



Board of Directors
Business Session

June 21, 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

BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
June 21, 2018
Southeast Campus
2305 SE 82nd Avenue, Portland, Oregon 97216

AGENDA

- 5:00 PM **Board Dinner** **Library 216**
- 5:30 PM **Executive Session** **Library 207**
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (f) Information Exempt from Public Disclosure (Attorney-Client Privilege)
- 6:00 PM **Call to Order—Business Session** **Community Hall**
 - Introductions
 - Approval of Agenda
 - Approval of Minutes

Adjourn Business Session and Convene as College Budget Committee
- 6:05 PM **Public Hearing to Approve the Resolution Adopting the Portland Community College Supplemental Budget for the 2017-19 Biennium, Authorizing Transfers between Appropriation Units, Categories and Funds; Use of Contingency Funds; and Changes in Total Budget Authority in accordance with ORS 294.426-473**
 - Supplemental Budget Discussion – Jim Langstraat (5 minutes)
 - Public Comment on Proposed Supplemental Budget

Adjourn College Budget Committee Meeting and Reconvene Business Session
- 6:15 PM **Information Sessions**
 - Southeast Campus Update – Jessica Howard (10 minutes)
 - OER Update – Cheryl Scott (15 minutes)
 - Commencement – Mark Mitsui (5 minutes)
 - Recognition of PCC Accounting Staff – Mark Mitsui (5 minutes)
 - Recognition of Sandra Fowler-Hill – Mark Mitsui (5 minutes)
- 6:55 PM **Public Comment on Agenda Items**
(A sign-up sheet is on a table at the entrance of the meeting room.)

7:00 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.)

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	Academic Professional Appointments:	
	David Glass, Community Education Program Coordinator, CLIMB Center for Advancement, Southeast Campus	
	Darcy Neal, STEAM Spaces Coordinator, Arts and Professions Division, Cascade Campus	
	Christina Parrott, Annual Online Schedule Coordinator, Academic Affairs	
	Administrative Appointments:	
	Ryan Clark, Registrar, Student Affairs	
	Carlo De Marco, Central Distribution Services Manager, Finance and Administration	
	Greg Harris, Director of Marketing and Communications, College Advancement	
	Joshua Laurie, Interim Director of College Programs, Student Affairs	
	Kelly Love, Interim Director of Future Connect, Student Affairs	
	Faculty Appointments:	
	Samuel Barbara, Instructor, Music; Arts and English Division, Rock Creek Campus	
	Lauren Cobb, Instructor, Welding; Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus	
	Julio Diaz, Instructor, Automotive Service Technology; Engineering and Technology Division, Sylvania Campus	
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BOARD

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Non-Consent Agenda: Vote will be by poll of the Board of Directors

18-156 A Resolution Adopting the Portland Community College Supplemental Budget for the 2017-19 Biennium, Authorizing Transfers between Appropriate Units,

Categories and Funds; Use of Contingency Funds;
and Changes in Total Budget Authority 356

- 7:05 PM **Public Comment on Non-Agenda Items**
(A sign-up sheet is on a table at the entrance of the meeting room.)
- 7:10 PM **Reports** (5 minutes each)
- Faculty and Academic Professionals
 - Classified
 - Students
 - Board Members
 - President
- 7:40 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.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
PO BOX 19000 - Portland, OR 97280

BUSINESS SESSION

May 17, 2018
Sylvania Campus
12000 S.W. 49th Ave., Portland, OR 97219

MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Michael Sonnleitner, Kali Thorne Ladd, Deanna Palm, Kien Truong

WORK SESSION

The Board of Directors met in Work Session at 4:00 pm.

Budget and Tuition Schedule – Jim Langstraat

Vice-President Langstraat presented five draft budget projection scenarios for the 2019-21 biennium. Each takes into account property tax, state revenue, tuition, wages and salaries, retirement and benefits costs, and enrollment. He also shared a preliminary budget development calendar.

PERS Bond – Jim Langstraat

Vice-President Langstraat presented information about the opportunity to issue pension bonds to reduce the cost of PCC's obligations to the Public Employees Retirement System (PERS). The Board agreed that he will continue exploring this option and may bring a resolution to the June 2018 Board Meeting.

Metro Bond – Mark Mitsui

President Mitsui shared details on a regional affordable housing measure on the November general election ballot. Sponsored by Metro, the measure could create as many as 3,200 affordable homes for up to 10,000 people. He also described a partnership between Tacoma Community College and the Tacoma Housing Authority that provides rental assistance to students who are homeless or almost homeless.

Transportation Update – Mark Mitsui

President Mitsui described a recent meeting with TriMet officials to discuss making reduced-fare transit passes available to PCC students. Details have yet to be worked out.

K-12/PCC Alignment Discussion – Kali Thorne Ladd

Chair Thorne Ladd discussed Opening Doors to Adult Success, a recent meeting of PCC and nine K-12 districts at Education Northwest. Separate follow-up meetings may be held for board members and administrators.

Board Retreat Planning – Kali Thorne Ladd

Chair Thorne Ladd regrets that she is unable to attend the Board retreat on July 20 with Noah Brown, President and CEO of The Association of Community College Trustees. The meeting will go forward as a half-day professional development opportunity for the Board. The retreat has been rescheduled for August 10.

OCCA Update – Denise Frisbee

Director Frisbee encouraged Board members to attend the OCCA’s Trustee Summer Workshop June 25 at the Oregon Garden Resort. The event will feature Josh Wyner, founder and Executive Director of the College Excellence Program at the Aspen Institute. She also noted that Southeast Campus President Jessica Howard will serve on the search committee for the next OCCA Executive Director.

District Student Council Update – Kien Truong

Director Truong reported that the DSC voted to provide funding for the DREAMers Center to support mentoring programs on each campus, student ambassadors and supplies during the 2018-19 academic year.

Statewide Budget Request – Emma Kallaway

Government Relations Manager Kallaway presented PCC’s strategy for building support for higher education funding with business, labor, students, the Higher Education Coordinating Commission (HECC), the Governor’s Office, Legislators, Media and the Public.

EXECUTIVE SESSION

Chair Thorne Ladd called for The Board of Directors to meet in Executive Session in accordance with ORS 192.660 (2) (e) Real Property Transactions.

CALL TO ORDER

Chair Thorne Ladd called the business meeting to order at 6:15 pm.

APPROVAL OF THE AGENDA

Chair Thorne Ladd asked for a motion to approve the May 17, 2018, agenda as published. Frisbee/Bravo

APPROVAL OF THE MINUTES

Chair Thorne Ladd asked for a motion to approve the April 19, 2018, meeting minutes. Director Frisbee asked that the minutes be amended to include her comments as follows: “Director Frisbee expressed her disappointment that the college had not utilized data to examine the equitable distribution of Future Connect and college aspiration programs in the college district, particularly with reference to schools in the southwest school districts of Tualatin, Tigard and Sherwood. To learn that fewer than 1 percent of Future Connect students come from those school districts—an area that comprises one third of our district—undermines our stated commitment to equitable student success.”

The meeting minutes were approved as amended. Sonnleitner/Palm

INFORMATION SESSIONS

Mid-cycle Accreditation

Vice-President Katy Ho reported that two evaluators visited PCC in mid-April as part of the Mid-cycle Accreditation process. They were here to follow up on the report and recommendations from the last accreditation and to provide feedback and coaching. Although the evaluators did not provide formal evaluation results, they were very positive on of PCC's work in Information Technology, Facilities Planning and Accessible Learning Outcomes. They were especially impressed with the application of Critical Race Theory in the facilities plan and indicated the college is on track for its next accreditation cycle.

Student Housing/Metro Bond

President Mark Mitsui shared information about a regional affordable housing measure that will be on the November ballot. Sponsored by Metro, the measure could create as many as 3,200 affordable homes for up to 10,000 people. Also on the ballot will be a constitutional amendment to allow local bonds to support affordable housing created by nongovernmental entities. Depending on whether the amendment passes, a regional bond would have different outcomes and eligible activities.

YESS (Yes to Equitable Student Success) Update

Vice-Presidents Katy Ho and Rob Steinmetz reported on the YESS initiative's first year. Activities included PCC becoming a member of Achieving the Dream, an independent non-profit aimed at closing the opportunity gap and accelerating student success through innovative, evidence-based programs and interventions. Four focus areas have emerged:

- Build a Foundation for Guided Pathways
- Continue PCC's Commitment to Diversity, Equity and Inclusion
- Increase Data and Technology Capacity
- Implement a Strategic Enrollment Management Plan

The initiative is now moving into the implementation phase. Between now and December 2018, steps include funding allocation, team formation, communications planning, a YESS summit, detailed implementation planning and establishment of outcomes and timelines.

