



# Board of Directors **Business Session**

June 18, 2020

#think**PCC**first

## 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

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

June 18, 2020

AGENDA

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 [boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use **ACCESSIBILITY** in the subject line.

3:00 PM      **Executive Session**

In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) employment of a public official, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege)

Media Requests to join the Executive Session can be emailed ([boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use **MEDIA REQUEST** in the subject line) or phoned in (971.722.4365) by 2:30 pm of the meeting date.

4:00 PM      Break/Transition to Work Session

Click the link below to join the webinar:  
<https://portlandcc.zoom.us/j/99142845669>

Or Telephone:  
Dial(for higher quality, dial a number based on your current location):  
US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923  
Webinar ID: 991 4284 5669

4:15 PM      **Work Session**

Please click the link below to join the webinar:

- Policy—Mark Mitsui, College President
  - BP 2510 Participation in Local Decision-Making
  - BP 3250 Institutional Planning
  - Equity Statement
- COVID – 19 Financial Update—Eric Blumenthal, Vice President, Finance and Administration

5:15 PM      Break

5:30 PM	<b>Call to Order—Business Session</b> <ul style="list-style-type: none"> <li>• Approval of Agenda—June 18, 2020</li> <li>• Approval of Minutes—May 21, 2020</li> </ul>	
5:35 PM	<b>Recognitions</b> <ul style="list-style-type: none"> <li>• Student Board Member</li> <li>• Campus Presidents</li> </ul>	
5:50 PM	<b>Information Sessions</b> <ul style="list-style-type: none"> <li>• COVID-19 Update—Mark Mitsui (15 minutes)</li> </ul>	
6:05 PM	<b>Public Comment on Agenda Items</b> Persons wishing to make public comment on agenda items can request a time slot by using this <a href="#">link</a> . Details and directions can be found at the link.	
6:10 PM	<b>Business Session</b> <b>Consent Agenda:</b> (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.)	
	<div style="text-align: center;"><u>PERSONNEL</u></div>	<u>Page</u>
20-154	Approval of Personnel Actions— June 18, 2020 .....	414
	<b>Academic Professional Appointments:</b> Aleen Wilkinson, Student Conduct and Retention Coordinator, Office of the Dean of Student Development, Cascade Campus <b>Administrative Appointments:</b> Jenn French, Library Supervisor, Academic Affairs, Sylvania Campus <b>Faculty Appointments:</b> Rocco Charamella, Instructor, Computer Information Systems (CIS), Engineering and Industrial Technology Division, Sylvania Campus (Temporary) Alma Eaton, Instructor, Physical Education, Health Professions and Physical Education Division, Sylvania Campus (Temporary) Elizabeth McGlasson, Instructor, Health Studies, Science, Health and Nutrition Division, Sylvania Campus	
	<b>Retirees</b>	
20-155	Commendation of Retiring Employee – Gabriele Backes .....	417
20-156	Commendation of Retiring Employee – Sarah Elsasser .....	418

20-157	Commendation of Retiring Employee – Barbara Lave.....	419
	<b>Continuous Appointment</b>	
20-158	Continuous Appointment: Administration .....	420
20-159	Special Continuous Appointment: Administration .....	421
20-160	Continuous Appointment: Faculty and Academic Professionals .....	422
20-161	Special Continuous Appointment: Faculty and Academic Professionals .....	424
	<b>Personnel Contract</b>	
20-162	College President Contract Renewal .....	425
	<b>Miscellaneous Personnel</b>	
20-163	Board Resolution for Executive Management and Confidential Salary and Benefit Adjustments for FY 2020-21 .....	427

#### BIDS AND CONTRACTS

20-164	Juniper Network Support and Software Renewal.....	428
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#### BOARD

20-165	Authorize Participants of the Caterpillar Dealer Service (THINKBIG) Electric Power Generation (EPG) Program from Non-Neighboring States to Pay In-State Tuition.....	429
20-166	BP 2410 Board Policies, Bylaws and Administrative Procedures (First Reading) .....	431
20-167	BP 3100 Organizational Structure (First Reading) .....	433
20-168	BP 3200 Accreditation (First Reading).....	434
20-169	BP 3225 Institutional Effectiveness (First Reading) ....	435
20-170	BP 3310 Records Retention and Destruction (First Reading).....	436
20-171	BP 3501 Campus Security and Access (First Reading).....	437
20-172	BP 3720 Computer and Network Use (First Reading).....	438
20-173	Declaring June 19th, the Date on Which the News of the End of Slavery Reached the Southwestern States, ('Juneteenth Independence Day') a Portland Community College Holiday .....	439

6:15 PM

#### **Public Comment on Non-Agenda Items**

Public comment on non-agenda items can be emailed by 3:00 pm on the meeting date to [boardmember@pcc.edu](mailto:boardmember@pcc.edu). These comments will be kept as part of the official meeting minutes. Please use **NON-AGENDA PUBLIC COMMENT** in the subject line.

- 6:15 PM      **Reports** (5 minutes each)
- Faculty and Academic Professionals—Frank Goulard
  - Classified—Jeff Grider
  - Students—Hannah Alzgal
  - Board Members
  - President
- 6:40 PM      **Adjourn Business Meeting and Convene as College Budget Committee**
- Public Hearing on **SUPPLEMENTAL BUDGET FOR THE 2019-2021**
  - Supplemental Budget—Dina Farrell, Associate Vice President, Finance (20 minutes)
  - Public Comment can be emailed by 3:00 pm to [boardmember@pcc.edu](mailto:boardmember@pcc.edu), use **BUDGET HEARING** in the subject line.
  - Roll Call Vote
- 20-174      Resolution Adopting the Portland Community College Supplemental Budget for the 2019-2021 Biennium, Authorizing Transfers Between Appropriation Units, Categories and Funds; Use of Contingency Funds; and Changes in Total Budget Authority in Accordance with ORS 294.463-473 .....440
- 7:00 PM      **Adjournment College Budget Committee**

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Portland Community College Board of Directors  
PO BOX 19000, Portland, Oregon 97280

May 21, 2020  
Via remote access

**BOARD MEETING MINUTES**

**ATTENDANCE**

Hannah Alzgal, Mohamed Alyajouri, Denise Frisbee, Jim Harper, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Alex Díaz Rios

**WORK SESSION**

The board met in work session and received updates about policy and budget.

**EXECUTIVE SESSION**

The board met in accordance with ORS 192.660 (2), (a) employment of a public official (k) school safety.

**CALL TO ORDER**

Chair Harper called the Business Meeting to order at 5:46 pm.

