Board of Directors
Meeting Agenda

August 20, 2015

#thinkPCCfirst
AGENDA

5:00 PM  Work Session (Board Dinner)  Oak and Elm Rooms
- TSS Update — Jackie Barretta
- OPC/OCCA Update — Denise Frisbee
- Internal Auditor Charter — Gene Pitts and Sylvia Kelley

6:00 PM  Executive Session  CC 242
In accordance with ORS 192.660 (2), (d) Labor Negotiation, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation

7:30 PM  Call to Order  CC 238/239
- Introductions
- Approval of Minutes – April 16, 2015 and July 16, 2015
- Approval of Agenda

7:35 PM  Information Sessions
- Transportation Demand Management — Linda Eden (20 minutes)
- SW Corridor — Linda Degman (20 minutes)
- Budget Update (Based on Legislative Allocation) — Jim Langstraat and Meghan Moyer (15 minutes)
- Presidential Search Update — Deanna Palm (10 minutes)

8:40 PM  Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

8:50 PM  Business Session

Consent Agenda:  (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

PERSONNEL
16-012 Approval of Personnel Actions–August 20, 2015........ 015

Academic Professional Appointments:
Avelina Gulmatico-Laeser, Minority-Owned, Woman-Owned and Emerging Small Business (MWESB) Procurement Coordinator
Cassandra Hill, Accountant II, Finance and Administration
Rebecca Lewis, Financial Aid Coordinator, Academic and Student Affairs
Catherine Chester, Community Engagement Director, Office of the College Vice President

Administrative Appointments:
Gregory Meyer, Interim Division Dean of Mathematics and Industrial Technology, Mathematics and Industrial Technology Division, Sylvania Campus
Gary Payton, STEM Center Manager, Office of the Dean of Instruction, Administrative Services

Retirees:
16-013 Commendation of Retiring Employee – Ry Duch................................................................. 018
16-014 Commendation of Retiring Employee – Sara Neill............................................................... 019
16-015 Commendation of Retiring Employee – Rachel Stevens...................................................... 020

MISCELLANEOUS PERSONNEL
16-016 Continuous Appointment: Faculty & Academic Professionals ......................................................... 021
16-017 Continuous Appointments: Administration ...................... 022

BIDS/CONTRACTS
16-018 Authorize an Increase to Existing Technology Consulting Services Contract with Right Systems Inc (RSI) for the Completion and Deployment of Network Redesign Project ........................................... 023
16-019 Authorize an Increase to Existing Technology Consulting Services Contract with Virtual Information Executives, LLC ................................. 025
16-020 Authorize to Use a Cooperative Contract with Six Degrees Consulting to Provide Technology Consulting Services on Checkpoint Products ....... 027

8:55 PM Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

9:05 PM Reports (5 minutes each)
• Faculty
• Classified
• Students
• Board Members
• President

9:30 PM Adjournment

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the PCC Disability Access Services at least 48 hours in advance at (971) 722-4341 (voice) or (503) 246-4072 (TTY). A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.
MINUTES

BOARD ATTENDANCE
Denise Frisbee, Jim Harper, Ken Madden, Chair Deanna Palm, Gene Pitts, Michael
Sonnleitner, Kali Thorne-Ladd (teleconference)

EXECUTIVE SESSION
The Board of Directors met at 6:00 pm in accordance with ORS 192.660 (2)-in accordance
with ORS 192.660 (2), (a) Employment of a Public Official, (d) Labor Negotiation, (e) Real
Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client
Privilege), (h) Litigation

CALL TO ORDER
Chair Palm called the business meeting to order at 9:37 am and invited all present to
introduce themselves.

APPROVAL OF THE MINUTES
The May 21, 2015 and June 18, 2015 Board Meeting minutes were approved as presented.
Madden/Harper

APPROVAL OF THE AGENDA
The agenda was approved as published. Pitts/Madden

SWEARING IN OF ELECTED OFFICIALS
Sylvia Kelley, Acting President swore in Michael Sonnleitner as the newest board
member for Zone 3.

