

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 14, 2016, with a Head Start Training 5:00 p.m., followed by a **Workshop** at 6 p.m., in the **President's Office**. A **Regular Session** will begin at 7:00 p.m. in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

AGENDA SESSION #925

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	5:00 p.m.			HEAD START TRAINING	Head Start Staff
	6:00 p.m.			Board Workshop: GO Bond, Meeting Times	Susie Jones
2	7:00 p.m.	CONVENE AS MHCCD BOARD		CALL TO ORDER/DECLARATION OF A QUORUM	Susie Jones
3		3.1	Action	Approval of the Agenda	Chair
		3.2	Action	Consent Agenda: Approvals & Information a) Minutes from November Board Mtg b) Monthly Personnel Report (November) c) Monthly Financial Report (November) d) Monthly Head Start Report (November) e) Acceptance/expenditure of projects funded in whole or partially by non-district funds f) Head Start Grants: Carryover of Funds Grant Application; Facilities Grant Application	Chair
4	7:05 p.m.			PUBLIC INPUT	
5	7:10 p.m.			INFORMATION/REPORTS	
		5.1	Info	President's Cup	Kim Hyatt

		5.2	Info	OCCA Report	Andrea Henderson
6	7:40 p.m.			BUSINESS/ACTION	
		6.1	Action	Receive Audit	Angelique Whitlow
7	7:50 p.m.			INFORMATION/REPORTS	
		7.1	Info	Aquatics Report	Tanya Richardson
8	8:10 p.m.			BUSINESS/ACTION	
		8.1		OSBA Elections	Susie Jones
		8.2		Second Reading: Policy Updates	Debra Derr
		8.3		First Reading: Policy Updates (Financial)	Debra Derr
		8.4		New Program Approvals: Fitness Technology, Medical Assisting	Susanne Rose
		8.5		Board Meeting Times	Jim Zordich
9	8:40			CLOSING REPORTS	
		9.1		Board Committees	Susie Jones
		9.2		President's Report	Debra Derr
10	9:00			CLOSING REMARKS	Susie Jones
				<ul style="list-style-type: none"> • Board Member Comments • ASG Representative Comments • Advisory Representatives comments 	
11	9:15			ADJOURNMENT	Susie Jones

The next regular meeting is scheduled for January 11, 2016

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

Please contact them as soon as possible to ensure availability.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **3.2a**

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

SUBJECT: APPROVAL OF MINUTES - NOVEMBER 9, 2016

Session #924

A meeting of the Mt. Hood Community College District Board of Education was held on November 9, 2016, with a Board Workshop at 6:15 p.m., followed by a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

WORKSHOP

Board Members in attendance: Susie Jones (Chair), Jim Zordich (Vice Chair), Teena Ainslie, Tamie Arnold (phone)

A workshop of the MHCC District Board was called to order at 6:16 p.m.

Bruce Battle presented a Communications and Marketing Review to the board using data for dates between June 2015-July 2016, so that a full year of data was reflected. The first half of 2015 was largely preparation. Battle had goals of getting MHCC back to mediums where it should have been (TV, radio); raising awareness of the College; getting MHCC in "Top of Mind" consciousness; and unified message across a strong mix of media. We did fall and spring enrollment TV ads, radio campaigns, movie theater ads, traditional print media and mail (to approximately 125,000 households), Google, Facebook (increase followers from 1400 in January 2015 to 8500 now), Twitter, Pandora, and various other methods.

Jones noted that we are doing general marketing and will be doing targeted marketing - if departments and programs were cooperative, they could provide other publications or areas. Battle agreed and would love to have this information from programs and departments, although there is some question of how money should be spent - some areas have marketing budgets, while others don't. Derr noted that we are now in the process of hiring a Marketing specialist to help us be even more deliberate. Jones asked if Battle's colleagues in k-12 were receptive and willing to put things in their publications. Battle responded that yes, absolutely - most of that is done through Sydney Frost in Recruitment. Zordich asked if there might be an Alumni publication; Derr responded that this would be through the Foundation.

CALL TO ORDER/DECLARATION OF A QUORUM

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

A meeting of the MHCC District Board was called to order at 7:00 p.m. A quorum was present.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Zordich moved to approve the consent agenda.

- a) Minutes from Board Mtg, 10/12/16
- b) Monthly Personnel Report
- c) Monthly Financial Report
- d) Monthly Head Start Report

e) Consideration of Selection of Flexible Spending Account (FSA) & Health Savings Account (HSA) Vendor

The motion was seconded and approved unanimously.

PUBLIC INPUT

Garie Zordich addressed the board. She noted that the Emily G. Gottfried award, honoring community human rights champions, was recently awarded. She stated that we are lucky in the Humanities Department to have a part-time faculty member named Sean Davis, a military veteran, published author, and veteran counselor, who received the Emerging Leader Award for the City of Portland.

Shedrick Wilkins, self-proclaimed community college advocate, addressed the board. He recently spoke to a PCC representative about the idea of “free college” and would like to be a lobbyist in Salem for food, aid, and basic health rights.

INFORMATION AND REPORTS

POWELL-DIVISION UPDATE

Charles George, Alan Lehto, and Michael Calcagno gave an update. Calcagno noted that the Powell-Division Steering Committee has concluded its work by vote, after three years of meeting to put together a recommendation. Mt. Hood is not part of those plans, but we have worked with TriMet, Metro, and the City of Gresham, to put together an MOU as an interim solution to better serve students: increased frequency on Line 20, closer focus on fare assistance, and real-time arrival displays are included. Despite the loss of the terminus, we have good alternatives that will help in the immediate future.

Lehto reinforced that the committee feel it is unfortunate that they couldn't bring the BRT to the campus, but they can provide some help to access our educational services. The first improvements will happen in March 2017, and they are scrambling to possibly add everything earlier than originally projected. He brought the copy of the MOU for Derr and Jones to sign.

George thanked Trimet, Metro, Calcagno, and all the partners for their collaborative work. Ainslie asked how students will access the schedule; Calcagno responded that we will have the real-time displays and could potentially have a section of our web page. Jones asked about future projects: will there be an ongoing conversation between MHCC staff and Trimet? Will Charles develop a needs assessment to help us prepare? George responded absolutely, he has been tasked with this issue and will work with the Trimet team.

SPRINGWATER CORRIDOR

Charles George presented an updated plan on future MHCC involvement in the completing of the 40-mile Springwater Corridor loop trail. The project has been in the works for decades but never completed. A proposed route for the MHCC portion of the loop was presented; this would be a very-long term project.

ACCREDITATION

Sheri Mosher presented the preliminary findings from our Accreditation visit, which has taken place with our 8 team members over the last two days. Over 30 meetings were conducted with various groups. Today was the exit interview; only an oral version could be presented on commendations and recommendations, delivered by Dr. Ryan Thomas. He noted that it was clear our #1 focus was on our students and said that they had a very positive experience. They gave us several commendations and four recommendations. We need an effective system of governance, a regular faculty evaluation process, assessment tools that are College-wide, and clear measures and indicators. With Sergey Shepelov's work, we are building a dynamic way to measure outcomes, and we will need to identify ways to use them. Next year will be Year 1 of the 7-year process. We will have more detail in our final report in January.

