



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on **May 15, 2019, with a Regular Session at 6:30 p.m.** in the Board Room at Mt. Hood Community College, 26000 S.E. Stark St., Gresham, OR 97030.

AGENDA SESSION #982

6:00 pm

BOARD APPRECIATION RECEPTION
Hosted by Full-Time Faculty Association

6:30 pm

**1.0 CALL TO ORDER / DECLARATION OF A QUORUM /
PLEDGE OF ALLEGIANCE**

Diane McKeel

1.1 Approval of Agenda

Diane McKeel

2.0 PUBLIC INPUT

*Persons wishing to testify must sign up and limit testimony
to three minutes.*

3.0 INFORMATION / REPORTS

3.1 Correspondence

Lisa Skari

3.2 Special Report: Advocate Awards

Daniel Ernst

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

Diane McKeel

a) Minutes – Board Work Session #979, April 3, 2019

b) Minutes – Board Regular Session #980, April 17, 2019

c) Monthly Personnel Report

d) Monthly Financial Report

e) Monthly Head Start Report

f) Early Head Start Child Care Non-Partnership Grant
Application for 2019-2020

4.2 Board Calendar – 2019 Meeting Dates

Diane McKeel



5.0 CLOSING REPORTS

5.1 Board Members
ASG Representative
Advisory Representatives

5.2 President's Report

Lisa Skari

6.0 ADJOURNMENT

Diane McKeel

*Individuals requiring accommodations due to disability should contact
Accessible Education Services at 503-491-6923 or aes@mhcc.edu*



OFFICE OF THE PRESIDENT

Lisa Skari, Ed.D

President

503-491-7211

Lisa.Skari@mhcc.edu

May 15, 2019

TO: The Board of Education
 Diane McKeel, Chair
 Jim Zordich, Vice Chair
 Tamie Arnold
 Teena Ainslie
 Annette Mattson
 Kenney Polson

FROM: Lisa Skari, EdD
 President

SUBJECT: Board Letter for May 2019

The month of April provided us an opportunity to continue advocacy efforts, complete our budget process for 2019-2020, and celebrate students. I appreciate the work by board members, faculty, staff and students, as we continue to share our voices on the financial impacts of current legislation. While the resulting budget for next year has more cuts and higher tuition rates than desired, we feel our strategy is sound, and appreciate the Budget Committee's endorsement of the work. These efforts should not overshadow the quality education we provide, and the outstanding accomplishments of our students and colleagues.

Our Forensics and All-Oregon Academic teams were a few of those notable achievements last month. Mt. Hood Community College Forensics Team member Austin Schubert took home three Bronze medals at the 2019 Phi Rho Pi National Community College Speech and Debate Tournament. The competition included 68 community colleges. Leading the team is faculty member Shannon Valdivia, who was honored with the Phi Rho Pi Collie-Taylor Coach Fellowship Award, an award given to an outstanding coach from the tournament.

In addition, students Shi Wen Wong and Crystal Garriga were named to the All-Oregon Community College Academic Team. The students were recognized by Governor Brown in Salem on April 26. Director Mattson participated in the ceremony.

Amongst celebrating students, the Governor has also been tracking legislative efforts. Despite her original intent, the Joint Committee on Student Success omitted the community colleges from the proposed revenue package. Work continues by the Oregon Community College Association (OCCA) and Community College Caucus to increase the base budget funding level, with continued interest in supporting additional dollars for Career and Technical Education

(CTE). With the mix of skepticism and optimism in the likelihood of service levels above \$590 million, our advocacy continues.

Activity in D.C. has slowed with regard to issues affecting higher education. The Senate introduced legislation to expand the IRA Charitable Rollover. The bill would lower the qualifying age and increase the annual distributions, whereby increasing the ability of elderly middle-class Americans to give to charity without facing double taxation. The legislation could positively impact our Mt. Hood Community College (MHCC) Foundation. In the House, the Departments of Labor, Education, and Health and Human Services released its FY2020 funding. The proposal allocates \$75.9 billion for the Department of Education, including a \$150 increase of the maximum Pell Grant, a 27% increase for the Federal Work-Study program, and a \$188 million increase for the Supplemental Educational Opportunity Grant program. It would also increase aid for minority-serving institutions by more than one-third. The draft legislation now heads to the Appropriations Committee. We will continue to monitor the budget proposal and its impact on our students and the college.

A few recent highlights that demonstrate progress toward our goals include:

Learner/Student Success: Improve student outcomes

Scholarships: The MHCC Foundation raised over \$314,000 at the auction on April 27, 2019. This set a new record for the event. Funds raised will help meet the increased demand we are seeing by students. The total number of scholarship applications received this year totaled 563, which is a 25% increase over last year. We also saw a 138% increase in applications from high school students, with 88 applications received. A special thanks to the entire foundation board and their two newest members, Michael Moore (General Manager, Amazon Troutdale) and Tanya Shanks-Connors (Interim President, Legacy Mount Hood Medical Center).

Community Pride: Increase the college's reputation in the community

Student athletes: Our MHCC Athletic Department have been enjoying a great year, achieving outstanding success in the classroom and on the courts/fields. Seventeen of our sophomores have earned NWAC Academic Excellence awards for earning more than 36 credits and posting a GPA of 3.25 or above. MHCC is in the running for the 2018-19 NWAC President's Cup, an award to institutions based on the academic performance of their athletic teams. MHCC was in the top six for 2017-18. On the field and on the courts, seven of our nine teams have competed in NWAC Championships. Our women's basketball team had their best record since the 1993-94 season. Our track and field team is performing at a high level and looks to qualify the entire women's team and large number of our men's team for the NWAC Track and Field Championships hosted at MHCC on May 20 and 21, 2019. Our Saints' Baseball Team is currently ranked seventh and, nearing the end of their season, currently in position to move into a tie for first place in the Southern Region with Linn Benton Community College. Lastly, our third ranked Softball Team is currently undefeated in Southern Region play and clinched the Southern Region Conference Championship with a win at Clark College on May 1.

Partner Innovation: Strengthen and expand partnerships

High School Counselor and College Advocate: On April 10, we held our annual luncheon, to connect with and recognize our high school partners. Staff shared useful information about TRiO, Financial Aid, Title III, and Workforce, Apprenticeship and Community Education, and we spotlighted our Mental Health, Social Service and Addiction Counseling program. Students shared their musical talents, and their experiences at MHCC. The event also recognized both new and retiring staff. A special thanks to the Enrollment Services team for an informative and festive event.

In closing, we are quickly approaching the end-of-year festivities, and I am looking forward to celebrating our students, and their success, with you.

