



Board of Directors Planning Retreat

August 11, 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

PLANNING RETREAT
August 11, 2017
Northwest Health Foundation
221 NW 2nd Avenue, #300
Portland, OR 97209

8:30 AM **Call to Order**

8:32 AM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:35 AM **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.)

- 18-026 Accept Proposal and Award the Contract for Facilities Management Services (FMS) Construction Project Management Assistance to Plan B Consultancy.....057
- 18-027 Extend Existing Resolution 14-010 for Metropolitan Area Network Connectivity, Local Exchange, Carrier Services, and Internet Connectivity and Services...058

8:40 AM Welcome, Introductions and Context

8:45 AM Ice Breaker

8:55 AM President's Presentation: Critical Data Points & Goals

9:40 AM Perspectives on an Institutional Vision

10:15 AM Break

10:30 AM Board Perspective on Vision and Goals

12:00 PM Lunch and Break

1:00 PM Board Planning and Goals Setting
Review of Existing Goals
Development of New Goals

3:00 PM Board Process for Presidential Evaluation

4:00 PM Adjournment

August 11, 2017

18-026

ACCEPT PROPOSAL AND AWARD THE CONTRACT FOR
FACILITIES MANAGEMENT SERVICES (FMS)
CONSTRUCTION PROJECT MANAGEMENT
ASSISTANCE TO PLAN B CONSULTANCY

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance
Procurement Services/FMS Purchasing

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified firm to assist Facilities Management Services (FMS) Planning, Design, and Construction (PDC) team in managing projects and project completion/closeout services. This service is essential in support of various level projects, including minor capital projects (< \$1,000,000) where FMS-PDC typically has concurrently 40 to 50 active projects. These projects consist of mostly tenant improvement or general construction at all campuses/centers. The successful proposer will provide any or all of the following services required to manage multi-disciplined projects with various delivery methods, quantity survey, oversight commissioning services, experience with mechanical-electrical-plumbing projects, coordinating operations and maintenance projects, quality assurance control, assistance with furniture/fixtures/equipment acquisition and installation, moving coordination, closeout/warranty documentation and troubleshooting. The estimated cost for this service exceeds the \$150,000 formal threshold and will require a formal solicitation process and approval from the College Board of Directors.

On June 21, 2017, a Request for Proposal (RFP) was released and advertised on Daily Journal of Commerce, State of Oregon ORPIN vendor system, and posted on PCC Solicitation website. A total of twenty-six (26) firms and plan centers registered/received a copy of the RFP, of which six (6) are Oregon Certified Minority, Women-owned, Emerging Small Business (MWESB) firms. On July 6, 2017 at 11:00

A.M., proposal deadline, the College received five (5) proposals. The committee members, consists of internal Department staff, evaluated and scored all the proposals. The committee decided to interview all proposers. The award decision is given to proposer with highest interview and fee scores. Below is a list of proposer's name and their final evaluation scores:

Proposer's name:	Final Evaluation Scores:
Plan B	496
AECOM	489
Klosh Group*	483
Inici Group	484
Day CPM	461

*Note: An Oregon Certified MWESB firm

After careful review, Plan B's proposed individual is the best fit for the College's needs. In addition, Plan B's proposed fee is the lowest of all the proposers.

RECOMMENDATION: That the Board of Directors authorize the recommendation to accept proposal and award the contract to Plan B Consultancy to provide FMS Construction Project Management Services. The contract is valid, initially, for one (1) year with an option to renew, annually, for an additional two (2) years period. The contract is for an estimated total of \$147,000 annually (a possible \$441,000 for the 3 years period). The funding is covered by the FMS General Fund.

August 11, 2017

18-027

EXTEND EXISTING RESOLUTION 14-010 FOR
METROPOLITAN AREA NETWORK CONNECTIVITY,
LOCAL EXCHANGE, CARRIER SERVICES, AND
INTERNET CONNECTIVITY AND SERVICES

PREPARED BY: Michael Northover, Chief Information Officer

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Vice President of Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: On July 17, 2013 the Board approved a resolution to award a 5 year contract to "TW Telecom" (now "Level3") to provide network services to Portland Community College (Board Resolution 14-010).

This resolution was submitted after full RFP and other purchasing due diligence was completed and expires on August 21, 2018.

Much has changed at PCC since then, including the implementation of the Network Redesign Project (NRP). This project, completed in March 2016, replaced PCC's legacy network with an entirely new, integrated, district-wide, network infrastructure.

Current analysis of network capacity trends has identified growing bandwidth constraints that are starting to impact normal college operations. These fall into to three categories:

1. Need to upgrade bandwidth for the Centers from 200MB to 1GB
2. Need to upgrade bandwidth for Rock Creek and Southeast campuses from 1GB to 10GB
3. Need to increase Internet bandwidth from 1GB to 1.5GB (burstable to 3 GB)

Item 3 is of particular concern for enrollment and Distance Learning (D2L) performance. IT's goal is to have this upgrade implemented before start of Fall Term 2017.

The IT network team has negotiated a favorable 2 year contract with Level3. This commitment has allowed Level3 to absorb the cost of some significant infrastructure upgrades that are required to meet the new bandwidth goals. However, the 2-year term would exceed the term of the existing Board Resolution (referenced above) - which prohibits executing the contract under College purchasing policy.

Level3 has agreed to extend the offered terms through August 15th, 2017 to help us gain the appropriate approvals. We ask the Board to approve this resolution as the term end date will fall after August 21, 2018. This will allow us to address our immediate network needs and give us time to complete a new vendor due diligence for service beyond 2019. At the conclusion of this short-term contract, further services will go out to bid with a new RFP.

RECOMMENDATION:

That the Portland Community College Board of Directors authorize the execution of the referenced 2-year Level3 contract in order to implement needed network bandwidth increase and other network upgrades. The term of the resolution will be two (2) years from billing commencement date (as there will be 30-90 days pre-work required after contract signature).

Monthly recurring cost is \$50,164 and total 2-year cost is \$1,203,936 – to be funded from the Utility Fund. Representing a net monthly increase for the scheduled services of \$28,784.



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.