Derr thanked Mosher for her heart and soul that she has put into the project for a very long time. We were evaluated as though we had completed 7 years within 5 years. Derr was very relieved that the report came back as well as it did. We know that assessment and learning outcomes would come up – it is one of the most common recommendations colleges and universities receive. She thanked Polson, Jones, and Zordich for interviewing with the lead evaluator. One of the evaluators, as part of the Community Pride aspect, actually went out into the community and asked people what they thought of Mt. Hood and got very positive feedback.

Mosher stated that in approximately one week, we will receive a copy of the preliminary findings that we will check for errors of fact and give us the opportunity to correct. We will return the document within 10 days. Ainslie noted how impressed she was with the 7-year report document. Zordich noted that he is impressed with Mosher's dedication. He noted that the discussion with Dr. Thomas allowed room for discussion and painting a broad picture. He was relieved that Dr. Thomas's comments were so positive.

BUSINESS/ACTION

NEW PROGRAMS

Daryl Harrison-Carson presented a proposal for a Professional Theater Technician. Harrison-Carson noted that we have long had a transfer program in both theater and the technical side of theater. She said that there are many more jobs in that area than in the performing area. She is presenting a 2-year AAS degree that she hopes will improve recruitment and retention. It doesn't add any cost; it is made up of courses we already have and will help our students with Financial Aid. Jones stated that she really likes the concept; it doesn't cost us any more to do that but gives the students a skillset to seek a job. Derr strongly recommended approval.

Jones asked for a motion to approve the Professional Theater Technician program as presented. Zordich moved to approve. The motion was seconded and approved unanimously.

Hogue presented the Mechatronics proposal. It is also an AAS degree, but a one-year program. We received a grant from the Oregon Talent Council last year to seed this program, which primarily was used to purchase equipment.

Jones asked what space we are using now. Hogue responded that they are currently mobile units, but we are looking at two classrooms to designate for the program and alter as needed. We do not need shop space or a new facility. Jones asked where the long-term funding and equipment might come from. Hogue responded that partners have already stepped up; Boeing worked with the City of Gresham to put funding toward our Mechatronics program; we used some funding from Perkins, and some Foundation money. There will be additional costs in later phases. It will be a phased-in

program. Jones asked what the funding source will be to maintain the equipment. He noted that a Maintenance Tech is very different from what it was 20 years ago, and it is becoming more and more automated. Almost all manufacturers have a need for these maintenance technicians. There is currently no certification program in Oregon, so it is a huge opportunity for us. Derr thanked Hogue and Andy Dryden for their work.

Jones asked for a motion to approve the Mechatronics program as presented. Zordich moved to approve. The motion was seconded and approved unanimously.

POLICY UPDATES – APPROVAL

Derr presented a second reading of the policies presented at the October meeting. They included:

- 9020: Board Powers and Duties
- 9040: Individual Board Member’s Authority and Responsibilities
- 9061: Board Member Development
- 9062: Compensation and Expenses
- 9080: Standards of Conduct
- 9081: Board Member Conflicts of Interest
- 9082: Board Governance
- 9100: Board Officers
- 9120: Board-President Relationship
- 9140: Advisory Representatives to the Board
- 9160: Consultants to the Board

Jones asked for a motion to approve Board Policies 9020, 9040, 9061, 9062, 9080, 9081, 9082, 9100, 9120, 9140, and 9160 as presented. Zordich moved to approve. The motion was seconded and approved unanimously.

POLICY UPDATES – FIRST READING

Derr presented a second set of by-laws for review. They included:

- 9180: Board Meetings/Regular Board Meetings
- 9181: Special and Emergency Board Meetings
- 9183.2: Conduct of Board Meetings
- 9183.3: Minutes of Board Meetings
- 9183.4: Public Participation in Board Meetings
- 9200: Adoption, Revision, and Suspension of Policies
- 9240: Vacancies on the Board

There were few changes, but key changes include additional ADA language. Special meeting language was clarified as well.

Regarding “Emergency meetings,” Derr and Jones would decide what constitutes an emergency, and only that emergency business could be conducted. An example would be our electrical system failure.

BOARD COMMITTEES

The bond committee has not met again – it is on hold pending further information.

Jones presented on the progress of the Policy Governance Committee, which has met twice since the last meeting. Last meeting, board members received a copy of the charter, as well as a workflow. She presented a document with quadrants showing the areas covered by Policy Governance. Jones also presented the first draft of the Outcomes section from the committee. She asked board members to contact her or any of the other committee members with questions. The committee will then work on Executive Limitation policies.

PRESIDENT'S REPORT

Derr received information from the HECC illustrating their strategic plan. She distributed a document summarizing this plan and our responsibilities as part of that plan.

For the last month, the College has been focused on Accreditation, and Derr thanked everyone who worked throughout the process. Jones and Zordich attended the 10/14 education forum, and on 10/18 Calcagno and Derr attended reception and lecture by Sara Goldrick-Rab. Her focus is on what it really costs to attend college, especially those who are economically disadvantaged. Derr presented the board with copies of "Paying the Price."

Derr stated that she is continuing to work on our reorganization. A second all-staff forum was held, and there is a huge amount of information to process. By the end of the month, there should be some announcements. She attended the Superintendents Council meeting and shared outcomes of our College Now efforts. A team including Nikki Gillis, John Hamblin, Eden Isenstein, and others met to talk about the Oregon Solutions proposal to explore the Upward Mobility Center concept. They are beginning work on the pre-proposal.

EAB presented its findings on what a student needs to do to register at MHCC, and there will be a great deal of work to do in straightening out that process. Jones asked who is working with the EAB to navigate; Linda Vigesaa responded that there is a large committee. Derr requested an Executive Summary for the board. She congratulated Polson for his appointment to the ACCT Diversity Committee, who will attend his first committee meeting in February. MHCC made its annual visit to Alder Elementary on November 3rd. Derr congratulated the Athletics program on winning the President's Cup award in the NWAC for academic achievement by our student athletes.

BOARD MEMBER/ADVISORY COMMENTS

Boyle thanked the Accreditation team.

Calcagno passed.

Arnold passed.

Polson noted that he is excited to be part of the Diversity Committee for ACCT and representing MHCC and the Northwest.

Jones stated that the election is over, and we now need to focus on our bond, especially as Gresham Barlow appears to have passed its bond. She noted that she would like to see a lending library for the board as previously discussed.

Zordich was amazed by this year's OCCA conference. He especially enjoyed the pre-conference meeting and the legal briefing. He also enjoyed a presentation on property taxes and distributed some materials from the session to board members.

Ainslie thanked the College for making space available for long-term care training for State Ombudsmen in February. The training covers the crucial information people need before selecting long-term care options, how to pay for them, the rights of those who live there, and who is available to help. She distributed information to Board members. Students in the medical fields are invited to audit. She noted that facilities in our area are in desperate need of volunteer advocates.

