%
Debt Service	2,293,234	2,329,475	-	100%
Transfers to Other Funds	675,000	825,000	-	100%
TOTAL EXPENDITURES	63,617,300	67,619,618	7,316,816	89%
Rev Greater (Less) Than Exp	921,862	(3,692,312)	8,341,025	
Beginning Fund Balance	<u>6,023,990</u>	<u>6,357,430</u>		
Ending Fund Balance	<u>6,945,852</u>	<u>2,665,118</u>		
<i>As a percentage of expenditures</i>	<i>10.9%</i>	<i>3.9%</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 2017/18 budget was based on the assumption that community colleges will receive \$564 million for the 2017/19 biennium. The 2017/18 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 2017/18 generates \$100.00 per credit hour for the General Fund. A technology fee of \$5.75 per credit hour and an Associated Student Government (ASG) fee of \$3.50 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: *October 18, 2017*

ITEM TITLE: **5.2f**

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

SUBJECT: MONTHLY HEAD START REPORT

Mt. Hood Community College Head Start Program Report

September 2017

News:

- All part-year center-based classrooms started fully enrolled this month. Head Start home based program needs to be full by October 6th. EHS Child Care Partnerships is currently working on meeting their deadline of October 1st.
- The program continues to have challenges at starting the necessary remodeling for the Cleveland site. We are due to get bids on Friday 9/29/17. In anticipation of this we have temporarily secured an additional classroom at North Powellhurst and we are transporting the Cleveland families to this site until their site is ready.
- The program management met with our OSEA union and came to an agreement to raise bus driver salaries to achieve parity with the salaries in the community.

Enrollment Report for August 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 2017-18

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 August

Head Start	Children	Early Head Start	Children
Head Start	40*	Early Head Start	182
		EHS Child Care Partnerships	72**
Total:	40	Total:	254

**During August, only our year-round classes were in session. All classes resume in September except our home-based program, which resumes October 2nd.*

***We had to cancel a contract with one of our providers on July 31st. This provider had 3 slots with us. We have completed a contract with another provider, and expect to be back up to full enrollment by the end of September. In the meantime, we are happy to report that we were able to place the three children from this terminated contract with our other providers; they just were not able to fill CCP slots because those providers' slots were already filled.*

Number of children who have applied (as of 9/1/17)

Program	Children
Head Start	98*
Early Head Start	268
EHS Child Care Partnerships	22
Total:	388

**This is the number of children on the waitlist after Head Start Part-year has been accepted, but not enrolled. August has been spent selecting children for the 2017-2018 school year and getting those children enrolled. We continue to enroll children to ensure that we are full on the first day that classes begin.*

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Melody's Munchkins Too	100%	98%											
Pixie Child Care	75%	72%											
Reynolds Learning Academy													
Program ADA	76%	76%											

Attendance Analysis

August 2017

Absence Reasons for August: Twenty-eight percent were due to illness, 19% were for vacation, 12% were due to no transportation, 6% were for appointments, 1% was due to family emergencies, 19% were excused for other reasons, and 15% were for unknown reasons.

Mt. Hood Community College Head Start
Financial Report
August 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 August

Budget Category	Budget	Spent	Percent Spent
Salaries and Fringe Benefits	10,194,397	773,142	7.58%
Equipment	0	0	
Travel/Training	253,900	14,239	5.64%
Supplies	256,761	8,618	3.36%
Contractual	958,373	64,265	6.71%
Other	2,274,322	127,810	5.62%
Total	\$13,937,753	\$988,074	7.09%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care*	\$256,916	30,501
USDA Funds*	\$409,063	4,436.74

*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 8/22/17

Description	Head Start	EHS	Children's Levy HS	Children's Levy EHS	MIECHV	EHS CCP	Totals
Center Supplies	1284.45	270.47	185.56				\$1,740.48
Computer Supplies	670.29	11,352.95				\$1,293.50	\$12,023.24
Dental/Medical							\$0.00
Education Supplies	729.59					\$1,231.15	\$729.59
Family Services	76.44	8.49					\$84.93
Health Supplies	1,427.91	124.27					\$1,552.18
Maintenance							\$0.00
Office Supplies	312.47	19.40					\$331.87
Other Costs	3,534.42	392.71					\$3,927.13
Parent Activities	7,841.23	100.03					\$7,941.26
Postage	39.20						\$39.20
Pre-Employment	1,911.50	67.00					\$1,978.50
Site Repair	1,714.43	84.69	73.30	73.30		\$73.30	\$1,945.72
Training	355.00	39.00				\$1,500.00	\$394.00
Vehicle Costs	11,184.28	228.60					\$11,412.88
Utilities	\$2,916.79	\$798.47	\$496.05			\$222.69	\$4,211.31
Total	\$33,998.00	\$13,486.08	\$754.91	73.30		\$4,320.64	\$48,312.29