**APPROVAL OF THE AGENDA**

The May 21, 2020 agenda was approved as published. Penson/Frisbee

Alyajouri – Yes	Harper - Yes	Sonnleitner – No
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Yes	

The April 16, 2020 meeting minutes were approved as published. Harper/Frisbee

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Yes	

**INFORMATION SESSIONS**

COVID-19 Update – Mark Mitsui, President

Portland Community College continues remote operations while the President's Cabinet, and the Office of Internal Audit, continue to gather peer reviewed research from epidemiologists and other experts in their field.

Work Plan Review – Mark Mitsui, President

President Mitsui reviewed his 2018-2021 work plan.

Educational Advisory Council (EAC) Update – Josephine Pino, Chair

The Board received an update on EACs membership, activities, standing committees and their chairs, including: Advancement of Educators Chair Ari Petrides, Academic Policies & Standards Chair Blake Hausman, Curriculum Chair Ann Cary, Degrees and

Certificates Chair Eriks Puris - incoming Stacie Williams, Membership Chair Marlene Eid, Student Development Chair William Butler-Paisley, and Membership Structure Task Force with Co-chairs Wendy Palmer and Heiko Spoddeck. Standing committees and EAC represent deep and diverse participation, knowledge, and perspective. Continuing work to improve processes of EAC, toward being even more participatory, inclusive, responsive and ready to adapt to change. Current conversations with student leaders about COVID impacts on education. Ongoing work to distinguish between policy and procedure at PCC.

Accreditation Update – Dr. Katy Ho, Vice President, Academic Affairs  
Northwest Commission of Colleges and Universities (NWCCU) is PCC’s accrediting body. NWCCU includes 7 states: Alaska, Washington, Oregon, Idaho, Montana, Nevada, and Utah. Ensures that an institution’s academic programs meet acceptable levels of quality. Accreditation qualifies institutions and enrolled students for access to Title IV federal funds (Financial Aid). PCC is in its 6-year evaluation cycle and will be evaluated for Policies, Regulations, and Financial Review (PRFR) in Spring 2021. The focus of the PRFR is Standard Two – Governance, Resources, and Capacity. Review of the report is conducted off-site by a panel of peer reviewers with relevant expertise in the areas of policies, regulations, and financial sustainability. Report must address: mission fulfillment, eligibility requirements, each component under Standard Two (governance, academic freedom, policies and procedures, institutional integrity, financial resources, human resources, student support resources, library and information resources, and physical and technology infrastructure) moving forward, and address any prior recommendations from NWCCU.

#### **PUBLIC COMMENT ON AGENDA ITEMS**

None

#### **BUSINESS SESSION**

Chair Harper proposed approval of Resolutions 20-175, 20-135 to 20-151 Frisbee/Sonnleitner

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Yes	

#### **PUBLIC COMMENT ON NON AGENDA ITEMS**

None

#### **ADJOURN BUSINESS MEETING AND CONVENE AS LOCAL CONTRACT REVIEW BOARD**

Roll call vote on 20-152 to adopt findings - Grant an Exemption from Competitive Bidding - Authorize Use of the Construction Manager/General Contractor (CM/GC) Alternative Contracting Method for Cascade Campus Public Safety Building and Public Service Education Building. Diaz Rios/Sonnleitner

Alyajouri – Yes	Harper - Yes	Sonnleitner –Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Yes	



Roll call vote on 20-153 to accept proposed changes to the Community College Rules of Procurement (Second Reading). Sonnleitner/Frisbee

Alyajouri – Yes

Harper - Yes

Sonnleitner – Yes

Díaz Ríos - Yes

Penson – Yes

Frisbee - Yes

Saltzman – Yes

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:35 pm.

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Jim Harper, Chair

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Mark Mitsui, College President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on June 18, 2020.

June 18, 2020

20-154

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

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

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

Academic Professional Appointment– **Aleen Wilkinson**

Student Conduct and Retention Coordinator

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$51,674

Grade: 5

Step: 1

Effective: June 1, 2020

Applicant Flow:

	Gender		Ethnicity
41	Female	0	American Indian or Alaska Native
22	Male	3	Asian
6	Not Disclosed	8	Black or African American
		5	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		8	Not Disclosed
		2	Two or More Selections
		<u>41</u>	White
		69	Total

Administrative Appointment– **Jenn French**

Library Supervisor

Academic Affairs, Sylvania Campus

Annual Salary: \$56,250

Grade: F

Effective: June 8, 2020

Applicant Flow:

	Gender		Ethnicity
32	Female	0	American Indian or Alaska Native
13	Male	3	Asian
1	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		5	Two or More Selections

34	White
46	Total

**Faculty Appointment (Temporary)– Rocco Charamella**

Instructor, Computer Information Systems (CIS)

Engineering and Industrial Technology Division, Sylvania Campus

Annual Salary: \$66,191 Step: 7

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

**Faculty Appointment (Temporary)– Alma Eaton**

Instructor, Physical Education

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$57,681 Step: 3

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

**Faculty Appointment– Elizabeth McGlasson**

Instructor, Health Studies

Science, Health and Nutrition Division, Sylvania Campus

Annual Salary: \$61,788 Step: 5

Effective: August 21, 2020

Applicant Flow:

Gender

Ethnicity

39	Female	0	American Indian or Alaska Native
19	Male	3	Asian
1	Not Disclosed	6	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		7	Two or More Selections
		37	White
		59	Total

**Faculty Appointment (Temporary)– Linda Paulson**

Instructor, Management and Supervisory Development

Math, Sciences and Career Technical Education Division, Southeast Campus

Annual Salary: \$57,681 Step: 3

Effective: 8/21/2020 to 9/8/2021

Applicant Flow: Article 3.64 Recruitment

**Faculty Appointment– Jennifer Vernon**

Instructor, Early Childhood Education

Social Science and Human Development Division, Sylvania Campus

Annual Salary: \$57,681 Step: 3

Effective: August 21, 2020

Applicant Flow:		Ethnicity	
Gender			
36	Female	1	American Indian or Alaska Native
7	Male	3	Asian
1	Not Disclosed	3	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		6	Not Disclosed
		2	Two or More Selections
		26	White
		44	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN THE JUNE 18, 2020 PERSONNEL REPORT**

Female	6
Male	1
Not Disclosed	0
	<u>7</u>
American Indian/Alaskan Native	0
Asian	0
Black or African American	0
Hispanic/Latino	1
Native Hawaiian/Pacific Islander	0
Not Disclosed	0
Two or More Selections	0
White	6
	<u>7</u>

June 18, 2020

20-155

COMMENDATION OF RETIRING EMPLOYEE –  
GABRIELE BACKES

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Gabriele Backes has performed faithfully in her duties as a full-time instructor for Portland Community College since September 1, 1992. She retires effective June 20, 2020.