ADJOURNMENT

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

Adjourned at 9:04 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: *December 14, 2016*

ITEM TITLE: **3.2b**

CONTACT PERSON: *Gale Blessing, Human Resources Director*

SUBJECT: MONTHLY PERSONNEL REPORT

***This report outlines activity for the month of November 2016.**

NEW EMPLOYEES:

Administrators

Employee	Position	Department	Date
None			

Faculty

Managers

Employee	Position	Department	Date

Support Staff

Employee	Position	Department	Date
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Hare, Jennifer	Academic Advisor and Retention Coach – Bilingual	Academic Advising	11/9/2016
Martinez, Monica	Enrollment Services Specialist- Bilingual	Business Office	11/21/16
Tweedale, Lawrence	Academic Advisor and Retention Coach	Academic Advising	11/1/2016

TRANSFERS/CHANGE IN STATUS:

Employee	Previous Position	New Position	Date
Whitney Diebel	Family Support Specialist	CDFS – Early Head Start	11/15/16
Moran, Lauren	Family Worker Specialist	CDFS – Head Start	11/15/16

CURRENT SEPARATIONS:

Employee	Position	Department	Date
Bautista, Felipa	Assistant Teacher	Head Start	11/18/2016
Hall, Ra Neisha T	Temp Teacher	Head Start	11/17/2016
Hinze, Karin E	HR Information Specialist	Human Resources	11/3/2016
Mitchoff, Heather	Administrative Assistant - CPCC	Career Center	



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **3.2c**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

2016-17 Activity through October:

Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2016-17 reflects Mt. Hood's estimated share of the biennial state support amount of \$550 million.
- Property tax revenue is received beginning in November. Revenue is turned over monthly from the counties, with the largest payments received in November and December.
- Tuition and fee revenue includes summer tuition of \$1.9 million and fall tuition of \$7.3 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2015/16 final enrollment by 11.45% for summer term and a slight increase of .63% for fall term.

Expenditures:

As of October 31, four months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 67% 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. Employees are currently enrolling in healthcare plans.
- Fringe and tax costs are paid based on a percentage of salary so the percentage of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed debt service schedule, with payments occurring in July, December, January and June.
- Transfers to Other Funds includes budgeted amounts of \$150 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects. Year to date there have been no transfers posted.

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

	Actual Year to Date Jun 30, 2016 (Pre-close)	Adopted Budget 2016-17	Actual October 2016	Percentage of Budget Remaining
Revenues				
State Support	27,751,156	27,591,811	13,696,167	50%
Property Taxes	11,412,646	12,025,000	90,623	99%
Tuition and Fees	23,970,974	23,016,278	12,591,336	45%
Uncollectible Receivables	(349,944)	(350,000)	-	n/a
Other Revenues	1,702,995	1,521,093	262,265	83%
Transfers In	95,953	100,000	-	100%
TOTAL REVENUES	64,583,781	63,904,182	26,640,391	59%
Expenditures				
Salaries	35,236,066	37,456,536	9,872,034	74%
Health Care	5,435,651	6,032,195	1,543,155	74%
Fringe/Taxes	9,874,418	10,706,659	2,774,363	74%
Materials & Supplies	5,774,160	6,543,571	2,140,341	67%
Utilities	1,602,576	1,659,805	333,544	80%
Grants in Aid/Tuition Waivers	1,116,270	1,310,863	408,026	69%
Debt Service	2,397,478	2,432,085	324,726	87%
Transfers to Other Funds	753,908	825,000	-	100%
TOTAL EXPENDITURES	62,190,527	66,966,714	17,396,189	74%
Rev Greater (Less) Than Exp	2,393,254	(3,062,532)	9,244,202	
Beginning Fund Balance	<u>6,332,431</u>	6,023,990		
Ending Fund Balance	<u>8,725,685</u>	<u>2,961,458</u>		
<i>As a percentage of expenditures</i>	<i>14.0%</i>	<i>4.4%</i>		

GLOSSARY

Revenues:

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

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

Tuition and Fees include all tuition, course fees and instructional service fees. Tuition for 2016/17 generates \$96.00 per credit hour for the General Fund. A technology fee of \$5.50 per credit hour and an Associated Student Government (ASG) fee of \$3 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$45 per term is also assessed to students registered for a minimum of one credit. An Access Fee of \$35 per term is also assessed to students registered for a minimum of two credits. The College implemented a Tuition Pledge that locks students' tuition in for up to four years as long as the student is making satisfactory progress towards their degree.

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

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

Expenditures:

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

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

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

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

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

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

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

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



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 3.2d

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

SUBJECT: MONTHLY HEAD START REPORT

Head Start/Early Head Start News from the Director

November 2016

News:

- Cascade update – Since the flooding of Cascade Crossing, we have not able to access the classrooms. Classes began in temporary locations on Tuesday, November 15 at Knott and North Powellhurst.
- In October, an all-day training “Head Start on Engineering” was provided for Rockwood, Troutdale, and Fairview teaching staff. Gina Svarovsky from the University of Notre Dame presented. This is part of an ongoing research project about promoting engineering with families and young children.
- Pam Corrie presented at the Oregon Leadership Network conference about the partnership with David Douglas School District at Earl Boyles Elementary.
- Kenan Ginsberg, the Attendance Specialist for the David Douglas School District will be presenting to our staff on December 16th on the importance of 90% school attendance for preschool children.
- As part of the program’s School Readiness Committee, we are asking local school districts to identify the most important skills they would like children to have when they enter kindergarten.
- MHCC Head Start will form a program wide Racial Equity Committee to guide the program in the area of Racial Equity. We hope to identify 3-5 goals for the program, to identify training on Structural Racism for staff, and to develop a program Racial Equity Policy statement. We invite participation from Policy Council and the Board.

- The program has begun the annual self-assessment and the annual community assessment. Policy Council members and Board members are welcome to participate.
- We are required to complete a facilities application for the duration grant. We will install a modular building at the Mt. Hood Community College Gresham campus. This requires approval by Policy Council and Board move forward.
- We will be writing for permission for a one-time carry over of unspent EHS Child Care Partnership funds (\$125,129). The grant was not full expended due to some contracts with child care partners beginning late. We need approval of Policy Council and the Board for this.

Enrollment Report for October 2016

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

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

Number of children funded to serve

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

Enrollment for September

Head Start	Children	Early Head Start	Children
Head Start	1064	Early Head Start	158
		EHS Child Care Partnerships	71
Total:	1064	Total:	204

Number of children who have applied (as of 10/1/16)

Program	Children
Head Start	180
Early Head Start	319
EHS Child Care Partnerships	14
Total:	513

Attendance Analysis

October 2016

Our program attendance for the month of October was at 82%. Most of the children were out of classes due to illness. Other causes for absenteeism were due to bus service not being available to certain sites or classrooms.

Site teams are working together to ensure that all are taking precautions to ensure that classrooms and sites are kept clean. Staff and families are being directed to wash their hands upon entrance into the classrooms. Staff is also talking with families about practices for keeping their child healthy and advising those to stay home when they are contagious.

Family Workers are also talking to families about alternatives for transportation when bus service is not available. Family Workers and Teachers are in the beginning of home visits and are both planning to have conversations with families about the importance of attendance.

