



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *April 17, 2024*

ITEM TITLE: 9.1b

CONTACT PERSON: *Roxanne Richardson, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – March 20, 2024

Session 1100

A meeting of the Mt. Hood Community College District Board of Education was held on March 20, 2024, with an Executive (Closed) Session at 6:00 pm held in the President's Office, and a Regular Board Meeting at 6:30 pm, held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE EXECUTIVE (CLOSED) SESSION

Members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, ShaToya Bentley, Dana Stroud, Marie Teune

Additional Attendees: Lisa Skari, president, Terry Rogers, associate vice president, Human Resources, Ross Hume, director, Labor and Employee Relations, Jennifer DeMent, vice president, Finance and Administration

Speer called the executive (closed) session to order at 6:02 p.m.

2.0 LABOR NEGOTIATIONS

The board convened a closed executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3.0 ADJOURN EXECUTIVE SESSION

The executive (closed) session was adjourned at 6:26 p.m.

4.0 CONVENE REGULAR SESSION/CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Andrew Speer, board chair, Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, ShaToya Bentley, Dana Stroud, Marie Teune



Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Lindsay Mansfield, director of finance, Classified Education Association (CEA), John Hasegawa, president, Full Time Faculty Association (FTFA), Marilyn Pitts, president, Part Time Faculty Association (PTFA) Emily Phoun, vice president, ASMHCC, Dawn Forrester, FRDB Chair, Hilda Pena-Alfaro, executive director, Child Development & Family Support Programs, Terry Rogers, associate vice president, Human Resources, Ross Hume, director, Labor and Employee Relations

Speer called the meeting to order at 6:32 p.m. and declared a quorum was present.

4.1 Approval of Agenda

McKeel motioned to approve the agenda. Mattson seconded the motion and it passed unanimously.

5.0 PUBLIC INPUT

There was no public comment.

6.0 REPORTS

6.1 Correspondence

There was no correspondence.

6.2 Joint Meeting with Policy Council & Annual Head Start Goals

Hilda Pena-Alfaro and two members of the Executive Committee Policy Council presented updates from Head Start and answered questions from the board. The Leadership and Governance composition of Head Start includes a Governing Body or Tribal Council, Management Staff, Policy Council, and Joint membership on planning activities. The updates presented include:

- Head Start Continuation Grant Changes –goals of the program are being updated to align with goals of the college
- Participant Selection Criteria Changes– changes will be guided by a community needs assessment. The program is giving added points for those three years of age to three years and eleven months of age (due to the fact that there are more services available to those over four years old) and for those with social service needs/other factors (domestic violence, in need of community services, military service, absence of access to health/mental care, recently arrive immigrant family).
- Continued work on hiring additional employees and on their facilities and locations
- Development of on an employee wellness/ compensation plan
- Changes in Structure – new organizational education management structure, adding the Creative Curriculum Cloud, diversifying education coach positions, and increasing



collaboration with mental health consultants for more cohesive support to teaching teams

- Program Updates – updating trainings, added three registered behavior technician positions, sending staff for crisis prevention institute certification, technology training sessions for staff, monthly trainings for site managers and specialists, facilities, warehouse re-organization, and an additional facilities technician for increased workload
- Site Updates – Cascade Crossing/ Hazelwood, Kelly Place/ Willow Tree winter storm damage repair
- Licensing Changes – lowering ages on some site licenses in order to service more EHS families and looking at how licensing updates/ changes impact program and sites

To close the presentation, two Policy Council members shared their/ their children’s experiences with Head Start.

A copy of the PowerPoint presentation is attached to the minutes.

6.3 First Reading of Head Start Eligibility Policy

Hilda Pena-Alfaro presented the first reading of the Head Start Eligibility Policy to the board. The policy will be moved forward for a second reading at the next regular board meeting, April 17, 2024.

7.0 BUSINESS / ACTION

7.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Executive - Regular Session 1097, February 14, 2024
- b) Minutes – Board Retreat Session 1098, February 23, 2024
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) Acceptance / Expenditure of Projects Funded in Whole or Partially by Non-District Funds
- g) Consideration of Head Start Federal Grant Continuation Application
- h) Approval of Head Start Goals
- i) Resolution to Transfer Budgeted Appropriations
- j) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000

Noriega motioned to approve the agenda. McKeel seconded the motion and it passed unanimously.