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

June 18, 2020

20-156

COMMENDATION OF RETIRING EMPLOYEE –  
SARAH ELSASSER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Sarah Elsasser has performed faithfully in her duties as a Student Resources Specialist and Academic Advising Specialist for Portland Community College since August 20, 2007. She retires effective June 30, 2020.

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

June 18, 2020

20-157

COMMENDATION OF RETIRING EMPLOYEE –  
BARBARA LAVE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Barbara Lave has performed faithfully in her duties as a full-time and part-time instructor for Portland Community College since September 19, 1994. She retires effective June 30, 2020.

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

June 18, 2020

20-158

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Snehal Patil, Specialist, Human Resources

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

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2020:

Continuous Appointments	Job Title
Randy Zeller	Manager/Found Operations & Finance
Jeremy Estrella	Division Dean
Heather Guevara	Division Manager/Online Learning
Rob Gabris	Manager/Risk
Michelle Bagley	Dean/Library Services
Maria Cenicerros	Human Resource Rep
Frances Marsh	Supervisor/IT - Media Services
Fan Yang	Manager/IT - Enterprise Applications
Peter Goss	Director/Financial Aid & Veteran Services
Jason Johnson	Director/Allied Health
Karissa Nickerson	Supervisor/Transportation & Parking
Troy Berreth	Director/Infrastructure Services
Joseph Cheng	Manager/IT - Enterprise Architect
Kathleen Freitag	Manager/IT – Portfolio
Terry Jolley	Director/Client Services
Cheryl Arpan	Manager/Environment Health Safety
Brad Ortman	Manager/Facilities Services Operations



June 18, 2020

20-159

SPECIAL CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Snehal Patil, Specialist, Human Resources

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

The President RECOMMENDS that the following Administrator, having fulfilled the required probationary period, be granted special continuous appointment, effective July 1, 2020:

<u>Special Continuous Appointments</u>	<u>Job Title</u>
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Greg Contreras	Manager/Program II
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June 18, 2020

20-160

CONTINUOUS APPOINTMENT: FACULTY AND ACADEMIC PROFESSIONALS

PREPARED BY: Snehal Patil, Specialist, Human Resources

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

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2020:

<u>Continuous Appointments</u>	<u>Job Title</u>
David Froemke	Instructor/Math
Lalo Guerrero	Instructor/Geology & General Science
Morgan Johnson	Specialist /Academic Advising
Cherise Frehner	Specialist /Academic Advising
Emily Hordes	Specialist/Employment
Samuel Barbara	Instructor/Music
Bradford Fox	Instructor/Bldg Construction Tech
Teri Patapoff	Major Gifts Officer
Stephania Fregosi	Sustainability Analyst
Evenlyn Prater	Specialist/Env Health & Occup Safety
Jesse Mejia	Instructor /Music
Darcy Neal	Coordinator/STEM Center
Lilia Bush-O'Hearn	Accountant I
Jason Jette	Instructor /Auto Serv Tech
Ana Rau	Coordinator/Events
Rebecca Cotera	Instructor /Arch Drafting
Richard Luff	Instructor /Mfg Tech
Daniel Soucy	Instructor/Graphic Design
Kathleen Doss	Instructor /Welding
Amy Petit	MakerLab Coordinator
Michael Pfaff-Shalmiyev	PAC Rental/Tech Coord
Tina Parrott	Coordinator/Online Learning Sched
Judith Aspin	Instructor /Nursing
Damien Adams	Instructor /Math
Jesse Norconk	Instructor /CAT Dealer Svc Tech Trg
Teresa Wolfe	Instructor /Med Lab Tech
Valerie Limbrunner-Bartlett	Instructor/Phys Ed
Wendie Siverts	Instructor/Ind Draft/Illus
Christine Fletcher	Instructor/Vet Tech
Jennifer Hill	Instructor/Biology
Michael McGovern	Instructor/Art

Shawli Sengupta  
Xiana Santos-Smithhart  
Rod Johnson  
Josh Coleman  
Bret Rickman  
Kanna Hudson

Instructor/Comp Science  
Data Analyst  
Program Officer  
Coordinator/Sales Operations  
Instructor/Math  
Grants Officer Post Award

June 18, 2020

20-161

SPECIAL CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC  
PROFESSIONALS

PREPARED BY: Snehal Patil, Specialist, Human Resources

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

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted special continuous appointment, effective September 1, 2020:

<u>Special Continuous Appointments</u>	<u>Job Title</u>
Crystal Froembling	Major Gift Officer
Dana Fullmer	Specialist/Student Resource
Lisa Lam	Specialist/Student Resource

June 18, 2020

20-162

COLLEGE PRESIDENT CONTRACT RENEWAL

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

APPROVED BY: Sylvia Kelley, Executive Vice President  
Jim Harper, Chair, PCC Board of Directors

REPORT: This resolution renews the College President's contract for a three-year period from July 1, 2020 through June 30, 2023 and for a rolling three-year period thereafter.

The Board has conducted its annual performance assessment of the President and determined its strong desire to support and encourage his continued efforts to lead the College, and to support his ongoing efforts to raise the profile of PCC, in particular with the Portland area business community and through increased activity in various public service and community social networks to the benefit of the College and the PCC Foundation.

The Board has an expressed interest in assuring continuity of the high quality of College leadership which has been provided by the President. At this time, as a means to ensure organizational stability, the Board prefers to offer the President a multi-year package, rather than a year-by-year renewal. This multi-year approach is preferred in light of the myriad challenges the College faces including the current economic conditions and the anticipated impact of those conditions during the coming State of Oregon biennial legislative and budget processes with regard to funding for Community Colleges; the high level of demand for PCC services, continued growth and increasing enrollments, as well as the bond program implementation; and, recognizing the benefits to PCC of retaining a College President with the stature of Mark Mitsui in relationships he has built with the political, civic, education and business communities at the local, regional and national levels.

For FY 2019-20, the College President received no increase in base salary. Achieving and maintaining a competitive compensation package for the College President has been a goal of the Board. Considering the foregoing circumstances, this resolution modifies the time allocated for the President's

annual vacation, and, provides for a retention incentive payable upon completion of the full three-year contract.