Mt. Hood Community College Head Start
Financial Report
October 2016

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

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

BUDGET JULY 2016-JUNE 2017

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

Expenditure Report for October

Budget Category	Budget	Spent	Percent Spent
Salaries and Fringe Benefits	\$9,891,574	\$2,206,574	22.31%
Equipment	\$0	\$0	0%
Travel/Training	\$254,150	\$29,304	12.18%
Supplies	\$221,056	\$119,300	53.97%
Contractual	\$1,031,193	\$78,136	7.58%
Other	\$2,144,083	\$697,701	32.54%
Total	\$13,542,056	\$3,131,013	23.12%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care*	\$256,916	\$75,177
USDA Funds*	\$500,000	\$3,609.26

*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 10/20/16

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	8964.24	754.88	46.51			727.37	\$10,493.00
Child Food							\$0.00
Computer Supplies	401.21						\$401.21
Dental/Medical							\$0.00
Education Supplies	18,305.02						\$18,305.02
Family Services							\$0.00
Health Supplies	657.84					384.69	\$657.84
Maintenance	7,290.29	450.23				51.58	\$7,740.52
Office Supplies	142.50					414.08	\$1,508.71
Other Costs	1,058.81	153.70	153.70			153.70	\$1,366.21
Parent Activities	577.55	60.66					\$638.21
Postage	22.35	22.35					\$44.70
Pre-Employment	150.00						\$150.00
Site Repair	2,429.00	911.00					\$3,340.00
Training	1,443.03	300.33				170.00	\$1,743.36
Vehicle Costs	13,389.83	1,482.05					\$14,871.88
Utilities	3,002.82	1,077.77	422.69			308.82	\$4,503.28
Total	\$57,834.49	\$5,212.97	\$622.90	\$0.00	\$0.00	\$1,895.16	\$63,670.36

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.
Lara	Sandygren	Family Worker	16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404
Shannon	Perez	Family Services Manager	16-5100-00-7407, 16-5102-00-7407
Chamberlin	Carolina	Family Worker	16-5100-00-7401, 16-5102-00-7401
Christensen	Craig	Food Service Driver	16-5105-00-7327
Cooley	Velvet	Assoc. Director	16-5100-00-7400, 16-5102-00-7400
Davis	Maurita	Operations Manager	16-5105-00-7327
Davison	Kate	Family Worker	16-5100-00-7402, 16-5102-00-7402
Deitz	Mavonnie	Exec. Assistant	16-5100-00-7406, 16-5102-00-7406 16-5119-00-7406
Hendricks	Melissa	Family Worker	16-5100-00-7415, 16-5102-00-7415
Smith	Cynthia	Education Site Manager	16-5100-00-7415, 16-5102-00-7415
Corrie	Pam	Director	16-5100-00-7020, 16-5102-00-7020
Johnson	Tandi	Family Worker	16-5100-00-7402, 16-5102-00-7402
Kelly	Misty	Fiscal Specialist	Various
Love-Taylor	Carrie	Education Site Manager	16-5100-00-7402, 16-5102-00-7402
Salas-Umana	Erica	Health & Nutrition Manager	16-5100-00-7410, 16-5102-00-7410
McClenahan	Bernice	Education Site Manager	16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403

Last Name	First Name	Position	Default Account No.
Perez	Erlinda	Family Worker	16-5100-00-7412, 16-5102-00-7412
Recken	Roberta	Education Site Manager	16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404
Sellers	Cindy	Family Worker	16-5100-00-7415, 16-5102-00-7415
Szimonisz	Anna	Family Worker	16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403
Takkunen	Ali	Education Manager	16-5100-00-7020, 16-5102-00-7020
TBA		Education Site Manager	16-5100-00-7401, 16-5102-00-7401
Wald	Bella	Family Worker	16-5100-00-7404, 16-5102-00-7404
Wald	Wolff	Transportation Specialist	16-5100-00-7061, 16-5102-00-7061
Weathersbee	Steve	Facilities/Transportation Technician	16-5100-00-7700, 16-5102-00-7700 16-5119-00-7700
TBA		Education Site Manager	16-5100-00-7412, 16-5102-00-7412
Willow	Eirian	Family Worker	16-5100-00-7412, 16-5102-00-7412
Zanotti	Nikki	Administrative Assistant- Health	16-5100-00-7410, 16-5102-00-7410
Rendon Valente	Wendy	Program Assist.- Fiscal	Various
Dolan	Brenda	EHS Coordinator	16-5120-00-7416 16-5237-00-7416
Pearson	Lindsay	Education Site Manager	16-5100-00-7401 16-5102-00-7401
Ponce	Maria	Family Worker	16-5100-00-7400 16-5102-00-7400
Troutt	Mary	Family Worker	16-5100-00-7415 16-5102-00-7415
Mendoza	Maura	Family Worker	16-5100-00-7402 16-5102-00-7402
Harris	Robin	Family Worker	16-5113-00-7000
Rodriguez	Sandra	Family Worker	16-5119-00-7414
McAreavy	Theresa	Family Worker	16-5119-00-7414
Lee	Fred	Cook	16-5105-00-7327
Allen	Julie	ESM	16-5100-00-7412
			16-5102-00-7412

**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

October 2016

Meal	Number of meals served
Breakfast	13,955
Lunch	13,556
Snack	3,645
Total Reimbursement for the month:	\$60,223.02

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



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **3.2e**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

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

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

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

Childcare Resource & Referral	590,728
Childcare Resource & Referral, CHIF	1,832,721
Childcare Resource & Referral, Integrated	237,713
<i>Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)</i>	
Head Start, AFS	256,916
Head Start, CHIF	321,497
Head Start, CHIF Gateway	431,614
Head Start, Childcare	1,000,000

Head Start, Early HS Expansion State	78,238
Head Start, Early HS Federal	1,441,385
Head Start, Early HS Partnerships	1,500,000
Head Start, Federal	4,349,376
Head Start, Maternal, Infant & Early Childhood Home Visiting Program Federal	100,000
Head Start, Parents as Teachers (PAT)	276,410
Head Start, Preschool Promise	275,374
Head Start, State	6,080,781
Head Start, Special	210,625
Head Start, Training Federal	75,869
Head Start, United Way	168,764
Head Start, USDA	575,000
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
HECC Student Success	611,061
<i>Funds to provide a preparatory academic support including scholarships, tutoring, career guidance and internships. (State)</i>	
IRCO Upward Bound	5,000
<i>Funds to provide a preparatory academic support to low-income and first generation college bound middle and high school students from David Douglas School District. (Federal)</i>	
National Science Foundation	13,630
<i>Funds to provide funding for curriculum development. (Federal)</i>	
Open Education Resources	15,000
<i>Funds to provide funding for OER curriculum development. (State)</i>	
Oregon Campus Compact	4,500
<i>Funds to provide funding for student support services. (Federal)</i>	
Oregon Promise Support Services	82,990

Funds to provide funding for student support services for students who may be eligible to receive or have received Oregon Promise grants. (State)

Perkins Consortium	962,425
Perkins, Regional Alliance	62,993
Perkins, Reserve	86,621

Funds to further develop the academic and professional technical skills of professional technical students through high standards. Federal)

Project Yess	28,520
Project Yess, Alternative Education	
Project Yess, Bureau of Land Management	42,977
Project Yess, Metro	30,000
Project Yess, Patterns in Conservation	1,500
Project Yess, Youth 1	17,500
Project Yess, Youth 2	10,968

Funds to identify at risk youth in East Multnomah County and assist them in becoming employable and ultimately employed. (Federal)

Small Business Development Center	38,378
Small Business Development Center, Program Income	11,125

Funds to provide comprehensive services and resources to existing and potential small businesses; and to account for program income generated by the Small Business Administration federal grant. (Federal, Other)

Title III	2,186,639
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Funds to provide for student retention and student success. (Federal)

TRIO Student Support Services Grant	273,504
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Funds to provide support services to at risk students on campus. (Federal)

TRIO Talent Search Grant	240,480
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Funds to help low-income and first-generation students achieve success in secondary education and ultimately enroll in a post-secondary educational institution. (Federal)

Workforce Connections, Adult English Language Learner	32,000
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Workforce Connections, Career Boost City Sector	8,000
Workforce Connections, Career Boost State Sector	20,000
Workforce Connections, Dislocated Workers Program English Language Learner	48,000
Workforce Connections, Dislocated Workers Program Readjustment	420,600
Workforce Connections, DQP Assessment	4,900
Workforce Connections, Job Driven	107,500
Workforce Connections, Liaison Services	47,500
Workforce Connections, Health	78,698
Workforce Connections, Reboot Northwest	190,000
Workforce Connections, Participant Training	177,455
Workforce Connections, Training Implementation	303,908
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)</i>	
Total	25,967,383



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 3.2f

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

SUBJECT: HEAD START GRANT APPROVAL

The MHCC Head Start Policy Council approved the following two grants at the November 17, 2016 meeting and are submitting them to the Board for approval.