7.2 Faculty Sabbatical Requests, 2024-2025



Dawn Forrester presented a brief summary of the faculty members who are seeking approval for a sabbatical request for 2024-2025:

- Dan Davey, Performing Arts: Music
- Tambi Boyle, Mathematics
- Gina Shankland, Mathematics
- Daina Hardisty, Science
- Aylin Bunk, Adult Basic Skills
- Daryl Harrison-Carson, Performing Arts: Theatre

Noriega motioned to approve the faculty sabbatical requests for 2024–2025. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

7.3 2024-2025 Consideration of Tuition and Fees Adjustment

Jennifer DeMent provided an overview of the adjustments for tuition and fees for 2024-2025, and stated the administration's recommendation is for a 2% tuition increase, or \$2 per credit hour, for in-district (\$124), out of district (\$251), and international (\$269) tuition. There has also been a tuition category added for the new Bachelor of Applied Science (BAS) Program at an additional \$100 dollars more than the in-district rate at \$224 per credit. DeMent also included a ten-year history of tuition at the college, an overview on the BAS Philosophy, and a summary of the administrative fees presented for approval that were included in the board packet. DeMent and Hamblin closed the presentation answering questions from the board.

Noriega motioned to approve the 2024–2025 Consideration of Tuition and Fees Adjustment. Bentley seconded the motion. There was a board vote and the motion passed unanimously.

7.4 FTFA/ MHCC Collective Bargaining Agreement

Ross Hume and Terry Rogers presented the new Collective Bargaining Agreement, between the college and the Full Time Faculty Association (FTFA)'s for approval by the board. An agreement was reach between both parties on February 22, 2024. A resolution to ratify the contract between Mt. Hood Community College and the FTFA for the period of September 1, 2022 – August 31, 2026 was recommended for approval.

Mattson motioned to approve the FTFA/ MHCC Collective Bargaining Agreement. McKeel seconded the motion. There was a board vote and the motion passed unanimously.

8.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Board members shared their report of board committee and liaison activity since the last board meeting.

9.0 CLOSING REPORTS



9.1 ASMHCC Representative

Emily Phoun (ASMHCC Vice President) – reported on ASMHCC activities to include:

- ASMHCC Elections – applications are due April 8, 2024
- MHCC Interdepartmental Competitive Food and Supply Drive
- Student Activity Fee Budget Forums – those in attendance were able to meet with the co-curricular and athletic teams to ask questions and give comments on how they think the Student Activity Fee should be spent
- Club Fair
- Meet and Greet with MHCC President Dr. Skari called “Pizza with ASMHCC”
- ASMHCC, Student Life, and all Co-Curricular Programs open house
- ASMHCC co-hosted an International Women's Day event along with Transitions, Transiciones, and the MDRC
- Held their first Super Smash Bros Tournament
- Hosted Blowout Finals – an event geared towards helping students take a break to relax and destress before finals
- Conducted Term textbook scholarships – this scholarship was created by ASMHCC to support students in the rising cost of textbooks and offers students \$200 to be used at the online bookstore towards textbooks. Over fifty applicants applied for the scholarship for spring term and thirty-eight of those applicants were awarded.
- Began the planning process for their annual end of the year bash – May 30 from 12-7pm

9.2 Advisory Representatives

John Hasegawa (FTFA) – Hasegawa expressed appreciation for ratification of the new FTFA contract and thanked the bargaining team for their hard work. They also shared that the six faculty, who attended the National Conference on Race and Ethnicity (NCORE) in 2023, have been very active on campus contributing to the college community promoting diversity, equity, and inclusion (DEI) work and that they will be sending ten faculty again this year. Hasegawa highlighted that they applied for an Oregon Education Association (OEA) grant and it was granted, allowing for the coordinator of the college Teach Learning Center (TLC) to also attend the conference. Hasegawa noted that Traci Simmons has been hosting DEI training sessions for a selected group, who will lead a cohort and provide customized training for the next group of faculty going to NCORE 2025.

Lindsay Mansfield (CEA) – Mansfield thanked the board for their feedback regarding what they would like to see in the CEA report, during board meetings, and stated that they look forward to providing that information in future meetings. Mansfield acknowledged CEA members who worked on the new website, to include, Ashley Moreno, Freya Gustafsson, Jacob Springer, Jesse Schirrick, Nell Danforth, Tristan Price, Brian Garrigan, and Jim Wallace. The CEA began contract bargaining with administration Thursday, March 7, 2024 and they look forward to a productive bargaining session that will result in equitable agreement before their current agreement expires June 13, 2024. Mansfield recognized the Spring Bridge Team (CEA and PTFA members),



who have been hard at work helping new and returning students to be prepared and successful for spring term, and expressed appreciation for their hard work and continued dedication to student success.

