<table>
<thead>
<tr>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building futures for our Students and Communities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Themes</th>
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</thead>
<tbody>
<tr>
<td>- Access and Student Success</td>
</tr>
<tr>
<td>- Economic Development and Sustainability</td>
</tr>
<tr>
<td>- Quality Education</td>
</tr>
<tr>
<td>- Diversity, Equity and Inclusion</td>
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</table>

Approved January 21, 2016

<table>
<thead>
<tr>
<th>Who We Are</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
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</table>

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

3:00 PM    Rock Creek Tour (Optional)—Janis Nichols

3:00 PM    Tax Supervising and Conservation Commission:
            Public Hearing on Bond Measure Building 9, Events Center B/C

4:00 PM    Work Session Building 5, Room 213
            • Internal Audit Committee—Darrin Hotrum (30 minutes)
            • Bond Communications and Events—Rob Wagner, Emma Kallaway
               and Kate Chester (30 minutes)
            • MWESB Contracting—Linda Degman (30 minutes)

5:30 PM    Board Dinner Building 9, Events Center A

6:30 PM    Executive Session Building 9, Room 115
            In accordance with ORS 192.660 (2), in accordance with ORS 192.660
            (2), (a) Employment of Public Official, (d) Labor Negotiations, (e) Real
            Property Transactions, and (h) Litigation

7:30 PM    Call to Order Building 9, Events Center B/C
            • Introductions
            • Approval of Agenda

7:35 PM    Swearing in of Board Officials
            • Swear in Student Director, Kien Truong

7:40 PM    Recognitions
            Government Finance Officers Association-Certificate of
            Achievement for Excellence in Financial Reporting

7:45 PM    Information Sessions
            • Rock Creek Campus Update—Sandra Fowler-Hill (10 minutes)
            • DACA—Mark Mitsui and Kien Truong (10 minutes)

8:05 PM    Public Comment on Agenda Items (A sign-up sheet is on a table at
            the entrance of the meeting room.)

8:10 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
18-035 Approval of Personnel Actions–September 21, 2017.. 074

**Academic Professional Appointments:**
Salvador Castaneda, Apprenticeship and Training Specialist, Arts and Professions Division, Cascade Campus
Amanda Harrison, Resource Center Coordinator, Liberal Arts and Pre-College Programs Division, Cascade Campus
Amanda Mooney, Eyeglass Program Coordinator, Workforce and Community Development (NonGeneral Fund)
Maureen Morgan, Financial Aid Advisor, Academic Affairs
Susan Stockton, Student Resource Specialist, Links Program, Southeast Campus (NonGeneral Fund)

**Administrative Appointments:**
Amy Hanson, Interim IT Media Services Supervisor Office of the President (Temporary)
Heather Guevara, Online Learning Division Manager, Academic Affairs
Sharon Juenemann, Interim TRIO Talent Search Director, Office of the Dean of Student Development, Rock Creek Campus (Temporary)
Brad Ortman, Facilities Operations Manager, Finance and Administration
Jen Piper, Dean of Instruction, Office of the Dean of Instruction, Southeast Campus (Temporary)

**Faculty Appointments:**
Damien Adams, Instructor, Mathematics, Math, Aviation and Industrial Technology Division, Rock Creek Campus
Jimena Alvarado, Instructor, Women’s Studies, Engineering and Technology Division, Sylvania Campus (Temporary)
Judith Aspin, Instructor, Nursing, Health Professions and Physical Education Division, Sylvania Campus
Samuel Barbara, Instructor, Music, Arts and English Division, Rock Creek Campus (Temporary)
Abbie Berman, Instructor, Medical Imaging, Health Professions and Physical Education Division, Sylvania Campus (Temporary)
Amy Cakebread, Instructor, Mathematics, Math, Aviation and Industrial Technology Division, Rock Creek Campus
Rebeca Cotera, Instructor, Architectural Design, Visual Arts, Performing Arts and Design Division, Sylvania Campus
Faith Curammeng, Instructor, Communication Studies, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)

Brent Di Elmo, Instructor, Developmental Reading and Writing, Business Applied Technology and College Preparation Division, Rock Creek Campus (Temporary)

Dimitar Dimitrov, Instructor, Geography, Social Science, Communication and Health Division, Rock Creek Campus (Temporary)

Kathleen Doss, Instructor, Communication Studies, Liberal Arts and Pre-College Programs Division, Cascade Campus

Jane Ellis, Instructor, Emergency Management, Allied Health, Emergency and Legal Services Division, Cascade Campus (Temporary)

Christine Fletcher, Instructor, Veterinary Technology, Science and Technology Division, Rock Creek Campus (Temporary)

Bradford Fox, Instructor, Building Construction Technology, Math, Aviation and Industrial Technology Division, Rock Creek Campus (Temporary)

Colin Gilmore, Instructor, Sociology, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)

Noella Grady, Instructor, Mathematics, Mathematics and College Success Division, Sylvania Campus (Temporary)

Carlnita Greene, Instructor, Communication Studies, Liberal Arts and Pre-College Programs Division, Cascade Campus

Eduardo Guerrero, Instructor, General Science/Geology, Math, Science, Health and PE Division, Cascade Campus

Jennifer Hill, Instructor, Biology, Science and Technology Division, Rock Creek Campus

Jason Jette, Instructor, Automotive Service Technology, Mathematics and College Success Division, Sylvania Campus

Isaiah Jones, Counselor, Student Support Services Division, Sylvania Campus

Michelle Ktejik, Instructor, Sign Language Interpretation Program, English and World Languages Division, Sylvania Campus

Thomas Laxson, Instructor, Aviation Maintenance Technology, Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus

Valerie Limbrunner-Bartlett, Instructor, Physical Education, Math, Sciences and CTE Division, Southeast Campus
Daniel Little, Instructor, Computer Information Systems, Business and Computing Division, Sylvania Campus
Homayoun Louie, Instructor, Dental Laboratory Technology, Health Professions and Physical Education Division, Sylvania Campus
Richard B. Luff, Instructor, Machine Manufacturing Technology, Engineering and Technology Division, Sylvania Campus (Temporary)
Joseph Mann, Instructor, Studio Art, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)
Jennifer Margolis, Counselor, Disability Services, Academic Affairs (Temporary)
Jessica Martin, Instructor, Communication Studies, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)
Patrick McMurray, Instructor, Dental Laboratory Technology, Health Professions and Physical Education Division, Sylvania Campus
Jesse Mejia, Instructor, Music and Sonic Arts, Arts and Professions Division, Cascade Campus (Temporary)
Michael McGovern, Instructor, Art – Printmaking, Arts and English Division, Rock Creek Campus
Sara Parker, Instructor, Dance, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)
Hallie Puncochar, Instructor, Computer Application Systems And Office Systems, Business Applied Technology and College Preparation Division, Rock Creek Campus (Temporary)
Rohini Puri-Bose, Counselor, Office of the Dean of Student Development, Southeast Campus
Angel Ray, Counselor, Disability Services, Academic Affairs (Temporary-Job Share)
Heather Reynolds, Instructor, Nursing, Health Professions and Physical Education Division, Sylvania Campus
Bret Rickman, Instructor, Mathematics, Mathematics and College Success Division, Sylvania Campus (Temporary)
Salvador Ramos-Rodriguez, Instructor, Spanish GED, Business, Applied Technology and College Preparation Division, Rock Creek Campus (Temporary)
David Schooler, Instructor, Computer Information Systems, Business and Computing Division, Sylvania Campus (Temporary)
Nancy Seebert, Instructor, Nursing, Health Professions and Physical Education Division, Sylvania Campus
Shawli Sengupta, Instructor, Computer Science, Math, Aviation and Industrial Technology Division, Rock Creek Campus
Irene Seto, Instructor, Business Administration, Math, Sciences and CTE Division, Southeast Campus
Wendie Siverts, Instructor, Computer Aided Drafting and Design, Math, Sciences and CTE Division, Southeast Campus
Daniel Soucy, Instructor, Graphic Design, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)
Craig Wickenberg, Counselor, Office of the Dean of Student Development, Sylvania Campus

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18-051 Appointment of Delegates to Attend the Oregon Community College Association Annual Conference at Salishan Resort in Glenden, Oregon, November 1-4, 2017 .................................................. 132

8:15 PM Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

8:20 PM Reports (5 minutes each)
• Faculty and Academic Professionals
• Classified
• Students
• Board Members
• President

8:45 PM Adjournment
18-035  APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, College President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

**Academic Professional Appointment – Salvador Castaneda**

Apprenticeship and Training Specialist
Arts and Professions Division, Cascade Campus

- **Annual Salary:** $42,429
- **Grade:** 3
- **Step:** 1
- **Effective:** August 1, 2017
- **Education:** Portland Community College AAS, Building Construction Technology

**Most Recent Experience:** Portland Community College
Instructional Support Technician II

**Applicant Flow:**

<table>
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<tr>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
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<tbody>
<tr>
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<td>Female, American Indian or Alaska Native</td>
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<tr>
<td>2</td>
<td>Male, Asian</td>
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<tr>
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<td>Hispanic/Latino, Native Hawaiian or Other Pacific Islander</td>
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<td>Not Disclosed, Two or More Selections</td>
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<tr>
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<td>White (not of Hispanic Origin)</td>
</tr>
<tr>
<td>2</td>
<td>Total</td>
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**Academic Professional Appointment – Amanda Harrison**

Resource Center Coordinator
Liberal Arts and Pre-College Programs Division, Cascade Campus

- **Annual Salary:** $55,543
- **Grade:** 4
- **Step:** 7
- **Effective:** September 1, 2017
- **Education:** University of Portland BA, Spanish

**Most Recent Experience:** Portland Community College
Instructional Administrative Assistant III

**Applicant Flow:**

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<th>Ethnicity</th>
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<td>Male, Asian</td>
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<td>Asian</td>
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74
0 Not Disclosed 1 Black or African American
1 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
1 Not Disclosed
1 Two or More Selections
1 White (not of Hispanic Origin)
6 Total