1. Carryover of Funds Grant Application:

Mt. Hood Community College began discussions about EHS Child Care Partnership carryover with Region X Office of Head Start in March when it became clear that certain projects would not be complete by August 1, 2016. Funds were not obligated due to a slow start up of the project and the length of time it took for the partners to plan for some of the larger projects.

We propose to carry over \$130,056 in order to fund the following:

- KinderCare, a partner who was added as a partner in EHS/CCP in June needs the infant/toddler playground to be more developmentally appropriate for young children.
- Pixie Child Care needs a new playground for infants and toddlers in a location adjacent to the infant/toddler classrooms. EHS CCP paid a Playground Consultant to draw plans.
- Little Friends Day School will purchase some playground items and will install turf on the playground area.
- Gresham High School Teen parent program has submitted plans for creation of an improved infant toddler playground.

2. Facilities Grant Application:

The Head Start program is applying to the Office of Head Start for \$400,000 to be used as capitalization funding to be amortized over the period of a new lease. Sunrise Development will construct a 10,040 sq. ft. Head Start center of six classrooms which will be available for the start of school in September of 2017.

Head Start has conducted a year of outreach to schools, churches, and private buildings seeking additional suitable space for Head Start. The new Head Start performance standards increases the length of the Head Start classroom day from a minimum of three and one-half hours per day, four days per week to six hours per day, five days per week. We currently share classroom space with two groups of children per day. The program will need greatly increase space to institute the longer days.

Thank you for your consideration of these items.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 5.1

CONTACT PERSON: *Kim Hyatt, Dean/Athletic Director*

SUBJECT: PRESIDENT'S CUP

Our Mt. Hood Community College Saints have won the 2015-16 Northwest Athletic Conference (NWAC) President's Cup for the second time in three years, which is awarded to institutions based on their academic performance. Points are awarded for student-athletes who complete 36 credits, 72 credits, and for those who complete a certificate or a degree. A student-athletes' GPA and the number of degrees earned determines the amount of points awarded per student.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 5.2

CONTACT PERSON: *Andrea Henderson, OCCA*

SUBJECT: OCCA UPDATES



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **6.1**

CONTACT PERSON: *Angelique Whitlow, TKW*

SUBJECT: **RECEIVE AUDIT**



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 7.1

CONTACT PERSON: *Tanya Richardson, Aquatics Manager*

SUBJECT: ANNUAL AQUATICS REPORT



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **8.1**

CONTACT PERSON: **Carrie Toth, Executive Assistant**

SUBJECT: OSBA ELECTIONS

2016 OSBA Election

OSBA Board of Directors Position 17

Francisco Acosta, Jr., Multnomah ESD

OSBA Board of Director Position 18

No election this year for board position 18

OSBA Board of Directors Position 19

Paul Anthony, Portland 1J

Resolutions

[Resolution 1](#) - Adopts the proposed 2017-18 OSBA Legislative Priorities and Policies



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 8.2

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

SUBJECT: OSBA RECOMMENDATIONS - BOARD POLICY UPDATES (*second reading*)

Board Meetings/Regular Board Meetings: 9180

"Meeting" means the convening of the Board as the College's governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meetings Law.

Regular Meetings

1. All regular meetings and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of race, creed, color, religion, ethnicity, national origin, age, sex, age, marital status, disability or sexual orientation is practiced.
2. If requested to do so at least 48 hours before a meeting held in public, the Board will provide an interpreter for hearing impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities will be as effective as communications with others.
3. At least one regular Board meeting will be held each month except as otherwise ordered by the Board. The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business. The Board Chair will conduct the meeting, or in his/her absence, the Vice Chair will conduct the meeting.

Electronic Communication

E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing community college business. E-mail among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. E-mail may contain:

- a. Agenda item suggestions.
- b. Reminders regarding meeting times, dates, and places.
- c. Board meeting agendas or information concerning agenda items.
- d. One0way information from Board members or President to each Board member (e.g. to share a report on community college progress on goals).
- e. Individual responsibilities to questions posed by community members, subject to other limitations in Board policy.

Private or Social Meetings

The Public Meetings Law prohibits private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter.

Special Meetings

1. If a quorum is not present or if additional business needs to be conducted at the regular time of adjournment, a special meeting may be called. The time, date and place of the adjourned meeting will be specified and appropriate notice given.

2. All meetings held in public will comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

Special and Emergency Board Meetings: 9180

Special Board meetings will be called when needed and will be open to the public. Such meetings may be called by the Board Chair, upon request of four members of the Board, or by common consent of the board. The clerk will post notice at least 24 hours before such a meeting is to be convened.

Local news media will receive written notice of the meeting at least 24 hours in advance.

Emergency meetings may be called only in the event of an actual emergency. They will be open to the public with appropriate notice given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Conduct of Board Meetings: 9183.2

The rules of parliamentary procedure contained in the most recent edition of Robert's Rules of Order will govern the Board in its deliberations. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the Chair will confine discussion to the matter before the Board. The Chair may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

The result of each member's vote on motions and/or resolutions will be recorded by name. A Board member who abstains from voting will be so recorded.

END OF POLICY

Minutes of Board Meetings: 9183.3

The President will designate a staff member to serve as Board secretary and will directly supervise and evaluate the work of the secretary. The Board secretary will take notes at Board meetings, compile minutes and perform related work as assigned by the President or requested by the Board Chair. These duties will include, but not be limited to, recording the disposition of all matters on which the Board considered action; preparing and distributing minutes in advance for approval at the next Board meeting; maintaining properly authenticated official copies of the minutes; and maintaining the official record of Board policies and administrative regulations.

The written minutes will be a true reflection of the matters discussed at the meeting and will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter; and
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

All minutes will be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes from the President's office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member.

The College will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

END OF POLICY

Public Participation in Board Meetings: 9183.4

The Board invites citizens to attend Board meetings to become acquainted with the program and operation of the College. Members of the public are also encouraged to share their ideas and opinions with the Board, when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision, or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services. Auxiliary aids and services for disabled persons will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the board demonstrate such requests would result in a fundamental alteration to the service, program, or activity or in undue financial and administrative burdens, alternative means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present concerns during the designated portion of the agenda. At the discretion of the Board Chair, further public participation may be allowed.

Procedures for Public Participation in Meetings

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interest of the individual, the College, and its patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the President for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of College operations and programs, but the Board will not hear complaints concerning individual College personnel. The Board Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

¹ Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large text.

Adoption, Revision, and Suspension of Policies: 9200

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless a by unanimous vote of the Board.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Board policy documents will be available online. When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published online at the earliest opportunity.

The operation of any section or sections of policies not established by law or specifically listed in the current labor document may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

In the event of emergency or special circumstances, the operation of any section of Board policy, including those governing its own operational procedures, may be temporarily suspended by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law or contract.