Community/Educational Presentations and Selected Outreach Activities

- Apr 1 Meeting with Directors McKeel and Zordich*
- Apr 1 Conference call with Greater Portland, Inc.*
- Apr 2 Legislative Session conference call with OCCA*
- Apr 3 MHCC Board of Education budget committee meeting*
- Apr 3 MHCC Board of Education work session*
- Apr 4-5 Oregon President's Council meeting, Salem, Ore.*
- Apr 8 Greater Portland, Inc. Education Committee meeting*
- Apr 8 East County Joint Boards meeting*
- Apr 9 Legislative Session conference call with OCCA*
- Apr 9 City Club/Portland Business Alliance East County Economics forum*
- Apr 10 Presentation at East Portland Chamber of Commerce meeting, with Jessica Howard, president of Portland Community College – Southeast*
- Apr 10 Welcome for High School Counselor and College Advocate Luncheon*
- Apr 11-12 CASE's Center for Community College Advancement Advisory Committee meeting*
- Apr 13-16 American Association of Community Colleges National conference (session presentation April 14)*
- Apr 17 MHCC Board of Education budget committee meeting*
- Apr 17 MHCC Board of Education board meeting*
- Apr 18 Meeting with Dwight Holton, Lines for Life, with Director McKeel*
- Apr 18 American Association for Women in Community Colleges "Tea with the President"*
- Apr 19 Executive Learning Series on Equity and Empowerment (ELSEE)*
- Apr 23 Oregon Public Broadcasting Audit Committee meeting*
- Apr 23 Presentation to Oregon Trail Democrats, with Director Mattson*
- Apr 24 MHCC Foundation board meeting*
- Apr 24 Welcome for 5th Annual Global Breakfast*
- Apr 24 Center for Advanced Learning (CAL) Board meeting*
- Apr 25 Greater Gresham Chamber of Commerce Board meeting*
- Apr 25 Welcome for Take Your Kids to Work Day*
- Apr 27 MHCC Foundation Sneaker Ball*
- Apr 29 Conference call with Karmen Fore, Oregon Solutions, with Director McKeel*
- Apr 30 Portland Business Alliance annual meeting*

Select Media Mentions

Saints secure South Region softball title

<https://pamplinmedia.com/go/45-sports/426845-333613-saints-secure-south-region-softball-title>

Archived webinar: Certificate in OER Librarianship Report-Out

<https://openoregon.org/archived-webinar-certificate-in-oer-librarianship-report-out/>

Avance su educación, obtenga certificado de GED en español

<http://kunptv.com/news/local/avance-su-educacin-obtenga-certificado-de-ged-en-espaol>

MHCC staff recognized for nursing spaces

<https://pamplinmedia.com/go/42-news/426728-333162-learning-log->

MHCC forensics student earns bronze, MHCC honor society recognized, storytime with donkeys

<https://pamplinmedia.com/go/42-news/426218-332577-learning-log>

Our Opinion: Community colleges offer best return on investment

<https://pamplinmedia.com/pt/10-opinion/424142-329536-our-opinion-community-colleges-offer-best-return-on-investment>

Students stand against violence

<https://pamplinmedia.com/go/42-news/426884-333571-students-stand-against-violence->

Support for education in Salem must go beyond K-12 funding

<https://pamplinmedia.com/pt/10-opinion/425124-331186-support-for-education-in-salem-must-go-beyond-k-12-funding>

Web Academy student earns spot on national list, MHCC auto student heads to skills conference

<https://pamplinmedia.com/go/42-news/425955-332077-learning-log>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.1a

CONTACT PERSON: *Laurie Popp, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – April 3, 2019, Board Work Session #979 Meeting Minutes
Session #979

A meeting of the Mt. Hood Community College District Board of Education was held on April 3, 2019 with a Budget Committee meeting at 6:00 pm, an Executive Committee meeting at 6:30 pm, and a Board Work Session at 6:45 pm in the Board Room at Mt. Hood Community College.

Members present: Diane McKeel, chair, Jim Zordich, vice chair, Annette Mattson, and Tamie Arnold

Additional Attendees: Dr. Lisa Skari, president, and Jennifer DeMent, chief operations officer

1.0 CONVENE AS BUDGET COMMITTEE/CALL TO ORDER

Diane McKeel, board chair, called the budget committee meeting to order at 6:00 pm. A quorum was present.

1.1 Selection of Budget Committee Chair

Mattson nominated Zordich for the position of budget committee chair. Arnold seconded the motion and it passed unanimously.

1.2 Zordich, budget committee chair, called forward Dr. Lisa Skari and Jennifer DeMent to present the proposed 2019-2020 budget. Dr. Skari presented the president's budget message to board members.

President's Budget Presentation to the Mt. Hood Community College (MHCC) District Board of Education, April 03, 2019

Good Evening, members of the Mt. Hood Community College District Board of Education, students, faculty, staff, and guests.



I am honored to be here tonight representing all faculty and staff who have worked tirelessly to prepare the fiscal year 2019/2020 budget for your review. Despite the current budget climate, they have been creative, thoughtful, and determined to utilize our funding in ways that best support the college's vision, mission and values.

During the last year, I've seen in practice how our students, faculty, and staff embody the core themes of the college – Learner Success, Community Pride, and Partner Innovation – and work day in and day out to ensure our students achieve their educational goals. The success that our students experience is transformative and has a lasting impact on their future and in our communities.

The College continues to demonstrate commitment to our core themes and our students. A few highlights this year include:

The Mechatronics program: The second cohort started last fall with 14 students. We are moving the program to open entry fall 2019, and we expect full cohorts of 16, a limit based on lab capacity. The Mechatronics program uses national, industry-vetted curriculum and has an active advisory committee composed of industry manufacturing representatives. Many of the students in the Mechatronics program currently work in manufacturing settings, and can move into higher paying positions as they develop additional skills. Our first cohort graduates in June and we expect high placement rates in manufacturing, logistics and other industries embracing automation. A new partnership with Amazon creates additional opportunities for our students and the program.

New Student Experience: Implemented fall 2018, the New Student Experience kicked off with a redesigned Student Orientation Day, a new "Getting Started Guide", featuring a campus map, list of resources, and easy steps for new students to complete their financial aid and registration. To streamline the process, the Orientation Center moved to the Student Services area. Over the course of the year, work on the physical space design has complemented the conceptual customer service framework, to create what we now call the HUB. With plans finalized and funding secured from a generous donation from the MHCC Foundation, construction is due to start in the next few weeks and should be complete in the summer, in time to welcome new students.

Mid-cycle Evaluation preparation: In fall 2019, we will host our mid-cycle visit from the Northwest Commission on Colleges and Universities (NWCCU). Conducted in the third year of the seven-year cycle, the evaluation is intended to assess our readiness to provide evidence of mission fulfillment and sustainability in Year Seven. The check-in helps us determine what improvements, if any, are needed. The focus of our work this year has been on assessment at the course level. MHCC has made a significant progress toward creating a transparent, simple and useful system of Course Outcome Assessment, which allows faculty to record the assessment of student learning and utilize results to improve teaching. The next level of assessment – outcomes at the program level – is in a pilot stage, with campus rollout expected in fall 2019.



Vice President for Instruction: A national search is underway for a Vice President of Instruction. We are seeking a leader who is innovative, inclusive, and collaborative, to help us enhance and transform our instructional programs and services. With a strong commitment to student success, this person will position the college to better serve our community while closing our achievement gaps. We hope to have the successful candidate on board July 1.