Academic Professional Appointment (NonGeneral Fund)– **Amanda Mooney**
Eyeglass Program Coordinator
Workforce and Community Development
Annual Salary: $55,870 Grade: 3 Step: 9
Effective: September 11, 2017
Most Recent Experience: Coffee Creek Correctional Facility
Lead Lifeskills Coordinator
Applicant Flow:
Gender Ethnicity
6 Female 0 American Indian or Alaska Native
3 Male 1 Asian
0 Not Disclosed 0 Black or African American
1 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
1 Not Disclosed
0 Two or More Selections
6 White (not of Hispanic Origin)
9 Total

Academic Professional Appointment– **Maureen Morgan**
Financial Aid Advisor
Academic Affairs
Annual Salary: $39,839 Grade: 2 Step: 1
Effective: August 14, 2017
Education: Drake University School of BA, Journalism
Journalism and Mass Communication
Most Recent Experience: Portland Community College
Financial Aid Technician II
Applicant Flow:
Gender Ethnicity
5 Female 0 American Indian or Alaska Native
2 Male 3 Asian
0 Not Disclosed 0 Black or African American
0 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
0 Not Disclosed
0 Two or More Selections
Academic Professional Appointment (NonGeneral Fund)– **Susan Stockton**
Student Resource Specialist
Links Program, Southeast Campus

<table>
<thead>
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<th>Ethnicity</th>
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<td>19</td>
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</tbody>
</table>

Annual Salary: $45,450  
Grade: 3  
Step: 3  
Effective: August 22, 2017  
Education:  
University of Chicago – MA, Social Service Administration  
University of Connecticut – BA, Peace and Social Justice Studies  

Most Recent Experience:  
Immigrant and Refugee Community Organization  
Clinical Supervisor

Applicant Flow:

---

Administrative Appointment (Temporary)- **Amy Hanson**
Interim IT Media Services Supervisor
Office of the President

Annual Salary: $60,019  
Grade: J  
Effective: September 1, 2017 to December 20, 2017  
Education:  
Portland State University – BA, Music Composition  
Washington State University – BA, Communications  

Most Recent Experience:  
Portland Community College  
Lead Media Services Technician

Applicant Flow: Direct Appointment

---

Administrative Appointment– **Heather Guevara**
Online Learning Division Manager
Academic Affairs

Annual Salary: $87,873  
Grade: N  
Effective: August 31, 2017  
Education:  
Portland State University – MS, Sociology  
Bethany College – BA, Psychology  
Yakima Valley Community College – AA, General Studies  

Most Recent Experience: Portland Community College
Online Program Manager (Temporary)

Applicant Flow:

<table>
<thead>
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<th>Gender</th>
<th>Ethnicity</th>
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<tr>
<td>29</td>
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<td>38</td>
<td>White (not of Hispanic Origin)</td>
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<td>51</td>
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Administrative Appointment (Temporary)- Sharon Juenemann
Interim TRIO Talent Search Director
Office of the Dean of Student Development, Rock Creek Campus
Annual Salary: $77,000    Grade: K
Effective: August 22, 2017 to December 31, 2017
Education: Oregon State University MA, Adult Education
Lewis and Clark College BA, English
Most Recent Experience: Mt. Hood Community College
Program Director, TRIO College First
Applicant Flow: Direct Appointment

Administrative Appointment– Brad Ortman
Facilities Operations Manager
Finance and Administration
Annual Salary: $94,000    Grade: M
Effective: August 22, 2017
Most Recent Experience: Oregon Health Sciences University
Healthcare Facilities Operations and Maintenance Manager
Applicant Flow:

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Administrative Appointment (Temporary)– Jen Piper
Dean of Instruction
Office of the Dean of Instruction, Southeast Campus
Annual Salary: $108,475  Grade:  O
Effective: September 1, 2017 to September 1, 2018
Education: Miami University  MEd, Curriculum and Teacher Leadership
           University of Oregon  BS, Recreation, Tourism, Management and Design
Most Recent Experience: Portland Community College
                         Division Dean, Allied Health, Emergency and Legal Services - Cascade Campus
Applicant Flow: Direct Appointment

Faculty Appointment—Damien Adams
Instructor, Mathematics
Math, Aviation and Industrial Technology Division, Rock Creek Campus
Annual Salary: $53,716  Step:  2
Effective: September 1, 2017
Education: San Jose State University  MS, Mathematics
           Humboldt State University  BA, Mathematics
           College of the Redwoods  AA, University Studies
Most Recent Experience: Cabrillo College
Instructor, Mathematics
Applicant Flow:
Gender  Ethnicity
35  Female  1  American Indian or Alaska Native
60  Male  27  Asian
10  Not Disclosed  4  Black or African American
      5  Hispanic/Latino
      0  Native Hawaiian or Other Pacific Islander
      18  Not Disclosed
      2  Two or More Selections
     48  White (not of Hispanic Origin)
     10  Total
      5

Faculty Appointment (Temporary)—Jimena Alvarado
Instructor, Women’s Studies
Engineering and Technology Division, Sylvania Campus
Annual Salary: $57,542  Step:  4
Effective: September 1, 2017 to June 20, 2018
Education: Portland State University  PhD, Applied Community Psychology
           San Diego State University  MA, Women’s Studies
           University of Costa Rica  BS, Psychology
Most Recent Experience: Portland Community College
Instructor, Women’s Studies (Temporary)
Applicant Flow: Article 3.64 Appointment
Faculty Appointment – **Judith Aspin**
Instructor, Nursing
Health Professions and Physical Education Division, Sylvania Campus
Annual Salary: $68,342  Step: 9
Effective: September 1, 2017
Education: San Jose State University
Post Masters, Nursing Education Certificate
University of Texas Health Science Center
MS, Nursing/Nurse Practitioner
University of Texas BS, Nursing
Most Recent Experience: Feel Right Today
Nurse Educator/Telephone Advice Nurse

**Gender**  | **Ethnicity**
---|---
12 Female | 1 Asian
1 Male | 1 Black or African American
1 Not Disclosed | 2 Hispanic/Latino
2 Not Disclosed | 0 Two or More Selections
8 White | 14 Total

Faculty Appointment (Temporary) – **Samuel Barbara**
Instructor, Music
Arts and English Division, Rock Creek Campus
Annual Salary: $53,716  Step: 2
Effective: September 1, 2017 to June 20, 2018
Education: University of Southern California PhD, Musical Arts in Choral Music
University of Portland MA, Teaching
University of Portland BA, Music
Most Recent Experience: Westminster College
Director of Choral Activities
Applicant Flow: Targeted Recruitment Appointment

Faculty Appointment (Temporary) – **Abbie Berman**
Instructor, Medical Imaging
Health Professions and Physical Education Division, Sylvania Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: University of California at Santa Cruz BA, Sociology
Portland Community College AAS, Radiography
Most Recent Experience: Portland Community College
Instructor, Radiography (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Amy Cakebread
Instructor, Mathematics
Math, Aviation and Industrial Technology Division, Rock Creek Campus
Annual Salary: $57,542 Step: 4
Effective: September 1, 2017
Education: Portland State University MS, Teaching Mathematics
University of Portland MAT, Teaching
Portland State University BS, Mathematics
Most Recent Experience: Portland Community College
Instructor, Mathematics (Adjunct)

Gender Ethnicity
Female 1 American Indian or Alaska Native
Male 27 Asian
Not Disclosed 4 Black or African American
5 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
18 Not Disclosed
2 Two or More Selections
48 White (not of Hispanic Origin)
105 Total

Faculty Appointment – Rebeca Cotera
Instructor, Architectural Design
Visual Arts, Performing Arts and Design Division, Sylvania Campus
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017
Education: Portland State University MS, Counselor Education, Clinical Rehabilitation Counseling
Portland State University BS, Women, Gender & Sexualities
Most Recent Experience: Portland Community College
Instructor, Architectural Design (Adjunct)

Gender Ethnicity
Female 4 Asian
Male 0 Black or African American
2 Hispanic/Latino
2 Not Disclosed
0 Two or More Selections
9 White
17 Total
Faculty Appointment (Temporary) – Faith Curammeng
Instructor, Communication Studies
Visual and Performing Arts and Design Division, Sylvania Campus
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: Pepperdine University MA, Communication Arts
George Fox University BA, Communication Arts
George Fox University BA, Communication Media Broadcast
Most Recent Experience: Portland Community College
Instructor, Communication Studies (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary) – Brent Di Elmo
Instructor, Developmental Reading and Writing
Business Applied Technology and College Preparation Division, Rock Creek Campus
Annual Salary: $57,542 Step: 4
Effective: September 1, 2017 to June 20, 2018
Education: University of Central Florida MA, English Literature
University of Florida BA, English Literature
Most Recent Experience: Portland Community College
Instructor, Reading and Writing (Temporary)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary) – Dimitar Dimitrov
Instructor, Geography
Social Science, Communication and Health Division, Rock Creek Campus
Annual Salary: $55,596 Step: 3
Effective: August 21, 2017 to June 20, 2018
Education: Portland State University MED, Education
Sofia University PhD, Political and Economic Geography
Sofia University MS, Economic and Social Geography
Sofia University BS, Economic Geography
Most Recent Experience: Portland Community College
Instructor, Geography (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Kathleen Doss
Instructor, Communication Studies
Liberal Arts and Pre-College Programs Division, Cascade Campus
Annual Salary: $59,555 Step: 5
Effective: September 1, 2017
Education: University of Hawaii MA, Speech Communication
University of Hawaii BA, Psychology
Kapi‘olani Community College AA, Liberal Arts
Most Recent Experience: Portland Community College
Instructor, Communication Studies (Temporary)

Applicant Flow:
Gender                      Ethnicity
36  Female                  5  Asian
42  Male                     3  Black or African American
  8 Not Disclosed            5  Hispanic/Latino
                              15  Not Disclosed
                              3  Two or More Selections
                              55  White
                               86  Total