The President has continuing responsibility to alert the Board of all policies that may need revision.

END OF POLICY

Vacancies on the Board: 9240

The Board will adhere to Oregon Revised Statute 341.335 when filling Board vacancies. The statute allows the Board to fill vacancies by a process developed in public session. The procedure for filling the position may include immediate action or holding the position open until the next election.

END OF POLICY



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: 8.3

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

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

Updates to follow.

Fiscal Year: 3020

The fiscal year will extend from July 1 to June 30 inclusive.

END OF POLICY

Reserve Fund Balance: 3030

The Board understands that in order to avoid financial instability, continuing requirements cannot increase faster than continuing revenues. It is the policy of the Board to establish unappropriated reserves and an emergency contingency account in the General Fund, each fiscal year during the budget process. These combined amounts are the ending fund balance, and the minimum combined amount shall equal 5%, with a target range of 6%-10%.

1. Unappropriated Reserves:

Except for the specific conditions cited in ORS 294.455, no action may be taken through resolution or supplemental budget to spend these monies. The account will be funded at a minimum level of 2% of total General Fund expenditures, with a target of 3% to 5% on average.

2. Contingency Funds:

Contingency will be funded at 3% to 5% of General Fund expenditures. To ensure contingency funds are only spent as absolutely necessary, the following are guidelines to be used by the Board, when considering requests for transferring monies out of the General Fund contingency account:

- a) The contingency account may be used for “one-time-only” allocations, and
- b) The contingency account is limited to the following:
 - i. Emergency situations which, if left unattended, will jeopardize the health and safety of the College community; or
 - ii. Unanticipated expenditures necessary to keep a public commitment or fulfill a legislative or contractual mandate, or which have been demonstrated to result in significant administrative or programmatic efficiencies, that cannot be covered by existing appropriations.

When the Ending Fund Balance falls to less than 5%, the college shall adopt a plan to replenish the Ending Fund Balance to 5% within two years. If the total Ending Fund Balance (including restricted) falls to levels that require short-term borrowing, the levels set by this policy shall be automatically reviewed and adjusted as necessary.

END OF POLICY

Appropriation Transfers: 3300

Transfers of appropriations may be made within a given fund when authorized by official resolution of the governing body. The resolution will state the need for the transfer, the purpose for the authorized expenditure, and the amount of appropriation transferred.

END OF POLICY

College Foundation: 3040

The College Foundation is an independent, nonprofit 501(c)(3) tax exempt charitable organization, the purpose of which is to foster friends and raise funds for the College. The Foundation receives, invests, administers, and disburses restricted and unrestricted gifts. Foundation activities focuses on creating opportunities for students, encouraging College-wide innovation, and building partnerships with the community. The Foundation acts as a separate organization from the College, with bylaws set forth by the Foundation Board of Directors, which is made up of voluntary members.

The Foundation will seek to further the interests of the students, alumni, faculty and staff of the College, and to promote the development of the College's educational, cultural, recreational, research, service and facility programs. Foundation projects selected for funding should enhance efforts and priorities of the Board.

The College Foundation will have the authority to exercise all powers granted by ORS 65.036, and to exercise such other and additional powers as may be necessary, suitable, or proper for the furtherance or accomplishment of any of the above purposes. This authority is at all times limited to the exercise of only such powers as are in furtherance of the tax-exempt purposes of the corporation and as may be exercised by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and by its regulations as they now exist or as they may hereafter be amended.

The functional responsibility for the Foundation rests with the president or designee.

END OF POLICY

Fiscal Accounting and Reporting: 3120

The College president and/or designees will be responsible for designing and implementing processes for internal control which will provide reasonable assurance for protecting the College's financial and physical assets, for effectiveness and efficiency of operations, reliability of financial reporting and compliance with applicable laws and regulations.

END OF POLICY

Tuition and Fees: 3160

The Board will establish tuition rates and set refund schedules for students dropping courses from the College. The President will submit recommended rates and proposed refund schedule changes to the Board that meet the annual budget calendar.

The President will develop Administrative Regulations, as necessary, to implement this policy, including provisions for tuition waivers, deferred tuition, and fee payment.

END OF POLICY



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **8.4**

CONTACT PERSON: *Susanne Rose, Instructional Coordinator*

**SUBJECT: NEW PROGRAM APPROVALS - FITNESS TECHNOLOGY CERTIFICATE,
MEDICAL ASSISTING CERTIFICATE**

Fitness Technology Certification Program

Executive Summary

Chronic diseases such as diabetes, heart disease, stroke, numerous forms of cancers and many other unhealthy conditions continue to contribute to a public health crisis within the United States of America. Decades of verifiable research has correlated the positive effects of exercise and healthy diets on preventing such chronic diseases. The health and fitness club/gym industry is on the forefront of helping people attain and practice balance in exercise and diet. Fitness trainers are a significant part of this industry as they help educate, guide and motivate individuals into gaining fitness and acquiring healthy behaviors.

One purpose for the Fitness Technology certification program is that it is designed to prepare students for work within the health and fitness club/gym industry. Students who successfully complete the one-year program will attain a nationally recognized fitness professional certification from the National Academy of Sport Medicine (NASM). This certification will allow students the opportunity to seek employment as a fitness/personal trainer. According to members of the program's advisory committee, the NASM personal training certification is one of, if not the most, preferred nationally recognized certifications within the United States.

A second purpose of this one-year certification program is that it acts as an academic guided pathway for students interested in continuing their education in Exercise and Sport Science or a related field. Partners at Eastern Oregon University, Portland State University and Concordia University (Portland) have expressed excitement for the transfer opportunities this program offers.

Background

The Health and Physical Education (HPE) department at Mt. Hood does not currently offer students a departmental transfer degree. Students interested in studying Physical Education/Exercise and Sport Science have the opportunity to attain an Associates of Science Degree with an emphasis in the field. The course work included in this AAS degree is transferrable to several four-year academic institutions within Oregon and satisfy lower-division coursework and prerequisites.

The coursework included in the FTC program will satisfy several requirements towards the AAS PE/Exercise and Sport Science emphasis. This will help students interested in transferring to pursue a Bachelor's degree at several Oregon four-year institutions. Additionally, students who successfully complete the one-year FTC program will earn a nationally recognized certification that will qualify them for employment as a fitness/personal trainer.

Proposed Program

The Health and Physical Education (HPE) department at Mt. Hood Community College (MHCC) is proposing the implementation of a new one-year Fitness Technology Certification program. This program will consist of 40 credits of coursework that includes required courses for general education, electives and fitness technology specific classes. The 40 credits will be delivered throughout three terms (Fall, Winter, Spring) of instruction.

Three newly developed Fitness Technology Certification (FTC) courses will be included in this program. Each FTC course will be three credit hours totaling nine credits of program specific coursework.

A nationally recognized personal training certification will be included in this program. The cost of the book, the NASM certification test and additional resources will be included in the course fees for the FTC specific courses. This will allow students who qualify for financial aid the opportunity to have minimize out-of-pocket expenses. NASM has also agreed to offer Mt. Hood students a discounted price for all related resources.

National Labor Market Analysis

The following information was obtained from the U.S. Bureau of Labor Statistics, Employment Projections program: Note: Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of fitness trainers and instructors is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations.

As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors. For example, some organizations may open their own exercise facilities onsite to promote employee wellness.

Other employment growth will come from the continuing emphasis on exercise to combat obesity and encourage healthier lifestyles for people of all ages. In particular, the baby-boom generation should continue to remain active to help prevent injuries and illnesses associated with aging.