Marilyn Pitts (PTFA) – Pitts congratulated the full-time faculty and board for the new FTFA contract and provided some helpful information for others participating in contract negotiations.

9.3 Executive Leadership

John Hamblin (Student Development) –Hamblin recognized the amazing work that ASMHCC student government has been doing planning and executing events.

Jennifer DeMent (Administrative Services) – there were no additional updates to report.

Betsy Julian (Instruction) –Julian shared that instruction had six booths at the Norwest Career Expo, an event for all high schools in the region. MHCC students from Nursing / Health Professions, Business, Computer Information Systems, Cyber Security, Mechatronics, Automotive, Integrated Media, Fisheries, Natural Resources, Welding, among many more, participated in the event to represent the college.

Al Sigala (College Advancement) – did not attend.

9.4 President's Report

Lisa Skari provided her President's Report to the board:

Skari began the report extending appreciation and compliments to the college and faculty teams for their work negotiating the FTFA contract.

Next, MHCC fisheries instructor Todd Hannah, was highlighted, for receiving the Bill Wingfield Memorial Award in fish culture. Hannah received this award because of a significant contribution to advancing fish culture and fish health in Oregon.

Following, Skari announced a visit by Higher Education Coordinating Commission (HECC) Chair Rowe to the college on April 17, 2024, where they will be attending the board dinner, budget meeting and regular board meeting. The HECC is sending representatives to universities and community colleges in the state, in an effort to get on the ground and talk with campus representatives, and discuss their strategic plans.

Skari closed the report by sharing that enrollment numbers for winter are up approximately 6.8%, spring numbers are currently sitting at about 6.9%, and the exciting news is that 4-credit attending student enrollment is up at around 13% over last year.



10.0 ADJOURNMENT

Noriega motioned to adjourn. McKeel seconded the motion and it passed unanimously. The meeting was adjourned at 8:08 p.m.

Clerk

Board Chair

Minutes recorded by Roxanne Richardson, Executive Assistant to the Board of Education.



Mt.Hood Head Start and Early Head Start Programs

MARCH 2024



Program Updates

Continuation Grant

Selection Criteria:

*Changes guided by the Community Needs
Assessment*



Selection Criteria: Head Start

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age from 3 years old to 3 years and 11 months old	50
8. Age: 4 years old and older	40



Social Service Needs and Other Factors (applied for both HS/EHS)

1. Parent /Guardian currently enrolled in school/job training	10
2. Single parent household	10
3. Disaster, tragedy, or severe trauma	10
4. Domestic violence experience within the last 12 months	10
5. In need of other community services	10
4. Current incarceration experience (immediate family only)	10
5. Having a chronic illness /disability	10
6. Currently in the U.S. military or within the past 12 months	10
7. Family's primary language is not English	10
8. Having substance/alcohol misuse in the last 12 months	10
9. Parent/Guardian is/was a teen parent (at birth of 1st child)	10
10. Parent/Guardian's education is less than GED or Highschool	10
11. Not having access to health/mental care and /or clinical care	10
12. Recently arrived immigrant family within the past 12 months	10
13. Having eligible siblings	10



Program Updates

- New hirings
- Facilities
- Hazelwood
- Wellness/ Compensation Plan



Program Updates

Education updates

- Organizational structure: Education Manager /Disabilities Manager /Training Coordinator.
- Adding the Creative Curriculum Cloud.
- Diversifying Education Coach positions, Increasing collaboration with Mental Health Consultants for more cohesive support to teaching teams



Program Updates

Training updates

Three Registered Behavior Technician positions.

Crisis Prevention Institute certification.

Technology training sessions for staff.