Faculty Appointment (Temporary)—Jane Ellis
Instructor, Emergency Management
Allied Health, Emergency and Legal Services Division, Cascade Campus
Annual Salary: $51,897  Step: 1
Effective: September 1, 2017 to June 20, 2018
Education: University of Minnesota  MS, Elementary Education
           University of Wisconsin, Madison  BEd, Elementary Education
Most Recent Experience: Portland Community College
Instructor, Emergency Management (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)—Christine Fletcher
Instructor, Veterinary Technology
Science and Technology Division, Rock Creek Campus
Annual Salary: $61,639  Step: 6
Effective: September 1, 2017 to June 20, 2018
Education: University of California  Doctor of Veterinary Medicine
           University of California  BS, Animal Physiology
Most Recent Experience: Portland Community College
Instructor, Veterinary Technology (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)—Bradford Fox
Instructor, Building Construction Technology
Math, Aviation and Industrial Technology Division, Rock Creek Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: Warner Pacific College  MA, Teaching
           Brigham Young University  BS, Manufacturing Engineering Technology
           Ricks College  AS, Manufacturing Engineering Technology
Most Recent Experience: Portland Community College
Instructor, Machine Manufacturing Technology (Adjunct)
Applicant Flow:  Article 3.64 Appointment

**Faculty Appointment (Temporary) – Colin Gilmore**
Instructor, Sociology  
Liberal Arts and Pre-College Division, Southeast Campus  
Annual Salary: $55,596  
Step: 3  
Effective: September 1, 2017 to June 20, 2018  
Education:  
- Portland State University  MSW, Direct Human Services  
- Portland State University  MS, Sociology  
- University of Oregon  BS, Sociology  
Most Recent Experience: Portland Community College  
Instructor, Sociology (Adjunct)  
Applicant Flow:  Article 3.64 Appointment

**Faculty Appointment (Temporary) – Noella Grady**
Instructor, Mathematics  
Mathematics and College Success Division, Sylvania Campus  
Annual Salary: $55,596  
Step: 3  
Effective: September 1, 2017 to June 20, 2018  
Education:  
- Oregon State University  MS, Mathematics  
- Whitman College  BA, Mathematics  
- Linn-Benton Community College  AAS, Horse Management  
Most Recent Experience: Portland Community College  
Instructor, Mathematics (Adjunct)  
Applicant Flow:  Article 3.64 Appointment

**Faculty Appointment – Carlnita Greene**
Instructor, Communication Studies  
Liberal Arts and Pre-College Programs Division, Cascade Campus  
Annual Salary: $61,639  
Step: 6  
Effective: September 1, 2017  
Education:  
- University of Texas  PhD, Communication Studies  
- State University of New York  MA, Communications  
- University of Virginia  BA, English Literature  
Most Recent Experience: Portland Community College  
Instructor, Communication Studies (Adjunct)  
Applicant Flow:  
Gender  Ethnicity  
36  Female  5  Asian  
42  Male  3  Black or African American  
8  Not Disclosed  5  Hispanic/Latino  
15  Not Disclosed  3  Two or More Selections  
55  White  86  Total
Faculty Appointment – **Eduardo Guerrero**
Instructor, General Science/Geology
Math, Science, Health and PE Division, Cascade Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Oregon State University PhD, Geology
Denison University BA, Geology
Most Recent Experience: Linn Benton Community College
Instructor, Oceanography

Applicant Flow:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
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</thead>
<tbody>
<tr>
<td>43 Female</td>
<td>13 Asian</td>
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<tr>
<td>53 Male</td>
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<tr>
<td>5 Not Disc</td>
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<tr>
<td>12 Not Disc</td>
<td>1 Two or More Selections</td>
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<tr>
<td>70 White</td>
<td>101 Total</td>
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</table>

Faculty Appointment – **Jennifer Hill**
Instructor, Biology
Science and Technology Division, Rock Creek Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Oregon Health and Science University PhD, Neuroscience
Pacific University BS, Biology
Most Recent Experience: Montgomery College
Associate Professor

Applicant Flow:

<table>
<thead>
<tr>
<th>Gender</th>
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<tbody>
<tr>
<td>31 Female</td>
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<tr>
<td>36 Male</td>
<td>7 Asian</td>
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<tr>
<td>5 Hispanic/Latino</td>
<td>0 Native Hawaiian or Other Pacific Islander</td>
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<tr>
<td>4 Not Disc</td>
<td>3 Two or More Selections</td>
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<tr>
<td>46 White (not of Hispanic Origin)</td>
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</tr>
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</table>

Faculty Appointment – **Jason Jette**
Instructor, Automotive Service Technology
Mathematics and College Success Division, Sylvania Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Universal Technical Institute
Most Recent Experience: The Audi Connection
Master Technician

Applicant Flow:
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<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
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<tbody>
<tr>
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<td>2 Hispanic/Latino</td>
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<td></td>
<td>0 Two or More Selections</td>
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<tr>
<td></td>
<td>11 White</td>
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<tr>
<td></td>
<td>13 Total</td>
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</table>

Faculty Appointment – Isaiah Jones
Counselor
Student Support Services Division, Sylvania Campus
Annual Salary: $51,897
Step: 1
Effective: September 1, 2017
Education: Smith College for Social Work MS, Social Work
Morgan State University BS, Psychology
Most Recent Experience: CODA Recovery Center
Integrated Clinical Specialist

Applicant Flow:
<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
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<tbody>
<tr>
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<td>9 Asian</td>
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<tr>
<td>29 Male</td>
<td>9 Black or African American</td>
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<td>5 Not Disclosed</td>
<td>6 Hispanic/Latino</td>
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<td>10 Not Disclosed</td>
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<tr>
<td></td>
<td>4 Two or More Selections</td>
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<tr>
<td></td>
<td>91 White</td>
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<td></td>
<td>129 Total</td>
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Faculty Appointment – Michelle Ktejik
Instructor, Sign Language Interpretation Program
English and World Languages Division, Sylvania Campus
Annual Salary: $59,555
Step: 5
Effective: September 1, 2017
Education: Gallaudet University MA, Linguistics
Gallaudet University Linguistics MA, Interpretation
University of Wisconsin BA, Linguistics
Most Recent Experience: Portland Community College
Instructor, Sign Language Interpretation Program (Temporary)

Applicant Flow:
<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
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<tbody>
<tr>
<td>5 Female</td>
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<tr>
<td>1 Male</td>
<td>0 Black or African American</td>
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<tr>
<td>1 Not Disclosed</td>
<td>1 Hispanic/Latino</td>
</tr>
</tbody>
</table>
1 Native Hawaiian or Other Pacific Islander
3 Not Disclosed
0 Two or More Selections
2 White
7 Total

**Faculty Appointment – Thomas Laxson**
Instructor, Aviation Maintenance Technology
Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus
Annual Salary: $57,542  Step: 4
Effective: September 1, 2017
Education: Embry-Riddle Aeronautical University
Portland Community College
Most Recent Experience: Portland Community College
Instructor, Aviation Maintenance Technology (Temporary)

**Applicant Flow:**

<table>
<thead>
<tr>
<th>Gender</th>
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<tbody>
<tr>
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<td>11 Male</td>
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<td>0 Hispanic/Latino</td>
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<tr>
<td>0 Native Hawaiian or Other Pacific Islander</td>
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<tr>
<td>2 Two or More Selections</td>
<td>9 White</td>
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<tr>
<td>13 Total</td>
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**Faculty Appointment – Valerie Limbrunner-Bartlett**
Instructor, Physical Education
Math, Sciences and CTE Division, Southeast Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Portland State University
Portland State University
Portland Community College
Most Recent Experience: Portland Community College
Instructor, Health Studies (Adjunct)

**Applicant Flow:**

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<thead>
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<td>41 Male</td>
<td>4 Asian</td>
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<tr>
<td>4 Not Disclosed</td>
<td>2 Black or African American</td>
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<tr>
<td></td>
<td>7 Hispanic/Latino</td>
</tr>
<tr>
<td>Gender</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Female</td>
<td>2 Asian</td>
</tr>
<tr>
<td>Male</td>
<td>0 Black or African American</td>
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<tr>
<td>Not Disclosed</td>
<td>2 Hispanic/Latino</td>
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<td></td>
<td>1 Two or More Selections</td>
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<tr>
<td></td>
<td>9 White</td>
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<tr>
<td></td>
<td>15 Total</td>
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**Faculty Appointment – Daniel Little**

Instructor, Computer Information Systems
Business and Computing Division, Sylvania Campus

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Step</th>
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<tbody>
<tr>
<td>$55,596</td>
<td>3</td>
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Effective: September 1, 2017

Education: Pennsylvania College of Technology
- BS, Internetworking Application Development
- BS, Data Communications and Networking
- AAS, Networking and Technical Support

Most Recent Experience: Pennsylvania College of Technology
Instructor, Computer Science

**Faculty Appointment – Homayoun Louie**

Instructor, Dental Laboratory Technology
Health Professions and Physical Education Division, Sylvania Campus

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Step</th>
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<tbody>
<tr>
<td>$63,798</td>
<td>7</td>
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</table>

Effective: September 1, 2017

Education: Portland State University
- BS, Social Science

Portland Community College
- AAS, Dental Technology

Most Recent Experience: Portland Community College
Instructor, Dental Laboratory Technology (Temporary)
Faculty Appointment (Temporary) – **Richard B. Luff**
Instructor, Machine Manufacturing Technology
Engineering and Technology Division, Sylvania Campus
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: Portland Community College AA, Machine Manufacturing Technology
Most Recent Experience: Portland Community College
Instructor, Machine Manufacturing Technology (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary) – **Joseph Mann**
Instructor, Studio Art
Liberal Arts and Pre-College Division, Southeast Campus
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: Parsons School of Design MFA, Painting
University of North Carolina BFA, Painting
Most Recent Experience: Portland Community College
Instructor, Art (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary) – **Jennifer Margolis**
Counselor, Disability Services
Academic Affairs
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017 to June 20, 2018
Education: Alliant International University PhD, Clinical Psychology
University of California Los Angeles BA, Psychology
Most Recent Experience: Portland Community College
Counselor (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary) – **Jessica Martin**
Instructor, Communication Studies
Visual and Performing Arts and Design Division, Sylvania Campus
Annual Salary: $51,897 Step: 1
Effective: September 1, 2017 to June 20, 2018
Education: Oregon State University MS, Interdisciplinary Studies
BA, Speech Communications
Most Recent Experience: Portland Community College
Instructor, Communication Studies (Adjunct)
Applicant Flow: Article 3.64 Appointment