President Kelley asked for a motion to elect a Chair for the PCC Board of Directors.
Denise Frisbee moved that Deanna Palm be nominated to serve as Chair for 2015-2016.
Ken Madden seconded the motion. All approved, Deanna Palm abstained from the vote.

President Kelley asked for a motion to elect a Chair for the PCC Board of Directors. Jim
Harper moved that Gene Pitts be nominated to serve as Vice Chair for 2015-2016.
Denise Frisbee seconded the motion. All approved, Gene Pitts abstained from the vote.

Chair Palm and Vice Chair Pitts were sworn into office by President Kelley.

INTERIM PRESIDENT UPDATE
Chair Palm provided an update on the interim president. The subcommittee consisted of
Chair Palm, Directors Pitts and Frisbee. The subcommittee announced that a nomination
for Sylvia Kelley to serve as interim president, it will be voted on later during the Business
PUBLIC COMMENT ON AGENDA ITEMS

Interim President/PCC Board
Shannon Baird, Faculty, Building Construction Technology
Tony Greiner, Reference Librarian, Library and Media Services
Maureen Travers, Office Manager, PCCFCE
Frank Goulard, Faculty, Mathematics

BUSINESS MEETING
Chair Palm proposed approval of Resolutions 16-001 through 16-010 that are on the consent agenda. The motion passed unanimously. Harper/Pitts

Non Consent Agenda:
Director Pitts motioned to amend 16-011-Approval of Appointment for Interim College President of Portland Community College to appoint Sylvia Kelley as the Interim President. The motion was seconded by Denise Frisbee. All approved the amendment.

Director Palm asked for approval of the amended resolution 16-011. Madden/Pitts

Roll Call Vote for 16-011:
Frisbee: YES Palm: YES
Harper: YES Madden: YES
Pitts: YES Sonnleitner: ABSTAIN
Thorne-Ladd: YES

Motion carries.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Environment
Michael Cannarella, AFT Representative

College Direction
Ed DeGrauw, Instructor, Biology

INFORMATION SESSIONS

Dual Credit
Dr. Chris Chairsell, Vice President, Academic and Student Affairs; Dr. Craig Kolins, Dean of Instruction, Southeast Campus; Dr. Lisa Avery, Campus President, Sylvania Campus; Dr. Jessica Howard, Campus President, Southeast Campus
Dr. Chairsell provided an update on Dual Credit which included changes from the legislator, rules and regulations around Dual Credit, Oregon Metro Grant, instructor qualifications, and the growth surrounding it.

SW Corridor
Linda Degman, Director, Bond Program and Eric Ridenour, SERA Architects
An update was provided to the board members on a possible light rail system to the Sylvania Campus. PCC was asked to gather information on projected growth and
expansion for the Sylvania Campus to provide to the Steering Committee.

ADJOURNMENT
There being no further business, the meeting adjourned at 11:40 am.

NEXT MEETING
The next business meeting of the Portland Community College Board of Directors will be held on August 20, 2015 at 7:30 PM at the Sylvania Campus.

Deanna Palm, Chair

Sylvia Kelley, Interim President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 20, 2015.
A. Approval of new hires, new positions and change of position

1. **Academic Professional Appointment – Avelina Gulmatico-Laeser**
   Minority-Owned, Woman-Owned and Emerging Small Business (MWESB) Procurement Coordinator
   Administrative Services
   Annual Salary: $80,993  Grade: 5  Step: 17
   Effective: August 21, 2015
   Most Recent Experience: Portland Community College
   Bond Procurement and MWESB Coordinator
   Applicant Flow:
   
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<td></td>
<td>1 Not Disclosed</td>
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<td>13 Total</td>
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2. **Academic Professional Appointment – Cassandra Hill**
   Accountant II
   Finance and Administration
   Annual Salary: $54,231  Grade: 3  Step: 9
   Effective: July 28, 2015
   Education: Portland State University BS, Accounting and General Management
   Mt. Hood Community College ABA, Business Administration
   Most Recent Experience: H&R Block
   Tax Associate
   Applicant Flow:
   
