Board of Directors
Business Session

August 23, 2018

#thinkPCCfirst
Portland Community College Board of Directors

Vision
Building futures for our Students and Communities

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

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

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

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

Approved January 21, 2016
BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
August 23, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon 97219

AGENDA

4:00 PM  Work Session  Elm/Fir Rooms
- OCCA Policy Template
- PCC Naming Opportunities for Campaign
- RFP for Legal Services
- Student Update

5:00 PM  Board Dinner (Board only)  Oak Room

6:00 PM  Call to Order—Business Session  CC 233 A/B
- Introductions
- Approval of Agenda
- Approval of Minutes

6:05 PM  Recognitions
- PCC Retirements (30+ Years of Service)
- NISOD Excellence Awards Recipients

6:20 PM  Information Sessions
- Legislative Update (15 minutes) – Emma Kallaway
- YESS (Yes to Equitable Student Success) Update – Katy Ho and Rob Steinmetz (15 minutes)

6:50 PM  Public Comment on Agenda Items
(A sign-up sheet is on a table at the entrance of the meeting room.)

6:55 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
19-009 Approval of Personnel Actions – August 23, 2018 ..........025

Academic Professional Appointments:
Jane Ellis, Student Resource Specialist, Allied Health, Emergency and Legal Services Division, Cascade Campus
Kanna Hudson, Grants Officer Post Award, Executive Vice President
Nicole Wainright, Financial Aid Coordinator, Student Services

**Administrative Appointments:**
Amy Bader, Community Relations Manager, Office of the Campus President, Southeast Campus (Temporary)
Traci Fordham, Chief Diversity Officer, Office of the College President (Interim)
Frank Harris, District Custodial Manager, Finance and Administration
Pamela Hester, Regional Director, Community Workforce Development, Workforce Development and Continuing Education
General Johnson, Manager, TRIO Program, Office of the Dean of Student Development, Cascade Campus
Jessica Johnson, Internal Auditor, Office of the President
Brooke Loyd, Emergency Management/Preparedness Manager, Finance and Administration
John MacLean, Bond Finance and Procurement Manager, Office of the President
Elia Unverzagt, PCC Foundation Marketing and Communications Manager, College Advancement

**Faculty Appointments**
Todd Barnett, Instructor, Welding, Arts and Professions Division, Cascade Campus (Temporary)
Dimitar Dimitrov, Instructor, Geography, Social Science, Communications and Health Division, Rock Creek Campus (Temporary)
Michael Hunter-Bernstein, Instructor, ABE/GED, Mathematics and College Success Division, Sylvania Campus (Temporary)
Jane Loverin, Instructor, Physical Education/Exercise Science, Health Professions and Physical Education Division, Sylvania Campus (Temporary)
Elizabeth McGlasson, Instructor, Health, Science, Health and Nutrition Division, Sylvania Campus (Temporary)
Bret Rickman, Instructor, Mathematics, Mathematics and College Success Division, Sylvania Campus (Temporary)
Vanessa Valley, Instructor, Welding, Arts and Professions Division, Cascade Campus (Temporary)
Charmaine Vannimwegen, Instructor, Composition/Literature, Arts and English Division, Rock Creek Campus (Temporary)
Retirees

19-010 Commendation of Retiring Employee – Lisa Myers (25 years) ............................................... 033
19-011 Commendation of Retiring Employee – Maureen O’Connor (40 years) ......................... 034
19-012 Commendation of Retiring Employee – Katherine Pappas (35 years) .................. 035
19-013 Commendation of Retiring Employee – Trudy Pellecchia (7 years) ..................... 036
19-014 Commendation of Retiring Employee – Steve Rhodes (6 years) ................................. 037
19-015 Commendation of Retiring Employee – Paul Sackman (22 years) ........................................ 038
19-016 Commendation of Retiring Employee – Linda Shen (12 years) ............................... 039
19-017 Commendation of Retiring Employee – Barbara Smith (34 years) ......................... 040
19-018 Commendation of Retiring Employee – Virginia Vanderford (15 years) ...................... 041