As we move forward, the College continues to work towards the long-term financial health of the institution, maintaining the strategic priority of student success and completion. The College still faces an operational deficit; however, we continue to make progress toward balancing requirements with resources to achieve financial stability. As we prepare to begin a new biennium, we face significant increases in PERS costs and the uncertainty of state support.

Legislators continue to work on a statewide budget package for the new biennium, starting July 1, 2019. Unfortunately, the funding levels that seem most probable fall short of the \$647 million determined as the current service level for community college funding. Currently, the Joint Ways and Means Committee's proposed budget for 2019/2020 assumes \$590 million in funding for the state's Community College Support Fund. While this is an increase in funding from the \$570 million in the current biennium, it still falls short of the current community college service level needs, requiring the College to make up the difference through increases to tuition to support revenue stability.

In March, the College Board voted to increase tuition by \$8 per credit hour for 2019/2020. The Associated Student Government Fee increased by \$0.25 per credit to help maintain current funding levels for student activities, co-curricular, and athletic programs. At the same time, the economy in Oregon remains strong. With low levels of unemployment, potential students are choosing to work rather than attend school. We have seen current year enrollment declines, further complicated by fewer students in the high school graduation pipeline. For next year, we predict a two percent enrollment decline, which we have built into the proposed budget.

It is evident the 2019/2020 proposed budget is not an investment budget. In recognition of insufficient resources to continue providing programming and services at the current level, the MHCC Board of Education provided guiding principles for budget development. Specifically, the board asked the College to:

- Prioritize high-enrollment, high-completion academic programs, and those that are financially sustainable with business partnerships, and include an evaluation of non-academic programs*
- Prioritize equity and access for all students, especially for the historically disadvantaged*
- Prioritize affordability for low-income students, evaluating demographics of those we serve*
- Identify non-tuition revenue, focusing on fees for non-student uses of programs/facilities.*



College councils and the management team are using these principles to guide the work going forward, with the intent to increase revenues or reduce expenditures over the biennium. To address the priorities, workgroups formed to address various areas.

Access: The first workgroup is focused on increasing access through initiatives like increasing the percentage of students accessing federal and state financial aid, maximizing our TRIO support programs, and implementing strategies to increase student retention.

Enrollment: The second workgroup is identifying strategies to increase enrollment by improving the College's website and programs like College Now, and exploring new programs like Gateway to College.

Efficiencies: The third workgroup is looking at how we can increase efficiency. Areas of focus include reducing cost through optimizing supply purchases and managing instructional sections, and increasing revenue by streamlining facility use and rentals by third parties.

Long term: The fourth workgroup is looking at long-term strategies like maximizing the College's assets and reviewing waiver capacity associated with enrollments. These revenue and expenditure impacts are expected to realize results beyond the upcoming biennium.

Lastly, in response to the board's direction, the Institutional Effectiveness Council will be working on a process for academic program prioritization. The Learner Success Council will take on the parallel process for non-academic programs.

In conclusion, while the numbers may sound discouraging, I remain hopeful. Our students and community are at the center of our work, and drive us to innovate, advance, and evolve as an institution. This budget reflects the commitment of our college faculty and staff, who are determined to provide exceptional programs and services in spite of the current budget uncertainty we face. In the coming months, we will continue to advocate for adequate state funding over the next biennium, so that we can continue to fulfill our mission of transforming lives and building communities.

DeMent presented an overview of the 2019-2020 proposed budget, highlighted key budget information throughout the proposed budget, and answered questions from board members. Zordich asked several questions about the investment income and the return on our investment. DeMent stated they participate in Oregon Short-Term Investment Fund where all local governments put funds into a pool that is invested in short-term investment funds.

The Budget Committee will reconvene at the April 17 budget meeting. Public comment will be taken at that meeting.

2.0 ADJOURN BUDGET COMMITTEE MEETING



Zordich motioned to adjourn the budget committee meeting. Mattson seconded the meeting and it passed unanimously. Meeting was adjourned at 6:50 pm.

3.0 CONVENE AS MHCCD BOARD/CALL TO ORDER

Diane McKeel, board chair, called the board work session to order at 6:50 pm.

4.0 & 5.0 EXECUTIVE SESSION

McKeel moved the board into a closed Executive Session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designed by the governing body to carry on labor negotiations. The executive session was adjourned at 7:11 pm.

6.0 BOARD WORK SESSION

McKeel called to order the board work session at 7:11 pm and turned it over to Jim McKeel for review of the board by-laws.

6.1 Review Board By-Laws

Zordich led board members in a review of board by-laws 9081, 9082, 9100, and 9120. Several edits were discussed and made in draft format for further review.

7.0 ADJOURNMENT

The board work session was adjourned at 7:53 pm.

Clerk

Board Chair

Minutes recorded by Laurie Popp, Executive Assistant to the Board of Education.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.1b

CONTACT PERSON: *Laurie Popp, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – April 17, 2019, Board Regular Session #980 Meeting Minutes
Session #980

A meeting of the Mt. Hood Community College District Board of Education was held on April 17, 2019 with Budget Committee meeting at 6:00 pm and a Regular Session Board meeting at 6:30 pm in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

1.0 CONVENE AS BUDGET COMMITTEE / CALL TO ORDER / DECLARATION OF A QUORUM
Members present: Jim Zordich, budget committee chair, Diane McKeel, Annette Mattson, Kenney Polson.

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer

Zordich called the meeting to order at 6:02 pm. A quorum was present.

2.0 PUBLIC INPUT

There was no public testimony regarding the budget.

2.1 Consideration and Approval of the 2019-2020 Budget

Jennifer Dement presented the 2019-2020 Budget for consideration and approval. Zordich read the resolution to board members:

RECOMMENDATION:

That the Budget Committee move to approve the Mt. Hood Community College District 2019-2020 budget of \$165,467,020 including the general fund budget in the amount of \$77,895,461 and all other budgets in the amount of \$87,571,559.

There were no questions regarding the budget. McKeel motioned to approve the budget. Mattson seconded the motion and it passed unanimously.



2.2 Set the Tax Levy for 2019-2020

Jennifer Dement requested approval to set the Tax Levy for 2019-2020. Zordich read the resolution to board members:

RECOMMENDATION:

Approve the amount and/or rate of the property taxes.

Fund: General

Type: Permanent Tax Rate

Amount Subject to the Education Limitation: \$0.4917 / \$1,000 of assessed value

There were no questions in regards to setting the tax levy. Polson motioned to approve the tax rate. McKeel seconded the motion and it passed unanimously.

3.0 ADJOURN BUDGET COMMITTEE

Zordich adjourned the Budget Committee meeting at 6:08 pm.

4.0 CONVENE AS MHCCD BOARD / CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Diane McKeel, board chair, Jim Zordich, board vice chair, Annette Mattson, Kenney Polson, Tamie Arnold, and Teena Ainslie (by phone).

Additional Attendees: Dr. Lisa Skari, president, Jennifer DeMent, chief operations officer, and Stephanie McGee, labor relations manager.

