Board of Directors
Business Session

May 16, 2019

#thinkPCCfirst

Please print double-sided in support of Board Policy B707 - Sustainable Use of Resources
# PCC Cornerstone

**The foundation for what we do, who we are, what we value**

## Portland Community College Board of Directors

<table>
<thead>
<tr>
<th><strong>Vision</strong></th>
<th>Building futures for our Students and Communities</th>
</tr>
</thead>
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<tr>
<td><strong>Mission</strong></td>
<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>
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</tbody>
</table>
| **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 Tabor 144
- PCC BIG Give Day—Ann Prater and Christina Kline (5 minutes)
- Housing—Linda Degman (10 minutes)
- Budget Update—Eric Blumenthal (10 minutes)
- Recognition for Dr. Jessica Howard—Mark Mitsui (5 minutes)

4:30 PM Board Dinner Library 207/216
Guests: Employer Partners Winner

5:30 PM Call to Order Community Hall
- Introductions
- Approval of Minutes – April 18, 2019
- Approval of Agenda

5:35 PM Recognition
- Employer Partner Winners
- All Oregon Academic Team

5:55 PM Information Sessions
- Southeast Campus Update—Jen Piper (10 minutes)
- Student Success—Dr. Rob Steinmetz and Dr. Katy Ho (20 minutes)
- Facilities Plan Update—Rebecca Ocken (10 minutes)

6:35 PM Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

6:40 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.)

PERSONNEL

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Academic Professional Appointments:
Alycia Kearns, Academic Advising Specialist, Office of Dean of Student Development, Sylvania Campus
Tina Parrott, Online Learning Scheduling Coordinator, Academic Affairs
Windy Wahlke, Professional Development and Training Program Coordinator, CLIMB Center for Advancement

Faculty Appointments:
Po-Chin Cheng, Instructor, Computer Information Systems, Business and Computing Division, Sylvania Campus
Debi Cozzoli, Instructor, Psychology, Liberal Arts and Pre-College Division, Southeast Campus

Retirees:
19-103 Commendation of Retiring Employee – Virginia Christian (12 years) .................................. 231
19-104 Commendation of Retiring Employee – John Maurice (25 years)........................................ 232

BIDS/CONTRACTS
19-105 Progressive Design Building Services for Columbia County Oregon Manufacturing Innovation Center (OMIC) ............................................. 233
19-106 Award Contract for External Evaluation Services for Grant-Funded Programs.................................. 235

6:45 PM Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

6:50 PM Reports (5 minutes each)
  • Faculty and Academic Professionals
  • Classified
  • Students
  • Board Members
  • President

7:15 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.
19-102 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

1. **Academic Professional Appointment – Alycia Kearns**
   Academic Advising Specialist
   Office of Dean of Student Development, Sylvania Campus
   Annual Salary: $44,448  Grade: 3  Step: 1
   Effective: April 21, 2019
   Education: San Jose State University  BA, Linguistics
              Modesto Junior College  AA, Foreign Languages
   Most Recent Experience: Portland Community College
   Applicant Flow: Academic Advising Specialist (Career Development)
   Gender  Ethnicity
   74  Female  1  American Indian or Alaska Native
   39  Male  9  Asian
   3  Not Disclosed  9  Black or African American
   2  Hispanic/Latino
   14  Native Hawaiian or Other Pacific Islander
   6  Not Disclosed
   66  Two or More Selections
   116  White
   Total

2. **Academic Professional Appointment – Tina Parrott**
   Online Learning Scheduling Coordinator
   Academic Affairs
   Annual Salary: $54,319  Grade: 4  Step: 5
   Effective: April 11, 2019
   Education: University of Montana  BS, Wildlife Biology
              Portland Community College  AAS, Gerontology
   Most Recent Experience: Portland Community College
   Applicant Flow: Online Learning Schedule Coordinator (Temporary)
   Gender  Ethnicity
   74  Female  1  American Indian or Alaska Native
   39  Male  9  Asian
   3  Not Disclosed  9  Black or African American
   9  Hispanic/Latino
   2  Native Hawaiian or Other Pacific Islander
   14  Not Disclosed
   6  Two or More Selections
   66  White
   Total
23 Female 1 American Indian or Alaska Native
14 Male 3 Asian
3 Not Disclosed 1 Black or African American
1 Hispanic/Latino
1 Native Hawaiian or Other Pacific Islander
6 Not Disclosed
3 Two or More Selections
24 White
40 Total