BIDS AND CONTRACTS

19-019 Grant Authority for Special Procurement for Consulting Services for Lighthouse Consulting, Inc. and Michael Gaudette for the 2019 US Department of Education, Strengthening Institutions, Title III Grant Project ................................................................. 042
19-020 Authorization to Increase Balfour Beatty Construction Contract (Formerly, Howard S Wright Construction) to Provide Construction Manager/General Contractor for Sylvania Campus 2008 Bond Projects ........................................................................................................ 044
19-021 Delegate Authority to District President to Negotiate Lease Renewal and Approve Extension for Shipyard Commerce Center Facility ........................................... 047
19-022 Accept Proposal and Award Contract to Miller Nash Graham Dunn LLP for Legal Services ...................................................... 049

BOARD

19-023 Resolution to Approve Board Policy Revisions to B503 Student Tuition and Fees Policy (1st Reading) ................................................................. 051

7:00 PM Public Comment on Non-Agenda Items
(A sign-up sheet is on a table at the entrance of the meeting room.)

7:05 PM Reports (5 minutes each)
- Faculty and Academic Professionals
- Classified
The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director’s Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.
August 16, 2018

19-009 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:

1. Academic Professional Appointment (Temporary) – Jane Ellis
   Student Resource Specialist
   Allied Health, Emergency and Legal Services Division, Cascade Campus
   Annual Salary: $45,558 Grade: 3 Step: 3
   Effective: August 1, 2018 to July 31, 2019
   Education: University of Minnesota-Mankato MA, Educational Leadership Administration
               University of Wisconsin BS, Elementary Education
   Most Recent Experience: Portland Community College Instructor, Emergency Management (Adjunct)
   Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment – Kanna Hudson
   Grants Officer Post Award
   Executive Vice President
   Annual Salary: $49,924 @ .50 FTE Grade: 5 Step: 2
   Effective: August 8, 2018
   Education: University of Washington MED, Educational Leadership & Policy Studies
               BA, Comparative History
   Most Recent Experience: Smart-Start Making a Reader Today Program Director
   Applicant Flow: Gender Ethnicity
   17 Female 0 American Indian or Alaska Native
   6 Male 1 Asian
   2 Not Disclosed 0 Black or African American
                   0 Hispanic/Latino
                   0 Native Hawaiian or Other Pacific Islander
                   3 Not Disclosed
                   2 Two or More Selections
                   19 White
                   25 Total
3. **Academic Professional Appointment – Nicole Wainright**  
Financial Aid Coordinator  
Student Services  
Annual Salary: $48,237  
Grade: 5  
Step: 1  
Effective: July 21, 2018  
Education: Portland Community College  
AS, General Studies  
Most Recent Experience: Portland Community College  
Interim Financial Aid Coordinator  
Applicant Flow:  
Gender  
2 Female  
1 Male  
0 Not Disclosed  
Ethnicity  
0 American Indian or Alaska Native  
1 Asian  
1 Hispanic  
1 Not Disclosed  
0 Two or More  
0 White  
3 Total

4. **Administrative Appointment (Temporary) – Amy Bader**  
Community Relations Manager  
Office of the Campus President, Southeast Campus  
Annual Salary: $67,000  
Grade: J  
Effective: July 12, 2018 to November 20, 2018  
Education: University of California, Santa Barbara  
BA, Communication  
University of California, Santa Barbara  
BA, Italian Language and Cultural Studies  
Most Recent Experience: Mercy Corps  
International Corporate Travel Program Manager  
Applicant Flow: Targeted Recruitment