PUBLIC COMMENT ON AGENDA ITEMS

Jeff Grider: Regarding Board Resolution 18-114: Accept proposal and award contract for commercial property management services at the Downtown Center to Melvin Mark Properties, Mr. Grider noted that the Portland Community College Federation of Classified Employees, takes exception to PCC's decision to use an outside contractor to provide custodial services at the college's Downtown Center. He also noted that custodial staffing at the CLIMB Center has been reduced.

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Consent Agenda Items 18-110 through 18-116. Alyajouri/Palm

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Faculty and Academic Professionals

Frank Goulard, President of PCC Federation of Faculty and Academic Professionals, reported that President Mark Mitsui and Linn-Benton Community College President Greg Hamann appeared before the Higher Education Coordinating Commission (HECC) on May 10 to represent community colleges in Oregon. Mr. Goulard is a non-voting member of HECC. The June meeting of HECC will be the commission's last chance to receive input before sending a funding proposal to the governor.

Classified

Jeff Grider, President of PCC Federation of Classified Employees, has been elected Treasurer of AFT-Oregon, a state affiliate of the American Federation of Teachers.

Students

Kien Truong, PCC Student Trustee, reported that the District Student Council (DSC) approved funding for Dreamer Center programs through the 2018-2019 academic year. He introduced three DSC representatives: Communications Director Hannah Alzgal, Vice Chair for Legislative Affairs Jenn Aarness, and Council Chair Mohamad Karim, who will service as Student Trustee in 2018-2019.

Board Members

Director Sonnleitner acknowledged the observance of Ramadan, May 17 to June 15, by Muslims in our community. Chair Thorne Ladd reminded Board members and others about the PCC Foundation Gala May 19.

President

President Mitsui offered congratulations to Student Trustee Kien Truong for an amazing year of student leadership.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:17 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Chris Moore, Interim Executive Coordinator

Amended minutes approved on May 17, 2018.

9. Faculty Appointment (Temporary)– Samuel Barbara

Instructor, Music

Arts and English Division, Rock Creek Campus

Annual Salary: \$56,274 Step: 3

Effective: June 21, 2018 to June 20, 2019

Education: University of Southern California PhD, Musical Arts in Choral Music
University of Portland MA, Teaching
University of Portland BA, Music

Most Recent Experience: Portland Community College
Instructor, Music (Temporary)

Applicant Flow: Article 3.64 Appointment

10. Faculty Appointment – Lauren Cobb

Instructor, Welding

Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018

Education: Portland Community College AS, Welding

Most Recent Experience: Portland Community College
Instructor, Welding (Adjunct)

Applicant Flow:

Gender

Ethnicity

2	Female	1	American Indian or Alaska Native
12	Male	0	Asian
1	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		7	White
		15	Total

11. Faculty Appointment (Temporary) – Julio Diaz

Instructor, Automotive Service Technology

Engineering and Technology Division, Sylvania Campus

Annual Salary: \$54,372 Step: 2

Effective: August 21, 2018 to June 20, 2019

Education: Portland Community College AA, Automotive Service Technology

Most Recent Experience: Portland Community College
Instructor, Automotive Service Technology (Temporary)

Applicant Flow: Article 3.64 Appointment

12 Faculty Appointment – Jesse Norconk

Instructor, Dealer Service Technology

Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$58,244 Step: 4
 Effective: August 21, 2018
 Education: Portland Community College AAS, Dealer Service Technology
 Most Recent Experience: Portland Community College
 Instructor, Dealer Service Technology (Adjunct)

Applicant Flow:		Ethnicity	
Gender			
3	Male	2	Not Disclosed
1	Not Disclosed	2	White
		<u>4</u>	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
 PROPOSED TO BE HIRED IN JUNE 21, 2018 PERSONNEL REPORT**

Male	8
Female	4
Not Disclosed	0
	<u>12</u>

White	9
Black or African American	0
Asian	0
Hispanic/Latino	1
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	2
	<u>12</u>

June 21, 2018

18-118

COMMENDATION OF RETIRING EMPLOYEE –
ALAN BRAL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Alan Bral has performed faithfully in his duties as Public Safety Sergeant for Portland Community College since February 2, 1987. He retires effective June 29, 2018.

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

June 21, 2018

18-119

COMMENDATION OF RETIRING EMPLOYEE –
ANN CAMPBELL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Ann Campbell has performed faithfully in her duties as Coordinator/Community Education and Manager, Community Education for Portland Community College since September 1, 1993. She retires effective June 28, 2018.

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

June 21, 2018

18-120

COMMENDATION OF RETIRING EMPLOYEE –
CATHIE COOKUS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Cathie Cookus has performed faithfully in her duties as Instructional Support Tech II and III for Portland Community College since January 5, 1994. 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.

June 21, 2018

18-121

COMMENDATION OF RETIRING EMPLOYEE –
SANDRA CURREN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Sandra Curren has performed faithfully in her duties as an Instructor/Dental Hygiene for Portland Community College since March 26, 2006. She retires effective June 28, 2018.

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

June 21, 2018

18-122

COMMENDATION OF RETIRING EMPLOYEE –
IRINA DIDENKO

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Irina Didenko has performed faithfully in her duties as an Instructor/Mathematics for Portland Community College since February 15, 1999. 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.

June 21, 2018

18-123

COMMENDATION OF RETIRING EMPLOYEE –
LINDA EDEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Linda Eden has performed faithfully in her duties as Director/Food Services and Director/Auxiliary Services for Portland Community College since April 3, 1989. 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.

June 21, 2018

18-124

COMMENDATION OF RETIRING EMPLOYEE –
KAREN ENGSTROM

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Karen Engstrom has performed faithfully in her duties as Human Resources Information Systems Specialist for Portland Community College since March 12, 2001. 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.

June 21, 2018

18-125

COMMENDATION OF RETIRING EMPLOYEE –
SANDRA FOWLER-HILL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Sandra Fowler-Hill has performed faithfully in her duties as Rock Creek Campus President since April 1, 2014. 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.

June 21, 2018

18-126

COMMENDATION OF RETIRING EMPLOYEE –
K. WESLEY HARWOOD

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: K. Wesley Harwood performed faithfully in his duties as Coordinator/Business Training & Educational Development and Part-Time Faculty for Portland Community College since October 6, 1987. 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.

June 21, 2018

18-127

COMMENDATION OF RETIRING EMPLOYEE –
SHARON HENNESSY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Shannon Hennessy has performed faithfully in her duties as Part-Time and Full-time Instructor in ESOL for Portland Community College since September 21, 1987. She retires effective June 15, 2018.

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

June 21, 2018

18-128

COMMENDATION OF RETIRING EMPLOYEE –
JUDY HEUMANN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Judy Heumann has performed faithfully in her duties as Part-Time and Full-time Instructor in ABE/GED for Portland Community College since December 10, 1984. She retires effective June 28, 2018.

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

June 21, 2018

18-129

COMMENDATION OF RETIRING EMPLOYEE –
MICHAEL HOLT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michael Holt has performed faithfully in his duties as Financial Aid Technician II and Advisor/Financial Aid for Portland Community College since December 14, 1992. He retires effective May 15, 2018.

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

June 21, 2018

18-130

COMMENDATION OF RETIRING EMPLOYEE –
DANESE JUNDT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Danese Jundt has performed faithfully in her duties as an Instructional Administrative Assistant and Training & Development/Intranet Specialist for Portland Community College since April 1, 2002. She retires effective June 28, 2018.

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

June 21, 2018

18-131

COMMENDATION OF RETIRING EMPLOYEE –
BARBARA KAUFMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Barbara Kaufman has performed faithfully in her duties as Full-Time and Part-Time Faculty in Computer Applications for Portland Community College since September 23, 1991. 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.

June 21, 2018

18-132

COMMENDATION OF RETIRING EMPLOYEE –
RONDA LIVELY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Ronda Lively has performed faithfully in her duties as Mathematics Instructor for Portland Community College since October 8, 1991. 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.