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<td>12</td>
<td>Female 1 Black or African American</td>
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<td>1</td>
<td>Not Disclosed 1 Asian 1 Two or More Selections</td>
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<td></td>
<td>2 Not Disclosed</td>
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3. **Academic Professional Appointment—Rebecca Lewis**  
Financial Aid Coordinator  
Academic and Student Affairs  
Annual Salary: $46,710  
Grade: 5  
Step: 1  
Effective: July 6, 2015  
Education: Cascade College  
BS, Psychology  
2000  
Most Recent Experience: Portland Community College  
Financial Aid Coordinator (Interim)  

**Applicant Flow:**  
Gender:  
6 Male  
13 Female  
1 Not Disclosed  
Ethnicity:  
10 White (not of Hispanic Origin)  
1 Black or African American  
2 Asian  
4 Hispanic/Latino  
2 Two or More Selections  
1 Not Disclosed  
Total: 20  

4. **Administrative Appointment (Temporary)—Catherine Chester**  
Community Engagement Director  
Office of the College Vice President  
Annual Salary: $82,483  
Grade: M  
Effective: August 1, 2015 to July 20, 2017  
Education: University of Southern California  
MA, Public Relations  
1990  
Notre Dame University  
BA, Government and International Studies  
1988  
Most Recent Experience: Portland Community College  
Public Relations Manager  

**Applicant Flow:**  
Gender:  
17 Male  
23 Female  
0 Not Disclosed  
Ethnicity:  
22 White (not of Hispanic Origin)  
4 Black or African American  
1 Asian  
6 Hispanic/Latino  
3 Two or More Selections  
1 American Indian  
3 Not Disclosed  
Total: 40  

5. **Administrative Appointment (Temporary)—Gregory Meyer**  
Interim Division Dean of Mathematics and Industrial Technology  
Mathematics and Industrial Technology Division, Sylvania Campus  
Annual Salary: $84,461  
Grade: N  
Effective: July 1, 2015 to June 20, 2016
Education:  
Georgia Institute of Technology  
MS, Mechanical Engineering  
1991  
Santa Clara University  
BS, Mechanical Engineering  
1987

Most Recent Experience:  
Portland Community College  
Instructor, Engineering

Applicant Flow:  
Direct Appointment

6. Administrative Appointment—Gary Payton  
STEM Center Manager  
Office of the Dean of Instruction, Administrative Services  
Annual Salary:  $57,000 @ (.50 FTE)  
Grade:  I  
Effective:  July 8, 2015  
Education:  
University of Washington  
MS, Engineering  
2012  
Institute of Technologists (Japan)  
BS, Applied Engineering  
2005  
University  
Technology  
University of Virginia  
BA, East Asian Studies  
1999

Most Recent Experience:  
Portland Community College  
Instructor, Engineering (Faculty Intern)

Applicant Flow:

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<td></td>
<td>1 American Indian</td>
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ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN August 20, 2015 PERSONNEL REPORT

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<th>Gender</th>
<th>Total</th>
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<tr>
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<tr>
<td>Black or African American</td>
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<tr>
<td>Asian</td>
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6
August 20, 2015

16-013 COMMENDATION OF RETIRING EMPLOYEE – RY DUCH

PREPARED BY: Human Resource Department Staff
APPROVED BY: Sylvia Kelley, Interim President

REPORT: Ry Duch has performed faithfully in his duties as a Groundskeeper I for Portland Community College since April 30, 1985. He retires effective July 31, 2015.

RECOMMENDATION: That the Board commend him for his service to Portland Community College and wish him well in his retirement years.
COMMENDATION OF RETIRING EMPLOYEE – SARA NEILL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Sara Neill has performed faithfully in her duties as a Student Resource Specialist, Employment Specialist and Part-time faculty for Portland Community College since February 23, 1999. She retires effective August 31, 2015.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
August 20, 2015

16-015  COMMENDATION OF RETIRING EMPLOYEE – RACHEL STEVENS

PREPARED BY:  Human Resource Department Staff

APPROVED BY:  Sylvia Kelley, Interim President

REPORT:  Rachel Stevens has performed faithfully in her duties as a Full-time Composition/Literature Instructor, and Part-time Instructor for Portland Community College since January 3, 1989. She retires effective August 31, 2015.