**Faculty Appointment – Patrick McMurray**
Instructor, Dental Laboratory Technology
Health Professions and Physical Education Division, Sylvania Campus
- Annual Salary: $59,555
- Step: 5
- Effective: September 1, 2017
- Education: Portland Community College, AAS, Dental Technology
- Most Recent Experience: Portland Community College, Instructor, Dental Laboratory Technology (Temporary)

Applicant Flow:
- Gender
- Ethnicity
  - 0 Female
  - 0 Asian
  - 3 Male
  - 0 Black or African American
  - 1 Not Disclosed
  - 0 Hispanic/Latino
  - 0 Native Hawaiian or Other Pacific Islander
  - 1 Not Disclosed
  - 0 Two or More Selections
  - 3 White
  - 4 Total

**Faculty Appointment (Temporary) – Jesse Mejia**
Instructor, Music and Sonic Arts
Arts and Professions Division, Cascade Campus
- Annual Salary: $55,596
- Step: 3
- Effective: September 1, 2017 to June 20, 2018
- Education: University of Wales, MA, Music Composition
  Sarah Lawrence College, BA, Music Composition
- Most Recent Experience: Portland Community College, Instructor, Music and Sonic Arts (Adjunct)

Applicant Flow: Article 3.64 Appointment

**Faculty Appointment – Michael McGovern**
Instructor, Art – Printmaking
Arts and English Division, Rock Creek Campus
- Annual Salary: $55,596
- Step: 3
- Effective: September 1, 2017
- Education: Northern Illinois University, MFA, Printmaking 2009
  Pacific Northwest College of Art, BFA, Photography 2004
- Most Recent Experience: Portland Community College, Instructor, Art – Printmaking (Adjunct)

Applicant Flow:
- Gender
- Ethnicity
  - 40 Female
  - 1 American Indian or Alaska Native
  - 38 Male
  - 9 Asian
  - 7 Not Disclosed
  - 0 Black or African American
Faculty Appointment (Temporary)— **Sara Parker**
Instructor, Dance
Visual and Performing Arts and Design Division, Sylvania Campus
Annual Salary: $55,596  Step:  3
Effective: September 1, 2017 to June 20, 2018
Education: University of Utah  MFA, Modern Dance
University of Oregon  BS, Dance
Most Recent Experience: Portland Community College
Instructor, Dance (Temporary)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)— **Hallie Puncochar**
Instructor, Computer Application Systems And Office Systems
Business Applied Technology and College Preparation Division, Rock Creek Campus
Annual Salary: $55,596  Step:  3
Effective: September 1, 2017 to June 20, 2018
Education: George Fox University  MA, Teaching
Oregon Institute of Technology  BS, Business Administration
Most Recent Experience: Portland Community College
Instructor, Computer Application Systems (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment— **Rohini Puri-Bose**
Counselor
Office of the Dean of Student Development, Southeast Campus
Annual Salary: $51,897  Step:  1
Effective: September 1, 2017
Education: University of Missouri  PhD, Counseling Psychology
University of Missouri  MEd, Counseling Psychology
University of Pune  MA, Psychology
Fergusson College  BA, Psychology
Most Recent Experience: University of California – Berkeley
Predoctoral Psychology Intern
Applicant Flow: Gender  Ethnicity
96  Female  1  American Indian or Alaska Native
37  Male  8  Asian
12  Not Disclosed  10  Black or African American
  6  Hispanic/Latino
1 Native Hawaiian or Other Pacific Islander
18 Not Disclosed
4 Two or More Selections
97 White (not of Hispanic Origin)
145 Total

Faculty Appointment (Temporary-Job Share)—Angel Ray
Counselor, Disability Services
Academic Affairs
Annual Salary: $55,596 @ .50 FTE Step: 3
Effective: September 1, 2017 to August 20, 2018
Education: Portland State University MS, Education Counseling
Most Recent Experience: Portland Community College Counselor (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment—Heather Reynolds
Instructor, Nursing
Health Professions and Physical Education Division, Sylvania Campus
Annual Salary: $55,596 Step: 3
Effective: September 1, 2017
Education: Western Governors University MS, Nursing Education
University of Washington BS, Nursing
Most Recent Experience: Portland Community College Instructor, Nursing (Temporary)
Applicant Flow:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Female</td>
<td>1 Asian</td>
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<tr>
<td>1</td>
<td>1 Black or African American</td>
</tr>
<tr>
<td>1</td>
<td>1 Hispanic/Latino</td>
</tr>
<tr>
<td>2</td>
<td>2 Not Disclosed</td>
</tr>
<tr>
<td>0</td>
<td>2 Two or More Selections</td>
</tr>
<tr>
<td></td>
<td>8 White</td>
</tr>
<tr>
<td></td>
<td>14 Total</td>
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Faculty Appointment (Temporary)—Bret Rickman
Instructor, Mathematics
Mathematics and College Success Division, Sylvania Campus
Annual Salary: $57,542 Step: 4
Effective: September 1, 2017 to June 20, 2018
Education: Lesley University MED, Educational Technology
Portland State University MS, Mathematics and Teaching
Concordia University BS, High Secondary Education
ITT Technical Institute AS, Electronic Engineering Technology
Most Recent Experience: Portland Community College
Faculty Appointment (Temporary) – **Salvador Ramos-Rodriguez**
Instructor, Spanish GED
Business, Applied Technology and College Preparation Division, Rock Creek Campus

**Applicant Flow:** Article 3.64 Appointment

**Annual Salary:** $51,897  
**Step:** 1  
**Effective:** September 1, 2017 to June 20, 2018  
**Education:**  
Portland State University MA, Education  
BA, Spanish  
University of Guadalajara BA, Civil Engineering  
Portland Community College AAS, Business

Most Recent Experience: Portland Community College

**Instructor, HEP Spanish GED (Adjunct)**

**Applicant Flow:** Article 3.64 Appointment

Faculty Appointment (Temporary) – **David Schooler**
Instructor, Computer Information Systems
Business and Computing Division, Sylvania Campus

**Applicant Flow:** Article 3.64 Appointment

**Annual Salary:** $57,542  
**Step:** 4  
**Effective:** September 1, 2017 to June 20, 2018  
**Education:**  
Oregon Institute of Technology BS, Information Technology Management  
Portland Community College AAS, Computer Information Systems

Most Recent Experience: Portland Community College

**Instructor, Computer Information Systems(Temporary)**

Faculty Appointment – **Nancy Seebert**
Instructor, Nursing
Health Professions and Physical Education Division, Sylvania Campus

**Applicant Flow:** Article 3.64 Appointment

**Annual Salary:** $61,639  
**Step:** 6  
**Effective:** September 1, 2017  
**Education:**  
American Sentinel University MA, Nursing Education  
Jones International University MA, Business Communication  
Boston University BS, Nursing

Most Recent Experience: Linfield Good Samaritan School of Nursing

**Clinical Adjunct Faculty**

Gender  
12 Female  
1 Male  
1 Not Disclosed  
1 Asian  
1 Black or African American  
2 Hispanic/Latino
2 Not Disclosed
0 Two or More Selections
8 White
14 Total

Faculty Appointment – **Shawli Sengupta**
Instructor, Computer Science
Math, Aviation and Industrial Technology Division, Rock Creek Campus
Annual Salary: $51,897 Step: 1
Effective: September 1, 2017
Education: Texas State University MS, Computer Science 2008
Arizona State University MS, Mechanical Engineering 2015
Institute of Engineering and Management BS, Computer Science 2003

Most Recent Experience: Portland Community College
Instructor, Computer Science

Applicant Flow:
<table>
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<tr>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Female</td>
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<tr>
<td>15 Male</td>
<td>4 Asian</td>
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<td>1 Black or African American</td>
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<td>0 Two or More Selections</td>
</tr>
<tr>
<td></td>
<td>11 White (not of Hispanic Origin)</td>
</tr>
<tr>
<td></td>
<td>21 Total</td>
</tr>
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Faculty Appointment – **Irene Seto**
Instructor, Business Administration
Math, Sciences and CTE Division, Southeast Campus
Annual Salary: $57,524 Step: 4
Effective: September 1, 2017
Education: Portland State University MBA, International Business 2015
Portland State University BA, Advertising Management and Marketing 2013
Portland State University BA, Chinese 2013

Most Recent Experience: Portland Community College
Instructor, Business and College Success and Career Guidance (Adjunct)

Applicant Flow:
<table>
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<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Female</td>
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<tr>
<td>15 Male</td>
<td>3 Asian</td>
</tr>
<tr>
<td>1 Not Disclosed</td>
<td>2 Black or African American</td>
</tr>
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</table>
Faculty Appointment– Wendie Siverts
Instructor, Computer Aided Drafting and Design
Math, Sciences and CTE Division, Southeast Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Western Washington University
BS, Industrial Design
Most Recent Experience: FlatHED, Inc.
Principal Industrial Designer
Applicant Flow:
Gender Ethnicity
3 Female 0 American Indian or Alaska Native
13 Male 2 Asian
1 Not Disclosed 1 Black or African American
0 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
1 Not Disclosed
1 Two or More Selections
12 White (not of Hispanic Origin)
17 Total

Faculty Appointment (Temporary)– Daniel Soucy
Instructor, Graphic Design
Visual and Performing Arts and Design Division, Sylvania Campus
Annual Salary: $53,716  Step: 2
Effective: September 1, 2017 to June 20, 2018
Education: Portland Community College AAS, Graphic Design
Most Recent Experience: Portland Community College
Marketing Specialist
Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Craig Wickenberg
Counselor
Office of the Dean of Student Development, Sylvania Campus
Annual Salary: $55,596  Step: 3
Effective: September 1, 2017
Education: Lewis and Clark College MA, Counseling Psychology
Antioch University MA, Organizational Management
University of California, Santa Barbara  
BA, Business Economics  
University of California, Santa Barbara  
BS, Environmental Science  

Most Recent Experience: Portland Community College  
Counselor (Temporary)  

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<th>Applicant Flow:</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
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<td>4 Two or More Selections</td>
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<tr>
<td>97 White</td>
<td>97 White (not of Hispanic Origin)</td>
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</table>

ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN SEPTEMBER 21, 2017 PERSONNEL REPORT  

<table>
<thead>
<tr>
<th>Gender</th>
<th>32 Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Male</td>
<td></td>
</tr>
<tr>
<td>2 Not Disclosed</td>
<td></td>
</tr>
<tr>
<td>57 Total</td>
<td></td>
</tr>
</tbody>
</table>

| Ethnicity                                      | 2 American Indian or Alaska Native |
|                                               | 4 Asian                             |
|                                               | 3 Black or African American         |
|                                               | 7 Hispanic/Latino                   |
|                                               | 0 Native Hawaiian or Other Pacific Islander |
|                                               | 10 Not Disclosed                    |
|                                               | 0 Two or More Selections            |
|                                               | 31 White (not of Hispanic Origin)   |
|                                               | 57 Total                            |
COMMENDATION OF RETIRING EMPLOYEE –
MICHAEL AVDEEF

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michael Avdeef has performed faithfully in his duties as an Instructional Support Tech IV for Portland Community College since January 3, 2011. He retires effective September 20, 2017.