June 21, 2018

18-133

COMMENDATION OF RETIRING EMPLOYEE –
MARILYN MCGUIRE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Marilyn McGuire has performed faithfully in her duties as Division Dean and Director of Nursing for Portland Community College since July 22, 2008. 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.

June 21, 2018

18-134

COMMENDATION OF RETIRING EMPLOYEE –
ANITA MORRIS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Anita Morris has performed faithfully in her duties as Administrative Assistant, HRIS Specialist, Payroll Specialist, Accountant I, Contracts Coordinator, and Senior Accounting Clerk for Portland Community College since June 23, 1981. 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.

June 21, 2018

18-135

COMMENDATION OF RETIRING EMPLOYEE –
JANIS NICHOLS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Janis Nichols has performed faithfully in her duties as
Community Relations Manager for Portland Community College
since March 21, 2011. 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.

June 21, 2018

18-136

COMMENDATION OF RETIRING EMPLOYEE –
MICHAEL RASMUSSEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michael Rasmussen has performed faithfully in his duties as Full-time, and Part-time Faculty for Portland Community College since May 1, 1999. He retires effective June 30, 2018.

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

June 21, 2018

18-137

COMMENDATION OF RETIRING EMPLOYEE –
PRUDENCE ROBERTS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Prudence Roberts has performed faithfully in her duties as Full-time Instructor, Gallery Coordinator, and Part-time Instructor for Portland Community College since September 24, 2001. She retires effective April 18, 2018.

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

June 21, 2018

18-138

COMMENDATION OF RETIRING EMPLOYEE –
SUZANNE THURMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Suzanne Thurman has performed faithfully in her duties as Contracts Coordinator for Portland Community College since December 18, 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.

June 21, 2018

18-139

COMMENDATION OF RETIRING EMPLOYEE –
WILLIAM WIHR

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: William Wihr has performed faithfully in his duties as Full-time, and Part-time Faculty for Portland Community College since September 18, 1989. He retires effective June 29, 2018.

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

June 21, 2018

18-140

COMMENDATION OF RETIRING EMPLOYEE –
JUDY ZIMMERMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Judy Zimmerman has performed faithfully in her duties as Full-time Faculty for Portland Community College since September 1, 1993. 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.

June 21, 2018

18-141

CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC PROFESSIONALS

PREPARED BY: Leslie Wilkins, Employee Relations Specialist

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2018:

<u>Continuous Appointments</u>	<u>Job Title</u>
Jesse Aerni	Coordinator/Events
Wendy Berner	Specialist/Research Relationship Mgmt
Emily Biskey	Coordinator/Records/Enrollment Services
Aimee Bosland	Vocational Trainer
Jon Briggs	Instructor/Biology
Brittany Brist	Specialist/Student Res
William Butler-Paisley	Specialist/Student Res
Lee Collins	Instructor/Physics
Darcy Demers	Specialist/Learning Skills
Kate DePaolis	Coordinator/Dual Credit
Amy Evans	Coordinator/Bus Training & Ed Dev
Mike Faber	Instructor/Gerontology
Erik Fauske	Instructor/Multimedia
Lisa Feinics	Specialist/Student Resource
Teela Foxworth	Instructor/Communication Studies
Heather Galvez	Specialist/Med Lab Tech
Sarah Gaskins	Instructor/Prof Music
J Gibbons	Coordinator/Resource Program III
Karin Gitchel	Coordinator/Resource Center
Sherie Guess	Instructor/Comp Applications/Office Systems
Suzanne Hesse	Specialist/Student Res
Amy Hofrock	Specialist/Employment
Nicholas Insalata	Instructor/Comp Science
Kathleen Janicki	Instructor/Bus Admin
Peter Kazarinoff	Instructor/Civil Engineering
Karin Kief	Specialist/Employment
Mish Ktejik	Instructor/Interpreter Training
Jay Kuykendall	Instructor/Auto Service Technician
Charisse Loughery	Coordinator/Student Conduct & Retention
Adam Lucero	Specialist/Student Resource

Useni Makano	International Student Advisor
Enrique Maldonado	Instructor/Trades and Industry
Virginia Martin	Resource Program Coordinator III
Lisa Molinelli	Web Services Librarian
Suzanne Najafdari	Specialist/Learning Skills
Eury Perez Rangel	Coordinator/Student Account
Jenn Peters	Instructor/Landscape
Joyce Phelps	Specialist/Employment
Harminder Pooni	Coordinator/International Admissions & Enrollment
Rebecca Raymond	Resource Program Coordinator III
Sonya Redmond	Instructor/Math
Jordan Ritchie	Specialist/Academic Advising
Lynn Robinson	Specialist/Academic Advising
Julie Romey	Instructor/Computer Applications
Petra Sairanen	Instructor/Art
Rosa Sanchez	Specialist/Community Resource
Nicky Silverstone	Specialist/Employment
Tatiana Simonova	Instructor/Art
Heather Smith	Specialist/Employment
Frank Smith	Coordinator/Dual Credit
Mae Stephenson	Resource Program Coordinator III
Kellin Thompson	Coordinator/Resource Center
Nicole Wainright	Advisor/Fin Aid
Jonathan Williams	Instructor/Diesel Service Mechanic
Stacie Williams	Instructor/Communication Studies
Tony Yorba	Instructor/Auto Body Rep

June 21, 2018

18-142

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Leslie Wilkins, Employee Relations Specialist

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2018:

<u>Continuous Appointments</u>	<u>Job Title</u>
Ryan Aiello	Dean/Student Dev
Michelle Brown	Manager/Accounts Receivable
Alisa Hampton	Manager/Employment Services
Tony Ichsan	Director/Facilities Management Services
Jack Lussier	Manager/Grounds
Kathleen McMullen	Manager/Trans & Parking Services
Amber Mendel	Manager/Auxiliary Services
Ann Prater	Director/Foundation Development
Jackie Sandquist	Human Resources Representative
Chabre Vickers	Manager/Community Relations

June 21, 2018

18-143

BOARD RESOLUTION FOR MANAGEMENT AND
CONFIDENTIAL SALARY AND BENEFIT ADJUSTMENTS
FOR FY 2018-2019

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

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

REPORT: Management and Confidential 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 2017-18 shall be reduced by one percent before applying the FY 2018-19 salary structure increase. (Salary structures were also subject to a one percent reduction in year one of the biennium.)

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

Survey data from multiple sources during the current year has been reviewed. The data comes from the 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 a median structure adjustment of 2.1% and a median individual incumbent salary adjustment of 2.8%.

RECOMMENDATION: That the Board of Directors approve for FY 2018-2019 the following adjustments:

An increase of 2.1% to the salary structure; plus

An increase of 2.8% applied to the salaries of each individual management and confidential employee; and

A supplemental increase of 3% applied to the salaries of individual management and confidential employees whose salary remains at less than 40% into the range after five years of service after structure increases have been applied.

All such adjustments to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2018-2019.

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

Employee	\$773
Employee + Spouse/ Partner	\$1416
Employee + Child(ren)	\$1315
Family	\$1667

June 21, 2018

18-144

BOARD RESOLUTION FOR EXECUTIVE OFFICER
COMPENSATION AND BENEFIT ADJUSTMENTS FOR FY
2018-2019

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

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

REPORT: Executive Officers 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 2017-18 shall be reduced by one percent before applying the FY 2018-19 salary structure increase. (Salary structures were also subject to a one percent reduction in year one of the biennium.)

This resolution adjusts the compensation packages of the Campus Presidents, Executive Vice-President, Vice-President – Academic Affairs, Vice-President – Student Affairs, Vice-President – Finance and Administration for FY 2018-19.

To maintain consistency with our overall salary structure for management and confidential employees, this resolution requests authority for HR to make a structure adjustment for these Executive Officer positions consistent with the recommendation for Management and Confidential staff.

RECOMMENDATION: That the Board of Directors approve for FY 2018-2019 the following adjustments:

That the salary range for Executive Officers be increased by 2.1% to maintain consistency with the Management and Confidential staff schedule; plus

An increase of 2.8% applied to the salaries of each individual Executive Officer.

All such adjustments to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2018-2019.

That each Executive's other benefits be increased for FY 2018-19 to the same extent as all other managers of the College;

That the President and Board Chair are authorized to execute the executive contracts reflective of these changes on behalf of the Board, subject to approval as to form by the College's legal counsel.