RECOMMENDATION: That the Board of Directors approve the following adjustments to the total compensation package of the College President:

- That the “WorkYear/Vacation” provision of the contract be modified to increase the number of days allocated for vacation to 30 days annually beginning FY 2020-21.
- That the President's other benefits be increased for each of the three fiscal years FY2020-21, FY2021-22 and FY2022-23, to the same extent as all other managers of the College,
- That a provision be added to the College President's contract providing for a retention incentive with the schedule of annual contributions beginning July 1, 2020: Year 1: \$20,000; Year 2: \$25,000; Year 3: \$30,000, and payable upon completion of the full three years on June 30, 2023
- That the Chair is authorized to execute the revised contract on behalf of the Board, subject to approval as to form by the College’s legal counsel.

June 18, 2020

20-163

BOARD RESOLUTION FOR EXECUTIVE  
MANAGEMENT AND CONFIDENTIAL SALARY  
AND BENEFIT ADJUSTMENTS FOR FY 2020-21

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

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

REPORT: The College has a goal of paying competitive salaries and benefits and making annual salary adjustments that reflect market trends in order to maintain the relative market position of executive, management and confidential salaries, and to address concerns with salary compression among employees groups. To allow for this, the College budgeted funds for an FY20-21 increase for executive, management and confidential employees.

It is recommended that the College President be granted the authority to approve an annual salary increase for executive, management and confidential employees for FY20-21 within the resources that have been budgeted, and that the College President implement cost saving measures (e.g., unpaid furlough days) to eliminate or reduce the financial impact of those increases on the budget, as needed.

RECOMMENDATION: That the Board of Directors approve the following:  
That the College President be granted the authority to approve an annual salary increase for executive, management and confidential employees for FY20-21, and that the College President is further granted the authority to implement cost saving strategies to eliminate or reduce the financial impact of those increases on the budget as the College President determines necessary.

Notwithstanding the preceding paragraph, the president may delay the salary adjustment to the start of any later pay period in FY 20-21 if the president deems it necessary or advisable for budgetary reasons. Any adjustment will be implemented in accordance with Human Resources practice.

That the monthly maximum College contributions toward employee health insurance (combined medical,

prescription drug, vision and dental) shall remain at:

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



June 18, 2020

20-164

JUNIPER NETWORK SUPPORT AND SOFTWARE  
RENEWAL

PREPARED BY: Burton Simmons, Network Infrastructure Services  
Manager, Information Technology  
Michael Mathews, Manager, Procurement and Contract  
Services

FINANCIAL  
RESPONSIBILITY: Michael Northover, Chief Information Officer, Information  
Technology

APPROVED BY: Mark Mitsui, President

REPORT: Portland Community College's internal network hardware,  
which routes network information between all buildings,  
classrooms, wireless access points, phones, etc., is  
comprised of equipment from Juniper Networks. A support  
contract is required for software updates, security updates,  
hardware warranty, software service and support.

This contract will ensure we maintain our network security  
stance, protecting the College network infrastructure  
should there be a failure, and will enable the College to  
continue to receive support should there be an issue with  
the hardware or software.

The College is seeking approval to make this purchase  
utilizing the State of Oregon cooperative Price Agreement  
#5603. The State of Oregon Certification Office for  
Business Inclusion and Diversity does not list CDW-G as a  
certified firm.

RECOMMENDATION: That Portland Community College Board of Directors  
approve the award of a contract to CDW-G for \$194,529.26  
to continue support for our network through December 21,  
2023. Funding for this contract will utilize General Fund  
budget.

June 18, 2020

20-165

AUTHORIZE PARTICIPANTS OF THE CATERPILLAR DEALER  
SERVICE (THINKBIG) ELECTRIC POWER GENERATION (EPG)  
PROGRAM FROM NON-NEIGHBORING STATES TO PAY IN-  
STATE TUITION

PREPARED BY: Irene Giustini, Division Dean, Math, Aviation and Industrial  
Technology, Rock Creek

FINANICAL  
RESPONSIBILITY: Chris Villa, Campus President, Rock Creek Campus  
Eric Blumenthal, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, President

REPORT: The current ThinkBIG program at Rock Creek Campus is one of 19 ThinkBIG programs in the world and is the Pacific Northwest regional training center. Students in the program maintain residence in and have dealer-sponsorship from one of the following dealer states: Alaska, Idaho, Montana, North Dakota, Oregon, Washington, and Wyoming. On March 17, 2005, the PCC Board approved Resolution #05-070 to allow participants of the ThinkBIG program to pay in-state tuition regardless of their state of residence.

The new ThinkBIG Electric Power Generation Program (EPG), a partnership with Caterpillar and Caterpillar Dealers, and only the second one in the United States, will be accepting ThinkBIG EPG students from not only the Pacific Northwest Region but also from throughout the United States. The students in the ThinkBIG EPG program will have already secured employment at a Caterpillar Dealership in the US. The curriculum of this 90 –credit degree includes, diesel motors, electrical theories, industrial blueprints and schematics, AC/DC motor principles, electric motors, engine fuel systems, hydraulic fundamentals, and electric power generation theories and principles.

The program will be beneficial to the College in not only developing corporate partnerships, but also in supporting PCC in lobbying for enhanced state funding.

It is the recommendation of staff that the College charges in-state tuition for participants of the program from non-neighboring states as has been done for the current ThinkBIG program students.

RECOMMENDATION: That the Board approve this resolution to allow the participants of the ThinkBIG EPG Program to pay in-state tuition regardless of their state of residence, effective Summer Term 2020.

June 18, 2020

20-166

BP 2410 BOARD POLICIES, BYLAWS AND ADMINISTRATIVE  
PROCEDURES (FIRST READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The Board of Directors may adopt such policies and bylaws that are authorized or determined by the Board of Directors to be necessary for the efficient operation of Portland Community College. Board policies and bylaws are intended to be statements of intent by the Board of Directors on a specific issue within its subject matter jurisdiction.

The policies and bylaws have been written to be consistent with provisions of law but do not encompass all laws relating to Portland Community College's activities. All Portland Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies and bylaws of the Board of Directors may be adopted, revised, added to, or amended at any regular Board of Directors meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Directors shall regularly assess its policies and bylaws for effectiveness in fulfilling Portland Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Directors policy. Such administrative procedures shall be consistent with the intent of Board of Directors Policy. Administrative procedures may be revised as deemed necessary by the President.

The policies and bylaws adopted by the Board of Directors shall be recorded in the minutes of the Board of Directors and only those so adopted and recorded shall be official policies and bylaws of the Board of Directors. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented.

The Board of Directors encourages administration to review and recommend new policies or changes in existing policy.

Copies of all Board of Directors policies and bylaws shall be readily available for public review at [www.pccc.edu/board](http://www.pccc.edu/board).

**RECOMMENDATION:** In accordance with NWCCU Standards 2.C the Board of Directors approve BP 2410 as presented. The adoption of this policy will replace Board Policy B202-Formulation of Written Policies and Bylaws.