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

Last Name	First Name	Position	Default Account No.
Maura	Mendoza	Family Worker/North Powellhurst	5100/5102-7402
Maurita	Davis	Operations Manager	various
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	McAreavy	Family Worker/Glisan	5119-7416
Velvet	Cooley	Associate Director	various
Wendy	Rendon-Valente	Program Assistant (Fiscal)	various
Wolff	Wald	Transportation Specialist	5100/5102/5119-7061

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

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

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

USDA Reimbursement Rates for 2016-17

Meal	Rate per Meal
Breakfast	1.71
Lunch	3.16
Snack	0.86

August 2017

Meal	Number of meals served
Breakfast	678
Lunch	688
Snack	533
Total Reimbursement for the month:	\$4,037.74

Head Start and Early Head Start Non Federal Share Report

2017-18

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



INFO

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: 5.2

CONTACT PERSON: *Debra Derr, President; Carrie Toth – Executive Assistant, Board of Education*

SUBJECT: RECOMMENDATIONS - BOARD POLICY UPDATES (*first reading*)

Mission, Vision and Values Statement: 1020

**Section 1000: College Governance
Mission, Vision and Values Statement
Board Policy: 1020**

**Board of Education Approval: 9/12/01
Revised: 3/8/06
8/18/07
7/8/09
6/12/13**

be|strategic

Vision

Mt. Hood Community College is nationally recognized as the choice for life-long education and is a leader in state-of-the-art learning environments and innovation; the college is celebrated by residents for its economic, social, cultural and recreational contributions to the district.

Mission

Transforming Lives | Building Communities

Core Themes

Learner Success | Community Pride | Partner Innovation

Values

MHCC is committed to:

- Staying abreast of educational and technological challenges, trends and innovations and transforming the college to meet the changing needs of our community. We are decisive, intentional and forward thinking.
- Providing innovative educational programs, methods and assistive technologies while also building strong community and business partnerships. We are collaborative, focused and purposeful.
- Cultivating an environment that celebrates and supports diverse communities, peoples, backgrounds and points of view. We are inclusive and respectful.
- Creating an active, friendly, welcoming and open environment for our staff, students and community. We are accessible, positive and responsive.
- Being responsible stewards of the physical and financial resources entrusted to us by the residents of the district. We are accountable, transparent and honest.
- Exceeding expectations in all customer service interactions. We are reliable, dedicated and empathetic.

The People and Their Community College: 1040

Section 1000: College Governance

The College's Commitment to Its Community

Board Policy: 1040 Board of Education (BE) Approval: 3/8/06

Mt. Hood Community College (MHCC) is a comprehensive, two-year, public post-secondary institution committed to providing relevant, industry-driven, accessible, quality instruction through transfer, career-technical, community education, and contract-based learning opportunities. By providing educational and support services and awarding associate degrees and certificates, MHCC strives to meet the needs of the diverse communities within our district. This purpose fuels our mission, drives our work, and underscores our values.

MHCC also serves as a cultural and athletic event center. Additionally, MHCC provides opportunities for academically prepared high school students to complete college coursework prior to high school completion. Admission to MHCC is open to all people age 16 or older.

The board is committed to affordable education.

END OF POLICY

Role of the Board of Education: 1060

Section 1000: College Governance
Role of the Board of Education
Board Policy: 1060

Board of Education (BE) Approval: 3/8/06

Mt. Hood Community College Board of Education shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with any applicable rules of the Higher Education Coordinating Commission, the board of education of a community college district may:

- (1) Subject to ORS chapters 238 and 238A, employ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefor, pursuant to ORS 243.650 (Definitions for ORS 243.650 to 243.782) to 243.782 (Representation by counsel authorized).
- (2) Enact rules for the government of the community college, including professional personnel and other employees and students of the community college.
- (3) Prescribe the educational program.
- (4) Control use of and access to the grounds, buildings, books, equipment and other property of the district.
- (5) Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the board, according to the terms and conditions of the gift or appropriation.
- (6) Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
- (7) Fix standards of admission to the community college, prescribe and collect tuition for admission to the community college, including fixing different tuition rates for students who reside in the district, students who do not reside in the district but are residents of the state and students who do not reside in the state.
- (8) Prescribe and collect fees and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
- (9) Provide and disseminate to the public information relating to the program, operation and finances of the community college.

- (10) Establish or contract for advisory and consultant services.
- (11) Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the district for the foreclosure of the mortgages.
- (12) Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.
- (13) Provide student services including health, guidance, counseling and placement services, and contract therefor.
- (14) Join appropriate associations and pay any required dues therefor from resources of the district.
- (15) Apply for federal funds and accept and enter into any contracts or agreements for the receipt of the funds from the federal government or its agencies for educational purposes.
- (16) Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.
- (17) Prescribe rules for the use and access to public records of the district that are consistent with ORS 192.420 (Right to inspect public records), and education records of students under applicable state and federal law and rules of the commission. Whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. However, faculty records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with the consent of the person who is the subject of the record or upon order of a court of competent jurisdiction.
- (18) Enter into contracts for the receipt of cash or property, or both, and establish charitable gift annuities pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities); and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an agreement for a charitable gift annuity, and to provide the necessary funding for reserves or other trust funds pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities).
- (19) Encourage gifts to the district by faithfully devoting the proceeds of the gifts to the district purposes for which intended.
- (20) Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all district purposes. Financing may be by any prudent method including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease-purchase agreements under which the district may acquire ownership of the leased property at a nominal price. The financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.