3. **Academic Professional Appointment – Windy Wahlke**
Professional Development and Training Program Coordinator
CLIMB Center for Advancement

Annual Salary: $50,414  
Grade: 5  
Step: 1

Effective: May 1, 2019

Education:
- Portland State University  MA, Education, Leadership and Policy
- Portland State University  BASW, Social Work

Most Recent Experience:
Portland Community College
Instructional Administrative Assistant II

**Gender**  | **Ethnicity**
--- | ---
39 Female | 0 American Indian or Alaska Native
20 Male | 4 Asian
5 Not Disclosed | 2 Black or African American
3 Hispanic/Latino
1 Native Hawaiian or Other Pacific Islander
9 Not Disclosed
6 Two or More Selections
39 White

64 Total

4. **Faculty Appointment – Po-Chin Cheng**
Instructor, Computer Information Systems
Business and Computing Division, Sylvania Campus

Annual Salary: $56,274  
Step: 3

Effective: September 1, 2019

Education:
- California State University  BS, Computer Engineering
- Heald College  AS, Electrical and Electronics

Most Recent Experience:
Portland Community College
Instructor, Computer Information Systems (Adjunct)

**Gender**  | **Ethnicity**
--- | ---
0 Female | 0 American Indian or Alaska Native
4 Male | 3 Asian
0 Not Disclosed | 0 Black or African American
0 Hispanic/Latino
5. **Faculty Appointment—Debi Cozzoli**
   Instructor, Psychology
   Liberal Arts and Pre-College Division, Southeast Campus
   
   Annual Salary: $58,244  
   Effective: September 1, 2019
   Education: University of California, Santa Barbara  PhD, Psychology  
   Dominican University of California  BA, Psychology
   
   Most Recent Experience: Portland Community College
   Instructor, Psychology (Temporary)
   
   Applicant Flow:  
   Gender  
   Female  39  
   Male  31  
   Not Disclosed  2
   
   Ethnicity  
   American Indian or Alaska Native  0  
   Asian  6  
   Black or African American  2  
   Hispanic/Latino  1  
   Native Hawaiian or Other Pacific Islander  8  
   Not Disclosed  2  
   Two or More Selections  6  
   White  49  
   Total  72

ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN MAY 16, 2019 PERSONNEL REPORT

Male  1  
Female  4  
Not Disclosed  0

Total  5

White  3  
Black or African American  0  
Asian  1  
Hispanic/Latino  0  
American Indian/Alaskan Native  0  
Native Hawaiian/Pacific Islander  0  
Two or More Selections  1  
Not Disclosed  0

Total  5
COMMENDATION OF RETIRING EMPLOYEE –
VIRGINIA CHRISTIAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Virginia Christian has performed faithfully in her duties as Coordinator, Resource Program II for Portland Community College since November 5, 2007. She retires effective May 1, 2019.

RECOMMENDATION: That the Board commend her for her service to Portland Community College and wish her well in her retirement years.
19-104  COMMENDATION OF RETIRING EMPLOYEE –  
  JOHN MAURICE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: John Maurice has performed faithfully in his duties as Technical 
Specialist III, Manager, Server Administration and LRC 
Instructional Computing Analyst for Portland Community 

RECOMMENDATION: That the Board commend him for his service to Portland 
Community College and wish him well in his retirement years.
INCREASE CONTRACT AMOUNT FOR PROGRESSIVE DESIGN BUILDING SERVICES FOR COLUMBIA COUNTY OREGON MANUFACTURING INNOVATION CENTER (OMIC).

