Board of Directors
Business Session

November 15, 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

Approved January 21, 2016

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

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

4:00 PM  Work Session  Building 2, Room 111
• Contracting—Linda Degman and Mike Mathews
• Tuition—Eric Blumenthal
• SW Corridor—Linda Degman
• OCCA—Denise Frisbee
• ASPCC Update—Mohamad Karim

5:15 PM  Board Dinner  Building 9, Event Center A

6:15 PM  Executive Session  Building 2, Room 111
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiation (e) real property transactions and (h) litigation

7:00 PM  Call to Order  Building 9, Event Center B/C
• Introductions
• Approval of Minutes – October 15, 2018 (to be posted at later date)
• Approval of Agenda

7:05 PM  Information Sessions
• Rock Creek Update—Dr. Chris Villa (10 minutes)
• 4th and Montgomery—Linda Degman (10 minutes)
• Online Schedule Update—Dr. Katy Ho and Loraine Schmitt (10 minutes)

7:35 PM  Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

7:40 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.)
Office of the Dean of Student Development,
Southeast Campus
Luz Maciel Villarroel, Women’s Resource Center
Program Coordinator II, Office of the Dean of
Student Development, Rock Creek Campus
Makerusa Porotesanao, Events Coordinator, College
Advancement

**Administrative Appointments:**
Sonya Bedient, Interim Associate Dean of Students,
Sylvania Campus, Office of the Dean of Student
Development, Sylvania Campus
Dawn Geoppinger, Contracts and Grants Manager,
Finance and Administration
Carrie Weikel Delaplane, Director of Apprenticeship and
Trades, Arts and Professions Division, Cascade
Campus
Naing Zaw-Tun, Banner Systems Analyst, Information
Technology

**BIDS/CONTRACTS**
19-044 Authorization for Phase 2 Procurement of Core Active
Electronics ............................................................. 106
19-045 Accept Proposals and Award Contracts for Districtwide
Network Design Consultant ..................................... 108

**BOARD**
19-046 Appoint Board of Directors Member for the Board Audit
Committee ............................................................. 110
19-047 Appointment of Delegates to Attend the Association
of Community College Trustees (ACCT) 2018
Community College National Legislative Summit
in Washington, D.C. from February 10-13, 2019 ... 111

7:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a
table at the entrance of the meeting room.)

7:50 PM **Reports** (5 minutes each)
• Faculty and Academic Professionals
• Classified
• Students
• Board Members
• President

8:15 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility
requirements. If a person with a disability needs assistance in order to attend or participate in a
meeting, please notify the Board of Director’s Office at least 48 hours in advance by calling (971) 722-
4365 or by email at boardresolutions@pcc.edu. A sign-up sheet for those who wish to offer
comments or testimony on any item will be available at the entrance of the meeting room.
November 15, 2018

19-043 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**– **Emily Hordes**
   Jobs and Internships Specialist
   Office of the Dean of Student Development, Southeast Campus
   
   Annual Salary: $44,448 @ .75 FTE  Grade: 3  Step: 1
   Effective: November 1, 2018
   Education: Lewis and Clark College  MA, Student Affairs Administration
   University of Oregon  BA, Sociology
   
   Most Recent Experience: Art Institute of Portland
   Career Services Advisor
   
   Applicant Flow:
   Gender  Ethnicity
   20 Female  0 American Indian or Alaska Native
   5 Male  3 Asian
   0 Not Disclosed  2 Black or African American
   1 Hispanic/Latino
   0 Native Hawaiian or Other Pacific Islander
   5 Not Disclosed
   1 Two or More Selections
   13 White
   25 Total

2. **Academic Professional Appointment (Temporary)**– **Luz Maciel Villarroel**
   Women’s Resource Center Program Coordinator II
   Office of the Dean of Student Development, Rock Creek Campus
   
   Annual Salary: $50,709  Grade: 4  Step: 3
   Effective: August 21, 2018 to February 20, 2019
   Education: Oregon State University PhD, College Student Services Administration
   Oregon College of Education  BA, Secondary Education
   
   Most Recent Experience: Portland Community College
   Spanish GED Coordinator (Adjunct Instructor)
   
   Applicant Flow: Article 3.141  Direct Appointment
3. **Academic Professional Appointment (Temporary) – Makerusa Porotesanao**  
   Events Coordinator  
   College Advancement  
   Annual Salary: $50,709  
   Grade: 4  
   Step: 3  
   Effective: September 10, 2018 to October 4, 2019  
   Education:  
   - Grand Valley State University, MS, Public Administration  
   - BA, Public Administration  
   Most Recent Experience:  
   - Africa Bridge  
   - Development Manager  
   Applicant Flow: Article 3.141 Direct Appointment