(21) Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in consortiums may expend money, provide facilities and assign staff to assist those institutions offering upper division and graduate instruction.

(22) Enter into contracts of insurance or medical and hospital service contracts or may operate a self-insurance program as provided in ORS 341.312 (Self-insurance program).

Policy Development: 1080

Section 1000: College Governance
Policy Development
Board Policy: 1080

Board of Education (BE)
Approval: 3/8/06
Revised: 7/8/09

The Board has the authority and responsibility to establish policy, which governs the College.

Board policies create a framework within which the President and staff can discharge their assigned duties in alignment with the college's mission, vision, and values.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board exercises its leadership in the governance of the College.

The policies will be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all applicable federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification to the Board rests with the president. Additionally, new policies or changes in existing policy may be proposed by any College Board member. The president, in developing policies to recommend to the Board, may be guided by recommendations of employees, community input and advice from legal counsel during the preparation and subsequent review of policy statements in accordance with the College's participatory governance guidelines.

The president will furnish necessary background information and make all final policy recommendations to the Board.

In cases where action must be taken within the College where the Board has provided no guidelines for administrative action, the president will have the power to act. It will be the duty of the president to inform the Board of such action. The Board will take action to review all policies every three years.

END OF POLICY

Equal Opportunity: Culture of Respect: 1100

Section 1000
Equal Opportunity: Culture of Respect
Board Policy: 1100

Board of Education (BE)
Approval:3/8/06
Revised: 4/6/10
4/13/11
5/13/15

The College is committed to a safe work environment for all employees and students, which includes zero tolerance from bullying, discrimination, and harassment along with the provision of equal opportunity in education and employment.

Equal Opportunity and Affirmative Action

The College shall comply with all local, state and federal laws related to equal opportunity and affirmative action in its employment practices, services, programs and activities. The College is committed to providing an inclusive environment and equal opportunity to all persons and prohibits all forms of discrimination based on age, gender, race, color, religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, or other status or characteristic protected by law, or association with individuals in such protected status or characteristic

Non-discrimination

The College promotes non-discrimination by maintaining a respectful working and learning environment free of all forms of discrimination and harassment. It is against district policy for any manager, supervisor, faculty, staff or student to engage in discrimination of any member of the College community based on race, color, religion, ethnicity, national origin, age, sex, marital status, disability or sexual orientation. The College shall comply with all local, state and federal laws with regard to non-discrimination.

Non-bullying / Non-harassment

The College is committed to maintaining a respectful working and learning environment with a zero tolerance policy regarding all forms of bullying or harassment. It is against district policy for any manager, supervisor, faculty, staff or student to engage in bullying, harassment or discrimination of any member of the College community based on but not limited to race, color, religion, ethnicity, national origin, age, sex, marital status, disability or sexual orientation.

The College shall: provide training that disseminates non-bullying / non-harassment procedures and complaint processes; notify the College community of rights and responsibilities; investigate all complaints promptly; and take appropriate action against offenders.

Americans with Disabilities Act (ADA) and Amendments

The College, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with

Disabilities Act of 1990 (ADA), (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability, is committed to maintaining employment practices, services, programs and activities that provide equity and access to qualified individuals with disabilities. The College is committed to ensure that all programs, services, and activities are accessible to people with disabilities, including College programs, services, and activities delivered on-line by the College through third-party vendors. All College applicants, students and employees with disabilities are to be able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as nondisabled applicants and students, with substantially equivalent ease of use; and are not to be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any College programs, services, and activities in person and/or on-line.

END OF POLICY

Public Records Requests: 1120

Section 1000: College Governance
Public Records Request
Board Policy: 1120

Draft Date: 03/02/2011
Board of Education (BE)
Approval: 4/13/11

Pursuant to Oregon Revised Statutes, every person has a right to inspect any nonexempt public record. The Board supports full cooperation in the interest of transparency whenever a request to inspect a public record or to receive a copy of a public record is received.

President-Chief Executive Officer-Board Clerk: 2020

Section 2000: General Administration
President/Chief Executive Officer/Board Clerk
Board Policy: 2020

Board of Education
Approval: 3/8/06

The President is the College's Chief Executive Officer and has, under the Board's direction, general supervision of the College and personnel. The President is responsible for managing the College under the Board's policies and is accountable to the Board for that management. When acting as Clerk, the President serves the Board in areas of specific Board interest.

The President may delegate to other district personnel any powers and duties imposed upon the president by Board policies. Delegation of power or duty, however, will not relieve the President of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference:
ORS 341.290



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *October 18, 2017*

ITEM TITLE: **5.3**

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

SUBJECT: **HEAD START POLICIES - Second 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

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

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;*