Diane McKeel, board chair, called the meeting to order at 6:33 pm. A quorum was present.

4.1 Approval of the Agenda

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

4.2 Correspondence

Dr. Skari and John Hamblin, executive dean for Student Development, surprised Annette Mattson by presenting her with an Associate degree from Mt. Hood Community College (MHCC). She had previously completed courses at MHCC and transferred to Warner Pacific College to earn a Bachelor of Science degree. Hamblin shared that through the Reverse Transfer program at MHCC, Mattson submitted the needed transcripts to receive her Associate degree from MHCC.

4.3 Outstanding Support Staff Awards

Dr. Skari and Kim Sharer, Classified Employee Association representative, presented the Outstanding Support Staff Awards to the following individuals:

- Angelique Kauffman, Workforce & Economic Development
- Kelly Gernhart, Performing Arts



- Graham Phillips, Academic Advising (did not attend board meeting)

Dr. Skari read a brief statement about each honoree from their nomination letter and handed each a check for \$500 from the MHCC Foundation. Kim Sharer shared her appreciation and congratulations for their contributions to the college. Diane McKeel extended her congratulations and appreciation on behalf of the board to the honorees for their outstanding service to Mt. Hood Community College.

5.0 PUBLIC INPUT

There was no public testimony.

6.0 REPORTS

6.1 Special Report: Head Start Training

Pam Greenough Corrie, director, Cynthia Smith, associate director, and Kimberly Moua, associate director, provided the annual Head Start training about the roles and responsibilities of board members in the Head Start program.

Corrie distributed a copy of the MHCC Child Development & Family Support Programs Annual Report to board members, and presented a PowerPoint presentation that highlighted the programs of Head Start, Early Head Start, Child Care Partnerships, and Child Care Resource & Referral Agency for Multnomah County. She stated the Head Start program mission of “increasing the success of children and families by building on strengths” has been in place for more than 25 years, and the program employs about 300 staff members. The Head Start program serves children from age three to five, and the Early Head Start program serves pregnant women and children to age three. They provide part day and full day programs, as well as classroom based programs and home visit programs. Corrie provided an overview of the funding sources for Head Start and Early Head Start. Smith shared about the families served by these programs and that they are very diverse and accurately reflect the communities they serve. They have a variety of venues to serve families, with 34 service locations throughout East Multnomah County that include 19 centers providing Head Start and Early Head Start classrooms, two home-based centers providing Early Head Start, three teen parent programs, and ten community child care centers. Smith provided an overview of the Policy Council at Head Start, which is comprised of 50 parent members representing 34 sites.

Corrie stated they provide annual training to board members and Policy Council members to meet requirements from the Head Start Act and the Head Start Program Performance Standards, as well as funding and licensing requirements by the Oregon Department of Education Early Learning Division. She provided an overview of the grant planning cycle, and shared they do a community assessment every five years with an update completed each year, and also complete an extensive annual self-assessment. They have a shared decision-making model between the Governing Body, Management Staff, and Policy



Council which provides leadership and strategic direction to the Head Start program. The Governing Body manages the legal and fiscal responsibilities, including the safeguarding of federal funds, the Management Staff oversees the day-to-day operations, and the Policy Council sets the program direction. Corrie discussed the Child Care Resource and Referral program, which provides professional development and support for all licensed and unlicensed child care programs in Multnomah County. She responded to questions about the Baby Promise Program and unlicensed child care facilities in Oregon.

7.0 BUSINESS/ACTION

7.1 Consent Agenda

Zordich motioned to approve the consent agenda. Polson seconded the motion and it passed unanimously.

- a) Minutes – Board Retreat #976, February 23, 2019
- b) Minutes – Board Regular Session #977, March 13, 2019
- c) Minutes – Board Regular Session #978, March 20, 2019
- d) Monthly Personnel Report
- e) Monthly Financial Report
- f) Monthly Head Start Report
- g) Early Head Start Child Care Partnerships Grant Application for 2019-2020

7.2 Head Start/OSEA Collective Bargaining Agreement Ratification for July 1, 2018 through June 30, 2020

Stephanie McGee presented the Head Start/OSEA Collective Bargaining Agreement for July 1, 2018 through June 30, 2020 for approval.

Zordich motioned to approve the Head Start/OSEA Collective Bargaining Agreement. Mattson seconded the motion and it passed unanimously.

8.0 CLOSING REPORTS

8.1 Board Member/Advisory Comments

Board Members

Tamie Arnold – The East County Joint Boards meeting was held last week, attended by board members Arnold, Zordich, and McKeel. Arnold shared the first meeting went well and a lot of information was shared. There are opportunities for collaboration moving forward. Zordich commended Paul Wild for an excellent job facilitating the meeting. Arnold thanked Dr. Skari and Laurie Popp for their time and effort coordinating the meeting.

Kenney Polson – No report.



Annette Mattson – She participated in the OCCA Legislative Session conference call this week. She sends her appreciation to Al Sigala for sending out the information about the Joint Committee for Student Success (JCSS). There was a large number of community college attendees and testimony provided at the hearing. She emailed all the committee members through the JCSS and all legislators in the MHCC district. There will be another town hall this Saturday at Cup of Tea in Happy Valley. She complimented the MHCC Foundation for the Alumni Reception and Planetarium Show held on April 4. It was a great event and really well done. She shared that Dr. Skari and Dr. Howard from Portland Community College both spoke at the East Portland Chamber of Commerce meeting on April 10 and it was really well received.

Jim Zordich – He attended the Winter Class Graduation and Pinning Ceremony for the Nursing program, and 30 students graduated. He shared that Heather White, library technical services coordinator, is enrolled in the Open Textbook Network Certification in OER Librarianship Program. She will be trained intensively in the developing technology of OER and will be representing Mt. Hood Community College.

Teena Ainslie – she commented on the report from Head Start and the outstanding job they do.

Diane McKeel – she attended the East Portland Chamber event with Dr. Skari and Dr. Howard and felt the people learned a lot and came away being real advocates for community colleges. She is also on the East Metro Economics Alliance Board and they are very strong on support for MHCC. She attended the Ways and Means Committee meeting at Portland Community College and was pleased that one of our MHCC students was called to testify at the hearing. She attended the Alumni Planetarium Show and Reception on April 4 and it was outstanding and very enjoyable. She appreciates those kinds of outreach programs and opportunities as they help reconnect people to the college. There will be another town hall at Gresham City Hall on April 27 with Representative Carla Piluso and Senator Laurie Monnes Anderson. She enjoyed the recent City Club and Portland Business Alliance event held at MHCC on April 9 that focused on the economic forecast in East Multnomah County.