Monthly trainings for site managers and specialists



Program Updates

Facilities

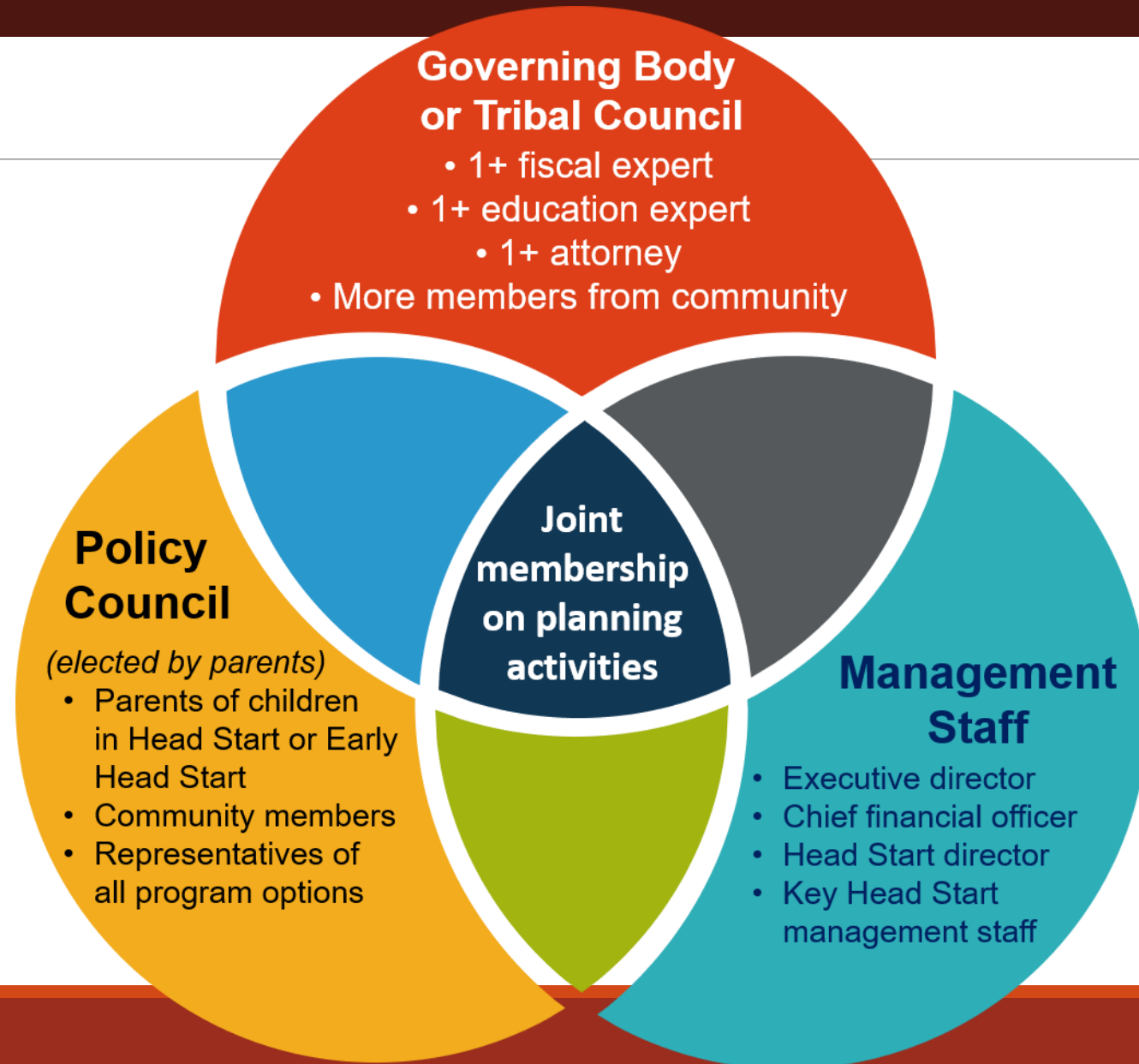
Warehouse re-organization,

Additional Facilities Technician for increased workload

Site updates - Cascade Crossing/Hazelwood, Kelly Place/Willow Tree.

Licensing - lowering ages on some site licenses in order to serve more EHS families, working on license renewals. Licensing updates/changes and impacts on program and sites.

Leadership and Governance Composition





Thank you



MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

SELECTION AND ENROLLMENT

Purpose: To ensure compliance with performance standards and special grantor contract requirements related to selection and enrollment of children and families

Applicable Performance Standards: 1302.10, 1302.12, 1302.13 – 1302.15, 1302.70(b), 1302.72(a)

Children and families will be selected for and enrolled in Head Start and Early Head Start using the following guidelines:

Eligibility

- a. Each family must present documentation so staff can verify income or categorical eligibility prior to a family being considered for enrollment
- b. A minimum of fifty-five (55) percent of enrolled families will have an income at or below the Federal Poverty Guidelines or will be categorically eligible for services. A maximum of thirty-five (35) percent of enrolled families may have an income between 100% and 130% of poverty.
- c. Families who are not income eligible will not be considered when there are income eligible families awaiting enrollment. The program may enroll a maximum of ten (10) percent of families who are above the income guidelines.
- d. Preference will be given to families with the lowest income and greatest need for comprehensive child development and family support services (Refer to Selection Criteria).
- e. In the event that a particular grant requires that enrollees meet additional criteria, those meeting the criteria and having the highest priority points will be selected.