5. **Administrative Appointment – Traci Fordham**  
Chief Diversity Officer (Interim)  
Office of the College President  
Annual Salary: $112,101  
Grade: N  
Effective: August 6, 2018 to December 2, 2018  
Education: Syracuse University  
PhD, Social Science  
University of Wisconsin-Milwaukee  
MA, Communication  
University of Wisconsin-Parkside  
BA, Communication  
Most Recent Experience: Portland Community College  
Project Administrator – Office of the President  
Applicant Flow: Direct Appointment
6. **Administrative Appointment-- Frank Harris**  
District Custodial Manager  
Finance and Administration  
Annual Salary: $85,000  
Grade: L  
Effective: July 9, 2018  
Most Recent Experience: Portland Community College  
Campus Custodial Manager  
Applicant Flow:  
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7. **Administrative Appointment-- Pamela Hester**  
Regional Director, Community Workforce Development  
Workforce Development and Continuing Education  
Annual Salary: $101,000  
Grade: M  
Effective: July 12, 2018  
Education:  
- Georgia State University  
  MS, Social Foundations of America  
- The American University  
  BA, International Service  
Most Recent Experience: CareOregon  
Health and Housing Manager  
Applicant Flow:  
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8. **Administrative Appointment-- General Johnson**  
Manager, TRIO Program  
Office of the Dean of Student Development, Cascade Campus  
Annual Salary: $70,999  
Grade: K  
Effective: July 10, 2018  
Education: National University of Medicine  
ND, Naturopathic Medicine
Central State University  BS, Biology/Chemistry

Most Recent Experience: Portland Community College  Manager, TRIO Program (Interim)

Applicant Flow:
Gender  Ethnicity
11 Female  0 American Indian or Alaska Native
9  Male  1 Asian
0 Not Disclosed  4 Black or African American
1 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
2 Not Disclosed
1 Two or More Selections
11 White
20 Total

9. Administrative Appointment—Jessica Johnson
Internal Auditor
Office of the President
Annual Salary: $105,000  Grade: M
Effective: August 20, 2018
Education: University of Oregon  BS, Business Administration

Most Recent Experience: Portland General Electric
Lead Internal Auditor
Applicant Flow:
Gender  Ethnicity
8 Female  1 American Indian or Alaska Native
5 Male  0 Asian
0 Not Disclosed  1 Black or African American
2 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
0 Not Disclosed
0 Two or More Selections
9 White
13 Total

10. Administrative Appointment—Brooke Loyd
Emergency Management/Preparedness Manager
Finance and Administration
Annual Salary: $74,000  Grade: K
Effective: July 23, 2018
Education: Arizona State University  MA, Emergency Management and Homeland Security
University of Iowa  BA, Art
Kirkwood Community College  AA, Criminal Justice

Most Recent Experience: U.S. Department of Health and Human Services
Administrative Officer
Applicant Flow:
Gender          Ethnicity
 6  Female          0 American Indian or Alaska Native
22  Male           0 Asian
 1  Not Disclosed  1 Black or African American
                2 Hispanic/Latino
                0 Native Hawaiian or Other Pacific Islander
                3 Not Disclosed
                0 Two or More Selections
                23 White
                29 Total

11. Administrative Appointment – **John MacLean**
    Bond Finance and Procurement Manager
    Office of the President
    Annual Salary: $97,000  Grade: M
    Effective: July 30, 2018
    Education: Napier University  BA, Accounting
    Most Recent Experience: Portland Community College
    Support Services Manager, Facilities Management Services
Applicant Flow:
Gender          Ethnicity
 1  Female          0 American Indian or Alaska Native
 6  Male           0 Asian
 2  Not Disclosed  1 Black or African American
                0 Hispanic/Latino
                0 Native Hawaiian or Other Pacific Islander
                2 Not Disclosed
                0 Two or More Selections
                6 White
                9 Total

12. Administrative Appointment – **Elia Unverzagt**
    PCC Foundation Marketing and Communications Manager
    College Advancement
    Annual Salary: $67,000  Grade: I
    Effective: August 13, 2018
    Education: Portland State University  MA, Public Administration
                Oregon State University  BS, Business Administration
    Most Recent Experience: Caldera
    Communications Director
Applicant Flow:
Gender          Ethnicity
48  Female          0 American Indian or Alaska Native
24  Male           5 Asian
 5  Not Disclosed  3 Black or African American
5 Hispanic/Latino
0 Native Hawaiian or Other Pacific Islander
5 Not Disclosed
1 Two or More Selections
58 White
77 Total

13. **Faculty Appointment (Temporary) – Todd Barnett**
   Instructor, Welding
   Arts and Professions Division, Cascade Campus
   Annual Salary: $56,274  Step: 3
   Effective: August 21, 2018 to June 20, 2019
   Most Recent Experience: Portland Community College
   Instructor, Welding (Adjunct)
   Applicant Flow: Article 3.64 Appointment