June 21, 2018

18-145

AUTHORIZATION TO AWARD CONTRACTS FOR
DISTRICTWIDE MOVING, INSTALLATION, DE-
INSTALLATION AND STORAGE SERVICES

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Bond Program

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services
Linda Degman, Director, Bond Program

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

REPORT: With passage of the 2017 bond measure, Portland Community College (PCC) has a need to hire professional firms to assist in moving, installation, de-installation, and warehouse storage for multiple projects over several years to achieve the planning objectives of the College. The required services shall include, but are not limited to the following: assist in moving, installation, de-installation, warehouse storage, and other aspects related to the occupancy of existing, renovated and/or newly constructed buildings. Due to the multi-campus nature of these projects, PCC will create a list of qualified firms and coordinate these services for various projects on a project-by-project basis. The selected firms will work with a project manager to perform all duties to successfully and safely complete the project to the College's satisfaction.

Facilities Management Services also has a need for moving, installation and de-installation services and will be using these selected vendors as well.

On May 2, 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 nine (9) vendors registered and received a copy of the RFP document and four (4) plan centers. Of the nine (9) vendors, three (3) are Oregon certified MWESB firms. At the proposal closing time of 2:00 P.M., June 4, 2018, the College received eight (8) proposals. The vendor proposals were evaluated based on their fees, project scheduling and coordination, firm background, experience of key personnel, MWESB experience and firm references.

The top six (6) proposals with the highest scores will be selected for contract award. Choosing six vendors allows us to spread the Bond and college's work through multiple companies and will guarantee that a firm will be available to meet our schedule when needed.

Vendors: Scores: MWESB:

VGS Logistics	395	ESB
Lile North America	393	WBE
Suddath Relocations System of Oregon	373	
First, Inc.	359	MBE
Alexanders Mobility Services	328	
Willamette Express Ltd.	326	
PDX Movers	200	
Chipman Relocation	76	

MWESB Note: Of the firms submitting proposals, three (3) are certified MWESB firms.

RECOMMENDATION: That the Board of Directors accept the top six (6) proposals for contract award to provide district wide moving, installation, de-installation and storage services to VGS Logistics, Lile North America, Suddath Relocations System of Oregon, First, Inc., Alexanders Mobility Services and Willamette Express Ltd. Cost for the Bond for these services is \$1,200,000 and for FMS is \$375,000. The term of the contract will be valid for five (5) years. Funding will be from the 2017 Bond Program, General Fund, and Capital Fund.

June 21, 2018

18-146

ACCEPT PROPOSAL/AWARD CONTRACT TO
RECOLOGY FOR WASTE HAULING, REFUSE AND
RECYCLING

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: Portland Community College has a need to contract with a qualified waste hauling, refuse and recycling contractor to provide these services as well as providing recommendation for improvements for waste streams in an effort to minimize all waste stream areas for PCC campuses and centers in Multnomah County.

In accordance with our sustainability commitment, PCC strives to reduce adverse impacts on the environment, economic and social systems that sustain human life. Through this commitment we are responsible to reduce consumption and waste, perform adequately and promote human health and wellbeing. As a result, PCC is committed to integrating sustainability into this RFP process. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires a formal solicitation process, Request for Proposal (RFP).

On April 18, 2018, the RFP was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN vendor system with an additional outreach effort to all COBID firms registered with the associated NIGP business code, resulting in additional outreach to (8) eight registered firms, and the PCC solicitation website. A total of seven (7) firms downloaded RFP documents from the College's Purchasing Website. There were no Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

At the proposal submission closing time of 2:00 pm, May 16, 2018, the College received four (4) proposals. The

committee members consisting of Purchasing, Facilities Management Services and the Sustainability Manager evaluated all proposals based on the following criteria: cost and pricing, functionality and implementation, proposal expectations and customer references, social equity and MWESBs. After reviewing the proposals, the committee recommends awarding the contract to Recology, the proposer receiving the highest total evaluation score.

Contractor	Score (Possible 600 points)
Recology	455
WM	444
Republic	407
Arrow	333

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Recology in the amount of \$300,000.00 (based on an annual estimate of \$100,000.00), with an option for the College to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$500,000.00. Expenditures for this contract will come from the General fund and Capital fund.

June 21, 2018

18-147

ACCEPT PROPOSAL AND AWARD CONTRACT TO
METRO PRESORT, INC. FOR MAIL PRESORT
BARCODING SERVICES

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need to contract with a qualified firm to provide mail presort and barcoding services.

Staff reached out with a complete scope of work to a Qualified Rehabilitation Firm - Garten. They responded that they are unable to accommodate the College's needs.

Then a Request for Proposals (RFP) for Mail Presort Barcoding Services was issued and advertised on April 20, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), with an additional outreach effort to all COBID firms registered with the associated NIGP business code, resulting in additional outreach to (2) two registered firms, and on the College's Purchasing Website. Eight (8) firms downloaded RFP documents from the College's Purchasing Website, two (2) of which are Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

One (1) proposal was received by the due date of May 16, 2018. The proposal was received from the following contractors:

Note: No Proposals were received from COBID Certified MWESBs

Contractor

Metro Presort, Inc.

After careful review the committee recommended awarding the contract to Mail Presort, Inc.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Metro Presort in the amount of \$105,000 (based on an annual estimate of \$35,000.00), with an option for the College to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$175,000.00. Expenditures for this contract will come from the General fund.

June 21, 2018

18-148

DELEGATE AUTHORITY TO DISTRICT PRESIDENT TO
NEGOTIATE LEASE RENEWAL AND APPROVE
EXTENSION FOR CENTRAL DISTRIBUTION SERVICES
WAREHOUSE

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need to extend the current lease agreement at the Central Distribution Services location. At this time, the College would like to extend the lease for an additional (5) five-year term. The College's Central Distribution Services (CDS) function is currently housed in leased property at The Nelson Business center, located at 6713 SW Bonita Rd, Tigard, OR 97224. In 2013, lease negotiations (BA 13-085) resulted in a 63-month lease agreement (PCC #235-13) which expires August 31, 2018. The need for a permanent CDS facility is included in future facilities planning for assessment and options.

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

RECOMMENDATION: That the Board delegate authority to the District President or his designee to negotiate the lease agreement renewal and approve the lease extension. Cost over the (5) five-year term will be approximately \$700,000. Expenditures for this lease will come from the General fund and Capital fund.

June 21, 2018

18-149

ACCEPT PROPOSAL/AWARD CONTRACT TO ICE CORPORATION AND CHERRY CITY FOR THE CASCADE CAMPUS ARC FAULT (FLASH) STUDY

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

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: On December 5, 2013 (BA 14-071), the Board of Directors approved a list of Facilities Management Services (FMS) capital projects planned to be executed using small works retainer program and the Districtwide Arc Fault is one of these approved projects, with an estimated cost of \$1,407,000. Approved by the Board of Directors in 2016 (BA 16-075 and 16-077), the first Arc Fault project was completed successfully at the Sylvania Campus. Approved by the Board of Directors in 2017 (BA 17-042 and 18-016), the second Arc Fault project was successfully completed at the Rock Creek Campus.

The next Arc Fault project is at Cascade Campus.

A Request for Proposals (RFP) for Cascade Arc Fault Study Project was issued and advertised on April 11, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Ten (10) firms downloaded RFP documents from the College's Purchasing Website, six (6) of which are Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

Six (6) proposals were received by the due date of May 2, 2018. The proposals were received from the following contractors:

Contractor	Score (Possible 195 points)
ICE Corporation (MBE, DBE, ESB)	173

Fluent (ESB)	163
PAE Engineers	154
Elcon Associates Inc ((MBE)	142
Cundiff (ESB)	129
Akana (MBE)	Non-responsive

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below:

- Qualification and Experience of Personnel
- Qualification and Experience of Firm
- References
- Social Responsibility and Sustainability

The project will include data collection and analysis, develop a comprehensive formal solicitation package with details of Cascade’s electrical equipment that needs to be upgraded and bring the electrical systems that require upgrades and need modernization to meet code compliance.

With this comprehensive Arc Fault Study and analysis, ICE Corporation will need to partner with an electrical contractor who is familiar with the Cascade Campus electrical systems and the life-safety issues associated with this project. Cherry City has the technical knowledge, experience, familiarity with the electrical system, and has a current contract with Portland Community College, PCC Contract #348-15 which expires May 31, 2019, with one (1) additional one-year renewal available.