RECOMMENDATION: That the Board commend him for his service to Portland Community College and wish him well in his retirement years.
September 21, 2017

18-037  COMMENDATION OF RETIRING EMPLOYEE – COLLEEN CARAHER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Colleen Caraher has performed faithfully in her duties as an Instructional Support Tech IV and Facil/Nursing Skills Lab for Portland Community College since September 15, 1986. She retires effective September 30, 2017.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
RATIFICATION OF AMENDMENTS TO COLLECTIVE BARGAINING AGREEMENT BETWEEN PORTLAND COMMUNITY COLLEGE AND PORTLAND COMMUNITY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES FOR JULY 1, 2017 TO JUNE 30, 2019

PREPARED BY: Cheryl Belt, Employee and Labor Relations Manager

APPROVED BY: Sylvia Kelley, College Vice President
Mark Mitsui, College President

REPORT:

In 2013, the college and the PCC Federation of Classified Employees (PCCFCE) agreed to, and the Board approved, a one percent salary structure increase in each year of the 2013-2015 biennium contingent upon PERS savings from SB 822. Due to the overturn of SB 822, the salary structure for FY 2016-17 shall be reduced by one percent before applying the FY 2017-18 salary structure increase, and the FY 2017-18 salary structure shall be reduced by one percent before applying the FY 2018-19 salary structure increase.

The collective bargaining agreement between the College and the PCCFCE for the period of July 1, 2015 through June 30, 2019 included a “reopener” provision. The reopener was limited to salary, the College’s contribution toward health insurance and a few specific contract articles.

The College and the Federation began meeting in February 2017 and reached a tentative agreement on September 15, 2017. The key provisions of the tentative agreement are:

1) The Classified salary schedules shall be increased by 1.25% effective June 21, 2017 and by 2.0% effective June 21, 2018.

2) Addition of a step to the top of the salary range implemented over two years. Elimination of the bottom step.

3) Effective with the October 1, 2017 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:
Employee $751
Employee + Spouse $1377
Employee + Children $1279
Family $1622

4) Effective with the October 1, 2018 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee $773
Employee + Spouse $1416
Employee + Children $1315
Family $1667


6) Effective October 1, 2017 to September 30, 2018, eligible Classified employees who retire with 20 years full-time PCC service will receive a stipend of $525 per month for up to four years. This program may continue to June 30, 2019 if sufficient funds remain unexpended.

RECOMMENDATION: That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors
RATIFICATION OF AMENDMENTS TO COLLECTIVE BARGAINING AGREEMENT BETWEEN PORTLAND COMMUNITY COLLEGE AND PORTLAND COMMUNITY COLLEGE FEDERATION OF FACULTY AND ACADEMIC PROFESSIONALS FOR SEPTEMBER 1, 2017 TO AUGUST 31, 2019

PREPARED BY: Cheryl Belt, Employee and Labor Relations Manager

APPROVED BY: Sylvia Kelley, College Vice President
Mark Mitsui, College President

REPORT:
In 2013, the college and the PCC Federation of Faculty and Academic Professionals (PCCFFAP) agreed to, and the Board approved, a one percent salary structure increase in each year of the 2013-2015 biennium contingent upon PERS savings from SB 822. Due to the overturn of SB 822, salary structures for FY 2016-17 shall be reduced by one percent before applying the FY 2017-18 salary structure increases and the FY 2017-18 salary structures shall be reduced by one percent before applying the FY 2018-19 salary structure increases.

The collective bargaining agreement between the College and the PCCFFAP for the period of September 1, 2015 through August 30, 2019 included a “reopener” provision. The reopener was limited to salary and the College’s contribution toward health insurance.

The College and the Federation began meeting in February 2017 and reached a tentative agreement on September 15, 2017. The key provisions of the tentative agreement are:

1) The FT Faculty and Academic Professional salary schedules shall be increased by 1.25% effective August 21, 2017 and by 2.0% effective August 21, 2018. The PT Faculty salary schedule shall be increased by 2.0% effective the first bi-weekly pay period of Fall term 2017 and by 2.0% effective the first bi-weekly pay period of Fall term 2018.

2) Addition of a step to the top of the Academic Professional salary schedule to be implemented over two years (one-
half step each year). Elimination of the bottom step of the Academic Professional salary schedule.

3) Addition of one step to the top of the Part-Time Faculty salary schedule to be implemented each year.

4) Effective with the October 1, 2017 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$751</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1377</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$1279</td>
</tr>
<tr>
<td>Family</td>
<td>$1622</td>
</tr>
</tbody>
</table>

5) Effective with the October 1, 2018 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$773</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1416</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$1315</td>
</tr>
<tr>
<td>Family</td>
<td>$1667</td>
</tr>
</tbody>
</table>

6) Effective with the October 1, 2017 payroll, the monthly College contributions toward Part-Time Faculty health insurance (combined medical, prescription drug and vision) shall include an additional $150 per month for Employee + Spouse and Employee + Children coverage, and an additional $300 per month for Family coverage.

7) The College contribution to the Health Insurance Trust Fund for part-time faculty shall be as follows:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 17-18</td>
<td>$40,000</td>
</tr>
<tr>
<td>FY 18-19</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:** That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors
September 21, 2017

18-040

BOARD RESOLUTION FOR MANAGEMENT, CONFIDENTIAL AND EXECUTIVE SALARY AND BENEFIT ADJUSTMENTS FOR FY 2017-2018

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT:
Management, confidential and executive employees received Board approved salary structure increases in each year of the 2013-2015 biennium. Per resolution dated July 17, 2013, salary structure increases were contingent upon PERS savings from SB 822, and salary structures were to be reduced by one percent per year in each of two years if SB 822 was overturned. Due to the overturn of SB 822, salary structures for FY 2016-17 shall be reduced by one percent before applying the FY2017-18 salary structure increase. (Salary structures are also subject to a one percent reduction in year two of the biennium.)

This resolution adjusts the salary structure for Management, Confidential and Executive employees of the College and authorizes increases to the base salary of each individual employed in these three employee groups.

Survey data from multiple sources during the current year has been reviewed. The data comes from the 2017 Portland Area Cross Industry Survey, Government/Education (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the World at Work Salary Budget Survey, Education/Western US. The data from these sources show an average structure adjustment of 1.7% and an average individual incumbent salary adjustment of 2.9%.

RECOMMENDATION: That the Board of Directors approve for FY 2017-2018 the following adjustments:

An increase of 1.7% to the salary structure; plus

An increase of 2.9% applied to the salaries of each individual management, confidential and executive
employee; and

All such adjustment to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2017-2018.

Effective with the October 1, 2017 payroll, that the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$751</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1377</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$1279</td>
</tr>
<tr>
<td>Family</td>
<td>$1622</td>
</tr>
</tbody>
</table>
On May 17, 2012, the Portland Community College (PCC) Board of Directors approved contract for Bond Program district-wide signage services to Anderson Krygier, Inc. (BA 12-108). The contract was valid through June 30, 2017 with the total amount of $150,000.

Anderson Krygier was chosen through an open competitive request for proposal process to provide an updated college wide wayfinding program. Work has been completed at the Southeast Campus and the Rock Creek Campus’s new signs will be installed by the end of September. Cascade and Sylvania Campus assessments and drawings still need to be completed as well as review and recommendations for any of the college’s centers.

The campus walkthroughs, reviews, and documentation has been much more extensive than originally anticipated due to the number of existing signs on our campuses and the changes over the years.

With numerous projects scheduled to complete in fiscal year 2017 and 2018 at various locations the Bond Program requests an additional $200,000 for signage consultant services and anticipate the work to continue through June 30, 2019.

RECOMMENDATION: That the Board of Directors authorize an increase of $200,000 to Anderson Krygier, Inc. to provide district-wide signage services through June 30, 2019. With this increase, the revised contract with Anderson Krygier, Inc. will total $350,000. The funding for this contract is from 2008 Bond Program.
The College has a need to purchase software to manage our extensive communications network and data infrastructure.

As part of Information Technology (IT) improvements in the 2008 Bond, over 10 million feet of data infrastructure cabling was added and upgraded throughout the College. Information Technology needs a robust GIS database application that will document, map, and manage the college-wide low voltage network and telecommunications plant. An accurate mapping system will allow IT to improve network and data operations, assess telecom room space utilization, provide improved security and disaster recovery needs, and increase operational efficiency.