4. **Administrative Appointment (Temporary) – Sonya Bedient**  
   Interim Associate Dean of Students, Sylvania Campus  
   Office of the Dean of Student Development, Sylvania Campus  
   Annual Salary: $95,643  
   Grade: M  
   Effective: October 21, 2018 to April 4, 2019  
   Education:  
   - Lewis and Clark College, MA, Counseling Psychology  
   - Western Washington University, BA, Sports Psychology  
   Most Recent Experience:  
   - Portland Community College  
   - Counselor  
   Applicant Flow: Direct Appointment

5. **Administrative Appointment – Dawn Geoppinger**  
   Contracts and Grants Manager  
   Finance and Administration  
   Annual Salary: $80,500  
   Grade: K  
   Effective: October 15, 2018  
   Education:  
   - Syracuse University, MPA, Public Administration  
   - Johns Hopkins University, MA, International Relations  
   - University of Portland, BA, History  
   Most Recent Experience:  
   - University of Portland  
   - Director of Foundation and Corporate Relations  
   Applicant Flow:  
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6. **Administrative Appointment – Carrie Weikel Delaplane**
Director of Apprenticeship and Trades
Arts and Professions Division, Cascade Campus
Annual Salary: $97,423 Grade: K
Effective: October 23, 2018
Education: South Dakota State University MS, Counseling and Human
University of North Carolina BA, Geography
Resource Development

Most Recent Experience: Portland Community College
Associate Dean of Student Development

Applicant Flow:
Gender
Female 11
Male 14
Not Disclosed 0

Ethnicity
American Indian or Alaska Native 0
Asian 1
Black or African American 5
Hispanic/Latino 1
Native Hawaiian or Other Pacific Islander 0
Not Disclosed 1
Two or More Selections 1
White 16
Total 25

7. Administrative Appointment – Naing Zaw-Tun
Banner Systems Analyst
Information Technology
Annual Salary: $88,567 Grade: J
Effective: October 21, 2018
Education: Portland State University MS, Software Engineering
University of Saskatchewan BS, Computer Science

Most Recent Experience: Portland Community College
Programmer Analyst II

Applicant Flow:
Gender
Female 7
Male 6
Not Disclosed 1

Ethnicity
American Indian or Alaska Native 0
Asian 3
Black or African American 1
Hispanic/Latino 0
Native Hawaiian or Other Pacific Islander 0
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REPORT:

As a part of the 2017 Bond there is an initiative for Information Technology (IT) planning. One of the projects is to replace significant existing network infrastructure. The plan includes multiple phases. The first of these was the replacement of two core Juniper network switches at Sylvania in June 2018 (BA 18-109). The upgrade was successful in alleviating some network congestion. However, the remainder of the network infrastructure is nearing, or has reached, end-of-life status.

The second phase of the Core Active Electronics Project has two goals. The first is to replace the legacy second enterprise core at Cascade. Juniper switches will be procured from Structured. Structured is on a cooperative procurement contract, NASPO Data Communications contract (AR-229), which exempts the college from a competitive bid process per PCC-46-0400. The NASPO Data Communications contract expires May 31, 2019. Cost for the Juniper switches is $1,399,099 plus 10% contingency of $139,910 for a total of $1,539,009.

The second is to pre-stage campuses and data center cores in preparation for additional network equipment replacement by expanding our network monitoring equipment. Apcon monitoring equipment will be procured through the Organization for Educational Technology (OETC) from Right Systems Inc. Right Systems Inc. is on a cooperative procurement contract, OETC-16R-APCON, which exempts the college from a competitive bid process per PCC-46-0400. The OETC contract with Right Systems Inc. expires
December 11, 2019. Cost for the Apcon equipment is $220,050 plus 10% contingency of $22,005 for a total of $242,055.