June 18, 2020

20-167

BP 3100 ORGANIZATIONAL STRUCTURE (FIRST READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within Portland Community College.

RECOMMENDATION: The Board approve BP 3100 in accordance with NWCCU Standards 2.A.4 as presented.

June 18, 2020

20-168

BP 3200 ACCREDITATION (FIRST READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall ensure Portland Community College complies with the accreditation process and standards of the Northwest Commission on Colleges and Universities (NWCCU) and of other Portland Community College programs that seek special accreditation.

The President shall keep the Board of Directors informed of approved accrediting organizations and the status of accreditations.

The President shall ensure that the Board of Directors is involved in any accreditation process in which Board of Directors participation is required.

The President shall provide the Board of Directors with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an institution-wide accreditation report.

RECOMMENDATION: The Board approve BP 3200 in accordance with NWCCU Standards 1.B.1 as presented.

June 18, 2020

20-169

BP 3225 INSTITUTIONAL EFFECTIVENESS (FIRST  
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The Board of Directors is committed to developing institutional goals that measure the ongoing condition of Portland Community College's operational environment. The Board of Directors in collaboration with the College President, regularly assesses Portland Community College's institutional effectiveness.

RECOMMENDATION: The Board approve BP 3225 in accordance with NWCCU Standards 1.B.1 as presented.



June 18, 2020

20-170

BP 3310 RECORDS RETENTION AND DESTRUCTION  
(FIRST READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish administrative procedures to assure the retention and destruction of all Portland Community College records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

RECOMMENDATION: The Board approve BP 3310 in accordance with Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.C.4; ORS 192.005 – ORS 192.170; OAR 166-450-0000 – OAR 166-450-0125as presented.

June 18, 2020

20-171

BP 3501 CAMPUS SECURITY AND ACCESS (FIRST  
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish procedures for security and access to Portland Community College's facilities.

RECOMMENDATION: The Board approve BP 3501 in accordance with 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.H.2 as presented.

June 18, 2020

20-172

BP 3720 COMPUTER AND NETWORK USE (FIRST  
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: Students, employees, and visitors who use Portland Community College computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

RECOMMENDATION: The Board approve BP 3720 in accordance with 17 U.S. Code Sections 101 et seq.; NWCCU Standard 2.H.2; ORS 341.290(4) as presented.

June 18, 2020

20-173

DECLARING JUNE 19<sup>TH</sup>, THE DATE ON WHICH THE  
NEWS OF THE END OF SLAVERY REACHED THE  
SOUTHWESTERN STATES, ('JUNETEENTH  
INDEPENDENCE DAY') A PORTLAND COMMUNITY  
COLLEGE HOLIDAY

PREPARED BY: Traci Fordham, Program Administrator, Office of the President

APPROVED BY: Mark Mitsui, President

REPORT: News of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and the other Southwestern States, until months after the conclusion of the Civil War, more than 2 years after President Lincoln issued the Emancipation Proclamation on January 1, 1863;

On June 19, 1865, Union soldiers arrived in Galveston, Texas, with news that the Civil War had ended and the enslaved were free;

African Americans who had been slaves in the southwest celebrated June 19, commonly known as "Juneteenth Independence Day," as inspiration and encouragement for future generations;

Juneteenth Independence Day has been observed for more than 150 years and is now celebrated across the U.S. as a special day of observance in recognition of the emancipation of Black Americans.

We are committed as a community college to the understanding and practice of anti-racism in all areas of the institution, be it:

RECOMMENDATION: That the Portland Community College Board of Directors:

- designates June 19, 2020 and henceforth as a "Juneteenth Independence Day" College holiday;
- recognizes the historical significance of Juneteenth Independence Day to the United States and to the founding documents that shaped our nation;
- supports the continued recognition of Juneteenth Independence Day as an opportunity for the college community to learn more about the history of Black people in the United States and in Oregon and to better understand the ways in which racism is part of this history and heritage in our country and in our state.

June 18, 2020

20-174

RESOLUTION ADOPTING THE PORTLAND COMMUNITY COLLEGE SUPPLEMENTAL BUDGET FOR THE 2019-2021 BIENNIUM, AUTHORIZING TRANSFERS BETWEEN APPROPRIATION UNITS, CATEGORIES AND FUNDS; USE OF CONTINGENCY FUNDS; AND CHANGES IN TOTAL BUDGET AUTHORITY IN ACCORDANCE WITH ORS 294.463-473

PREPARED BY: Tom Andrews, Budget Manager, Finance

APPROVED BY: Dina Farrell, Associate Vice President, Finance  
Eric Blumenthal, Vice President, Finance and Administration  
Mark Mitsui, President

REPORT: In June 2019, 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 FY19-21 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 requirements 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, acting as the College Budget Committee, approve this Resolution to amend the Biennial Fiscal Year 2019-21 Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2019-21 biennium commencing July 1, 2019 is hereby amended as outlined in Exhibit A.

Adopted by the governing board of the Portland Community College District this 18th day of June 2020.

**ATTEST:**

**APPROVED:**

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Mark Mitsui  
College President

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Jim Harper, Chair  
Board of Directors

## EXHIBIT A

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>GENERAL FUND</b>			
<b>REVENUES:</b>			
From local sources			
Property Tax - current year	\$73,538,590	\$0	\$73,538,590
Property Tax - prior year	1,764,926	0	1,764,926
Tuition and fees	185,403,990	487,584	185,891,574
Interest from investments	967,674	0	967,674
Other local sources	4,217,000	17,385	4,234,385
From federal sources	0	6,273,372	6,273,372
From state sources	198,217,222	9,016,026	207,233,248
Operating transfers in:			
From Contracts & Grants Fund	3,209,371	0	3,209,371
From Capital Construction Fund	0	0	0
From CEU/CED Fund	223,102	421,200	644,302
From PERS Internal Reserve Fund	2,500,000	0	2,500,000
From Bookstore Fund	1,470,108	0	1,470,108
From Auxiliary Fund	45,310	0	45,310
From Student Financial Aid Fund	437,501	50,000	487,501
From Print Center Fund	118,671	0	118,671
From Transportation & Parking Fund	553,382	0	553,382
From Food Services Fund	80,404	0	80,404
Total Operating Revenues	\$472,747,251	\$16,265,567	\$489,012,818
Beginning Fund Balance	35,700,000	6,382,929	42,082,929
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$508,447,251</b>	<b>\$22,648,496</b>	<b>\$531,095,747</b>
<b>BY APPROPRIATION UNIT:</b>			
<b>Program Areas</b>			
Sylvania	\$94,699,314	\$4,071,721	\$98,771,035
Rock Creek	72,193,296	2,789,139	74,982,435
Cascade	54,560,496	1,844,714	56,405,210
Southeast	29,988,922	1,010,889	30,999,811
Office of the President	4,264,114	639,360	4,903,474
Office of the Exec Vice President	22,544,733	2,385,645	24,930,378
Finance & Administration	116,835,941	10,390,123	127,226,064
Academic Affairs	24,581,559	1,443,410	26,024,969
Student Affairs	28,907,004	2,156,569	31,063,573
Transfers	6,672,905	1,530,397	8,203,302
Contingency	30,465,646	(5,613,471)	24,852,175
Total Appropriation	\$485,713,930	\$22,648,496	\$508,362,426
Unappropriated Ending Fund Balance	22,733,321	0	22,733,321
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>\$508,447,251</b>	<b>\$22,648,496</b>	<b>\$531,095,747</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>AUXILIARY FUND</b>			
<b>REVENUES:</b>			
Facilities Usage	\$1,220,186	\$3,000	\$1,223,186
Campus Activities	644,048	45,400	689,448
Transfers	0	0	\$0
Total Operating Revenues	\$1,864,234	\$48,400	\$1,912,634
Beginning Fund Balance	1,252,128	227,095	1,479,223
<b>TOTAL AUXILIARY FUND REVENUES</b>	<b>\$3,116,362</b>	<b>\$275,495</b>	<b>\$3,391,857</b>