This project is estimated to begin in fiscal year 2018 and be completed by June 30, 2019. Both contracts will exceed the \$150,000 threshold which requires a formal solicitation process and/or Board of Directors approval.

- RECOMMENDATION:
1. That the Board of Directors accept the proposal and award a contract to ICE Corporation, a COBID certified MBE Firm in the amount of \$203,390.00 (based on the negotiated proposal of 184,900 and a 10% contingency).
 2. Direct award the project under the current PCC contract to Cherry City, ratify to increase the current contract spend by \$120,000.00 which is the estimated cost for the study phase of the project.

The contracts shall not exceed the estimated project total of \$323,390.00. Expenditures for this contract will come from the General and Capital fund.

June 21, 2018

18-150

ACCEPT PROPOSAL/AWARD CONTRACT TO
ARONSON SECURITY GROUP FOR ELECTRONIC
SECURITY SYSTEM MAINTENANCE SERVICES

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

FINANCIAL
RESPONSIBILITY: Derrick Foxworth, Director, Public Safety

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

REPORT: The College has a need to contract with a qualified firm to provide maintenance to include as-needed modification, programming, repair, testing, and small installation to its Electronic Security Systems at various College locations.

A Request for Proposals (RFP) for Electronic Security System Maintenance Services was issued and advertised on March 7, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Three (3) firms downloaded RFP documents from the College's Purchasing Website, none of which were Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

Two (2) proposals were received by the due date of April 10, 2018. The proposals were received from the following contractors:

Note: No Proposals were received from Oregon certified MWESB's

Proposal Evaluation

<u>Contractor</u>	<u>Score (Possible 500 points)</u>
Aronson Security Group	418
Azimuth Communications	428

The committee decided to conduct Interviews of the proposers.

Oral Evaluation

<u>Contractor</u>	<u>Score (Possible 600 points)</u>
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Aronson Security Group	571
Azimuth Communications	557

The award is made to the company whose Oral Interview resulted in the highest-ranked score.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Aronson Security Group in the amount of \$495,000.00 (based on an annual estimate of \$165,000.00), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$825,000.00. Expenditures for this contract will come from the General fund.

June 21, 2018

18-151

AUTHORIZATION TO UTILIZE A COOPERATIVE
CONTRACT FOR ACQUISITION OF A DISTRICT-WIDE
ASSET LIFECYCLE ASSESSMENT

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

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program
Tony Ichsán, Director, Facilities Management Services

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

REPORT: The College has a need to hire a firm to conduct an Asset Lifecycle Assessment in order to provide an updated assessment of all PCC building systems and infrastructure needs. This work was last performed in 2010 and requires updating. Building on the extensive data provided in the Facilities Plan, this project will create a comprehensive picture of current needs and enable FMS to build a total cost of ownership 6 (six) year budget for planned equipment replacement, scheduled maintenance and capital renewal. The scope of work will include a much-needed review of the underground infrastructure which was not part of the Facilities Plan.

This project is estimated to exceed the \$150,000 threshold, requiring approval from the Board of Directors.

The College is using an existing GSA inter-governmental cooperative contract with ISES Corporation. This award is based on Contract Number GS-21F-0045W which has a contract period of December 15, 2009, through December 14, 2019. This approach is allowable per College Procurement Rules (PC-46-0400) ORS 279B.055.

RECOMMENDATION: That the Board of Directors authorize the use of a cooperative contract to hire ISES Corporation to complete an Asset Lifecycle Assessment. The contract will be valid through June 30, 2019, for an estimated total project cost of \$293,531.00 per contractor's proposal dated June 4, 2018. Funding will be as follows:

\$217,981 (Bond for building/site and utility condition FCA reports) and \$75,550 (General Fund for serialized inventory update).

June 21, 2018

18-152

AUTHORIZATION TO UTILIZE AN INTER-
GOVERNMENTAL COOPERATIVE CONTRACT FOR
ROOFING PROJECTS FOR FACILITIES MANAGEMENT
SERVICES

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: PCC has a need for turnkey roofing replacement and repair projects at Cascade Terrell Hall for \$620,852.00 and at Rock Creek Building 7 for \$609,842.00

Cascade Terrell Hall (1971): Although there has been repair and maintenance over the years, the East and Northwest Wing roofs are past their life cycle and require complete replacement down to deck. Another area of the roof that is in poor condition will also receive needed preventative maintenance.

Rock Creek Building 7 (1996): Although there has been repair and maintenance over the years, the roofs are past their life cycle and require replacement. The penthouse walls will also be addressed, requiring extensive repairs.

The College is using an existing US Communities inter-governmental cooperative contract. Contract #14-15903, was awarded to Garland/DBS Inc. in 2015 and is valid through December 2019. This approach is allowable per College Procurement Rules (PC-46-0400) ORS 279B.055.

Garland/DBS invited (5) companies to submit estimates on these projects, (3) of which were MWESB firms.

RECOMMENDATION: That the Board of Directors authorize the use of an inter-governmental contract for turnkey roof repair projects at Cascade Campus and Rock Creek Campus. The term of the US Communities contract expires December 31, 2019. The estimated cost for the roof projects are \$1,230,694.00. Funds for this system will be provided from the General and Capital fund.

June 21, 2018

18-153

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE CREATIVE CODING
AND IMMERSIVE TECHNOLOGIES LESS THAN ONE-YEAR
CAREER PATHWAY CERTIFICATE FOR PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL RESPONSIBILITY: Dan Wenger, Division Dean, Arts and Professions

APPROVED BY: Katy Ho, Vice President, Academic Affairs
Mark Mitsui, College President

REPORT: The proposed Creative Coding and Immersive Technologies Less Than One-Year Career Pathway Certificate is intended for artists, designers, and creative developers. The certificate coursework introduces coding for artistic, creative, and commercial purposes. Creative coding is a type of computer programming that typically creates something socially or commercially expressive rather than mechanically functional or utility-centric. It is used to create immersive physical and virtual spaces/environments, responsive exhibits, and interactive or generative audio and visuals. The 24-credit certificate prepares students for an entry-level position in control and processing, sound, and visual, because all these specialties are skills critical for the growing field of creative coding and interactive and immersive experiences. All courses in the certificate are embedded in the Music and Sonic Arts AAS and One-Year Certificate, providing students a pathway into an entry-level position and an opportunity to continue their education and career trajectory by acquiring more education. The Creative Coding and Immersive Technologies Less Than One-Year Career Pathway Certificate has been reviewed and approved by the Music and Sonic Arts Industry Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Creative Coding and Immersive Technologies Less Than One-Year Career Pathway Certificate for Portland Community College.

June 21, 2018

18-154

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE MULTIMEDIA LESS
THAN ONE-YEAR CAREER PATHWAY CERTIFICATE FOR
PORTLAND COMMUNITY COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL RESPONSIBILITY: Dan Wenger, Division Dean, Arts and Professions

APPROVED BY: Katy Ho, Vice President, Academic Affairs
Mark Mitsui, College President

REPORT: The proposed Multimedia Less Than One-Year Career Pathway Certificate prepares students for an entry-level position in the film and video industry as production assistant, audio/visual technical assistant, film and video digital assistant, graphic design assistant, or digital media editor. The 20-credit certificate curriculum explores current digital media software used in the industry to design, produce, and deliver digital content for diverse purposes. Students who complete the certificate will be able to apply a generalized knowledge of media-design principles, human factors, and technology strategies when designing and developing media solutions for clients. All courses in the certificate are embedded in the Multimedia AAS and One-Year Certificate, providing students a pathway into an entry-level position and an opportunity to continue their education and career trajectory by acquiring more education. The Multimedia Less Than One-Year Career Pathway Certificate has been reviewed and approved by the Multimedia Industry Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Multimedia Less Than One-Year Career Pathway Certificate for Portland Community College.

June 21, 2018

18-155

A RESOLUTION OF THE BOARD OF DIRECTORS OF
PORTLAND COMMUNITY COLLEGE, MULTNOMAH,
CLACKAMAS, COLUMBIA, YAMHILL AND WASHINGTON
COUNTIES, OREGON AUTHORIZING FULL FAITH AND
CREDIT PENSION BONDS

PREPARED BY: Jim Langstraat, Vice President, Finance and Administration

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

APPROVED BY: Mark Mitsui, College President

REPORT: The District is authorized pursuant to Oregon Revised Statutes Chapters 287A and 238 to finance its pension liability as defined in ORS 238.692(1).