RECOMMENDATION:  That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2015:

<table>
<thead>
<tr>
<th>Continuous Appointments</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>Alexander Vins</td>
<td>Instructor/Manufacturing Technology</td>
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</table>
The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2015:

<table>
<thead>
<tr>
<th>Continuous Appointments</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>Scott Beall</td>
<td>System Analyst</td>
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August 20, 2015

16-018

AUTHORIZE AN INCREASE TO EXISTING TECHNOLOGY CONSULTING SERVICES CONTRACT WITH RIGHT SYSTEMS INC (RSI) FOR THE COMPLETION AND DEPLOYMENT OF NETWORK REDESIGN PROJECT

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL RESPONSIBILITY: Linda Degman, Director, Bond Program
                Jackie Barretta, Interim CIO, Technology Solution Services

APPROVED BY: Sylvia Kelley, Interim President

REPORT: On December 11, 2014 (BA 15-067), the Board of Directors approved an increase to RSI’s contract for the completion and deployment of the Network Redesign Project (NRP). With previous resolutions (BA 14-038 and 15-067), the up to date approved contract total is $575,000. Due to unexpected system challenges, the completion of the NRP has been extended through March 31, 2016. The additional time is necessary to allow for the deployment team, consultants and Technology Solutions Services (TSS) network staff, to work on cleaning up the naming structures with the legacy network. The team also spent longer than expected in performing firewall architecture design. After completing four of twelve deployments, the deployment team learned that migrations take significantly longer because the legacy network contains even more design flaws than originally discovered. It requires more troubleshooting and complex workarounds to get the legacy network to work with NRP. With these challenges, it is critical to the success of the NRP deployments to have consistent technical consulting services to address new architectural adjustments during each deployment. RSI will need to continue providing technical leadership for the new network architecture and NRP implementation.

After careful review, an additional cost of $225,000 is needed for full completion of the NRP project. This additional cost exceeds the $150,000 thresholds and/or exceeds the 25% of the approved total, which requires Board of Directors approval.
The College is using a cooperative contract with Washington State Department of Enterprise Services, reference #T08-MST-733; RSI’s contract is valid through June 30, 2017 (amendment #15-07). The competitive process was done by the State of Washington. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.

RECOMMENDATION: That the Board of Directors approve additional funding to continue contracting with Right Systems Inc. for an additional $225,000, with a revised contract total of $880,000. The College’s contract will be valid through March 31, 2016. Funding will be from the 2008 Bond Fund.
In November 20, 2014, BA 15-057, the Board of Directors approved an increase to Virtual Information Executives, LLC (VIE) contract for the continuation of providing project management services and network architecture design for the Network Redesign Project (NRP). Based on previous approved resolutions (BA 13-147, 14-099, and 15-057), the up to date contract total for VIE is $1,331,000. This request for another contract increase is due to unexpected network challenges, VIE will need to continue providing project management and technical oversight services through completion of the NRP project, which has been extended through March 31, 2016. This additional time will allow for the deployment team (consultants and TSS network staff) to work on addressing the naming structures in the legacy network and also providing firewall network design tasks.

The College requests an increase of $275,000 for providing project management through completion of the NRP project (funded by the 2008 Bond Program).

In addition, VIE’s staff has been assigned to fill-in as the TSS Chief Information Officer (CIO) while the College is in the process of conducting a search for a permanent CIO. The cost for the CIO position fill in staffing is $110,000 (funded by General Fund).

This additional cost of $385,000 exceeds the $150,000 thresholds and/or exceeds the 25% of the approved total, which requires Board of Directors approval.
The College is using a cooperative contract with Washington State Department of Enterprise Services, reference #T08-MST-733; VIE’s contract is valid through June 30, 2017 (amendment #15-04). The competitive process was done by the State of Washington. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.