<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>			
Facilities Usage	\$1,441,266	\$5,670	\$1,446,936
Campus Activities	413,190	88,986	502,176
Sustainability Projects	440,000	0	440,000
Transfers	45,310	0	45,310
Contingency	390,000	180,839	570,839
<b>Sub-total</b>	<b>\$2,729,766</b>	<b>\$275,495</b>	<b>\$3,005,261</b>
Unappropriated Ending Fund Balance	386,596	0	386,596
<b>TOTAL AUXILIARY FUND REQUIREMENTS</b>	<b>\$3,116,362</b>	<b>\$275,495</b>	<b>\$3,391,857</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>CEU/CED FUND</b>			
<b>REVENUES:</b>			
CEU/CED Charges	\$14,212,108	\$500,000	\$14,712,108
Other local sources	2,133,380	(500,000)	1,633,380
Transfers	1,078,775	0	1,078,775
Total Operating Revenues	\$17,424,263	\$0	\$17,424,263
Beginning Fund Balance	3,386,797	(360,563)	3,026,234
<b>TOTAL REVENUES</b>	<b>\$20,811,060</b>	<b>(\$360,563)</b>	<b>\$20,450,497</b>

<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>			
Workforce/Community Ed	\$17,118,685	\$787,046	\$17,905,731
Cascade Campus	92,666	2,214	94,880
Transfers	223,102	421,200	644,302
Contingency	3,376,607	(1,571,023)	1,805,584
<b>Sub-total</b>	<b>\$20,811,060</b>	<b>(\$360,563)</b>	<b>\$20,450,497</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$20,811,060</b>	<b>(\$360,563)</b>	<b>\$20,450,497</b>



	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>CONTRACTS AND GRANTS FUND</b>			
<b>REVENUES:</b>			
Local Sources	\$14,174,648	(\$2,332,406)	\$11,842,242
State Sources	15,835,181	(1,423,886)	14,411,295
Federal Sources	29,662,233	(1,036)	29,661,197
Transfers	388,400	0	388,400
Total Operating Revenues	\$60,060,462	(\$3,757,328)	\$56,303,134
Beginning Fund Balance	0	3,757,328	3,757,328
<b>TOTAL REVENUES</b>	<b>\$60,060,462</b>	<b>\$0</b>	<b>\$60,060,462</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Local Contracts	\$14,424,656	\$0	\$14,424,656
State Grants	14,105,292	0	14,105,292
Federal Grants	26,666,183	0	26,666,183
Transfers	3,209,371	0	3,209,371
Contingency	1,654,960	0	1,654,960
<b>Sub-total</b>	<b>\$60,060,462</b>	<b>\$0</b>	<b>\$60,060,462</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$60,060,462</b>	<b>\$0</b>	<b>\$60,060,462</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>STUDENT ACTIVITIES FUND</b>			
<b>REVENUES:</b>			
Student Activities Fee	\$5,258,602	(\$388,000)	\$4,870,602
Other local sources	82,000	388,000	470,000
Interest Income	5,000	0	5,000
Total Operating Revenues	\$5,345,602	\$0	\$5,345,602
Beginning Fund Balance	372,000	(139,036)	232,964
<b>TOTAL REVENUES</b>	<b>\$5,717,602</b>	<b>(\$139,036)</b>	<b>\$5,578,566</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Sylvania Programs	\$1,150,734	(\$10,959)	\$1,139,775
Rock Creek Programs	1,017,434	(13,099)	1,004,335
Cascade Programs	801,914	(10,970)	790,944
Southeast Programs	587,779	(1,499)	586,280
District-wide Programs	1,972,042	(40,712)	1,931,330
Contingency	187,699	(61,797)	125,902
<b>Sub-total</b>	<b>\$5,717,602</b>	<b>(\$139,036)</b>	<b>\$5,578,566</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$5,717,602</b>	<b>(\$139,036)</b>	<b>\$5,578,566</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>STUDENT FINANCIAL AID FUND</b>			
<b>REVENUES:</b>			
Private Sources	\$1,667,683	\$210,000	\$1,877,683
Federal Sources	214,294,554	6,269,372	220,563,926
Interest from Investments	18,700	0	18,700
Transfers	200,617	0	200,617
Total Operating Revenues	\$216,181,554	\$6,479,372	\$222,660,926
Beginning Fund Balance	1,269,604	806,768	2,076,372
<b>TOTAL REVENUES</b>	<b>\$217,451,158</b>	<b>\$7,286,140</b>	<b>\$224,737,298</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