PREPARED BY: John MacLean, Finance and Procurement 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: OMIC is a world-class collaborative environment bringing together industry, higher education and government in partnership to develop new tools, techniques and technologies to address near-term manufacturing challenges through applied research and advanced technical training. PCC will be building a new center in Columbia County as part of OMIC to train apprentices in advanced manufacturing.

On May 17th, 2018, per Board Resolution BA18-112, the Board of Directors authorized the College to enter into a contract with Mortenson Construction for a not to exceed fee of $892,525 to provide preconstruction through detailed design services for the OMIC building in Scappoose. This fee was based on 25,000 Gross Square Feet (GSF) building, a completion date of May 2020, and a project budget of $9M.

During the programming phase of the project it became apparent that a larger and more complex building was needed to house all three programs. The bonds sold for the 2017 bond program were sold at a premium resulting in extra funds being available. Combining a portion of these funds with unused contingency from the 2008 bond program enabled the college to increase the project budget to $24M and the building size to 32,000 GSF. The target completion date has been moved out to September 2020.
As a result of the increased in scope and size the Design/Build Contractor (Mortenson Construction) has requested an increase in their fee to complete the detailed design phase of the project. The requested increase is $573,610 which will result in a new not to exceed design fee of $1,466,135. P&CC staff met with Mortenson to review the proposed change and agree that this request is reasonable.

COBID: The project is in the design phase and Hennebery Eddy Architects (HEA) has a utilization of 57.9% for COBID firms.

RECOMMENDATION: That the Board of Directors authorize PCC to execute an amendment to the contract with Mortenson Construction for $573,610. Board approval will be requested when the proposed Guaranteed Maximum Price for construction is established. Funding will be from Bond funds.
The College has a need to contract with qualified suppliers to serve as external evaluators for large-scale multi-year grant proposals to federal agencies (such as the US Department of Education, US Department of Labor, and the National Science Foundation), and state, local, and private entities, on a requirements basis. The estimated cost for external evaluation services will exceed the $150,000 threshold, requiring the Board of Directors approval (B505).

On February 22, 2019, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon Procurement Information Network (ORPIN), and the PCC solicitation website. A total of forty four (44) vendors registered and received copies of the RFP. By the deadline of March 14, 2019 at 2:00 P.M., the College received eight (8) proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: vendor qualifications, experience, scope, plan and approach, and pricing.

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Points (100 Max)</th>
</tr>
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<tbody>
<tr>
<td>Corporation for a Skilled Workforce</td>
<td>94.94</td>
</tr>
<tr>
<td>Education Northwest</td>
<td>82.89</td>
</tr>
<tr>
<td>Gibson Consulting Group, Inc</td>
<td>73.29</td>
</tr>
<tr>
<td>Hezel Associates</td>
<td>84.13</td>
</tr>
<tr>
<td>Pacific Research &amp; Evaluation</td>
<td>97.67</td>
</tr>
<tr>
<td>RMC Research</td>
<td>88.13</td>
</tr>
<tr>
<td>Social Policy Research Association</td>
<td>83.81</td>
</tr>
<tr>
<td>Thomas P. Miller</td>
<td>81.19</td>
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Master Personal Services Agreements will be issued to the following seven (7) firms: Corporation for a Skilled Workforce; Education Northwest; Hezel Associates; Pacific Research & Evaluation; RMC Research; Social Policy Research Association; Thomas P. Miller.

**MWESB Statement:** Six (6) MWESB certified firms were notified. Master Personal Services Agreements will be awarded to the two (2) certified firms that responded: RMC Research Corporation and Thomas P. Miller. Both are Small Disadvantaged Businesses.

**RECOMMENDATION:** That the Board of Directors authorize the use of Master Personal Services Agreements for the provision External Evaluation Services for Grant-Funded Programs. The agreements will cover an initial five (5) year period with the option to renew for five (5) additional one (1) year periods. The anticipated annual cost is $60,000.00 for a five (5) year total not to exceed $300,000.00. The funding will come from the grant award. External evaluation costs are included in the grant budget submitted with the application.
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.