The District has an estimated net unfunded actuarial accrued liability ("UAL") of approximately \$215,057,273 as of December 31, 2016. PERS requires the District to pay this UAL over a period of years with interest at PERS' assumed earnings rate, which is currently seven and two-tenths percent per annum. Current interest rates in the bond market are below the rate of return that PERS may receive in the future, creating the opportunity for the District to finance its unfunded pension liability and to reduce its costs.

The District adopts this resolution to authorize the issuance, sale and delivery of its full faith and credit pension bonds in an amount which does not exceed the amount necessary to produce net proceeds equal to the District's estimated UAL as of the expected closing date of the bonds, plus estimated costs related to the bonds.

RECOMMENDATION: That the Board of Directors adopts Resolution 18-155 as specified in Exhibit A to provide the terms under which the full faith and credit pension bonds will be sold and issued, and to authorize the issuance of the full faith and credit pension bonds to finance the District's UAL.

THE BOARD OF DIRECTORS OF PORTLAND COMMUNITY COLLEGE, MULTNOMAH, CLACKAMAS, COLUMBIA, YAMHILL AND WASHINGTON COUNTIES, OREGON HEREBY RESOLVES:

SECTION 1. FINDINGS

The Board of Directors (the "Board") of Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon (the "District") finds:

a. The District is authorized by ORS 238.692 to 238.698 to issue revenue bonds pursuant to ORS Chapter 287A to finance its pension liability as defined in ORS 238.692(1); and

b. ORS 287A.315 permits the District to pledge its full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay revenue bonds authorized by ORS 238.692 to 238.698 and ORS Chapter 287A; and

c. The District has an unfunded actuarial accrued liability ("UAL") to the State of Oregon Public Employees Retirement System ("PERS"); and

d. The District previously issued its Limited Tax Pension Bonds, Series 2003 (Federally Taxable) to finance a portion of the District's share of the estimated UAL at that time; and

e. The PERS' actuary has estimated that the District's net UAL to PERS as of December 31, 2016 is approximately \$215,057,273; and

f. PERS requires the District to pay this UAL over a period of years with interest at PERS' assumed earnings rate, which is currently seven and two-tenths percent per annum; and

g. Current interest rates in the bond market are below the rate of return that PERS may receive in the future, creating the opportunity for the District to finance its unfunded pension liability and to reduce its costs; and

h. The District adopts this resolution to provide the terms under which its full faith and credit pension bonds will be sold and issued.

SECTION 2. BONDS AUTHORIZED

(1) The District hereby authorizes the issuance, sale and delivery of its full faith and credit pension bonds ("Bonds") in accordance with this resolution and in an amount which does not exceed the amount necessary to produce net proceeds equal to the District's estimated UAL as of the expected closing date of the Bonds, plus estimated costs related to the Bonds . The Bonds may be issued in one or more series.

(2) Bond proceeds may only be used to pay all or a portion the District's unfunded pension liability to PERS, and to pay costs of issuing and selling the Bonds.

(3) As required by the Internal Revenue Code of 1986, as amended, the Bonds shall be "federally taxable bonds" which bear interest that is not excludable from gross income under Section 103(a) of that code. Interest will, however, be exempt from Oregon personal income taxation.

(4) The Bonds shall not be sold at a true interest cost of more than 5.50% per annum. The President, Executive Vice President or Vice President of Finance and Administration (each of whom is referred to in this resolution as a "District Official") shall compare the cash flows required to pay the Bonds to the cash flows that are estimated to be required pay PERS for the District's UAL and determine a Bond structure which the District Official estimates will be advantageous to the District.

SECTION 3. DELEGATION

Any District Official or a designee of a District Official may, on behalf of the District, and without further action by the Board of Directors (the "Board"):

(1) Participate in the preparation of, authorize the distribution of, and deem final any official statement or other disclosure documents relating to the Bonds.

(2) Enter into covenants for the benefit of owners of the Bonds that are intended to improve the terms under which the Bonds are issued.

(3) Apply for ratings on the Bonds and purchase municipal bond insurance or obtain other forms of credit enhancements for the Bonds, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.

(4) Negotiate the terms of and enter into a bond purchase agreement for the Bonds with Piper Jaffray & Co., as underwriter and a paying agent and/or fiscal agent agreement with U.S. Bank National Association.

(5) Establish the final principal amount, payment schedule, interest rates (subject to the limit in Section 1(4) of this resolution), sale price and discount, redemption terms, payment terms and dates, and other terms of the Bonds.

(6) Undertake to provide continuing disclosure for the Bonds in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.

(7) Approve and execute one or more bond declarations or similar documents, which describe the financial terms, administrative provisions and covenants for the Bonds.

(8) Make any clarifying changes or additional covenants not inconsistent with this Resolution.

(9) Issue any series of Bonds on a standalone basis, or as part of a pooled pension borrowing program that is expected to produce savings for the District, and enter into any agreements and execute any documents as desirable to facilitate participation in that program.

(10) Execute and deliver the Bonds and any other agreements or other documents, and take any other action in connection with the Bonds that a District Official finds is desirable to permit the sale and issuance of the Bonds in accordance with this Resolution.

SECTION 4. SECURITY FOR BONDS

Pursuant to ORS 287A.315 and ORS 238.694, the District hereby pledges its full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the Bonds. The District is not authorized to levy additional taxes to pay the Bonds.

SECTION 5. DESIGNATION OF BOND COUNSEL AND UNDERWRITER

The District hereby designates Hawkins Delafield & Wood LLP as Bond Counsel for the issuance of the Bonds and Piper Jaffray & Co. as Underwriter for the issuance of the Bonds.

SECTION 6. EFFECTIVE DATE

This resolution shall take effect on the date of its adoption by the Board.

ADOPTED by the Board of Directors of Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon this _____ day of _____, 2018.

**PORTLAND COMMUNITY COLLEGE
MULTNOMAH, CLACKAMAS, COLUMBIA,
YAMHILL AND WASHINGTON COUNTIES,
OREGON**

Kali Thorne Ladd, Chair
Board of Directors

ATTEST:

Mark Mitsui, College President

June 21, 2018

18-156

RESOLUTION ADOPTING THE PORTLAND COMMUNITY COLLEGE SUPPLEMENTAL BUDGET FOR THE 2017-2019 BIENNIUM, AUTHORIZING TRANSFERS BETWEEN APPROPRIATION UNITS, CATEGORIES AND FUNDS; USE OF CONTINGENCY FUNDS; AND CHANGES IN TOTAL BUDGET AUTHORITY

PREPARED BY: Dina Farrell, Budget Manager, Financial Services

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

REPORT: In June 2017, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Staff now finds it necessary to present a supplemental budget to adjust the FY17-19 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, changes in State of Oregon community college allocations and other minor adjustments.

The changes presented are necessary to ensure compliance with the requirement of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors approve this Resolution to amend the Biennial Fiscal Year 2017-19 Budget as outlined in the attached Exhibit B.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2017-19 biennium commencing July 1, 2017, is hereby amended as outlined in Exhibit B.

ADOPTED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 21st DAY OF June 2018.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne Ladd, Chair
Board of Directors

18-156
EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
GENERAL FUND			
REVENUES:			
From local sources			
Property Tax - current year	\$68,649,059	0	\$68,649,059
Property Tax - prior year	1,647,578	0	1,647,578
Tuition and fees	202,199,928	426,336	202,626,264
Interest from investments	500,000	0	500,000
Other local sources	4,217,000	17,237	4,234,237
Proceeds from sale of bond	0	190,750	190,750
From state sources	183,127,747	1,001,703	184,129,450
Operating transfers in:			
From Contracts & Grants Fund	3,693,780	0	3,693,780
From Capital Construction	0	676,052	676,052
From CEU/CED	220,078	0	220,078
From PERS Internal Reserve	5,000,000	0	5,000,000
From Bookstore Fund	4,706,613	0	4,706,613
From Auxiliary Fund	37,926	0	37,926
From Student Financial Aid Fund	546,203	0	546,203
From Print Center Fund	112,696	0	112,696
From Parking Operations Fund	768,557	0	768,557
From Food Services Fund	108,534	0	108,534
Total Operating Revenues	475,535,699	2,312,078	477,847,777
Beginning Fund Balance	27,166,999	(6,732,902)	20,434,097
TOTAL GENERAL FUND REVENUES	\$502,702,698	(\$4,420,824)	498,281,874
BY APPROPRIATION UNIT:			
Program Areas			
Sylvania	94,423,048	\$4,163,462	98,586,510
Rock Creek	70,852,623	\$1,452,156	72,304,779
Cascade	53,043,018	\$3,670,418	56,713,436
Southeast	26,340,058	\$1,141,784	27,481,842
Office of the President	10,704,342	\$458,948	11,163,290
Office of the Exec Vice President	14,270,880	\$1,546,696	15,817,576
Administrative Services	117,457,532	\$1,569,630	119,027,162
Academic & Student Affairs	46,975,656	\$403,359	47,379,015
Transfers	8,618,725	(\$582,640)	8,036,085
Contingency	38,631,860	(18,244,637)	20,387,223
Total Appropriation	481,317,742	(4,420,824)	476,896,918
Unappropriated Ending Fund Balance	21,384,956	0	21,384,956
TOTAL GENERAL FUND REQUIREMENTS	502,702,698	(4,420,824)	498,281,874