14. **Faculty Appointment (Temporary) – Dimitar Dimitrov**
   Instructor, Geography
   Social Science, Communications and Health Division, Rock Creek Campus
   Annual Salary: $56,274  Step: 3
   Effective: August 21, 2018 to June 20, 2019
   Education: Portland State University  MED, Education
               Sofia University  PhD, Political and Economic Geography
               MS, Economic and Social Geography
               BS, Economic Geography
   Most Recent Experience: Portland Community College
   Instructor, Geography (Temporary)
   Applicant Flow: Article 3.64 Appointment

15. **Faculty Appointment (Temporary) – Michael Hunter-Bernstein**
   Instructor, ABE/GED
   Mathematics and College Success Division, Sylvania Campus
   Annual Salary: $56,274  Step: 3
   Effective: August 21, 2018 to June 20, 2019
   Education: Western Governors University  MA, Mathematics
               Pacific Lutheran University  BA, Education
   Most Recent Experience: Portland Community College
   Instructor, Adult Basic Education (Adjunct)
   Applicant Flow: Article 3.64 Appointment

16. **Faculty Appointment (Temporary) – Jane Loverin**
   Instructor, Physical Education/Exercise Science
   Health Professions and Physical Education Division, Sylvania Campus
   Annual Salary: $56,274  Step: 3
   Effective: August 21, 2018 to June 20, 2019
17. Faculty Appointment (Temporary) – Elizabeth McGlasson  
Instructor, Health  
Science, Health and Nutrition Division, Sylvania Campus  
Annual Salary: $56,274  
Step: 3  
Effective: August 21, 2018 to June 20, 2019  
Education: Portland State University MS, Health & Physical Education  
Pacific Lutheran University BA, Education  
Most Recent Experience: Portland Community College  
Athletics Supervisor  
Applicant Flow: Article 3.64 Appointment

18. Faculty Appointment (Temporary) – Bret Rickman  
Instructor, Mathematics  
Mathematics and College Success Division, Sylvania Campus  
Annual Salary: $60,281  
Step: 5  
Effective: August 21, 2018 to June 20, 2019  
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  
Instructor, Health (Adjunct)  
Applicant Flow: Article 3.64 Appointment

19. Faculty Appointment (Temporary) – Vanessa Valley  
Instructor, Welding  
Arts and Professions Division, Cascade Campus  
Annual Salary: $56,274  
Step: 3  
Effective: August 21, 2018 to June 20, 2019  
Most Recent Experience: Portland Community College  
Instructor, Welding (Adjunct)  
Applicant Flow: Article 3.64 Appointment

20. Faculty Appointment (Temporary) – Charmaine Vannimwegen  
Instructor, Composition/Literature  
Arts and English Division, Rock Creek Campus  
Annual Salary: $56,274  
Step: 3  
Effective: August 21, 2018 to June 20, 2019  
Education: California State University MA, English
ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN AUGUST 16, 2018 PERSONNEL REPORT

Male 7
Female 13
Not Disclosed 0
20

White 18
Black or African American 2
Asian 0
Hispanic/Latino 0
American Indian/Alaskan Native 0
Native Hawaiian/Pacific Islander 0
Two or More Selections 0
Not Disclosed 0
20
August 23, 2018

19-010  COMMENDATION OF RETIRING EMPLOYEE – LISA MYERS

PREPARED BY: Human Resource Department Staff
APPROVED BY: Mark Mitsui, College President

REPORT: Lisa Meyers has performed faithfully in her duties as an Instructional Administrative Assistant II, and Office Support Specialist IV for Portland Community College since September 24, 1993. She retires effective August 31, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
COMMENDATION OF RETIRING EMPLOYEE – MAUREEN O’CONNOR

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Maureen O’Connor has performed faithfully in her duties as Full-time, Part-time and Interim Division Dean for Portland Community College since September 25, 1978. She retires effective August 31, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
August 23, 2018