College Funded Programs	\$146,000	\$210,000	\$356,000
Federal Programs	215,511,184	6,269,372	221,780,556
Short Term Student Loans	248,000	\$0	248,000
Transfer	437,501	\$50,000	487,501
Contingency	1,108,473	756,768	1,865,241
<b>Sub-total</b>	<b>\$217,451,158</b>	<b>\$7,286,140</b>	<b>\$224,737,298</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$217,451,158</b>	<b>\$7,286,140</b>	<b>\$224,737,298</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>CAPITAL PROJECTS FUND</b>			
<b>REVENUES:</b>			
Other Sources	\$380,000	\$0	\$380,000
Interest	40,000	0	40,000
Transfers	2,000,000	120,000	2,120,000
Total Operating Revenues	\$2,420,000	\$120,000	\$2,540,000
Beginning Fund Balance	1,902,674	147,598	2,050,272
<b>TOTAL REVENUES</b>	<b>\$4,322,674</b>	<b>\$267,598</b>	<b>\$4,590,272</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Capital Outlay	\$2,885,817	\$120,000	\$3,005,817
Transfers	0	0	0
Contingency	1,000,000	147,598	1,147,598
<b>Sub-total</b>	<b>\$3,885,817</b>	<b>\$267,598</b>	<b>\$4,153,415</b>
Unappropriated Ending Fund Balance	436,857	0	436,857
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$4,322,674</b>	<b>\$267,598</b>	<b>\$4,590,272</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>PLANNING AND CAPITAL CONSTRUCTION FUND</b>			
<b>REVENUES:</b>			
Interest	\$1,750,000	\$0	\$1,750,000
State Sources	15,000,000	0	15,000,000
Other Revenues	30,000	0	30,000
Transfers	0	0	0
Total Operating Revenues	\$16,780,000	\$0	\$16,780,000
Beginning Fund Balance	230,981,031	(15,248,302)	215,732,729
<b>TOTAL REVENUES</b>	<b>\$247,761,031</b>	<b>(15,248,302)</b>	<b>\$232,512,729</b>

<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>			
Sylvania Campus	\$73,800,000	(\$20,000,000)	\$53,800,000
Cascade Campus	3,460,000	0	3,460,000
Rock Creek Campus	9,225,000	10,000,000	19,225,000
Southeast Campus	240,000	0	240,000
District-wide Projects	71,000,000	494,527	71,494,527
Transfers	0	0	0
Contingency	15,500,000	(5,742,829)	9,757,171
<b>Sub-total</b>	<b>\$173,225,000</b>	<b>(15,248,302)</b>	<b>\$157,976,698</b>
Unappropriated Ending Fund Balance	74,536,031	0	74,536,031
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$247,761,031</b>	<b>(15,248,302)</b>	<b>\$232,512,729</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>COLLEGE BOOKSTORE FUND</b>			
<b>REVENUES:</b>			
Sale of Merchandise	\$15,670,249	\$0	\$15,670,249
Interest	72,990	0	72,990
Miscellaneous Income	254,782	0	254,782
Total Operating Revenues	\$15,998,021	\$0	\$15,998,021
Beginning Fund Balance	5,036,070	(46,782)	4,989,288
<b>TOTAL RESOURCES</b>	<b>\$21,034,091</b>	<b>(46,782)</b>	<b>\$20,987,309</b>

<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>			
Bookstore Operations	\$17,133,914	\$235,608	\$17,369,522
Transfers	1,970,108	0	1,970,108
Contingency	1,930,069	(282,390)	1,647,679
<b>Sub-total</b>	<b>\$21,034,091</b>	<b>(46,782)</b>	<b>\$20,987,309</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$21,034,091</b>	<b>(46,782)</b>	<b>\$20,987,309</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>FOOD SERVICES FUND</b>			
<b>REVENUES:</b>			
Food Sales	\$9,176,329	\$0	\$9,176,329
Interest	6,984	0	6,984
Transfers	500,000	1,004,767	1,504,767
Total Operating Revenues	\$9,683,313	\$1,004,767	\$10,688,080
Beginning Fund Balance	363,797	(84,871)	278,926
<b>TOTAL REVENUES</b>	<b>\$10,047,110</b>	<b>\$919,896</b>	<b>\$10,967,006</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Food Service Operations	\$9,166,706	\$1,192,378	\$10,359,084
Transfers	80,404	0	80,404
Contingency	800,000	(272,482)	527,518
<b>Sub-total</b>	<b>\$10,047,110</b>	<b>\$919,896</b>	<b>\$10,967,006</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$10,047,110</b>	<b>\$919,896</b>	<b>\$10,967,006</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b>TRANSPORTATION &amp; PARKING SERVICES FUND</b>			
<b>REVENUES:</b>			
Parking Permits	\$4,492,989	\$0	\$4,492,989
Parking Fines	516,468	0	516,468
Misc Revenue	2,458,457	0	2,458,457
Interest	76,647	0	76,647
Transfers	123,943	0	123,943
Total Operating Revenues	\$7,668,504	\$0	\$7,668,504
Beginning Fund Balance	4,417,092	504,634	4,921,726
<b>TOTAL REVENUES</b>	<b>\$12,085,596</b>	<b>\$504,634</b>	<b>\$12,590,230</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Operations	\$10,558,507	\$261,551	\$10,820,058
Transfers	553,382	0	553,382
Contingency	973,707	243,083	1,216,790
<b>Sub-total</b>	<b>\$12,085,596</b>	<b>\$504,634</b>	<b>\$12,590,230</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$12,085,596</b>	<b>\$504,634</b>	<b>\$12,590,230</b>

	2019-21 Biennium ADOPTED	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b><u>PRINT CENTER FUND</u></b>			
<b><u>REVENUES:</u></b>	<b><u>BUDGET</u></b>	<b><u>Budget</u></b>	<b><u>BUDGET</u></b>
Internal Charges	\$955,300	\$0	\$955,300
External Charges	53,000	0	53,000
Copy Machine revenues	979,001	0	979,001
Misc revenues	706,960	0	706,960
Transfers	0	405,630	405,630
Total Operating Revenues	\$2,694,261	\$405,630	\$3,099,891
Beginning Fund Balance	272,532	(47,111)	225,421
<b>TOTAL REVENUES</b>	<b>\$2,966,793</b>	<b>\$358,519</b>	<b>\$3,325,312</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Operations	\$2,484,094	\$434,436	\$2,918,530
Transfers	\$118,671	0	118,671
Contingency	238,540	(75,917)	162,623
<b>Sub-total</b>	<b>\$2,841,305</b>	<b>\$358,519</b>	<b>\$3,199,824</b>
Unappropriated Ending Fund Balance	125,488	0	125,488
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$2,966,793</b>	<b>\$358,519</b>	<b>\$3,325,312</b>