18-156
EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>AUXILIARY FUND</u>			
<u>REVENUES:</u>			
Facilities Usage	\$638,506	133,000	\$771,506
Campus Activities	\$193,848	0	\$193,848
Transfers	0	0	\$0
Total Operating Revenues	\$832,354	\$133,000	\$965,354
Beginning Fund Balance	882,728	(19,760)	862,968
TOTAL GENERAL FUND REVENUES	\$1,715,082	\$113,240	\$1,828,322

<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
Facilities Usage	\$916,738	\$171,000	\$1,087,738
Campus Activities	\$281,734	\$0	\$281,734
Sustainability	\$0	\$0	\$0
Transfers	\$37,926	\$0	\$37,926
Contingency	155,336	(57,760)	97,576
Sub-total	\$1,391,734	\$113,240	1,504,974
Unappropriated Ending Fund Balance	323,348	0	\$323,348
TOTAL AUXILIARY FUND REQUIREMENTS	\$1,715,082	\$113,240	\$1,828,322

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>CEU/CED FUND</u>			
<u>REVENUES:</u>			
CEU/CED Charges	12,593,186	0	12,593,186
Other local sources	2,872,944	0	2,872,944
Transfer	2,498,052	(147,640)	2,350,412
Total Operating Revenues	\$17,964,182	(147,640)	\$17,816,542
Beginning Fund Balance	1,052,837	926,665	1,979,502
TOTAL REVENUES	\$19,017,019	\$779,025	\$19,796,044

<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
Sylvania Campus	\$80,000	\$0	\$80,000
Workforce/Community Ed	18,031,941	(\$1,856)	\$18,030,085
Cascade Campus	85,000	\$1,368	\$86,368
Transfers	220,078	\$0	\$220,078
Contingency	600,000	779,513	1,379,513
Sub-total	\$19,017,019	\$779,025	\$19,796,044
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$19,017,019	\$779,025	\$19,796,044

18-156
EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
CONTRACTS AND GRANTS FUND			
REVENUES:			
Local Sources	13,962,981	0	13,962,981
State Sources	15,859,327	0	15,859,327
Federal Sources	37,335,600	0	37,335,600
Transfers	400,109	0	400,109
Total Operating Revenues	\$67,558,017	\$0	\$67,558,017
Beginning Fund Balance	0	2,424,908	2,424,908
TOTAL REVENUES	\$67,558,017	\$2,424,908	\$69,982,925

EXPENDITURES AND OTHER REQUIREMENTS:			
Local Grants	\$13,584,263	\$1,473,588	\$15,057,851
State Contracts	\$13,851,428	\$945,426	\$14,796,854
Federal Contracts	\$34,127,318	\$5,894	\$34,133,212
Transfers	\$3,693,780	\$0	\$3,693,780
Contingency	2,301,228	0	2,301,228
Sub-total	\$67,558,017	\$2,424,908	\$69,982,925
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$67,558,017	\$2,424,908	\$69,982,925

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
STUDENT ACTIVITIES FUND			
REVENUES:			
Student Activities Fee	5,096,246	0	\$5,096,246
Other local sources	490,000	0	\$490,000
Interest Income	4,000	0	\$4,000
Total Operating Revenues	\$5,590,246	\$0	\$5,590,246
Beginning Fund Balance	300,000	89,830	\$389,830
TOTAL REVENUES	\$5,890,246	\$89,830	\$5,980,076

EXPENDITURES AND OTHER REQUIREMENTS:			
Sylvania Campus	\$1,549,889	(\$156,346)	\$1,393,543
Rock Creek Campus	\$1,303,337	(\$97,501)	\$1,205,836
Cascade Campus	1,153,022	(\$100,266)	\$1,052,756
Southeast Campus	929,132	(\$119,098)	\$810,034
District-wide programs	804,866	\$567,283	\$1,372,149
Contingency	150,000	(4,242)	\$145,758
Sub-total	\$5,890,246	\$89,830	\$5,980,076
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$5,890,246	\$89,830	\$5,980,076

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EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>STUDENT FINANCIAL AID FUND</u>			
<u>REVENUES:</u>			
Private Sources	1,988,891	200,000	\$2,188,891
Federal Sources	280,540,907	(200,000)	\$280,340,907
Interest	15,400	0	\$15,400
Transfers	823,782	0	\$823,782
Total Operating Revenues	\$283,368,980	\$0	\$283,368,980
Beginning Fund Balance	1,174,130	504,704	\$1,678,834
TOTAL REVENUES	\$284,543,110	\$504,704	\$285,047,814

EXPENDITURES AND OTHER REQUIREMENTS:

College Funded Programs	\$123,280	\$0	\$123,280
Federal Programs	\$282,733,876	\$0	\$282,733,876
Short Term Student Loans	44,400	\$200,000	\$244,400
Transfer	546,203	\$0	\$546,203
Contingency	1,095,351	304,704	\$1,400,055
Sub-total	\$284,543,110	\$504,704	\$285,047,814
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$284,543,110	\$504,704	\$285,047,814

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>CAPITAL PROJECTS FUND - 2000</u>			
<u>REVENUES:</u>			
Other Sources	360,000	0	\$360,000
Interest	70,000	0	\$70,000
Transfers	2,000,000	0	\$2,000,000
Total Operating Revenues	\$2,430,000	\$0	\$2,430,000
Beginning Fund Balance	3,956,691	(128,923)	\$3,827,768
TOTAL REVENUES	\$6,386,691	(\$128,923)	\$6,257,768

EXPENDITURES AND OTHER REQUIREMENTS:

Capital Outlay	\$4,666,779	0	\$4,666,779
Transfers	\$0	0	\$0
Contingency	1,719,912	(128,923)	\$1,590,989
Sub-total	\$6,386,691	(\$128,923)	\$6,257,768
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$6,386,691	(\$128,923)	\$6,257,768

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EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>CAPITAL CONSTRUCTION FUND - 2200</u>			
<u>REVENUES:</u>			
Interest	110,000	0	\$110,000
Proceeds from Bond Sales	0	209,008,073	\$209,008,073
State Sources	8,000,000	0	\$8,000,000
Other Revenues	350,000	0	\$350,000
Transfers	0	0	\$0
Total Operating Revenues	\$8,460,000	\$209,008,073	\$217,468,073
Beginning Fund Balance	52,544,611	(2,807,424)	\$49,737,187
TOTAL REVENUES	\$61,004,611	\$206,200,649	\$267,205,260

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$21,500,000	0	\$21,500,000
Cascade Campus	\$450,000	0	\$450,000
Rock Creek Campus	\$5,000,000	0	\$5,000,000
Southeast Campus	\$180,000	0	\$180,000
District-wide Projects	\$24,500,000	208,413,309	\$232,913,309
Bond Issuance Costs	\$0	0	\$0
Transfers	\$0	676,052	\$676,052
Contingency	9,000,000	(2,888,712)	\$6,111,288
Sub-total	\$60,630,000	\$206,200,649	\$266,830,649
Unappropriated Ending Fund Balance	374,611	0	\$374,611
TOTAL FUND REQUIREMENTS	\$61,004,611	\$206,200,649	\$267,205,260