19-011 COMMENDATION OF RETIRING EMPLOYEE – KATHERINE PAPPAS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Katherine Pappas has performed faithfully in her duties as Senior Office Assistant, Data Control Clerk, Secretary and Registration Clerk for Portland Community College since March 2, 1983. She retires effective June 29, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
August 23, 2018

19-012 COMMENDATION OF RETIRING EMPLOYEE – TRUDY PELLECCHIA

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Trudy Pellecchia has performed faithfully in her duties as Full-time Office Assistant II for Portland Community College since December 19, 2011. She retires effective July 20, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
COMMENDATION OF RETIRING EMPLOYEE – STEVE RHODES

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Steve Rhodes has performed faithfully in his duties as a Custodian for Portland Community College since April 6, 2012. He retires effective August 23, 2018.

RECOMMENDATION: That the Board commend him for his service to Portland Community College and wish him well in his retirement years.
August 23, 2018

19-014 COMMENDATION OF RETIRING EMPLOYEE – PAUL SACKMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Paul Sackman has performed faithfully in his duties as Full-time Faculty for Portland Community College since October 14, 1996. He retires effective June 20, 2018.

RECOMMENDATION: That the Board commend him for his service to Portland Community College and wish him well in his retirement years.
August 23, 2018

19-015 COMMENDATION OF RETIRING EMPLOYEE – LINDA SHEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Linda Shen has performed faithfully in her duties as Food Service Associate for Portland Community College since September 25, 2006. She retires effective June 30, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
August 23, 2018

19-016  COMMENDATION OF RETIRING EMPLOYEE –
BARRBARA SMITH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Barbara Smith has performed faithfully in her duties as Full-time
Faculty, Part-time Faculty and Radiologic Technician/Assistant
for Portland Community College since September 17, 1984. She
retires effective June 29, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland
Community College and wish her well in her retirement years.
COMMENDATION OF RETIRING EMPLOYEE –
VIRGINIA VANDERFORD

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Virginia Vanderford has performed faithfully in her duties as Director, Medical Imaging for Portland Community College since June 9, 2003. She retires effective June 30, 2018.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
19-019

GRANT AUTHORITY FOR SPECIAL PROCUREMENT FOR CONSULTING SERVICES FOR LIGHTHOUSE CONSULTING, INC. AND MICHAEL GAUDETTE FOR THE 2019 US DEPT OF EDUCATION, STRENGTHENING INSTITUTIONS, TITLE III GRANT PROJECT

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, Purchasing

FINANCIAL RESPONSIBILITY: Vanessa Wood, Director, Grant Development
Sylvia Kelley, Executive Vice President

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

REPORT: The College has a need to hire a consultant who provides comprehensive consulting services to assist with our 2019 US Department of Education (DOED), Strengthening Institutions, Title III Grant. A consultant will assist with: establishing PCC’s eligibility for a Strengthening Institutions grant, developing a successful application, submitting the application and managing the implementation of the funded project.

Title III grants help eligible IHEs to become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.

Title III grants are highly competitive and have become extremely specialized and technical since the last time PCC applied. All DOED grants, but especially Title III, have added new priorities, particularly tying the program design to research. The PCC Grants Office has determined that hiring a Title III consultant will give PCC a competitive advantage and increase our odds of success.

As this request exceeds $150,000.00, Board approval is required. In addition, the special procurement procedure requires the Board, acting as the Contract Board to grant
authority to for a Special Procurement. Staff explored the web for a pool of other consultants and researched the possibility of utilizing a Certification Office for Business Inclusion and Diversity (COBID) registered vendor by directly contacting COBID and could not locate anyone that identified as having specific expertise with Title III grants and consulting. Therefore, it has been determined that (a) Is unlikely to encourage favoritism in the Awarding of Public Contracts or to substantially diminish competition for Public Contracts; and (b) (B) Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with Procurement requirements that would otherwise be applicable to the Procurement under Division 47 of these Rules.

Lighthouse Consulting, Inc. and its President, Michael Gaudette, is the only Title III consulting company with the experience needed to for this complex application. Over the past three decades, Michael Gaudette has read and edited more than 200 Title III and Title V proposals, evaluated more than 150 Title III and Title V projects in 60 colleges and universities and developed dozens of contacts at the U.S. Department of Education. This extensive Title III and Title V experience combined with Mike’s 37 years of experience in community colleges (including instruction and as a top-level administrator) allows LCI to develop competitive proposals with a high rate of funding success.