Associated Student Government (ASG) Representative

Bob Hansen, ASG President – he distributed several posters to board members about upcoming events and invited board members to attend. He shared there are three candidates running for ASG positions. The election polls open on April 23 and 24 and voting will be online. He will bring the elected officials to the next board meeting to introduce them. They are having a Barney's Open House in the Student



Union on April 24 at 8:30 a.m. ASG will present a gift of appreciation to the MHCC Foundation Board for their monetary gift to purchase the refrigerator and stock Barney's Party with food. They are planning a "Pizza with Gresham Chief of Police" event in the Student Union on April 25 at noon. That same evening there will be a "Take Back the Night" community event at the MHCC Track & Field beginning at 6 p.m. The Global Breakfast is scheduled for April 24 from 9:30 a.m. to 12 p.m. and is a great opportunity for students to get involved in culturally rich items. He announced a "Save the Date" for May 30 for an End-of-Year Celebration called "Barney's Bash." It will be a fun day with several events scheduled throughout the day and a dance in the evening.

Advisory Representatives

Cheryl Johnson, Full-Time Faculty Association (FTFA) – she shared that faculty will have a table at the foundation auction and Tambi Boyle will be there. The OEA is having an event on May 8 and the FTFA will be doing some small events on campus. They will be wearing "Red for Ed" on campus and are planning to potentially meet in the free speech area to show their support and have pictures taken. They are also planning a letter writing campaign for the legislators to increase community college funding. She commented on the speaker series they have and feels it is one of the best in East Portland, if not the entire Portland metro area. On May 29, they will have Diana Kirk on campus from 12 – 1 p.m. in the Visual Arts Theatre. Kirk is a Portland author known for being outspoken.

Kim Sharer, Classified Employee Association (CEA) – they will also be participating in the "Red for Ed" to show support. She received word from Katelyn Goslin and Christy Weigel from Instructional Services that the new online catalog will be available for use by the end of April. The catalog is now easier to use and is ADA accessible, responsive to tablets and cellphones, and updates the MHCC website automatically.

Marilyn Pitts, Part-Time Faculty and Tutor Association (PFTA) – she will pass along the positive feedback from the board to the part time faculty who worked on the Planetarium event. She mentioned the Global Breakfast was started several years ago by the ESL faculty. The event was in part seen as a fundraiser to support the Ali Modabber Fund, set up to honor a beloved ESL instructor who passed away. The fund provides support in a variety of ways for students for whom English is a second-language.

Zordich reminded everyone about the Foundation Auction being held on April 27 and to buy tickets to attend the event. The goal is to exceed the amount of sponsorships from last year.

8.2 President's Report

Dr. Skari wanted to touch on three important things for her report: money, students, and staff. Regarding money, there have been a lot of activities related to influencing legislators and decision-makers. She shared they joined with Portland Community College and Clackamas Community College and approached the Portland Business Journal for a joint opinion piece in the Portland Tribune. They talked about the return on investment and what the community colleges have done to garner support from the business community. Regarding students, she had an opportunity during one of the ASG candidate forums held last week to hear the three candidates speak who are running for office. She was very impressed with the candidates. And for staff, she shared praise for the three outstanding staff who were acknowledged tonight and appreciates all staff who put in time to serve our students and community. She stated the distinguished faculty awards will be held in June.

Dr. Skari thanked Stephanie McGee and her team, and the Head Start team for all the great work done on the contract negotiations. She thanked the Budget Committee for their work in approving the 2019-2020 budget, and thanked Jennifer Dement for all her hard work and leadership on the budget development.

Arnold made a suggestion to start having discussions around moving towards the goal of becoming 100% OER as it would be beneficial for our students. Dr. Skari shared there is legislation in the State about this and an update can be provided. She stated there are multiple sides to this topic and suggested coming up with a framework to address the topic and get the perspective of students, faculty, and operations and bring it back to the board for discussion.

9.0 ADJOURNMENT

Mattson motioned to adjourn the meeting. Zordich seconded the motion and it passed unanimously. The meeting was adjourned at 7:52 p.m.

Clerk

Board Chair

Minutes recorded by Laurie Popp, Executive Assistant to the Board of Education.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.1c

CONTACT PERSON: *Travis Brown, Director of Human Resources*

SUBJECT: MONTHLY PERSONNEL REPORT

New Hires:

Management

Name	Position	Department	Hire Date
Caddy, Sheryl O	Dean of Nursing	Nursing	04/01/19

Faculty

Name	Position	Department	Hire Date
None			

Support Staff

Name	Position	Department	Hire Date
Island, Eryka Malise	Admin Assist Fiscal	Head Start	04/01/19
Sleight, Melinda R	Teacher	Head Start	04/17/19
Szabatin, Marta	Temp EHS Specialist	Admin Services	04/01/19

Transfers:

Name	Previous Position	New Position	Txfr Date
Contreres- Navarro, Oscar	Custodian	Custodian II	04/29/19
Barker, James	Custodian	Custodian II	04/29/19



Separations:

Management

Name	Position	Department	End Date
Clark, Sandra	Education Site Manager	Head Start	04/12/19

Faculty

Name	Position	Department	End Date
None			

Support Staff

Name	Position	Department	End Date
Gosling, Nicholas J	Marketing & Communications Coordinator	District Communications	04/26/19
Gustafson, Jane Ann	Payroll Specialist	Payroll	04/03/19



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.1d

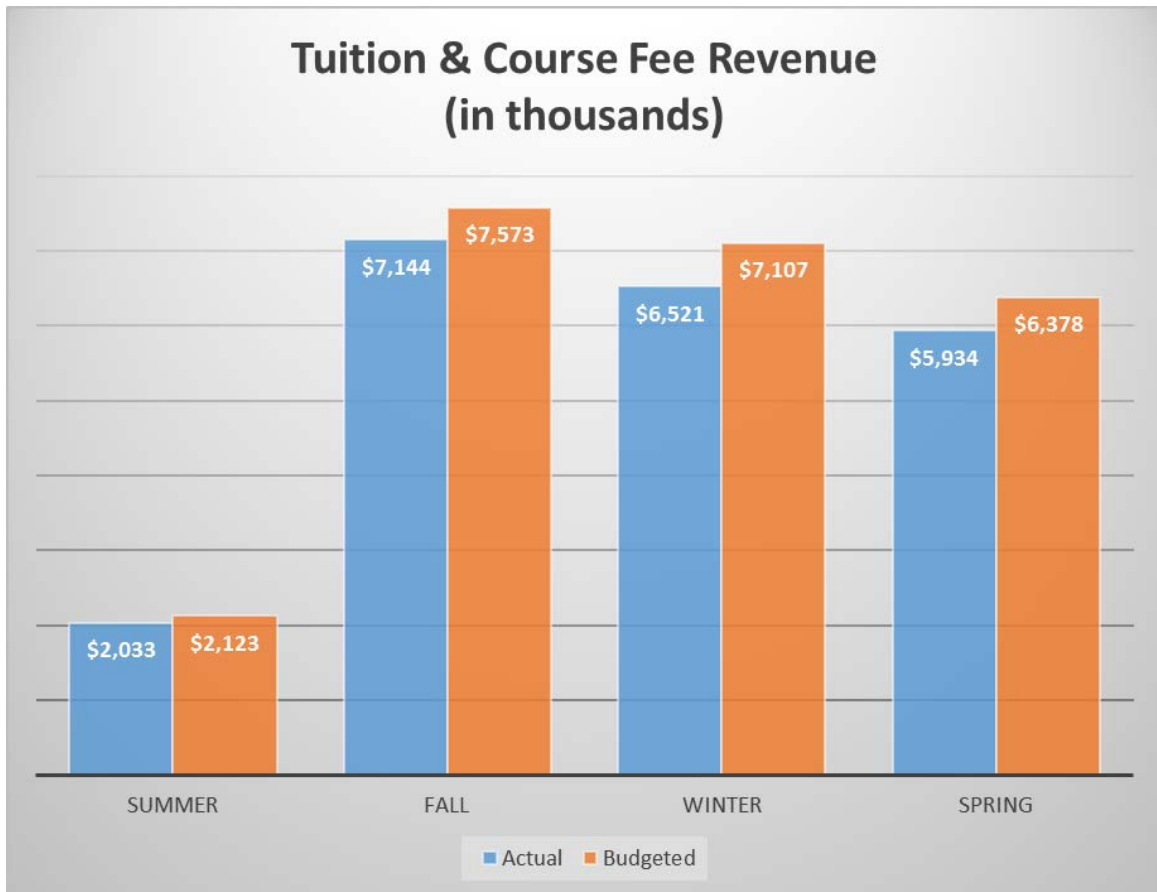
CONTACT PERSON: *Jennifer DeMent, Chief Operations Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