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>COLLEGE BOOKSTORE FUND</u>			
<u>REVENUES:</u>			
Sale of Merchandise	23,055,061	0	\$23,055,061
Interest	237,058	0	\$237,058
Miscellaneous Income	460,222	0	\$460,222
Total Operating Revenues	\$23,752,341	\$0	\$23,752,341
Beginning Fund Balance	12,697,685	(346,179)	\$12,351,506
TOTAL RESOURCES	\$36,450,026	(\$346,179)	\$36,103,847

EXPENDITURES AND OTHER REQUIREMENTS:

Bookstore Operations	\$26,508,045	84,428	\$26,592,473
Transfers	\$6,206,613	0	\$6,206,613
Contingency	3,576,159	(430,607)	\$3,145,552
Sub-total	\$36,290,817	(\$346,179)	\$35,944,638
Unappropriated Ending Fund Balance	159,209	0	\$159,209
TOTAL FUND REQUIREMENTS	\$36,450,026	(\$346,179)	\$36,103,847

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EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
FOOD SERVICES FUND			
REVENUES:			
Food Sales	10,853,439	0	\$10,853,439
Interest	9,148	0	\$9,148
Transfers	1,500,000	0	\$1,500,000
Total Operating Revenues	\$12,362,587	\$0	\$12,362,587
Beginning Fund Balance	843,210	68,162	\$911,372
TOTAL REVENUES	\$13,205,797	\$68,162	\$13,273,959

EXPENDITURES AND OTHER REQUIREMENTS:			
Food Service Operations	\$12,053,254	135,159	\$12,188,413
Transfers	\$108,534	0	\$108,534
Contingency	1,044,009	(66,997)	\$977,012
Sub-total	\$13,205,797	\$68,162	\$13,273,959
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$13,205,797	\$68,162	\$13,273,959

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
PARKING OPERATIONS FUND			
REVENUES:			
Parking Permits	5,024,460	0	\$5,024,460
Parking Fines	533,880	0	\$533,880
Misc Revenue	3,328,542	0	\$3,328,542
Interest	20,077	0	\$20,077
Transfers	115,612	0	\$115,612
Total Operating Revenues	\$9,022,571	\$0	\$9,022,571
Beginning Fund Balance	4,394,220	796,416	\$5,190,636
TOTAL REVENUES	\$13,416,791	\$796,416	\$14,213,207

EXPENDITURES AND OTHER REQUIREMENTS:			
Operations	\$11,665,418	169,083	\$11,834,501
Transfers	\$768,557	0	\$768,557
Contingency	982,816	627,333	\$1,610,149
Sub-total	\$13,416,791	\$796,416	\$14,213,207
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$13,416,791	\$796,416	\$14,213,207

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EXHIBIT B

	2017-19 Biennium	FY18 #1	2017-19 Biennium
<u>PRINT CENTER FUND</u>	ADOPTED	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>BUDGET</u>
Internal Charges	1,035,782	0	\$1,035,782
External Charges	45,328	0	\$45,328
Copy Machine revenues	881,636	0	\$881,636
Misc revenues	854,658	0	\$854,658
Total Operating Revenues	\$2,817,404	\$0	\$2,817,404
Beginning Fund Balance	140,825	51,646	\$192,471
TOTAL REVENUES	\$2,958,229	\$51,646	\$3,009,875

EXPENDITURES AND OTHER REQUIREMENTS:

Operations	\$2,506,511	(77,617)	\$2,428,894
Transfers	\$112,696	0	\$112,696
Contingency	225,354	129,263	\$354,617
Sub-total	\$2,844,561	\$51,646	\$2,896,207
Unappropriated Ending Fund Balance	113,668	0	\$113,668
TOTAL FUND REQUIREMENTS	\$2,958,229	\$51,646	\$3,009,875

	2017-19 Biennium	FY18 #1	2017-19 Biennium
<u>PERS INTERNAL SERVICE FUND</u>	ADOPTED	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>BUDGET</u>
Charges to Depts	18,731,983	0	\$18,731,983
Interest	215,000	0	\$215,000
Total Operating Revenues	\$18,946,983	\$0	\$18,946,983
Beginning Fund Balance	25,081,847	(149,098)	\$24,932,749
TOTAL REVENUES	\$44,028,830	(\$149,098)	\$43,879,732

EXPENDITURES AND OTHER REQUIREMENTS:

Transfers	\$24,112,318	0	\$24,112,318
Contingency	500,000	(149,098)	\$350,902
Sub-total	\$24,612,318	(\$149,098)	\$24,463,220
Unappropriated Ending Fund Balance	19,416,512	0	\$19,416,512
TOTAL FUND REQUIREMENTS	\$44,028,830	(\$149,098)	\$43,879,732

18-156
EXHIBIT B

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>RISK MANAGEMENT FUND</u>			
<u>REVENUES:</u>			
Charges to Depts	5,421,302	0	\$5,421,302
Insurance Reimbursements	18,000	0	\$18,000
Interest	51,000	0	\$51,000
Transfers	2,081,170	(350,000)	1,731,170
Total Operating Revenues	\$7,571,472	(\$350,000)	\$7,221,472
Beginning Fund Balance	4,757,621	814,858	\$5,572,479
TOTAL REVENUES	\$12,329,093	\$464,858	\$12,793,951

EXPENDITURES AND OTHER REQUIREMENTS:

Self-insurance and Risk Admin	\$5,225,340	265,374	\$5,490,714
Transfers	\$0	0	\$0
Contingency	1,160,248	199,484	\$1,359,732
Sub-total	\$6,385,588	\$464,858	\$6,850,446
Unappropriated Ending Fund Balance	5,943,505	0	\$5,943,505
TOTAL FUND REQUIREMENTS	\$12,329,093	\$464,858	\$12,793,951

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>EARLY RETIREMENT FUND</u>			
<u>REVENUES:</u>			
Interest	80,000	0	\$80,000
Transfers	700,000	(85,000)	\$615,000
Total Operating Revenues	\$780,000	(\$85,000)	\$695,000
Beginning Fund Balance	1,070,810	210,143	\$1,280,953
TOTAL REVENUES	\$1,850,810	\$125,143	\$1,975,953

EXPENDITURES AND OTHER REQUIREMENTS:

Other post-retirement benefits	\$1,339,812	\$88,000	\$1,427,812
Contingency	200,000	37,143	\$237,143
Sub-total	\$1,539,812	\$125,143	\$1,664,955
Unappropriated Ending Fund Balance	310,998	0	\$310,998
TOTAL FUND REQUIREMENTS	\$1,850,810	\$125,143	\$1,975,953

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EXHIBIT B

	2017-19 Biennium	FY18 #1	2017-19 Biennium
<u>DEBT SERVICE (G.O. BOND) FUND</u>	ADOPTED	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>BUDGET</u>
Property Tax - current	67,732,400	0	\$67,732,400
Property Tax - prior	1,119,999	0	\$1,119,999
Debt Proceeds from Refunding	0	0	\$0
Interest	45,494	0	\$45,494
Total Operating Revenues	\$68,897,893	\$0	\$68,897,893
Beginning Fund Balance	4,824,326	1,155,992	\$5,980,318
TOTAL REVENUES	\$73,722,219	\$1,155,992	\$74,878,211
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
Debt Service - Principal	\$44,685,000	\$0	\$44,685,000
Debt Service - Interest	26,871,726	0	\$26,871,726
Defeased Bond Payment to Escrow	0	0	0
Sub-total	\$71,556,726	\$0	\$71,556,726
Unappropriated Ending Fund Balance	2,165,493	1,155,992	\$3,321,485
TOTAL FUND REQUIREMENTS	\$73,722,219	\$1,155,992	\$74,878,211

	2017-19 Biennium	FY18 #1	2017-19 Biennium
<u>P.E.R.S. DEBT SERVICE FUND</u>	ADOPTED	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>BUDGET</u>
Transfers	19,112,318	0	\$19,112,318
Interest	0	0	\$0
Total Operating Revenues	\$19,112,318	\$0	\$19,112,318
Beginning Fund Balance	0	0	\$0
TOTAL REVENUES	\$19,112,318	\$0	\$19,112,318
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
Debt Service - Principal	\$10,975,000	\$0	\$10,975,000
Debt Service - Interest	8,137,318	0	\$8,137,318
Defeased Bond Payment to Escrow	0	0	0
Sub-total	\$19,112,318	\$0	\$19,112,318
Unappropriated Ending Fund Balance	0	0	\$0
TOTAL FUND REQUIREMENTS	\$19,112,318	\$0	\$19,112,318



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:
 - 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 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.