Pursuant to the college Public Contracting Rule PCC-47-0285(2) and ORS 279B.085, Special Procurements, Portland Community College may enter into a one-time agreement for a single project. Public Notice was posted in the Daily Journal of Commerce on Monday, August 6, 2018. The protest period expired at 4:00pm on August 13, 2018.

RECOMMENDATION: That the Portland Community College Board of Directors, acting as the Contract Review Board, grants authority for a special Procurement and to enter into a one-time contract for a single project with LCI and Michael Gaudette for up to 6 years, not to exceed $200,000 paid with general funds. The contract will begin no later than September 1st, 2018 and shall end not later than September 30, 2024.
AUTHORIZATION TO INCREASE BAFOUR BEATTY CONSTRUCTION CONTRACT (FORMERLY, HOWARD S WRIGHT CONSTRUCTIONS) TO PROVIDE CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR SYLVANIA CAMPUS 2008 BOND PROJECTS

PREPARED BY: Cau Chung, Finance Manager, Planning and Capital Construction
FINANCIAL RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction
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 $2,327,020 increase (a correction of $327,020 to Resolution 18-045), Resolution 16-119 for $9.65 million, Resolution 18-045 for $6,761,583 with revised total of $68,738,603. 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, and new child development center (CDC) as authorized by PCC Board of Directors in resolution 18-045.

In fiscal year 2018-19, we request additional funding approval of $910,653 for the CC Building, which will allow us to renovate space for staff for the IT department and for PCC LINKS, a new program being accommodated in the CC Building. We also request additional funding approval of $468,069 for the CDC project due to unforeseen changes required by City of Portland. Total cost of the additional scopes of the projects is $1,378,722 plus $221,278 for project contingency.
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 $1.6 million, with the revised contract total of $70,338,603 million. The funds for this project are covered by 2008 Bond funds.
DELEGATE AUTHORITY TO DISTRICT PRESIDENT TO NEGOTIATE LEASE RENEWAL AND APPROVE EXTENSION FOR SHIPYARD COMMERCE CENTER FACILITY

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, Purchasing

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services
Karin Edwards, Campus President, Cascade Campus

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

REPORT: On May 1st 2010 the College entered into a three (3) year lease with Shipyard Commerce Center – Vigor (Oregon Iron Works) to provide access to the College’s Welding Technology Program. In 2013 the Board approved Amendment 1 for a two year extension through 2015. In 2015 the lease went through Amendment 2 for a second extension for a further three years to May 2018. Amendment 2 was not processed by either party.

As the College is still using the facilities and continues to pay rent, the College would like to ratify the 2015 lease Amendment 2, and also extend the lease for Amendment 3 for an additional (2) two-year term until 2020.

College purchasing policies require that any lease that exceeds $150,000 receive board approval.

The 2013 Board resolution 13-084 approved expenditures not to exceed $300,000. As a result of the 2015 extension expenditures to date have exceeded $450,000. Total expenditures through the end of Amendment 3 the new extension will not exceed $600,000

RECOMMENDATION: That the Board ratify the 2015 lease extension and the expenditures associated. That the Board delegate authority to the District President or designee to negotiate the lease agreement renewal and approve Amendment 3 for a lease extension. Cost over this (2) two-year term will be
approximately $140,000. Expenditures for this lease amendment will come from the general fund.
19-022

ACCEPT PROPOSAL AND AWARD CONTRACT TO
MILLER NASH GRAHAM DUNN LLP FOR LEGAL
SERVICES

PREPARED BY: Mike Mathews, Purchasing Manager, Procurement

FINANCIAL
RESPONSIBILITY: Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College has an ongoing need to
contract with a qualified legal firm with the knowledge and
expertise to provide Legal Services. The estimated cost
for these services will exceed the $150,000.00 threshold,
which requires a formal solicitation process, Request for
Proposal (RFP).