RECOMMENDATION: That the Board of Directors approve the Phase 2 purchase of Juniper switches in the amount of $1,399,099.00 plus a 10% contingency of $139,910.00 for a total of $1,539,009.00 from Structured, and the purchase of Apcon monitoring equipment in the amount of $220,050.00 plus a 10% contingency of $22,005.00 for a total of $242,055.00 from Right Systems, Inc. Funding will come from 2017 Bond funds.
With passage of the 2017 bond measure, Portland Community College (PCC) has a need to hire a qualified firm to provide districtwide Network Design Consulting to review and assist in designing a large network implementation project. The college seeks a firm that can provide advanced architecture and engineering expertise to produce a vendor-agnostic technical design in conjunction with Information Technology Network Infrastructure Services (NIS). The respondent will provide network architect-level expertise and experience in physical network configuration, network transport, wireless networking, and network security in a large enterprise environment. The college and the selected respondent will produce a comprehensive technical plan including written and drawn topology, vendor and VAR options, and resolution of key decision points.

On September 19, 2018, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the PCC Solicitation Website. A total of thirty two (32) vendors registered and received a copy of the RFP document and six (6) plan centers. Of the thirty two (32) vendors, four (4) were Certification Office for Business Inclusion and Diversity (COBID) Certified firms. At the proposal closing time of 2:00 PM., October 17, 2018, the College received six (6) proposals. None of the proposers were COBID certified firms. The vendor proposals were evaluated based on their fees, project scheduling and coordination, firm background, experience of key personnel, COBID experience, costs and
firm references. The written proposal scores were tabulated and the three (3) highest scoring proposers were invited for an oral interview.

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<td>Presidio</td>
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<td>Century Link</td>
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<td>VTech</td>
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<td>NCA</td>
<td>244</td>
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Interviews: The committee members evaluated and scored each of the proposals based on firm’s experience, collaboration, project approach, availability, fee structure and additional costs.

The scores from the proposal and interview phases were combined to generate the recommended proposer.

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<td>271</td>
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<tr>
<td>Presidio</td>
<td>380</td>
<td>234</td>
<td>614</td>
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**RECOMMENDATION:** That the Board of Directors accept the top proposal and award a contract to Enercon. The contract amount is $168,000.00, plus 10% contingency of $16,800.00 for a total of $184,800.00 from bond funds. The term of the contract will be valid for two (2) years. Funding will be from 2017 Bond funds.
APPOINT BOARD OF DIRECTORS MEMBER FOR THE BOARD AUDIT COMMITTEE

PREPARED BY: Jessica Johnson, Internal Auditor

APPROVED BY: Mark Mitsui, College President

REPORT: The PCC Board approved the creation of an Audit Committee of the Board of Directors by Resolution 10-065. According to the Board Audit Committee Charter, the Audit Committee is comprised of four members. Two members are members of the Board of Directors. Two members are citizens residing in the College District. One of the Board members on the committee shall be designated as Audit Committee Chair and the other shall be designated as Audit Committee Vice-Chair by Board resolution.

The PCC Board approved Directors Jim Harper and Valdez Bravo be appointed as Board Audit Committee members by Resolution 18-024, with Director Harper as Chair of the committee. Director Harper has resigned from the Audit Committee and another member of the board needs to be selected to serve as a committee member. The Board Chair and Vice Chair have considered the potential Board members for this assignment.

The PCC Board also approved citizens Peter Bauer and Annamarie McNiel be appointed as Audit Committee members by Resolution 18-059. This resolution does not change those citizen incumbents.

RECOMMENDATION: That Director Michael Sonnleitner be appointed as Vice Chair of the Audit Committee for a four-year term, or for the length of his tenure as a member of the Board of Directors if that tenure is less than four years, in accordance with the Audit Committee Charter, and that Director Valdez transition from Vice Chair to Chair of the committee.
APPOINTMENT OF DELEGATES TO ATTEND THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) 2018 COMMUNITY COLLEGE NATIONAL LEGISLATIVE SUMMIT IN WASHINGTON, D.C. FROM FEBRUARY 10-13, 2019

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

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 ACCT National Legislative Summit in Washington, D.C. from February 10-13, 2019.

RECOMMENDATION: That the Board of Directors appoints Mohamed Alyajouri, Denise Frisbee, Jim Harper and Mohamad Karim as delegates to represent the College at the ACCT National Legislative Summit.
Board of Directors Goals 2018-2019

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:
  - Governmental affairs and governmental advocacy
  - 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 the work of the newly chartered Diversity, Equity and Inclusion Committee of the Board.
- Advocate for increased state resources and support for student success initiatives district-wide.
- Ensure development of a dashboard to monitor key performance indicators
- Aid students by building relationships with key transportation and housing partners in the Metro community
- Support the President’s 2018-2019 Work Plan
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.