RECOMMENDATION: That the Board of Directors approve additional funding to continue contracting with Virtual Information Executives, for an increase of $385,000 with a revised contract total of $1,716,000. The funding of $628,000 is covered by the 2008 Bond Program and the remaining amount of $1,038,000 is covered by the General Fund.
REPORT:

On March 19, 2015 (BA 15-094), the Board of Directors approved the contract with Presidio for purchasing additional checkpoint hardware and technology professional services. The College has been informed that Presidio is no longer an authorized reseller of Checkpoint Products. At this time, the College would like to contract with Six Degrees (local Checkpoint Products provider). Six Degrees will assist the Technology Solutions Services staff (TSS) with the following services: 1) provide consulting to improve network security by fully implementing the Checkpoint appliances to prevent malicious traffic from entering PCC’s network; 2) prepare the PCC Network Infrastructure Team to be self-sufficient in maintaining a secured network; 3) provide maintenance covering five years of maintenance (FY16 thru FY20) for network equipment and security tools. In previous years, the maintenance cost was $175,000 annually. The increase is due to the fact that the new network is significantly more robust, with increased capacity and failover, and it contains more security safeguards; 4) provide firewall consulting to architect the firewall rules for the new NRP environment, through completion of the NRP project, which has been extended through March 31, 2016. The completion of the NRP was extended because the deployment team has had to spend several months cleaning up the legacy network, and after completing the first four of twelve deployments, TSS learned that migrations take significantly longer because the legacy
network contains even more design flaws than originally discovered. This firewall consulting is provided by Checkpoint and previously was paid thru Presidio.

The College requests an approval for $4,066,000, which includes $180,000 for implementing network security systems, $3,796,000 for maintenance for network equipment and tools for FY 16 thru 20, and $90,000 for firewall consulting to complete the Network Redesign Project funded by General Fund. The table below shows the breakdown by fiscal year. This increase exceeds the $150,000 thresholds and requires Board of Directors approval.

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<thead>
<tr>
<th></th>
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<td>Checkpoint Security Systems Operationalization</td>
<td>$180,000</td>
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<td>Checkpoint Maintenance (previously $175,000 per year)</td>
<td>$140,000</td>
<td>$140,000</td>
<td>1,172,000</td>
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<td>$1,172k</td>
<td>$1,172k</td>
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The College is using a GSA IT Schedule #70 cooperative contract, (reference #GS-35F-0511T, valid through June 26, 2017). Procurement of professional services is included through the same contract as equipment purchases. GSA IT Schedule #70, allows State and Local Governments to take advantage of volume discounts offered on software, firmware, support equipment services. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.
RECOMMENDATION: That the Board of Directors authorize the College to contract with Six Degrees to provide Technology Professional Services and maintenance agreement on Checkpoint Equipment, with the contract terms and conditions based on GSA IT Schedule #70 contract (ref # GS-35F-0511T, valid through June 26, 2017). Funding will be from the General Fund.
Board of Directors Goals

Board members recognized during discussion that several goals from previous goal-setting are not time-specific but are “legacy priorities” that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2014-2015 and 2015-2016 planning cycles.

Legacy Goals
- Monitor the College’s budget to proactively respond to changes in funding.
- Prioritize the College’s commitment to equity.
- Lead the development of a fundraising strategy to advance important initiatives e.g. Future Connect; collaborate with PCC Foundation efforts.
- Be actively involved in governmental affairs and advocacy; and monitor statewide restructuring efforts in HEC and OWEB.

Strategic Priorities and Goals 2014-2015 / 2015-2016
- Approve a PCC Strategic Plan and prioritize implementation endeavors.
- Identify and implement a completion strategy with an emphasis on advising, that results in an increased rate of completion by 2016, and is on track to rank among the highest nationally within five years.
- Adopt a strategy that achieves increased K-12 enrollment and dual credit across districts and student populations.
- Cultivate and maintain clear and consistent communication between Board of Directors and President.
- Adopt a strategy to expand use of technology in academic, administrative and student services support.
The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.