	2019-21 Biennium ADOPTED	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b><u>PERS INTERNAL SERVICE FUND</u></b>			
<b><u>REVENUES:</u></b>	<b><u>BUDGET</u></b>	<b><u>Budget</u></b>	<b><u>BUDGET</u></b>
Charges to Depts	\$44,440,268	\$0	\$44,440,268
Proceeds from Sale of Bond	0	0	0
Interest	420,300	0	420,300
Total Operating Revenues	\$44,860,568	\$0	\$44,860,568
Beginning Fund Balance	18,374,695	3,356,045	21,730,740
<b>TOTAL REVENUES</b>	<b>\$63,235,263</b>	<b>\$3,356,045</b>	<b>\$66,591,308</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Payment to PERS	\$0	\$0	\$0
Transfers	44,440,268	0	44,440,268
Contingency	200,000	3,356,045	3,556,045
<b>Sub-total</b>	<b>\$44,640,268</b>	<b>\$3,356,045</b>	<b>\$47,996,313</b>
Unappropriated Ending Fund Balance	18,594,995	0	18,594,995
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$63,235,263</b>	<b>\$3,356,045</b>	<b>\$66,591,308</b>

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b><u>RISK MANAGEMENT FUND</u></b>			
<b><u>REVENUES:</u></b>			
Charges to Depts	\$5,923,000	\$0	\$5,923,000
Insurance Reimbursements	2,000	0	2,000
Interest	135,000	0	135,000
Transfers	2,081,170	0	2,081,170
Total Operating Revenues	\$8,141,170	\$0	\$8,141,170
Beginning Fund Balance	8,355,333	548,087	8,903,420
<b>TOTAL REVENUES</b>	<b>\$16,496,503</b>	<b>\$548,087</b>	<b>\$17,044,590</b>
<b><u>EXPENDITURES AND OTHER REQUIREMENTS:</u></b>			
Self-insurance and Risk Admin	\$5,848,872	\$828,194	\$6,677,066
Transfers	\$0	0	0
Contingency	1,912,248	(280,107)	1,632,141
<b>Sub-total</b>	<b>\$7,761,120</b>	<b>\$548,087</b>	<b>\$8,309,207</b>
Unappropriated Ending Fund Balance	8,735,383	0	8,735,383
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$16,496,503</b>	<b>\$548,087</b>	<b>\$17,044,590</b>
	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
<b><u>EARLY RETIREMENT FUND</u></b>			
<b><u>REVENUES:</u></b>			
Interest	\$60,000	\$0	\$60,000
Transfers	800,000	0	800,000
Total Operating Revenues	\$860,000	\$0	\$860,000
Beginning Fund Balance	628,349	(54,709)	573,640
<b>TOTAL REVENUES</b>	<b>\$1,488,349</b>	<b>(54,709)</b>	<b>\$1,433,640</b>
<b><u>EXPENDITURES AND OTHER REQUIREMENTS:</u></b>			
Other post-retirement benefits	\$1,488,349	(54,709)	\$1,433,640
Contingency	0	0	0
<b>Sub-total</b>	<b>\$1,488,349</b>	<b>(54,709)</b>	<b>\$1,433,640</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$1,488,349</b>	<b>(54,709)</b>	<b>\$1,433,640</b>

**DEBT SERVICE (G.O. BOND) FUND****REVENUES:**

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
Property Tax - current	\$107,788,626	\$0	\$107,788,626
Property Tax - prior	340,000	0	340,000
Debt Proceeds from Refunding	0	0	0
Interest	120,000	0	120,000
Total Operating Revenues	\$108,248,626	\$0	\$108,248,626
Beginning Fund Balance	3,319,086	2,567,284	5,886,370
<b>TOTAL REVENUES</b>	<b>\$111,567,712</b>	<b>\$2,567,284</b>	<b>\$114,134,996</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Debt Service - Principal	\$68,760,000	\$0	\$68,760,000
Debt Service - Interest	39,028,626	0	39,028,626
Defeased Bond Payment to Escrow	0	0	0
<b>Sub-total</b>	<b>\$107,788,626</b>	<b>\$0</b>	<b>\$107,788,626</b>
Unappropriated Ending Fund Balance	3,779,086	2,567,284	6,346,370
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$111,567,712</b>	<b>\$2,567,284</b>	<b>\$114,134,996</b>

**P.E.R.S. DEBT SERVICE FUND****REVENUES:**

	2019-21 Biennium ADOPTED BUDGET	FY20 #1 Supplemental Budget	2019-21 Biennium ADJUSTED BUDGET
Transfer from Internal PERS/Reserve	\$41,940,268	\$0	\$41,940,268
Total Operating Revenues	\$41,940,268	\$0	\$41,940,268
Beginning Fund Balance	0	0	0
<b>TOTAL REVENUES</b>	<b>\$41,940,268</b>	<b>\$0</b>	<b>\$41,940,268</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Debt Service - Principal	\$20,375,000	\$0	\$20,375,000
Debt Service - Interest	21,565,268	0	21,565,268
Defeased Bond Payment to Escrow	0	0	0
<b>Sub-total</b>	<b>\$41,940,268</b>	<b>\$0</b>	<b>\$41,940,268</b>
Unappropriated Ending Fund Balance	0	0	0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$41,940,268</b>	<b>\$0</b>	<b>\$41,940,268</b>

# Board of Directors Goals 2019-2020

## **Diversity, Equity and Inclusion**

Strategic Goal: Ensure that the Board of Directors and the President both advance Diversity, Equity and Inclusion in measurable and strategic ways.

- PCC increases the recruitment, hiring and retention of employees of color.
- PCC increases the awarding of contracts to MWESB companies.
- The PCC Board of Directors will establish and implement a way of including DE & I into the policy making process and other key board functions.

## **Equitable Student Success**

Strategic Goal: The board holds itself and the college president accountable for improving equitable student success.

- PCC improves access, retention, and completion rates for all students and reduces and then eliminates disparities in these rates for low-income students and students of color.
- Board members utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.)

## **Mission Fulfillment**

Strategic Goal: Through the development of policy, a strong relationship with the college president and effective public advocacy, ensure that Portland Community College is well positioned to meet the current and future needs of the communities it serves:

- Engage, at the board level, in the PCC Strategic Planning Process and prepare for the board role in the next accreditation visit.
- Continue to engage in coordinated, strategic advocacy with city, county, regional, state and federal governments.
- Continue strategic oversight of critical college performance through the Audit Committee, dashboard review, budget presentations, evaluation of the president, etc.
- Evaluate the PCC President relative to his work plan.

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The PCC Board of Directors met for a retreat on July 26, 2019. From that meeting a working agreement was established. This is that agreement:

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|--|---|
| • Treat each other with respect          | • Plan agenda thoughtfully              |
| • Listen with an empathic mind and heart | • Be prepared                           |
| • Be honest, act with integrity          | • Create a positive working environment |
| • Call in/Call out                       | • Be aware of impact as well as intent  |
| • Conduct effective meetings             | • Stay true to board goals              |
| • Stay engaged                           | • Reference Legacy Goals in meetings    |
| • Start/Stop on time                     |   |



*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.*