This report includes 2018/19 activity through the month of March.

Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2018-2019 reflects Mt. Hood's estimated share of the biennial state support amount of \$570 million.
- Property tax revenue is received beginning in November. Revenue is turned over monthly from the counties, with the largest payments received in November and December.
- Tuition and fee revenue for fall term is \$7.1 million, winter term is \$6.5 million and spring term is \$5.9 million. Enrollment numbers indicate a decline in tuition-bearing classes as compared to 2017/18 enrollment by -4.4% for fall term, -7% for winter term and -7.4% for spring term.



Expenditures:

As of March 31, nine months of the fiscal year have passed. If expenditures occurred equally throughout the year, there would be 25% 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. Budget amounts include step increases and longevity for eligible employees and no cost of living increases.
- Fringe and tax costs are paid based on a percentage of salary.
- 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 \$75 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2018/19
As of March 31, 2019

	Actual Year to Date Jun 30, 2018	Adopted Budget 2018-19	Actual March 2019	Percentage of Budget Remaining
Beginning Fund Balance	9,638,760	7,150,000	10,603,330	
Revenues				
State Support	28,241,363	28,065,002	21,170,215	25%
Property Taxes	12,287,756	12,595,086	12,862,629	-2%
Tuition and Fees	23,726,171	25,604,579	23,117,110	10%
Uncollectible Receivables	(547,762)	(200,000)	-	
Other Revenues	1,659,600	1,287,165	692,470	46%
TOTAL REVENUES	65,367,128	67,351,832	57,842,425	14%
Expenditures				
Salaries	35,725,066	38,841,105	25,827,842	34%
Health Care	6,142,336	6,487,656	4,778,337	26%
Fringe/Taxes	10,152,295	12,354,442	7,495,285	39%
Materials & Supplies	6,900,714	7,242,103	4,491,745	38%
Utilities	1,524,671	1,665,493	998,907	40%
Grants in Aid/Tuition Waivers	953,001	1,393,775	710,450	49%
Debt Service	2,329,475	2,308,825	504,413	78%
Transfers to Other Funds	675,000	750,000	675,000	10%
TOTAL EXPENDITURES	64,402,558	71,043,399	45,481,979	36%
Rev Greater (Less) Than Exp	964,570	(3,691,567)	12,360,446	
Beginning Fund Balance	<u>9,638,760</u>	<u>7,150,000</u>		
Ending Fund Balance	<u>10,603,330</u>	<u>3,458,433</u>		
<i>As a percentage of expenditures</i>	<i>16%</i>	<i>5%</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 2018/19 budget was based on the assumption that community colleges will receive \$570 million for the 2017/19 biennium. The 2018/19 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 2018/19 generates \$107.00 per credit hour for the General Fund. A technology fee of \$6.25 per credit hour and an Associated Student Government (ASG) fee of \$4.00 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$49 per term is also assessed to students registered for a minimum of one credit. An Access Fee of \$39 per term is also assessed to students registered for a minimum of two credits. Students that became eligible for the tuition pledge in 2015/16, 2016/17 or 2017/18 will continue paying the tuition rate in effect when they began, provided they continue to meet eligibility criteria. New students beginning in 2018/19 will pay the 2018/19 tuition rate, will not be eligible for the tuition pledge at that rate, and will be subject to any future tuition increases. Other Revenues include rental charges, interest earnings, and grant and foundation indirect cost recoveries and sales revenue.

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: *May 15, 2019*

ITEM TITLE: 4.1e

CONTACT PERSON: *Pam Greenough Corrie, Director of Head Start*

SUBJECT: MONTHLY HEAD START REPORT

**Head Start/Early Head Start News from the Director
April 2019**

News:

Oregon Head Start Association Specialist Conference was April 3-5. This is an annual conference for all Head Start program managers to gather from around the state, network and receive training for their specific area. This year the Directors, Education, Health, Food Service, Family Services, Facility, Managers along with our Transportation Specialist attended.

Evening Services Planning Workgroup – We are relooking at our parent engagement services throughout our program with a focus on how often and when do we offer parent education opportunities. The workgroup is made of a variety of staff and managers throughout the program. We held our first meeting re-looking at Performance Standards and program procedures. Recommendations will be coming to the group to help with decision making in the area of parent engagement.

Pam Corrie was asked to visit the Capitol in Salem for the Early Childhood Matters Day. The purpose was to meet with state legislators and discuss early childhood needs. We held two recruitment events in the community. At these events, we had many partners from the community providing services to families in the community. For example, the Oregon Food Bank was there to provide fresh food to families in need. We were able to recruit over 150 children for next year at these two events.

Vanessa Valdez, our Family Services Manager was interviewed on iHeartRadio. She described our program and promoted upcoming recruitment events.



Enrollment Report for Mar 2019

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.

В этом рапорте показано также количество детей в Head Start и Early Head Start. Акт 642(d)(2) требует периодические рапорты о количестве обслуживаемых детей для подачи в Совет Стратегии и в Совет Директоров.

Number of children funded to serve 2018-19

Head Start		Early Head Start	
Federal	399	Federal	116
State	619	Federal Expansion	24
City of Portland	40	State	6
		City of Portland	30
		MIECHV	20
		Child Care Partnerships	75
Total:	1058	Total:	271

Enrollment for November

Head Start	Children	Early Head Start	Children
Head Start	1058	Early Head Start	164
		EHS Non-Partnerships	32
		EHS Child Care Partnerships	75
Total:	1058	Total:	271

Waitlist for 2018-19 Program Year

Program	Children
Head Start	191
Early Head Start	204
EHS Child Care Partnerships	15
Total:	410



Average Daily Attendance by Head Start or Early Head Start Center 2018-19

This report shows the average daily attendance for each Head Start and Early Head Start Site. The Head Start Performance Standards state Sites should maintain an average attendance of at least 85%. When the average daily attendance falls below 85%, the program must analyze the reasons. The Head Start Act 642(d)(2) requires the program to report this monthly to the Policy Council and the Board.

