



Board of Directors Meeting Agenda

July 27, 2017

#thinkPCCfirst

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

Core Themes

- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

Approved January 21, 2016

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
July 27, 2017
Newberg Center
135 Werth Blvd., Newberg, OR 97132

AGENDA

- 4:30 PM **Work Session** Rooms 115/116
- Bond Finance Update
 - Bond Polling
- 5:30 PM **Board Dinner** Patio
- 6:30 PM **Executive Session**
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation
- 7:00 PM **Call to Order** Rooms 115/116
- Introductions
 - Approval of Minutes – June 15, 2017
 - Approval of Agenda
- 7:05 PM **Swearing in of Elected Officials**
- Swear in Zone 5 Director, Valdez Bravo
 - Election of 2017-2018 Chair and Vice Chair
 - Swear in Chair and Vice Chair
- 7:15 PM **Information Sessions**
- Newberg Center Update—Lynn Quinn (10 minutes)
 - Achieving the Dream—Mark Mitsui (10 minutes)
 - Strategic Initiative Updates
 - Grad Plan and University Transfer Enhancement—Tammy Billick and Kristin Benson (10 minutes)
 - Student Testing and Placement Process—Tammy Billick and Karen Sanders (10 minutes)
- 7:55 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:00 PM **Business Session**

Non-Consent Agenda: Vote will be by poll of the Board of Directors.

18-001	Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon Calling a Measure Election for Not To Exceed \$185,000,000 of General Obligation Bonds; Approving a Ballot Title and Designating an Authorized Representative; Delegating the Submission of the Ballot Title and Related Matters.....	001
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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.)

	<u>PERSONNEL</u>	<u>Page</u>
18-002	Approval of Personnel Actions–July 27, 2017	006
	Academic Professional Appointments:	
	Nancy Butler, Academic Advising Specialist, Office of the Dean of Student Development, Rock Creek	
	Luis Cisneros, Academic Advising Specialist, Office of the Dean of Student Development, Rock Creek Campus	
	Esther Forbyn, Sustainability Analyst, Finance and Administration	
	Bryant Royal, Vocational Trainer, Workforce, Economic and Community Development Division (Non-General Fund)	
	Amanda Sanford, Student Resource Specialist (Pre College Advisor), Business, Applied Technology and College Prep Division, Rock Creek Campus	
	Administrative Appointments:	
	Cheryl Arpan, Environmental Health and Safety Manager, Finance and Administration	
	Greg Contreras, College Assistance Migrant Program Director, Business, Applied Technology and College Prep Division, Rock Creek Campus	
	Michele Cruse, Interim Dean of Student Development, Office of the Campus President, Cascade Campus (Temporary)	
	Jeremy Estrella, Division Dean of Social Science, Communication and Health. Dean of Instruction, Rock Creek Campus	
	General Johnson, Manager, TRIO Program (Interim), Office of the Dean of Student Development, Cascade Campus (Temporary)	
	Albert Lee, Division Dean – Business and Computing, Dean of Instruction, Sylvania Campus	
	Vicky Lopez-Sanchez, Interim Associate Dean of Student Development, Office of the Dean of Student Development, Rock Creek Campus (Temporary)	

Marilyn McGuire, Division Dean, Health Professions and Physical Education, Dean of Instruction, Sylvania Campus

Karen Preston, Procurement Manager, Finance and Administration (Temporary)

Laura Sanders, Associate Division Dean, Office of the Dean of Instruction, Southeast Campus (Temporary)

Traci Simmons, Associate Dean of Student Development, Office of the Dean of Student Development, Cascade Campus

Fan Yang, Manager of Enterprise Applications, Information Technology

Retirees:

18-003	Commendation of Retiring Employee – Clarice Anderson (38 years)	013
18-004	Commendation of Retiring Employee – Marjorie Delaney (22 years)	014
18-005	Commendation of Retiring Employee – Rebecca Foster (22 years)	015
18-006	Commendation of Retiring Employee – Nancy Gray (19 years).....	016
18-007	Commendation of Retiring Employee – Pattie Hollamon (9 years)	017
18-008	Commendation of Retiring Employee – David Kercher (19 years).....	018
18-009	Commendation of Retiring Employee – Irene Reskin (4 years)	019
18-010	Commendation of Retiring Employee – Margaret Sherer (22 years)	020
18-011	Commendation of Retiring Employee – Glen Truman (29 years).....	021

Continuous Appointments:

18-012	Continuous Appointment: Faculty & Academic Professionals	022
18-013	Continuous Appointment: Administration	023

Personnel Contracts:

18-014	Approval for Robert Steinmetz as Vice President – Student Affairs	024
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BIDS/CONTRACTS

18-015	Accept Proposal and Award Contract for Commercial Property Management Services to Chris Balmes Properties, LLC.....	025
18-016	Ratify the Contract with Cherry City Electric to Provide Arc Fault Corrections Services at Rock Creek Campus	027
18-017	Reject the Bids Received for the Rock Creek Campus Boiler Replacement Project	029

18-018	Authorization to Contract with Xerox for Managed Print Services of Faculty and Staff Printers	031
<u>BOARD</u>		
18-019	Ratification of Private Pilot Instructor Agreement Between Portland Community College and the Portland Community College Federation of Faculty and Academic Professionals	034
18-020	Apply to the State Board of Education for Approval of the Electric Power Generation AAS and Less Than One-Year Career Pathway Certificate for Portland Community College	036
18-021	Apply to the Oregon State Board of Education for Approval of Gerontology Advocacy Less Than One-Year Career Pathway Certificate	037
18-022	Portland Community College 2018 Distinguished Patron Award Nominee.....	038
18-023	Adopt Revised Debt Management Standards	040
18-024	Appoint Board of Directors Members for the Board Audit Committee	049
18-025	Authorization to Contract with Achieving the Dream.....	050

8:10 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

- 8:15 PM **Reports** (5 minutes each)
- Faculty and Academic Professionals
 - Classified
 - Students
 - Board Members
 - President

8:45 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 Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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.

5. Account for the debt issues and related transactions in accordance with local budget law and general accepted accounting principles.
6. Recommend debt operating procedures policies to the appropriate college officials.
7. Maintain the primary relationship and communicate with national rating agencies.
 - a) This communications effort includes providing periodic updates on the College's general financial condition along with coordinating meetings and presentations in conjunction with debt issuances.
8. Prepare and utilize key performance indicators and financial ratios to analyze the College's capacity to assume debt.
9. Monitor compliance with federal tax law for tax-exempt bonds regarding use of proceeds, sizing of debt service funds, and utilization of debt service reserve accounts as appropriate.
10. Prepare materials in compliance with Continuing Disclosure Agreements from prior debt offerings and post on the Electronic Municipal Market Access System ("EMMA"). Track material events in accordance with those Agreements and post information for any material event as required under the Agreements.

IV. OBJECTIVES:

- A. The College shall provide the most efficient means of financing the College's short-term and long-term capital needs and to provide sufficient resources to pay for the College's obligations when they mature. General Obligation indebtedness shall only be used to finance legally allowable obligations including but not limited to major capital construction, acquisition and maintenance projects.
- B. The College shall issue bonds and other obligations in accordance with the guidelines and limitations set forth in the ORS Sections 287A and 241 and OAR 170-061 and all other applicable Federal, State and Local laws and regulations.
- C. The College shall maintain conservative financial policies, budgets and strategic planning efforts to support strong financial health both short-term and long-term and strive to:
 1. Reduce or avoid fluctuations in the debt rate;
 2. Minimize borrowing costs and tax-payer impact;
 3. Preserve or enhance the College's credit ratings;



Board of Directors Goals 2016-2017

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather “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 2016-2017 planning cycles.

Legacy Goals

1. Ensure an environment of success that encourages access and timely completion
2. Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
3. Track and evaluate Portland Community College operations and execution of the Strategic Plan by way of regular Board meeting Dashboard reviews
4. Be an engaged advocate for Portland Community College in:
 - a. Governmental affairs and governmental advocacy
 - b. Development of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
5. Cultivate and maintain clear and consistent communication between the Board of Directors and the President

Board Priorities

- Support Portland Community College's enhanced, District-wide efforts to:
 - Recruit, hire, and retain faculty and staff from historically underrepresented groups;
 - More systematically and strategically address the achievement gap for students of color
 - Increase the utilization of Minority Women Emerging Small Business for college contracting
- Advance Portland Community College’s adoption and funding of technology infrastructure and policies that reflect industry best practices
- Support the President in the development of college-wide plans, and in strengthening internal college communication
- Ensure Board readiness for a successful Portland Community College 2017 Bond Campaign
- Ensure that Portland Community College remains a relevant workforce training partner of choice in the communities it serves

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.