On August 2, 2017, a Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon ORPIN, and the PCC Solicitation website. A total of twenty (20) vendors registered and received a copy of the RFP document. At bid closing three (3) vendors submitted their proposals. The bids were evaluated for response to questions, their Implementation Plan, Training, Support & Maintenance, References, and Overall Costs & Warranty.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ptarmigan</td>
<td>182</td>
</tr>
<tr>
<td>Resource Data</td>
<td>250</td>
</tr>
<tr>
<td>Mapcom</td>
<td>401</td>
</tr>
</tbody>
</table>

Note: No Oregon certified MWESB firms submitted a bid.
RECOMMENDATION: That the Board of Directors authorize the purchase of Mapcom. The cost for this product is approximately $148,800.00 which includes reimbursables. Expenditures for this purchase will be from the 2008 bond funds.
AUTHORIZE AN INCREASE AND RATIFY EXPENDITURES TO EXISTING SPECIALTY CONTRACTOR SERVICES FOR DISTRICT WIDE ELECTRONIC SECURITY PROJECT TO ARONSON SECURITY GROUP

PREPARED BY: Cau Chung, Finance Manager, Bond Program

FINANCIAL RESPONSIBILITY: Derrick Foxworth, Director, Public Safety
Linda Degman, Director, Bond Program

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

REPORT: On December 10, 2015, BA-16-049, the Board of Directors approved the award and contract with Aronson Security Group (ASG) for Specialty Contractor services for the District-wide Electronic Security project for Rock Creek, Southeast, Sylvania, and Portland Metro to install access control at all four locations. ASG was selected through a competitive RFP process. ASG has retrofit numerous existing doors with new hardware, programmed a variety of electronic security devices, and added interior door controls in high value areas. The number of doors with access control has doubled throughout the College.

On March 16, 2017, BA-17-083, the Board of Directors approved additional funds for ASG to re-program the access control system to accommodate the additional doors, secure roll-up doors, isolated classrooms, and additional high value areas.

Additional funding is required to complete the District-wide Electronic Security project. The new access control database needs to be encrypted to meet information security standards, door control panels require firmware upgrades and replacements to function properly, and new access control location maps are needed for Public Safety. After careful review by Public Safety and the Bond program, staff requests an increase of $200,000 to complete the District-wide Electronic Security work.
As the work begin in 2016 it became clear that the existing access control and camera system had many operational issues that had not been addressed over the years. Those issues had to be fixed or the additional devices that were being installed through the Bond project would not work correctly. With the Bond project already under way it was imperative to move quickly on the system operational upgrades and fixes.

The following is a list of upgrades that ASG performed for Public Safety between June 2016 and July 2017; milestone camera software upgrade, SSA renewal, critical camera installation at Cascade, integration of access controls at Climb, AMAG software upgrade, and districtwide maintenance. The total expenditure from the general fund for the time period was $241,185. These expenses need to be ratified by the Board as there was not a formal process for these critical operational expenses.

RECOMMENDATION: That the Board of Directors authorizes the College to continue to work with Aronson Security Group to provide specialty contractor services for the District-wide Electronic Security Project for an increase of $200,000. The revised contract total will be $3,240,370, with the terms and conditions valid through December 31, 2017. And ratify $241,185 expenditure from the general fund. The increase funding is from the 2008 Bond Program.
AUTHORIZE AN INCREASE TO THE EXISTING
CONTRACTS WITH CEDAR MILL CONSTRUCTION AND
TS GRAY CONSTRUCTION TO PROVIDE GENERAL
CONSTRUCTION SERVICES

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

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: On March, 2015 (BA 15-093), the Board of Directors approved a five-year contract with Cedar Mill Construction and TS Gray Construction for an up to $1,000,000 contract (combined) total to provide general construction services for the College District on an as needed basis. The services included building alterations, wall installations/repairs, room painting, tile work, ADA building work, door installations, brick work, specialty project, carpentry work, and other general construction duties, as needed.

There has been an increased amount of requests for general construction services throughout the College District than anticipated and the expenditure is currently near to the full authorized amount. To fund the completion of committed projects and accommodate future services, the FMS Department requests an additional $300,000. This increase will also allow the FMS Division to continue contracting with existing contractors without interruptions while the College is pursuing a Job Order Contracting process for this type of work (submitted on a separate Board of Director resolution).

RECOMMENDATION: That the Board of Directors, authorize the contract increase of $300,000 for General Construction Services contracts (shared by Cedar Mill Construction and TS Gray Construction). Funding for this project is covered by the General Fund (1000) and Capital Projects Fund (2000).
September 21, 2017

18-045

AUTHORIZATION TO INCREASE BALFOUR BEATTY CONSTRUCTION CONTRACT (FORMERLY, HOWARD S WRIGHT CONSTRUCTIONS) TO PROVIDE CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR SYLVANIA CAMPUS 2008 BOND PROJECTS

PREPARED BY: Cau Chung, Manager, Bond Accounting

FINANCIAL RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: As part of the 2008 Bond projects, the Board reviewed and approved Resolution 10-077 which authorized the exemption process for the Construction Manager/General Contractor (CM/GC) procurement method for the Sylvania Campus. Howard S. Wright Constructors was selected as the CM/GC for the Sylvania Campus through Resolution 10-097, with an initial authorization of $21 million, plus Resolution 13-078 for $14 million for 2013 projects, Resolution 14-083 for $8 million for 2014 projects, Resolution 15-040 for $7 million for 2015 projects, Resolution 15-130 for $2 million increase, and resolution 16-119 for $9.65 million with revised total of $61.65 million. The bond projects at the Sylvania campus are unique compared to the other campuses, in that they are primarily renovations to existing buildings. Lack of swing space to move occupants of buildings and to relocate classes during remodels is a major limiting factor in proceeding with work at the campus. Many projects need to be planned and completed in phases, which results in several smaller projects, as opposed to larger discreet projects for new construction.

Projects to date have included renovations to the Library, Science and Technology (ST) Building (phase I & phase II in progress), Social Science and Technology (SS) Building (phase I), Health Technology (HT) Building Heating Ventilation and Cooling (HVAC) upgrades and
CTS relocation, Communication Technology (CT) Building phase I, AM Building and College Center (CC). A new media control center is complete and seismic upgrades in buildings are complete. A new entry to the east side of the CC Building is finished. The Automotive Storage Building was completed in 2013. Site projects have included the completion of G Street, and the addition of a Plaza Access Lane between the HT and CC Buildings. Social Science and Technology (SS) Building Renovation (Phase 2) completed in late 2015. The site work detention pond, the HT Radiography and Dental Equipment upgrade, the CT Little Theater renovation, and the CC Building Phase 2 were all projects completed in late 2015. The CC phase 3 renovation was completed in 2016. Site lighting project (FMS) for the campus is finished.

Several maintenance projects have been completed, including a complete overhaul of the swimming pool. Technology projects to date have included VOIP work, telecom infrastructure, and the data center. Energy efficiency projects (E6) have included the boiler replacement, the heating hot water loop upgrades, CC HVAC upgrades and several other improvements.

Projects completed in 2017 are the following: CC building office remodel, additional site work improvement, and phase 2 site lighting.

Projects that are in process for the rest of 2017 through 2018 are the final CC Building renovation Phase 4 through 5; this will complete the work in the CC building.

The final project on the campus is a new child development center (CDC), which has always been an initiative with funding in the 2008 Bond Program. Currently the CDC resides in the HT building and there have been many issues continuing to house the program in that building. The new CDC project is a partial renovation of the existing South Classroom Building (SCB) and a new building attached to it to accommodate the full program needs. There are 5 MWESB subcontractors working on this project. The total project cost for the CDC is $6,561,583 plus a $200,000 contingency for a total of $6,761,583.
RECOMMENDATION: That the Board of Directors authorizes Balfour Beatty Construction to continue to provide Construction Manager/General Contractor services at the Sylvania Campus for an additional $6,761,583 million, with the revised contract total of $68,411,583 million. The funds for this project are covered by 2008 Bond funds.
18-046  

AUTHORIZATION TO UTILIZE AN INTERSTATE COOPERATIVE CONTRACT FOR ROOFING REPAIR AND PREVENTATIVE MAINTENANCE

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Financial 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 will need to hire a qualified contractor to provide roofing repair and preventative maintenance services for the College District. The services includes, and not be limited to, visual assessments inspection of the roof systems twice a year (spring and fall); provide written report of the conditions, with documents accessible online and provide recommended preventative maintenance repairs; check roof surface for debris and bolts/clamps on drains are secured; perform maintenance according to warranty holder’s recommendation; provide minor repairs (as needed) during inspections; and provide infrared and nuclear diagnostics scans. The estimated cost of the services exceeds the $150,000 threshold, which requires formal procurement process and College Board of Directors approval.

After careful review, the College would like to contract this type of work to provide services that support FMS with specialized roofing capabilities, experience, and technical expertise. The selected contractor has been performing roofing services for a long period of time, they have well qualified staff that are fully trained in safety measures and available resources to successfully manage, utilize, timeliness of completion, and success in obtaining desired result.

The College is utilizing an existing cooperative contract with US Communities, this approach is allowed based on the College Procurement Rule, PCC 46-0400 and ORS 279B.055. The procurement process was done by US
Communities and lead agency, Cobb County, Georgia. The contract for Roofing Supplies and Services, Waterproofing and Related Products and Services, Master Agreement: 14-15903, was awarded to Garland/DBS Inc. in 2015. This contract is valid through December, 2018 (renewable thru December, 2019). To standardize the roofing preventative maintenance process and save annual maintenance costs, the College would like to continue working with the contractor for an additional three years, through December, 2022 (a not to exceed five year contract period).

The estimated contract cost is $400,000 for the five year period, this cost consists of the following fees: twice a year preventative maintenance inspection - $149,095 (5 year); preventative maintenance repairs - $116,875 (5 year); infrared/nuclear diagnostics scan - $6,000; leak responses and repairs – time/material costs plus 14% markup; lastly, project contingencies of 10%.

RECOMMENDATION: That the Board of Directors authorize the Facilities Management Services Division to contract with Garland/DBS Inc to provide roofing repair and preventative maintenance based on US Communities contract, Master Agreement 14-15903, contract valid through December, 2018 (renewable thru December, 2019) with the College contract extension for an additional three (3) year period (through December, 2022), with a not to exceed five year term and for an estimated contract total of $400,000. Funding is covered with General Fund (1000) and Capital Projects Fund (2000).
September 21, 2017

18-047  AUTHORIZATION TO CONTRACT WITH INSIGHT PUBLIC SECTOR FOR MICROSOFT SOFTWARE

PREPARED BY:  Layla Otey, Lead Buyer, Information Technology

FINANCIAL RESPONSIBILITY:  Michael Northover, CIO, Information Technology

APPROVED BY:  Mark Mitsui, College President

REPORT:  This Board Resolution request relates to extending existing district wide services for Microsoft products that are key to the operation of the college.