Age

- a. Children from birth to three years old are eligible for Early Head Start. Once enrolled they remain enrolled for the duration of the Early Head Start program until age three.
- b. Children at least three years old on or before September 1st are eligible for Head Start. A child will be eligible to be enrolled in HS after their 3rd birthday. Children enrolled in Head Start as three year olds remain for a second year to complete Head Start.
- c. Once enrolled into Head Start, children remain eligible for two years.

Disability

- a. A minimum of ten percent of enrolled children will have a documented disability.
- b. An effort will be made to accommodate as many children with disabilities as possible while retaining a mainstream environment.

Location

- a. Families must reside in East Portland and East Multnomah County outside of the Portland Public School District.

Approved Policy Council
Approved Board of Education

- b. Families residing outside of specified bus service areas will be considered for enrollment if they agree to provide consistent transportation.
- c. Homeless families will be considered for enrollment regardless of address.

Additional Criteria - Full Day and Child Care Partnerships

- a. Families must work, attend school or attend job training programs and need full day child care.
- b. Family eligibility for the Full Day option will be reassessed annually, in Spring.

Transitions From Early Head Start To Head Start

- a. At least six months prior to each child's 3rd birthday, staff will work with the family to assess their needs and interests for their child's early childhood placement beyond Early Head Start.
- b. Income will be re-verified prior to a child transferring from EHS to HS.
- c. Over income families will not be guaranteed a space in HS.
- d. Child will transfer to the new placement as soon after their 3rd birthday as is practical and developmentally appropriate for the child.

When Families Move – Within and Outside of Service Area

Every effort will be made to provide support for effective transitions when families move to meet their needs in the community they live.

- a. If a family moves within the MHCC Head Start service area to an area served by a different center, the child may continue in their current placement if the parent is able to provide consistent transportation. If transportation is not available or becomes a barrier for consistent attendance, the child will be placed on the waitlist for the center with transportation serving the area the family lives in.
- b. If a family moves outside of the MHCC Head Start service area, the Family Worker will assist the family to transition to another Head Start or Early Head Start program. If no program serves the area, the Family Worker will assist the family to identify another early childhood program that meets their needs. If the family is not able to enroll due to waiting list and/or if it is late in the school year, and the family is able to provide consistent transportation, an exception may be made **for the duration of the school year only**.

Selection Criteria

The following criteria will be used to prioritize children for enrollment in Head Start and Early Head Start. Those children with the highest points will be enrolled first.

Approved Policy Council
Approved Board of Education

Head Start

Policy

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age from 3 years old to 3 years and 11 months old	50
8. Age: 4 years old and older	40

Early Head Start

Eligibility	Points
1. Homeless	75
2. Foster care	75
3. Public Assistance: TANF, SNAP, SSI	75
4. Income eligible (below 100% of Poverty Guidelines)	50
5. Income between 101% - 130%	25
6. Income above 130%	0
7. Age: Prenatal to 5 weeks old	50
8. Age from 6 weeks old to months old to 30 months old	40
9. Age from 30 months old to 35 months old	30

Social Service Needs and Other Factors (applied for both HS/EHS)

1. Parent /Guardian currently enrolled in school/job training	10
2. Single parent household	10
3. Disaster, tragedy, or severe trauma	10
4. Domestic violence experience within the last 12 months	10
5. In need of other community services	10
4. Current incarceration experience (immediate family only)	10
5. Having a chronic illness /disability	10
6. Currently in the U.S. military or within the past 12 months	10
7. Family's primary language is not English	10
8. Having substance/alcohol misuse in the last 12 months	10
9. Parent/Guardian is/was a teen parent (at birth of 1 st child)	10
10. Parent/Guardian's education is less than GED or Highschool	10
11. Not having access to health/mental care and /or clinical care	10
12. Recently arrived immigrant family within the past 12 months	10
13. Having eligible siblings	10

References/Resources: *Selection Criteria Questionnaire Guide, Head Start Verification form, Child Plus, Transition Planning, Transition Summary form*

First Reading