Este informe muestra el promedio de asistencia diaria en cada Centro de Head Start y Early Head Start. El Desempeño de las Normas de Funcionamiento de Head Start manifiesta que los Centros deben mantener un promedio de asistencia de al menos el 85%. Cuando el promedio de asistencia diaria baja del 85%, el programa debe analizar las razones. La Ley de Head Start 462(d)(2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

В этом же рапорте показана средняя дневная посещаемость по центрам в Head Start и Early Head Start. Стандарты Head Start требуют поддерживать среднюю посещаемость не ниже 85%. Если средняя дневная посещаемость падает ниже 85% время бить тревогу и искать причину, тот же Акт 642(d)(2) требует ежемесячных рапортов в Совет Стратегии и в Совет Директоров.

Center	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing			97%	91%	90%	71%	86%	80%	82%				85%
Davis			95%	90%	90%	90%	90%	78%	80%				88%
Division			89%	87%	83%	80%	74%	76%	77%				81%
Earl Boyles			98%	97%	91%	93%	94%	95%	90%				94%
Early Childhood Center Part Day			85%	81%	78%	76%	74%	77%	76%				78%
Early Childhood Center Full Day			83%	90%	88%	79%	78%	79%	75%				82%
Fairview			86%	81%	78%	79%	74%	65%	68%				76%
Gateway			83%	82%	83%	78%	81%	75%	77%				80%
Gethsemane			83%	85%	86%	77%	80%	78%	78%				81%
Gresham United Methodist			95%	84%	80%	73%	65%	67%	63%				75%
Hazelwood	60%	77%	96%	94%	91%	86%	88%	82%	83%				84%
Kelly Place			90%	91%	92%	85%	87%	82%	86%				88%
Knott			86%	83%	78%	75%	80%	70%	72%				78%
Mt. Hood			90%	91%	87%	88%	89%	78%	79%				86%
North Powellhurst			91%	89%	88%	82%	86%	80%	77%				85%
Rockwood 181			89%	84%	80%	78%	82%	73%	78%				81%
Rockwood Stark			84%	75%	78%	77%	78%	71%	77%				77%
Russellville	74%	77%	90%	90%	89%	82%	84%	78%	78%				82%
Sunrise			90%	88%	86%	81%	80%	78%	82%				84%
Troutdale			91%	91%	85%	79%	79%	72%	79%				82%
Program ADA	67%	77%	89%	87%	85%	80%	81%	77%	78%	0%	0%	0%	82%



Average Daily Attendance by Early Head Start Center

Center	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Early Childhood Center	0%	0%	86%	90%	88%	72%	79%	77%	80%				82%
Hazelwood	86%	90%	89%	89%	86%	90%	87%	84%	76%				86%
Russellville	62%	81%	78%	92%	90%	83%	78%	79%	84%				81%
Willow Tree	0%	0%	87%	90%	93%	76%	83%	84%	87%				86%
Program ADA	74%	85%	85%	90%	89%	80%	82%	81%	0%	0%	0%	0%	84%

*children attending Russellville, Hazelwood and Willow Tree are subsidized by DHS child care subsidy

Average Daily Attendance by Early Head Start Child Care Partnerships

Center	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
David Douglas High School			75%	56%	44%	38%	72%	53%	97%				62%
Discovery Garden Child Care	71%	86%	89%	93%	90%	80%	91%	62%	79%				82%
Gresham High School			95%	84%	78%	80%	71%	68%	54%				76%
KinderCare	85%	92%	91%	94%	90%	84%	77%	81%	82%				86%
Little Friend's Day School	71%	86%	93%	91%	87%	92%	93%	88%	96%				89%
Love Bugs	65%	87%	81%	83%	90%	72%	77%	90%	100%				83%
Love Bugs Too	73%	80%	92%	83%	89%	89%	86%	85%	80%				84%
Melody's Munchkins	41%	81%	84%	77%	100%	88%	83%	69%	81%				78%
Melody's Munchkins-Teal House	82%	93%	89%	100%	100%								93%
Pixie Child Care	74%	81%	79%	74%	76%	62%	70%	69%	71%				73%
Reynolds Learning Academy			69%	85%	73%	60%	72%	71%	83%				73%
Program ADA	70%	86%	85%	84%	83%	74%	79%	73%	82%	0%	0%	0%	80%



March 2019 Attendance Analysis – Absences

Most of our programs maintained average daily attendance above 85% for the month of February. Although we are not required to analyze attendance if it is above 85%, we thought sharing the reasons for absences would be informative. Here is a breakdown of absences by program:

Head Start

Absence Reason	Percent
Illness	32%
No bus/no transportation*	17%
Appointment	6%
Vacation	3%
Family Emergency	2%
Other-Excused (i.e. with family member, lice)	15%
Unknown*	25%

Early Head Start

Absence Reason	Percent
Illness	32%
No bus/no transportation	7%
Appointment	6%
Vacation	0%
Family Emergency	0%
Other-Excused (i.e.19 with family member, lice)	21%
Unknown	34%

Child Care Partnerships (CCP)

Absence Reason	Percent
Illness	17%
No bus/no transportation	10%
Appointment	1%
Vacation	9%
Family Emergency	0%
Other-Excused (i.e. with family member, lice)	7%
Unknown	56%



Individual Attendance

The numbers below represent the percentage of individual children in our program this school year with moderate chronic absenteeism (80-89% Average Daily Attendance - ADA) and those with severe chronic absenteeism (less than 80% ADA) for the school year:

Program	80-89% ADA	Less than 80% ADA
Head Start	28%	38%
Early Head Start	22%	39%
Child Care Partnerships	31%	36%



**Mt. Hood Community College
Head Start Financial Report
March 2019**

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)

Это ежемесячный рапорт по грнтам и бюджету в Head Start, включая затраты по кредитным картам. как требуется Актом Head Start 642(d)(2)о готовности к школе 2007. 642(d)(2)

Budget July 2018-June 2019

FUNDING SOURCE	TOTAL FUNDS
Federal/State Head Start	11,082,762
State Duration	370,948
Children's Levy Head Start	435,492
Federal Early Head Start	1,593,650
EHS - Child Care Partnerships	1,619,864
Children's Levy EHS	539,089
EHS Expansion	390,464
State EHS	81,132
MIECHV	200,000
Total	16,313,401
*State Duration funds have not yet been released.	