Portland Community College’s Information Technology Services requests Board approval to authorize the college to contract with Insight Public Sector for the Microsoft Enrollment for Education Solutions (EES) Software licensing agreement. The software includes the Microsoft Operating System, Office Suite and Server software licensing for district computers and servers.

The Microsoft Software Agreement is on the cooperative procurement contract: US Communities Network contract #4400001195 (RQ09-997736-42B). The Portland Community College Public Contracting rules exempts the college from the competitive bid process per PCC-46-0400 (b) Permissive Cooperative Procurement. The State of Oregon Minority, Women and Emerging Small business vendor database does not include a Microsoft EES vendor.

The request for this resolution is five years from fiscal year 18 to fiscal year 21 at an annual cost of $180,000.

RECOMMENDATION:  That the Portland Community College Board of Directors authorize the utilization of U.S. Communities Contract with Insight Public Sector for the Microsoft EES Software agreement. The annual cost will be $180,000 for a total of $900,000 for five years funded through the General and the Tech Fee fund.
RESOLUTION FOR THE APPROVAL OF THE 2017 - 2018 INTERNAL AUDIT PLAN

PREPARED BY: Darrin Hotrum, Internal Auditor, Office of the President

APPROVED BY: Mark Mitsui, College President
Internal Audit Committee of the Board of Directors

REPORT: The International Standards for the Professional Practice of Internal Auditing require that the internal audit activity's plan of audit engagements must be based on a documented risk assessment. The accompanying 2017 - 2018 Internal Audit Plan summarizes the annual risk assessment that the Internal Auditor conducted and outlines the areas within PCC that the Internal Auditor plans to audit from August 2017 through July 2018. This plan was reviewed with the Board Audit Committee on August 8, 2017. Completion of the plan will be monitored at the quarterly Audit Committee meetings. The Audit Committee recommends the Board of Directors formally approve this plan.

RECOMMENDATION: That the Board of Directors approve the 2017-2018 Internal Audit Plan in Exhibit A.
PCC Internal Audit has prepared the following audit plan for 2017/18. This plan was prepared based on the risk assessment performed by Internal Audit, which included input from the Board of Directors, management, faculty, and staff. The Internal Auditor also met individually with over 30 PCC employees and the external auditor to gather risk assessment information.

After your review, Internal Audit will finalize this plan and use it to conduct audit services for the period of August 2017 through July 2018. Internal Audit will report on progress and discuss any necessary adjustments at the routine audit committee meetings.

The audit plan includes four assurance audits in four of the eight auditable unit categories. This plan also includes consulting activities designed to provide communication on audit risks, manage the Ethics Point financial concerns hotline, perform follow-up audits, and implement quality control processes for Internal Audit. A description of the proposed audit activities and a calendar of expected completion are included in this document.

The Internal Auditor's role is to support the mission and values of Portland Community College by providing objective, independent, and assurance services that will augment the organization's operations and programs. The auditor helps to ensure that the institution's resources, assets, and program operations are systematically evaluated and risks are appropriately defined and rigorously managed.

cc: Mark Mitsui, District President
    Jim Langstraat, Vice President for Finance and Administration
    Eric Blumenthal, Associate Vice President for Finance and Administration
Risk Assessment

Purpose
The Office of the Internal Auditor performs an annual risk assessment for the purpose of developing a risk based audit plan which is subject to review by the Board of Directors Audit Committee.

Methodology
The risk assessment takes many factors into account including: surveys, interviews, prior risk assessments, existing audit requests, results of audit recommendation follow-ups, external audits, budgets, reorganizations, performance measures and benchmarks, and significant changes to PCC.

The risk assessment is summarized in a spreadsheet that rates the identified risks as high, medium, or low based on its potential likelihood and impact.

The results of the risk assessment are collected and evaluated based on auditor judgment. In order to select audit topics, we also consider:

- Results of the last audit
- Length of time since last audit
- The size and complexity of the operation
- Major changes in operations, programs, systems, or controls
- Risk of loss

Audit Universe
The audit universe is designed to identify the units or systems capable of receiving an audit and to prioritize available audit resources to areas of high risk. Internal Audit has divided the audit universe into eight main categories:

1. Governance
2. Safety & Preparedness
3. Auxiliary Services
4. Campus Operations
5. Financial Services
6. Information Technology
7. Student Services
8. Instruction & Academic Affairs

Audit Cycle

Internal Audit designs the annual audit plan to include audit activities at each of the eight main audit universe categories at least once every three years. The 2017 Audit Plan anticipates coverage in four of the eight main categories including; Financial Services, Campus Operations, Safety & Preparedness, and Information Technology.

Audit Plan

Available Resources

Based on past experience and benchmarking data from comparable internal audit offices, we estimate that 75% of the available hours will be direct hours spent on audit services while 25% will be indirect hours for activities such as administrative responsibilities, professional development, leave, and meetings.

This results in approximately 1,560 available hours for audit services based on the current staffing of one position. We will reserve approximately 150 hours (10%) for unplanned audit activities and audit requests.

Internal Audit generally provides two types of services:

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams.
Assurance Services (880 Hours – 56%)

The following assurance audits are proposed to be performed given the current audit resources.

Procurement Card / Purchase Orders Audit (180 hours)

PCC has verified instances of theft of college resources through the inappropriate use of procurement cards and purchase orders in the past. While corrective actions have begun, the audit will review whether controls are adequate to ensure purchases with a procurement card or purchase order are for an approved and legitimate purpose and in compliance with purchasing rules.

Information Security Audit (200 hours)

PCC is subject to compliance with federal requirements for security of student data, health records, and personally identifiable information. The audit will be designed to assess the information security posture of PCC and the institution's ability to comply with federal requirements.

Emergency Response Planning Audit (200 hours)

PCC has a responsibility to students, faculty, staff, and the community to be prepared for emergencies. The audit will assess the college’s ability to respond and recover from an emergency.

Hiring Practices Audit (200 hours)

PCC is required to comply with rules and laws governing hiring practices. The audit will assess the college’s compliance and ability to train new staff on their roles and responsibilities.

Audit Follow-Up (100 hours)

Internal Audit will follow-up on prior audits and report the results to the audit committee. This includes internal audit recommendations and external audit recommendations when the external auditor does not plan to perform follow-up work. Initially this will include audit recommendations made by the prior PCC Internal Auditor.
Additional assurance audits that could be performed instead of the audits previously listed or if there were more audit resources:

Facilities Management – Strategic Planning (Not Planned)

PCC has undergone considerable capital construction since the passage of a bond in 2008. The college hopes to continue these efforts with additional bond funding. For financial statement purposes, the external auditors Kenneth Kuhns, CPAs have reviewed bond expenditures for compliance with disbursement rules, contracting, and capitalization of assets. The internal audit would review whether there is a structure in place to coordinate between the bond funded capital construction efforts, the facilities management plan, and the strategic plan for the college.

Policy Management Audit (Not Planned)

The audit would review whether the policy management plan in place is sufficient to ensure policies are properly developed, approved, communicated, and maintained.

Americans with Disabilities Act Compliance Audit (Not Planned)

The audit would review the plans and processes in place to ensure PCC is compliant with ADA requirements.

Collections and Accounts Receivable Audit (Not Planned)

The audit would review whether the receipting and collections efforts by the college are maximized for revenue generation while still meeting standards of customer service.
Consulting Services (370 Hours – 24%)

Unplanned Requests (150 hours)
Internal Audit receives requests to provide assistance or advice. These activities are commonly of an informal nature and do not result in an audit report, but may result in recommendations. Consulting activities will be reported to the Audit Committee.

Hotline Management (120 hours)
Manage the Ethics Point reporting system to take and follow up on reports of financial concerns.

Outreach and Communication (100 hours)
These activities may include providing newsletter communications, training of best practices, and communicating common audit findings or risks that may apply to Departments and Campuses. OIA will initially work to update and communicate the PCC Ethics Guide.

Planning and Quality Control (310 Hours – 20%)

Risk Assessment / Audit Plan (120 hours)
Internal Audit will prepare a risk assessment and an audit plan for 2018/19.

Quality Assurance Program (100 hours)
Internal Audit will set time aside to review the activities of the office, track performance, and identify improvements, and implement the processes necessary to comply with the International Standards for the Professional Practice of Internal Auditing (Red Book standards).

Audit Committee Coordination (90 hours)
Internal Audit will prepare audit committee agendas and minutes, an annual report, documentation, and track committee and internal audit tasks.
Planned Quarterly Audit Activities

This is a tentative schedule that may change based on requests from the audited unit, additional audit requests, or other delays in completing the audit schedule as planned. Internal Audit will meet with the audit committee routinely to discuss any necessary adjustments to this schedule.

<table>
<thead>
<tr>
<th>Planned Activities</th>
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<tr>
<td><strong>August – October 2017</strong></td>
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<tr>
<td>Procurement Card / Purchase Orders Audit</td>
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<tr>
<td>Follow Up Audits</td>
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<tr>
<td>Consulting: Investigation Procedures &amp; Ethics Guide</td>
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<tr>
<td><strong>November 2017 – January 2018</strong></td>
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<tr>
<td>Hiring Practices Audit</td>
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<td><strong>February – April 2018</strong></td>
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<td>Information Security Audit</td>
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<td>Follow Up Audits</td>
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<td><strong>May – July 2018</strong></td>
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<tr>
<td>Audit Plan / Risk Assessment</td>
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<tr>
<td>Emergency Response Plans and Preparedness</td>
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REPORT: This resolution supersedes Resolution 14-029 adopted July 27, 2017 by the PCC District Board in regards to the selection of the 2018 PCC Patron Award Honoree.

In July 2017, the PCC Board approved Chris and Tom Neilsen as recipients of the 2018 Award. The Neilsens have asked to defer their award until 2019 due to a significant family conflict.

The PCC Board hereby approves the Neilsens’ request to defer their award until 2019 and announces that the 2018 Patron Award Honoree shall be Robert O. Wimmer and Howard A. Butzer.