Participation in yoga and Pilates is expected to continue to increase, driven partly by older adults who want low-impact forms of exercise and relief from arthritis and other ailments.

2015 Median Pay	\$36,160 per year \$17.59 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2014	279,100
Job Outlook, 2014-24	8% (As fast as average)
Employment Change, 2014-24	23,400

The information presented by U.S. Bureau of Labor Statistics, Employment Projections program is consistent to information discussed by advisory committee members. Unanimously, the members of the advisory committee indicated that a nationally recognized certification was necessary to obtain a fitness/personal training position at one of their health/fitness clubs. The majority of the committee members also agreed that the NASM was either the only certification or among the most desirable certifications that they would expect from their trainers.

Local Labor Market Opportunities

According to the online job search website **Glassdoor**, there are 128 fitness/personal trainer jobs within 100 miles of Portland, Oregon as of December 4, 2016.

According to the online job search website **Indeed**, there are 245 fitness/personal trainer jobs within 100 miles of Portland, Oregon as of December 4, 2016.

According to the online job search website **Monster**, there are 342 fitness/personal trainer jobs within 100 miles of Portland, Oregon as of December 4, 2016.

Budget Impact

This proposed program will require three newly created courses that will be three credits each. A total of nine credits will need to be taught by faculty within the HPE department. The HPE department has several qualified full and part-time faculty who could include this coursework in their ILC workload. Additionally, the HPE department has an opportunity to replace two to three retired faculty. It is possible to include this coursework in the workload of the new faculty.

Fitness Technology

One-Year Certificate

MHCC Faculty Advisers

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Heart disease, diabetes, high blood pressure, stroke and numerous other chronic diseases have been on a steep incline for decades. The development of these diseases have been linked with inactivity, unhealthy nutritional choices, poor time management and other lifestyle-related factors. Fitness Technology professionals are at the forefront of ebbing this deadly and costly trend by helping to promote health and prevent disease. The fitness industry is continuing to grow as more people become health conscious and demand trained professionals to help reduce risk factors for disease.

The Fitness Technology certificate is designed to give individuals the knowledge, skills and experience necessary to become a fitness professional. The one-year curriculum is aimed at preparing students to demonstrate proficiencies in multiple fitness related domains including human movement science, considerations in nutrition, exercise technique and training instruction, health and fitness assessment, fitness program design, etc. This program will help students work towards obtaining a nationally recognized certification in the fitness industry and can help students continue their education in the exercise/sport science field. Students successfully completing this program will also earn a First Aid and CPR Certification.

Program Outcomes

Upon successful completion of this certification program, students will be able to:

- Identify, analyze and apply behavior modification strategies to promote health and fitness to clients
- Apply advanced exercise principles in order to create responsive, adaptive, and personalized exercise programs for a diverse population
- Describe national standards of professional practice including ethical business practices, confidentiality, adherence to legal requirements and professionalism as they relate to the fitness professional
- Administer and analyze various fitness assessments including cardiovascular endurance, power, speed, body composition, anthropomorphic measurements, muscular strength, endurance and flexibility
- Identify and implement widely-accepted procedures and protocols for emergency cardiac care, airway obstruction, automated external defibrillator and basic first aid

First Quarter (Fall)		Credits
FTC131	Structure and Function of the Human Body	3
HE204	Diet and Weight Control	3
PE131	Introduction to Physical Education	3
**WR101	Workplace Communication	4
Term Total		13
Second Quarter (Winter)		Credits
FTC132	Exercise Science for Fitness Technology3	
*MTH065	Beginning Algebra I (or higher)	4
HPE295	Health and Fitness for Life	3
SP111	Fundamentals of Public Speaking	4
Term Total		14
Third Quarter (Spring)		Credits
FTC133	Fitness Assessment and Programming	3
HE252	First Aid: Responding to Emergencies	3
PE280A	Co-op Ed Fitness Tech: Exercise Technique	3
PSY201	General Psychology	4
Term Total		13
Total Program Credits		40

*MTH111 is needed to obtain a transfer degree

**WR121 is needed to obtain a transfer degree

Concept Paper: New Medical Assistant Certificate Program

Executive Summary

With the passing of the Affordable Care Act in 2012 an increasing number of participants are enrolling for healthcare services with the emphasis shifting from acute care to primary preventative healthcare. This movement has resulted in a need for an increased number of group practices, clinics, and other ambulatory healthcare facilities with an additional need for support staff, particularly medical assistants. Medical assistants work mostly in primary care settings, a steadily growing sector of the healthcare industry. They provide administrative services which may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes and clinical duties including taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician. The need for more medical assistants will continue to increase as the number of individuals seeking healthcare services increase and the healthcare industry works to meet the demand.

In response to the growing need for medical assistants, the MHCC Health Professions Division is proposing to start a one-year Medical Assistant Certificate program. The goal of the program would be to prepare the student with the entry-level knowledge and skills needed to work in a medical clinic and to be eligible to sit for the Certified Medical Assistant Exam offered by the American Association of Medical Assistants (AAMA). With this certification the student would have the qualifications to work as a certified medical assistant in any state. The practice of Medical Assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experiences that serve as standards for entry into the profession.

The essential content and clinical activities required for a student to become qualified as a Certified Medical Assistant is clearly defined by the Commission on Accreditation of Allied Health Education (CAAHEP) and the Medical Assisting Education Review Board (MAERB). A one-year program is sufficient to provide the student with the foundation they need to enter the healthcare field as a medical assistant. MHCC is well positioned to meet these educational requirements. MHCC successfully offered a 2-year AAS degree in Medical Assisting for many years but it was discontinued in 2011 due to decreasing enrollment and retention numbers. This decline was due largely in part to the fact that other schools in the local area were offering a one-year certificate and our program was no longer competitive with market and student demands. With the introduction of a one-year certificate at MHCC we would be meeting the needs of local and regional healthcare organizations and providing our students the educational opportunity to enter into a beginning level healthcare career which offers a reasonable starting wage. Working as a medical assistant will also provide the graduate an opportunity to gain experience with patients and other healthcare providers and develop their technical skills that could lead to a desire to seek other educational opportunities that would move their career forward into a more advanced healthcare profession.

The MA program would be a spring, summer and fall program. This would allow students time to complete their prerequisites in the fall and winter, apply for the program winter term, and start the program spring term. As a benefit to beginning spring term, the student's final clinical precepted hours will be in the fall when most healthcare facilities are busy, less staff are on vacation thus providing a greater number of clinical placement opportunities

Labor Market Analysis

The Bureau of Labor Statistics: **Occupation Outlook Handbook 2015** reports:

“Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.”

Quick Facts: Medical Assistants

2015 Median Pay \$30,590 per year
 \$14.71 per hour

Typical Entry Level Education	Postsecondary non-degree award
Number of Jobs, 2014	601,24000
Job Outlook, 2014-24	23% (Much faster growth than the average 7%)
Employment change 2014-2024	138,900

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Offices of Physicians	356,000	14.19	\$15.37	\$31,960
General Medical and Surgical Hospitals	87,630	1.66	\$15.93	\$33,140
Offices of Other Health Practitioners	56,340	7.00	\$13.85	\$28,810
Outpatient Care Centers	43,160	5.85	\$16.13	\$33,550

Data from the Oregon Employment Department supports the growing demand for medical assistants.