On June 6, 2018, the RFP was released and made
available to all interested vendors. The RFP was
advertised in the Daily Journal of Commerce, the PCC
Solicitation website, and the State of Oregon ORPIN
vendor system with an additional outreach effort to all
COBID firms registered with the associated NAICS and
NIGP business codes, resulting in additional outreach to
(29) twenty-nine registered firms. A total of seven (7)
firms downloaded RFP documents from the College’s
Purchasing Website, none of which are Certification
Office for Business Inclusion and Diversity (COBID)
Certified firms.

A mandatory pre-proposal conference was conducted.
Four (4) firms were in attendance.

At the proposal submission closing time of 2pm, July 9,
2018, the College received four (4) proposals. The
committee members evaluated all proposals based on
the following criteria: price, experience, partnership and
relationship team, qualification and experience of firm,
references, and diversity, inclusion, sustainability and
social equity.
After reviewing the proposals, the committee recommends awarding the contract to Miller Nash Graham Dunn the proposer receiving the highest total evaluation score.

Proposal Evaluation

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>Miller Nash Graham &amp; Dunn LLP</td>
<td>439</td>
</tr>
<tr>
<td>Harrang Long Gary Rudnick PC</td>
<td>359</td>
</tr>
<tr>
<td>Barran Liebman LLP</td>
<td>300</td>
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<tr>
<td>Hart Wagner LLP</td>
<td>179</td>
</tr>
</tbody>
</table>

The award is made to the company with the highest-ranked score.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Miller Nash Graham Dunn LLP for an amount not to exceed $ one million annually with an option for the College to renew the contract for an additional two (2) years. The contract expenditures will come from the general fund and bond fund.
RESOLUTION TO APPROVE BOARD POLICY
REVISIONS TO B503 STUDENT TUITION AND FEES POLICY (1ST READING)

PREPARED BY: Eric Blumenthal, Associate Vice President, Financial Services
Jim Langstraat, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: During the 2017 regular session, the Oregon State Legislature passed HB2666 which gives community college recognized student government authority to establish process and allocate mandatory student-initiated fees, subject to refusal under certain circumstances by board of education of community college district or president of community college.

The enactment of this Act, first applying to the 2018-2019 academic year, necessitates changes to board policy to align with HB2666 for the student-initiated student activity fee.

Current policy and suggested revisions to policy to conform to the enactment of HB2666 are shown in Exhibit A.

RECOMMENDATION: That the Board approve the revisions as submitted for Policy B-503.
CURRENT POLICY:

Student Tuition and Fees - B 503

The Board will set and publish tuition rates.

The Board will also approve all other student fees that are of a general nature and impact the student body.

(ORS 341.290[7])

(April 2004)

PCC ADMINISTRATION SUGGESTS THE FOLLOWING REVISIONS TO POLICY B-503:

The Board will set and publish tuition rates.

The Board will also approve all other student fees, including mandatory student-initiated fees that are of a general nature and affect the majority of the student body. Further, the board will collect mandatory student-initiated fees upon the request of the recognized student government to the college president using a process established by the student government in consultation with the board and the college president.

If a dispute arises between the recognized student government and the president on the use of the student-initiated fee or a decision to modify an existing student-initiated fee, the student government and president will use a process established by the board to aid in resolution prior to a decision being made by the president. If agreement has not been reached, the decision of the president may be appealed to the board, which will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.
Board of Directors Goals 2017-2018

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 2017-2018 planning cycles.

Legacy Goals

• Ensure an environment of success that encourages access and timely completion
• Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
• Track and evaluate Portland Community College operations and execution of the Strategic Plan.
• Be an engaged advocate for Portland Community College in:
  o Governmental affairs and governmental advocacy
  o In support of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
• Continue communication between the Board of Directors and the President

Board Priorities

• Support implementation of the strategic enrollment plan and the Achieving the Dream Initiative.
• Track data regarding efforts to enhance district-wide efforts to make PCC an employer of choice, encouraging recruitment, hiring and retaining of faculty, staff, vendors and contractors from historically underrepresented groups while promoting employee engagement and professional development opportunities.
• Increase awareness of role that PCC plays in our community through outreach and education.
• Support implementation of strategic initiatives and moving people out of poverty (opportunity and student success).
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.