Longtime PCC German and Russian instructor Robert Wimmer found the perfect career in teaching and was instrumental in developing PCC’s Modern Language Department. He joined the PCC faculty during the College’s initial year in Shattuck Hall and then moved to Sylvania, where for 30 years he watched PCC add campuses, expand course offerings, and increase its reputation in the community.

A pioneer of PCC’s study-abroad programs, he founded the PCC Russian Language program and taught full-time until his retirement in 1993. After moving to California, Robert wanted to keep giving back to the PCC students he missed seeing every day in the classroom. He and his partner of 33 years, Howard Butzer, decided to create annual scholarships for PCC students who need financial support to attend college. Robert and Howard are also proud members of the Amo DeBernardis Legacy Society, with PCC named as the primary beneficiary of their estate.
Then naming of Patron honorees Robert Wimmer and Howard Butzer continues an esteemed tradition that began in 2007, when the PCC District Board established the Portland Community College Distinguished Patron Award to recognize extraordinary levels of service to the College. Nominees are made by the PCC President to the Board for approval. The award, an annual college honor given by the PCC Board of Directors, goes to a person or organization that has made a significant contribution to ensure student access to education. Since 2012, commencing with the first gala, the award has been presented during the PCC Foundation’s “An Evening of Opportunity” celebration in the spring of each year.

To date, thirteen Patron Awards have been bestowed. Award recipients include: Richard and Sharon Helzer; Doreen S. Margolin (posthumously, 2007); Norma Jean Germond (2008); Barbara Raz; Mary Holmström (2009); Lee and Virginia Finders (posthumously, 2010); The James F. and Marion L. Miller Foundation (2011); Intel Corporation; The Oregon Community Foundation (2012); No award in 2013; Ross Lienhart and Sheila Edwards-Lienhart (posthumously) (2014); The Renaissance Foundation—Irving Levin and Stephanie Fowler (2015); Meyer Memorial Trust (2016); and Betty Duvall (2017).

**RECOMMENDATION:** The PCC Board of Directors shall award the 2018 Patron Award to Robert Wimmer and Howard Butzer and affirm that the 2019 Patron Award will honor Chris and Tom Neilsen.
ADOPT THE INITIAL IDENTITY THEFT PREVENTION PROGRAM DOCUMENT AS REQUIRED UNDER 16 C.F.R. PART 681 (RED FLAGS RULE)

PREPARED BY: Dee Wilson, Bursar and Treasury Manager, Financial Services

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


In April, 2009, the Portland Community College Board enacted Policy B 710 - Identity Theft Prevention Program. At that time, an initial Program document was created but not formally adopted as required by the federal regulation. § 681.1(b)(3) requires the institution to:

(1) Obtain approval of the initial written Program from either its board of directors or an appropriate committee of the board of directors;

(2) Involve the board of directors, an appropriate committee thereof, or a designated employee at the level of senior management in the oversight, development, implementation and administration of the Program;

The Program document originally created in 2009 was recently updated to reflect the current administration and structure of the Program.

RECOMMENDATION: That the Board of Portland Community College:

1. Approve the “PCC Identity Theft Prevention Program” document in Exhibit B
2. Directs that the President assign a program administrator with responsibility for overseeing, communicating, administering, and maintaining the identity theft prevention program; for training staff as necessary to effectively
implement the program; and for exercising appropriate and
effective oversight of any service provider arrangements
performing any services for the College relative to covered
accounts as required under the Red Flag Rule.
PCC IDENTITY THEFT PREVENTION PROGRAM

I. Purpose

Portland Community College (PCC or the College) developed this Identity Theft Prevention Program (Program) pursuant to the Federal Trade Commission's (FTC) Red Flags Rule. The Red Flags Rule implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The College’s Identity Theft Prevention Program (Program) is designed to detect, prevent, and mitigate identity theft in connection with the opening and maintenance of covered accounts for students and employees.

The Program, authorized under Board Policy B710, defines processes and procedures to guide employees in departments involved with covered accounts in identifying and responding to patterns, practices, or specific activities (Red Flags) that indicate the possible existence of identity theft.

II. Definitions

A. Covered account:
   1. All student accounts or loans administered by the College, including tuition payment plans, federal and schools loans.

   2. Other records the college offers or maintains where payment is accepted or credit is extended and there is a reasonably foreseeable risk of identity theft to the person or a risk to the safety and soundness of the college's records including financial, operational, compliance, reputation or litigation risks.

B. Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government-issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, bank account number, student identification number, or credit or debit card number.

C. Identify theft: A fraud committed or attempted using the identifying information of another person without authority.

D. Program Administrator: The individual designated with primary responsibility for oversight of the Identity Theft Prevention Program.

E. Red Flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.
III. Program

A. The college hereby establishes an Identity Theft Prevention Program to detect, prevent and mitigate identity theft. The Program includes procedures to:

1. Identify red flags for covered records and incorporate those red flags into the Program;
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any detected red flags to prevent and mitigate identity theft; and
4. Update the Program periodically to reflect changes in risks to students or employees and to ensure the safety and soundness of the college from identity theft.

IV. Program Administration

The associate vice president of financial services shall serve as the Program Administrator.

A. The Program Administrator is responsible for:

1. Obtaining approval of the initial written Program from the College’s Board of Directors;
2. Implementing the Identity Theft Prevention Program;
3. Conducting periodic reviews of compliance with the Program;
4. Ensuring compliance with the Program’s training requirements;
5. Approving material changes to the Program as necessary to address changing identity theft risk

B. The Program Administrator shall:

1. Review and update this Program at least once a year to reflect changes in regulatory requirements and risks associated with covered accounts;
2. Consider the college’s experience with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the college’s business arrangements with other entities;
3. Assign appropriate personnel to serve on a Red Flag Incident Review Team (RFIT) and Red Flag Oversight Committee (Committee);
4. Make necessary updates to the Program;
5. Notify the college president of any substantive changes to the Program or risks to the College.
V. Departmental Compliance:

A. Deans, directors, and heads of departments that work with covered accounts are responsible for:
   1. Conducting a risk assessment to determine areas of vulnerability for identity theft within their operations;
   2. Implementing departmental processes for complying with this policy;
   3. Ensuring that employees responsible for compliance attend required training.

B. Employees of departments that work with covered accounts shall:
   1. Attend training provided by or under the direction of the Program Administrator in the detection of Red Flags and the steps to be taken when a Red Flag is detected;
   2. Comply with the Program and notify the Program Administrator of identified failure to comply with the Program;
   3. Identify relevant Red Flags appropriate for their operations;
   4. Implement departmental policies and procedures to detect and prevent Red Flags and respond appropriately to mitigate identity theft;
   5. Report potential Red Flags and any suspicious behavior that may be related to identity theft.

VI. Identifying Red Flags

In order to identify red flags, the college considers the types of records it maintains, the methods it uses to open and access records, and its previous experiences with identity theft. Red Flags generally fall within one of the following four categories: suspicious documents, suspicious personal identifying information, suspicious or unusual use of accounts, and/or alerts from others (e.g. customer, identity theft victim, or law enforcement). Examples of Red Flags include, but are not limited to, documents that appear to be forged or altered, conflicting demographic information, mail returned as "undeliverable" although transactions continue on the account, or a notice or inquiry from a fraud investigator.

VII. Detecting Red Flags

A. New Records: In order to detect any of the red flags identified above associated with a new record or which presents a foreseeable risk of identity theft, college personnel will obtain and verify the identity of the person opening the account and review documentation for Red Flags or independently contact the student or employee.

B. Existing Records: In order to detect any of the Red Flags identified above for an existing record, personnel will take steps to monitor transactions, such as verifying identity when information is requested; verifying the validity of address change
requests, and verifying changes in banking information given for the purpose of payments. College personnel have the discretion to determine the degree of risk posed and to act accordingly.

VIII. Preventing and Mitigating Identity Theft

In order to further prevent the likelihood of identity theft, College personnel will take appropriate steps, commensurate with the degree of risk posed, regarding ongoing internal operating procedures. College personnel have the discretion to determine the degree of risk posed and to act accordingly.

IX. Reports

The Red Flag Incident Response Team (RFIT) shall review all Identity Theft received to ensure appropriate action is taken to mitigate risk and prevent future instances. Members of the RFIT shall prepare a semi-annual Red Flag Report for the Program Administrator. The report shall address the effectiveness of the policies and procedures related to the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

X. Program Updates

The Committee will periodically review and update the Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Committee will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

XI. Service Provider Arrangements

In the event the college engages a service provider to perform an activity in connection with a covered account, the college will take the following steps to ensure the service provider performs in accordance with the Program:

A. Require, by contract, that service providers have appropriate policies and procedures in place designed to detect, prevent, and mitigate identity theft; or

B. Require, by contract, that service providers review this Program and report any red flags to the Program Administrator; and

C. Require that contracts include indemnification provisions limiting the college's liability for the service provider's failure to detect, prevent, or mitigate identity theft.
A. Disclosure of specific information or practices regarding red flag identification, detection, mitigation and prevention practices may be limited to designated college staff and/or policymakers. Documents produced to develop or implement the Program which describe specific practices may constitute security information and may be non-disclosable because disclosure would likely jeopardize the security of identifying information and may circumvent the college’s identity theft prevention efforts.

B. Non-disclosure of Specific Practices: For the effectiveness of the Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation, and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered confidential and should not be shared with other College employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

XIII. DATE OF APPROVAL:
APPOINTMENT OF DELEGATES TO ATTEND THE OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) ANNUAL CONFERENCE AT SALISHAN RESORT IN GLENEDEN, OREGON, NOVEMBER 1-4, 2017

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, College President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the 2017 OCCA Annual Conference November 1-4, 2017.

RECOMMENDATION: That the Board of Directors include Denise Frisbee, Mohamed Alyajouri, Deanna Palm and Michael Sonnleitner as delegates to represent the College at the OCCA Annual Convention.
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:
  o Recruit, hire, and retain faculty and staff from historically underrepresented groups;
  o More systematically and strategically address the achievement gap for students of color
  o 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.