1.4 Occupations with the most job growth 2014 and projected for 2024 (numbers in thousands)

2014 National Employment Matrix title and code		Employment		Change, 2014–24		Median annual wage, 2015(1)
		2014	2024	Number	Percent	
Total, all occupations	00-0000	150,539.9	160,328.8	9,788.9	6.5	\$36,200
Personal care aides	39-9021	1,768.4	2,226.5	458.1	25.9	\$20,980
Registered nurses	29-1141	2,751.0	3,190.3	439.3	16.0	\$67,490
Home health aides	31-1011	913.5	1,261.9	348.4	38.1	\$21,920
Nursing assistants	31-1014	1,492.1	1,754.1	262.0	17.6	\$25,710

“Employment in this occupation in 2014 was much larger than the statewide average for all occupations. The total number of job openings is projected to be much higher than the statewide average number of job openings for all occupations through 2024. This occupation is expected to grow at a much faster rate than the statewide average growth rate for all occupations through 2024. Reasonable employment opportunities exist largely due to the significant number of job openings projected for this occupation.”

Statics from the Oregon Employment Department: listed 207 job openings for medical assistant on November 21, 2016.

Local Agency Needs

In spring 2016, local community health organizations and clinic personnel attended the first Advisory Board for the proposed Medical Assistant program at MHCC. They strongly supported MHCC’s proposal to open a one-year certificate program. They reported there is a need for medical assistants across the state with the greatest need in the Portland Metropolitan area. Large healthcare organizations as well as smaller clinics were represented; Kaiser Permanente, Providence Health & Services, Legacy Medical Center, Oregon Health & Science University, and the Veterans Administration clinics. All represented groups reported they had many medical assistant positions open and continually going unfilled. The smaller clinics reported similar needs. They feel the present regional programs cannot meet the needs of the community and urged MHCC to open a Medical Assistant program.

At the River Cities Chapter of Medical Assistants Educators Forum held on June 17, 2016, several major local health organization reported the following:

- Providence Health & Services has 80 openings for MAs
- Legacy Health System has 280 MAs and is in need of more
- Virginia Garcia Memorial Health Center (with 16 clinic sites and 4 school-based sites) hire “Office Health Assistants” which they prefer to be trained as medical assistants but they can not get enough MAs to meet their needs.

Potential Competing Community College Medical Assistant Programs:

- Portland Community College
- Clackamas Community College
- Columbia Gorge Community College

Each Community College program is 3 terms in length with additional prerequisites which must be completed before admission of 16 to 24 students. MHCC plans to admit 24 students a year, providing opportunities for students living in our district and servicing our community healthcare partners. The program would not be competing for clinical sites with the other community colleges as we have many potential clinical sites in the Gresham-Troutdale area and we would be requesting clinical placements in the fall where the other programs ask for spring placements.

Budget Impact

The program will require a lab / classroom space. The classroom must have audio/visual/computer access to accommodate the lecture and lecture/demo presentations. The lab will need to be in a clinical-like setting with examination tables, appropriate medical equipment, and lab counter space with sinks. (Presently there is no space on campus that could accommodate this program. Possibly the nursing assistant lab could be retro-fitted for the MA program with the two programs coordinating time and sharing the space; however, the exam tables may pose a problem for the Nursing Assistant program and the lab does not presently have any counter space for clinical medical tests and only one sink).

The program will require 1 full-time faculty with release for director work and 1 part-time (.5) lab / clinical faculty.

- There will be 16 course credits of prerequisites required for the student to apply for the MA program. All prerequisites will be available through MHCC and must be completed before starting the program. Those classes will be of no added expense as they are well established elective classes.
- 7 credits of the 36 required core class credits within the Medical Assistant program will be shared with the Medical Office programs. This will be of no additional cost to the college.
- 3 of the of the 36 core classes will be from Health Education class and no additional cost for the college
- There will be 26 course credits specific to the MA program that must be developed and taught by a Medical Assistant instructor, 13 of the 26 credits are lab/clinical classes which will require 3 hours of instruction for each course credit.

Start-up classroom /lab	<ul style="list-style-type: none"> • Sinks and counter space • Internet access and • Mock medical office reception area • Exam table space with curtains for privacy 	??
Start-up lab equipment	<ul style="list-style-type: none"> • Exam tables • Blood drawing chairs X 2 • Centrifuge • Microscopes • Clinical equipment • Lab testing materials • Autoclave • Exam linen • Misc. clinical supplies • Simulation arms • Blood drawing materials • Medical office supplies and equipment • EKG Machine 	Approximately \$50,000 to \$70,000.00

Start-up classroom /lab	<ul style="list-style-type: none"> • Sinks and counter space • Internet access and • Mock medical office reception area • Exam table space with curtains for privacy 	??
Application for program Accreditation through MAERB	Application fee	\$5500.00 this will be an initial fee
Program director start up work	Special project to organize and develop courses; set up lab and classroom, order materials and equipment work; with the program advisory committee and apply for accreditation -should complete work over winter term 2017 and spring 2017.	\$10,000 -\$15,000

Program basic yearly budget		
Full time faculty/director	Must be a certified MA with at least an AAS degree and 3 years of clinical experience and some teaching experience or course work. Would start full time winter term 2018.	\$62,000 + with benefits.
Part-time faculty	22.5 ILC (.5ILCs) must be a CMA with at least 3 years of experience	\$15,000.00
Yearly accreditation fee MAERB	MAERB accrediting membership	\$2500.00
Supplies	Lab supplies	\$4000.00
Small equipment	Repairs and calibrations	\$2000.00

Program revenue		
Tuition	54 total credits x 24 students	\$135,940.00
Course/lab fees	\$900.00 x 24	\$ 21,600.00

Dr. Derr has recognized the need for the program and a general discussion of the program's general start up cost and sustainability has been discussed. Dr. Derr has encouraged the development of this program.

Mt Hood Community College
 Medical Assistant Certificate Program
 Curriculum

Prerequisites : Must be completed before entering the program

MATH 20 4 credits

WR 115 3 credits

PSY 101 4 credits

BI100 4 credits

CIS120L 1

(must place into RD090 or higher)

Curriculum

Term	Course Number	Course name	Credits
Spring	MO136	HealthCare Documentation	3
	MA110	Fundamentals for the Medical Office	3
	MA110L	Fundamentals for the Medical Office / Lab	1
	MA111	Interpersonal Communications in the Medical Office	1
	MO140	Medical Insurance	4
		Total	12
Summer			
	HE252	First Aid: Responding to Emergencies	3
	MA210	Fundamentals for the Medical Office Clinic	6
	MA210L	Fundamentals for the Medical Office Clinic/ Lab	3
	MA213	Medical Terminology for the Medical Assistant	2
		Total	14
Fall	MA214	Clinical Practicum	9
	MA215	Review for Certification Exam	1
		Total	10
	Program Total		36

Submitted by: Janie Griffin, MN, BSN, CPNP
 Dean of Health Professions and Nursing



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **8.5**

CONTACT PERSON: *Jim Zordich, Board Vice Chair*

SUBJECT: BOARD MEETING TIMES



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **9.1**

CONTACT PERSON: *Susie Jones, Board Chair*

SUBJECT: COMMITTEE REPORTS

Reports from the Bond Committee and the Carver Policy Governance Committee to be presented.



INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 14, 2016*

ITEM TITLE: **9.2**

CONTACT PERSON: *Debra Derr, President*

SUBJECT: PRESIDENT'S REPORT