Expenditure Report March 2019

Budget Category	Budget	Spent	Percent Spent
Personnel/Salaries	7,470,080	645,363	68%
Fringe Benefits	4,285,430	399,719	68%
Travel	52,989	1,882	91%
Equipment	7,500	0	15%
Supplies	289,779	19,018	64%
Contractual	1,240,125	79,682	58%
Facilities/Property Services	799,938	81,509	85%
Other	360,969	48,666	60%
Indirect	1,435,643	102,293	67%
Total	15,942,453	1,378,131	68%

Reimbursement Funds

Source	Amount Budgeted	Amount Received Year to Date
DHS Child Care**	\$326,195	\$229,997.41
USDA Funds**	\$643,184	\$345,944.35

**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. Credit card logs and receipts are prepared by card holder and reviewed monthly by supervisors who check for allowability of the purchases. Logs are reviewed by Fiscal and the Executive Director to ensure accuracy. 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. La hoja de registro de la tarjeta visa y recibos son preparados por la persona responsable y luego son revisados mensualmente por los supervisores para verificar que dichas transacciones sean permitidas. La Especialista de Finanzas de la oficina de Head Start y la Directora de Head Start revisan las hojas de registro para asegurar la exactitud. 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.

Кредитные карты Visa используются сотрудниками Head Start для покупок по работе, и контролируются ежемесячно на нескольких уровнях. Записи затрат регистрируются вместе с корешками от чеков владельцами карт, и рассматриваются на ежемесячной основе управляющими, которые проверяют законность покупок. Финансовый специалист в офисе Head Start проверяет выше указанную документацию на окуратность которую в последствии подписывает директор Head Start. После чего бизнес офис коледжа ведет еще одну проверку на окуратность. И в конечном итоге исходя из стандартов программ Head Start рапорт предоставляется на рассмотрение членам Совета Стратегии и Совету Директоров МНСС.

Closing Date 3/20/19

Description	Head Start	Early Head Start	Children's Levy EHS	Children's Levy HS	MIECHV	EHS-CCP	EHS Expansion	Totals
Center Supplies	7351.54	497.06	134.54	310.31	\$33.07		\$234.18	\$8,326.52
Computer Supplies	122.96							\$122.96
Dental/Medical								\$0.00
Education Supplies	747.53			7.96		\$281.86		\$755.49
Family Services Supplies	1,331.45							\$1,331.45
Health Supplies								\$0.00
Kitchen Supplies								\$0.00
Office Supplies	253.46							\$253.46
Other Costs								\$0.00
Parent Activities	248.59					\$378.66		\$248.59
Postage								\$0.00
Pre-Employment	1,319.94	150.89				\$2.10		\$1,470.83
Site Repair / Maintenance	3,028.82	59.76	4.91	19.39	\$4.90			\$3,117.78
Training	3,299.04					\$73.92		\$3,299.04
Vehicle Costs	3,147.90							\$3,147.90
Utilities	\$3,416.01	\$565.36						\$3,981.37
Total	\$24,267.24	\$1,273.07	\$139.45	337.66	\$37.97	\$736.54		\$26,055.39



**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.

Этот рапорт показывает количество обедов подаваемых в Head Start а так же размер компенсации получаемой нами от USDA. Акт 642(d)(2) Head Start требует ежемесячных рапортов в Совет Стратегии и в Совет Директоров о продовольствии предоставленном USDA.

USDA Reimbursement Rates for 2018-19

Meal	Rate per Meal
Breakfast	1.79
Lunch	3.545
Snack	0.91

February 2019

Meal	Number of meals served
Breakfast	10,700
Lunch	11,466
Snack	4,425
Total Reimbursement for the month:	\$63,826.72

March 2019

Meal	Number of meals served
Breakfast	8,817
Lunch	9,527
Snack	3,802
Total Reimbursement for the month:	\$53,015.47



Head Start and Early Head Start Non Federal Share Report

2018-19

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).

Это ежемесячный рапорт не федеральной программы “Head Start Program's Non- Federal Share” (в своём роде) так как требуется согласно законодательного акта готовности к школе от 2007 года “Head Start School for Readiness Act of 2007”. Фонды от федерального правительства, выдаваемые на программы Head Start и Early Head Start должны исчисляться подобным образом, основанном на одном правиле, ежегодного сбора средств всеми программами дошкольного образования, посредством пожертвования в размере 25 % от федерального бюджета. То есть; мы должны привлекать людей жертвовать своё время и материальные блага на сумму 25 % от федерального бюджета, что и называется “Non-Federal Share (in-kind)”

Total Annual Budget	
Federal EHS Grant	\$1,491,196.00
Federal EHS Child Care Partnerships	\$1,567,424.00
Federal EHS Non-Partnership	
Federal HS Grant	\$5,157,545.00
TOTAL GRANT	\$8,216,165.00
Match Needed:	\$2,054,041.25

Available Match:	
Oregon Head Start	\$5,688,844.00
Oregon EHS	\$81,132.00
Portland Children’s Levy	\$386,826
Total	\$6,156,802.00



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.1f

CONTACT PERSON: *Pam Greenough Corrie, Director of Head Start*

SUBJECT: EARLY HEAD START CHILD CARE NON-PARTNERSHIPS GRANT APPLICATION FOR 2019-2020

Head Start is requesting permission to submit the Early Head Start Child Care Non-Partnerships Grant application for 2019-2020 for the amount of \$397,211. Mt. Hood Community College Head Start and Early Head Start Policy Council has approved this grant application.

RECOMMENDATION: Approval to submit grant as described above.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *May 15, 2019*

ITEM TITLE: 4.2

CONTACT PERSON: *Diane McKeel, Board Chair*

SUBJECT: BOARD CALENDAR – 2019 MEETING DATES

MHCC Board of Education Calendar 2019

Date	Time	Activity
January 9, 2019	6:00 pm	Board Work Session
January 16, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
February 6, 2019	6:00 pm	Board Work Session
February 20, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
February 23, 2019	9:00 am – 5:00 pm	Board Retreat
March 13, 2019	6:00 pm	Board Work Session
March 20, 2019	6:00 pm 6:30 pm	Tenure Reception Board Meeting
April 3, 2019	6:00 pm 6:45 pm	Budget Committee Board Work Session
April 17, 2019	6:00 pm 6:30 pm	Budget Committee Board Meeting
April 27, 2019	5:00 pm	Annual Foundation Auction
May 1, 2019	6:00 pm	Board Work Session
May 15, 2019	6:00 pm 6:30 pm	Board Appreciation Reception Board Meeting
June 5, 2019	6:00 pm	Board Work Session
June 14, 2019	7:00 pm	GED Graduation
June 15, 2019	10:00 am	Commencement
June 19, 2019	6:00 pm 6:30 pm 7:30 pm	Board Dinner TSCC Budget Hearing Board Meeting
TBD	TBD	New Board Member Orientation
July 10, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
TBD	9:00 am – 5:00 pm	Board Retreat
August 21, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
September 4, 2019	6:00 pm	Board Work Session
September 18, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
October 9, 2019	6:00 pm	Board Work Session
October 23, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
November 20, 2019	6:00 pm 6:30 pm	Dinner Board Meeting
December 4, 2019	6:00 pm	Board Work Session
December 18, 2019	6:00 pm 6:30 pm	Dinner Board Meeting